

43 London Street, Reading, Berkshire

A Written Scheme of Investigation for Stage 2

Mitigation

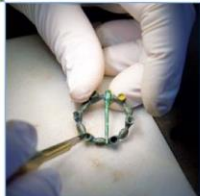
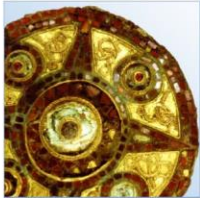
National Grid Reference: SU 71803 73135

AOC Project No: 34582

Site Code: AOC LST22

Planning Reference: 191043

Date: April 2022



AOC
Archaeology
Group

ARCHAEOLOGY

HERITAGE

CONSERVATION

43 London Street, Reading, Berkshire:

A Written Scheme of Investigation for Stage 2 Mitigation

On Behalf of:

MK Build Limited

and

Madlins Construction
Nova Scotia House
70 Goldsworth Road
Woking
Surrey
GU21 6LQ

National Grid Reference (NGR): SU 71803 73135

AOC Project No: 34582

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

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1. Introduction

- 1.1. This document is a Written Scheme of Investigation (WSI) setting out a methodology for a Stage 2 Mitigation at 43 London Street, Reading, Berkshire, RG1 4PS ('the Site') (National Grid Reference SU 71803 73135 centred) (Figure 1).
- 1.2. The site occupies an urban setting in the centre of Reading. It lies on the eastern side of London Street and to the southern side of the A329 Queens Road. It is surrounded by residential and commercial development.
- 1.3. An evaluation of four trenches undertaken in February 2022 (Figure 2) revealed sequences of archaeological activity, focused on the rear, or east of the site. No remains were encountered in the west, or front of the site. Most of the remains and features were large and extended beyond the limits of the trenches, therefore interpretation is also limited, however the date and nature of the large cut features indicate them as robbed-out wall trenches, a large ditch and smaller quarry pits. An East-West oriented brick wall was located over two trenches and interpreted as a boundary wall between plots or the foundations of post-medieval buildings typical of this period and of the Reading town centre area. A range of finds were collected from the features including pottery, animal bone, ceramic tobacco pipes, bricks, glass bottles and metal.
- 1.4. The result of the evaluation was that a Second Stage of Mitigation would be required to further investigate the archaeological remains.
- 1.5. This WSI details how the mitigation will be undertaken. The works will be undertaken by suitably qualified archaeologists. All works will be undertaken in accordance with relevant national, regional, and local guidance. The results will be published online via Archaeological Data Service (ADS).

2. Planning Background

- 2.1. The local planning authority (LPA) is Reading Borough Council, who are advised on heritage matters by Dr Edward Peveler, Archaeology Officer, Berkshire Archaeology.
- 2.2. The proposed development (Planning Reference: 191043) will involve part-demolition of the existing London Street facade and internal works to the building, alongside demolition of two storey building to rear to enable residential-led mixed-use development comprising 48 sqm community use (Class D1) and 21no residential units (2 x studio, 7 x 1 bed, 10 x 2 two bed and 2 x 3 bed units) together with associated services enclosures, parking and landscaping (Figure 3).
- 2.3. Full planning permission was granted for the development in June 2020 and contained an archaeological condition (33) which stated:

"No development shall commence on site until the applicant or their agents or successors in title have secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation, which will have been submitted by the applicant and approved in writing by the Local Planning Authority."

REASON: *These details are required due to insufficient information being contained within this submission and because the site lies in an area of archaeological potential, as illustrated by the Berkshire Archaeology Historic Environment Record. Archaeological monitoring or evaluation will ensure preservation, either by record or in situ, of any heritage assets present on the site in a manner appropriate to their significance, Policy EN1 and EN2 of the Reading Local Plan 2019.”*

- 2.4. A WSI for the archaeological evaluation of the site (conducted in February 2022) was drawn up in accordance with Condition 33 and was approved by Dr Edward Peveler. This WSI describes the methods and standards for a Stage 2 mitigation scheme. Condition 33 will not be met until the final mitigation has been completed and a full publication report produced, and archive deposited.
- 2.5. This WSI has been designed in accordance with current best archaeological practice and local and national standards and guidelines (see Section 6).

3. Geology and Topography

- 3.1. The British Geological Survey (BGS 2021) indicates that the solid geology of the site comprises Chalk of the Seaford Chalk Formation and Newhaven Chalk Formation (Undifferentiated). No superficial deposits are recorded for the site. The local soils comprise freely draining slightly acid loamy soils (Soilscapes 2021).
- 3.2. The BGS does not record any historic boreholes within the site or the immediately surrounding area.
- 3.3. The site lies within flat topography at approximately 44m Above Ordnance Datum (AOD). It is south of the River Kennet which turns north-east to join to the River Thames.
- 3.4. The evaluation identified the presence of natural loose gravel and sands at between 43.6m AOD in the east to 42.99m AOD in the centre of site.

4. Archaeological and Historical Background

- 4.1. The following information is a summary of that provided in the archaeological desk-based assessment of the site (Orion 2019) with some additional background information.

