

Written Scheme of Investigation for

THE ISLAND MANCHESTER

For Orion Heritage

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L~P:ARCHÆOLOGY

Written Scheme of Investigation for

THE ISLAND MANCHESTER

Client: Orion Heritage

Local Authority: Manchester City Council

NGR: 383715,398251

Planning App: 130553/FO/2021

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1. Introduction

- 1.1. This document refers to the proposed demolition of Old Colony House, South King Street, Manchester, M2 6DW. The site is located at grid reference NGR (SJ) 383715,398251 (FIGURE 1 & FIGURE 2).
- 1.2. This written scheme of investigation (WSI) has been prepared by Blair Poole of L – P : Archaeology on behalf of Orion Heritage. Planning consent has been granted for the demolition of the existing buildings and structures and the erection of a 10-storey plus basement office building (130553/FO/2021). This written scheme of investigation (WSI) has been produced in line with a condition of the consent requested by the Greater Manchester Archaeological Advisory Service (GMAAS) that set out the requirement for a level 1 record to be made of the standing structure prior to demolition, archaeological watching brief on removal of foundation slabs over un-basemented areas, and following demolition a targeted archaeological evaluation on the footprint of any identified historic structures.
- 1.3. This document sets out the detailed method to be employed for the historic building recording and archaeological watching brief, reporting and archiving at the above site. The archaeological element of the project will be directed by Blair Poole of L – P : Archaeology and all site staff will be suitably qualified and experienced. All site staff will undergo full site induction upon arriving for any relevant site visit, and all relevant health and safety procedures will be adhered to at all times.
- 1.4. The work will be carried out in accordance with the Chartered Institute for Archaeologists (CIfA) standard and guidance for archaeological watching (CIFA 2020A) brief and field evaluation (CIFA 2020B), Historic England's Understanding Historic Buildings (HISTORIC ENGLAND 2016) and the Chartered Institute for Archaeologists standard and guidance for the archaeological investigation and recording of standing buildings or structures (CIFA 2020C).

2. Planning Background

2.1. In July 2021 the Ministry for Housing Communities and Local Government (HCLG) issued the Revised National Planning Policy Framework (NPPF) (HCLG 2021). Chapter 16 of this document sets out policies for the conservation and enhancement of the historic environment.

2.2. The NPPF indicates planning decisions should be made based on the significance of Heritage Assets. These are defined as buildings, monuments, sites, places, areas or landscapes positively identified as having a degree of significance meriting consideration in planning decisions.

2.3. In considering any planning application for development the Local Planning Authority (LPA) is Manchester City Council. The LPA refer to the Manchester Core Strategy (MANCHESTER CITY COUNCIL 2012), in this case policy EN3 Heritage. On matters concerning archaeology and the historic environment the Local Planning Authority take impartial advice from GMAAS.

2.4. Planning consent has been granted for works at land Bounded By John Dalton Street, Ridgefield, Bow Street And South King Street Manchester (130553/FO/2021). The proposals are for the demolition of the existing buildings and structures and the erection of a 10-storey plus basement office building (Use Class E(g)), with flexible ground floor and basement uses (Use Class E) and rooftop amenity space, works to facilitate the pedestrianisation of the southern part of Ridgefield and other associated works.

2.5. Condition 16 states:

No demolition shall take place until the applicant or their agents or successors in title has secured the implementation of a programme of archaeological works. The works are to be undertaken in accordance with a Written Scheme of Investigation (WSI)

1. Informed by the updated North West Regional Research Framework, a phased programme and methodology of investigation and recording to include:

a) historic building recording of Old Colony House to Historic England Level 1, inclusive of a rapid internal survey and investigation of the extent of basements.

b) informed by the above, a watching brief undertaken during removal of foundation slabs over un-basemented areas, to allow for observation of earlier structures.

c) informed by the above, targeted evaluation trenching to inform extent and survival of earlier structures.

2. A programme for post investigation assessment to include:

- analysis of the site investigations records and finds
- production of a final report(s) on the investigation results.

