

160 BLACKFRIARS ROAD  
London SE1

WRITTEN SCHEME OF INVESTIGATION FOR ARCHAEOLOGICAL MITIGATION

September 2023

Project Manager: Marit Leenstra



**160 BLACKFRIARS ROAD  
London SE1**

**London borough of Southwark**

Written scheme of investigation for an archaeological excavation

Planning reference and condition number: 22/AP/3049 condition 4  
Site code BFA21

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# 1 Introduction

## 1.1 Project background

- 1.1.1 This Written Scheme of Investigation (or WSI) for an archaeological excavation on the site of 160 Blackfriars Road, SE1 (Fig 1) has been commissioned from MOLA by FTSquared on behalf of the 160 BFR Holdco Ltd.
- 1.1.2 The site area is 0.4ha and is bounded by Blackfriars Road to the south-west, Pocock Street to the north, Friars Primary Foundation School to the east and 154 Blackfriars Road, Blackfriars Foundry, The Priory and 57 Webber Street to the south but excludes northern the two thirds of the existing building at 160 Blackfriars Road. The centre of the site lies at National Grid reference 531698 179753. The site is currently occupied by an underused car park.
- 1.1.3 The area of the site is generally flat around the site boundary along Blackfriars Road, Webber Street and Pocock Street at 3.7m above Ordnance Datum (OD) (EPR Architects 2018). In the surrounding area there is a slight slope down from the south-east to the north-west. The ground level is recorded at 3.8m OD at the junction of Webber Street and Rushworth Street, 200m south-east of the site, 3.5m OD at the junction of Webber Street and Blackfriars Road to the south-west of the site and 2.7m OD on Webber Street, 170m east of the site
- 1.1.4 The site will be developed with an eight storey building with basement, comprising a hotel (Class C1), flexible commercial or community unit (Class B1/D1), retail floorspace (Class A1/A3), creation of public space, landscaping and associated works. Works to the existing office building at ground and roof levels (including a new rooftop terrace, balustrades and PV panels); elevational alterations; and alterations associated with the creation of a new entrance on the Blackfriars Road elevation.
- 1.1.5 The development received planning permission (20/AP/0556) on 1<sup>st</sup> of September 2020 and included Conditions No 4. Condition 4 requires:
- 1.1.6 *Prior to any below ground works hereby authorised being undertaken, the applicant shall:*
- A. Secure the implementation of a programme of archaeological evaluation (initial investigative trial trenching) in accordance with a written scheme of investigation (WSI), which has been submitted to and approved in writing by the Local Planning Authority;*
  - B. Submit a report on the results of these evaluation works to the Local Planning Authority for approval in writing. No further demolition or development shall take place until that written approval is received, which will either allow the development to be carried out without further evaluation, or will require:*
  - C. The implementation of a further programme of archaeological work, known as archaeological mitigation. Archaeological mitigation can involve a range of possible options, including: preservation of archaeological remains by record (archaeological excavation and removal); and/or in situ (preservation on the site by design or by the implementation of an approved preservation regime); or further options to investigate, monitor (watching brief), model or sample archaeological deposits. This further programme of archaeological work shall be in accordance with a second (Stage C) written scheme of investigation (WSI) for archaeological mitigation, which shall be submitted to the Local Planning Authority for approval in writing.*

- 1.1.7 Since the original planning application (20/AP/0556), a S73 application (22/AP/3049) was submitted that has a resolution to grant and that will supersede this consent.
- 1.1.8 Details of the consented development are available at The Southwark Planning portal.
- 1.1.9 The previous WSI for archaeological evaluation (MOLA 2021a) has discharged Condition 4 Part A (21/AP/0861) and the report on this work (MOLA, 2021 b) was submitted to discharge Part B (21/AP/2740).
- 1.1.10 This WSI for archaeological excavation looks to discharge Condition 4 Part C and outline the requirements for Condition 32 which reads as follows:  
*Within six months of the completion of the archaeological work on site, an assessment report detailing the proposals for the off-site analyses and post-excavation works, including publication of the site and preparation for deposition of the archive, shall be submitted to and approved in writing by the Local Planning Authority, and the works detailed in the assessment report shall not be carried out otherwise than in accordance with any such approval given. The assessment report shall provide evidence of the applicant's commitment to finance and resource these works to their completion.*
- Reason:*  
*In order that the archaeological interest of the site is 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 2019.*
- 1.1.11 The potential archaeological interest on the site are late post-medieval remains comprising the foundations of a brewhouse in the south-east corner of the site and the 'Glass Decoration Co Ltd' building in the north-east of the north east of the site, which are of low heritage significance. Based on the evaluation results (MOLA 2021) it is unlikely that any earlier archaeological deposits or features survive on the site, most likely having been removed by the late post-medieval development.
- 1.1.12 An archaeological excavation as defined by the Chartered Institute for Archaeologists is 'a programme of controlled, intrusive fieldwork with defined research objectives which examines, records and interprets archaeological deposits, features and structures and, as appropriate, retrieves artefacts, ecofacts and other remains within a specified area or site on land, inter-tidal zone or underwater. The records made and objects gathered during fieldwork are studied and the results of that study published in detail appropriate to the project design (CIfA, 2020a).
- 1.1.13 It is proposed that there should be a controlled excavation in the southern area of the site, where the evaluation Trench 1 was located (see Fig 2 for trench locations). This would aim to record the surviving remains of the 19<sup>th</sup> century Distillery on the site. The excavations for the basement and attenuation tank will be mitigated by archaeological watching brief to monitor the removal of the 18<sup>th</sup> and 19<sup>th</sup> century dump deposits and check for earlier deep cut features which may still be extant on the site.
- 1.1.14 The results of the excavation will be set out in a preliminary report (ie *Post-excavation Assessment*) to be issued within 6 months of completing the fieldwork. Further Analysis and publication may be required on the basis of the assessment results.

1.1.15 This document sets out the methodologies which will be followed during the excavation and during the post-excavation analysis and reporting stages. These will follow the Standards and Code of Practice laid down by the Chartered Institute for Archaeologists, local and regional planning authority archaeology guidance and Historic England Centre for Archaeology Guidelines where appropriate.

1.1.16 Other relevant documents include:

- the Archaeological desk-based assessment (MOLA February 2020). This presented the initial assessment of archaeological potential on the site.
- Written Scheme of Investigation for an archaeological evaluation at 160 Blackfriars, SE1 (MOLA, 2021a)
- Report on archaeological evaluation at 160 Blackfriars, SE1 (MOLA 2021b)

## 1.2 Planning and legislative framework

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1.2.1 The Planning and legislative background to the site has been adequately summarised in the previous Historic Environment Assessment (HEA) (MOLA 2020 section 9).

## 1.3 Archaeological background

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1.3.1 The *Archaeological desk-based assessment* (MOLA 2020), and the *Archaeological evaluation report* (MOLA 2021b) set out the results of desk-top assessment and archaeological field evaluation which have been carried out on the site to date.

1.3.2 The reports should be read for the results of these investigations, although they can be quickly summarised as follows:

### *Geology*

1.3.3 According to British Geological Survey (BGS) digital data the site is located over Kempton Park Gravels, which extend towards the Thames.

1.3.4 The evaluation (MOLA 2021b) recorded natural gravels underlying the late post-medieval sequence. These were lower in the central part of the site (1.34m OD in Trench 2, 1.30m OD in Trench 3) than in the south part (1.52m OD in Trench 1). This may reflect a slope, although only small areas of the natural could be observed in each trench due to intervening services or archaeological structures. The gravels were deep (2.4–2.8m below modern ground level). In Rocque's map of 1746 (reproduced as fig 3 in MOLA 2020), scattered ponds are shown around the site, which may suggest that in the 18th century and earlier this was a marshy area. A deposit with iron panning was identified sealing the natural gravel in Trench 3, suggesting the presence of standing water.

1.3.5 No alluvial deposits were noted above the gravels – British Geological Survey (BGS) maps the edge of river alluvium c 130 m north of the site.

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

1.3.6 There are no known finds from the Palaeolithic to Neolithic have been found in the area. The nearest evidence for prehistoric occupation comes from investigations at 70 Great Suffolk Street, 220m north-east of the site, where a natural channel thought to be of Bronze Age, or earlier date was recorded and at 169–173

Blackfriars Road, 90m north of the site where alluvial deposits were recorded, interpreted as the Bankside Channel. Further afield, 270m north-east of the site, an archaeological excavation during the Jubilee line extension at 206 Union Street (site code: UNS91) revealed an early Bronze Age ditch.

#### *Roman period (AD 43–410)*

- 1.3.7 Throughout this period the site was located beyond the area of settlement in open fields, woodland or farmland.
- 1.3.8 Only a limited amount of stray antiquarian Roman finds have been identified within the vicinity of the site. The GLHER includes antiquarian reports of Roman Samian pottery found 200m south-east of the site on Library Street and part of a Roman clay water pipe found in Mitre Street (the address no longer exists), 160m north-east from the site.

#### *Early medieval (Saxon) period (AD 410–1066)*

- 1.3.9 Throughout this period the site was located beyond the area of settlement and was probably in open fields.
- 1.3.10 Only a single early medieval/Saxon residual find (i.e. mixed with later material) has been recorded nearby, at 109–115 Blackfriars Road, 80m south-west of the site.

