

10-10A Palmerston Road, Sutton, London Borough of Sutton:

A Written Scheme of Investigation for Archaeological Evaluation

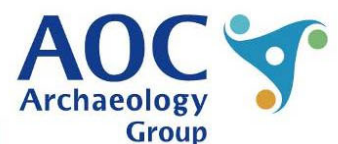
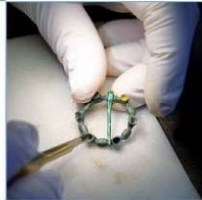
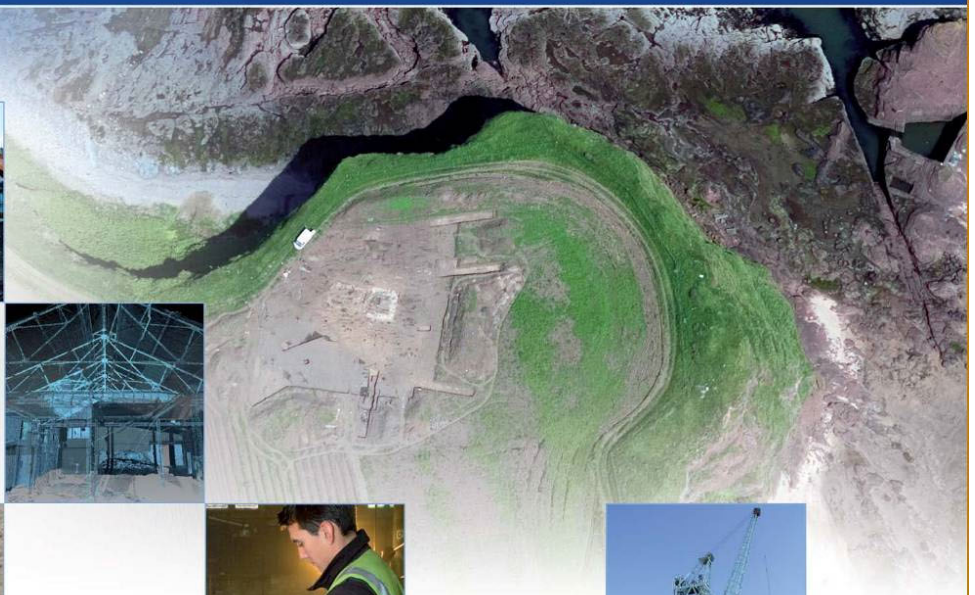
National Grid Reference: TQ 26433 64476

Site Code: TBC

OASIS ID: aocarcha1-518081

AOC Project No: 34812

August 2023



ARCHAEOLOGY

HERITAGE

CONSERVATION

10-10A Palmerston Road, Sutton, London Borough of Sutton: A Written Scheme of Investigation for Archaeological Evaluation

On Behalf of:	Olu Adegbuyi Canopy Planning Services Ltd 5, Palmerston Court Palmerston Road Sutton SM1 4QL
National Grid Reference (NGR):	TQ 26433 64467
AOC Project No:	348812
Prepared by:	Katie South
Illustration by:	Sam O'Leary
Date:	August 2023

This document has been prepared in accordance with AOC standard operating procedures.

Author: Katie South	Date: August 2023
Approved by: Catherine Edwards	Date: August 2023
Draft/Final Report Stage: Final V1	Date: November 2023

Enquiries to: AOC Archaeology Group
Unit 7
St Margarets Business Centre
Moor Mead Road
Twickenham
TW1 1JS

Tel. 020 8843 7380
Fax. 020 8892 0549
e-mail. london@aocarchaeology.com



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1. Introduction

- 1.1 This document is a Stage 1 Written Scheme of Investigation (WSI) setting out the methodology for an archaeological investigation at the site known as 10-10A Palmerston Road, Sutton, London Borough of Sutton, SM1 4QL (NGR: TQ 26433 64467) (Figure 1).
- 1.2 The site is located within the local authority area of Sutton, on the eastern side of Palmerston Road comprising of single storey workshop and an open yard to the rear. The site falls within three Archaeological Priority Areas (APA) which reflects the potential for prehistoric activity and the early historic origins of Sutton.
- 1.3 This Stage 1 WSI sets out the methodology for an archaeological trial trench evaluation designed to assess the presence or absence of archaeological remains, their extent, nature, quality, date and character.
- 1.4 All works will be undertaken in accordance with this WSI by a team of suitably qualified professional archaeologists in accordance with current best practice standards and guidance. The results will be published online via Archaeological Data Service (ADS).

2. Planning Background

- 2.1 The scheme lies within the administrative area of London Borough of Sutton. Archaeological advice is provided by Mark Stevenson and Joanna Taylor, Archaeological Officers, Greater London Archaeology Advisory Service (GLAAS).
- 2.2 Planning application DM2023/00155 has been granted for the demolition of existing MOT garage and erection of four attached two storey dwellings with accommodation in roof slope and refuse and cycle storage and parking to the front. The following condition related to archaeological works:

'No demolition or development shall take place until a stage 1 written scheme of investigation (WSI) has been submitted to and approved by the local planning authority in writing. For land that is included within the WSI, no demolition or development shall take place other than in accordance with the agreed WSI, and the programme and methodology of site evaluation and the nomination of a competent person(s) or organisation to undertake the agreed works.

If heritage assets of archaeological interest are identified by stage 1 then for those parts of the site which have archaeological interest a stage 2 WSI shall be submitted to and approved by the local planning authority in writing. For land that is included within the stage 2 WSI, no demolition/development shall take place other than in accordance with the agreed stage 2 WSI which shall include:

A. The statement of significance and research objectives, the programme and methodology of site investigation and recording and the nomination of a competent person(s) or organisation to undertake the agreed works

B. Where appropriate, details of a programme for delivering related positive public benefits

C. The programme for post-investigation assessment and subsequent analysis, publication & dissemination and deposition of resulting material. This part of the condition shall not be discharged until these elements have been fulfilled in accordance with the programme set out in the stage 2 WSI.

