

66-68 South Street, Romford
Written Scheme of Investigation
for Archaeological Evaluation

Client: MAP ARCHITECTURE

AB Heritage Project No: 61905

Date: 18/12/2024

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Written Scheme of Investigation for Archaeological Evaluation

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Figure 1: Site Location
Figure 2: Existing Block Plan
Figure 3: Proposed Block Plan
Figure 4: Proposed Trench Plan

1. INTRODUCTION

1.1 Project Background

- 1.1.1 AB Heritage Limited has been commissioned by MAP Architecture to produce a Written Scheme of Investigation (WSI) for an Archaeological Trench Evaluation covering land at 66-68 South Street, Romford, RM1 1RB (Fig 1).
- 1.1.2 The archaeological work was requested by the Greater London Archaeological Advisor acting for the London Borough of Havering [*Archaeological Advisor*], because the site lies within an Archaeological Priority Zone, and has the potential to hold archaeological data associated with the Prehistoric, Roman, Medieval and Modern periods. The evaluation will provide information on ground conditions and the extent, depth, date, and state of preservation of any surviving archaeological features and deposits.
- 1.1.3 This document sets out the detailed methods to be employed during the Archaeological Evaluation, which will be carried out in line with Standards and Guidance of the Chartered Institute for Archaeologists (2019) and the *Guidelines for Archaeological Projects in Greater London* (GLAAS, 2015).
- 1.1.4 Depending on the results of the evaluation, further field investigation or mitigation may be required, and will need to be controlled by an updated WSI approved by the LPA.

1.2 Site Location & Description

- 1.2.1 The proposed site is located at 66-68 South Street, Romford, RM1 1RB on the junction of Arcade Place and Exchange Street, in the town centre. Most the site footprint is comprised of a large brick building with a hardstanding service yard to the rear. The building accommodates several commercial retail outlets (Plate 1). The Site covers an area of c. 930 sqm, currently comprising retails units, centred approximately on NGR TQ 51348 88559



Plate 1. The Site as existing

1.3 Overview of Proposed Development

- 1.3.1 The proposal is for the demolition of the existing 2-storey retail/commercial building and the erection of a 4-storey mixed use building containing 3 x Class E units and 4x 1-bed, 8x 2-bed and 7x 3-bed Class C3 residential flats.

1.4 Geology & Topography

- 1.4.1 The site is recorded as being on superficial sands and gravels of the Hackney Gravel Member, which contains localised lenses of silt, clay or peat. This overlies a bedrock geology of mixed silty and sandy clays of the London Clay Formation (British Geological Survey, 2024).
- 1.4.2 The site occupies flat ground situated above c. 16m Ordnance Datum (OD).

1.5 Roles & Responsibilities

- 1.5.1 The **Client** will be MAP Architecture
- 1.5.2 The overall management of the Archaeological Evaluation works set out in this WSI will be undertaken by AB Heritage acting as the Client's **Archaeological Project Manager**.
- 1.5.3 On-site works will be carried out by the **Archaeological Fieldwork Contractor**, which will be a Registered Archaeological Organisation with the Chartered Institute of Archaeology, likely to be Archaeology South-East.
- 1.5.4 The **Archaeological Advisor** for the scheme will be Stephanie Ostrich in her curatorial capacity as the Archaeological Advisor for this area of Greater London, within Historic England's Greater London Archaeology Advisory Service (GLAAS) who are tasked with providing archaeological advice to the London Borough of Havering.

2. ARCHAEOLOGICAL BACKGROUND

- 2.1.1 The immediate area of 66-68 South Street has not been subject to previous archaeological investigation. Consultation of the Archaeological Data Service database brought up seven archaeological events within 3km of the Site: three archaeological desk-based assessments, three watching briefs and one evaluation. A summary of findings from these reports are presented briefly below. These reports indicate a low potential for Prehistoric and Roman with sparse finds being recorded from over 100m north of the Site.
- 2.1.2 The main areas of interest in relation to archaeology are the potential for the recovery of Post-Medieval and Modern remains mainly because of the proximity of the site to the historic core of the town, and more pertinently, because in 1887, the South Street Congregational Church was located within the Site boundary. The church was demolished in 1965.

3. AIMS & METHODOLOGY OF ARCHAEOLOGICAL EVALUATION

3.1 Aims of Work

3.1.1 The general aims of the archaeological investigation are:

- To assess the character, date, location, and preservation of any archaeological remains on the site. The results will include a comment on the quality and significance of remains;
- To assess the nature and extent of any previous damage to archaeological remains uncovered on the site; and
- To collect enough information for a suitable mitigation strategy to be devised, with this information being presented in an updated WSI, if required.