#### *Later medieval period (AD 1066–1485)*

- 1.3.11 During this period the site continued to be located beyond the area of settlement, probably used for agricultural purposes. Much of the area, including the site, was known as Southwark Fields, and was used for grazing and pasture. Subsequently it was renamed St George's Fields after St George, which extended between Lambeth and Southwark.
- 1.3.12 Some evidence of later medieval activity has been found near the site. At 109–115 Blackfriars Road, 80m south-west of the site, pottery of possible later medieval date was found. At 169–173 Blackfriars Road, 90m north of the site, a sequence of alluvial deposits, the upper level of which dated to the late medieval period was recorded. Also, silt deposits of medieval and post-medieval date were recorded at 84–88 Great Suffolk Street, 220m north-east of the site.

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

- 1.3.13 For the early part of the post medieval period the site remained in the area of St George's Fields. In Rocque's map of 1746 the area of the site can be seen in St George's Fields to the west of a long, thin pond, south of 'Melancholy Way'. The areas north and north-east of the site appear relatively developed with built structures and named roads.
- 1.3.14 From the late 18th century, St George's Fields was gradually developed. Horwood's map of 1799, shows considerable development on the site. Surrounded by the western half of and extending into the south-west corner of the site is a row of terraced houses, identified as 'Warwich Row'. However, as not all are numbered it is possible that at the time of Horwood's map, some of these buildings were either uninhabited or not complete. A possible stable or workshop is shown in the centre of this terrace.
- 1.3.15 Faden's revision of Horwood's map of 1813 shows that within 14 years there has been major development within the site. Although there is no change to configuration of the houses of 'Warwich Row', the industrial/stable building has been extended into the centre of the site, the eastern half a 'brewhouse' has been built in the south-east corner of the site and another industrial building has been

- built adjacent to and just extending into the northern tip of the site. A new road, Artillery Street, has been built and it and the terraced houses built along it will eventually create the eastern site boundary, even though these terraced houses will be demolished in the early 20th century.
- 1.3.16 Greenwood's map of 1824–6 shows minor change within the site. A row of buildings have been built along Higler's Lane and the industrial building which appeared to extend from Great Surrey Street into the site appears to do so no longer (although this may be the result of either the scale or inaccuracies in Faden's drawing).
- 1.3.17 The Ordnance Survey 1st edition 5ft: mile map of 1875–6 shows major development in the eastern part of the site. A large rectangular building, connected to Wellington Street by a covered way on the northern boundary, has been constructed in the north-east. The brewhouse (Distillery) has been redeveloped to cover the south-east corner and has also expanded northwards. Many of the buildings fronting Blackfriars Road, including those within the south-western corner of the site, have expanded eastwards, and a new row of buildings, named as Burton's Buildings has been constructed the northern half of which extends into the southern half of the site; this half opens onto the courtyard and access way for the Distillery. The central section of the eastern half of the site remains undeveloped, although half appears to be the courtyard for the distillery and thus probably paved over but the other half is depicted as having trees and thus may have been an orchard or garden area.
- 1.3.18 The distillery was owned by 'Gorme and Co' and the series of buildings occupying the north-east of the site are shown in this map as one rectangular structure marked as 'Glass Decoration Co Ltd.'. It is unknown if these buildings had basements.
- 1.3.19 Three evaluation trenches (Trench 1 – 3; Fig 2), excavated on the site in 2021 (MOLA 2021b), recorded 18th-19th century dump deposits directly above natural gravels. In Trench 1 in the south of the site, a large brick foundation likely associated with a 19th-century distillery was identified, as well as drainage structures. The foundation was exposed 8.24m long by 3.06m wide, with its north end curved with a splayed central opening that accessed a chamber in the centre of the structure. A wall identified in Trench 2 in the central part of the site may also have been part of the distillery. No other significant structures were identified in Trench 2 or in nearby Trench 3.
- 1.3.20 The London County Council bomb damage maps of 1939–1945 show that the northern half and half of the Distillery had been affected by bombing during the Second World War to some degree. In the northern half, all the buildings, apart from two which only suffered 'general blast damage – not structural' were either 'completely destroyed' or 'seriously damaged, doubtful if repairable'. The eastern half of the Distillery suffered mainly 'blast damage, minor in nature'.
- 1.3.21 The Ordnance Survey 1:2500 scale map of shows the varied results of the bomb damage. All the buildings fronting Blackfriars Road adjacent to the north-west of the site, which includes the north-western extension of the site, have been demolished. The long rectangular building and the distillery in the east of the site have been repaired and are still present. There have been minor changes to the buildings in the south-west corner of the site, despite them not suffering bomb damage.
- 1.3.22 The existing Friars House (now known as 160 Blackfriars) is first shown in the Goad Fire Insurance revised up to 1959. It encompasses the whole of the 'western half' of the site and has a basement used as a car park. It extends a little way into the 'eastern half'; otherwise nearly all the 'eastern half' is vacant, apart from three small buildings in south-eastern corner. By the 1970s, as shown by the Ordnance Survey 1:1250 scale map of 1967–72 (not reproduced), Friars House had been revised to its existing form. The rest of the site had been cleared. There have been no



changes within the site since then.

## 1.4 Description of the impact on archaeology

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- 1.4.1 The highest natural in the form of terrace gravels was recorded at c 1.52m OD (c 2.6m below the ground level) in the southern part of the site; the gravels were noted to be situated at a lower level, 1.30–1.34m OD (c 2 - 2.5m below the ground level), in the central part of the site.
- 1.4.2 The thickness of archaeological strata (horizontal layers and structures) above the natural varied between 1.80m and 2.18m. The top of surviving archaeology was noted at: 3.14m OD (1.04m bgl in Trench 1), 3.36m OD (0.4m bgl in Trench 2), 3.18m OD (0.6m bgl in Trench 3).
- 1.4.3 The main impacts of the proposal will be the basement which will truncate all the archaeological deposits in its footprint, an attenuation tank to the north of site with an invert level of 2.2m OD which will cut into the post-medieval dump deposits and piling which will locally impact the archaeological sequence. See Fig 3.
- 1.4.4 In the southern area of the site stripping for the piling mat would potentially impact the top of the post-medieval archaeology and piles would remove the archaeology in their footprint. The piling density isn't high, but the archaeological density (Distillery remains) is high and warrants recording.
- 1.4.5 The excavations for the basement and attenuation tank are extensive, but the archaeological trenching found low potential for archaeology as thick post-medieval dumping deposits seem to indicate that earlier deposits may have been truncated by later development. However, earlier finds and features cannot be completely discounted and a watching brief will monitor the ground reduction in the centre and north of the site.

## 1.5 MOLA team and other responsibilities

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In the document below the following terms should be understood:

- 1.5.1 *MOLA (Museum of London Archaeology)* is a company limited by guarantee registered in England and Wales with company registration number 07751831 and charity registration number 1143574. Registered office: Mortimer Wheeler House, 46 Eagle Wharf Road, London N1 7ED.
- 1.5.2 *Project Manager* - MOLA office based manager who is the client's principal point of contact and who has overall responsibility for the project budget and delivery.
- 1.5.3 *Site Supervisor* - MOLA site based manager who is responsible for the direction of the field team. Site supervisors on larger sites will tend to be Project Officers in grade, whilst on other sites they will be Senior Archaeologists. On some sites there may be both a Project Officer and/or one or more Senior Archaeologists.
- 1.5.4 *Archaeologists* - MOLA excavation staff responsible on site for archaeological excavation.
- 1.5.5 *Field Services Operations Manager* - MOLA office based manager responsible for allocation of staff and supply of equipment and resources.
- 1.5.6 *Health and Safety Compliance Manager* – The MOLA manager with sole responsibility for site inspections, reporting and issuing of recommendations for the Site Supervisor and Project Manager to implement. Reports directly to MOLA CEO
- 1.5.7 *Principal Contractor* - appointed directly by the Client with overall responsibility for site H&S under CDM regulations.
- 1.5.8 *Attendance Contractor* - the contractor responsible for providing such attendances

to MOLA as are deemed necessary to carry out their archaeological work (see section 6.3). These might for instance include but not be restricted to shoring, lighting, facilities, fencing, additional labour, spoil removal, etc The Attendance Contractor may be the same as the Principal Contractor, or it may be subcontracted to the Principal Contractor or it may sub-contracted to MOLA.

- 1.5.9 *Sub-contractor* – where this term is used in this document it refers to any contractor employed directly by MOLA during the course of its work on the site.

## 2 Objectives of the excavation

### 2.1 Site specific objectives and research aims

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2.1.1 The excavation and research is undertaken in the context of the wider archaeological research priorities for London. These are set out in the Museum of London's 'A research framework for Greater London' (MOL, 2002).

2.1.2 The following research objectives have been compiled taking into consideration the results of previous archaeological investigations both on the site and on other sites in the area.

#### *Natural topography and the prehistoric environment*

2.1.3 Are there any prehistoric features present below the post-medieval dumping deposits and what is the nature of these? Can these be dated?

#### *Roman*

2.1.4 Is there any evidence for activity on the site during the Roman period? If so, what does it tell us about the nature of activity taking place in the area during this time?

