

Cranford Park, London Borough of Hillingdon: A Written Scheme of Investigation for a Historic Building Survey and a Proactive Archaeological Watching Brief

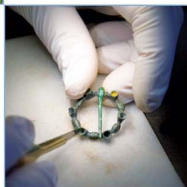
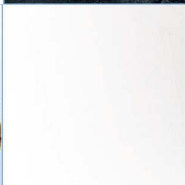
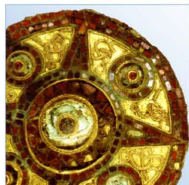
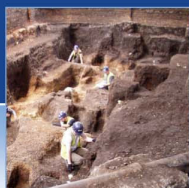
Planning Application: 14009/APP/2019/4088

National Grid Reference Number: TQ 10077 78141

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Site Code: TBC

Date: January 2021



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On Behalf of:	Cranford Park HLF Project Planning, Transportation and Regeneration Hillingdon Council
National Grid Reference (NGR):	TQ 10077 78141
Planning Application No:	14009/APP/2019/4088
AOC Project No:	34229
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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 historic building record and a proactive archaeological watching brief to be undertaken at Cranford Park, Hayes, London Borough of Hillingdon (NGR: TQ 10077 78141) (Figure 1).
- 1.2 The site is located within the London Borough of Hillingdon and is a country park of some 144 acres (58 ha), bounded by the A312 and the boundary with L.B. Hounslow to the east, Crane Meadows to the west and Cranford Lane and the outskirts of Heathrow Airport to the south. To the north, the M4 severs the park, the 8 ha. to the north of the motorway being bounded by North Hyde Gardens and the eastern edge of the Hayes Housing Zone. The two sections of the park are linked via two pedestrian subways. The proposed development is located over the former cellars of the Grade II Listed Cranford House, located within the northern part of the area of the park on the south side of the motorway (Figures 2 and 3).
- 1.3 The London Borough of Hillingdon has granted planning approval for the erection of a detached cafe over the cellars of the former Cranford House as part of a wider restoration project (Figure 4). The development will involve the construction of a detached cafe building, outdoor seating area with access, and minor alterations to the listed cellars beneath, minor alterations to the listed stable block with change of use to B1, extension to the existing car park, alterations to the existing information centre building and construction of bin store including all associated external works (Planning Reference: 14009/APP/2019/4088).
- 1.4 The new café building will be built largely over the former cellars of Cranford House (Figure 5), with a concrete slab constructed above a sub-base of type one stone, separating it from the cellar structure below (Figures 6). Any existing vaulted brickwork and mortar skin of the cellar will be left intact. Proposed alterations to the cellars include the construction of new access points at the east and north sides of the cellar and the creation of new openings within the existing cellar structure (Figure 7).
- 1.5 This WSI details how the historic building recording and watching brief will be undertaken. The works will comprise the recording of the interior of the Grade II Listed cellars to Level 2 as defined by Historic England guidelines (Historic England 2016) and an archaeological watching brief on all intrusive ground works and building alterations associated with the development.

2. Planning Background

- 2.1 The local planning authority is the London Borough of Hillingdon Council; archaeological advice to Hillingdon Council is provided by the Greater London Archaeological Advisory Service (GLAAS) of Historic England.
- 2.2 Condition 13 of the planning permission (Planning Reference: 14009/APP/2019/4088) states that:
- 'No demolition or development shall take place until a Written Scheme of Investigation (WSI) has been submitted to and approved in writing by the local planning authority. For land that is included within the WSI, no demolition or development shall take place other than in accordance with the agreed WSI, which shall include the statement of significance, research objectives and;*
- A. The programme and methodology of site investigation and recording and the nomination of a competent person(s) or organisation to undertake the agreed works*
- B. The programme for post-investigation assessment and subsequent analysis, publication & dissemination and deposition of resulting material.*

This part of the condition shall not be discharged until these elements have been fulfilled in accordance with the programme set out in the WSI. The written scheme of investigation will need to be prepared and implemented by a suitably qualified professionally accredited archaeological practice in accordance with Historic England's Guidelines for Archaeological Projects in Greater London.

REASON Heritage assets of archaeological interest survive on the site. The planning authority wishes to secure the provision of archaeological investigation and the subsequent recording of the remains prior to development, in accordance Policy DMHB 7 of the Hillingdon Local Plan: Part 2 - Development Management Policies (January 2020).'