3. Deposition of the final report(s) with the Greater Manchester Historic Environment Record.

4. Dissemination of the results commensurate with their significance.

5. Provision for archive deposition of the report and records of the site investigation.

6. Nomination of a competent person or persons/organisation to undertake the works set out within the approved WSI.

Reason: In accordance with NPPF Section 16, Paragraph 199 - To record and advance understanding of the significance of any heritage assets to be lost (wholly or in part) in a manner proportionate to their importance and the impact, and to make this evidence (and any archive generated) publicly accessible.”

2.6. Based on the comments from GMAAS this WSI outlines the methodology to be employed for the building survey, archaeological watching brief and trial trenching, reporting and archiving.

2.7. The site does not contain any listed buildings, scheduled monument, registered parks or gardens or registered battlefields. The site lies at the southern extent of the St Ann’s Square Conservation Area and is bounded by listed buildings to the west and north.

3. Aims

3.1.HISTORIC BUILDING RECORDING

3.1.1. The aims of the survey are to:

- ◆ Provide an understanding of the form, function and any phasing of the standing building,
- ◆ Provide a drawn, written and photographic record of the historic elements of the building, prior to any construction work taking place.
- ◆ To undertake historic research on the site at relevant repositories;
- ◆ To make a level 1 record of the structure as per Historic England standards and guidance (2016);
- ◆ To produce a formal report on the results of the survey, which is fully illustrated.

3.2.ARCHAEOLOGICAL WATCHING BRIEF

3.2.1. The aims of the Watching Brief are to:

- ◆ Determine the presence or absence of archaeological deposits or features on the site.
- ◆ To record the character, date, location and preservation of any archaeological remains on the site.
- ◆ To record the nature and extent of any previous damage to archaeological remains on the site.

3.3.ARCHAEOLOGICAL TRIAL TRENCHING

3.3.1. The aims of the trial trenching are to:

- ◆ Investigate the potential for below ground survival of historic fabric of the structures and/or earlier archaeological features or deposits.
- ◆ To establish the character, date, location and preservation of any archaeological remains on the site.

4. Geology and Topography

4.1.GEOLOGY

- 4.1.1. The British Geological Survey geindex records the superficial to be Sand and Gravel Glaciofluvial Sheet Deposits. The solid geology is thought to be Sandstone of Chester Formation.

4.2.TOPOGRAPHY

- 4.2.1. The site lies is located in the centre of Manchester, approximately 330m northwest of St Peters Square and to the east of Deansgate at approximately 37mAOD. The site is bounded by John Dalton Street to the south, Bow Street to the east, South King Street to the north and Ridgefield to the west. The site is fully developed and contains three distinct structures; Old Colony House, Grange House and 5 Ridgefield.
- 4.2.2. Old Colony House, the study structure, lies at the northern extent of the site area and fronts onto South King Street (FIGURE 3).

5. Methodology

5.1.HISTORIC BUILDING RECORDING

5.1.1. The level 1 survey will comprise a combination of hand written notes, photographic recording and drawn record. The methodologies for which are outlined below.

5.1.2. To satisfy the requirements laid out in the planning condition and to abide by English Heritage's Understanding Historic Buildings: A guide to good recording practice (2016) the following information will be recorded. The site code LP4130C has been allocated by L – P : Archaeology.

5.1.3. Written records will be produced on site in the form of pro-forma recording sheets for external elevations which will be used to produce the final report. These will include:

- ◆ The precise location of the building as an address and in the form of a National Grid reference.
- ◆ A note of any statutory designation (that is, listing, scheduling, Register of Historic Parks and Gardens, conservation area), where applicable. Non-statutory designations (local lists) may be added.
- ◆ The date when the record was made, the name(s) of the recorder(s) and the location of any archive material.
- ◆ A summary statement. This account should describe the buildings type and purpose, historically and at present, its materials and possible date(s), so far as these are apparent from a superficial inspection.

PHOTOGRAPHIC SURVEY

5.1.4. All photographs will be taken using a digital SLR at a minimum of 12mp. An appropriate, graduated scale will be used in all relevant photographs and where necessary artificial light sources will also be used. A full photographic index and record will be kept at all times and a plan showing the location photographs were taken from and the direction facing will be kept. All photographs will be given a unique number to be used for identification. This

unique number will be used in the labelling of digital images. Photograph locations and directions of view will be marked on plans of each building.