2.1.5

#### *Medieval*

2.1.5.1. Is there any evidence for activity on the site during the Medieval period? If so, what does it tell us about the nature of activity taking place in the area during this time?

#### *Post-medieval*

2.1.6 Do any pre-18th century deposits and features survive on the site? If so, what is their character and what can they tell us about the activity taking place on the site?

2.1.7 In addition to structural remains recorded in evaluation Trench 1, what other evidence for the Distillery and glasswork survives? Can it clarify the character of the features and structures recorded during the evaluation?

2.1.8 Can any of the structural remains related to the Distillery and/or glasswork be identified with the structures indicated on relevant historic maps or blueprints?

2.1.9 Is there any evidence for non-industrial use of the site (i.e., domestic, official, religious) during the period in question?

### 2.2 Variation to site specific research priorities

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2.2.1 Any changes to the Research Priorities above will be further to the process set out in paras 11.1.23 to 11.1.29.

## 3 Site specific methodology

### 3.1 Background

- 3.1.1 A unique site code has been agreed with the Museum of London Archaeological Archive (LAA).
- 3.1.2 Unless otherwise stated below, the generic terms in Appendix 3: generic 'controlled excavation' procedures are applicable, and details the archaeological methodology that will be carried out on site.

### 3.2 Excavation

- 3.2.1 Excavation methodology will be as set out in Section 11, Appendix 3: generic 'controlled excavation' procedures.
- 3.2.2 The mitigation areas are indicated in Fig 4.
- 3.2.3 The excavation area measures c 12m x 25m and will be stepped in as required.
- 3.2.4 The removal of made ground by the Principal Contractor or a subcontractor will be monitored by a MOLA Senior archaeologist to the top of the archaeological deposits which will consist of the remains of the Distillery.
- 3.2.5 The building foundations and remains will be investigated recorded and investigated in the appropriate manner (plans, sections, field notes and/or pro-forma 'context sheets'). Any necessary photographic records will be made using digital or conventional media as deemed appropriate. All recording will be carried out in accordance with national standards (CIfA 2020a).
- 3.2.6 Once the building remains are cleaned, recorded and photographed, the Southwark Senior Planner will be notified for sign off and the remains will be removed where required to look for earlier features. However, as there are no basement planned for this area, some remains may be able to remain in situ depending on the impact of development. This can be discussed between the Southwark Senior Planner, MOLA and the client's engineers.
- 3.2.7 It is unlikely much will survive below the remains of the Distillery but deep cut features might be present.
- 3.2.8 For any features encountered during the excavation the following sample strategy will apply:

Feature Type	Minimum percentage of each example
Stake-hole	100%
Post-hole or pit (less than 1.5m)	50%
Pit (greater than 1 .5m)	25%
Linear feature (less than 5m)	20%; all termini and intersections will be excavated
Linear feature (greater than 5m)	10%; all termini and intersections will be

	excavated
Deposits relating to funerary activity (e.g. burials, cremation deposits)	100% (subject to agreement with curator)
Deposits relating to domestic/industrial activity (postholes, hearths, floor surfaces/floor makeup deposits)	100%
Agricultural pits and features	50%
Agricultural linear features (e.g. ditches/gullies, paths/tracks)	20% for prehistoric features 10% for Roman and later features. All termini and intersections will be excavated

3.2.9 Where features are half- or quarter-sectioned as above MOLA will normally draw a sketch section on the context sheet. Where appropriate, (normally for larger features or significant ones) scaled 1:10 or 1:20 sections will be drawn.

### 3.3 Watching brief

- 3.3.1 The excavation of the basement in the centre of the site and the attenuation tank to the north of the site will be subject to a watching brief (see Fig 4),
- 3.3.2 The purpose of an archaeological watching brief as defined by the Chartered Institute for Archaeologists (CIfA 2020a) as ‘...a formal programme of observation and investigation conducted during any operation carried out for non-archaeological reasons....where there is the possibility that archaeological deposits may be disturbed or destroyed.’
- 3.3.3 A watching brief will cause minimal disruption to site works and will take place within agreed constraints. However, it is not intended to reduce the requirement for excavation or preservation of known or inferred deposits, and it is intended to guide, not replace, any requirement for contingent excavation or preservation of possible deposits.
- 3.3.4 A MOLA Site Supervisor will monitor the work and record any archaeological remains revealed in the appropriate manner (plans, sections, field notes and/or pro-forma ‘context sheets’). Any necessary photographic records will be made using digital or conventional media as deemed appropriate. All recording will be carried out in accordance with national standards (CIfA 2020a).
- 3.3.5 Where archaeological deposits survive in any area of the proposed groundworks, the contractors will allow the MOLA archaeologist(s) reasonable time and access to record deposits as required.
- 3.3.6 In areas of archaeological interest the excavation and removal of deposits by the Contractor will, as far as possible proceed according to the reasonable advice and guidance given by the attending archaeologist.

## 3.4 Unexpected significant archaeological remains

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- 3.4.1 Based on the archaeological evaluation it is not expected the archaeological remains of high significance are present, however if unexpected discoveries are made the Southwark Senior Planner will be notified and mitigation and preservation methodology will be set out and agreed.
- 3.4.2 In the case of unexpected discoveries of human remains the following will apply. Any finds of human remains will be left in situ, covered and protected. If removal is essential it can only take place under Ministry of Justice (Coroner's Division) licence, environmental health regulations, coroner's permission, and if appropriate, in compliance with the Disused Burial Grounds (Amendment) Act 1981 or other local Act. Prior written notice will also be given to the local planning authority. It will be necessary to ensure that adequate security is provided.
- 3.4.3 All finds of gold and silver, or other objects definable as 'treasure', will be removed to a safe place and reported to the local Coroner according to the procedures of the Treasure Act 1996 and the Treasure (Designation) Order 2002. Where removal cannot be effected on the same working day as the discovery suitable security measures will be taken to protect the finds from theft.

## 4 Finds, archive and storage

### 4.1 Ownership of finds

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- 4.1.1 Whereas ownership of any finds on the site lies with the landowner, it is necessary that the landowner gives the necessary approvals, licences and permissions to donate the finds to the Museum of London, to enable that body to carry out its obligations to curate the finds after discovery, in perpetuity, as part of the archaeological Archive from this site.
- 4.1.2 These approvals, licences and permissions shall be agreed with the relevant Deed of Transfer form (draft appended).
- 4.1.3 The client (or their agent) will make arrangements for the signing of the Deed of Transfer Form by the client or, if the landowner is different to the client, by the landowner.
- 4.1.4 Notwithstanding the above, subsequent arrangements may be made if required between the landowner and/or the client and the Museum for the conservation, display, provision of access to or loan of selected finds in or near their original location.

### 4.2 Interim storage and processing facilities

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- 4.2.1 Prior to final Deposition of the Archive, the storage and processing facilities available to MOLA are as follows:
- 4.2.2 Both long- and short-term storage of excavated finds and samples at the MOLA's premises at 46 Eagle Wharf Road, London, N1. These premises meet the *Standards in the Museum Care of Archaeological Collections* (Museums and Galleries Commission, 1992).
- 4.2.3 Paper and digital records are initially stored in appropriate environmental conditions at MOLA's offices at Mortimer Wheeler House. The building has 24-hour security.
- 4.2.4 Cold and wet storage as appropriate for organic finds and samples. MOLA uses several freezers and refrigerators for cold storage. Wet storage is provided by versatile, water-filled scaffold tanks, which are well-sealed to prevent contamination.
- 4.2.5 Both dry and wet processing facilities are available at the MOLA buildings at Eagle Wharf Road. Wet processing equipment includes power spraying units, sieving apparatus and flotation tanks.

### 4.3 The project archive

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- 4.3.1 The Project Archive will include all materials retained (or the comprehensive record of such materials as referred to above) and all written, drawn and photographic records relating directly to the investigations undertaken. It will be quantified, ordered, indexed and internally consistent before permanent transfer to the Museum of London.
- 4.3.2 Finds and records will be curated and be made available for public consultation in a site archive compatible with other archaeological archives in the Museum of London and adhering to standards set out in the following:
- Archaeological Archive Forum, *Archaeological Archives: a guide to best practice in creation, compilation transfer and curation* (2011)

- Museum of London, General Standards for the preparation of archaeological archives deposited with the Museum of London, (2009),
- Museums and Galleries Commission's Standards in the Museum Care of Archaeological Collections (1992),
- Society of Museum Archaeologists' draft Selection, Retention and Dispersal of Archaeological Collections (1992).
- Society of Museum Archaeologists (1995) Towards an Accessible Archive. The Transfer of Archaeological Archives to Museums: Guidelines for Use in England, Northern Ireland, Scotland and Wales.
- United Kingdom Institute for Conservation Guidelines for the preparation of excavation archives for long term storage (1990)

4.3.3 Copyright of the written archive will be vested in the Museum.

4.3.4 The archive will be presented to the archive officer or relevant curator of the Museum of London following the completion of any publication work (unless alternative arrangements have been agreed in writing with the Local Planning Authority).