Informative Written schemes of investigation will need to be prepared and implemented by a suitably professionally accredited archaeological practice in accordance with Historic England London. This condition is exempt from deemed discharge under schedule 6 of The Town and Country Planning (Development Management Procedure) (England) Order 2015.'

- 2.3 The site is situated within three Archaeological Priority Areas (APA). Priority areas known as The 'North Downs Finge and Springline', and the 'Wandle Gravels', fall within the southern part of the site. The underlying geology of these APA's has been identified as having a heightened potential for prehistoric remains. The Sutton APA area, centred around the town centre, is designated for the increased potential of early historic remains attributed to the Anglo-Saxon origins of Sutton. Despite the archaeological priority areas, there is limited evidence of prehistoric to early medieval activity within the vicinity of the site. Much of the area was left undeveloped till the 19th century.
- 2.4 This WSI sets out the methodology for an archaeological evaluation on the site in full accordance with all current and best archaeological practice, standards and guidelines (See Section 7).
- 2.5 This WSI will be submitted to Mark Stevenson and/or Joanna Taylor, Archaeology Officer, GLAAS, in order to have the details of the scheme approved.

3. Geology and Topography

- 3.1 The British Geological Survey GeoIndex (BGS 2023) records an underlying bedrock of Lambeth Group – Clay, silt and sand. A sedimentary bedrock formed between 59.2 and 47.8 million years ago during the Palaeogene period. No superficial deposits are recorded. Towards the southern border of the site Thanet Formation is recorded, a sediment sand bedrock formed between 59.2 and 56 million years ago during the Palaeogene period.
- 3.2 The topography of the site is predominantly flat, about 47m above Ordnance Datum (AOD) across the whole land parcel.

4. Archaeological and Historical Background

- 4.1 The following archaeological and historical background is collated from the Greater London Historical Record (GHLER dataset search 17948). This WSI should be read in conjunction with the original GLHER entries.
- 4.2 There are no World Heritage Sites, Scheduled Monuments, Registered Parks and Gardens, or Registered Bellefields with the 250m study area. The site falls within the North Downs Finge and Springline APA, The Wandles Gravels APA, and Sutton APA.

Prehistoric (500,000 BC – AD 43)

- 4.3 There is relatively little evidence of prehistoric activity within the study area. Excavations at The Grammar School for Boys on Manor Lane, c. 350m west of the site, recorded evidence of Neolithic to Bronze Age struck and burnt flints in 1998 [147285], with a Late Neolithic to Bronze Age blade found during the 2010 investigations [170637]. The activity was limited to finds, with no substantial evidence of settlement activity.
- 4.4 The site is situated within two APA's which are considered to have significant potential for prehistoric remains. The North Downs Finge and Springline, Sutton APA 1s [77426], is defined as a strip of exposed Thanet/Woolwich/Reading geological beds which are strongly associated

with adjoining terrace gravels and offer great potential for well preserved prehistoric sites. The Wandle Gravels, Sutton APA 4 (76387), are recorded within the vicinity of the site. Extensive and regular prehistoric field boundaries have been recorded in these gravels, often associated with small unenclosed domestic sites revealing an insight into contemporary social and territorial organisation.

- 4.5 Despite the lack of prehistoric finds and activity within the study area the possibility of an underlying geology of Thanet Formation towards the southern boundary of the site means there is a moderate potential for prehistoric finds. This is however dependent on the presence of the Thanet Formation within the site and if any previous truncation has occurred.

Romano-British (AD 43 – AD 410)

- 4.6 There is a low potential for Roman remains within the site. The only recorded activity dating to the Roman period within the study area is the find spots of two Roman Coins, c. 700m east of the site [118832].

Medieval (AD 410 – AD 1485)

- 4.7 The place name 'Sutton' has Anglo-Saxon origins referring to a 'southern farmstead'. The area was held by Chertsea Abbey from the 7th or 8th century, with St Nicholas Church likely founded in the early medieval period. In 1537 the estate passed from Chertsea Abbey to Nicholas Carew of Beddington, changing hands from then frequently. The area is deemed as an APA due to the significance of early medieval activity, Sutton APA 12 [77929].
- 4.8 Within the vicinity of the site there is only one recorded site in the GLHER dating to the medieval period. Excavations at 3 Throwley Way [160710], c. 800m southwest of the site, uncovered evidence of agricultural and domestic activity dating to the medieval period. The presence of rubbish pits has led to theories of a domestic occupation within the locality, with the pottery found thought to likely confirm the existence of Domesday 'sudtone' 750m south of Sutton Green.

Post-medieval (AD 1485 – 1900)

- 4.9 Close to the site, c.300m east, is St Barnabas Church [1127672], a Grade II listed building. The church was designed by R H Carpenter and Benjamin Inelow, constructed 1884-91 in a gothic style with red bricks and stone dressing.
- 4.10 Evidence of the land surrounding the site being developed through the Victorian period can be seen in the Ordnance Survey (OS) Maps and modern excavations. OS map dated 1871 depicts an area c.800m southwest of the site as being largely occupied by chalk pits, with indication that limekilns were also present and a well [98726]. These Victorian chalk pits and limekiln seem to be still in use on the 1896 OS map, falling out of use before 1913 where they were referred to as 'old' on the 1913 OS map. At least one chalk pit was still present in the 1970 OS map.
- 4.11 Excavations in 2011, c. 73m north of the site, at The Woodman public house [154685] uncovered a pit and a well of 19th century date. The lack of any buried deposits suggested that the site had been truncated before modern ground was introduced. To the west, at Manor Lane c. 350m from the site, fragments of post-medieval ceramic building materials were recovered from a colluvial subsoil deposit during excavations in 1998.

Modern (AD 1900 - Present)

- 4.12 The 1913 OS map depicts the site within open space behind William Road, with no indication of buildings within the site boundary. The surrounding landscape contained outbuildings and possible greenhouses, indicating the land was likely utilised for agricultural purposes such as allotments.
- 4.13 Located c. 600m southwest of the site, is Manor Park [134072]. Opened by the chairman of Sutton Urban District Council in 1914, the land was designed to be a public park. After the First World War a memorial was unveiled on June 26th 1921 [126532]. The memorial was designed by J S W Burmester and is now a Grade II listed monument with additional plaque memorialising those fallen during the Second World War.
- 4.14 Evidence of a wartime air raid shelter was found during excavations for the Sutton Grammar School for Boys c. 350m west of the site in 1998. During those excavations a modern rectangular posthole and two north-south aligned modern ditches were also recorded.
- 4.15 The 1952 OS map depicts a building within the site boundary, with little change elsewhere around Palmerston Road. The building is similar to the building on site today, indicating a construction date for the workshop as early as the 1950s.
- 4.16 Little change is recorded within the site boundary from the 1950s to present day.