5.1.5. The photographs taken will include the following:

- ◆ A general view or views of the building.
- ◆ The building's external appearance showing all external elevations of the building, and give an overall impression of its size and shape. Where individual elevations include complex historical information it may also be appropriate to take views at right-angles to the plane of the elevation.
- ◆ The overall appearance of the principal rooms and circulation areas.
- ◆ Any external or internal detail, structural or decorative, relevant to the building's design, development and use, with scale where appropriate.
- ◆ Any dates or other inscriptions; any signage, makers' plates or graffiti which contribute to an understanding of the building.

DRAWN RECORD

5.1.6. A drawn record will also be made of the buildings, which will include the following:

- ◆ Annotated existing elevations as existing to show the design, development and function.
- ◆ Plans as existing. Plans will show the form and location of any structural features of historic significance, such as blocked doorways, windows and fireplaces, masonry joints, ceiling beams and other changes in floor and ceiling levels, and any evidence for fixtures of significance.
- ◆ A site plan relating the building to other structures and to any related topographical and landscape features.
- ◆ A plan showing the location of accompanying photographs.

5.2.ARCHAEOLOGICAL WATCHING BRIEF

5.2.1. All works will be carried out in accordance with the Code of Conduct as set out

by the CIfA and with reference to the Chartered Institute for Archaeologists standards and guidance for an archaeological watching brief (CIFA 2021).

5.2.2. The fieldwork will consist of an archaeological watching brief, monitoring all groundworks within the site in un-basemented areas, as advised by GMAAS.

5.2.3. Should archaeological features of significance be encountered appropriate time must be set aside for investigation and recording of these features.

5.2.4. Works will be undertaken using appropriately sized plant. All groundworks will be monitored by an appropriately qualified and experienced archaeologist.

5.2.5. Examination and cleaning of all archaeological deposits will be by hand using appropriate hand tools. Any archaeological deposits will be examined and recorded both in plan and section. The objective will be to define remains rather than totally remove them. Features will be investigated, where possible, as follows:

- ◆ 50% of each intrusive feature (pits, postholes).
- ◆ All terminals and intersections of linear features.
- ◆ 50% structural features (beam slots, ring ditches) - actual surviving structural elements (walls, collapse/debris fields) only require exposure, cleaning and preservation for excavation in more appropriate circumstances.
- ◆ 50-100% domestic/industrial working features (hearths, ovens) - unless large and structural, in which case see above.

5.2.6. Should significant archaeological deposits be encountered that are worthy of preservation *in situ*, excavation will cease. A site meeting will be held to assess the significance of the deposits and to decide on a strategy for sampling them to provide sufficient data for a useful assessment or subsequent mitigation strategy.

5.3. TRIAL TRENCHING

5.3.1. All works will be carried out in accordance with the Code of Conduct as set out by CIfA (CIFA 2021).

- 5.3.2. Based on the results of the historic building recording and archaeological watching brief a phase of trial trenching may be required. The scope of the trenching will be agreed in advance of works by GMAAS and a trench location plan will be submitted to GMAAS for approval. This section represents a summary methodology to be employed during the trial trenching.
- 5.3.3. Trenches will be excavated using appropriately sized plant. This will normally be a tracked excavator with a 1.8m wide toothless ditching bucket.
- 5.3.4. The trench location is subject to reasonable change by the Project Manager dependent on conditions on site, to avoid services or obstructions. No changes will be made that affect the aims of the project. The trench locations will be accurately surveyed prior to excavation and related to the National Grid. No changes will be made without notifying GMAAS.
- 5.3.5. Any modern overburden will be removed to the top of the first archaeological horizon or natural drift geology, whichever arises first. This will be done by machine under the supervision of an archaeologist. Using professional judgement recent make-up deposits and bulk deposits can be removed by machine after identification with hand investigation.
- 5.3.6. Examination and cleaning of all archaeological deposits will be by hand using appropriate hand tools. Any archaeological deposits will be examined and recorded both in plan and section. The objective will be to define remains rather than totally remove them. Features will be investigated, where possible, as follows:
- ◆ 50% of each intrusive feature (pits, postholes).
 - ◆ All terminals and intersections of linear features.
 - ◆ 50% structural features (beamslots, ring ditches) - actual surviving structural elements (walls, collapse/debris fields) only require exposure, cleaning and preservation for excavation in more appropriate circumstances.
 - ◆ 50-100% domestic/industrial working features (hearths, ovens) - unless large and structural, in which case see above.