## 5 Post-excavation reporting and dissemination

- 5.1.1 Following the completion of field work, a Post-excavation assessment report and Updated Project Design will be prepared in accordance with Historic England's 'Management of Research Projects in the Historic Environment (MoRPHE), PPN 3: Archaeological Excavation' (Historic England 2008).

### 5.2 Publication/dissemination

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- 5.2.1 In all cases a short summary of the results of the work will be submitted to the Greater London HER and NAR (using the appropriate OASIS archaeological report form), and for publication in the 'Excavation Round-up' of the *London Archaeologist* and other period-based archaeological journals as appropriate.
- 5.2.2 GIS data will also be made available to the GLHER.
- 5.2.3 Where potential for further archaeological work is identified and detailed proposals for this set out in the *Post-excavation assessment and Updated project design*, further analysis and research may also be required, leading ultimately to publication in either a dedicated site-based monograph report (produced by MOLA), or in one of the relevant national or period-based archaeological journals or regional journal within five years (or as near as possible subject to availability of space in appropriate journal) of the completion of fieldwork on site.
- 5.2.4 The client has been made aware that completion of any such further analysis, publication and archive work recommended in the post-excavation assessment report is a necessary part of the fulfilment of the planning condition and that additional, as yet undefined, resources will need to be made available to achieve this.

## 6 Programme and staffing

### 6.1 Field programme

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- 6.1.1 The excavation of the Distillery is expected to take 4 weeks with a team of 1 Senior archaeologist supported by 2-3 archaeologists.
- 6.1.2 Time required for any engineering or enabling works before access to the areas is available will not be taken out of the archaeological excavation period.
- 6.1.3 The time needed for the watching briefs on the attenuation tank and basement excavation will be dependent on the programme of the Principal Contractors. The archaeological monitoring will be undertaken by a Site Supervisor with assistance from a second member of staff if required and will last for the duration of such works. Attendance for such watching briefs will sometimes be intermittent at the discretion of the Site Supervisor.
- 6.1.4 If unforeseen engineering or health and safety problems should arise, or if significant deposits are found to survive in the area which cannot be satisfactorily excavated and recorded in this period, then there should be flexibility within the programme and resources to enable the deposits to be excavated and recorded to the satisfaction of Southwark Senior Planner. The exact details of time, areas and numbers of staff involved would be agreed in discussions between representatives of the developer and/or their agents, MOLA and the Southwark Senior Planner.

### 6.2 Post-excavation programming

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- 6.2.1 The time required to complete the *Post-excavation Assessment Report*, including an Updated Project Design will depend on the volume of records generated during the excavation.
- 6.2.2 The report will be completed and submitted to the local planning authority's archaeological adviser/officer for consideration and agreement within 6 months of the completion of fieldwork unless otherwise agreed in writing by the planning authority. The results of any evaluation, and/or any other previous archaeological work on the same site, will be combined in the post-excavation assessment programme.
- 6.2.3 The *Updated Project Design* will include an agreed timetable for completing a program of analysis, publication and archiving which will then be implemented to fully satisfy the planning condition.

### 6.3 Attendance requirements

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- 6.3.1 The work will require adequate welfare and health and safety arrangements for the duration of the works. Requirements to be aware of are:
- Plant to be fitted with ditching bucket for made ground removal
  - Stepping in or shoring of excavations
  - Safe access and egress from the excavation
  - Spoil storage and removal
  - Edge protection
- 6.3.2 Any requirements to safely carry out the work will be agreed with the client in advance of the works.

## 7 Funding

- 7.1.1 Funding arrangements for the excavation will be agreed between MOLA and the developers/client, together with agreements for attendance requirements, accommodation and facilities required. It has been agreed that the developer will fund the on-site works up to the *Post-Excavation assessment* stage as defined Historic England's 'Management of Research Projects in the Historic Environment (MoRPHE), PPN 3: Archaeological Excavation' (Historic England 2008)
- 7.1.2 and as described in this document. Additional costs for the later analysis/publication programme will be confirmed following the completion of the *Post-excavation assessment report and Updated project design*, and the client is aware of this eventuality.

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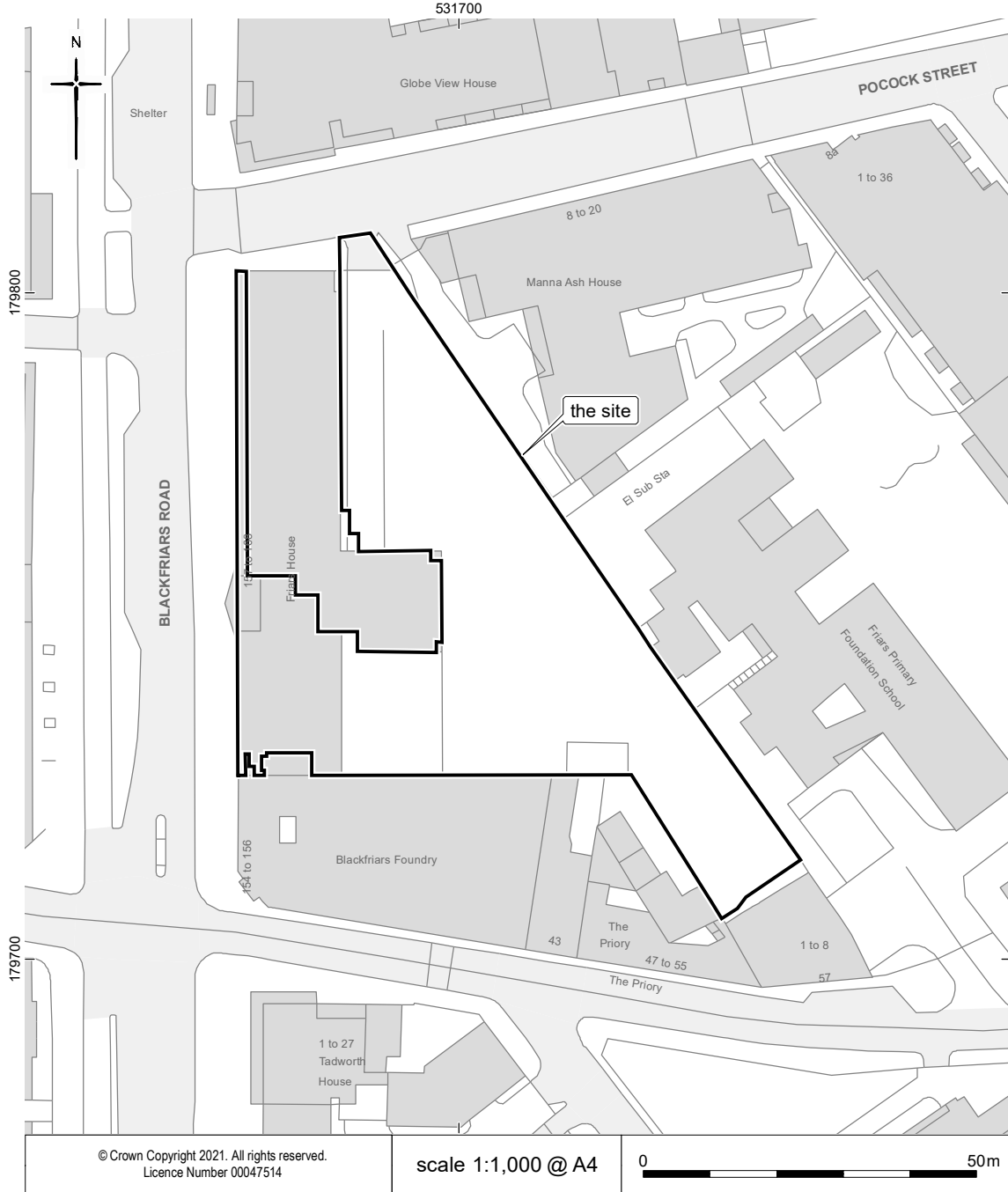
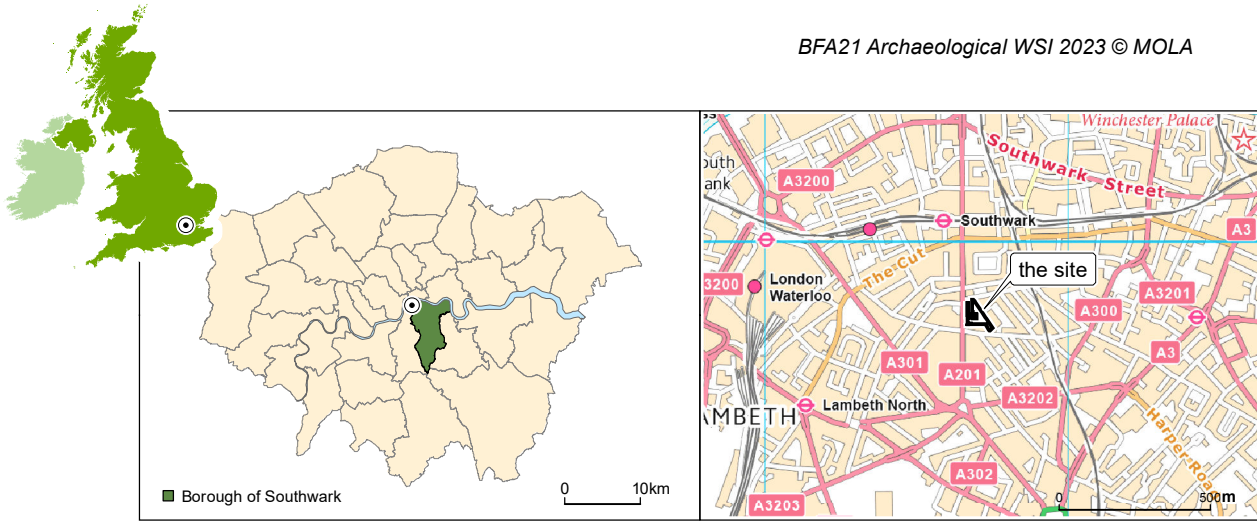


