



# 19-37 Highgate Road, Kentish Town, London

Written Scheme of Investigation for Archaeological Evaluation

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Portway House  
Old Sarum Park  
Salisbury  
SP4 6EB

[www.wessexarch.co.uk](http://www.wessexarch.co.uk)

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WA project code 261970  
Project management by Martin Banikov  
Document compiled by Jon Kaines  
Contributions from Dr Daniel Young  
Graphics by Oliver Dindol

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**Figure 1** Site location and proposed works



## 19-37 Highgate Road, Kentish Town, London

### Written Scheme of Investigation for Archaeological Evaluation

#### 1 INTRODUCTION

##### 1.1 Project and planning background

- 1.1.1 Wessex Archaeology has been commissioned by GM London Ltd ('the client') to produce a written scheme of investigation (WSI) for a proposed archaeological evaluation of a 0.31ha parcel of land located at 19-37 Highgate Road, Kentish Town, London NW5 1PA. The evaluation area is centred on NGR 528880, 185425 (**Figure 1**).
- 1.1.2 The proposed development of the whole site was for the "*demolition of existing buildings and redevelopment to provide: a new 3,228sqm (GIA) Centre for Independent Living (CIL) (Class D1) comprising 3 storeys plus basement at Greenwood Place; a part 5 part 7 storey mixed-use development at Highgate Road comprising 42 residential units (including 8 supported affordable housing units) and 100sqm (GIA) social enterprise in flexible retail, restaurant/cafe, office or community use (Classes A1/A3/B1/D1) at ground floor level; highway improvements to Greenwood Place, and associated plant, landscaping, servicing and disabled car parking.*"
- 1.1.3 Subsequently, and following the development of the rear or south-west of the site, a further application (2022/1603/P) was submitted for the front of the site, as shown in **Figure 1**, for "*Variation of Conditions 2 (development in accordance with approved plans) and 15 (social enterprise unit opening hours) granted under reference 2013/5947/P, dated 18/06/2014 (as amended by reference 2015/3151/P, 2016/0936/P, 2017/0363/P, 2017/01518/P, 2021/5384/P and 2022/0929/P) (for: Demolition of existing buildings and redevelopment to provide: a new Centre for Independent Living at Greenwood Place; and mixed-use development at Highgate Road comprising residential units, including supported affordable housing units, and social enterprise space; highway improvements; plant, landscaping; servicing; disabled car parking etc.). Amendments to Highgate Road site to include excavation of basement, installation of substation at ground floor, reconfiguration of internal layout, provision of 5x supported living units at ground floor level, 5x net additional residential units, elevational changes, material changes and associated plant, landscaping, servicing, cycle and refuse storage alterations.*"
- 1.1.4 A planning application (2013/5947/P) was submitted to the London Borough of Council, was granted 18 June 2014, subject to conditions. Condition 24 related to archaeology:
- A) No development (excluding demolition and enabling works) shall take place on i) the community centre; and ii) the residential building; until the applicant (or their heirs and successors in title) has secured the implementation of a programme of archaeological evaluation in accordance with a written scheme which has been submitted by the applicant and approved by the local planning authority in writing and a report on that evaluation has been submitted to the local planning authority.*
- B) If heritage assets of archaeological interest are identified by the evaluation under Part A, then before works on the relevant part of the development commence the applicant (or their heirs and successors in title) shall secured the*

*implementation of a programme of archaeological investigation in accordance with a Written Scheme of Investigation which has been submitted by the applicant and approved by the local planning authority in writing.*

*C) No development or demolition shall take place other than in accordance with the Written Scheme of Investigation approved under Part (B).*

*D) The development shall not be occupied until the site investigation and post investigation assessment has been completed in accordance with the programme set out in the Written Scheme of Investigation approved under Part (B), and the provision for analysis, publication and dissemination of the results and archive deposition has been secured.*

*Reason: In order to ensure the identification of and minimise damage to important archaeological remains which may exist on this site, in accordance with the requirements of policy CS14 of the London Borough of Camden Local Development Framework Core Strategy and policy DP25 of the London Borough of Camden Local Development Framework Development Policies.*

- 1.1.5 The Greater London Archaeology Advisory Service (GLAAS), archaeological advisor to the Local Planning Authority (LPA), was consulted and replied 4 November 2013:

*Appraisal of this planning application using the Greater London Historic Environment Record and information submitted with the application indicates that the site has low to medium potential for significant medieval or post-medieval settlement remains of Kentish Town for palaeo-environmental evidence related to a tributary of the River Fleet.*

and suggested that a trial trench evaluation would be appropriate.

- 1.1.6 The evaluation will comprise the excavation, investigation and recording of three trial trenches (each measuring 10 m by 2 m), equating to a 5% sample of the proposed development area.

## **1.2 Scope of document**

- 1.2.1 This WSI sets out the aims of the evaluation, and the methods and standards that will be employed. In format and content, it conforms to current best practice, as well as to the guidance in *Management of Research Projects in the Historic Environment* (MoRPHE, Historic England 2015a) and the Chartered Institute for Archaeologists' (CIfA) *Standard and guidance for archaeological field evaluation* (CIfA 2014a).
- 1.2.2 This document will be submitted to Greater London Archaeology Advisory Service (GLAAS), archaeological advisor to the Local Planning Authority (LPA), for approval, prior to the start of the evaluation.