3.1.2 The results of the evaluation will be assessed for their potential to contribute to specific research objectives contained within 'A Research Framework for London Archaeology 2002' (MoLAS, 2003).

3.1.3 Site specific aims are:

- Assess the potential for the development to disturb deposits relating to the footprint of the South Street Congregational Church.
- Assess the potential of site to hold archaeological remains relating to the historic Medieval core of Romford and potentially earlier periods.

3.2 Scope & Methodology of Works

Scope of Work

3.2.1 The trenches will be excavated after the existing building has been demolished to the level of the ground slab, and after the site has been cleared.

3.2.2 The Archaeological Evaluation will require the machine excavation of two trenches one measuring 15m by 2m and a trench measuring 20m by 2m as shown on Figure 3. If remains requiring further investigation are encountered, a contingency for up to a further 5 linear metres should be allowed.

3.2.3 The trench locations are subject to reasonable change by the *Archaeological Fieldwork Contractor*, dependent on conditions on site, to avoid services or obstructions, or party walls. No changes will be made that affect the aims of the project without prior agreement between the *Archaeological Project Manager* and the *Archaeological Advisor*.

Fieldwork Methodology

3.2.4 The *Client* must provide to the *Archaeological Project Manager* current utility and service plans covering the project Site prior to works commencing. The *Archaeological Project Manager* will ensure that the utility and service plans are forwarded to the *Archaeological Fieldwork Contractor*, and they must make themselves familiar with them. to ensure that they

are familiar with them. The location of the trenches must be scanned by the archaeological fieldwork contractor by CAT and Genny prior to any excavation being enacted.

- 3.2.5 The trench locations will be accurately surveyed using DGPS prior to excavation and related to the National Grid.
 - 3.2.6 For breaking through the ground slab or hardstanding, it will be acceptable to use a breaking tool, or toothed bucket, but this must be carried out under the strict supervision of the Archaeological Fieldwork Contractor.
 - 3.2.7 Once through the ground slab or hardstanding, a toothless bucket will be used by either a tracked 360 mechanical excavator, or a JCB type back acting machine for the purpose of opening the trenches.
 - 3.2.8 Machining of the trenches will be to the natural geology or the top of significant archaeology – whichever is contacted first. All machining will be monitored by the *Archaeological Fieldwork Contractor*.
 - 3.2.9 If the depth of the trenches exceeds a maximum working depth of 1.2m, or ground conditions are deemed unsafe by the *Archaeological Fieldwork Contractor*, then the trenches may need to be stepped or shored for access in a safe manner, where practicable.
 - 3.2.10 Once mechanical excavation has ceased the resulting surfaces will be cleaned by hand as necessary, along with one long-trench edge or representative section.
 - 3.2.11 All exposed features / structures will be planned prior to investigation.
 - 3.2.12 All archaeological deposits will be manually excavated (unless agreed between the *Archaeological Project Manager* and the *Archaeological Advisor*), using appropriate tools, to determine their nature and extent. Excavation undertaken for evaluation purposes will be sufficient to clarify the extent, nature, and significance of any archaeology present and no more.
 - 3.2.13 Overburden and subsoil will be heaped separately for reinstating in the correct sequence, at a safe distance from the edges of the trenches.
 - 3.2.14 Once the trenches are open a meeting will be organised by the *Archaeological Project Manager*, who will invite the *Archaeological Advisor* (and the Regional Science Advisor for Historic England, if applicable), where they are able to attend, to establish a sampling strategy, discuss the scope of environmental sampling and scientific dating and agree the deployment of contingency trenching.
 - 3.2.15 All archaeological deposits will be examined and recorded both in plan and section. As a minimum guideline however, discrete features will be half-sectioned in the first instance; linear features will be sampled at a minimum of 20% along their length. Where features intersect or terminate, these points will be excavated to ensure the stratigraphic sequence is understood.
 - 3.2.16 Should complex or significant archaeological remains be revealed where excavation in the confines of the evaluation trench would be detrimental to their recording and interpretation, these will be left unexcavated until an appropriate strategy can be formulated between the *Archaeological Project Manager* and the *Archaeological Advisor*.
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- 3.2.17 On completion of the fieldwork, the *Archaeological Project Manager* will seek permission from the *Archaeological Advisor* to backfill the trenches. No backfilling will be carried out without the prior approval from the *Archaeological Advisor*.
- 3.2.18 All work undertaken will be undertaken by suitably qualified and experienced archaeologists in-line with the various Codes of Conduct as set out by the Chartered Institute for Archaeologists, including the *Standards & Guidance for Archaeological Field Evaluation* (CIfA 2020a). Work will also fulfil requirements set out in the *Guidelines for Archaeological Projects in Greater London* (GLAAS, 2015).

