

JOHN MOORE HERITAGE SERVICES

**18/AP/3387 – THE BRITANNIA,  
44 KIPLING STREET, LONDON SE1 3RU  
ARCHAEOLOGICAL WATCHING BRIEF  
WRITTEN SCHEME OF INVESTIGATION**

**Project No. 4488  
Site code: KPI21**

**MAY 2021**



## 1 Introduction

Southwark Council has granted planning permission for **Construction of second and third-floor rear and roof extension to provide 4 x 2 bed and 1 x 1-bed residential units (Class C3). Retention of the public house at ground and basement level. Two conditions relating to archaeology have been attached:**

### 2 *Archaeological Watching Brief*

*Before any work hereby authorised begins, the applicant shall secure the implementation of a programme of archaeological mitigation works, an archaeological watching brief, in accordance with a written scheme of investigation, which shall be submitted to and approved in writing by the Local Planning Authority.*

*Reason: In order that the details of the programme of works for the archaeological mitigation works are suitable with regard to the impacts of the proposed development and the nature and extent of archaeological remains on site in accordance with Strategic Policy 12 - Design and Conservation of The Core Strategy 2011, Saved Policy 3.19 Archaeology of the Southwark Plan 2007 and the National Planning Policy Framework 2018.*

### 6 *Archaeology Reporting Site Work*

*Within six months of the completion of archaeological site works, a watching brief report detailing the proposals for post-excavation works, publication of the site and preparation of the archive shall be submitted to and approved in writing by the Local Planning Authority and that the works detailed in this assessment report shall not be carried out otherwise than in accordance with any such approval given.*

*Reason: In order that the archaeological interests of the site are secured with regard to the details of the post-excavation works, publication and archiving to ensure the preservation of archaeological remains by record in accordance with Strategic Policy 12 - Design and Conservation of The Core Strategy 2011, Saved Policy 3.19 Archaeology of the Southwark Plan 2007 and the National Planning Policy Framework 2018.*

- 1.2 This Written Scheme of Investigation explains how any archaeology will be managed during the groundworks involved in the development.
- 1.3 The rectangular shaped site is centred on National Grid Reference TQ 3285 7975 and is approximately 175m<sup>2</sup> in area (mlg architects 2016). It lies at the north-eastern corner of the junction at Kipling Street and Hamlet Way. The Lockyer Estate lies at the rear and No. 48 Kipling Street to the north.
- 1.4 Overlying the London Clay basal geology are Pleistocene drift deposits of Kempton Park Gravel capped in places with a layer of brickearth. The brickearth varies in thickness between about 1m and 3m (BGS, 1998, sheet 270). These deeply buried deposits represent the base of the archaeological sequence. They form a series of low-lying islands (eyots) that stretch along the ancient inter-tidal zone defining the southern bank of the Thames. The surface of the islands lay at elevations ranging between approximately 0.5m to 2.0m. They were separated by tidal channels filled

with alluvium which produced mud flats at low tide. At high tide the islands were exposed to frequent and regular inundations throughout the prehistoric, Roman and early mediaeval period depositing thick layers of alluvial silts on their surface. This explains the widespread nature of ancient alluvial deposits recorded during archaeological interventions across north Southwark. The problem was only properly resolved when an efficient river wall was constructed on the Thames frontage in the post mediaeval period (Mills Whipp 2018).

- 1.5 The site lies approximately 600m south of the River Thames at an elevation of about 3.0m OD. In the prehistoric and Roman period it lay towards the southern edge of the eyot on the eastern bank of the Guy's Channel at an elevation of approximately 0.50m OD – 1.00m OD (MoLA, 2011). Its surface was recorded at Kipling Garages, approximately 100m west of the site at 0.62m OD and was composed of brickearth. MoLA also suggest that the eyot's surface was low lying creating marginal ground which may have remained mostly unoccupied in the prehistoric, Roman and early mediaeval periods. This is in direct contrast to the larger principal eyot on the western side of Guy's Channel which has evidence for prehistoric activity and became the centre of the Roman suburb of Londinium. MoLA's map also provides further detail indicating that, in the immediate vicinity of the site towards the southern side of the eyot lay a shallow alluvial filled lagoon with mud flats. Alluvial deposits sealing the northern periphery of the eyot may also have been recorded at the Rose Public House in 2010. They lay at a depth of 0.36m below the basement slab but no archaeological features were recorded. The Guy's Channel has been recorded during several archaeological interventions to the south-east of Guy's Hospital. At Great Maze Pond, approximately 250m north-west of the subject site, a post and plank revetment was recorded on its western side while on the eastern side i.e. that of the eyot on which the subject site lies, 'rose gradually into mud flats without a very discernible bank' (MoLA, 2011) (Mills Whipp, 2018).
- 1.6 The low lying margins of the eyots were subject to diurnal flooding creating extensive areas of intertidal marshland criss-crossed by braided channels (PCA 1997). The tidal range of the Thames in north Southwark has been broadly estimated for the Roman period based on archaeological evidence as having an amplitude of between +1.5m OD to -1.0m OD. (Milne, 1995, 39). This would suggest that in the vicinity of the subject site the marginal ground was flooded on an almost continual basis. At Kipling Garages, approximately 100m east of the site, a sequence of alluvial deposits to a depth of 4.5m was recorded. They were interspersed with peats and were overlain by 1.5m of made ground (Mills Whipp, 2018).
- 1.7 Although the shape and distribution of the eyots remained broadly the same from the post-glacial period to the Roman period, small changes in sea level would have profoundly affected their peripheral areas, expanding and reducing their floodplains and encouraging the development of peats as vegetation colonised the exposed mudflats. Alluvial channel deposits and peats have been recorded on numerous sites across the study area to the south of Guy's Hospital (Mills Whipp, 2018).
- 1.4 An Archaeology Desk Based Assessment has been carried out by Mills Whipp Projects Ltd (2018) which summarises the site's potential for containing archaeological remains as:

*The data indicates that during the prehistoric and Roman period the site lay towards the southern periphery of a gravel island (eyot) on the eastern side the Guy's Channel. Museum of London Archaeology (MoLA) have suggested that this particular eyot is low lying and prone to inundation and annotate it on their recent map of Roman London as "marginal ground...unoccupied?" (MoLA, 2011). It shows that the site lay within a tidal lagoon. The Roman and mediaeval settlement lay on the western bank of the Guy's Channel approximately 200m west of the site.*

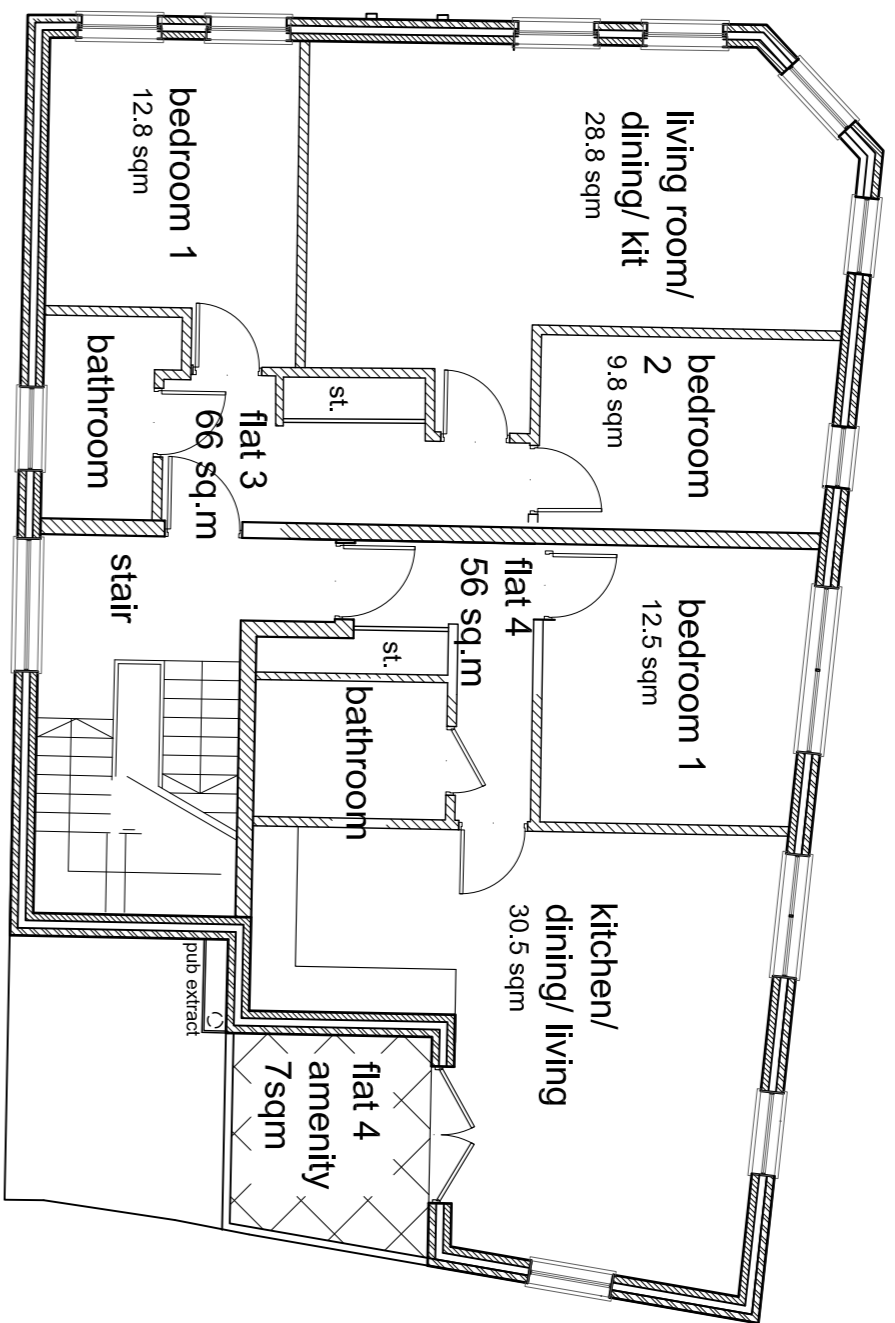
*Archaeological and cartographic evidence shows that in the mediaeval and post mediaeval period the site remained open, waterlogged agricultural ground until the public house was built in 1842, although the existing pub, architecturally, may date to 1870s. The pub has a cellar on the Kipling Street frontage which will have truncated some of the archaeological sequence. The deposit sequence beneath the public house is therefore likely to consist of natural gravel/brickearth sealed by alluvium which is overlain by agricultural soils. The report concludes that the site is very unlikely to contain any significant archaeology.*