Fig 1 Site location

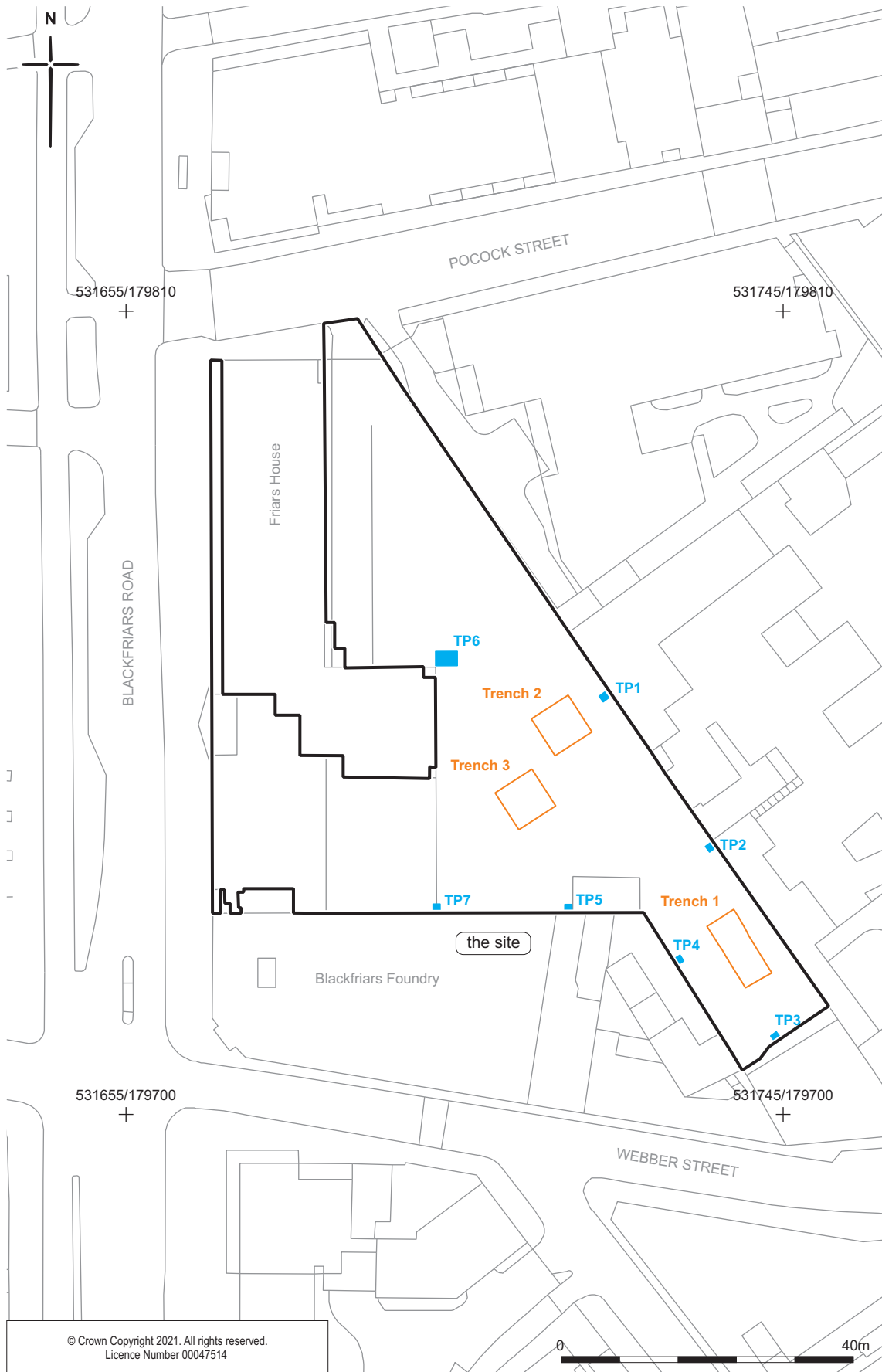


Fig 2 Trench locations

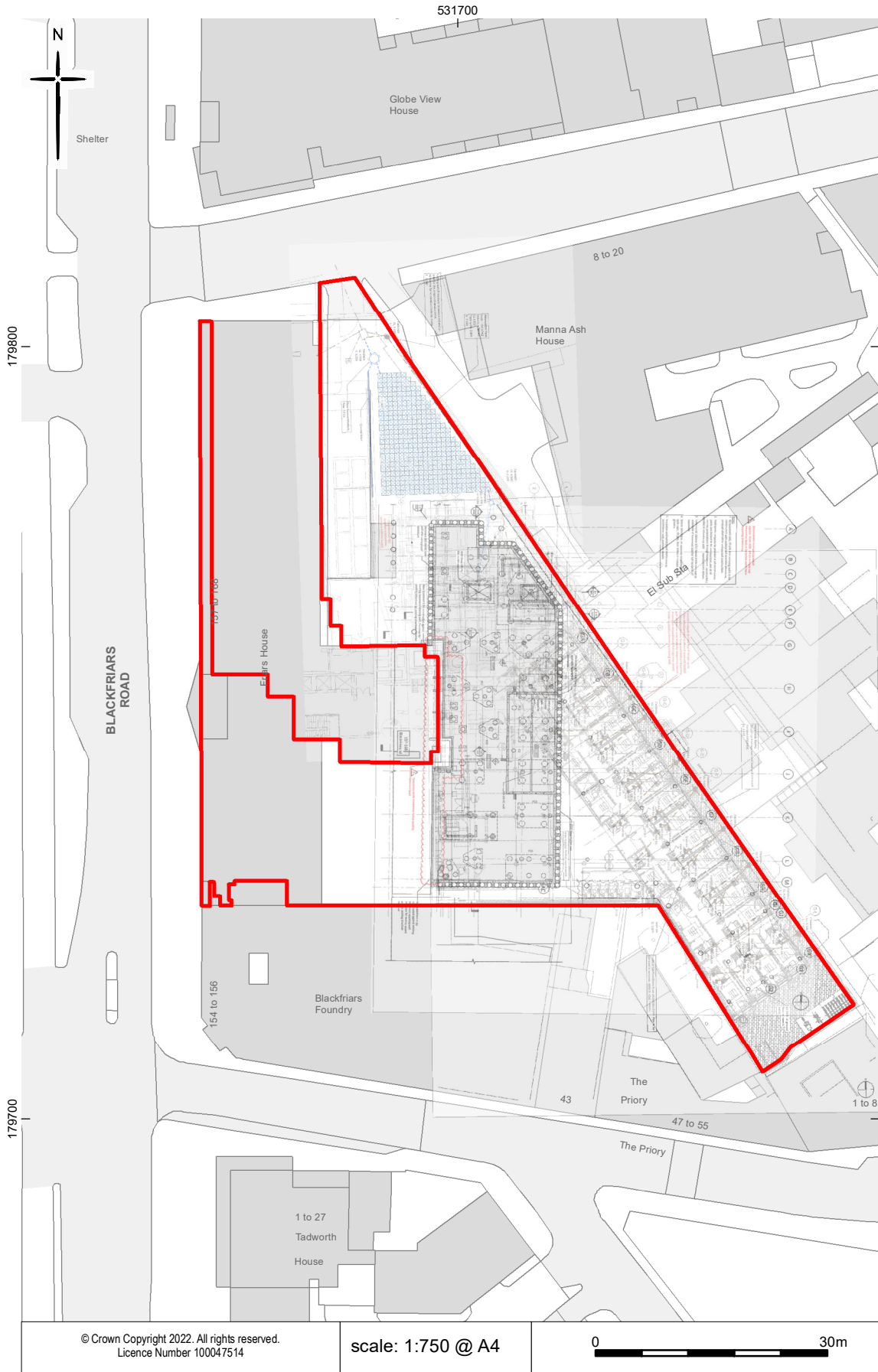


Fig 3 plan of development impacts



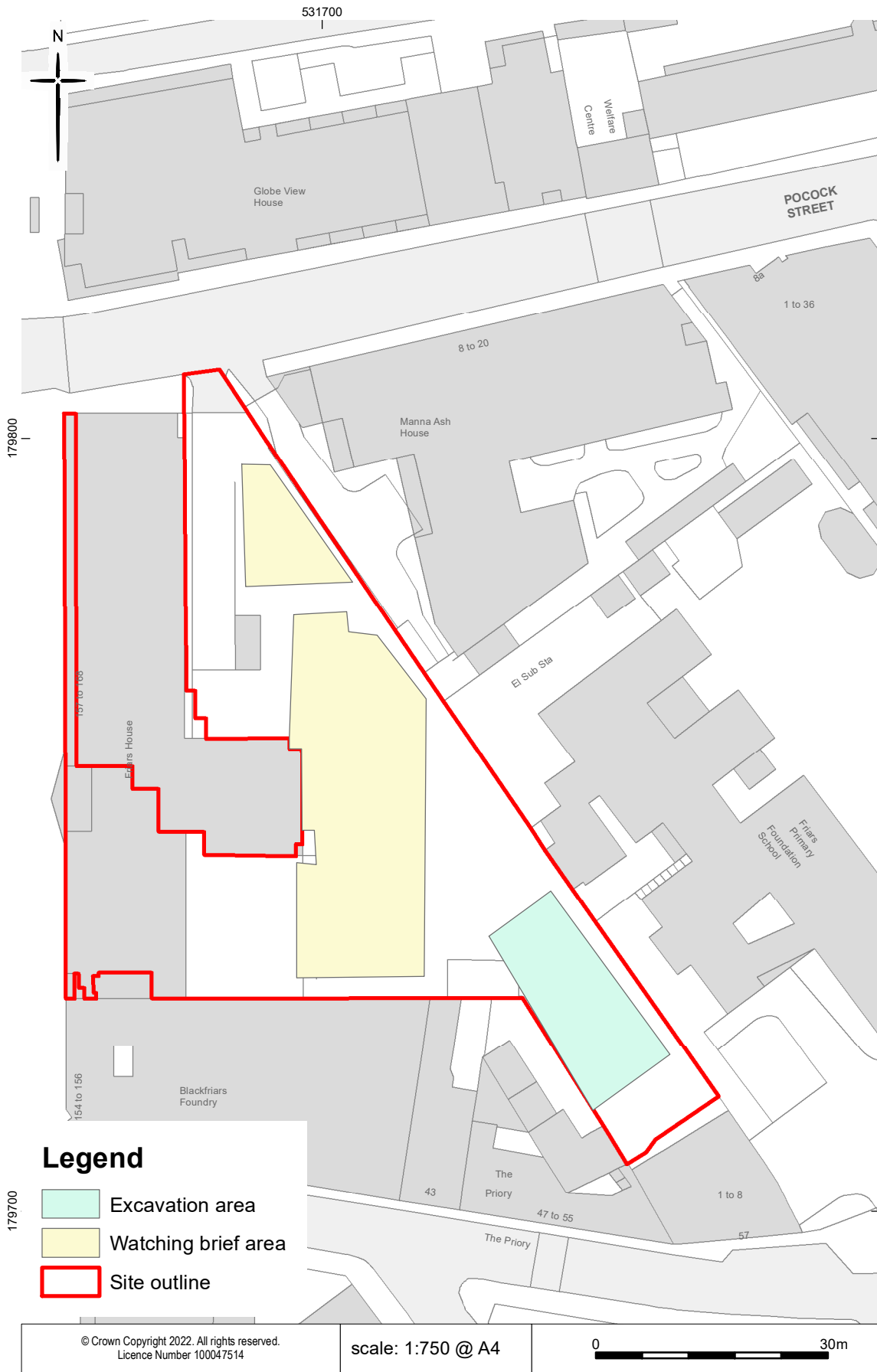


Fig 4 archaeological mitigation areas

## 9 Appendix 1: Draft Transfer of finds ownership form

DATED

[       ]

-AND-

**THE BOARD OF GOVERNORS OF  
THE MUSEUM OF LONDON**

---

**TRANSFER AGREEMENT**  
of Finds excavated at

Site Code

---

**THIS TRANSFER AGREEMENT** is made on the                      day of                      20

**BETWEEN: -**

[                      ], whose registered office is situated at [                      ] (“the Site Owner”);

**AND**

**THE BOARD OF GOVERNORS OF THE MUSEUM OF LONDON** an exempt charity established under the Museum of London Acts 1965-1986, whose principal place of business is located at 150 London Wall, London EC2Y 5HN, (“the Museum”) which expression shall include any Governors appointed from time to time acting in accordance with the powers vested in them under the Museum of London Acts 1965-1986.

**WHEREAS**

- A.** The Site Owner is the owner of a property at [                      ] known by its site code [                      ] whereupon an archaeological intervention has been carried out (“Excavation”) and the Site Owner has granted a developer permission to undertake works on the site (“the Developer”).
- B.** The Site Owner is the owner of any items of archaeological interest found during the Excavation.
- C.** The Site Owner wishes to transfer to the Museum title to the items referred to in Recital B.
- D.** The Museum has agreed to provide facilities for the accommodation and, at its discretion, the display of the items referred to in Recital B on condition that the same are assembled as an archive in accordance with the provisions of this Agreement

each a “Party” and together the “Parties”.

**NOW IT IS HEREBY AGREED** as follows: -

## 1. PREPARATION AND DELIVERY OF THE ARCHIVE

- 1.1 The Parties acknowledge and agree that the Developer shall:
  - 1.1.1 procure the preparation of the items of archaeological interest found during the Excavation in accordance with the requirements of the Museum's *General Standards for the Preparation of Archaeological Archives deposited with the Museum of London*, a copy of which is available to the Site Owner for inspection, and generally in accordance with best archaeological practice; and
  - 1.1.2 prepare a full inventory of the items of archaeological interest discovered during the Excavation ("the Finds Inventory") and a list of the boxes and other containers in which those items will be transported to the Museum ("the Final Transfer Summary"). The items of archaeological interest listed in the Finds Inventory are hereinafter referred to as "the Finds".
- 1.2 The Site Owner is content for the Museum in coordination with the Developer to arrange for delivery of the Finds, Finds Inventory and the Final Transfer Summary to the Museum without cost to the Site Owner, in accordance with the Museum's preferences as to the method and time of delivery.
- 1.3 In consideration of £1 (whether demanded or not) title to the Finds will, with full title guarantee, pass to the Museum on delivery of the Finds to the Museum in accordance with clause 1.2. Risk in the Finds will also pass to the Museum on completion of delivery of the Finds to the Museum in accordance with clause 1.2.

## 2. GENERAL

- 2.1 **Governing law and jurisdiction.** This Agreement will be governed by and construed in accordance with the Laws of England and Wales regardless of the place of execution or performance. The English Courts will have exclusive jurisdiction to deal with any dispute or other difference arising out of or in connection with this Agreement unless the Museum chooses to invoke, or voluntarily submits to, the jurisdiction of some other tribunal.
- 2.2 **Further assurance.** The Site Owner at its own expense shall, and shall use all reasonable endeavours to procure that any necessary third party shall, promptly execute and deliver such documents and perform such acts as may reasonably be required for the purpose of giving full effect to this Agreement and to cure any defects in the title to the Finds.
- 2.3 **Applicable laws.** The Parties agree to comply with all applicable laws. The Site Owner acknowledges that the Museum as a leading museum