## **1.3 Location, topography and geology**

- 1.3.1 The proposed evaluation area is located at 19-37 Highgate Road, Kentish Town, NW5 1PA in the London Borough of Camden. The site consists of a hardstanding area and a brick built warehouse that sit between the road and pavement to the north-east and borders another brick built warehouse immediately to the south-west. A road to an earlier phase of this development bounds the site to the north-west and Christ Apostolic Church and its grounds are to the south-east. The site is flat at 41 m above Ordnance Datum (aOD).
- 1.3.2 A tributary stream of the River Fleet, known from documentary sources, apparently flowed roughly from north to south across the site (Figure 1).

- 1.3.3 The underlying geology is mapped as London Clay Formation - clay, silt and sand – a sedimentary Bedrock formed approximately 48 to 56 million years ago in the Palaeogene Period. (British Geological Survey 2022).
- 1.3.4 A geotechnical investigation was carried out by Campbell Reith (2013) on the site (Figure 1). This investigation comprised the excavation of two boreholes and four sampler holes. **Table 1** shows the results of the investigation. The original report was commissioned for engineering purposes and did not differentiate between modern made ground, containing identifiably modern inclusion such as concrete and plastic (but not brick or tile), and undated made ground, which may potentially contain deposits of archaeological interest. Made ground of 1.0–2.0m thickness was found to overly alluvium or the London Clay. Alluvium was recorded in the exploratory holes in the western part of the site, which corresponds with the probable route of the tributary of the Fleet.

**Table 1** summary of geotechnical data (CampbellReith 2013)  
*Levels are in metres below ground level (mbgl)*

BH/TP ref.	Made ground	Top of natural (alluvium)	Top of natural (London Clay)
BH1	<1.6	1.6–2.4	2.4+ (reworked)
BH2	<1.0	1.0–3.7	3.7+ (reworked)
DCS1	<2.0	2.0+	Not reached
DCS2A	<1.3	Not present	1.3+
DCS3	<1.0	Not present	Not reached
DCS4	<1.5	Not present	+

- 1.3.5 It is proposed that any alluvial deposits recorded in the proposed trenches are examined using a series of hand augers to be excavated at the base of those trenches, under the supervision of a Wessex Archaeology Geoarchaeologist (see **Section 4.4**).

## 2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

### 2.1 Introduction

- 2.1.1 The archaeological and historical background was assessed in a prior Historic Environment Assessment (HEA, MoLA 2013), which considered the recorded historic environment resource within a 1 km study area of the proposed development. A summary of the results is presented below, with relevant entry numbers from the Greater London Historic Environment Record (GLHER) and the National Heritage List for England (NHLE) included. Additional sources of information are referenced, as appropriate.

### 2.2 Previous investigations

- 2.2.1 There have been six archaeological investigations in the study area. Those for which details are available revealed post-medieval remains. There have been no investigations in the site itself and as a result the understanding of the nature and extent of archaeological evidence for previous human activity in the area is very limited.

### 2.3 Archaeological and historical context

*Prehistoric period (800,000 BC–AD 43)*

- 2.3.1 There are no known finds dated to this period within the study area.



*Roman period (AD 43–410)*

- 2.3.2 There is no evidence for Roman activity in the study area. It is possible that the site was in woodland throughout this period.

*Early Medieval (AD 410 – AD 1066)*

- 2.3.3 The site lay within the extensive manor (or landed estate) of St Pancras. St Pancras Old Church lies beside the River Fleet (now underground) at the northern end of Pancras Road, c 2.1 km to the south-east of the site. The church would have formed an early focus for settlement, the exact extent of which is not currently known.
- 2.3.4 The main St Pancras manor was eventually broken up into smaller estates. The site fell within the Cantelowes manor in the north-east, which Domesday Book (AD 1086) describes as “containing plenty of timber in the hedge rows, good pasture for cattle, and a running brook” and was held by the Canons of St Paul’s (Walford 1878, 324–340). Throughout this period, it is likely that the site was located at considerable distance from the known settlements and probably within pasture or woodland.

*Later medieval period (AD 1066–1485)*

- 2.3.5 At the time of the Domesday Survey in 1086 the manor of Cantelowes was held by the Canons of St Paul’s. Towards the end of this period, a large area of Cantelowes became Camden Town (Richardson 1997, 14). A possible location for the medieval settlement is at the junction of Kentish Town Road and Camden High Street, 1.4 km to the south of the site.
- 2.3.6 The exact location and extent of the settlement at Kentish Town is uncertain. The settlement may have been dispersed and linear in form, with buildings spread intermittently all the way along Kentish Town Road. Two medieval taverns are recorded on the GLHER along the road, respectively c 500 m and 800 m south of the site; and the GLHER locates the manor house of Cantelowes 100 m east of the site, where another small settlement may have existed.
- 2.3.7 The GLHER locates the medieval manor house of Kentish Town c 500 m south of the site. The chapel of ease for the use of the local inhabitants, subordinate to the parish church of St Pancras, was rebuilt around the middle of the 15th century (Richardson 1997, 8). This chapel was apparently located on the west side of Kentish Town Road, 600m to the south of the site. The chapel and manor house would have formed the focus of another settlement.
- 2.3.8 Throughout this period, the site probably lay within fields, but may have been located along the periphery of later medieval settlement, within the built area.