5.3.7. Should significant archaeological deposits be encountered that are worthy of preservation *in situ*, excavation will cease. A site meeting will be held to assess the significance of the deposits and to decide on a strategy for sampling them to provide sufficient data for a useful assessment or subsequent mitigation strategy.

6. Recording

- 6.1. A site code, LP4130C, has been allocated to the site by L – P : Archaeology. This code will be used to label (using appropriate materials not adhesive labels) all sheets, plans and other drawings; all context and recording sheets; all photographs; all other elements of the documentary archive.
- 6.2. The written recording system used will follow the Museum of London Archaeological Site Manual (SPENCE 1994).
- 6.3. Context sheets will include all relevant stratigraphic relationships and for complex stratigraphy a separate matrix diagram will be employed. This matrix will be fully checked during the course of the excavation. If there is any doubt over recording techniques, the Museum of London Archaeological Site Manual will be used as a guide.
- 6.4. Individual descriptions of all archaeological strata and features excavated or exposed will be entered onto prepared pro-forma recording sheets. Sample registers, finds recording sheets, access catalogues, and photo record cards will also be used.
- 6.5. A site location plan will be prepared (OS 1:1250) showing the investigation areas and development site in relation to surrounding locality and street pattern.
- 6.6. This will be supplemented by a plan at 1:500 (or 1:1000), which will show the location of the excavation trench in relation to the development area. The locations of the OS bench marks used and site TBM will also be indicated.
- 6.7. Detailed plans will be drawn at an appropriate scale, usually 1:10 or 1:20.
- 6.8. The extent of any visible archaeological deposits will be recorded in plan. Long sections showing layers and any cut features will be drawn at 1:50. Short sections will be drawn at 1:20.
- 6.9. Sections containing significant deposits, including half sections, will be drawn at an appropriate scale, usually 1:10 or 1:20. All sections will be related to the Ordnance Datum using spot heights and registers of sections and plans will be kept.
- 6.10. Upon completion of each significant feature a minimum of one section will be drawn. The stratigraphy will be recorded, even if no archaeological deposits have

been identified.

6.11.An adequate photographic record will be made of any significant archaeological remains in both plan and section. This will be in the form of digital images using a 12MP digital SLR camera in accordance with Historic England guidelines (HISTORIC ENGLAND 2015A). Photographs will illustrate in both detail and general context the principal features and finds discovered. The photographic record will also include working shots to illustrate more generally the nature of the archaeological operation.

6.12.A register of all photographs taken will be kept on standardised forms.

7. Finds and Samples

7.1.FINDS

- 7.1.1. All finds which constitute Treasure Trove under the 1996 Treasure Act for England and Wales will be reported to the coroner by the finder within 14 days of discovery. Metal artefacts will be x-rayed where required by the advisor to the local planning authority in line with the 2006 English Heritage guidelines to enable them to be identified, dated and their significance determined.
- 7.1.2. All artefactual and ecofactual material excavated during the watching brief (including 19th and early 20th century material) should be retained prior to assessment, and, where appropriate, further analysis and will be treated in accordance with Guidelines for the collection, documentation, conservation and research of archaeological materials.
- 7.1.3. All identified finds, artefacts, industrial and faunal remains will be collected and retained. Certain classes of building material can sometimes be discarded after recording if an appropriate sample is retained. No finds will, however, be discarded without the prior approval of the nominated representative of the local authority.
- 7.1.4. Unstratified material recovered from the spoil is to be recovered and a representative sample included within the finds assemblage.
- 7.1.5. All finds will be washed and processed to CIfA standards (CIfA 2020B) by L – P : Archaeology. The finds assemblage will be subject to analysis, dating classification and storage according to CIfA standards.
- 7.1.6. Bulk finds will be bagged in clear self-sealing plastic bags marked with the museum Accession Number and Context Number. Storage will be by standard storage boxes that comply with relevant museum requirements and CIfA standards.
- 7.1.7. The finds assemblage will be retained for deposition with the site archive in the relevant Museum. Documentary material including the paper archive will be stored in boxes to comply with relevant museum requirements and CIfA standards.