Prehistoric (pre-AD 43) and Roman (AD 43 - AD 410)

- 4.2. No evidence of prehistoric remains is recorded by the HER as being present within the site, nor the immediately surrounding area. To the south of the River Kennet, 150m to the south of the site, a single residual flint flake is recorded from a post-medieval feature (MRM16181). Some further prehistoric features are recorded 150m north of the site at the site of Abbey Wharf and Crane Wharf.
- 4.3. There is also no evidence of Roman archaeological assets within the site, however a Roman quern stone was recovered from a garden c. 15m to the north-east of the site. Roman pottery has been recovered by dredging from the River Kennet, c.120m to the north-west of the site and Roman remains have been recorded at Abbey Wharf. No evidence of either Prehistoric nor Roman was located in the evaluation.

Early Medieval (AD 410 - AD 1066) and Medieval (AD 1066 - AD 1540)

- 4.4. Reading was first mentioned in the Anglo Saxon Chronicle in 871 when raided by Danes, again repeated in 1006 (VCH, 1923). It was an early burgh settlement with market rights which became dominated by the Abbey founded in 1121. The HER records the Saxon core of Reading to be located c. 270m to the northeast of the site (MRD15634) predominantly on the north bank of the River Kennet, stretching from Seven Bridge to High Bridge, although there is debate over how much further the original settlement extended. Saxon finds have been recovered from dredging of the River Kennet (MRD11339) and during archaeological works at Abbey Wharf.
- 4.5. No medieval evidence is recorded within the site, however archaeological evaluation undertaken at 24-26 East Street found evidence of medieval ditches (MRD15903). This is consistent with other findings in the wider area as London Street has Medieval origins, with some findings dating to the 11th and 12th centuries (MRM16751). London Street is the continuation of the High Street after High Bridge, which served as the central street within the medieval core of the town. The evaluation on site found no confirmed remains relating to the medieval period, only two sherds of residual medieval dated pottery within features.

Post-medieval to Modern (1540 – present)

- 4.6. The HER does not record any post-medieval remains within the site. The earliest mapping of the site is stylised, but indicates that it was occupied by houses that fronted London Street (Amyce Survey, 1522 & Speed Map of Reading, 1611).
- 4.7. Reading was first fortified in 1642 with earthwork banks and bastions surrounding the town, although some alterations took place they were filled in in 1644. The 1642 plan of Reading's Civil Defences shows the site was inside of the defences and archaeological works to the east of the site at 24-26 East Street revealed substantial post-medieval ditches which have been suggested to be part of the Civil War defences (ERM577).
- 4.8. Further to the south of the site, excavations at Jubilee Square by AOC Archaeology uncovered a large curvilinear ditch 2.51m wide by 1.66m deep and over 77m long, crossing the eastern side of the site. The ditch was aligned north-south with a sharp right turn east at the northern end, and curved west at the southern end. The profile of the ditch was v-shaped with sides sloping at approximately 45 degrees down to the base. Towards the northeast corner, the profile became broader and flatter. Finds recovered from the backfills of the ditch include pottery dating to 1270-1500 and fragments of butchered and unbutchered animal bone (Edwards 2011). No signs of the earth rampart were located in this site, nor others in Silver Street, it is likely that they were simply used to backfill the ditches.
- 4.9. Rocques' map of Reading (1781) depicts the street frontage of the site being occupied by buildings with an area of market garden to the rear. Tomkins Map of Reading (1802) shows building on the London Street frontage with burgage plots to the rear.

- 4.10. The 1879 Ordnance Survey (OS) map provides the first detailed view of the site and shows it to be occupied by several buildings towards the London Street frontage with a garden area to the rear. The site remains essentially unchanged until the 1962/72 OS map which depicts the building that does not front London Street as demolished. The site in its current layout is first depicted on the OS Map of 1993.
- 4.11. The evaluation on site located post-medieval remains which have been interpreted as typical back yard plot activity with potential plot boundaries in the form of brick walls and deep quarry pits which may slightly pre-date some of the smaller ancillary structures representing small back yard buildings or plot boundaries. This likely represents quarrying and resource management of the site prior to more intense use of the plot. There was no confirmed evidence for any Civil War dated features.

5. Aims of the Investigation

- 5.1. The general aims of the Stage 2 mitigation are as follows:
- To determine the extent, condition, nature, character, quality and date of any archaeological remains encountered.
 - To record and sample excavate any archaeological remains encountered.
 - To assess the ecofactual and environmental potential of any archaeological features and deposits.
 - To determine the extent of previous truncations of the archaeological deposits.
 - To enable the archaeological advisor to Reading Council to make an informed decision on whether the mitigation works satisfy the condition, and whether any requirement for further work or preservation *in situ* is necessary.
 - To make available to interested parties the results of the investigation.
 - To make public, the results of the investigation, subject to any confidentiality restrictions, through the ADS OASIS website.
- 5.2. The specific aims of the mitigation have been updated following the results of the evaluation and are detailed below. The specific aims link in to the archaeological background and the 'Solent-Thames Research Framework for the Historic Environment' (Hey and Hind, 2014) concerning investigation of the growth of suburban Reading, post-medieval patterns of consumption and architecture and investigation of Civil War urban defences:
- *To establish any potential evidence for in situ Medieval back plot activity relating to the medieval development of Reading town centre that has survived later truncation.*
 - *To establish if the larger features located in the evaluation are of industrial nature (quarry pits) or related to the Civil War defences of 1642-2.*
 - *To identify and record any further surviving remains associated with the post-medieval walls/ structures and to map it to known historical documentation.*