*Post-medieval period (AD 1485–present)*

- 2.3.9 The earliest map of the area, Rocque’s map of 1746, shows Kentish Town as a string of roadside properties on both sides of Kentish Town Road. The site lies in a field just to the west of the main road, under the label ‘Kentish Town Bridge’. This was a bridge to the east of the site, carrying the main road, then called Green Street and now Highgate Road, over a tributary of the River Fleet. Further north, another roadside settlement is shown, labelled ‘Green St[r]jeet’.
- 2.3.10 The end of the 18th century saw the beginning of a building boom which was to change Kentish Town from a village into a select suburb, (Weinreb and Hibbert 1995). The medieval chapel of ease 600 m to the south of the site was abandoned and a large new church, dedicated to St John the Baptist, was built in 1782–4 directly adjoining the site.

- 2.3.11 The church can be seen on a map of the parish of St Pancras compiled about 1800. The map also shows a row of ten houses in a terrace fronting on to Highgate Road along the north-eastern edge of the site. The long gardens at the rear of these houses backed on to a road running from north-west to south-east across the centre of the site, the precursor of Greenwood Place. A short row of six or seven houses, called 'Prospect Place', formed a terrace on the south side of this road. The northern edge of the site is determined by the same road returning eastwards to the main road. The map also shows a stream branching off from the main road and following the northern edge of the site, curving south into the site before re-joining the main branch of the River Fleet to the west of the site.
- 2.3.12 The London County Council's map of bomb damage during the Second World War (1939–45) shows no changes to the layout of the site. One of the terraced houses along Highgate Road suffered general blast damage and could probably have been repaired. The depository to the north-west was similarly damaged.
- 2.3.13 Ordnance Survey mapping shows very little change to the site until a possible extension to the bottling plant on the 1911 map, shown as a coachbuilding works in 1958. The current warehouse appears in the 1960s and the Day Care Centre is on a 1979 map.

### **3 AIMS AND OBJECTIVES**

#### **3.1 General aims**

- 3.1.1 The general aims (or purpose) of the evaluation, in compliance with the *ClfA Standard and guidance for archaeological field evaluation* (ClfA 2014a), are to:
- provide information about the archaeological potential of the site; and
  - inform either the scope and nature of any further archaeological work that may be required; or the formation of a mitigation strategy (to offset the impact of the development on the archaeological resource); or a management strategy.

#### **3.2 General objectives**

- 3.2.1 In order to achieve the above aims, the general objectives of the evaluation are to:
- determine the presence or absence of archaeological features, deposits, structures, artefacts or ecofacts within the specified area;
  - establish, within the constraints of the evaluation, the extent, character, date, condition and quality of any surviving archaeological remains;
  - place any identified archaeological remains within a wider historical and archaeological context in order to assess their significance; and
  - make available information about the archaeological resource within the site by reporting on the results of the evaluation.

#### **3.3 Site-specific objectives**

- 3.3.1 Following consideration of the archaeological potential of the site and the regional research framework (MoLAS 2002.), the site-specific objectives of the evaluation are to:
- examine evidence for remains of medieval/post-medieval activity
  - determine the palaeoenvironmental potential of alluvial deposits associated with the possible tributary of the Fleet River

- assess the potential for the recovery of artefacts to assist in the development of type series within the region.

## **4 FIELDWORK METHODS**

### **4.1 Introduction**

- 4.1.1 Health and safety will override archaeological considerations in all works since, as stated in ClfA guidance, *Health and Safety regulations and requirements cannot be ignored no matter how imperative the need to record archaeological information; hence Health and Safety will take priority over archaeological matters* (ClfA 2014a, 11)
- 4.1.2 All works will be undertaken in accordance with the detailed methods set out within this WSI. Any significant variations to these methods will be agreed in writing with GLAAS and the client prior to being implemented.
- 4.1.3 The evaluation will comprise the excavation, investigation and recording of three trial trenches (each measuring 10 m by 2 m), equating to a 5% sample of the proposed development area. Trenches will be dug to a maximum depth of 1.2 m and hand augering will be used to investigate deposits below this depth if necessary.
- 4.1.4 Should it be necessary to better understand the site a contingency is included for extending and stepping trench 1, which will be agreed in advance with GLAAS and the client.
- 4.1.5 Before the start of the fieldwork, an event/accession code will be obtained for the evaluation.

### **4.2 Setting out of the trenches**

- 4.2.1 All trenches will be set out using a Global Navigation Satellite System (GNSS) or Total Station Theodolite (TST) in the approximate positions shown in **Figure 1**. Minor adjustments to the layout may be required to take account of constraints such as vegetation or located services, and to allow for machine manoeuvring. The trench locations will be tied into the Ordnance Survey (OS) National Grid and Ordnance Datum (OD) (Newlyn), as defined by OSTN15 and OSGM15.

### **4.3 Service location and other constraints**

- 4.3.1 The client will provide information regarding the presence of any below/above-ground services, and any ecological, environmental or other constraints.
- 4.3.2 Before excavation begins, the evaluation area will be walked over and visually inspected to identify, where possible, the location of any below/above-ground services. All trial trench locations will be scanned before and during excavation with a Cable Avoidance Tool (CAT) to verify the absence of any live underground services.

### **4.4 Excavation methods**

- 4.4.1 The trenches will be excavated using a 360° tracked excavator equipped with a toothless bucket. Machine excavation will be under the constant supervision and instruction of the monitoring archaeologist. Machine excavation will proceed in level spits of approximately 50–200 mm until either the archaeological horizon or the natural geology is exposed. Where necessary, the base of the trench/surface of archaeological deposits will be cleaned by hand.