## **2 Aims of the Investigation**

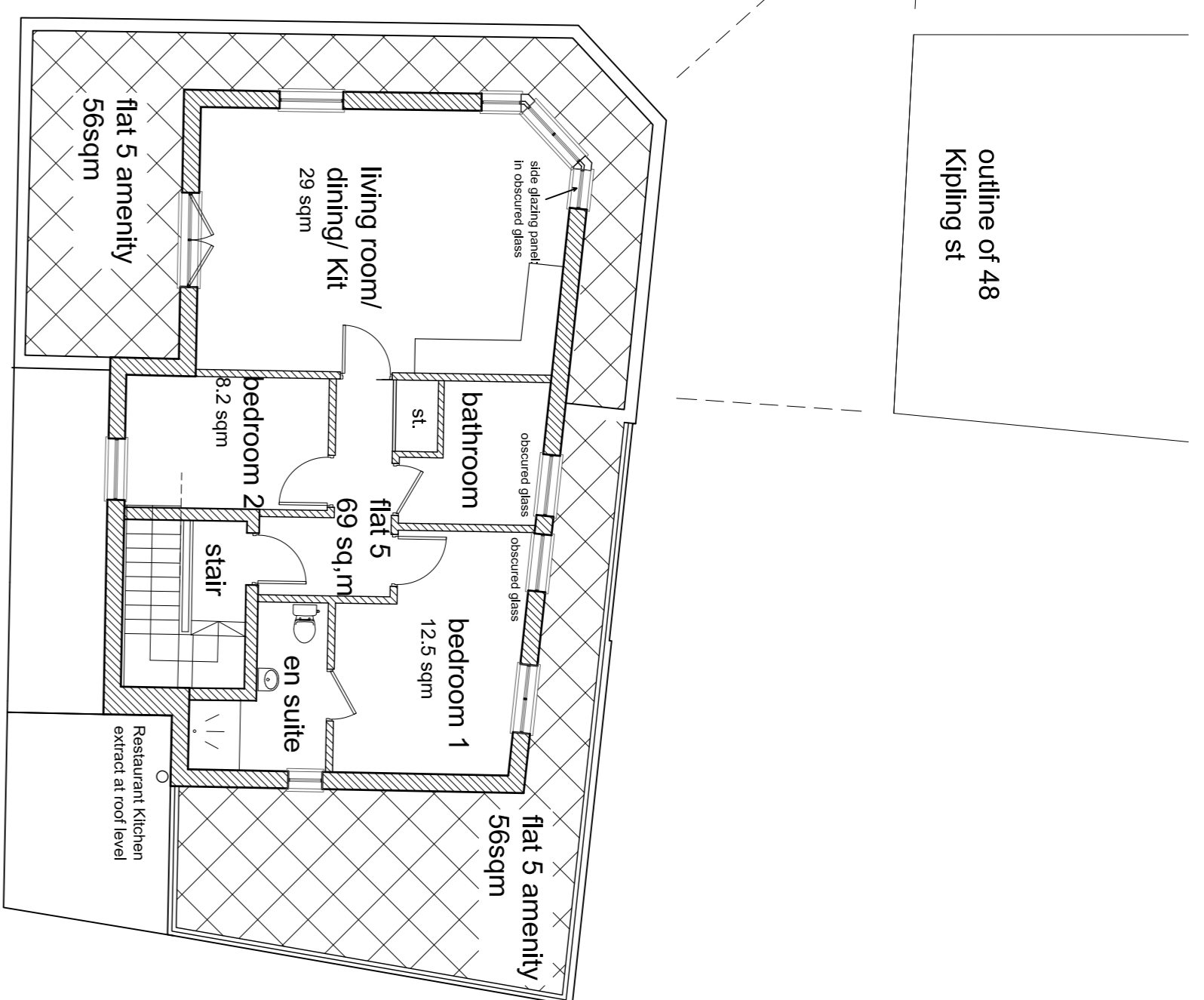
- 2.1 To make a record of any archaeological remains revealed during the course of any operations that may disturb or reveal archaeological remains.
- 2.2 In particular to record any prehistoric or Roman remains when the site was towards the southern periphery of the eyot, and medieval and/or later remains on the open, waterlogged agricultural land.
- 2.3 To record any remains associated with the earliest public house on the site.

## **3 Strategy**

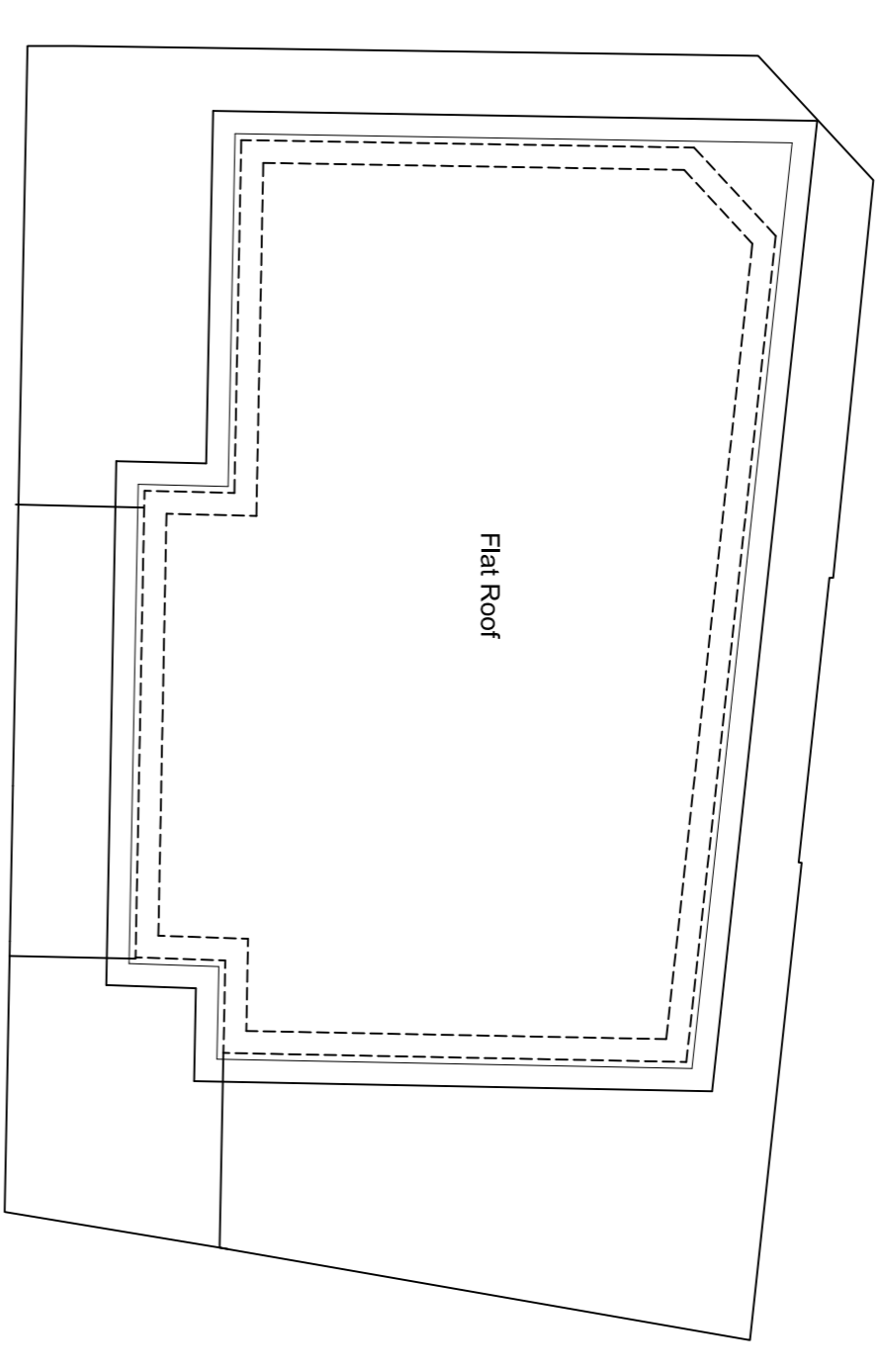
- 3.1 An archaeologist will be present on site during the course of any significant groundwork that has the potential to reveal or disturb archaeological remains. This will include in particular during works with the extension to the existing basement towards the rear.
- 3.2 Any archaeological deposits and features revealed will be cleaned by hand and recorded in plan before being excavated and recorded at an appropriate level. Any archaeological features or other remains i.e. concentrations of artefacts, will be recorded by written, drawn and photographic record. Where archaeological features are exposed during any ground reduction but otherwise will remain unaffected they will be recorded only by plan and written description with any surface finds collected. Where remains will be impacted on then they will be sample excavated. Any variation to this will be agreed with Southwark Council's Archaeology Service (SCAS). All artefacts will be collected and retained except for concentrations of building material where a representative sample will be kept. Those full or part retort wall bricks will be recorded on site if not retained (a representative sample will be retained).
- 3.3 Other general methodologies for the work will be in accordance with Annex 1. Site procedures carried out will follow CIFA guidelines and the requirements of SCAS.