7.1.8. Packaging of all organic finds and metalwork will follow the UKIC/Rescue guidelines, 'First Aid for Finds'. 3rd edition (LEIGH 1998). Any necessary, conservation and treatment of wood or metalwork will be arranged in conjunction with GMAAS and specialist conservators.

7.1.9. All finds and samples will be treated in a proper manner and to CIfA standards (CIfA 2020D) and to English Heritage guidelines (CAMPBELL ET AL. 2011).

7.1.10. Finds will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in the United Kingdom Institute for Conservation "Conservation Guideline No. 2" (UNITED KINGDOM INSTITUTE FOR CONSERVATION 1983). Appropriate guidance set out in the Museums and Galleries Commissions "Standards in the Museum Care of Archaeological Collections (1992)" (MUSEUMS AND GALLERIES COMMISSION 1992) will also be followed, as will the current CIfA guidelines.

7.2. PALAEO-ENVIRONMENTAL SAMPLES

7.2.1. Should potentially significant environmental deposits be encountered, and where the advisor to the local planning authority requires, samples will be taken and processed in line with English Heritage guidelines (CAMPBELL ET AL. 2011) and our internal policy (ALLEN 2008). As a minimum, provision will be made for the requirement of the following samples:

- ◆ Bulk samples of 30-60 litres, or 100% of the context, for process 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. These may be taken as sub-samples from bulk samples.
- ◆ Samples of 5-15 litres from waterlogged deposits for analysis of insect remains and other macroscopic artefacts. These may be taken as sub-samples from bulk samples.
- ◆ Bulk samples of 100 litres for coarse sieving on site for specific artefacts

such as animal bone.

- ◆ Samples of 2 litres for mollusc analysis, with associated continuous column samples.
- ◆ Monolith samples which may be sub-sampled for diatom, spore or pollen analysis.
- ◆ Monolith samples for soil micromorphology.

7.2.2. All environmental samples will be assessed for potential through summary analyses by an environmental specialist.

7.2.3. Bulk samples will be processed as soon as possible or discarded with the agreement of the Local Authority Archaeological Advisor. Residues will be treated as part of the finds assemblage.

7.2.4. Matthew Law of L – P : Archaeology will act as the environmental consultant to this project.

8. Health and Safety

- 8.1. This section represents pertinent supplementary information. A full risk assessment has been prepared separately and is available on request.
- 8.2. All relevant health and safety regulations will be followed. Safety helmets/boots and high visibility jackets will be used by all personnel as necessary.
- 8.3. No personnel will work in deep unsupported excavations. Where the installation of temporary support work and other attendance are required, these will be provided as necessary.
- 8.4. The site shall have at least one qualified first aider present at any time and all accidents and injuries shall be reported accordingly to HSE and RIDDOR guidelines. All relevant procedures are held within the full risk assessment.
- 8.5. All staff and visitors shall undergo a full site induction and will be shown the Risk Assessment. Staff shall sign and date the induction register and visitors shall be required to sign a declaration stating that they shall abide by the site safety guidelines. Copies of these documents are available on request.

9. Reporting

9.1.HISTORIC BUILDING RECORDING

9.1.1. A formal report on the results of the building recording will be prepared. The report will conform to Annex 2 of the Chartered Institute for Archaeologists standard and guidance for building investigation and recording (CIFA 2020C) and Historic England understanding historic buildings (2016).