- 4.4.2 A sample of the archaeological features and deposits identified will be hand-excavated, sufficient to address the aims of the evaluation. Spoil derived from machine stripping and hand-excavation will be visually scanned for the purposes of finds retrieval, and where appropriate will also be metal-detected by trained archaeologists. Artefacts and other finds will be collected and bagged by context.
- 4.4.3 The auger survey will use a manual gouge auger with a 1 m long 0.2 m dia open face auger head to investigate the alluvial deposits. Where possible the hand augers will be put down until bedrock is reached. Examination of the alluvium by a Geoarchaeologist would enable an assessment of the character, distribution and associated archaeological and geoarchaeological potential of those deposits, as well as contributing to our understanding of the location and alignment of the River Fleet in relation to the site.
- 4.4.4 Auger holes will be arranged in intersecting transects to help determine the sub-surface topography, and to identify any waterlogged organic deposits (including peat) with palaeoenvironmental potential. Based on this information, a suitable programme of mechanical borehole sampling may be recommended as a subsequent phase of evaluation.
- 4.4.5 If an exceptional number and/or complexity of archaeological deposits are identified, sample excavation will aim to be minimally intrusive, but sufficient to resolve the principal aims of the evaluation, to a level agreed with GLAAS and the client.
- 4.4.6 If human remains are uncovered, the specific methods outlined below (section 4.9.2) will be followed.
- 4.4.7 Where complex archaeological stratification is encountered, deposits will be left *in situ* and alternative measures taken to assess their depth, as agreed with GLAAS. Where modern features are seen to truncate the archaeological stratification, these may be removed, where practicable, in a manner that does not damage the surrounding deposits to enable the depth of stratification to be assessed.

## **4.5 Recording**

- 4.5.1 All exposed archaeological deposits and features will be recorded using Wessex Archaeology's pro forma recording system.
- 4.5.2 A complete record of excavated archaeological features and deposits will be made. This will include plans and sections, drawn to appropriate scales (generally 1:20 or 1:50 for plans, 1:10 for sections) and tied to the OS National Grid.
- 4.5.3 A full photographic record will be made using digital cameras equipped with an image sensor of not less than 16 megapixels. This will record both the detail and the general context of the principal features and the site. Digital images will be subject to managed quality control and curation processes, which will embed appropriate metadata within the image and ensure long term accessibility of the image set. Photographs will also be taken of all areas, including access routes, to provide a record of conditions prior to and on completion of the evaluation.

## **4.6 Survey**

- 4.6.1 The real time kinematic (RTK) survey of all trenches and features will be carried out using a Leica GNSS connected to Leica's SmartNet service. All survey data will be recorded in OS National Grid coordinates and heights above OD (Newlyn), as defined by OSTN15 and OSGM15, with a three-dimensional accuracy of at least 50 mm.



#### **4.7 Monitoring**

- 4.7.1 The client will inform GLAAS of the start of the evaluation and its progress. Reasonable access will be arranged for GLAAS to make site visits to inspect and monitor the progress of the evaluation. Any variations to the WSI, if required to better address the project aims, will be agreed in advance with the client and GLAAS.

#### **4.8 Reinstatement**

- 4.8.1 Trenches completed to the satisfaction of the client and GLAAS will be backfilled using excavated materials in the order in which they were excavated, and left level on completion. No other reinstatement or surface treatment will be undertaken.

#### **4.9 Finds**

##### *General*

- 4.9.1 All archaeological finds will be retained, although those of clearly very recent origin with negligible potential to provide information relevant to the project aims and objectives may be recorded on site and not retained. Where appropriate, soil samples may be taken and sieved to aid in finds recovery. Any finds requiring conservation or specific storage conditions will be dealt with immediately in line with *First Aid for Finds* (Watkinson and Neal 1998).

##### *Human remains*

- 4.9.2 In the event of discovery of any human remains (articulated or disarticulated, cremated or unburnt), all excavation of the deposit(s) will cease pending Wessex Archaeology obtaining a Ministry of Justice licence (this includes cases where remains are to be left *in situ*).
- 4.9.3 Initially the remains will be left *in situ*, covered and protected, pending discussions between the client, Wessex Archaeology's osteoarchaeologist and GLAAS regarding the need for excavation/removal or sampling. Where this is deemed appropriate, the human remains will be fully recorded, excavated and removed from site in compliance with the Ministry of Justice licence.
- 4.9.4 Excavation and post-excavation processing of human remains will be in accordance with Wessex Archaeology protocols and in-line with current guidance documents (e.g., McKinley 2013) and the standards set out in ClfA Technical Paper 13 (McKinley and Roberts 2013). Appropriate specialist guidance/site visits will be undertaken if required.
- 4.9.5 The final deposition of human remains subsequent to the appropriate level of osteological analysis and other specialist sampling/examinations will follow the requirements set out in the Ministry of Justice licence.

##### *Treasure*

- 4.9.6 Wessex Archaeology will immediately notify the client and GLAAS on discovery of any material covered, or potentially covered, by the *Treasure Act 1996*. All information required by the *Treasure Act* (i.e., finder, location, material, date, associated items etc.) will be reported to the coroner within 14 days.

#### **4.10 Environmental sampling**

- 4.10.1 All sampling will be undertaken following Wessex Archaeology's in-house guidance, which adheres to the principles outlined in Historic England's guidance (English Heritage 2011 and Historic England 2015b).