6. Scope of Works

- 6.1. The scope of works for development (Figure 3) is based on phases of mitigation as detailed (Figure 4). The monitor shall be notified of the start date at least two weeks prior to commencement of work in order to arrange a date for the monitoring visit(s). Reading Museum shall also be contacted before the site work has begun.
- 6.2. At the time of writing the Covid-19 pandemic is restricting in-person monitoring visits. Should this be the case at the time the works are carried out, any information regarding the status of the site, the archaeological features and progress of the site may be communicated remotely via telephone or email with digital images supplied and virtual meetings carried out (if technologically possible).
- 6.3. The mitigation will be split into two phases: Phase 1 is Block B, centred in the central section of the site and Phase 2 on the footprint of Block C in the west of the site. There may be a small pause in between the phases to allow construction to continue, or they may run as one uninterrupted piece of work. The phases include any area where the new buildings are planned and upon areas of ground reduction required for the purposes of enabling the excavation of lower ground floor levels for each house (Figure 4). Any ancillary works including new services will also be covered in these works. No further archaeological monitoring is to be undertaken on Block A to the furthest west of the site.
- 6.4. The proposed areas are to be mechanically stripped of areas of made ground and subsoil during any necessary underpinning works, under archaeological supervision. At this point the resulting surface and masonry remains would then be cleaned and mapped for a pre-excavation plan. Site meetings will be held with Dr Edward Peveler as required to agree the level of sampling of each feature.
- 6.5. Once sample excavation has been completed a post excavation plan will be provided to Dr Edward Peveler showing the features and interventions.
- 6.6. No parts of the mitigation areas will be handed back to the developer until written confirmation for their sign off has been obtained from Dr Edward Peveler.
- 6.7. The mitigation will be carried out in compliance with this WSI, and with the following industry standards and guidance:
 - Chartered Institute for Archaeologists – Standard and Guidance for an Archaeological excavation (CIfA 2020).
 - Chartered Institute for Archaeologists – Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives (CIfA 2020).
 - Chartered Institute for Archaeologists – Code of Conduct (CIfA 2021).
 - Historic England – Archaeological Guidance Paper 3: Standards and Practices in Archaeological Fieldwork (HE 2015a).
 - Historic England – Environmental Archaeology: A guide to the theory and practice of methods, from sampling and recovery to post-excavation (HE 2015).
 - Ministry of Housing, Communities & Local Government, 2021, National Planning Policy Framework

- Museum of London – Archaeological Site Manual (MoLA 1994)
- RESCUE & ICON – First Aid for Finds (RESCUE & ICON 2001).
- United Kingdom Institute for Conservation – Conservation Guidelines No.2 (UKIC 1983).
- United Kingdom Institute for Conservation – Guidance for Archaeological Conservation Practice (UKIC 1990).

6.8. Insurances, copyright and confidentiality and standards are defined in Appendix B.

7. Stage 2 Mitigation Methodology

- 7.1. Phase 1: Block B will consist of archaeological monitoring within the red line boundary (Figure 4) first during underpinning works, then general ground reduction for the lower ground floor area. This block will be completed prior to works starting on Phase 2. There may be a pause between phases if the construction schedule is delayed but it's aimed to run the phases as one uninterrupted piece of work. Phase 2 will work on a similar basis within the red line boundary (Figure 4) with any underpinning works monitored, followed by ground reduction.
- 7.2. The mitigation areas will be marked out using DGPS survey equipment. No services are known to be located across the mitigation area; however, the area will be swept using a Cable Avoidance Tool and the lines of any detected or suspected services will be marked out.
- 7.3. Machining stripping will be carried out with a mechanical excavator utilizing a flat bladed bucket (toothless), and in horizontal spits over the mitigation areas. The machine will at all times work away from and not track across the machined surface. The area will be excavated only to a safe working depth. If it becomes necessary to excavate to a depth of more than 1.2m, the area will be stepped out to facilitate safe access and egress to deeper excavation. This will be carried out only to the extent necessary to determine the depth and character of the deposits. However, in deeper areas of the project, sheet piling, and shoring will be used to create a safe working space. With the approval of Dr Edward Peveler, any deep excavation will be backfilled as soon as recording is complete.
- 7.4. The Project Supervisor will monitor the stripping of the overburden within the defined mitigation areas, down to the first archaeological horizon or natural geology, whichever is encountered first. The archaeologists will be located in a safe position outside the working area of the mechanical excavator, in the normal working arrangement. If access to the working area is needed due to immediate archaeological attention, the machines will stop work and if necessary, relocate to ensure safe access. Subject to safe access, the archaeologists will enter the excavated area to carry out close inspection. The area will be secured with temporary fencing if required.
- 7.5. All investigation of archaeological horizons will be by hand, with cleaning, inspection, and recording both in plan and section. The final excavation sample will be agreed following a site visit with Dr Edward Peveler however indicative requirements for sample excavation are stated below.
- All structural features or those relating to a specialised activity (for example kilns or hearths) will be subject to a 100% sample.

- All post and stake holes that relate to specialised activities will be subject to a 100% sample. Others will be subject to a 50% sample.
- A 50% sample of all pits will be undertaken.
- A minimum of 20% or 10m, whichever is greater, of all linear features will be sampled.
- All excavation, either by machine and by hand, must be undertaken with a view to avoiding damage to any archaeological features or deposits, which appear to be worthy of preservation in situ.