Finds

- 3.2.19 All identified finds, artefacts, industrial and faunal remains will be collected and retained. All artefacts and faunal remains will be collected under a unique site code and context number as appropriate and collected and stored in line with the Museum of London '*General Standards for the Preparation of Archaeological Archives Deposited with the Museum of London*' (2009) and the '*Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials*' (CIfA, 2014).
- 3.2.20 Should finds that require immediate conservation be encountered, they will be exposed, lifted, cleaned, conserved, marked, bagged, and boxed in accordance with the guidelines set out in the United Kingdom Institute for Conservation document '*Conservation Guideline No. 2* (UKIC 1983). Appropriate guidance set out in the Museums and Galleries Commissions '*Standards in the Museum Care of Archaeological Collections* (MGC, 1992) and the current CIfA guidelines (CIfA 2019) will also be followed.
- 3.2.21 Packaging of all organic finds and metalwork will follow the UKIC / Rescue guidelines '*First Aid for Finds*' (Leigh, 1998). Any necessary conservation and treatment of metalwork will be arranged in conjunction with specialist conservators. X-ray photography of metal objects will be used where deemed appropriate.
- 3.2.22 Specialists will be consulted based on the results of the trial trenching. All specialists will have knowledge of the area and will be acceptable to the *Archaeological Advisor*.

Human Remains

- 3.2.23 In line with guidance for the treatment of human remains in an evaluation context, any human remains from a sealed context will be left *in-situ*, covered, and protected.
- 3.2.24 The remains will not be excavated and lifted until a Section 25 licence has been obtained from the Ministry of Justice. Both the *Client* and *Archaeological Advisor* will be informed by the *Archaeological Project Manager* if human remains are encountered, so that an agreement can be reached on the best possible way forward to deal appropriately with the resource. In the event that burials are at imminent risk of damage, then they will be excavated, only after agreement with the *Archaeological Advisor*.

Treasure

- 3.2.25 The 1996 Treasure Act defines "Treasure" as:
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- Any object at least 300 years old when found which is: not a coin but has metallic content of which at least 10% is precious metal, or one of at least two coins with at least 10% precious metal content.
- One of at least 10 coins (if the coins contain less than 10% gold or silver).
- Any object at least 200 years old designated as treasure by the Secretary of State.
- Any object which would have been 'Treasure Trove' before the 1996 Act, but which is not covered above.
- Any object found with any of the above.

3.2.26 The Treasure (Designation) Order 2002 extends the definition of treasure to include:

- Finds of at least two base metal objects (other than coins) of prehistoric date.
- Any object (other than a coin) of prehistoric date with any precious metal content.

3.2.27 Any item identified as qualifying as Treasure under the 1996 Treasure Act will be reported to the local coroner as such. Contact will be made with the local Finds Liaison Officer or the treasure team at the British Museum, who will be able to assign a treasure number and report the find to the coroner. The treasure number will be quoted in the final report. A short report on the object and photographs will be required.

3.2.28 To protect the finds from theft the *Archaeological Fieldwork Contractor* will arrange for the recording of the finds and their removal to a safe place. Where recording and removal is not feasible or appropriate on the day of discovery the *Archaeological Project Manager* shall ensure, in liaison with the *Client* and the *Archaeological Advisor*, that adequate site security is provided.

3.2.29 Subject to the Provisions of the Treasure Act 1996, all material that is defined as Treasure is vested in the franchisee or, if none, the Crown.

Environmental Sampling

3.2.30 Where required, a strategy for environmental sampling will be agreed, following the opening of the trenches, during an onsite meeting organised by the *Archaeological Project Manager*, inviting the *Archaeological Advisor* (and the Regional Science Advisor for Historic England, if applicable). The Regional Science Advisor will be advised of the start date for the evaluation by the *Archaeological Project Manager*, with a notice period of two working weeks.

3.2.31 In general, environmental sampling during the evaluation will target a representative range of contexts from each identified phase and will examine the survival of material and key archaeological contexts. Should significant environmental deposits be encountered, they will be sampled and processed in line with Historic England guidelines (Campbell et al., 2011). Sampling should be demonstrated to be both fit for purpose and in keeping with the aims and objectives of the project.