9.1.2. The report will contain:

- ◇ Non technical summary;
- ◇ Reason for the project;
- ◇ Aims and methodology;
- ◇ Historic and archaeological background;
- ◇ The precise location of the building as an address and in the form of a National Grid reference;
- ◇ A note of any statutory designation;
- ◇ The date when the record was made, the name(s) of the recorder(s) and the location of any archive material;
- ◇ A contents list; a list of illustrations or figures;
- ◇ An summary of the building's form, function, date and sequence of development. The names of architects, builders, patrons and owners should be given if known;
- ◇ Acknowledgements to all those who have made a significant contribution to the making of the record, or who have given permission for copyright items to be reproduced;
- ◇ A discussion of the published sources relating to the building and its setting, an account of its history as given in published sources, an analysis of historic map evidence (map regression) and a critical evaluation of previous records of the building, where they exist;

- ◇ An account of the building's overall form (structure, materials, layout) and of its successive phases of development, together with the evidence supporting this analysis;
- ◇ An account of the building's past and present use;
- ◇ Any evidence for the former existence of demolished structures or removed plant associated with the building;
- ◇ Copies of relevant historic maps, drawings, views or photographs illustrating the development of the building or its site;
- ◇ Full bibliographic and other references.

9.1.3. Following approval, copies of the report will be submitted to the client, Local Planning Authority Archaeological Advisor and the Historic Environment Officer.

9.2.ARCHAEOLOGICAL WATCHING BRIEF

9.2.1. The watching brief report will comprise a written description of the sources consulted, significant features identified during research and can be used to inform the client of any potential archaeological issues on the site in question. The report will also aid the curatorial service in their determination of any further work that may be required on the site. The report will be submitted within six months of the completion of site work.

9.2.2. The report will include:

- ◇ A non-technical summary (abstract).
- ◇ Introductory statements and site background.
- ◇ Reason for the project.
- ◇ The aims, objectives and methods adopted in the course of the monitoring.
- ◇ Historic and archaeological research.
- ◇ A description of the results detailing the nature, extent, date and condition of all features and archaeological deposits recorded during works.

- ◇ Illustrative material including maps, plans, sections, drawings and photographs as necessary.
- ◇ A finds report and catalogue including appropriate specialist reports. All ceramic material will be recorded by sherd count and weight within ware and where appropriate form groups within context groups.
- ◇ A discussion, conclusion and summary of the results.
- ◇ An index of the contents and location of the archive.
- ◇ Sources consulted.

9.2.3. Digital copies of the report will be sent to the client, GMAAS and a copy to the Historic Environment Record. A site notification form will be deposited with the OASIS project.

9.2.4. Copyright of all material within the programme shall remain with L – P : Archaeology, however the client and the local planning authority will be given a license to use such material for educational, public and research purposes.

9.3.ARCHAEOLOGICAL EVALUATION

9.3.1. The report will comprise a written description of the sources consulted, significant features identified during research and can be used to inform the client of any potential archaeological issues on the site in question. The report will also aid the curatorial service in their determination of any further work that may be required on the site. The report will be submitted within six months of the completion of site work.

9.3.2. The report will include:

- ◇ A non-technical summary (abstract).
- ◇ Introductory statements and site background.
- ◇ Reason for the project.
- ◇ The aims, objectives and methods adopted in the course of the monitoring.
- ◇ Historic and archaeological research.

- ◇ A description of the results detailing the nature, extent, date and condition of all features and archaeological deposits recorded during works.
- ◇ Illustrative material including maps, plans, sections, drawings and photographs as necessary.
- ◇ A finds report and catalogue including appropriate specialist reports. All ceramic material will be recorded by sherd count and weight within ware and where appropriate form groups within context groups.
- ◇ A discussion, conclusion and summary of the results.
- ◇ An index of the contents and location of the archive.
- ◇ Sources consulted.

9.3.3. Digital copies of the report will be sent to the client, GMAAS and a copy to the Historic Environment Record. If warranted the results will be published in an appropriate journal; the scope and costs of the publication should be agreed with all parties, including the editor of the relevant journal. A site notification form will be deposited with the OASIS project.

9.3.4. Copyright of all material within the programme shall remain with L – P : Archaeology, however the client and the local planning authority will be given a license to use such material for educational, public and research purposes.