7.6. Archaeological recording, where not precluded by Health & Safety considerations, will consist of:

- Hand cleaning of archaeological features, sections and surfaces sufficient to establish the stratigraphic sequence exposed.
- Excavated material will be examined in order to retrieve artefacts to assist in the analysis of their spatial distribution.
- Sample excavation of exposed features sufficient to enable their date, nature, extent and condition to be described. No archaeological deposits should be entirely removed unless this is unavoidable. The depth of archaeological deposits across the site will need to be assessed.
- Completion of pro-forma record sheets (either context or trench record sheets).
- A plan at appropriate scale, showing the location and extent of mitigation works will be recorded using DGPS survey equipment.
- Plans and sections of all exposed archaeological features and horizons (including boundaries of natural) at an appropriate scale. 1:100/1:200 will be utilized to initially map the entire exposure and linked to detail plans at 1:20 of excavated features and sections at 1:10, if necessary. All features will be accurately tied into the Ordnance Survey National Grid and Ordnance Datum.
- A record of the full sequence of all archaeological deposits as revealed will be made.
- A photographic record of all significant features observed will be undertaken. This will consist of digital SLR photography which supplies both Jpeg and Raw formats.
- A scaled photographic record of representative exposed sections and surfaces, along with sufficient photographs to establish the setting and scale of the ground works.
- A record of the datum levels of archaeological deposits.

7.7. If employed, a single context planning method will be compatible with those published by the Museum of London (MoL 1994).

7.8. Bulk samples of 40 litres in volume will be taken from appropriate contexts for the recovery and assessment of environmental data. Sampling methods will follow national guidelines (HE 2015c).

7.9. A metal detector will be made available on site to aid in the recovery of artefacts if required.

7.10. If human remains are uncovered they will be left in situ, covered and protected. If the burials are not believed to be archaeological, the local constabulary will be informed. If burials and or cremations require excavation a Ministry of Justice licence under Section 25 of the Burial Act 1857 will be

obtained. Exhumation and post excavation treatment will be carried out in accordance with published guidelines.

- 7.11. 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.
- 7.12. 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. No finds will be discarded without the prior approval of the archaeological advisor and the receiving museum.
- 7.13. 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.
- 7.14. 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).
- 7.15. Provision for onsite conservation and finds treatment, in addition to any scientific dating of materials uncovered, will be undertaken where appropriate.
- 7.16. 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.

8. Report and Archive Preparation

- 8.1. The arrangements for reporting and archive preparation will comply with the requirements for archaeological mitigation detailed here.
- 8.2. On completion of the mitigation the stratigraphic record and all excavated material from the site will be assessed.
- 8.3. Summary reports of each phase of work will be submitted in pdf form to Dr Edward Peveler and the HER in digital form within twelve months of the completion of fieldwork.
- 8.4. Within six to nine months of completion of the work on site, these results will be presented as a post-excavation assessment report. A draft copy of the report will be provided to Dr Edward Peveler for verification and comment, prior to the completion of a final version or additional post excavation work being completed. A digital copy of the final agreed report and a phased GIS file of the final excavation plan (Shape File), will also be issued to Dr Edward Peveler and the Historic Environment Record.

- 8.5. The post-excavation assessment report will include, as a minimum:
- A non-technical summary;
 - A table of contents;
 - An introduction including a list of all staff members involved in the project;
 - Summary geological, archaeological and historical background details for the site;
 - A statement of the aims of the project;
 - A statement of the methodology of the mitigation and an assessment of the same;
 - A preliminary archaeological site narrative and account of the phasing based on the stratigraphic record and spot dating;
 - Phased plans and sections at an appropriate scale cross-referenced with the written description;
 - Appropriate maps, photographs and artefact drawings;
 - A discussion of the location, extent, date, nature, condition, quality and significance of any archaeological deposits identified during the work;
 - All finds and environmental specialist reports;
 - An interpretation of the results of the mitigation in relation to archaeology in the vicinity and an identification of any research implications arising;
 - A bibliography of sources consulted;
 - Site matrix;
 - Context register.
- 8.6. An updated post-excavation project design within the assessment report will propose work to be carried out in the analysis phase, defining the objectives of the analysis phase and the strategies and resources necessary to achieve them. The updated post-excavation project design will include:
- 8.7. A list of the revised project aims arising from the fieldwork and post-excavation assessment;
- A method statement which will make clear how the methods advocated are those best suited to ensuring that the data-collection will fulfil the stated aims of the project;
 - A list of all tasks involved in meeting the stated methods to achieve the aims and produce a report and research archive in the stated format;
 - Details of the research team and their projected work programmes in relation to the tasks. Allowance will be made for general project-related tasks such as project meetings, management, editorial and revision time.
- 8.8. A list of specialist staff that may be used for analysis of samples and artefacts is given in Appendix B.
- 8.9. Copies of any report will be issued to the local studies library, on the understanding that it will become a public document after an appropriate period of time.
- 8.10. An OASIS form will be completed (ID aocarcha1-502150), and a paper copy will be appended to the post-excavation assessment report. An electronic copy of the post-excavation assessment report will be deposited with the Archaeological Data Service (ADS).

Archive Preparation

- 8.11. The site archive will be prepared according to the procedures for Reading Museum.

