



# Written Scheme of Investigation

In support of applications  
for docking stations

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# **1 INTRODUCTION**

## **1.1 Purpose of the Document**

This document sets out the method for undertaking archaeological investigations on the Sites of docking stations associated with Transport for London's Cycle Hire Scheme.

An Archaeological Impact Assessment has been undertaken for the Site to which this document is attached.

## **1.2 Planning Background**

A planning application is to be submitted for a bicycle docking station as part of Transport for London's (TfL) Cycle Hire Scheme. An Archaeological Impact Assessment has been undertaken to which this generic written scheme of investigation has been attached. Any planning permission is likely to include a condition requiring that no development take place until a programme of archaeological work in accordance with a Written Scheme of Investigation has been submitted to and approved by the Planning Authority. This archaeological work should consist of the investigation of whether there are any archaeological remains within the footprint of the groundworks for the docking station. If the results of the Site investigation are positive then any archaeological features, deposits or finds which lie within the footprint of the docking station groundworks should be preserved by record.

## **1.3 Specific Aims of the Archaeological Work**

The objectives of this archaeological investigation are (not exclusively):

To understand the character, form, function and date of past activities indicated in this area by the archaeological remains;

To record and consider the evidence of the activities present on the Site within the wider context of finds in the area; and

To investigate and record the spatial distribution of activities across the Site in terms of the distribution of features, artefacts and environmental evidence

Although it is usual to include more specific aims than the above, in this instance there is no evidence of any specific remains. However, should these emerge during the works specific project aims shall be formulated and adopted as part of the project design at the start of the post-excavation process.

## 2 SITE INVESTIGATION

### 2.1 Methodology

#### *Site Investigation*

On the Site, the area of the groundworks will be marked out and the carriageway/roadway/footway surface together with any levelling material shall be lifted by the main works contractor.

An archaeologist shall then investigate the area by hand. This will involve the excavation of small investigative trenches by hand with a mattock and/or trowel. The area of these trenches in plan may vary but should be of sufficient size to determine the presence/absence of any archaeological remains on the Site. On some Sites it may be immediately obvious that the whole area consists of undifferentiated rubble and small holes to confirm this every 5m or so would suffice; on others the Site may consist of more complex deposits which require a more sophisticated approach which investigates the nature of the different features which have been revealed.

Excavations will proceed down to the maximum depth of foundations, however this will be no deeper than 450mm.

Any human remains must be left in-situ, covered and protected. Removal can only take place under appropriate Ministry of Justice Licence and environmental health regulations. Such removal must be in compliance with the Burials Act 1957.

Where no significant archaeological remains are revealed, no further archaeological intervention shall be undertaken.


#### *Further Investigation*

Those areas of the Site where initial investigation suggests the presence of features or possible features shall, if necessary, be hand-cleaned to ensure features are properly defined and sufficient information is available to produce a base plan.

Once a Site grid has been established using an EDM or theodolite and this has been converted into the Ordnance Survey National Grid, the stripped surface shall be accurately planned at an appropriate scale (1:50 or 1:100 depending on complexity). Some hand cleaning may be necessary and the archaeological team shall be structured to ensure that the hand cleaning and planning operations run in close sequence. The exposing and planning of the archaeological features shall be undertaken on the same or consecutive days while the uncovered surface is fresh, whether or not those features are exposed by machining or hand cleaning. Should particularly vulnerable deposits be revealed (eg graves or cremations) these shall be given priority.

Where initial data is captured electronically, the archaeologist shall ensure that sufficient points are taken to provide a true reflection of its form in plan. A print out of the plan shall be checked for accuracy on Site.

In addition to capturing plan data, sufficient levels shall be taken across the Site and within any features to support future topographic modelling of the Site.



Large homogenous linear features shall be sampled (a minimum of 10%) and the intersections of features shall be investigated so that their stratigraphic relationships may be recorded. Discrete features, such as pits and postholes, shall be investigated with a minimum sample of 50% (unless it is agreed with the Archaeological Advisors to the Planning Authority that a smaller sample is adequate).