3.2.32 Provision will be made for the collection and processing of the following samples where conditions and deposits are deemed appropriate:

- Bulk samples of 40 - 60 litres, or 100% of the context, for processing using a floatation tank for the recovery of charred plant remains from the 'flot' and artefacts such as small bones, mineralised plant remains, charcoal and hammer scale from the residues;
- Samples of 1 - 5 litres from waterlogged deposits for analysis of waterlogged plant remains;
- Samples of 5 - 15 litres from waterlogged deposits for analysis of insect remains and other macroscopic artefacts;
- Samples of 2 litres for mollusc analysis, with associated continuous column samples;
- Monolith samples;
- Monolith Samples to provide diatom, spore, or pollen analysis; and
- Monolith samples for soil micromorphology.

3.2.33 All environmental samples will be assessed for potential through summary analysis by a suitably qualified environmental specialist.

3.2.34 The archaeological environmental specialist will provide the *Archaeological Project Manager* with a list of the samples identifying which will be suitable for processing, and those considered unlikely to yield useful results. The *Archaeological Project Manager* will seek approval from the *Archaeological Advisor* regarding the discarding of samples of low archaeological potential. No samples will be processed or discarded by the archaeological environmental specialist without instruction from the *Archaeological Project Manager*. Residues will be treated as part of the assemblage of finds.

3.2.35 If waterlogged deposits are encountered, they will be dealt with in accordance with relevant national guidance such as '*Waterlogged Organic Artefacts*' (Historic England, 2018b), '*Investigative Conservation*' (English Heritage 2008), and '*Waterlogged Wood*' (English Heritage, 2010).

Scientific Dating

3.2.36 Scientific dating techniques will be applied where appropriate. The Archaeological Specialist will provide the *Archaeological Project Manager* with a provisional account of the items / samples suitable for scientific dating. The *Archaeological Project Manager* will discuss with the *Archaeological Advisor* and the Historic England Archaeological Science Advisor (where applicable), which samples if any, should be processed during the evaluation stage. Provision will be made for:

- Dendrochronological analysis from timbers;
 - C14 dating from organic material, which may be taken as sub-samples from bulk or monolith samples; and
 - Archaeomagnetic dating from hearths or other suitable deposits.
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Recording System

- 3.2.37 A unique site code will be allocated by the *Archaeological Fieldwork Contractor*, prior to fieldwork commencing, from the Museum of London, London Archaeological Archives (LAA). This code will be used to label all sheets, plans and other drawings; all context and recording sheets; all photographs (but not negatives); all other elements of the documentary archive.
- 3.2.38 The recording system used will follow the Museum of London Archaeological Site Manual (Spence 1994). A full record of all excavated features will be made using a single context planning system. Each archaeological context will be recorded separately by means of a written description. Pro-forma context sheets will be used throughout to record all relevant stratigraphic relationships, and, for complex stratigraphy, a separate matrix diagram will be employed. This matrix will be fully checked during the evaluation, allowing for the stratigraphic relationships of each context to be recorded in the form of a Harris Matrix stratification diagram. An index will be kept of all record types.
- 3.2.39 A site location plan will be prepared in GIS showing investigation area and development site in relation to the surrounding locality and related to the National Grid.
- 3.2.40 The extent of any visible archaeological deposits will be recorded in plan.
- 3.2.41 Sections will be recorded by means of a measured drawing at an appropriate scale. Sections will be drawn at 1:10. The height of a datum on the drawing will be calculated and recorded. The locations of sections will be recorded on the site plans.
- 3.2.42 Cut features will be recorded in profile, planned at an appropriate scale and their location accurately identified on the appropriate trench plan. Plans will be drawn at 1:20. Burials will be drawn at 1:10.
- 3.2.43 All drawn records will be clearly marked with a unique site number and will be individually identified. The scale and orientation of the plan will be recorded. All drawings will be drawn on dimensionally stable media. At least two grid references will be marked on each plan.

Photography

- 3.2.44 All archaeological features will be photographed in digital format only, using appropriate photographic scales, following guidance contained in '*Digital Image Capture and File Storage*' (Historic England, 2015).
- 3.2.45 The photographs will illustrate both detail and general context the principal features and finds discovered. The photographic record will also include working shots to illustrate the general nature of the archaeological works. A register of all photographs taken will be kept on standardised forms.