- 8.12. The site archive will comprise all artefacts, environmental samples 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 for Archaeologists (CIfA 2015) and the Society of Museum Archaeologists (SMA 1993) recommend that finds are publicly accessible and that landowners donate archaeological finds to a local museum.
- 8.13. On completion of the project AOC will discuss arrangements with the developer/landowner for the archive to be deposited with Reading Museum. Following completion of each stage or the full extent of the fieldwork (as appropriate) the site archive will be prepared in the format agreed with the recipient museum.
- 8.14. In the case where finds are retained, landowner consent will be required to allow transfer of the finds to Reading Museum. This will require the completion of a Deed of Transfer form accompanied by a Legal Title Consent Request Letter from the landowner. A complete finds inventory and further finds information can be provided to the landowner on request.
- 8.15. The site archive will be deposited with Reading Museum following completion of the post-excavation work (if no further work is required). It will then become publicly accessible.
- 8.16. Digital data from the mitigation will be deposited with the Archaeological Data Service (ADS).

9. Publication and Dissemination

- 9.1. Publication of the results will be pursued if deemed necessary by Dr Edward Peveler and should take place within a reasonable length of time (normally not more than five years after completion of the work). Style and format to be determined by the archaeological organisation, with regard to agreed standards of archaeological publication, and the house style of the appropriate local, regional or national publication.
- 9.2. The report will state the location of the archive and acknowledge the curatorial role played in the project by Dr Edward Peveler. It will also acknowledge any provision of information from the Historic Environment Record. Any secondary reports or articles generated by this project shall similarly acknowledge Berkshire Archaeology and the HER.
- 9.3. With regard to publication, the level of the report will take into account the scale of the works, the overall importance of the site based on English Heritage/Historic England characterisation criteria, and its status within local and regional research strategies.
- 9.4. The results of the Stage 2 investigation will be published either as a round-up in or a report in the Berkshire Archaeology Journal.

10. Health and Safety

- 10.1. 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.

- 10.2. The project will be carried out in accordance with safe working practices and under the defined Health and Safety Policy. The Construction (Design and Management) Regulations 1994 (CDM) may apply to the archaeological work depending on whether contractors other than the archaeological team are present on the site.
- 10.3. A separate Risk Assessment/Method Statement (RAMS) will be prepared prior to the commencement of the fieldwork.
- 10.4. Should the works take place whilst the Covid-19 pandemic of 2020/2021 is ongoing, the RAMS will be drawn up in line with AOC's Covid-19 policies, and reflect latest government guidance and measures. The Risk Assessment will detail measures taken to prevent infection and contamination:
- Follow all RAMS (AOC's and main client's etc).
 - Contact with standing water to be avoided at all times.
 - Wear gloves.
 - Always wash hands before eating/drinking/smoking.
 - Canteen/Welfare areas will be kept clean to deter vermin.
 - Avoid unnecessary contact with eyes, mouth and nose using dirty hands.
 - All cuts and skin abrasions to be immediately washed and dressed.
 - Medical attention to be sought as per the guidelines above.
 - It is the responsibility of each staff member to ensure compliance with the control measures.
- 10.5. Best practice on 2m stand-off will be applied, including;
- Ensure RAMS are adequate for site conditions.
 - Tool box talk to be issued each day with updates.
 - Ensure the Welfare is adequate for the number of staff on site.
 - Ensure Welfare is clean and tidy. Welfare should be cleaned before and after each use.
 - Welfare - Breaks to be staggered to ensure 2 m stand-off is maintained.
 - Do not congregate on site. Maintain distance at all times.
 - Use telephones to contact folk, rather than close contact.
 - Action for Site Managers - Ensure continued competent resource is available to implement the requirements of the AOC Coronavirus update document.
- 10.6. Enhanced cleaning procedures that should be in place across the site, particularly in communal areas and at touch points include:
- Taps and washing facilities.
 - Toilet flush and seats.
 - Door handles and push plates.
 - Hand rails on staircases and corridors.
 - Lift and hoist controls.
 - Machinery and equipment controls.
 - Food preparation and eating surfaces.

- Telephone equipment.
- Keyboards, photocopiers and other office equipment.

10.7. 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 for staff welfare and washing.

10.8. 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 contractors' 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.

11. General

11.1. The methodologies of the WSI will be met in full where reasonably practicable.

11.2. Any significant variations to the proposed methodology will be discussed and agreed with Dr Edward Peveler in advance of implementation.

11.3. 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 the scope of work requested by the local authority's archaeological advisor