- 4.10.2 Bulk environmental soil samples, for the recovery of plant macrofossils, wood charcoal, small animal bones and other small artefacts, will be taken as appropriate from well-sealed and dateable contexts. In general, features directly associated with particular activities (e.g., pits, latrines, cesspits, hearths, ovens, kilns, and corn driers) should be prioritised for sampling over features, such as ditches or postholes, which are likely to contain reworked and residual material.
- 4.10.3 If waterlogged or mineralised deposits are encountered, an environmental sampling strategy will be devised and agreed with GLAAS as appropriate. Specialist guidance will be provided by a member of Wessex Archaeology's geoarchaeological and environmental team, with site visits undertaken if required.
- 4.10.4 Any samples will be of an appropriate size – typically 40 litres for the recovery of environmental evidence from dry contexts, and 10 litres from waterlogged deposits.
- 4.10.5 Following specialist advice, other sampling methods such as monolith, Kubiena or contiguous small bulk (column) samples may be employed to enable investigation of deposits with regard to microfossils (e.g., pollen, diatoms) and macrofossils (e.g., molluscs, insects), soil micromorphological or soil chemical analyses.

## **5 POST-EXCAVATION METHODS AND REPORTING**

### **5.1 Stratigraphic evidence**

- 5.1.1 All written and drawn records from the evaluation will be collated, checked for consistency and stratigraphic relationships. Key data will be transcribed into a database, which can be updated during any future analyses. The preliminary phasing of archaeological features and deposits will be undertaken using stratigraphic relationships and the spot dating from finds, particularly pottery.
- 5.1.2 A written description will be made of all archaeologically significant features and deposits that were exposed and excavated, ordered either by trench or by period as appropriate. Detail of all contexts will be provided in trench tables in the appendix of the report.
- 5.1.1 The supervising geoarchaeologist will record, describe and interpret the sequence of deposits encountered in any hand augers in order to allow assessment of likely geoarchaeological and/or palaeoenvironmental potential. Descriptions of any superficial deposits, including those identified in trenches and hand augers, will include information such as:
- *Depth*
  - *Texture*
  - *Composition*
  - *Colour*
  - *Inclusions*
  - *Stratification*
  - *Structure*
  - *Degree of humification*
  - *Contacts between deposits*



- 5.1.2 Interpretations will be made regarding the probable depositional environments and formation processes of the deposits.

## **5.2 Finds evidence**

- 5.2.1 All retained finds will, as a minimum, be washed, weighed, counted and identified. They will then be recorded to a level appropriate to the aims and objectives of the evaluation. Recording and reporting will conform to the Type 2 (Appraisal) level according to ClfA's *Toolkit for Specialist Reporting*, to include appropriate quantification, characterisation and assessment of significance and potential. The report will include a table of finds by feature/context or trench.
- 5.2.2 Metalwork from stratified contexts will be X-rayed and, along with other fragile and delicate materials, stored in a stable environment. The X-raying of objects and other conservation needs will be undertaken by Wessex Archaeology in-house conservation staff, or by another approved conservation centre.
- 5.2.3 Finds will be suitably bagged and boxed in accordance with the guidance given by the relevant museum and generally in accordance with the standards of the ClfA (2014b).

## **5.3 Environmental evidence**

- 5.3.1 Bulk environmental soil samples will be processed by standard flotation methods. The residues will be fractionated into 5.6/4 mm and 1/0.5 mm and dried if necessary. The coarse residue fraction (>5.6/4 mm), and the fine fraction when appropriate, will be sorted and discarded, with any finds recovered given to the appropriate specialist. The flot will be retained on a 0.25 mm mesh and scanned to assess the range of environmental remains present and their preservation. Unsorted fine residues will be retained until after any analyses and discarded following final reporting (in accordance with the Selection policy, below).
- 5.3.2 In the case of samples from cremation-related deposits the flots will be retained on a 0.25 mm mesh, with residues fractionated into 4 mm, 2 mm and 1 mm. In the case of samples from inhumation burial deposits, the sample will be wet-sieved through 9.5 mm and 1 mm mesh sizes. The coarse fractions (9.5 mm) will be sorted with any finds recovered given to the appropriate specialist together with the finer residues.
- 5.3.3 Any waterlogged samples will be processed by standard waterlogged flotation methods.
- 5.3.4 Recording and reporting will conform to the Type 2 (Appraisal) level according to ClfA's *Toolkit for Specialist Reporting*, to include appropriate quantification, characterisation and assessment of significance and potential.

## **5.4 Reporting**

### *General*

- 5.4.1 Following completion of the fieldwork and the evaluation of the stratigraphic, artefactual and ecofactual evidence, a draft report will be submitted for approval to the client and GLAAS, for comment. Once approved, a final version will be submitted.
- 5.4.2 The report will include the following elements:
- Non-technical summary;
  - Project background;

- Archaeological and historical context;
- Aims and objectives;
- Methods;
- Results – stratigraphic, finds and environmental;
- Conclusions in relation to the project aims and objectives, and discussion in relation to the wider local, regional or other archaeological contexts and research frameworks etc;
- Archive preparation and deposition arrangements;
- Appendices, including trench summary tables;
- Illustrations; and
- References.

5.4.3 A copy of the final report will be deposited with the HER, along with surveyed spatial digital data (.dxf or shapefile format) relating to evaluation.