4. REPORT & DISSEMINATION

- 4.1.1 A formal report on the results of the archaeological evaluation will be prepared by the *Archaeological Fieldwork Contractor* on completion of all fieldwork on the site. The report will conform to Annex 2 of the Chartered Institute for Archaeologists 'Standard and Guidance for Archaeological Field Evaluation' (CIfA, 2020a) and 'Guidelines for Archaeological Projects in Greater London' (GLAAS, 2015) and will include, where relevant:
- Executive summary;
 - A site location plan to at least 1:10,000 scale with at least an 8-figure central grid reference;
 - OASIS reference number; unique site code; museum accession number for the site;
 - Planning application number;
 - Consultant's details including date work carried out;
 - Nature and extent of the proposed development including developer/client details as far as is known at the time of preparation;
 - Description of the site location and geology;
 - A site plan to a suitable scale and tied into the national grid;
 - Discussion of the results of the field work;
 - Context & feature descriptions;
 - Features, number and class of artefacts, spot dating & scientific dating of significant finds presented in tabular format;
 - Stratigraphic matrices for the various areas examined;
 - Plans and section drawings of the features drawn at a suitable scale;
 - Initial assessment reports by specialists;
 - Discussion of how the work has contributed to 'A Research Framework for London Archaeology 2002' (MoLAS, 2003).
 - Recommendations regarding the need for, and scope of, any further archaeological fieldwork; and
 - Bibliography.
- 4.1.2 On review and approval of the Evaluation report by the *Archaeological Project Manager*, a draft version of the document will be provided in .pdf format by the *Archaeological Project Manager* to the *Archaeological Advisor* and the *Client* for review and approval.
- 4.1.3 Once approved a hardcopy of the report will be sent to the County Historic Environment Record by the *Archaeological Project Manager*, where this is requested of them, on the understanding that it will be made available as a public document after an appropriate period (not exceeding 6 months from the completion of fieldwork). In addition, the *Client* will issue a
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digital copy of the report to the Local Planning Authority Planning Officer, as part of this planning application.

- 4.1.4 The *Archaeological Fieldwork Contractor* shall retain full copyright of any report they produce under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it hereby provides an exclusive licence to the *Client* and *Archaeological Project Manager* in all matters directly relating to the project as described in this document. Any document produced to meet planning requirements can be copied for planning purposes by the Local Planning Authority. Any information deposited in the Historic Environment Record can be freely copied without reference to the originator for research or planning purposes.
- 4.1.5 A digital copy of the final report will be submitted to the OASIS online archive by the *Archaeological Fieldwork Contractor*, along with a completed OASIS form within 3 months of the completion of the report.
- 4.1.6 A summary account of the work will be submitted to the editor of *London Archaeology* and any relevant period journals (e.g., *Medieval Archaeology*, *Proceedings of the Prehistoric Society*) by the *Archaeological Fieldwork Contractor* no later than March 31st of the year following completion of fieldwork.

5. ARCHIVE & DIGITAL DATA MANAGEMENT PLAN

- 5.1.1 The unique site code will be obtained from the Museum of London by the *Archaeological Fieldwork Contractor* on approval of this WSI by the *Archaeological Advisor* prior to fieldwork commencing and will be used to mark all plans, drawings, context and recording sheets, photographs and other site material during excavation.
- 5.1.2 The archive will be deposited by the *Archaeological Fieldwork Contractor* to the Museum of London under an accession number (pending) on completion of the project.
- 5.1.3 Deposition must be in accordance with the Museum of London Archive: Standards for Deposition.
- 5.1.4 In bulk finds will be bagged in clear self-sealing plastic bags, marked with the same details.
- 5.1.5 If the Museum of London Archive cannot digitally archive any files, then digital aspects of the archive will be archived via the Archaeological Data Service (ADS).
- 5.1.6 In the event that the landowner should wish to retain the finds, then a full measured, written, and graphic record of the assemblage will be made.
- 5.1.7 The Digital Management Plan has been produced in line with the ClfA Dig Digital Toolkit and guidance, 2024.

DIGITAL MANAGEMENT PLAN	
Section 1: Project Administration	
<i>Detail key project details, including the type of project, unique identifiers (e.g. OASIS), key organisations involved in data creation and management, etc:</i>	
- Project Name & Type: - Archaeological Project Manager: - Archaeological Fieldwork Contractor: - Archaeological Advisor: - Trusted Digital Data Repository	66-68 Suth Street, Romford. Archaeological Evaluation. AB Heritage Limited: TBC Greater London Archaeology Advisory Service (GLAAS) OASIS / ADS
Section 2: Data Collection	
<i>Outline what data will be generated, specifying the standards or methods to be employed:</i>	
Data will be collected almost entirely by the Archaeological Fieldwork Contractor during the fieldwork stage and the post-excavation stage of the works. The Archaeological Project Manager will produce the final version of the Archaeological Evaluation Report, and this will be submitted to OASIS. Digital Data will comprise: Field Survey Data (GPX), Digital Photos (RAW and JPEG), Digitized Field Records (JPEG), Finds or Site Drawings in Adobe Illustrator (AI), Site Plans in CAD (DWG), Tables created in Excel (XLS) and reports in Word (DOC, DOCX), emails (MSG)	

Section 3: Documentation and Metadata

Articulate what documentation and metadata will accompany the data, and how this data will be managed and documented at each stage of the project, from acquisition to archive:

- The requirements for documentation and metadata will follow the requirements of OASIS. Where relevant, raw and processed data will be included in the archive.