Previous Site Investigations

- 4.2 There have been no previous archaeological investigations within the site.

5. Aims of the Investigation

- 5.1 The aims of the archaeological evaluation are defined as being:
- To determine the extent, condition, nature, character, quality and date of any archaeological remains encountered.
 - To map any archaeological remains encountered and sample excavate the features.
 - To assess the ecofactual and environmental potential of excavated archaeological features and deposits.
 - To identify and understand any palaeo-environmental deposits.
 - To determine the extent of previous truncations of the archaeological deposits.
 - To enable the archaeological advisor for GLAAS to make an informed decision on the requirement for any further work.
 - To make available to interested parties the results of the investigation.
- 5.2 The specific aims of the archaeological trenches are defined as being:
- To characterise the presence/absence of the Thanet Formation within the site boundary.
 - To characterise the potential on site for prehistoric remains, such as findspots of worked flints and/or evidence of land management and settlement activity.
 - To understand the extent of preserved archaeological remains from the medieval period.

- To understand the extent of preserved archaeological remains from the post-medieval period.
- 5.3 The final aim is to make public the results of the investigation, subject to any confidentiality restrictions, through the ADS OASIS website.

6. Scope of Works and Strategy

Evaluation

- 6.1 The proposed programme of works is for a sample evaluation across the site impacted by the development (Figure 2). This constitutes as Stage 1 of works. A total of two trenches, measuring 7m in length by 1.80m in width, will be excavated across the site, post demolition to slab, to assess the potential of archaeological remains and deposits. This covers just over a 4% sample evaluation of the site. The results of this stage of works will inform if a Stage 2 of archaeological works is required.
- 6.2 During the evaluation a programmed site monitoring meeting will be arranged with the GLAAS Archaeological Officers, to review the trenching prior to backfilling. No trenches will be backfilled without official sign-off from the Archaeological Officer.
- 6.3 On site changes may be required should unknown live services, ecological issues or other constraints be present. In this case, dimension, location and number of trenches might change after discussion with Archaeological Officers at GLAAS.
- 6.4 The evaluation and subsequent post-excavation work will conform to current best archaeological practice and local and national standards and guidelines:
- Chartered Institute for Archaeologists (CIfA), (2021). Code of conduct, Chartered Institute for Archaeologists
 - Chartered Institute for Archaeologists (2020a) – Standard and Guidance for an Archaeological Evaluation.
 - Chartered Institute for Archaeologists (2020b) – Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials.
 - Historic England (2015) – Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide
 - Historic England (HE 2018) – Archaeological Guidance Paper 3: Standards and Practices in Archaeological Fieldwork.
 - Historic England (HE2015c) – Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation.
 - Museum of London (MoL 1994) – Archaeological Site Manual (Third Edition).
 - RESCUE & ICON (2001) – First Aid for Finds.
 - United Kingdom Institute for Conservation (UKIC 1990) – Guidance for Archaeological Conservation Practice.)
- 6.5 Insurances, copyright and confidentiality, and standards are defined in Appendix A.
- 6.6 A unique site code, TBC, has been assigned by the Museum of London Archaeological Archive (LAA) and will be used as the identifier for the project. An accession number has been applied to from LAA.

- 6.7 The archaeological evaluation will be undertaken by a team composed of a Project Supervisor and Site Assistants under the overall direction of Catherine Edwards, AOC Operations Manager. Further staff will be made available as required.
- 6.8 A copy of the approved WSI will be held on site along with the detailed site risk assessment. All site staff will be made aware of and will have reviewed both documents.
- 6.9 If significant archaeological remains are identified in this evaluation phase of works, a programme of mitigation, which may include elements of preservation *in situ*, excavation or conservation, may be required in accordance with an agreed Stage 2 Written Scheme of Investigation
- 6.10 The trenches will be monitored by Mark Stevenson and Joanna Taylor, Archaeology Officers at GLAAS and he will be advised in advance of the start of the works with two weeks' notice to allow for appropriate site visits to be made.

7. Methodology

Evaluation

- 7.1 The evaluation will involve the excavation of two trenches measuring 7m x 1.80m. This equates to over a 4% sample of the site red line boundary.
- 7.2 Current service plans will be consulted and the entire site, including any available exposures (e. g. recently cut ditches or geotechnical test pits), will be visually inspected prior to the commencement of any machine excavation. Trench locations will be CAT scanned before excavation.
- 7.3 Trenches will be set out using a Trimble GNSS GPS. A georeferenced pre-excavation stakeout plan, marking the perimeter and recording the coordinates of trenches, will be produced prior to commencement of trial trenching. The survey data standard will have a minimum horizontal and vertical accuracy of 0.05m. The pre-excavation survey will aim to plot the trenches as per trench location plan included in this WSI (Figure 2)
- 7.4 The trenches will be opened using a machine excavator equipped with a flat bladed, toothless bucket. It will be carried out under constant archaeological direction and control of qualified AOC staff.
- 7.5 Undifferentiated topsoil or overburden of recent origin will be removed in successive level spits down to the first significant archaeological horizon, or the natural geology, whichever is encountered first. Topsoil and subsoil will be stored separately and will be examined for archaeological materials.
- 7.6 No stepping of trenches is required. The trenches would be fenced with orange barrier fencing and road irons if required.
- 7.7 Upon completion of the evaluation, the trenches will be backfilled and compacted with the machine bucket only.
- 7.8 The integrity of any archaeological features or deposits, which might better be excavated in conditions pertaining to full excavation, or might warrant preservation *in situ*, will not be compromised.