10. Archive

- 10.1. The site code and accession number, supplied by Manchester Museum Service, will be used to mark all plans, drawings, context and recording sheets, photographs and other site material during excavation. Where the relevant museum service issues accession numbers, this will be used to mark all indexes, containers, storage items and relevant documentation.
- 10.2. The site archive will be so organised as to be compatible with current requirements of the recipient museum, expected to be Manchester Museum Service. Individual descriptions of all archaeological strata and features excavated or exposed will be entered onto pro-forma recording sheets. Relevant context, sample and photograph registers and environmental sample sheets will also be used.
- 10.3. The integrity of the site archive will be maintained. All finds and records will properly be curated by the recipient museum and be available for public consultation. Appropriate guidance set out in the MGC “Standards in the Museum Care of Archaeological Collections” (MUSEUMS AND GALLERIES COMMISSION 1992), and the SMA’s draft “Selection, Retention and Dispersal of Archaeological Collections” (SOCIETY OF MUSEUM ARCHAEOLOGISTS 1993) will be followed in all circumstances.
- 10.4. The minimum acceptable standard for the archival report is defined in the “Management of Research Projects in the Historic Environment” (HISTORIC ENGLAND 2015B). It will include all materials recovered (or the comprehensive record of such materials) and all written, drawn and photographic records relating directly to the investigations undertaken. It will be quantified, ordered, indexed and internally consistent. It will also contain a site matrix, a site summary and brief written observations on the artefactual and environmental data.
- 10.5. United Kingdom Institute for Conservation guidelines for the preparation of excavation archives for long-term storage (WALKER 1990) will be followed. With consent of the landowner, arrangements for the curation of the site archive will be agreed with the appropriate Museum.
- 10.6. Pursuant to these agreements the archive will be presented to the appropriate museum within 6 months of the completion of the fieldwork (unless alternative arrangements have been agreed in writing with the Local Planning Authority). In

addition, written confirmation from the client will be provided for the transfer of ownership.

10.7. The recipient museum shall be granted licence for the use of the archive for educational purposes, including academic research, as long as such use is non-profit making and conforms to the Copyright and Related Rights regulation 2003.

10.8. The project archive will be prepared in line with the CIfA Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives (CIfA 2020D) and in consultation with Manchester Museums Service. As per current CIfA standards, metal artefacts will be x-rayed where required by the advisor to the local planning authority.

11. Project Details & Agreement

11.1.MONITORING

11.1.1.The project will be monitored by GMAAS to whom not less than seven days written notice must be given of the commencement of work to enable monitoring visits to be arranged.

11.2.CONTINGENCY

11.2.1. A contingency allowance of both time and funding should be included in all project designs in the form of a maximum number of additional working days. This contingency must be separately accounted for.

11.2.2. The contingency will not be expended without the prior express consent of the Planning Archaeologist and the client.

11.3. STAFFING

11.3.1.The project will be directed by Blair Poole of L – P : Archaeology. All site work will be carried out by suitably qualified and experienced archaeologists.

11.3.2.This recommended format attempts to define best practice but cannot fully anticipate all contingencies. Material changes are only to be made with the prior written approval of GMAAS.