Section 4: Ethics and Legal Compliance

Consider how you will manage any ethical, copyright, and Intellectual Property Rights (IPR) issues:

- All copyrighted digital data (maps etc.) will be clearly labelled and licensed where necessary. Created digital data will be credited / attributed to the creator, who will retain copyright where applicable

Section 5: Storage and Backup

Define how data will be stored, accessed, and backed up during the research, ensuring data security.

- Digital data will be stored by the Archaeological Fieldwork Contractor until deposition.
- The data will be backed up in line with AOC Archaeological procedures.

Section 6: Selection and Preservation

Outline what will be retained, shared, and / or preserved, and the process for how data was selected for long-term preservation, aligning with stakeholder expectations.

Detail what the long-term preservation plan for the dataset is, emphasising its dynamic nature. The DMP is positioned as a living document, necessitating regular reviews at significant project stages for relevance and adaptability to changes that may occur during project delivery.

A central theme underscores the necessity of depositing the digital archive with a Trusted Digital Data Repository, ensuring they have been contacted and are aware of the work and storage needs. This aligns with industry standards and guidelines set by ClfA.

- Only data that has relevance to the outcomes of the project shall be retained and preserved.
- Early drafts and work in progress documents / drawings etc, shall be discarded once the project has been submitted to GLHER & OASIS, following the planning decision for follow up archaeological mitigation.
- Archiving has been costed as part of the project.

Section 7: Data Sharing and Accessibility

The archaeological process is structured into stages, i.e. start-up, initiation, execution, curation, and reuse. Each stage involves specific tasks that contribute to the creation and management of a well-ordered and secure archive. Consideration needs to be given to this entire project lifecycle and how the

data produced will be shared and made accessible, including whether there would be any restrictions on data sharing.

- OASIS will hold the project data, and access will be via OASIS webpages.
- There will be no restrictions on data sharing required.

Section 8: Responsibilities

Clearly define roles and responsibilities for data management at all stages of the project.

- The Archaeological Fieldwork Contractor will be responsible for data up to the point of accession with OASIS.

6. ACCESS AND SAFETY

- 6.1.1 Reasonable access to the site will be arranged for the Local Planning Authority and the *Archaeological Advisor*, who may wish to make site inspections to ensure that the archaeological investigations are progressing satisfactorily.
- 6.1.2 The *Archaeological Project Manager* will provide the *Archaeological Advisor* 14 (fourteen) working days (or in exceptional circumstances a minimum of 48 hours) notice, by dated email, of the commencement of site works.
- 6.1.3 The *Archaeological Advisor* should provide the *Archaeological Project Manager* with at least a working days' notice of an intended visit, so that the *Archaeological Project Manager* can arrange to be present during the site visit.
- 6.1.4 Before any site work commences, a full Risk Assessment will be produced. This document will be updated as necessary as site conditions evolve.
- 6.1.5 All relevant health and safety regulations will be followed. Barriers, hoardings, and warning notices will be installed as appropriate. Appropriate PPE including safety boots, safety helmets and hi-visibility jackets will be used by all personnel as necessary.
- 6.1.6 No personnel will work in deep unsupported excavations. The installation of temporary support work and other attendance will be provided as required.

Community Involvement

- 6.1.7 Site staff will be allowed to answer general questions from members of the public regarding the archaeology of the area but will not be permitted to discuss the wider development proposals.
- 6.1.8 Given the nature and scale of the works, information boards, site tours and other community involvement activities are not considered appropriate or necessary. Where it becomes apparent that there may be benefit for such outreach, the *Archaeological Project Manager* will seek to explore opportunities for Community Involvement with the *Client*, based on the results of the evaluation and should further phases of work on the site be required.

7. ADDITIONAL INFORMATION

7.1 Timetable

- 7.1.1 The phase of works described in this document are not yet scheduled. Discussions will be held between the *Archaeological Project Manager*, the *Client*, and the landowners (where applicable) to ensure all access arrangements are resolved in advance of works.
- 7.1.2 Site work is expected to be completed within c. 5 working days, excluding contingency requirements.
- 7.1.3 The evaluation report will be prepared within five weeks of the end of the fieldwork.