12. Bibliography

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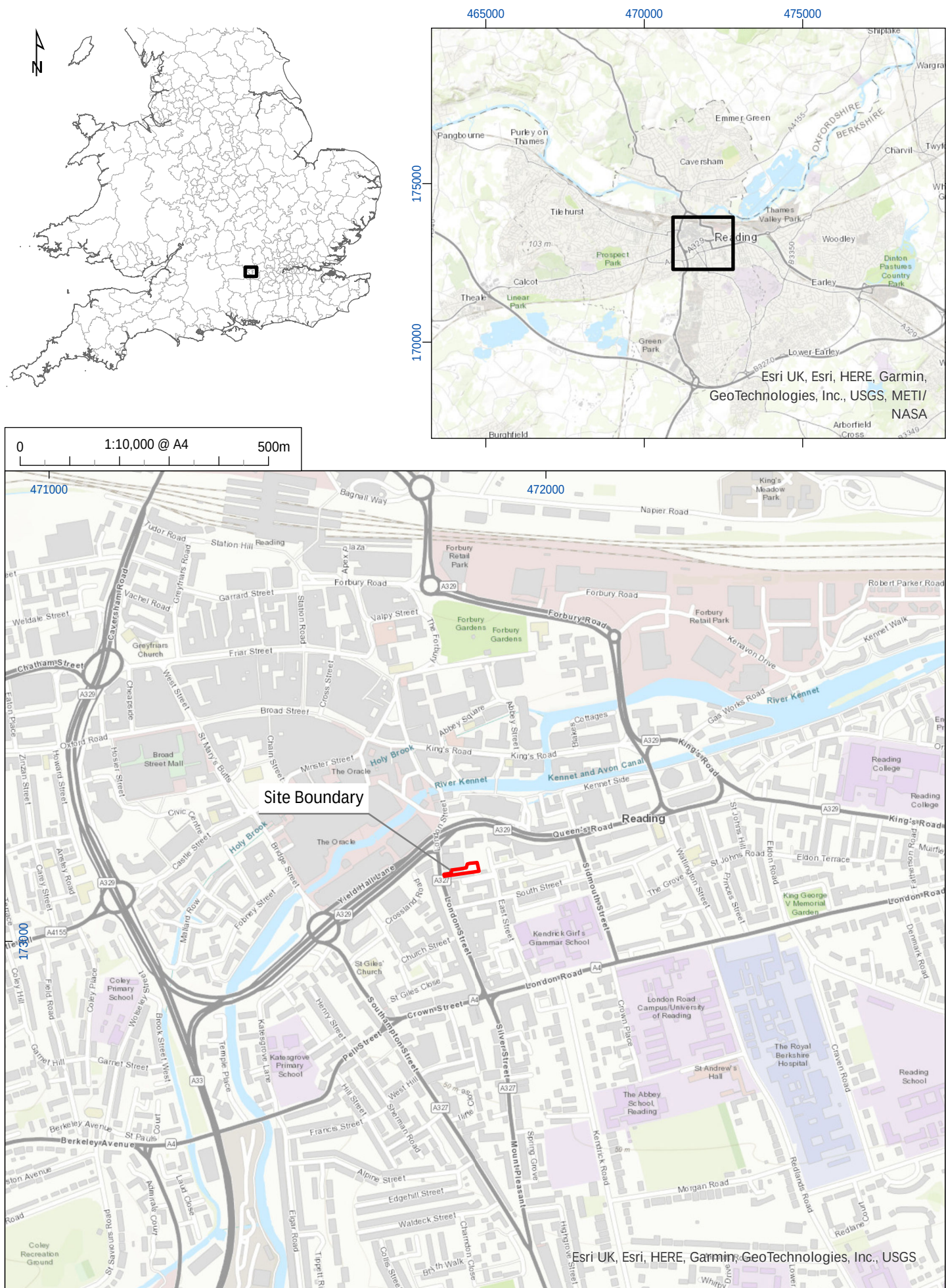