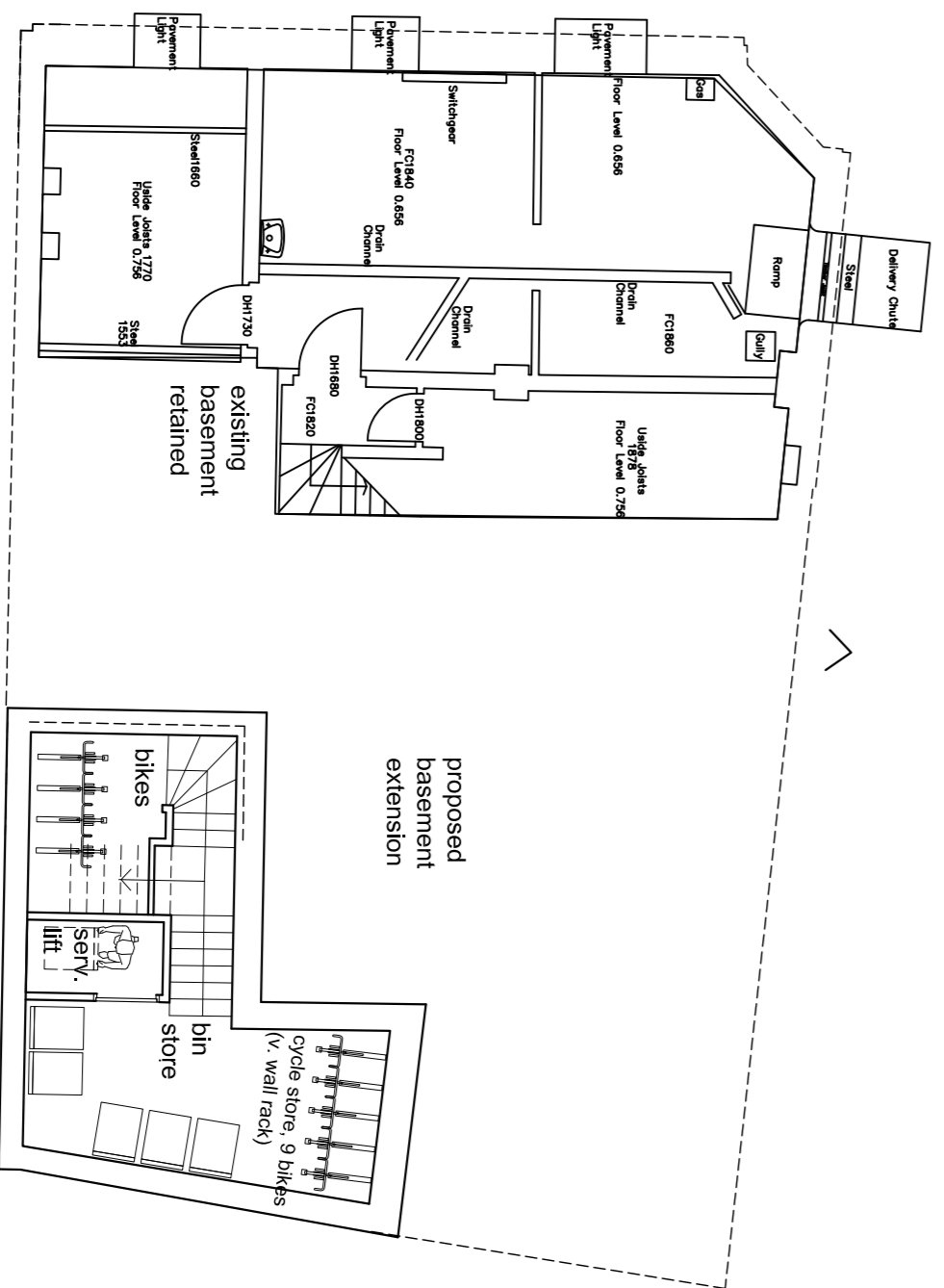
Second Floor Plan (1 x 2bed; 1 x 1bed flats)



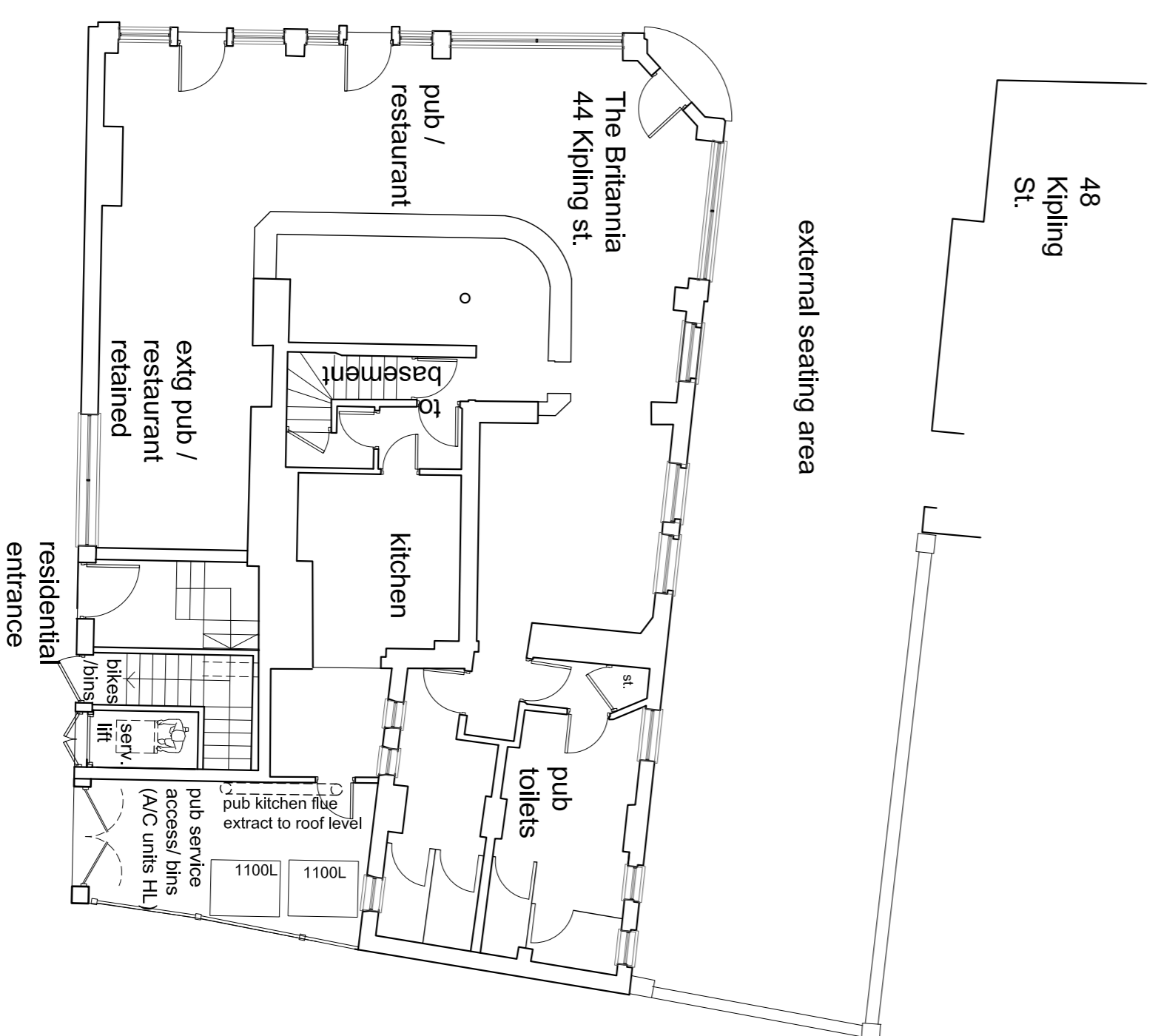
Third Floor Plan (1 x 2bed flat)