#### *Publication*

5.4.4 If no further mitigation works are undertaken, a short report on the results of the evaluation will be prepared for publication in a suitable journal, if considered appropriate and agreed with the client and GLAAS.

#### *OASIS*

5.4.5 An OASIS (online access to the index of archaeological investigation) record (<http://oasis.ac.uk>) will be created, with key fields completed, and a .pdf version of the final report submitted. Subject to any contractual requirements on confidentiality, copies of the OASIS record will be integrated into the relevant local and national records and published through the Archaeology Data Service (ADS) ArchSearch catalogue.

## **6 ARCHIVE STORAGE AND CURATION**

### **6.1 Museum**

6.1.1 It is recommended that the project archive resulting from the evaluation be deposited with Museum of London. Provision has been made for the cost of long-term storage in the post-fieldwork costs. The museum will receive notification of the project prior to fieldwork commencing, and an accession number will be obtained.

### **6.2 Transfer of title**

6.2.1 On completion of the evaluation (or extended fieldwork programme), every effort will be made to persuade the legal owner of any finds recovered (i.e., the landowner), with the exception of human remains and any objects covered by the *Treasure Act 1996*, to transfer their ownership to the museum in a written agreement.

### **6.3 Preparation of archive**

#### *Physical archive*

6.3.1 The complete physical archive, which may include paper records, graphics, artefacts, and ecofacts, will be prepared following the standard conditions for the acceptance of excavated archaeological material by Museum of London, and in general following nationally



recommended guidelines (Brown 2011; ClfA 2014c; SMA 1995). The archive will usually be deposited within one year of the completion of the project, with the agreement of the client.

#### *Digital archive*

- 6.3.2 The digital archive generated by the project will be deposited with a Trusted Digital Repository, in this instance the Archaeology Data Service (ADS), to ensure its long-term curation. Digital data will be prepared following ADS guidelines (ADS 2013 and online guidance) and accompanied by metadata.

### **6.4 Selection strategy**

- 6.4.1 It is widely accepted that not all the records and materials (artefacts and ecofacts) collected or created during the course of an archaeological project require preservation in perpetuity. These records and materials will be subject to selection in order to establish what will be retained for long-term curation, with the aim of ensuring that all elements selected to be retained are appropriate to establish the significance of the project and support future research, outreach, engagement, display and learning activities, i.e. the retained archive should fulfil the requirements of both future researchers and the receiving Museum.
- 6.4.2 The selection strategy, which details the project-specific selection process, is underpinned by national guidelines on selection and retention (Brown 2011, section 4) and generic selection policies (SMA 1993; Wessex Archaeology's internal selection policy) and follows ClfA's *Toolkit for Selecting Archaeological Archives*. It should be agreed by all stakeholders (Wessex Archaeology's internal specialists, external specialists, local authority, museum) and fully documented in the project archive.
- 6.4.3 In this instance, given that the level of finds recovery is expected to be relatively low, decisions on selection will be deferred until after the fieldwork stage, and no detailed strategy is presented here. Any material not selected for retention may be used for teaching or reference collections by the museum, or by Wessex Archaeology.

### **6.5 Security copy**

- 6.5.1 In line with current best practice (e.g., Brown 2011), on completion of the project a security copy of the written records will be prepared in the form of a digital PDF/A file. PDF/A is an ISO-standardised version of the Portable Document Format (PDF) designed for the digital preservation of electronic documents through omission of features ill-suited to long-term archiving.

## **7 OUTREACH AND SOCIAL MEDIA**

- 7.1.1 In line with its charitable aims, Wessex Archaeology will, where possible and in consultation with the client, seek opportunities to disseminate the results of the evaluation and engage with the local community through social media, press releases, open days and volunteer involvement, while taking into account issues such as health and safety, confidentiality and vandalism.

## **8 COPYRIGHT**

### **8.1 Archive and report copyright**

- 8.1.1 The full copyright of the written/illustrative/digital archive relating to the project will be retained by Wessex Archaeology under the *Copyright, Designs and Patents Act 1988* with all rights reserved. The client will be licenced to use each report for the purposes that it was produced in relation to the project as described in the specification. The museum, however,

will be granted an exclusive licence for the use of the archive for educational purposes, including academic research, providing that such use conforms to the *Copyright and Related Rights Regulations 2003*.

- 8.1.2 Information relating to the project will be deposited with the Historic Environment Record (HER) where it can be freely copied without reference to Wessex Archaeology for the purposes of archaeological research, or development control within the planning process.

## **8.2 Third party data copyright**

- 8.2.1 This document, the evaluation report and the project archive may contain material that is non-Wessex Archaeology copyright (e.g., Ordnance Survey, British Geological Survey, Crown Copyright), or the intellectual property of third parties, which Wessex Archaeology are able to provide for limited reproduction under the terms of our own copyright licences, but for which copyright itself is non-transferable by Wessex Archaeology. Users remain bound by the conditions of the *Copyright, Designs and Patents Act 1988* with regard to multiple copying and electronic dissemination of such material.

## **9 WESSEX ARCHAEOLOGY PROCEDURES**

### **9.1 External quality standards**

- 9.1.1 Wessex Archaeology is registered as an archaeological organisation with the Chartered Institute for Archaeologists (CIfA) and fully endorses its *Code of conduct* (CIfA 2014d) and *Regulations for professional conduct* (CIfA 2014e). All staff directly employed or subcontracted by Wessex Archaeology will be of a standard approved by Wessex Archaeology, and archaeological staff will be employed in line with the CIfA codes of practice and will normally be members of the CIfA.