Excavation shall proceed down to the maximum depth of foundations or the undisturbed natural substratum, whichever is encountered first.

Reasonable access to the Site is to be arranged for the Planning Authority's Archaeological Advisors, who may wish to make Site inspections to ensure that the archaeological investigation is progressing satisfactorily.

## **2.2 Site Recording**

Context sheets shall include all relevant stratigraphic relationships and for complex stratigraphy a separate matrix diagram shall be employed. This matrix shall be fully checked during the course of the investigation.

The Site archive shall be so organised as to be compatible with other archaeological archives produced in Greater London. Individual descriptions of all archaeological strata and features excavated or exposed shall be entered using a continuous numbered context system onto prepared pro-forma recording sheets. Sample recording sheets, sample registers, finds recording sheets, access catalogues, and photo record cards shall also be used.

Plans of archaeological features on the Site shall be drawn at a minimum scale of 1:20. Sections shall be drawn at a minimum scale of 1:20.

All archaeological plans and sections shall be on drawing film and would include context numbers and OD spot heights for all principal strata and features.

Other plans shall include a Site location plan, a general plan (e.g. OS 1:1250) showing investigation area and development Site in relation to surrounding locality. These shall be supplemented by trench plans at 1:500 (or 1:200), which shall show the location of the areas investigated in relation to the investigation area, OS grid and Site grid (if any). The locations of the OS bench marks used and Site temporary bench marks (TBMs) shall also be identified.

A photographic record of the project shall be provided. This would illustrate in both detail and general context the principal features and finds discovered. The photographic record would also include working shots to illustrate more generally the nature of the archaeological operation mounted.

## **2.3 Site Reporting and Archiving**

### ***Site Investigation only***

In the event of the Site investigation being negative the archaeologist shall produce a report stating that there were no findings, one unbound, six bound hard copies and one digital copy. Four copies shall be provided to Greater London Archaeological Advisory Service.

Should the Site investigation prove positive, a further investigation will be carried out.

### ***Further Investigations***

Depending on the outcome of the Site investigation, a further Site investigation will be carried out and this will be proportionate to the findings recovered.

A research archive for the Site shall be produced in accordance with MoRPHE (English Heritage 2006). Within 3 months of completion of field work, the archaeologist shall produce a report, one unbound, six bound hard copies and one digital copy. Four copies shall be provided to Greater London Archaeological Advisory Service. A summary report shall be submitted to a suitable regional or national archaeological journal(s) within six months of completion of fieldwork.

Specialist assessment reports shall be produced if required. The following external specialist services may be required: osteoarchaeology; animal bone; Roman, medieval and Post-medieval pottery and metalwork; pollen; soil micromorphology; snails; plant macrofossils. Pottery reports shall refer to the appropriate type series.

The archive shall be used to produce a report including narrative, illustrations and plans as appropriate. It shall give details of the background to the project, the archaeological evidence recorded during the excavation and the archaeological conclusions that can be drawn.

Following completion of the above, a review of the post-excavation programming shall be held in consultation with the Archaeological Advisor to the Planning Authority and the relevant specialists. At this review stage a timetable including a Critical Path Analysis and the aims of specialist research shall be identified and agreed. This timetable shall also contain agreed monitoring points.

After that review, all specialist reports shall be commissioned and the full post-excavation programme implemented through to full archive report and publication.

Data including a copy of the written archive shall be prepared for accession to the Historic Environment Record.

The material archive and one copy of the Site archive shall be prepared for accession to the Museum of London. Agreement for the long-term curation of the archive shall be made with the Museum of London.

## **3 THE SITE ARCHAEOLOGISTS**

The field team deployed shall include only full time professional archaeological staff. All staff in supervisory positions should be Members of the IFA.

The project shall comply with the Institute of Field Archaeologists Code of Conduct and all relevant Standards and Guidance documents

## **4 HEALTH AND SAFETY**

All archaeological work must be undertaken in accordance with relevant health and safety legislation. It is assumed that CDM regulations will apply.