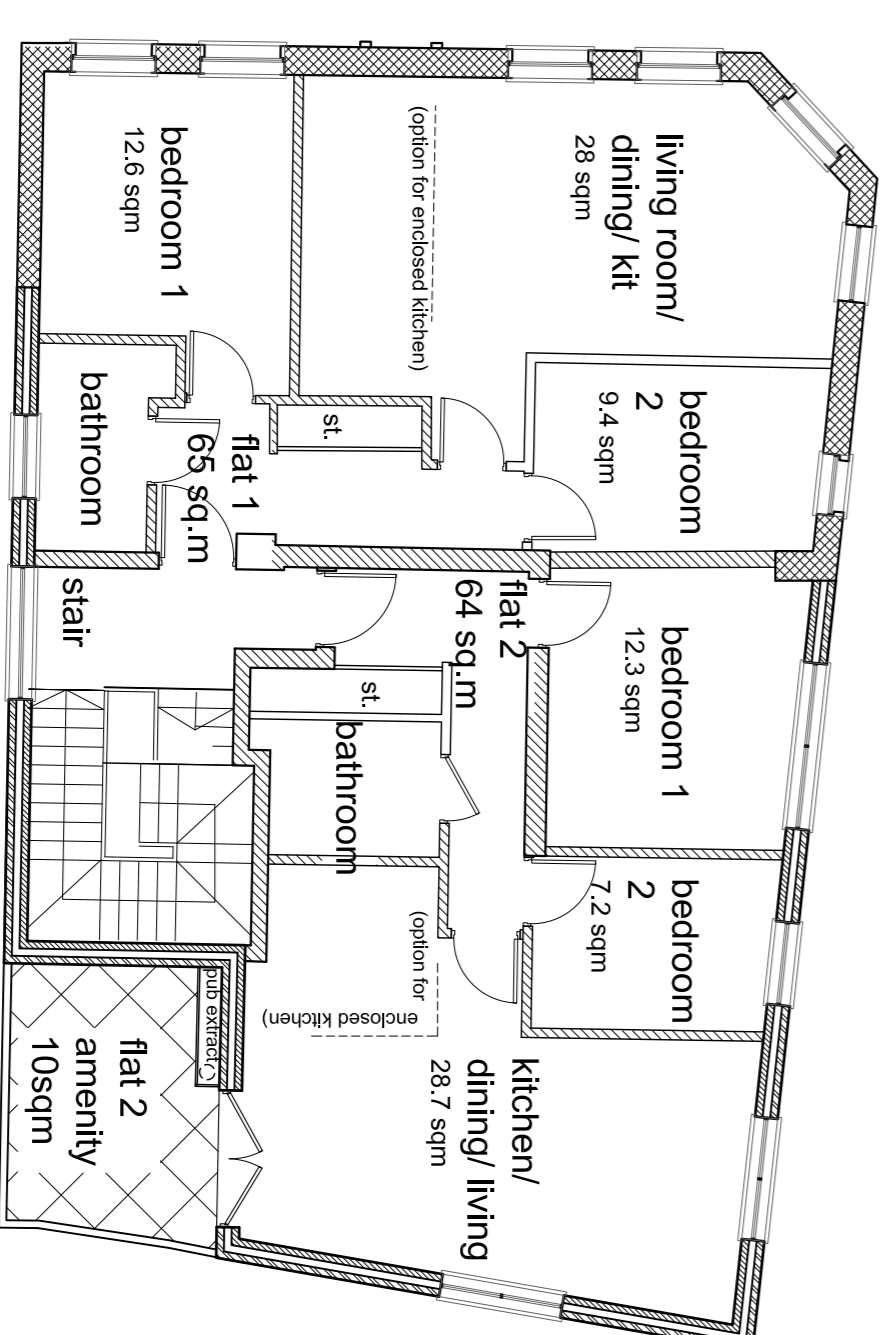
Roof Plan



Basement Plan

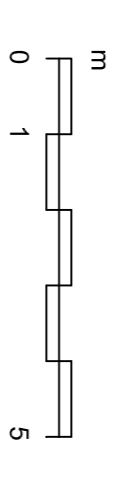


Ground Floor Plan



First Floor Plan (2 x 2bed)

A:17.12.18 Third floor window facing 48 Kipling St omitted; terrace - doors repositioned; slide panel shown obscured glass  
 Rev/Date Comments Dm Ck  
 Report all errors and omissions to the Architect  
 Dimensions to be checked on site  
 © Josef - whiteman architects llp all rights reserved  
 mjh@josefwhiteman.com www.josefwhiteman.com



Client  
**Kipling Street LLP**  
 Project  
**The Britannia, 44 Kipling Street**  
 Title  
**Proposed Plans**  
 Drawing status  
**PLANNING**



**josef - whiteman architects llp**

Scale @ A1  
 Date 06.02.2018  
 Drawing no. 1716-4-P-100  
 Rev A

- 3.4 All site recording will be carried out in accordance with Appendix 1, 1.12-1.22.
- 3.5 A full photographic record of the works will be completed digitally.
- 3.6 Deposits in trenches/pits will be recorded in written and photographic form even where no archaeological features are identified.
- 3.7 Items of gold or silver found during the excavation may be subject to the Treasure Act 1996 and its revision of 2008, and the client and the relevant Portable Antiquities Officer will be informed immediately of their discovery.
- 3.8 Prior to the works commencing an OASIS record of the work will be updated.
- 3.9 The trenches/pits will be made available to be inspected by SCAS if required.
- 3.10 Adequate notification will be given to SCAS prior to the start of work to allow monitoring.
- 3.11 An experienced archaeological Project Officer or Supervisor will undertake the site monitoring and recording under the overall direction of J Moore MCIfA.
- 3.12 Should significant archaeological finds be made, which cannot be adequately dealt with within the watching brief, then works will halt and the advice of SCAS will be sought.
- 3.13 If any human remains are discovered a Ministry of Justice licence under Section 25 of the Burial Act 1857 will be obtained. Exhumation and post-excavation treatment will be carried out in accordance with published guidelines (McKinley & Roberts 1993; Brickley & McKinley 2004).

#### **4 Report and Archive**

- 4.1 A report on this work will be completed within approximately three months (depending on specialist work programmes) of the end of on-site work and submitted to GLAAS with a copy for the HER. The content and style of report will be in accordance with CIfA guidelines and the general requirements of SCAS. A copy of the completed OASIS form will also be sent to SCAS and the HER.
- 4.2 The content and style of the report will be as defined in Appendix 1 and the general requirements of SCAS.
- 4.3 A list of specialist staff that may be used for analysis of samples and artefacts is given in Appendix 3.
- 4.4 Security copies of the paper record of the archive will be made in digital form.
- 4.5 The overall site archive, including the finds (subject to the owner's consent), will be deposited with the London Archaeological Archive and Research Centre on completion of the post-excavation analysis and report production when it is accepting archives again.

- 4.6 The archive will be prepared in accordance with the guidelines published in *Guidelines for the Preparation of Excavation Archives for Long-term Storage* (United Kingdom Institute for Conservation, 1990) and *Standards in the Museum Care of Archaeological Collections* (Museums and Galleries Commission, 1994).
- 4.7 A summary report will be prepared for publication in *London Archaeologist*. Should significant remains be found then consideration would be given to a more detailed published report in an appropriate academic journal.
- 4.8 The OASIS entry will be updated.

## **5 General**

- 5.1 The project will be conducted in accordance with procedures laid out in MoRPHE (English Heritage 2008, Historic England 2015) and MoRPHE (EH 2006a)
- 5.2 All work will conform to CIfA standards (CIfA 2020, 2020a).
- 5.3 Appendix 2 is relevant.