of the United Kingdom and centre of archaeological research encourages reporting of all archaeological material and compliance with the Treasure Act 1996 and Treasure Act Code of Practice both as amended from time to time, and where reasonably applicable agrees to facilitate the Museum in the aforementioned.

**IN WITNESS** of which the Parties hereto have signed this agreement on the date first written above:

Signed by ..... Name.....

Job Title..... Date .....

for and on behalf of the **Board of Governors of the Museum of London**

Signed by ..... Name.....

Job Title..... Date .....

for and on behalf of the **Site Owner**

## 10 Appendix 2: Management, delivery and quality control

- 10.1.1 MOLA (Museum of London Archaeology) is a company limited by guarantee registered in England and Wales with company registration number 07751831 and charity registration number 1143574. The Registered Office is Mortimer Wheeler House, 46 Eagle Wharf Road, London N1 7ED). It has its own independent Board of Trustees but works in partnership with the Museum of London via a Memorandum of Understanding.
- 10.1.2 MOLA is a 'Registered Organisation' with the archaeological professional body, the Chartered Institute for Archaeologists (CIfA). The *CIfA Register* is a rigorous Quality Assurance scheme for archaeologists. In order to be accepted, MOLA has passed a Board resolution to comply with the CIfA Code of Conduct and Standards, to demonstrate that compliance through bi-annual re-registration, to submit to regular CIfA inspections, and to ensure that all MOLA activities are under the overall direction of a Member grade (MCifA) 'responsible post-holder'. The Registered Organisation scheme also provides procedures for investigating and handling of external complaints.
- 10.1.3 MOLA subscribes to and abides by the general principles and specific terms of the *Code of Good Practice On Archaeological Heritage in Urban Development Policies* established by the Cultural Heritage Committee of the Council of Europe, and adopted at the 15th plenary session in Strasbourg on 8-10 March 2000 (CC-PAT [99] 18 rev 3). In particular to the following points: *...archaeologists shall be aware of development costs and adhere to agreed timetables* (Para 3 'The Role of the Archaeologist'), with all work *'carried out to written statements setting out standards timetables and costs'* (para 4 *ibid*).
- 10.1.4 MOLA further subscribes to and ensures that its activities comply with and/or are guided by the following policies, procedures and guidance:
- Appropriate local and regional planning authority archaeology guidance – eg for London: English Heritage Greater London Archaeology Advisory Service, *Standards for Archaeological Work*, 2015.
  - Appropriate national professional standards eg Chartered Institute for Archaeologists *Guidance papers* (eg CIfA 2020a and 2020b)
  - Appropriate Archaeological Research Framework for the region – eg for London: English Heritage Archaeology Division, *Research Agenda* (1997); Museum of London, *A research framework for London archaeology* (2002); and *Historic Environment Research Strategy for Greater London* (in prep. CBA/MoL/Rowsome).
  - Historic England's 'Management of Research Projects in the Historic Environment (MoRPHE), PPN 3: Archaeological Excavation' (Historic England 2008)
  - English Heritage Centre for Archaeology, *Guidelines* (various)
  - National archive disposition standards including Museum and Galleries Commission, *Standards in the Museum Care of Archaeological Collections* (1992) and Society of Museum Archaeologists, *Towards an Accessible Archaeological Archive: the Transfer of Archaeological Archives to Museums: Guidelines for Use in England, Northern Ireland, Scotland and Wales* (1995)
  - Relevant local archive deposition standards, eg for London, Museum of London, *General Standards for the preparation of archaeological archives deposited with the Museum of London*, (2009).
- 10.1.5 All written documentation, eg initial '*written scheme of investigations*' ('*wsis*'), evaluation reports, post-excavation *Assessment Reports* and final publications undergo stages of internal review and sign-off prior to final issue to clients. For both field and reporting work PMs and Ss meet and liaise with the client and the Local Authority's archaeological advisor or officer to