- 7.9 On completion of machine excavation, all faces of the trench that require examination or recording will be cleaned using appropriate hand tools. All investigation of archaeological horizons will be by hand, with cleaning, inspection, and recording both in plan and section.
- 7.10 At this stage it is intended to only partially excavate features so as to ascertain their extent, form, function and if possible date. A representative sample, sufficient to meet the objectives of the evaluation, of identified features will be investigated by hand and all features will be recorded. The stratigraphy of each trench will be recorded in full. The sampling strategy will be employed in order to fully understand the archaeological results, however, typically, this will mean:
- 7.11 Sections are cleaned sufficient to determine the layers and any cut features/structures present. This information is critical to understanding the depth at which significant archaeological remains are encountered. This information is pertinent as it can be compared with information about impact depth of the proposed development;
- Linear features (ditches) should usually be sampled using a 1m width slot;
 - Discrete anomalies are normally sectioned (50% sample);
 - If areas of complex, inter-cutting remains are encountered, the recovery of datable material and a detailed plan of the remains may be sufficient, investigation within a trench may be counter-productive; and
 - Information of geo-archaeological deposits and environmental remains (e. g. waterlogged plants) should also be sought at this stage. A high priority will be given to dating any finds exposed. All artefactual and ecofactual material revealed during the excavation will be retained for recording and assessment and, where appropriate, further analysis and will be treated in accordance with the ClfA Guidelines for the collection, documentation, conservation and research of archaeological material ([revised edition] 2014).
- 7.12 Environmental samples up to 40 litres in volume will be taken from suitable deposits. A sub-sample of the most productive looking samples will be selected by the archaeological contractor's environmental specialist for processing, sorting, assessment and discussion in the evaluation report, with a statement as to the potential for further analysis. The Regional Science Advisor for Historic England will be consulted, as appropriate and the GLAAS Archaeology Officer will also be consulted on the scope of environmental sampling.
- 7.13 Records will be produced using either *pro-forma* context or trench record sheets and by the single context planning method and will be compatible with those published by the Museum of London (MoL 1994).
- 7.14 A record of the full sequence of all archaeological deposits as revealed in the trenches will be made. Plans and sections of features will be drawn at an appropriate scale of 1:10 or 1:20, with sections drawn at 1:10.
- 7.15 A photographic record of all significant features observed will be undertaken. This will consist of SLR digital photography capturing RAW and JPEG data.
- 7.16 Any finds of human remains will be left *in situ*, covered and protected. The Ministry of Justice and the local constabulary will be informed. If removal is essential advice on how best to proceed will be sought from the Ministry of Justice and the local authority environmental health officer.

- 7.17 Any finds covered by the provisions of the Treasure Act (1996, amended 2003) and Treasure (Designation) Order 2002, including gold and silver, will be moved to a safe place and reported to the coroner's office according to the procedures determined by the Act. They will also be reported to the local finds liaison officer from the Portable Antiquities Scheme. 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.
- 7.18 All identified finds and artefacts will be collected and retained. Certain classes of material, i.e. post-medieval pottery and building material may be discarded after recording if a representative sample is kept. However, no finds will be discarded without the prior approval of the archaeological advisor and the receiving museum.
- 7.19 Finds will be scanned to assess the date range of the assemblage with particular reference to pottery. In addition, the artefacts will be used to characterise the site, and to establish the potential for all categories of finds should further archaeological work be necessary.
- 7.20 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 (UKIC 1990).
- 7.21 Provision for onsite conservation and finds treatment, in addition to any scientific dating of materials uncovered, will be undertaken where appropriate and if required by GLAAS Archaeological Officers.
- 7.22 Upon completion of the project the landowner and the receiving museum, will be contacted regarding the preparation, ownership and deposition of the archive and finds. The digital archive will be submitted via ADS.

8. Report and Archive Preparation

- 8.1 The evaluation report will be completed within four – six weeks of the end of fieldwork, subject to the availability of specialist reports.
- 8.2 The reporting will include at a minimum:
- Non-technical summary;
 - Introductory statement;
 - Aims and purpose of the project;
 - Methodology;
 - An objective summary statement of results;
 - Conclusion;
 - Supporting illustrations at appropriate scales, all to include levels tied to Ordnance Datum. Drawings should follow the conventions developed in the MoLAS Archaeological Site Manual (1994);
 - Illustrative site photography, including key features and working shots;
 - Supporting data – tabulated or in appendices, including as a minimum a basic quantification of all artefacts, ecofacts and structural data;
 - Details of archive location; confirmation of archive transfer arrangements including a provisional timetable for deposition;

- References;
 - A copy of the OASIS form.
- 8.3 A list of specialist staff that may be used for analysis of samples and artefacts is given in Appendix B.
- 8.4 Copies of the report in digital PDF/A format will be issued to the client and GLAAS for comments and approval prior to the production of the final report, which will subsequently be submitted to the GLHER via the OASIS website on the understanding that it will become a public document after an appropriate period of time. An approved copy will be provided to the client for submission to the planning team at the London Borough of Sutton.
- 8.5 The digital report will be accompanied by digital copies of images, plans and maps in .bmp, .tif, .jpg, .shp or .dwg format).
- 8.6 Publication of the results will be pursued in an appropriate journal. Should archaeology be encountered that may warrant further dissemination, AOC will seek to implement a scheme of public outreach to be agreed with all parties. This may include a press release, social media, displays for local libraries/museums and public talks
- 8.7 An OASIS form has been initiated (Appendix C: aocarcha1-518081). This will be completed, and an electronic copy of the evaluation report deposited with the Archaeological Data Service (ADS).