## **6 Bibliography**

- Brickley, M, & McKinley, J I, 2004 *Guidelines to the Standard for Recording Human Remains*, Institute of Field Archaeologists Technical Paper 7, BABAO University of Southampton
- Brown, D H, 2007 *Archaeological Archives: a best practice in creation, compilation, transfer and curation*. Archaeological Archives' Forum
- Chartered Institute for Archaeologists. 2020. *Standard and Guidance for Archaeological Watching Briefs*.
- Chartered Institute for Archaeologists 2020a *Standards and Guidance for the collection, documentation, conservation and research of archaeological materials*
- Chartered Institute for Archaeologists 2014c *Regulations for professional conduct*. Revised 2015
- English Heritage (now Historic England), 2001 *Centre for Archaeology Guidelines Archaeometallurgy*
- English Heritage, 2002 *Environmental Archaeology: A guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-Excavation*.
- English Heritage, 2006a *Management of Research Projects in the Historic Environment*
- English Heritage, 2006b *Science for Historic Industries: Guidelines for the investigation of 17<sup>th</sup>- to 19<sup>th</sup> century industries*
- English Heritage, 2007 *Geoarchaeology: Using earth sciences to understand the archaeological record*
- English Heritage 2008 *MoRPHE: Project Planning Note 3 - Excavation*
- English Heritage, 2011 *Environmental Archaeology: A guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-Excavation (Second Edition)*.
- European Association of Archaeologists *Principles of Conduct for Archaeologists Involved in Contract Archaeological Work*
- Historic England, 2015 *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide*

Historic England, 2015a *Archaeometallurgy: Guidelines for Best Practice*

John Moore Heritage Services 2019 *Historic Building Recording of the Listed Buildings of Fulham Gas Works: Gas Holder 2, C1 The Laboratory, C2 1856 Chief Engineer's Offices, and the War Memorials, Imperial Road, Fulham*. In progress

Jones, G, 2002 *Environmental Archaeology*

McKinley, J, & Roberts, C, 1993 *Excavation and post-excavation treatment of cremated and inhumed human remains*. Institute of Field Archaeologists Technical Paper 13

Mills Whipp Project Ltd, 2018 *Britannia Public House. 44 Kipling Street, London SE1 3RU. Archaeology Desk Based Assessment*. Unpublished client report

MoLA, 2011, a new map and guide to Roman London. Museum of London Archaeology

Museums and Galleries Commission 1992 *Standards in the Museum Care of Archaeological Collections*

Society of Museum Archaeologists 1993 *Selection, Retention and Dispersal of Archaeological Collections*

United Kingdom Institute for Conservation 1990 *Archaeology Section Guidelines for the Preparation and Storage of Excavation Archives for Log-Term Storage*

5<sup>th</sup> May 2021



## APPENDIX 1

### 1 *Area Excavation/Watching Brief*

- 1.1 Prior to any area excavation, appropriate survey (e.g. geophysical, earthwork, contour) or sampling strategy (e.g. for topsoil artefact densities, metal detecting, phosphate analysis) will be undertaken prior to the site strip.
- 1.2 In most cases sites will be mechanically stripped of topsoil and other overburden. An appropriate machine will always be used. This will normally be a 360° tracked excavator with a 1.5 or 1.8m wide toothless bucket. In other cases a JCB 3CX Sitemaster (or similar), or for work with restricted access or working room a mini-excavator such as a Kubota KH 90 will be used. Suitably sized dumpers or lorries will be employed to remove spoil. No plant will be allowed to cross stripped areas.
- 1.3 All machining will be undertaken under the direct control of experienced archaeologists.
- 1.4 All undifferentiated topsoil or overburden will be removed down to the first significant archaeological horizon in level spits. The archaeological horizon to which the material will be cleared will have first been established by an evaluation or by the digging of test pits.
- 1.5 Depending on the aims of the project, the excavated spoil may be monitored in order to recover artefacts. Where their findspots are plotted this will usually be on a 2m grid.
- 1.6 The surface exposed by the stripping will be cleaned using appropriate hand tools.
- 1.7 Should the site grid not have already been established it would be done at the cleaning stage. The grid will normally be based on 10m spacing and related to the National Grid. A temporary benchmark related to Ordnance Datum will be founded
- 1.8 After the cleaning and planning of the excavation area the sampling strategy will be finalised. This will take into account the project aims (which may need modifying at this stage) and the type, quality and quantity of remains revealed. The sampling strategy will normally seek to maintain at least the following levels:
  - all structures and all zones of specialised activity (e.g. funerary, ceremonial, industrial, agricultural processing) will be fully excavated and all relationships recorded, ditches and gullies will have all relationships defined, investigated and recorded. All terminals will be excavated. Sufficient of the feature lengths will be excavated to determine the character of the feature over its entire course; the possibility of recuts of parts, and not the whole, of the feature will be considered. This will be achieved by a minimum 10% sample of each feature (usually a 1m section every 10m). Sufficient artefact assemblages will be recovered (where possible) to assist in dating the stratigraphic sequence and for obtaining ample ceramic groups for comparison with other sites.
  - all pits, as a minimum, will be half-sectioned. Usually at least 50% (by number) of the pits will be fully excavated. Decisions as to which pits will be fully excavated will be taken in the light of information gained in the half-sectioning taking into consideration, amongst other things; pit function, artefact content and location
  - for post and stake holes where they are clearly not forming part of a structure (see above) 100% (by number) will be half-sectioned ensuring that all relationships are investigated. Where deemed necessary, by artefact content, a number may demand full excavation.
  - for other types of feature such as working hollows, quarry pits etc., all relationships at least will be ascertained. Further investigation will be a matter of on-site judgement, but will seek to establish as a minimum their extent, date and function.
  - for layers a decision on-site will be made as to the extent that they will be excavated. The factors governing the judgement will include the possibility that they mask earlier remains, the need to understand function and depositional processes, and the necessity to recover sufficient artefacts to date the deposit and to meet the project aims.
- 1.9 For palaeoenvironmental research different sampling strategies will be employed according to established research targets and the perceived importance of the strata under investigation. For carbonised plant remains, small bones and small objects, bulk samples of a minimum of 40 litres (but up to 60 litres for early prehistoric features) or 100% of small contexts will be collected. Bulk samples of 10-30 litres will be taken from waterlogged deposits for analysis of macroscopic plant remains. Columns for pollen analysis will be taken where appropriate. Mollusc samples will be gathered when required, sampling incrementally along a suitable stratigraphy (often ditches) for changes of the environment through time. Other bulk samples for small animal bones and other small artefacts may be taken from appropriate deposits depending on the aims of the project.
- 1.10 Any finds of human remains will be left *in situ*, covered and protected. The coroner's office will be informed. Excavation, recording and removal will only take place under the relevant Home Office licence and local authority environmental health regulations.

- 1.11 All finds of gold and silver will be moved to a safe place and reported to the Coroner's office according to the procedures relating to Treasure Trove. Where removal cannot be effected on the same working day as the discovery, suitable security measures will be taken to protect the artefacts from theft or damage.

#### *Recording*

- 1.12 All on-site recording will be undertaken in accordance with the standards and requirements of the *Archaeological Site Manual* (Museum of London 1994).
- 1.13 A continuous unique numbering system will be employed.
- 1.14 Written descriptions, comprising both factual data and interpretative elements, will be recorded on standardised sheets.
- 1.15 Where stratified deposits are encountered a 'Harris'-type matrix will be compiled during the course of the excavation.
- 1.1.6 The site grid will be accurately tied into the National Grid and located on the 1:2500 or 1:1250 map of the area.
- 1.17 Plans will normally be drawn at a scale of 1:100, but on urban or deeply stratified sites a scale of 1:50 or 1:20 will be used. Burials will be drawn at 1:10. Other detailed plans will be drawn at an appropriate scale.
- 1.18 Long sections of trench edges or internal baulks showing layers and any cut features will be drawn at 1:50 or 1:20 depending on amount of detail contained. Sections of features will be drawn at 1:20.
- 1.19 All sections will be accurately related to Ordnance Datum.
- 1.20 Registers of sections and plans will be kept.
- 1.21 A full black and white, and colour (35mm transparency) photographic record will be maintained. This will illustrate the principal features and finds both in detail and in a general context. The photographic record will also include working shots to represent more generally the nature of the fieldwork.
- 1.22 A register of all photographs taken will be kept on standardised forms.

#### *Finds*

- 1.23 All identified finds and artefacts will be collected and retained. Certain classes of material i.e. post-medieval pottery and building material may on occasion be discarded after recording if a representative sample is kept. No finds will be discarded without the prior approval of the archaeological representative of the local authority and the receiving museum.
- 1.24 All finds and samples will be treated in a proper manner and to standards agreed in advance with the recipient museum. Finds will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in United Kingdom Institute for Conservation's *Conservation Guidelines No. 2*.
- 1.25 At the beginning of the project (prior to commencement of fieldwork) the landowner and the relevant museum will be contacted regarding the preparation, ownership and deposition of the archive and finds.