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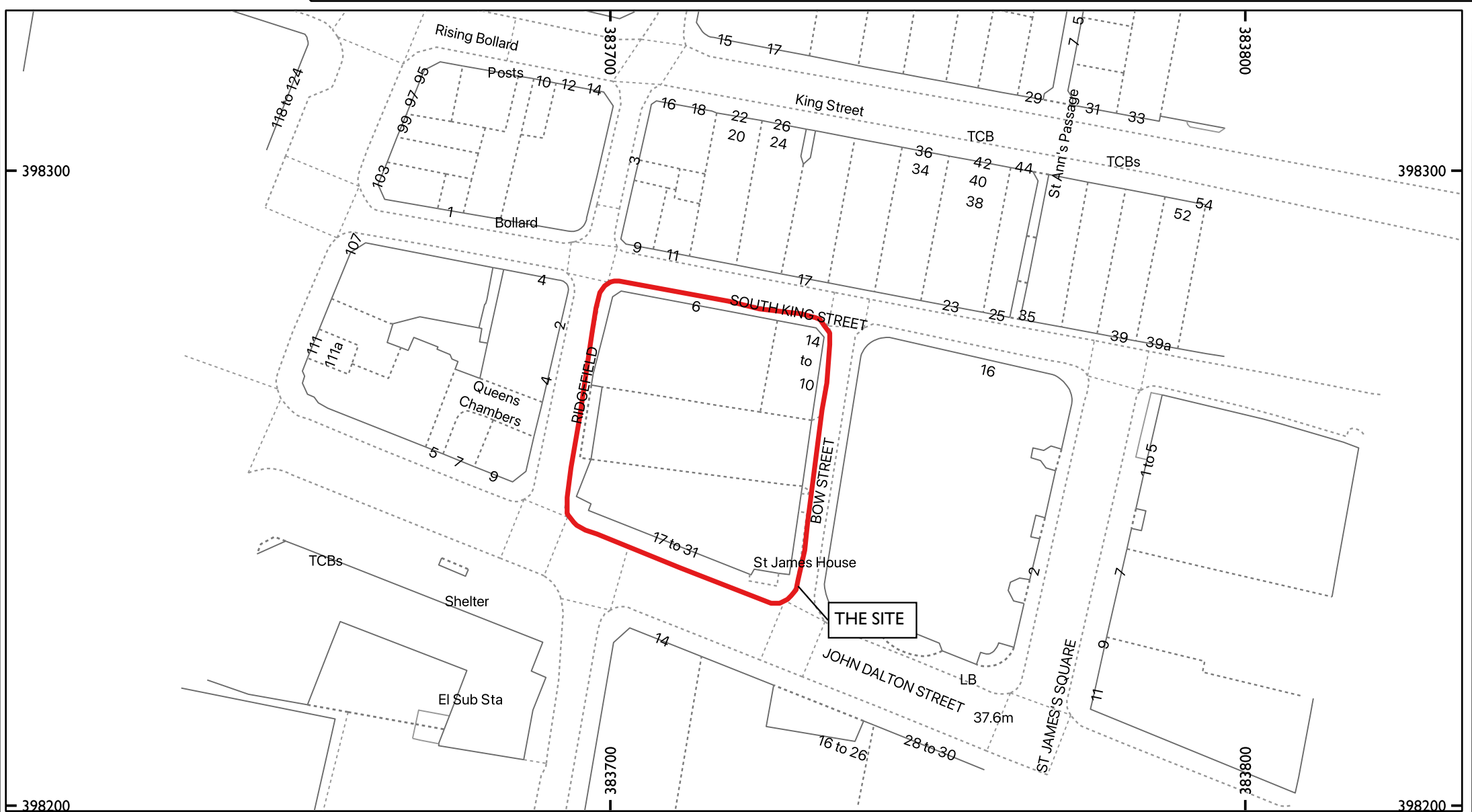
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FIGURES

FIGURE 2 // Site Location - Detail



PROJECT // 4130C - The Island

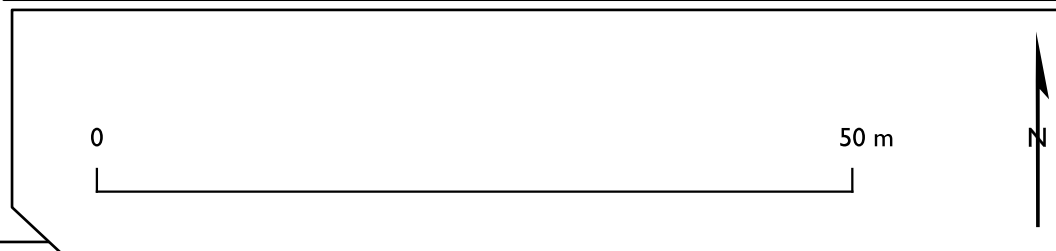
DESCRIPTION // Site Location - Detail

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This aerial map illustrates the proposed development site, outlined in red, and its immediate surroundings. The site is bounded by Ridgefield to the west, Bow Street to the east, and South King Street to the north. A specific building within the site is highlighted with a blue outline and labeled 'STUDY STRUCTURE'. Other labeled features include 'Queens Chambers' to the west, 'TCBs' and 'Shelter' to the southwest, and 'Rising Bollard' to the northwest. The map also shows various lot numbers and street names, providing a detailed context for the proposed development.



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