Archive Preparation

- 8.7 The site archive will comprise all artefacts, ecofacts and written and drawn records. It is to be consolidated after completion of the whole project, with records and finds collated and ordered as a permanent record. Archaeological finds rarely have any monetary value, but they are an important source of information for future research, included in museum exhibits and teaching collections. The Chartered Institute of Archaeologists (CIfA 2014e) and the Society of Museum Archaeologists (SMA 1993, 1995) recommend that finds are publicly accessible and that landowners donate archaeological finds to a local museum. Currently the receiving museum is LAA. All digital records will be managed with the AOC Data Management Plan (Appendix E).
- 8.8 In the event of the legal owner(s) resolving to retain all or part of the site archive, they shall be responsible for the future preservation and maintenance of any material element of that archive. That part of the site archive in question, shall be transferred to the legal owner only after; all necessary processing, research, analysis and investigative/stabilising conservation and correct packing necessary to prepare the archive for preservation and in a usable, accessible form, and to produce a full report for publication, has been completed. The owner shall ensure that all necessary provision is made for the long-term preservation of the archive in a satisfactory environment, and that it is accessible for future research. AOC will ensure that a proper record of material is kept by the landowner shall be included in the written archive and public record. The explicit (written) permission of the owner shall be obtained in order that the Data Protection Act 1984 is not contravened.
- 8.9 In the case where finds are retained, landowner consent will be required to allow transfer of the finds to a receiving Museum. A Deed of Transfer will be drawn up for signing by the landowner. The complete finds inventory and further finds information can be provided to the landowner, on request.

- 8.10 The site archive will be deposited, where applicable, within one year of the completion of fieldwork (if no further work is required). It will then become publicly accessible. A digital copy of the archive will be submitted and deposited with ADS Oasis.

9. Health and Safety

- 9.1 AOC Archaeology maintains the highest standards of health and safety, both on-site and in our premises, and a copy of our Health and Safety Policy can be supplied on request.
- 9.2 Health and Safety will take priority over all other requirements. A conditional aspect of all archaeological work is both safe access to the area of work and a safe working environment.
- 9.3 The project will be carried out in accordance with safe working practices and under the defined Health and Safety Policy. A separate Risk Assessment/Method Statement (RAMS) will be prepared prior to the commencement of the fieldwork.
- 9.4 It is anticipated that the Construction Design and Management Regulations 2015 (CDM) will not apply to the site.
- 9.5 Staff present on site will be required to wear the appropriate Personal Protective Equipment (PPE), which will be issued as necessary. Facilities will be made available on site by the main contractor for staff welfare and washing.
- 9.6 Where AOC is not the main contractor on a site the main contractor's Risk Assessment will have primacy over the AOC document given that:
- The main contractor's risk assessment is aware of, and takes account of, AOC's working practices – i.e. it does not compromise normal and safe archaeological procedure as set out in our Written Scheme of Investigation and Risk Assessment;
 - AOC was notified of the full suite of hazards present prior to arriving on site;
 - There is a proper induction and monitoring process in place and AOC staff have been through this process;
 - There is no significant conflict between AOC H & S procedures and those proposed by the main contractor;
 - AOC are made aware of new threats or hazards as they arise during the course of our on-site involvement.
- 9.7 The methodologies of the WSI will be met in full where reasonably practicable.
- 9.8 Any significant variations to the proposed methodology will be discussed with GLAAS, as archaeological advisors to the borough, in advance of implementation.
- 9.9 The scope of fieldwork is aimed at meeting the aims of the project in a cost-effective manner. AOC Archaeology attempts to foresee all possible site-specific problems and make allowances for these. However, there may on occasion 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;
 - extensions to feature excavation sample sizes requested by the local authority's archaeological advisor;

- complex structures or objects, including those in waterlogged conditions, requiring specialist removal.
- unforeseen Health and Safety issues.

10. General

- 10.1 The methodologies of the WSI will be met in full where reasonably practicable.
- 10.2 Mark Stevenson and Joanna Taylor, Archaeological Officers at GLAAS, will be appraised of the dates of fieldwork in order to make a/ multiple site visits to review works.
- 10.4 Any significant variations to the proposed methodology will be discussed with Mark Stevenson and Joanna Taylor, Archaeology Officer, GLAAS.
- 10.5 The scope of fieldwork is aimed at meeting the aims of the project in a cost-effective manner. AOC Archaeology attempts to foresee all possible site-specific problems and make allowances for these. However, there may on occasion 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;
 - extensions to feature excavation sample sizes requested by the local authority's archaeological advisor;
 - complex structures or objects, including those in waterlogged conditions, requiring specialist removal.