### **9.2 Personnel**

- 9.2.1 The fieldwork will be directed and supervised by an experienced archaeologist from Wessex Archaeology's core staff. The overall responsibility for the conduct and management of the project will be held by one of Wessex Archaeology's project managers, who will visit the fieldwork as appropriate to monitor progress and to ensure that the scope of works is adhered to. Where required, monitoring visits may also be undertaken by Wessex Archaeology's Health and Safety manager. The appointed project manager will be involved in all phases of the investigation through to its completion.
- 9.2.2 The analysis of any finds and environmental data will be undertaken by Wessex Archaeology core staff or external specialists, using Wessex Archaeology's standard methods, under the supervision of the departmental managers and the overall direction of the project manager. A complete list of specialists is provided in Appendix 1.
- 9.2.3 The following key staff are proposed:
- Project Manager      Martin Banikov
  - Fieldwork Director      TBC
- 9.2.4 Wessex Archaeology reserves the right, where necessary due to unforeseen circumstances, to replace nominated personnel with alternative members of staff of comparable expertise and experience.

### 9.3 Internal quality standards

- 9.3.1 Wessex Archaeology is an ISO 9001 accredited organisation (certificate number FS 606559), confirming the operation of a Quality Management System which complies with the requirements of ISO 9001:2015 – covering professional archaeological and heritage advice and services. The award of the ISO 9001 certificate, independently audited by the British Standards Institution (BSI), demonstrates Wessex Archaeology's commitment to providing quality heritage services to our clients. ISO (the International Organisation for Standardisation) is the most recognised standards body in the world, helping to drive excellence and continuous improvement within businesses.
- 9.3.2 Wessex Archaeology assigns responsibility to individual managers for the successful completion of all aspects of a project including reporting. This includes monitoring progress and quality; controlling the budget from inception to completion; and all aspects of health and safety for the project. At all stages, the project manager will carefully assess and monitor performance of staff and adherence to objectives, timetables and budgets, while the manager's own performance is monitored by the team leader or regional director. The technical managers in the Graphics, Research, GeoServices and IT sections provide additional assistance and advice.
- 9.3.3 All staff are responsible for following Wessex Archaeology's quality standards but the overall adherence to and setting of these standards is the responsibility of the senior management team who, in consultation with the team leaders/regional directors, also ensure projects are adequately programmed and resourced within Wessex Archaeology's portfolio of project commitments.

### 9.4 Health and safety

- 9.4.1 All works will be undertaken in accordance with the *Health and Safety at Work Act 1974*; the *Management of Health and Safety at Work Regulations 1999*; and all other applicable health and safety legislation.
- 9.4.2 Wessex Archaeology has a fully compliant health and safety management system that has year on year satisfied the criteria for SSIP certification (Safety Schemes in Procurement). SSIP itself is aligned with PAS91.
- 9.4.3 Wessex Archaeology will, for all projects, produce one or more task and site-specific risk assessments and method statements (RAMS), which will ensure our staff can work safely on the site. A copy of the RAMS and our Health and Safety Policy can be provided to the client. All staff on our sites will be made fully familiar with the RAMS before work commences.
- 9.4.4 We aim to work collaboratively on health and safety with clients and, where separately appointed, with principal contractors. We expect clients to provide in good time all the necessary risk information about a site that may affect the archaeological work, such as locations of utilities or any known ground contamination. We will comply with the project specific Personal Protective Equipment (PPE) requirements, and any other specific additional requirements of the Principal Contractor.
- 9.4.5 All fieldwork staff are certified through the Construction Skills Certification Scheme (CSCS) and have undergone UKATA Asbestos Awareness Training. Staff who carry out specific tasks are suitably trained and competent to do so through training accredited by the Construction Industry Training Board (CITB), Institution of Occupational Safety & Health (IOSH) and the National Plant Operators Recognitions Scheme (NPORS).



## **9.5 Insurance**

- 9.5.1 Wessex Archaeology holds Employers Liability (£15,000,000), Public Liability (£15,000,000) and Professional Indemnity (£10,000,000) policies.