#### *Archiving, Post-Excavation and Publication*

- 1.26 Following completion of each stage or the full extent of the fieldwork (as appropriate) the site archive will be prepared in the format agreed with the receiving institution. The excavation archive will be security copied and a copy deposited with the NAR before post-excavation analysis begins or as soon after as can be arranged.
- 1.27 On completion of the archive a summary report will be prepared. This will include:
- an illustrated summary of the results to-date indicating to what extent the project aims were fulfilled
  - a summary of the quantities and potential for analysis of the information recovered for each category of site, artefacts, dating and palaeo-environmental data
  - proposals for analysis and publication
- 1.28 The proposals for analysis and publication will include:
- a list of the revised project aims arising from the fieldwork and post-excavation assessment
  - a method statement which will make clear how the methods advocated are those best suited to ensuring that the data-collection will fulfil the stated aims of the project
  - a list of all tasks involved in meeting the stated methods to achieve the aims and produce a report and research archive in the stated format
  - details of the research team and their projected work programmes in relation to the tasks. Allowance will be made for general project-related tasks such as project meetings, management, editorial and revision time a publication synopsis indicating publisher, report

format and content shown by chapters, section and subheadings with the anticipated length of text sections and proposed number of illustrations

- 1.29 The summary report embracing the analysis and publication proposals will be submitted to the local planning authority for approval.
- 1.30 The results of the project will be published in an appropriate archaeological journal or monograph. The suitable level of publication will be dependent on the significance of the project results, but as a minimum the basic requirements of Appendix 7.1 of *Management of Archaeological Projects* (English Heritage 1991) will be met. A summary of the results will be given in appropriate local publication where available, with consideration given to a fuller publication in a specialist archaeological journal.

## APPENDIX 2

### 2 *General*

- 2.1 The requirements of the Brief will be met in full where reasonably practicable (see also paragraph 2.2).
- 2.2 Any significant variations to the proposed methodology will be discussed and agreed with the local planning authority in advance of implementation.
- 2.3 The scope of fieldwork detailed in the main part of the Written Scheme of Investigation is aimed at meeting the aims of the project in a cost effective manner. John Moore Heritage Services attempts to foresee all possible site-specific problems and make allowances for these. However there may on occasions be unusual circumstances, which have not been included in the programme and costing. These can include:
- unavoidable delays due to extreme bad weather, vandalism etc.
  - trenches requiring shoring or stepping, ground contamination, unknown services, poor ground conditions
  - extensions to specified trenches or feature excavation sample sizes requested by the local authority's archaeological advisor
  - complex structures or objects, including those in waterlogged conditions, requiring specialist removal

#### *Health and Safety*

- 2.4 All relevant health and safety legislation, regulations and codes of practice will be respected.
- 2.5 With the introduction of the Construction (Design and Management Regulations) 1994 John Moore Heritage Services works with Clients, Main Contractors, and Planning Supervisors to create a Health and Safety Plan. Each project will have its own unique plan.

#### *Insurances*

- 2.6 John Moore Heritage Services holds Employers Liability Insurance, Public Liability Insurance and Professional Indemnity Insurance. Details can be supplied on request.
- 2.7 John Moore Heritage Services will not be liable to indemnify the client against any compensation or damages for or with respect to:
- damage to crops being on the Area or Areas of Work (save in so far as possession has not been given to the Archaeological Contractor)
  - the use or occupation of land (which has been provided by the Client) by the Project or for the purposes of completing the Project (including consequent loss of crops) or interference whether temporary or permanent with any right of way light air or other easement or quasi easement which are the unavoidable result of the Project in accordance with the Agreement
  - any other damage which is the unavoidable result of the Project in accordance with the Agreement
  - injuries or damage to persons or property resulting from any act or neglect or breach of statutory duty done or committed by the client or his agents servants or their contractors (not being employed by John Moore Heritage Services) or for or in respect of any claims demands proceedings damages costs charges and expenses in respect thereof or in relation thereto.
- 2.8 Where excavation has taken place evaluation trenches will be backfilled with excavated material but will otherwise not be reinstated unless other arrangements have previously been agreed. Open area excavations normally will not be backfilled but left in a secure manner unless otherwise agreed.

*Copyright and Confidentiality*

- 2.9 John Moore Heritage Services will retain full copyright of any commissioned reports, tender documents or other project documents under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it will provide an exclusive licence to the Client in all matters directly relating to the project as described in the Written Scheme of Investigation.
- 2.10 John Moore Heritage Services will assign copyright to the client upon written request but retains the right to be identified as the author of all project documentation and reports as defined in the Copyright, Designs and Patents Act 1988.
- 2.11 John Moore Heritage Services will advise the Client of any such materials supplied in the course of projects, which are not John Moore Heritage Service's copyright.
- 2.12 John Moore Heritage Services undertake to respect all requirements for confidentiality about the Client's proposals provided that these are clearly stated. In addition John Moore Heritage Services further undertakes to keep confidential any conclusions about the likely implications of such proposals for the historic environment. It is expected that Clients respect John Moore Heritage Service's and the Institute of Field Archaeologists' general ethical obligations not to suppress significant archaeological data for an unreasonable period.

*Standards*

- 2.13 John Moore Heritage Services conforms to the standards of professional conduct outlined in the Institute of Field Archaeologists' Code of Conduct, the IFA Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology, the IFA Standards and Guidance for Desk Based Assessments, Field Evaluations etc., and the British Archaeologists and Developers Liaison Group Code of Practice.
- 2.14 Project Directors normally will be recognised in an appropriate Area of Competence by the Institute of Field Archaeologists.
- 2.15 Where practicable John Moore Heritage Services will liaise with local archaeological bodies (both professional and amateur) in order that information about particular sites is disseminated both ways (subject to client confidentiality).

**APPENDIX 3**

For specialist dating and where there are significant assemblages, specialists that may be used for analysis of materials include:

|   |                 |                                  |
|---|-----------------|----------------------------------|
| Prehistoric pottery                       | David Mullin    | University of Worcester          |
| Roman and Romano-British pottery          | Jane Timby      | University of Reading            |
| Lithics                                   | Rebecca Devaney | Freelance specialist             |
| Stone                                     | Ann Clarke      | Freelance specialist             |
| Saxon, Medieval and Post-Medieval pottery | Paul Blinkhorn  | Freelance specialist             |
| Ceramic Building Material                 | Andrew Peachey  | Archaeological Solutions         |
| Environmental Analysis                    | Luke Parker     | Archaeological Research Services |
| Plant macro remains and Insect remains    | David Norcott   | Wessex Archaeology               |
| Marine molluscs                           | Jessica Winder  | Freelance specialist             |
| Human remains                             | Ceri Boston     | Freelance specialist             |
| Animal bone                               | Claire Ingrem   | Freelance specialist             |
| Clay tobacco pipes                        | John Moore      | JMHS                             |
| Small finds                               | Nicola Rogers   | Freelance specialist             |

Experienced JMHS staff may be used for simple quantifications of material and identification.

**London  
44 Kipling Road  
The Britannia Pub Site**

**WATCHING BRIEF**

**DATA MANAGEMENT PLAN**

**MAY 2021**

| <b>Document Information</b> |  |
|-----------------------------|--|
| <b>Title</b>                | Data Management Plan   |
| <b>Author</b>               | Simona Denis   |
| <b>Description</b>          | This document describes the type of data that will be acquired and/or generated during the archaeological project, the way the data will be managed and stored, and the mechanisms to preserve and share the data. |

| <b>Document History</b> |                |             |               |  |
|-------------------------|----------------|-------------|---------------|--|
| <b>Version</b>          | <b>Status</b>  | <b>Date</b> | <b>Author</b> | <b>Changes from the previous version</b> |
| 1.0                     | Draft          | 16/05/2019  | Simona Denis  | Not applicable                           |
| 2.0                     | Final Template | 17/05/2019  | Simona Denis  | Minor edits                              |
| 3.0                     | Final          | 14/01/2020  | Simona Denis  | File migration                           |
| 4.0                     | Final          | 19/08/2020  | Simona Denis  | File migration                           |
| 5.0                     | Final          | 03/09/2020  | Simona Denis  | Minor edits to created data table        |
| 6.0                     | Final          | 24/02/2021  | Simona Denis  | Minor edits to backup location           |
| 7.0                     | Final          | 25/03/2021  | Simona Denis  | Edits to metadata                        |
| 8.0                     | Draft          | 04/05/2021  | Simona Denis  | Project-specific edits                   |