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FIGURES

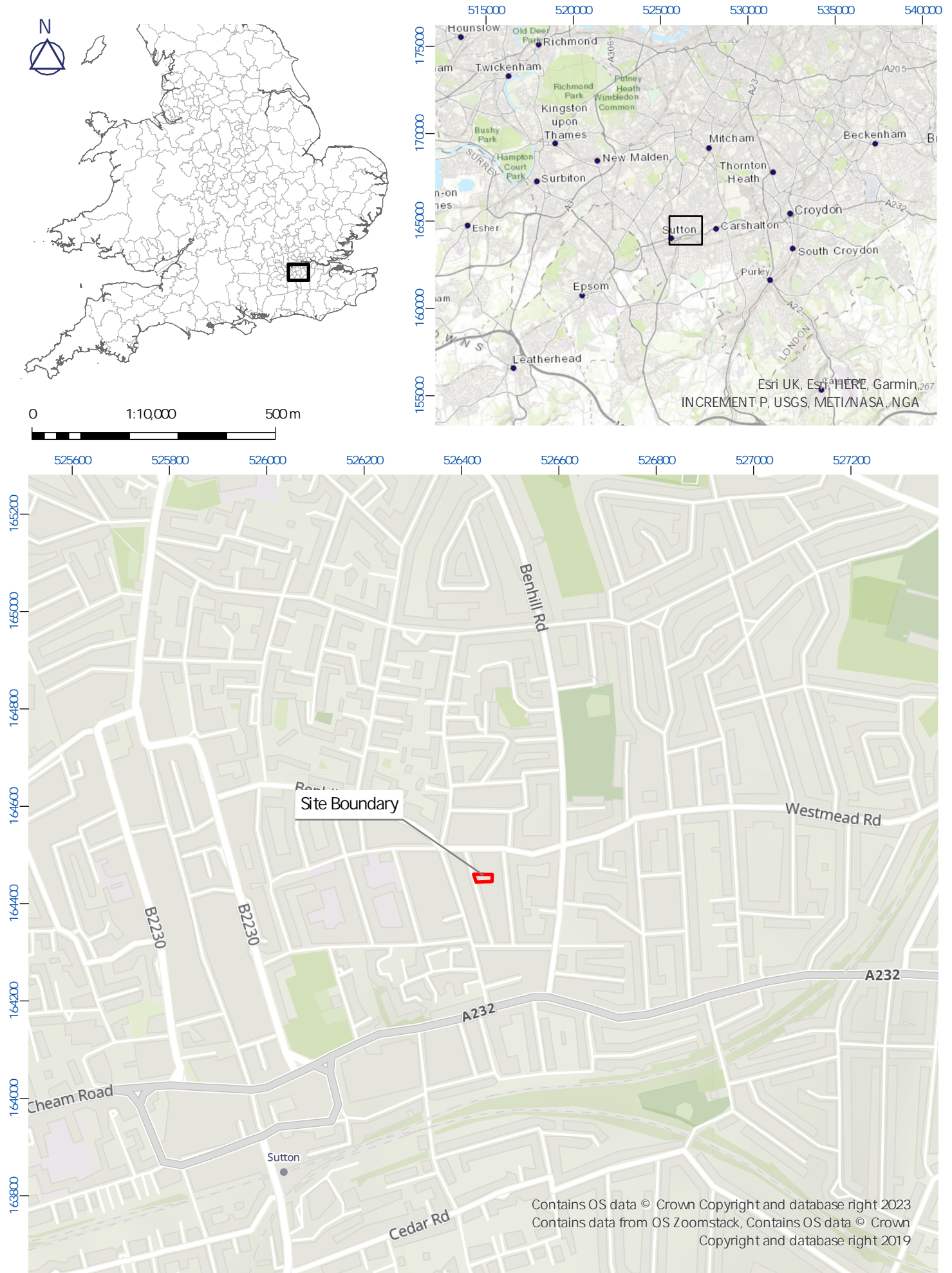


Figure 1: Site location plan

01/34812/WSI/01/01

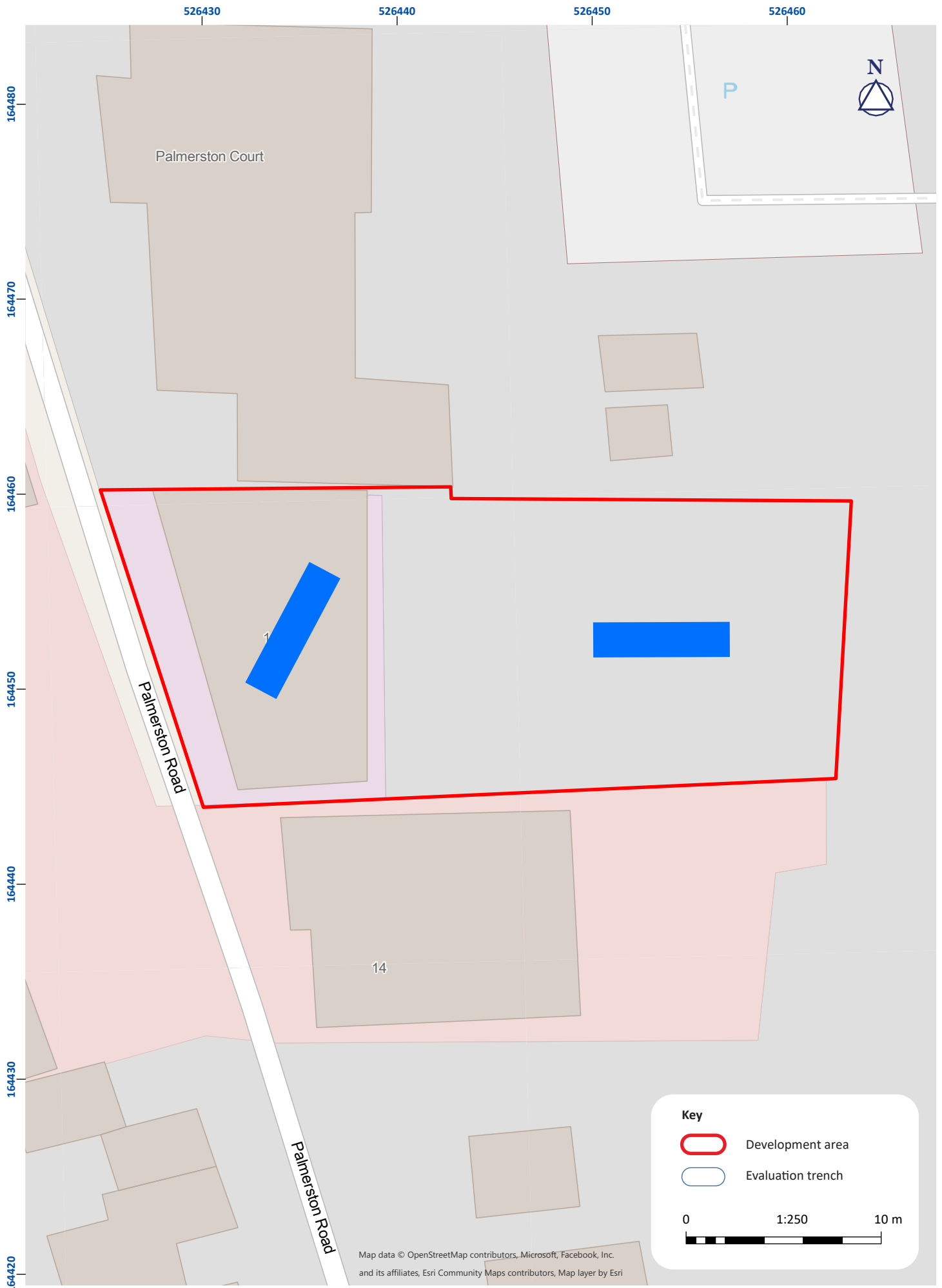


Figure 2: Proposed trench location plan

01/34812/WSI/02/01

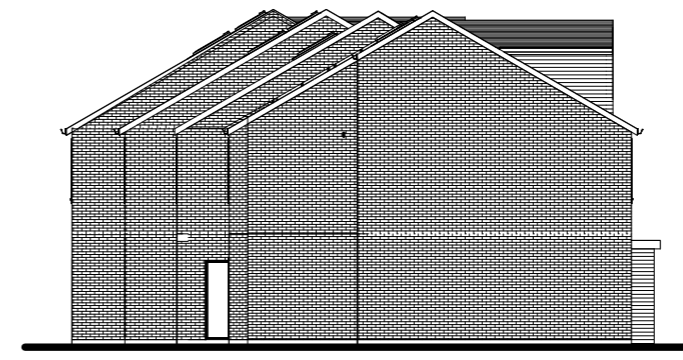


Figure 3: Proposed site development plan

APPENDICES

Appendix A – General

Insurances

1. AOC holds Employers Liability Insurance, Public Liability Insurance and Professional Indemnity Insurance. Details can be supplied on request.
2. AOC 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 AOC Archaeology or for or in respect of any claims demands proceedings damages costs charges and expenses in respect thereof or in relation thereto)
3. Where excavation has taken place trial pits 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