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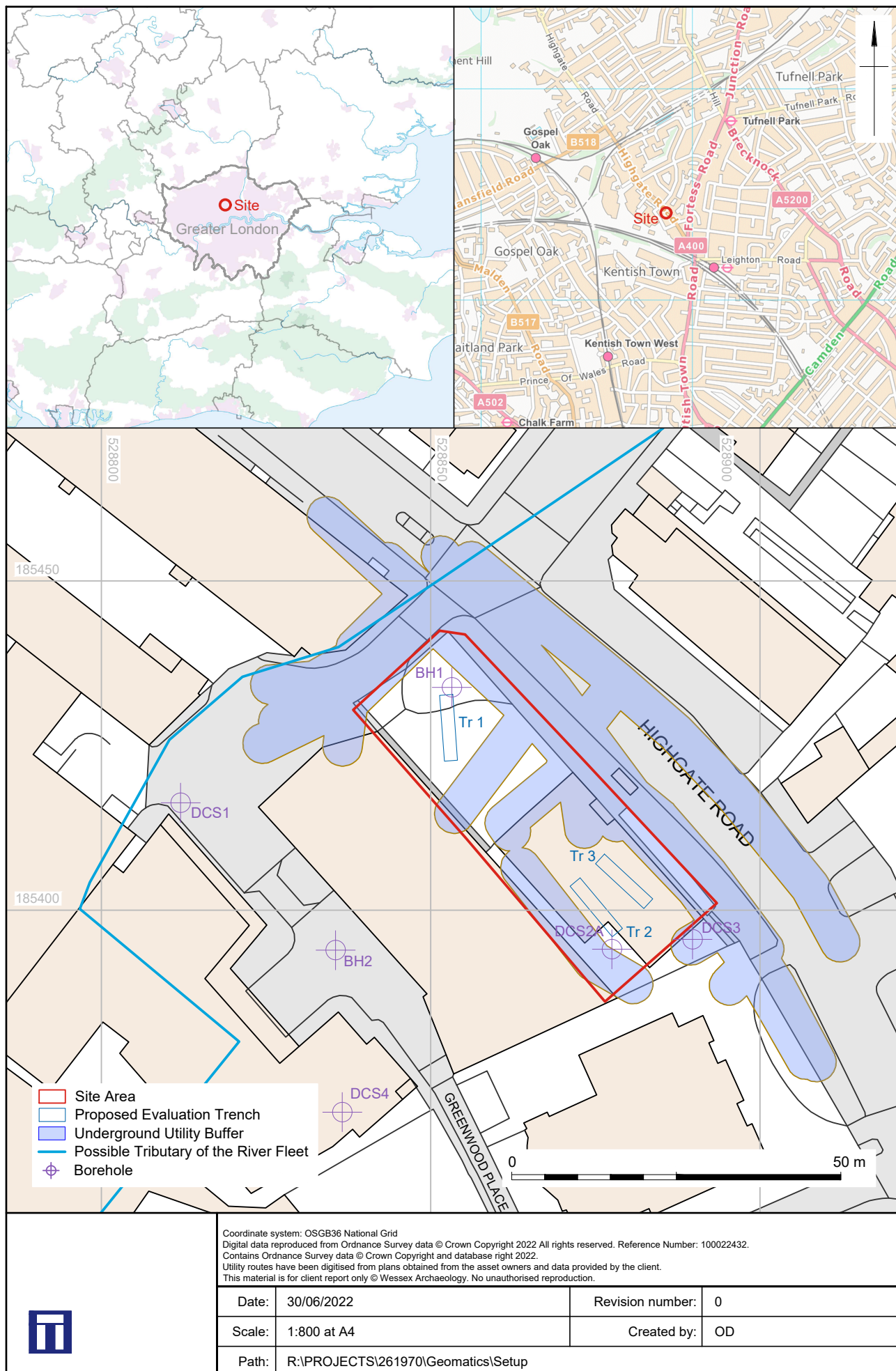
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## APPENDICES

### Appendix 1 Finds and environmental specialists

Name	Qualifications	Specialism
Sander Aerts	BA, MSc	Archaeoentomological remains, animal bone, marine shell and archaeobotanical remains (carbonised)
Phil Andrews	BSc; FSA; MCIfA	Slag and metal working debris
Ceridwen Boston	BSocSc; MA; MSc; DPhil	Osteoarchaeology; funerary archaeology
Elina Brook	BA; MA; PCIfA	Later prehistoric and Romano-British pottery, and small finds
Alex Brown	BA; MSc; PhD	Geoarchaeology, palynology
Kirsten Egging Dinwiddy	BA; MA; MCIfA	Human remains (inhumations)
Erica Gittins	BA; MA; PhD	Prehistoric flint
Phil Harding	PhD	Prehistoric flint, particularly Palaeolithic flint
Lorrain Higbee	BSc; MSc; MCIfA	Animal bone
Matt Leivers	BA; PhD; ACIfA	Prehistoric pottery and flint
Inés López-Dóriga	BA; MA; PhD	Archaeobotanical remains
Erica Macey-Bracken	BA; ACIfA	Post-medieval finds, ceramic building material and worked wood
Katie Marsden	BSc	Pottery from prehistoric to post-medieval/modern. Metalwork of all periods, including coins. Small and bulk finds including fired clay, ceramic building material, worked bone
Jacqueline McKinley	BTech; FSA	Human remains (inhumations and cremations)
Lorraine Mephram	BA; MCIfA	Pottery and other ceramic finds of all dates, concentrating on later prehistoric and post-Roman; ceramic building material; clay tobacco pipe; glass of Saxon or later date; small finds
Nicki Mulhall		Geoarchaeology and archaeobotanical remains
Richard Payne	BSc; MSc; MPhil	Geoarchaeology
Emma Robertson	BA; MSc	Human remains (inhumations)
Megan Scantlebury	BA, MSc	Archaeobotanical remains
Rachael Seager Smith	BA; MCIfA	Pottery with particular emphasis on Roman ceramics; and metalwork, fired clay, ceramic building material, stone, worked bone, shale, glass, and wall plaster
Andrew Shaw	BA; MA; PhD	Palaeolithic lithic artefacts and Pleistocene geoarchaeology
Amy Thorp	BA; MA	Pottery with emphasis on Roman ceramics, small finds
Ed Treasure	BSc; MRes; PhD	Archaeobotanical remains, including plant remains and charcoal/wood





Site location and proposed works

Figure 1





Wessex Archaeology Ltd registered office Portway House, Old Sarum Park, Salisbury, Wiltshire SP4 6EB  
Tel: 01722 326867 Fax: 01722 337562 info@wessexarch.co.uk www.wessexarch.co.uk



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