| <b>Document Control Grid</b> |               |             |               |                   |                            |
|------------------------------|---------------|-------------|---------------|-------------------|----------------------------|
| <b>Revision</b>              | <b>Status</b> | <b>Date</b> | <b>Author</b> | <b>Checked by</b> | <b>Reason for revision</b> |
| 1.1                          | Draft         | 17/05/2019  | Sarah Doherty | Simona Denis      | Minor edits                |
| 3.1                          | Draft         | 16/01/2020  | Simona Denis  |                   | Minor edits                |
| 3.2                          | Draft         | 14/08/2020  | Simona Denis  |                   | GPS metadata section edits |
| 3.3                          | Draft         | 18/08/2020  | Simona Denis  |                   | Minor edits                |
| 6.1                          | Draft         | 25/03/2021  | Simona Denis  |                   | Formatting                 |

| Section 1 – Administrative Data  |
|--|
| <b>Data Set ID</b>   |
| Site code: KPI21<br>JMHS project no: 4488<br>OASIS ID: TBC   |
| <b>Project Name</b>  |
| London, 44 Kipling Road, The Britannia Pub Site  |
| <b>Data Set Description</b>  |
| Nature of project: Watching Brief<br>Aims of investigation: To make a record of any archaeological remains revealed during the course of any operations that may disturb or reveal archaeological remains. In particular to record any prehistoric or Roman remains when the site was towards the southern periphery of the eyot, and medieval and/or later remains on the open, waterlogged agricultural land. To record any remains associated with the earliest public house on the site.<br>Investigation techniques: Archaeological monitoring of all significant groundwork, particularly including basement extension.<br>Purpose: retention of the existing building with an additional second floor and set-back 3rd floor extension. A small 15sqm basement is proposed for the south-eastern corner of the building's footprint   |
| <b>Project Funder</b>  |
| Confidential   |
| <b>Project Manager</b>   |
| John Moore (Director), John Moore Heritage Services  |
| <b>Principal Investigator</b>  |
| TBC (Project Officer/Supervisor), John Moore Heritage Services   |
| <b>Data Contact Person</b>   |
| Simona Denis (Head of Archive), John Moore Heritage Services   |
| <b>Data Management Policies and Guidance</b>   |
| <ul style="list-style-type: none"> <li>• Archaeology Data Service, 2015 <i>Guidelines for Depositors</i></li> <li>• Australian National Data Service, 2017 <i>ANDS Guide. Data Management Plans</i></li> <li>• Chartered Institute for Archaeologists, Historic England 2019 <i>Toolkit for Selecting Archaeological Archives</i></li> <li>• Digital Curation Centre, 2013 <i>Checklist for Data Management Plan v.4.0</i> Edinburgh</li> <li>• Digital Preservation Coalition 2015 <i>Digital Preservation Handbook, 2<sup>nd</sup> Edition</i>. Technical Solutions and Tools</li> <li>• Duranti, L., Suderman, J. and Todd, M., 2005 <i>A Framework of Principles for the Development of Policies, Strategies and Standards for the Long-term Preservation of Digital Records</i>. The InterPARES 2 Project</li> <li>• Foster, M. 2019 <i>Work digital/think archive. A guide to managing digital data generated from archaeological investigations</i>. DigVentures</li> <li>• International Standards Organization (2003) standards: <i>Reference Model (ISO 14721:2003)</i></li> <li>• John Moore Heritage Services, 2019 <i>POL0006: Quality Control Policy Statement</i></li> <li>• John Moore Heritage Services, 2019 <i>POL0010: Digital Archives Preservation Policy Statement</i></li> <li>• John Moore Heritage Services, 2019 <i>POL0014: Data Protection Policy Statement</i></li> <li>• John Moore Heritage Services, 2019 <i>Archive Guidelines</i></li> <li>• John Moore Heritage Services 2021 <i>18/AP/3387-The Britannia, 44 Kipling Street, London SE1 3RU. Archaeological Watching Brief. Written Scheme of Investigation.</i></li> </ul> |

- Museum of London, 2009 *General Standards for the Preparation of Archaeological Archives Deposited With the Museum of London*
- The National Archives, 2011 *Digital Preservation Policies: Guidance for archives*
- Thomas, S. 2009 *A Guide to Archival and Related Standards*. Society of Archivists Data Standard Group
- Whyte, A., Wilson, A. 2010, *How to Appraise and Select Research Data for Curation*. DCC How-to Guides. Edinburgh: Digital Curation Centre

## Section 2 – Data Collection

### Assessment of Existing Data

Existing quantitative and qualitative data provided by third parties as well as non-proprietary data will be accessed/re-used/re-evaluated and the generated information will supplement the data collected during the project. Selected generated data will be incorporated in the final report text included in the project archive.

### Created Data

This table summarises the data types, formats and estimated archive volume for this project.

| File Type              | File Format   | Data Archive Estimated Volume |
|------------------------|---------------|-------------------------------|
| Text                   | .odt          | None                          |
|                        | .docx         | None                          |
|                        | .doc          | None                          |
|                        | .pdf/a        | 4 files, 90,000 bytes         |
| Spreadsheet            | .xlsx         | 1 file, 20,000 bytes          |
|                        | .ods          | None                          |
| Raster Image           | .jpg          | 24 files, 85,000,000 bytes    |
|                        | .tiff         | None                          |
| Vector Graphic         | .dxf          | 1 file, 1,500 bytes           |
| Geospatial Vector Data | shp/.shx/.dbf | 3 files, 20,500 bytes         |

### Data Collection Standards and Methodologies

- Analogue data sets

Acquisition standards are defined against the following, and will be updated as required:  
 Brickley, M., and McKinley, J. I. 2004, *Guidelines to the Standard for Recording Human Remains*, Institute of Field Archaeologists Technical Paper 7, BABAO University of Southampton  
 Chartered Institute for Archaeologists 2014, *Standards and Guidance for the collection, documentation, conservation and research of archaeological materials*  
 English Heritage 2011, *Environmental Archaeology: A guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-Excavation*. 2<sup>nd</sup> Edition  
 English Heritage 2015, *Digital Image Capture and File Storage*  
 John Moore Heritage Services 2019, *Field Manual*  
 Museum of London Archaeology Service 1994, *Archaeological Site Manual*. Third Edition

- Digitised data sets

Acquisition standards are defined against the following, and will be updated as required:  
 The National Archives, 2016 *Digitisation at The National Archives*  
 Thomas, S. 2009 *A Guide to Archival and Related Standards*. Society of Archivists Data Standard Group

- Born-Digital data sets

Creation standards are defined against the following, and will be updated as required:  
 Archaeological Data Services, 2011 *Guides to Good Practice*  
 English Heritage, 2015 *Digital Image Capture and File Storage. Guidelines for Best Practice*

Where appropriate, external specialists will be required to include data standards and metadata with individual reports.

#### **Data Storage and File Naming System**

- The working project archive will be stored in a dedicated project folder in the 'Projects' partition of the company's server
- All files will be renamed following the company's file naming format, based on ADS standard and including version control, as laid out in JMHS' *Archive Guidelines*
- All files included in the working project archive will include
  - Company's project identifier
  - Repository site code
  - Site code
  - File descriptor
  - Version number

All files will be organised following the company's project folder structure laid out in JMHS' *Archive Guidelines*

#### **Quality Control**

- All mechanical and electronic equipment used in the collection of data are calibrated prior to use and are periodically checked
- All collected data will be checked during project delivery

### **Section 3 – Documentation and Metadata**

#### **Data Documentation**

Data documentation will be compliant with the WSI, Museum of London and Archaeology Data Service requirements and will be provided via

- Collection-level metadata providing a detailed overview of the collection
- File-level metadata providing details of each data group and individual files

All data included in the project archive will be migrated to

- widely supported open international standards
- most recent format version

#### **Metadata**

All metadata will be created in compliance with relevant ADS standards, and will specify for all file types:

- File name
- File format
- Language
- Creation/conversion software and version
- In addition, metadata for document files will indicate:
  - Title
  - Abstract
  - Name of the creator(s)
  - Page count
  - Publishing details
- In addition, metadata for spreadsheet files will indicate:
  - Title
  - Description
  - Name of the creator(s)
  - Copyright holder
  - Date of creation
  - Worksheet name
  - Worksheet purpose
  - Number of rows in each worksheet



|   |
|---|
| <ul style="list-style-type: none"> <li>○ Field name</li> <li>○ Description of field contents</li> <li>● In addition, metadata for raster image files will indicate:             <ul style="list-style-type: none"> <li>○ Caption</li> <li>○ Subject keywords</li> <li>○ Period</li> <li>○ Name of the creator</li> <li>○ Copyright holder</li> <li>○ Location</li> <li>○ Date of the capture of the image</li> </ul> </li> <li>● In addition, metadata for vector graphic files will indicate:             <ul style="list-style-type: none"> <li>○ Caption</li> <li>○ Description</li> <li>○ Name of the illustrator</li> <li>○ Copyright holder</li> <li>○ Period of creation</li> <li>○ Location</li> <li>○ Conventions used in the illustration</li> <li>○ Location</li> </ul> </li> <li>● In addition, metadata for geospatial vector data files will indicate:             <ul style="list-style-type: none"> <li>○ Type of element captured</li> <li>○ Type of features and/or contexts represented</li> <li>○ Purpose of data collection</li> <li>○ Data source and type</li> <li>○ Data accuracy level</li> <li>○ Coordinate system used</li> <li>○ Method of capture</li> <li>○ Name of surveyor</li> </ul> </li> </ul> |
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**Section 4 – Ethics and Intellectual Property**

**Legal and Regulatory Framework**

The following acts and directives will be taken into consideration:

- Copyright, Designs and Patents Act 1988
- General Data Protection Regulation (GDPR) 2018
- EU Copyright Directive 2001
- Data Protection Act 1998
- Current best practice

**Personal Data**

Personal data will be collected in the form of:

- Donor(s)
  - Name
  - Address
- Project Team Members
  - Name
- External Specialist(s)
  - Name

**Personal Data Management**

Management of personal data will be carried out in compliance with John Moore Heritage Services’ Data Protection Policy Statement.