4. AOC Archaeology 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 license to the Client in all matters directly relating to the project as described in the Written Scheme of Investigation.
5. AOC 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.
6. AOC will advise the Client of any such materials supplied in the course of projects, which are not AOC's copyright.
7. AOC undertake to respect all requirements for confidentiality about the Client's proposals provided that these are clearly stated. In addition AOC further undertakes to keep confidential any conclusions about the likely implications of such proposals for the historic environment. It is expected that Clients respect AOC's and the Institute of Field Archaeologists' general ethical obligations not to suppress significant archaeological data for an unreasonable period.

Standards

8. AOC 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.

9. Where practicable AOC 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 B – Specialist Staff

The following specialist staff may be used on this project depending on the type of artefacts and soil samples recovered during the course of the fieldwork.

Macroscopic plant remains	Virgil Yendell	AOC
Soils and sediments analysis	Virgil Yendell	AOC
Palaeo-environmental archaeology	Virgil Yendell	AOC
Human remains	Alexandra Johnson	AOC
Conservation	Gretel Evans	AOC
Building material	Les Capon	AOC
Lithics	Jon Cotton	Freelance
Mammal and bird bone	Jackie Robertson	AOC
Prehistoric pottery	Jon Cotton	Freelance
Roman pottery	Anna Doherty	ASE
Medieval and post-medieval pottery	Kylie MacDermott	AOC
Metal	Dawn McLaren	AOC
Glass	Kylie McDermott	AOC
Geo-archaeology	Virgil Yendell	AOC

Appendix C – OASIS Form

OASIS Summary for aocarcha1-518081

OASIS ID (UID)	aocarcha1-518081
Project Name	Evaluation at 10-10A Palmerston Road, Sutton, London Borough of Sutton
Sitename	10-10A Palmerston Road, Sutton, London Borough of Sutton
Sitecode	
Project Identifier(s)	10-10A Palmerston Road, Sutton
Activity type	Evaluation
Planning Id	DM2023/00155
Reason For Investigation	Planning requirement
Organisation Responsible for work	AOC Archaeology Group
Project Dates	04-Aug-2023 - 04-Aug-2023
Location	10-10A Palmerston Road, Sutton, London Borough of Sutton NGR : TQ 26433 64467 LL : 51.36520697342954, -0.185255057671244 12 Fig : 526433,164467
Administrative Areas	Country : England County : Greater London District : Sutton Parish : Sutton, unparished area
Project Methodology	Archaeological evaluation comprising of trial trenching. A total of two trenches, measuring 20m in length by 1.80m in width, will be excavated across the site to assess the potential of archaeological remains and deposits.
Project Results	
Keywords	
Funder	
HER	
Person Responsible for work	
HER Identifiers	
Archives	

Report generated on: 04 Aug 2023, 13:01

Appendix D – Archaeological Archive Consent Form

ARCHAEOLOGICAL ARCHIVE CONSENT FORM

SITE: [Site address]

SITE CODE: [Site code]

AOC ARCHAEOLOGY REF: [Project number]

RECEIVING MUSEUM: [Local recipient museum]

I agree to the finds archive recovered from this site being donated to the specified museum.

SIGNED [Signature]

PRINT [Name]

Landowner/Agent

LANDOWNER'S NAME: [Landowner name]

LANDOWNER'S ADDRESS: [Landowner address]

Please retain a copy of this form for your records

Appendix E – AOC Data Management Plan

1. Project	
Site Code:	34812
Site Name:	10-10a Palmerston Road, Sutton, London Borough of Sutton
Project Type:	Archaeological Evaluation
OASIS ID:	aocarcha1-518081
Data Repository:	Museum of London Archaeological Archives Archaeology Data Services (ADS)

2. Data Collection and Standards

The table below provides a summary of the data types and formats for data collected and created. In cases where the project progresses or becomes more complex, additional types will be added to this section where required.

Data collected will include standard formats which maximise use and reuse in the future.

Type	Format
Spreadsheets (Context register / Finds and Samples Registers / Photo register / Drawing register / Sample register / specialist data tables / metadata tables)	Excel (.xlsx) Metadata as .txt files
Text / Documents (WSI / Final Report / Individual Specialist reports)	PDF (.pdf/a)
Photographs / Raster Images (Final archive shots)	Uncompressed baseline Tagged Interchange File Format (TIFF)
GIS (Site plans / survey data)	ESRI Shapefile (.shp &.shx &.dbf, plus associated files)
CAD (Site plans / building elevations / survey data)	DXF To be deposited in preserved format(.dxf ASCII format)

Data Standards / Methods

Methods of collection will conform to AOC recording practices and relevant ClfA Standards and Guidance for Archaeological Excavation (ClfA 2014). Digital data acquisition standards are defined from ADS Guides to Good Practice (2021) and will adhere to FAIR principles <https://www.go-fair.org/fair-principles/>

Survey

Archaeological features will be surveyed using a Trimble GNSS GPS tied to OSGB. Tolerance will be to a horizontal and vertical accuracy of +/- 0.05m. Where tree cover or site obstructions prevent a clear GPS signal, survey will be carried out by Total Station positioned over a known point or tied to a predefined grid. Where hand plans are required, these will be georeferenced in GIS and shapefiles exported for final plans and archiving purposes.