ensure delivery according to wsis and to review progress, research aims, archaeological procedures, and site strategies as appropriate..

- 10.1.6 At all stages, what constitutes an appropriate archaeological response will be assessed against criteria of local, regional and national significance and within frameworks of valuable archaeological research topics identified in local or regional Archaeological Research Frameworks (where these exist).

# 11 Appendix 3: generic 'controlled excavation' procedures

Unless modified in Section 3 above the following apply to all MOLA excavations.

## *Overall standards*

- 11.1.1 **General standards:** excavation strategy will be carried out in accordance with and/or guided by relevant standards and guidance given by the Chartered Institute for Archaeologists (CIfA 2020) and other Historic England Guidelines.

## *Use of machines*

- 11.1.2 **Initial site clearance** will include the emptying of modern backfill of the test trenches from previous phases of investigation work, and other modern backfilled features where these can be identified. This could be carried out by a small machine or narrow trenching bucket under MOLA direction, with final clearing by hand.
- 11.1.3 **Use of machines/hand excavation:** following removal of the slab and/or machine clearance, the areas which require examination or recording will be cleaned using appropriate hand tools. All investigation of archaeological levels will then be carried out by hand unless the use of machines is specifically requested by MOLA to remove certain layers or deposits.

## *Use of watching brief*

- 11.1.4 **'Watching brief' is defined** as a MoLA Site Supervisor in attendance on the client's Principal Contractors' activities and able to make such records as may be possible *without interrupting the progress of the contractors' activities*. This may typically include taking photographs, making quick sketches or written records, retrieval of finds (subject to below para 11.1.4), and taking levels on observations. The primary purpose of watching briefs will normally be the identification of the limits of features – size, depth, alignment. Bulk finds will not be recovered in the watching brief areas, though finds of specific and unique intrinsic interest may be.

## *Depth of excavation*

- 11.1.5 **Deep modern foundations** may be left *in situ* during the excavation to avoid collateral damage to archaeological deposits and features. Shallow modern foundations which overlie archaeological deposits can be removed, either by machine, or if more appropriate, by hand.
- 11.1.6 **Deep archaeological features** such as pits and wells may require excavation to a greater depth than the general level of reduction required by the client. Agreement will be sought between the client, MOLA, the site engineers and the Local Planning Authority's designated representative/advisor on a case-by-case basis.

## *Site Handover*

- 11.1.7 **Site start up handover:** controlled archaeological excavation will commence once all parties are satisfied that the breaking out is complete and a hand-over meeting has been agreed. Once MOLA has sole access to the prepared area an archaeological team will be mobilised to clean the entire area using appropriate hand tools.

## *Survey (Geomatics)*

- 11.1.8 **General:** The MOLA Geomatics Team carry out site survey using differential GNSS / GPS and optical Total Station systems, as appropriate. Site control is tied into Ordnance Survey National Grid (OSGB36) and Ordnance Datum (OD), or client survey frameworks, as required. Site grids and baselines to be used for traditional site planning are similarly implemented and located using the most appropriate survey method, and are related to the required survey



framework. Archeological feature pick-up, and area or trench set-out, is by differential GNSS / GPS, or by optical methods. Laser-scanning survey is similarly tied into the OS framework.

- 11.1.9 **MOLA Surveying Standards:** Standards of precision and accuracy are derived from the accepted standards of accuracy as used by chartered surveyors and defined by the Royal Institution of Chartered Surveyors. The implementation and maintenance of survey standards within MOLA is the responsibility of the Geomatics Manager and the Geomatics team. MOLA Geomatics is responsible for the capture and processing of all survey data, both on and off-site.
- 11.1.10 **Establishment and maintenance of Grids:** Planned archaeological data will be recorded with reference to a horizontal MOLA site grid or to baselines, and a vertical temporary Ordnance Datum point, implemented and maintained by the Geomatics team. The Site Supervisor(s) will be responsible for relating all planned records to these.
- 11.1.11 **Tying in to National Grid:** Sites where significant archaeological remains are uncovered will be tied in to the Ordnance Survey National Grid (OSGB36) by GPS or by establishing or tying-in to existing OS control networks. Tying site grids to features identified on OS mapping will only be used for sites without significant archaeological remains and where no qualitatively preferable survey solution is possible.
- 11.1.12 **Direct data capture:** Archaeological features recorded directly by GNSS/GPS will be automatically located in 3D in Ordnance Survey Grid and Datum coordinates. Trench or area locations set out using GNSS/GPS will similarly, be located in relation to Ordnance Survey coordinates. Laser-scan and digital photogrammetric surveys will be tied into survey control frameworks located in relation to Ordnance Survey Grid and Datum.

#### *Preservation of remains on site*

- 11.1.13 **Protection of remains:** where archaeological remains are to be preserved *in situ* they will be adequately protected from deterioration during the excavation. This might involve for instance protective boxing; or wrapping deposits or features in a geo-textile such as Terram; or sealing with sand or other suitable soft materials; or other means as deemed suitable/appropriate at the time by the local authority
- 11.1.14 **Unforeseen remains:** on the discovery of unforeseen nationally or internationally significant archaeological remains a site meeting will be called immediately with the client, a representative of the LPA, and the Inspector of Ancient Monuments (if necessary) where a forward strategy for preservation *in situ* or excavation will be discussed, followed by revision/updating of the wsi (if necessary) and negotiations with funding agencies (if necessary) to achieve the agreed revised strategy.

#### *Finds and environmental: retrieval, sampling, retention*

- 11.1.15 **Sampling strategies & procedures** used on site will be documented.
- 11.1.16 Artefact and ecofact **data recovery** methods may include hand collection, and both intentional and incidental collection through the application of sampling procedures.
- 11.1.17 Different **sampling strategies** may be employed according to site specific research aims and the perceived importance of the deposits or features under investigation. Where appropriate alternative site specific sampling strategies will be agreed by the Project Manager, Site Supervisor and/or relevant specialist. Sample size will account for the frequency with which material is likely to occur.
- 11.1.18 **All retained finds and samples** will be lifted, cleaned, conserved, marked, bagged and boxed in a proper manner and to standards agreed with the Museum of London.
- 11.1.19 **Finds and Environmental** work will normally be carried out by MOLA specialists. Where external specialists are necessary, eg dendrochronology, relevant method statements will be supplied if requested. All work will be carried out in accordance with relevant CIFA standards (CIFA, 2014), and other established national guidelines.
- 11.1.20 **Human remains:** upon discovery, any finds of human remains will be left *in situ*, covered and

protected. If removal is essential it can only take place under or with appropriate Faculty jurisdiction, Department of Justice (Coroner's Division) licence, current environmental health regulations, Coroner's permission, and if appropriate, in compliance with the Disused Burial Grounds (Amendment) Act 1981 or other local Act. It will be necessary to ensure that adequate site security is provided.

- 11.1.21 **Treasure:** all finds of gold and silver, or other objects definable as 'treasure', will be removed to a safe place and reported to the local Coroner according to the procedures of the Treasure Act 1996 and the Treasure (Designation) Order 2002. Where removal cannot be effected on the same working day as the discovery suitable security measures will be taken to protect the finds from theft
- 11.1.22 There will be **regular liaison** between appropriate MOLA specialists and the Project Manager and/or Site Supervisor during the course of the excavation. On larger, or finds- and environmentally-rich sites, this may take the form of a MOLA specialist working on site as part of the excavation team, or visiting regularly. The purpose of such liaison to provide the Site Supervisor and Project Manager with information they need to review and, if necessary, revise excavation and/or sampling strategies.