- Written consent to process and share with the repository personal data will be secured for the use specified below:

|   |
|---|
| <ul style="list-style-type: none"> <li>○ Donor(s): Names and addresses will be included in the transfer of ownership documentation</li> <li>○ Project Team Members: Names will be included in the project archive</li> <li>○ External Specialist(s): Names will be included in the project archive and in the licence of copyright documentation</li> <li>● Files containing personal data will be: <ul style="list-style-type: none"> <li>○ Password-protected</li> <li>○ Securely stored on a server partition with restricted access</li> <li>○ Kept only as long as necessary for the relevant, valid purposes</li> </ul> </li> </ul>   |
| <b>Intellectual Property Rights (IPR)</b>   |
| <ul style="list-style-type: none"> <li>● Copyright Holder: John Moore Heritage Services will be the copyright holder of any collected and created data included in the project archive in all forms of records and media</li> <li>● Permission to Reuse Third-Party Data: formal consent to include, reuse and share data generated by external specialists will be secured</li> <li>● Licence of Copyright: John Moore Heritage Services will grant to the Museum of London and Archaeology Data Service perpetual and royalty-free licence throughout the world to: <ul style="list-style-type: none"> <li>○ reproduce all or any part of the project archive for the purposes of research, study, conservation or publicity relating to the Museum of London and Archaeology Data Service</li> <li>○ display copies of all or part of the project archive in any medium</li> <li>○ publish any part of the project archive in any form or medium</li> <li>○ permit third parties to do any of the above</li> </ul> </li> </ul> |

## Section 5 – Storage and Backup

### Storage System Details

- Long-term preservation of electronic records is ensured by storage on magnetic media on a Synology NAS server device with a storage capacity of 5.4TB
- The device is part of a network based on the client-server model with servers situated in separate geographical locations (JMHS's main office in Wheatley and the Director's office in Launton, Bicester)
- The system is managed via Lightweight Directory Access Protocol (LDAP)
- The system is set as a Redundant Array of Independent Disks (RAID) and failover

### Security Copies

- Back-up of raw digital data generated during fieldwork is provided by secure remote access to the company's server. Where internet access for data backup is not available, a security copy of the raw data will be transferred onto a portable device
- Digital copies of the primary records will be made at the earliest opportunity and stored on the company's server
- Security copies of all archive records and born-digital files will be made in digital format and stored on the company's server

### Data Storage and Access

#### Data storage

- Main and secondary servers are set up to constantly synchronise, effectively creating two copies of each file at any time
- Two additional copies of all files are created via backups:
  - The main server backs up to the Synology C2 Cloud Backup Server daily, starting at 17:30
  - The secondary server backs up to a local drive daily, starting at 17:30
- Versioning of files and backups is available for 30 days
- Multiple recovery methods are used, depending on the nature of the failure

**Data access**

- The company's server is accessible through a secure log-in by authorised staff on and off-site, via any web browser
- Secure access to the server is granted by a two-factor authentication method. Access to server's partitions containing sensitive data is restricted to authorised users through role-based access control

**Section 6 – Selection and Preservation****Appraisal and Selection of Data**

All data generated by all stages of the project will be stored on the company's server. An appraisal of the digital data will be carried out prior to the completion of the project, in order to select data for long-term curation.

The assessment of each dataset's value will be carried out by the Post-Excavation Project Team and will be based on the following criteria:

- Relevance
- Scientific/Historic value
- Uniqueness
- Non-Replicability
- Potential for redistribution

The selection of data will be agreed with all relevant stakeholders (Project Team Members, Repository, Local Authority, External Specialists, and Landowner).

**Data Reuse**

The project results are likely to provide new research data regarding the prehistoric through post-medieval periods occupation in the Southwark area.

The results might be:

- included in the Historic Environment Record
- reused to conduct new studies
- used to validate research findings
- used to aid the future management of the archaeological site

**Selection Review Points**

Selection Strategy and Data Management Plan will be revised in consultation with the relevant stakeholders and updated at the following stages:

- Project Design
- Post-Excavation Assessment
- Project Reporting

Prior to the transfer, the Selection Strategy and Data Management Plan will be finalised in agreement with all stakeholders.

**Selected Data Preparation**

Selected data will be normalised and organised in standardised folders, to guarantee consistency and retrievability, and to prevent data loss.

Normalisation will include:

- Format migration to widely supported open international standards
- Version migration to most recent format version
- File naming normalisation to ADS standards
- Organisation in the predefined file structure

Metadata compliant with ADS standards will be generated for all selected data.

**Long-Term Preservation of Selected Data**

Selected data will be transferred to the appropriate repository:

|  |
|--|
| <ul style="list-style-type: none"> <li>Physical archive: documentary and material project archives will be transferred to the Museum of London. The documentary archive will include hard copies of all the digital-born data selected for long-term curation</li> <li>Digital data: selected data will be prepared for long-term curation and transferred to the CoreTrustSeal certified Archaeology Data Service</li> </ul> <p>Contact was made with the repository regarding the deposition of the project archive</p>  |
| <p><b>Long-Term Preservation of Deselected Data</b></p> <ul style="list-style-type: none"> <li>Long-term preservation of electronic records will be ensured by storage on magnetic media on a server device. The device is part of a network based on the client-server model, available online and securely accessible remotely via any web browser.</li> <li>The digital archives preservation strategy ensures that two copies of all born-digital items as well as digital surrogates of primary records are made available on two different server devices (server and backup) situated in separate locations (JMHS's main office in Wheatley and the Director's office in Launton).</li> </ul> |

## Section 7 – Data Sharing

### Data Accessibility

Final Results will be made available within 12 months from the completion of fieldwork

- Project final results for all types of recording actions will be made publicly available in digital format via the OASIS Index of Archaeological Investigations
- Complete final reports for recording actions yielding notable results will be made available in digital format via the company's website
- Summaries will be made publicly available via submission to relevant local, regional or period journals, to be included in the 'round-up' sections. Where significant discoveries are made, notes will also be sent to national journals

Primary and Digital Data will be made available after the completion of the documentation process

- All selected data will be made available upon direct request for reuse, re-analysis, re-interpretation, and re-publication by secondary researchers

### Intellectual Property

- John Moore Heritage Services will hold the copyright of any collected and created data included in the project archive in all forms of records and media
- Digital elements of the project archive disseminated via ADS will be licenced under a creative commons licence
- A data sharing agreement will regulate the access and use of data by secondary researchers as appropriate

### Long-Term Access

Long-term access to data will be granted via deposition with Museum of London and Archaeology Data Service

## Section 8 – Responsibilities and Resources

### Responsibilities

Roles and responsibilities will be as follows:

- Project Team Members (Fieldwork): Collection and storage of analogue data sets
- Project Team Members (Post-Excavation): Storage and backup of analogue data sets, creation of digitised and born-digital data sets, data quality, data archiving and metadata production for all data sets
- Fieldwork Manager (Gavin Davis): Implementation, review and revision of the Data Management Plan (DMP), supervision of collection, production, storage, backup and management of all data sets
- External company (Oxford Mac Solutions Ltd): Data storage and backup management

- Head of Archive (Simona Denis): Implementation of relevant policies, implementation, review and revision of the DMP, management of data selection, archiving and metadata production for all data sets, data sharing, project archive transfer

**Resources**

Resources required to prepare selected data and implement the DMP were to be covered by standard John Moore Heritage Services resources and project budget.

Repository charges were estimated using the Museum of London charges list and included in the project budget.

Digital Repository charges were estimated using the ADS Costing Calculator and included in the project budget.