Survey outputs will be processed as .job files using Trimble Business Centre software, then exported as shapefiles into ESRI GIS. Final plans and survey outputs will be archived as GIS shapefiles from this data.

Photographic Record

The photographic record will comprise digital images of at least 10 megapixels. High-resolution digital photographs in TIFF format will be provided for archive purposes.

3. Data Storage

- The working project archive will be stored in a project specific folder or data specific folder on AOC's organisational server.
- The on-premises server is backed up daily to maintain an up-to-date security copy of the organisation wide data. A working copy is kept in cloud storage.
- Project folders and files will be named following established AOC procedures. *ProjectNumber_name_date (yyyymmdd)* and conform to ADS best practice and version control guidance.
- GPS survey data collected will be downloaded as Trimble .job file. Raw data will be stored on a SharePoint folder in the appropriate Survey processing folder within the Project folder structure.
- Raw survey data will be processed using Trimble Business Centre and exported as ESRI shapefiles to GIS for final plans.
- GIS Data will be stored within a Geodatabase in the Project folder. Shapefiles will be exported from the final Geodatabase for archiving purposes.
- FDM data is uploaded to a live SharePoint list on creation and exported in .csv or .xlsx format to the main Project folder for final reporting and archive.

4. Metadata

- Metadata tables for each data type will be populated as the project progresses and will use the standard format for each data type as recommended by:

Museum of London Archaeological Archive: Standards and Specifications 2.7 Digital Data

<https://www.museumoflondon.org.uk/collections/other-collection-databases-and-libraries/museum-london-archaeological-archive/archaeological-research-resources>

ADS Guides to Good Practice – Metadata.

<https://archaeologydataservice.ac.uk/help-guidance/guides-to-good-practice/the-project-lifecycle/project-metadata/>

- Data documentation will meet the requirement of the Project, Museum Deposition Guidelines, Digital Repository Guidelines and the methodology described in the WSI.

5. Ethics and Legal Compliance

- Personal data will be removed from the archaeological project archive and permission to include individual's names in any reporting will be gained prior to use.
- Copyright for all data collected by the project team belongs to AOC Archaeology Group (AOC Holdings Ltd), and formal permission to include data from external specialists and contractors is secured on the engagement of the specialist or contractor.
- Where formal permissions and/or license agreements are linked to data sharing, details of these will be included in the project documentation folders and will accompany the archaeological project archive.

6. Storage and Backup

- Sufficient data storage space is available via AOC'S servers and via SharePoint/Azure Files backup. The server is accessible by staff on and off-site through a secure log-in, including 2-factor authentication.
- Off-site access to the project files on AOC's servers is provided to support back-up of raw data while fieldwork is ongoing.

- Where internet access for data backup is not possible, the raw data will be backed up to a separate media device (such as laptop and portable external hard drive) and transferred to the server at the earliest possible opportunity.
- Project files will be shared with external specialists and contractors directly using the same system, with the wider project team gaining access to only the files needed using permissions-based access.

7. Selection and Preservation

Digital archive material will be deposited with a trusted digital repository, where data migration and backup procedures are in place, and the integrity of the digital archive is maintained (see Section 1).

- Version control will be applied throughout the project in line with AOC standard operating procedures and ADS CifA and HE guidelines.
- Only the final version of all born digital documents (reports, databases, images, survey files) will be selected for inclusion in the Digital Archive. The material de-selected from inclusion in the preserved archive will be duplicates or re-productions created during the lifespan of the project.
- Digital photographs will be assessed during post-excavation and selection based on the principles set out in the ADS (2011) & and HE guidelines (2015).
- Raw data will only be preserved if specifically requested by the Client, e.g. unprocessed survey, raw photogrammetric data. A subsequent costing for storage and archiving will be provided.
- Selection will be defined against the research aims, regional and national research frameworks, specialist advice and the significance of the project results. Selection will be carried out based on the following guidelines:

ADS (2021) Guidelines for Depositors

<http://archaeologydataservice.ac.uk/advice/guidelinesForDepositors>

ADS(2018) Guidance for the selection of material for deposit and archive

<https://archaeologydataservice.ac.uk/advice/selectionGuidance.xhtml>

CifA (2019) Selection Toolkit for Archaeological Archives

<https://www.archaeologists.net/selection-toolkit>

Historic England (2015) Digital Image Capture and File Storage – Guidelines for Best Practice

<https://historicengland.org.uk/images-books/publications/digital-image-capture-and-file-storage>

8. Data Sharing and Accessibility

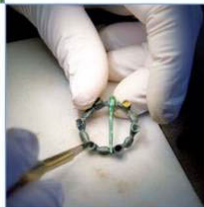
Data specific requirements, ethical issues or embargos which are linked to particular data formats will be documented within the relevant metadata tables accompanying the project archive.

- A summary of the project will be included on the OASIS Index of Archaeological Investigation (see Section 1).
- A final version of the project report will be supplied to the Historic Environment Record via OASIS, and any data which they request can also be provided directly.
- The location (s) of the final Archaeological Archive will be added to OASIS when appropriate.
- The Repository in Section 1 will disseminate the digital elements of the Archaeological Archive online under a creative commons licence and the dataset will receive a unique identifier (DOI).

9. Responsibilities

- The Project Manager as named in the WSI will be responsible for implementing the DMP, and ensuring it is reviewed and revised at each stage of the project.
- Data capture, metadata production and data quality are the responsibility of the Project Team, assured by the Project Manager with support from the Geomatics Manager.
- Storage and backup of data in the field is the responsibility of the field team.
- Once data is incorporated into the organisations project server, storage and backup is managed by AOC's IT Support Team.
- Data archiving is undertaken by the project team under the guidance of the Archives Officer with the support of the Geomatics Manager.

- The Archives Officer is responsible for the transfer of the Archaeological Project Archive to the agreed repository.
- Details of the core project team can be provided on request.



AOC Archaeology Group, Unit 7, St Margarets Business Centre, Moor Mead Road, Twickenham TW1 1JS

tel: 020 8843 7380 | fax: 020 8829 0549 | e-mail: london@aocarchaeology.com

www.aocarchaeology.com