7.2 Monitoring

- 7.2.1 Following the opening of the trenches, the *Archaeological Project Manager* will notify the *Archaeological Advisor* and arrange a site visit.

7.3 Further Works

- 7.3.1 Should the results of the evaluation prove that archaeological remains are present on the site, further archaeological work may be required. This will need to be agreed between the *Archaeological Project Advisor* and the *Client*, along with the *Archaeological Advisor*. The exact methodology and timetabling of further archaeological work would be dependent on the nature of the remains recorded during the evaluation.

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Figure 1 - Site Location

66-68 South Street
Romford RM1 1RB

Location Plan

Scale: 1:1250 at A4
Drawn: ef
Date: July 2019



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scale: 0 5 10 20 30 40 50

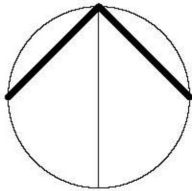


Figure 2 - Exisitng Site Plan

66-68 South Street
Romford RM1 1RB

Scale: 1.200 at A1
1.400 at A3
Drawn: ef
Date: July 2019

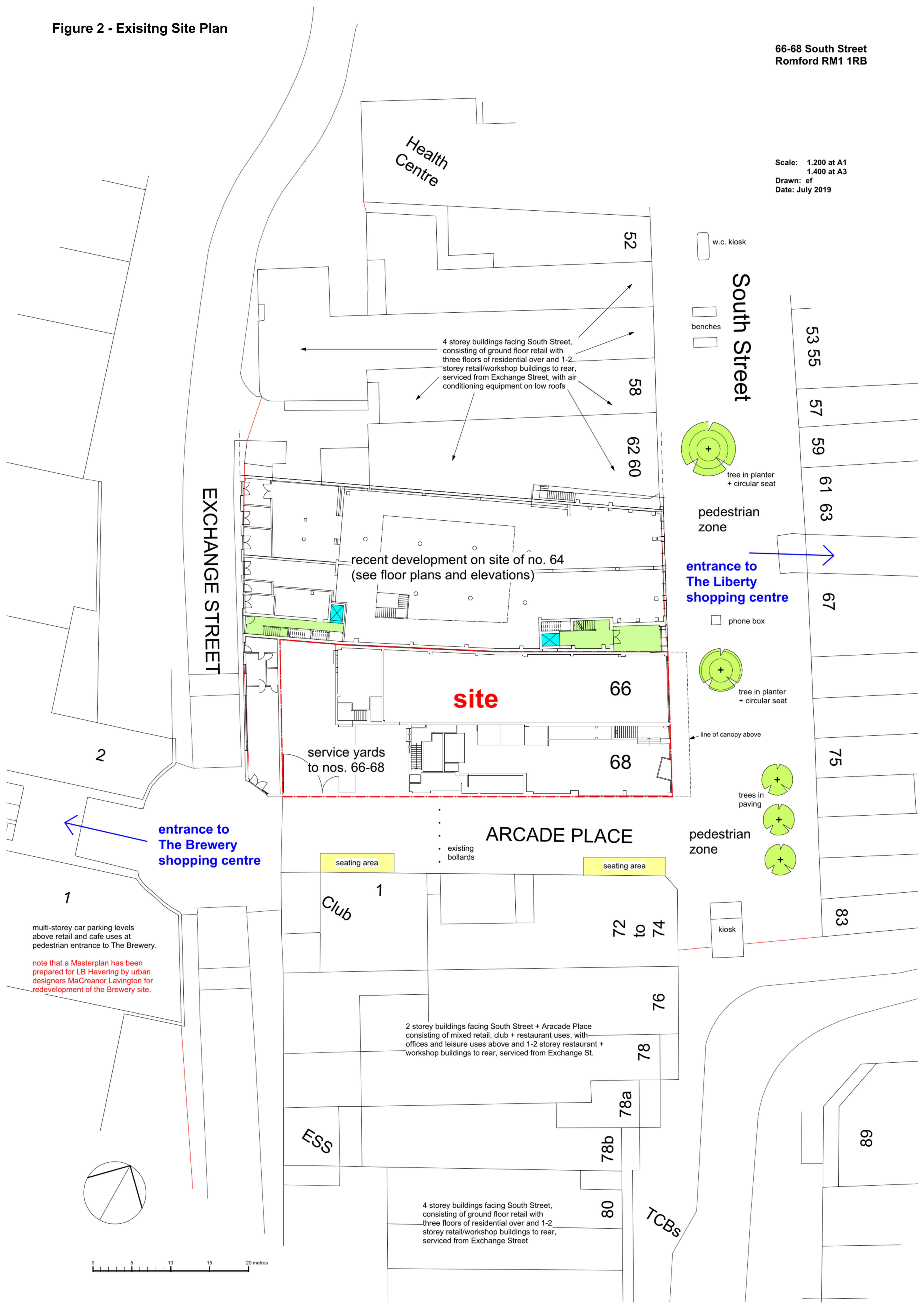


Figure 3 - Proposed Site Plan

66-68 South Street
Romford RM1 1RB

Block Plan
as Proposed

Scale: 1.200 at A1
1.400 at A3
Drawn: ef
Date: Aug 2020

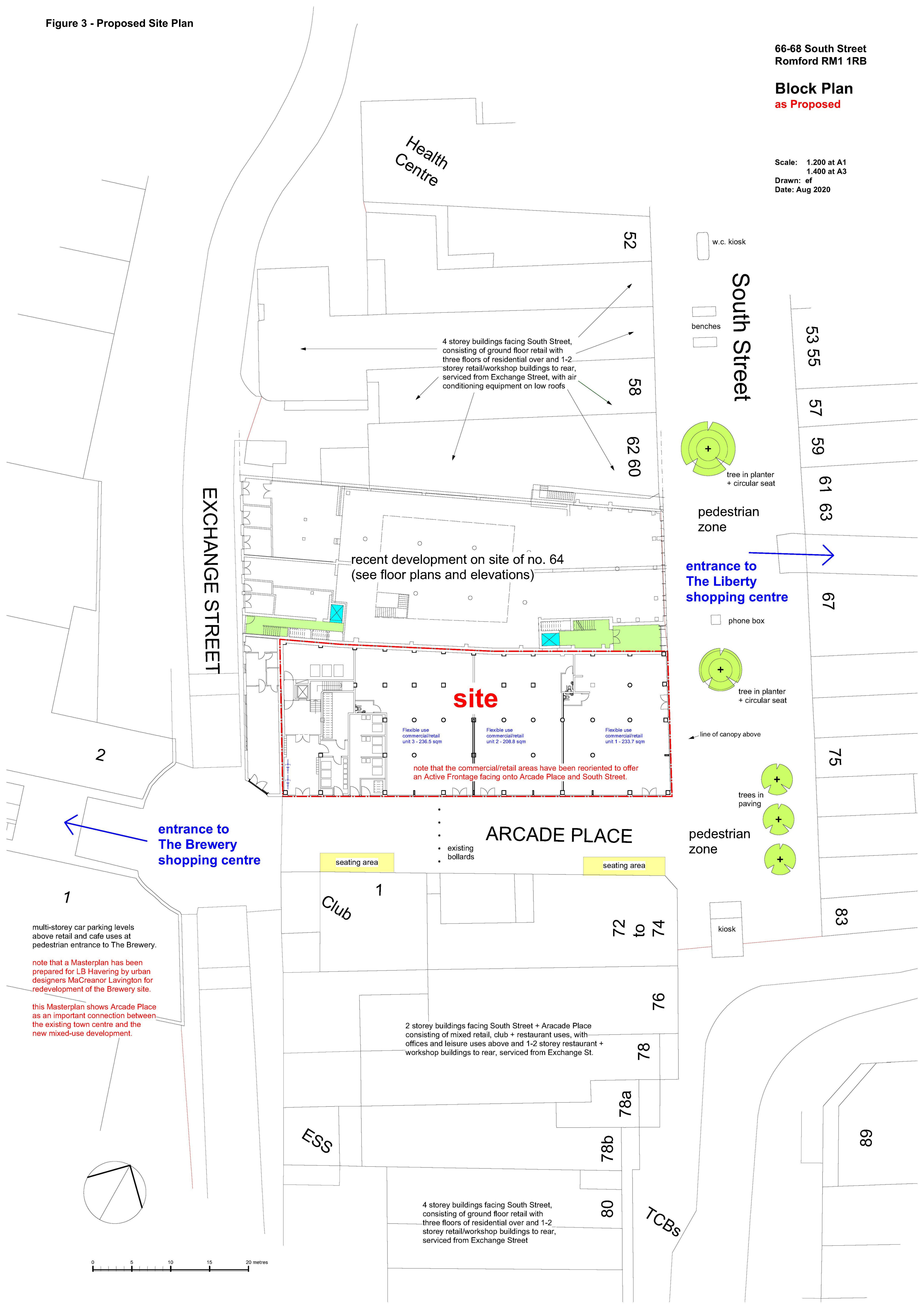


Figure 2 - Existing Site Plan

66-68 South Street
Romford RM1 1RB

Scale: 1.200 at A1
1.400 at A3
Drawn: ef
Date: July 2019