Figure 1: Site location plan

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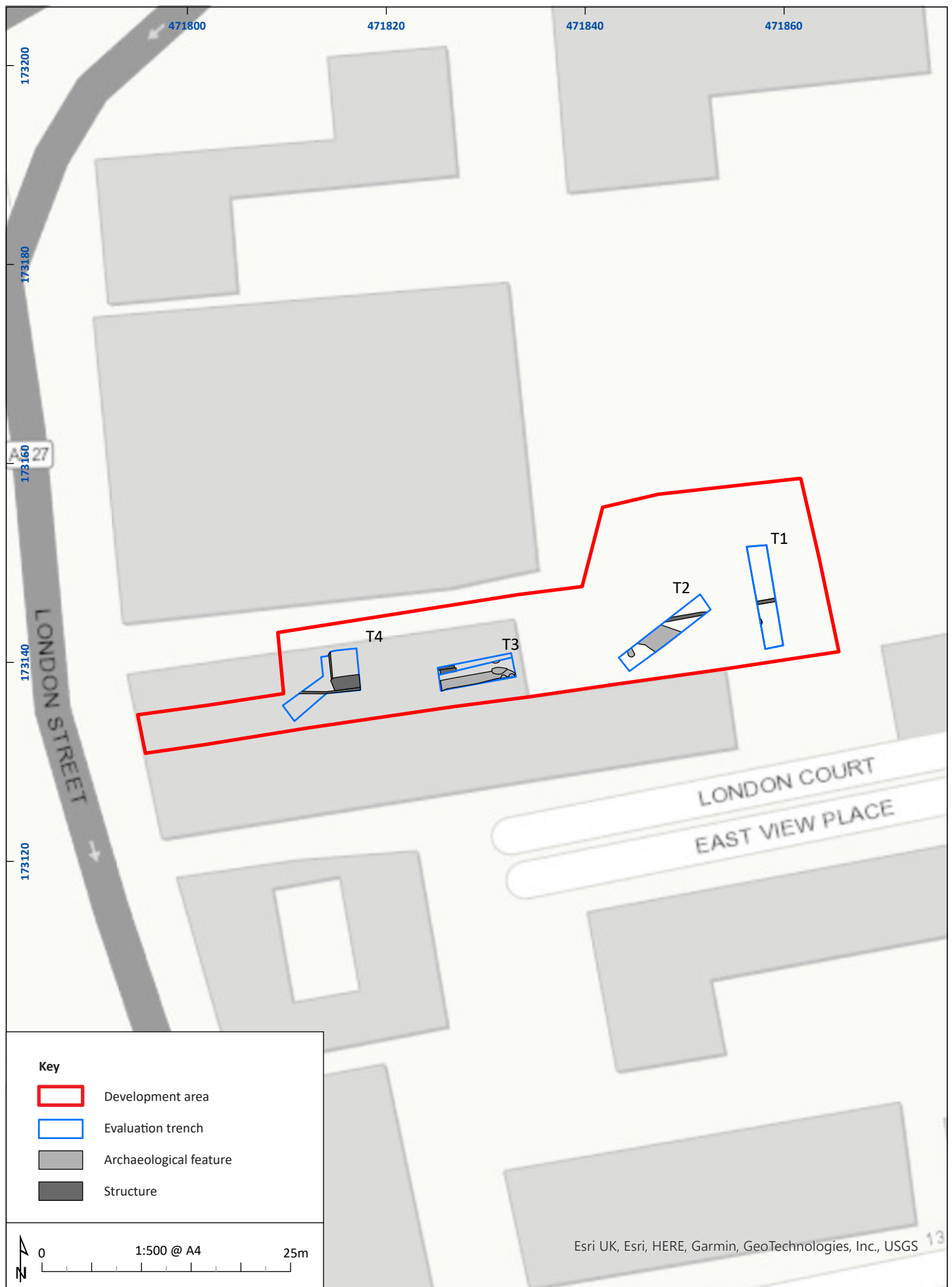
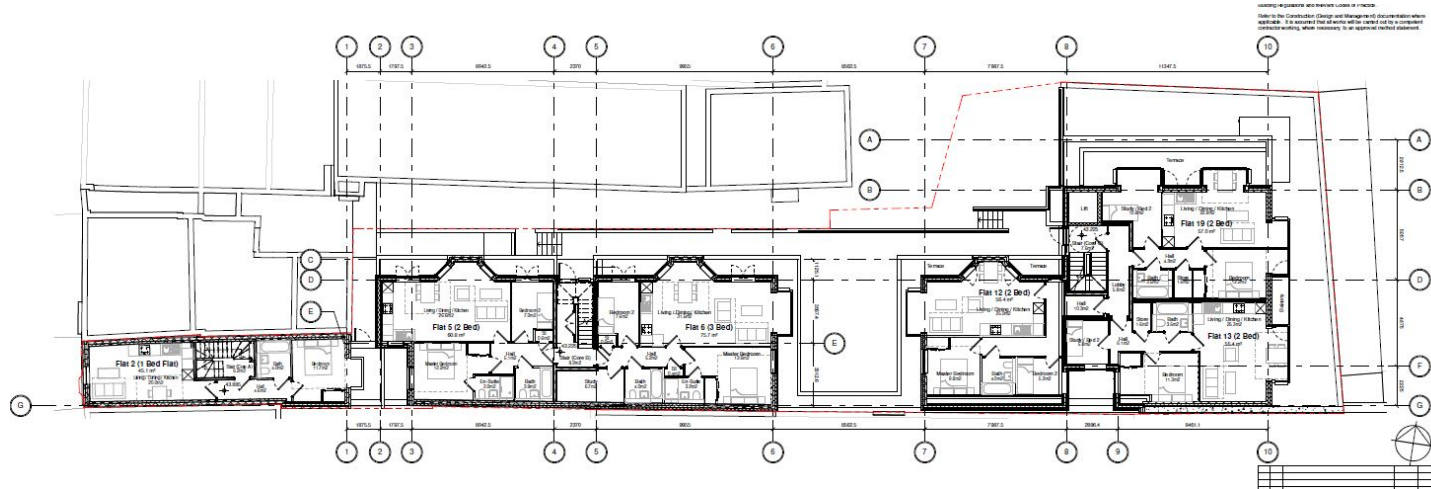
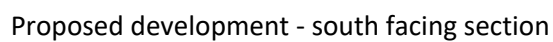


Figure 2: Evaluation Trenches

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Proposed development - ground floor