#### *Archaeological monitoring*

- 11.1.23 **Reasonable access** to the site will be granted to the representative/advisors of the Local Authority, who may wish to be satisfied, through site inspections, that the archaeological works are being conducted to proper professional standards and in accordance with this written scheme of investigation.
- 11.1.24 **Regular 'site monitoring' meetings** of the appropriate members of the project team and the Local Planning Authority's designated representative/advisor will be held to review research aims, archaeological procedures, and site strategies.
- 11.1.25 **Archaeological progress reports** will be produced by MOLA and made available to the Local Planning Authority's designated representative/advisor if requested.

#### *Variation to research priorities and/or methodologies*

- 11.1.26 **Research questions:** the overall site methodology and sampling strategy is primarily determined by the research questions set out in 2 above. These will be kept under constant review as set out in the next paragraph and will continue to drive site strategy and methodology during excavation
- 11.1.27 **Resources:** within this framework the project team will carry through a process of continual assessment and prioritisation of research objectives, allowing informed decisions to be made regarding the optimum level of sampling of archaeological strata. These decisions will reflect the need to balance the recovery of valid archaeological data with prudent management of available resources, avoiding inappropriate cost
- 11.1.28 **Variation:** Decisions made on these bases may result in the enhancement or simplification of recording systems as dictated by the evolving research framework
- 11.1.29 **Agreement:** Where alternative approaches and methodologies are thought to be appropriate within the framework of the stated research objectives these will not be employed without consultation between the Local Planning Authority's representative/advisor, MOLA and the client or their agent.

#### *Written records*

- 11.1.30 Detailed, standardised **record sheets** will be completed in accordance with relevant CIFA standards (CIFA, 2014), and other established national guidelines.
- 11.1.31 Record sheets will be checked by the Site Supervisor and a relational **matrix** compiled. The inter-relating of these records, and the compilation of a Harris stratigraphic matrix during the course of the excavation, will be the central processes leading to an understanding of the site sequence.

11.1.32 **Computerised systems** of data capture and manipulation may be used wherever appropriate.

#### *Drawn records*

11.1.33 The immediate spatial relationship of features and layers to each other will be recorded by **planning**. Each of these plans will be located on the site grid. If appropriate direct digital data capture of contexts by GPS or total station and computerised data capture of context attributes may also be used

11.1.34 **Digitisation** of selected drawn records will normally take place after field work is complete using AutoCad and may also be loaded into ArcGIS for analysis.

11.1.35 **Plan matrices** will be compiled to illustrate the relative stratigraphic positions of different features, using the 'Bonn' program or similar.

11.1.36 Detailed **elevations or sections** will also be drawn where appropriate.

#### *Photographic records*

11.1.37 The overall site record will include **photographs** made using, as appropriate, high end digital, 35mm, medium and large format cameras. The photographic record will illustrate all significant phases, structures, important stratigraphic and structural relationships, and individual items of interest, including artefacts.

11.1.38 All site photographs, except 'working shots', will include a **photographic scale** of appropriate size.

11.1.39 When film is used, originals will be archivally processed and stored, contact prints will be produced and mounted on contact cards. Cards will be returned to the site supervisors for annotation during the excavation programme. Colour transparencies will be mounted and stored in archival conditions.

11.1.40 A computerised **index** will be compiled, relating image number, site photograph number, context numbers, excavation area, and other relevant information.

11.1.41 At the request of the client a file of site photographs may be produced and copied digitally to DVD or similar for them.

#### *Archaeogeophysics*

##### *Archaeomagnetic dating*

11.1.42 Archaeomagnetic sampling may be carried out on suitable structures such as hearths and burnt floor surfaces.

##### *Radiocarbon dating*

11.1.43 Selective use may be made, where appropriate, of radiocarbon dating methods, particularly if potentially prehistoric material is recovered from aceramic contexts. MOLA will make use of external laboratories for dating.

#### *Computing and electronic support*

11.1.44 MOLA makes use of the latest digital operating systems, MSOffice applications, digital survey equipment, digital cameras, and CAD packages. These are upgraded continuously. Current details can be provided on request.

11.1.45 Our database structure has been developed specifically for archaeological data captured using the single context recording system. MOLA maintains and is continuously developing its sophisticated archaeological GIS. Details can be provided on request.

11.1.46 Security Backups of the entire system are done on a daily basis. All backup media is stored off site at a secure location.

#### *Documentary research*

11.1.47 Provision will be made for sufficient initial documentary research in order to enable the overall

research aims to be realised. Further documentary research may be required during the excavation of the site to address particular structures or archaeologically identifiable properties. The final scope of additional research will be determined at the post-excavation assessment stage and be dependent upon the aims of the *Updated project design*.

#### *Ceramic finds procedures*

- 11.1.48 The Project Manager and Site Supervisor(s) will be responsible for ensuring that the following procedures are employed:
- 11.1.49 Pottery identified within single contexts will be hand collected.
- 11.1.50 Where partial sampling is carried out on key horizons ceramics will be collected from the sieved material
- 11.1.51 MOLA pottery specialists will be consulted regarding unusual *in situ* groupings.
- 11.1.52 On pottery production sites a retention policy will be established in conjunction with relevant MOLA specialists, which will identify the best practice for that site, with regard to recording and retention of large groups of waste sherds
- 11.1.53 Spot-dating of pottery will not usually take place until all finds processing has been completed. This is because best practice requires that *all* pottery from a finished context is viewed at one time. In certain circumstances it may be useful for the Site Supervisor to have access to dating information during the course of the excavation, and provisional date-ranges from specific contexts can be provided on request.

#### *Building materials procedures*

- 11.1.54 The Project Manager and Site Supervisor(s) will be responsible for ensuring that the following procedures are employed:
- 11.1.55 Building material identified within single contexts will be hand collected
- 11.1.56 Mortar and *opus signinum* from structures will be sampled where appropriate
- 11.1.57 Decorated mosaics will be lifted whole in consultation with MOLA conservators, but plain tessellated pavements will be sampled.
- 11.1.58 Painted wall plaster will normally be collected. Sampling may be appropriate, but only after consultation with the appropriate specialist
- 11.1.59 Bricks: post-medieval bricks will only be sampled, though any unusual ones will be kept. Bricks of medieval date may be sampled if large quantities are present. Mud bricks may be sampled, although complete or unusual ones will be kept.
- 11.1.60 Where excavated buildings are being preserved *in situ* the building material will be studied *in situ* by a building materials specialist.

#### *Registered finds procedures*

- 11.1.61 The Project Manager and Site Supervisor(s) will be responsible for ensuring that the following procedures are employed
- 11.1.62 MOLA conservation staff will be consulted on lifting procedures for delicate or fragile objects and may be on hand to lift objects themselves if required
- 11.1.63 All iron objects will be X-rayed with the exception of nails and slag, and then selected for conservation or scientific investigation as appropriate. Most copper-alloy objects will also be X-rayed. All coins are X-rayed as part of the conservation and dating process
- 11.1.64 Selective artefact collection procedures may be considered following discussion between the Project Manager and/or Site Supervisor and the appropriate specialist
- 11.1.65 Once finds have been taken from the site they will be recorded in Oracle using standard procedures.

### *Artefacts in wood/timber procedures*

- 11.1.66 The Project Manager and Site Supervisor(s) will be responsible for ensuring that the following procedures are employed
- 11.1.67 Wooden artefacts will be kept moist and supported to prevent collapse or decay. No biocides will be used at any time. Each individual artefact will be placed in its own bag or waterproof box
- 11.1.68 Timbers with potential for dendrochronological analysis will be seen by a specialist on site prior to any conservation treatment taking place
- 11.1.69 Large artefacts and 'special' timbers (eg with toolmarks, unusual joints etc) will be identified, recorded and where appropriate, dendrochronologically analysed prior to conservation treatment
- 11.1.70 Structural timbers will be recorded and sampled quickly, following standard MOLA recording procedures and advice from specialists. Biocides will not be used. The Museum of London does not normally curate/conservate structural woodwork. Occasionally, the developer, client or another museum may wish to provide an alternative home for ancient structural woodwork
- 11.1.71 The timber specialist will liaise with the Project Manager and/or Site Supervisor(s), and other specialists, to monitor on-site and assist with work as necessary.

### *Environmental procedure*

- 11.1.72 The Project Manager and Site Supervisor(s) will be responsible for ensuring the following procedures are employed
- 11.1.73 Different sampling approaches will be used as appropriate including bulk sampling, hand collection, column sampling, and monolith sampling.
- 11.1.74 Sampling will be carried out, where possible and appropriate, in accordance with relevant national guidelines, eg CIFA 2014, Historic England 2015, and other Historic England guidelines.
- 11.1.75 Animal bone will be collected by hand, and this will be supplemented by the residues from bulk environmental samples
- 11.1.76 Human burials will be recovered individually, with the separate parts of the body (ie right arm, torso, left leg etc.) bagged separately on site. Samples will be taken for analysis of the abdominal area if soil conditions are wet or moist. Control samples will also be taken by consultation with the appropriate specialist. Cremations will be excavated in consultation with specialists.

Environmental procedures will be monitored throughout the excavation, and modified where necessary, eg after the discovery of unexpected features or deposit types, after consultation between the Project Manager and/or Site Supervisor and the appropriate specialist. In some circumstances advice may also be sought from an Historic England Regional Science Advisor.