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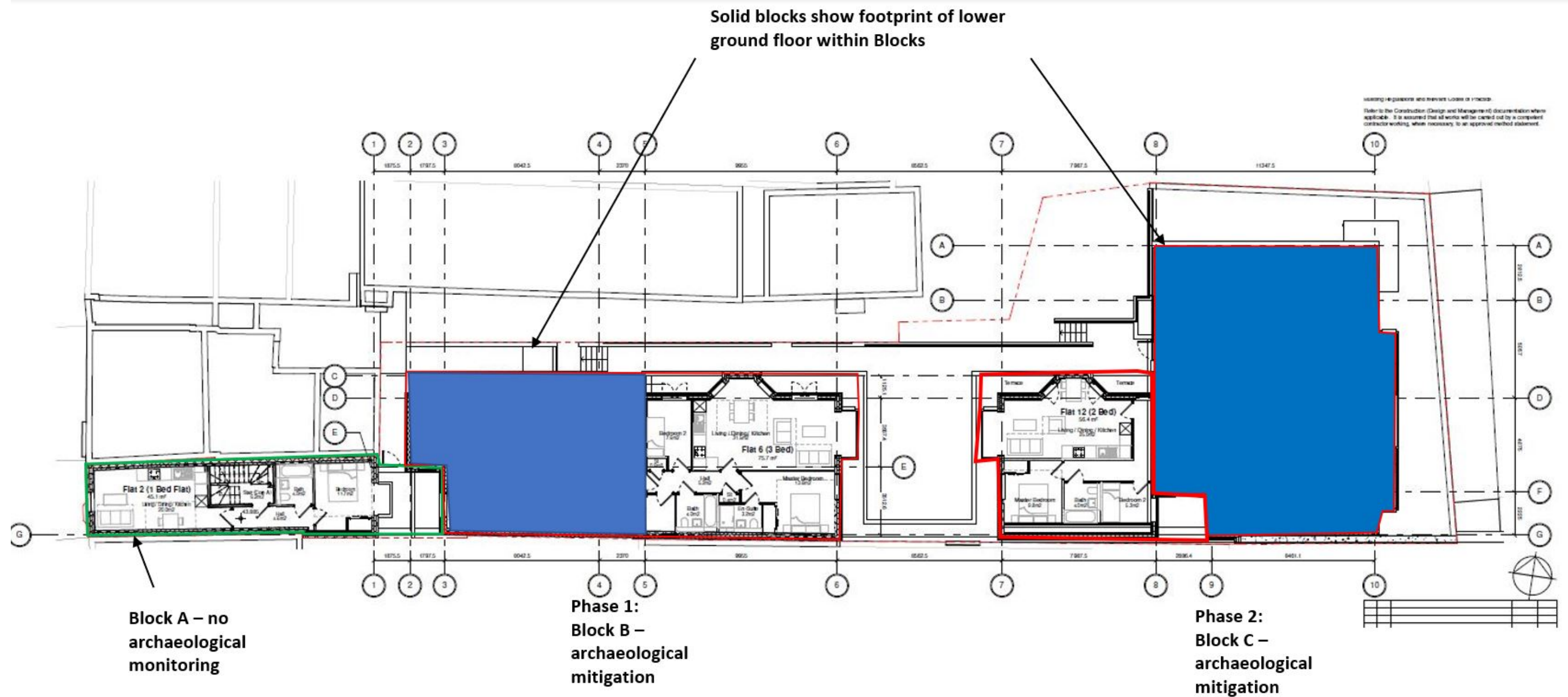


Figure 4: Mitigation areas

Appendices

Appendix A – General Information

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.

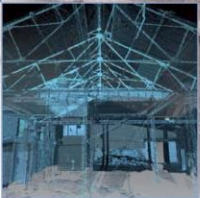
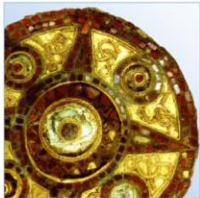
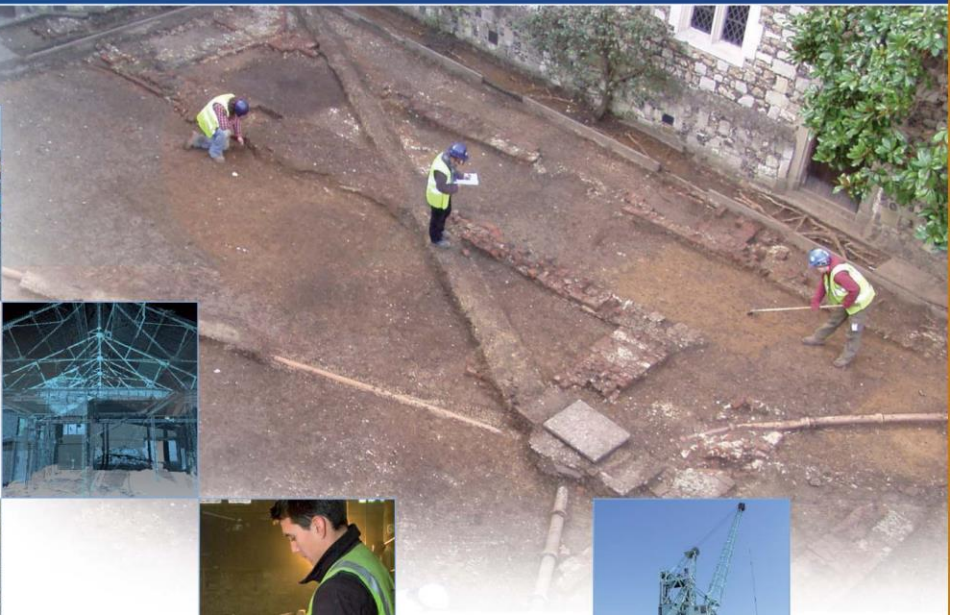
Standards

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	Mara Tesorieri	AOC
Conservation	Gretel Evans	AOC
Building material	Andrew Peachy	AS
Lithics	Jon Cotton	Freelance
Mammal and bird bone	Jackaline Robertson	AOC
Prehistoric pottery	Jon Cotton	Freelance
Roman pottery	Anna Doherty	ASE
Medieval	Luke Barber	Freelance
Post-medieval pottery	Kylie McDermott	AOC
Metal	Andrew Morrison	AOC
Glass	Andrew Morrison	AOC
Geo-archaeology	Virgil Yendell	AOC



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