- 2.3 It is proposed that, prior to the commencement of works, a Level 2 Historic Building Survey of the Grade II Listed Cellars of the Former Cranford House (List entry number: 1285115) is conducted. Additionally, it is proposed that any building alterations and intrusive works associated with the development will be monitored by an archaeological watching brief.
- 2.4 Cranford Park is a Conservation Area as designated by the London Borough of Hillingdon. The southern part of Cranford Park lies within the Heathrow Archaeological Priority Zone, as defined in the London Borough of Hillingdon's Local Plan Part 1. The Site is also located to the south of the Cranford Park North Archaeological priority area.
- 2.5 The former grand house at Cranford Park is now only represented by its cellars and Stable Block. The cellars are Grade II Listed (List Entry Number 1285115): Circa 1720, with extensive red brick barrel vaulted cellaring, much of it 2 bays wide with the vaults springing from a range of Portland stone piers with plain capitals.
- 2.6 This WSI details the methods and standards to which the historic building record and watching brief will be undertaken and has been designed in accordance with current best archaeological practice and local and national standards and guidelines:
 - Ministry of Housing Communities and Local Government – National Planning Policy Framework (NPPF) (MHCLG 2019).
 - Historic England – Management of Research Projects in the Historic Environment (MoRPHE) (HE 2015).
 - Historic England – Understanding Historic Buildings: A Guide to Good Recording Practice (HE 2016).
 - Chartered Institute for Archaeologists – Standards and guidance for the archaeological investigation and recording of standing buildings and structures (CIfA 2014, Revised 2019).
 - GLAAS - Guidelines for Archaeological Projects in Greater London (GLAAS 2015)
 - Chartered Institute for Archaeologists – Code of Conduct (CIfA 2014, Revised 2019).

3. Geology and Topography

- 3.1 The area's solid geology is characterised by London Clay Formation. This is formed of clay, silts and sands, sedimentary bedrock formed approximately 48 to 56 million years ago in the Palaeogene Period and was the local environment previously dominated by deep seas. In the Cranford area this is overlain by finer material called Taplow Terrace Gravels or Langley Silt Member.
- 3.2 No known geotechnical investigations have been undertaken on site.

4. Archaeological and Historical Background

- 4.1 The following background information is derived from the Cranford Country Park Management Plan and the development brief provided by L. B. Hillingdon.

Prehistoric (c. 500,000 BC – AD 43) and Roman (c.AD 43 – 410)

- 4.2 Significant evidence of prehistoric settlement and activity has been recorded within the vicinity of the Site.
- 4.3 To the south-west, the sites at Imperial College Sports Ground and the RMC Land (ELO8281, ELO11255, ELO7773 and ELO10743) have recorded a variety of features. The earliest remains comprise Mesolithic flintwork, however the area appears to have been first settled during the Neolithic period. The Neolithic evidence comprises numerous pits and field systems. A rectangular mortuary enclosure was also recorded along with three possible hengiform monument. Settlement continued into the Bronze Age and a round barrow is thought to have been built within one of the hengiform enclosures along with a cremation deposit. By the late Bronze Age formalised landscaping comprising rectangular fields, enclosures, wells, and pits had been established across both sites. In addition, a number of cremation burials are also thought to date to this period.
- 4.4 To the south-east at Cranford Park (ELO3090) a watching brief recorded Bronze Age rubbish pit and a cooking pit indicative of Bronze Age settlement activity.
- 4.5 To the north-west, at the Western International Market Site (ELO11269), excavation recorded more than 1500 features, the earliest of which were pits that dated to the Early Neolithic period. A cremation cemetery dating to the Middle Bronze Age was also found just outside an enclosed area that may have been used for ritual purposes during the Late Neolithic and Early Bronze Age periods. The site appears to have been occupied until the Late Iron Age.
- 4.6 The site at the Imperial College Sports Ground and the RMC Land shows that activity continued through the Iron Age and into the Roman period, with a nucleated settlement eventually being developed along with enclosures which flanked a trackway. Wayside inhumations were also encountered with wells and quarries being located towards the periphery of the settlement.
- 4.7 Likewise, the site at the Western International Market has also yielded evidence which suggests that settlement continued into the Roman period, albeit only partially. The number of features and associated finds dating to the Roman period were significantly fewer in number and comprised isolated pits and ditches.

Early Medieval (c.AD 410 – 1066) and Medieval (c.AD 1066 – 1540) Post-Medieval (c.AD 1570 – 1900)

- 4.8 At the Imperial College Sports Ground and RMC Land site, evidence of settlement decreased during the Saxon period and is represented by two possible sunken-featured buildings and a small cemetery.
- 4.9 At Western International site however, re-settlement appears to have been more extensive with the evidence consisting of a sunken-featured building and other possible post-built structures.
- 4.10 The main early medieval settlements however were located closer to Heathrow, around the villages of Harmondsworth and Sipson further to the south. The settlement would have comprised a number of widely dispersed sunken featured buildings, and it is possible that the evidence recorded at the Imperial College Sports Ground formed the outer extent of the settlement.

- 4.11 Although lacking in archaeological evidence, historic sources suggest that Cranford may have developed as a settlement prior to the Norman invasion, as it was said to have been held by Thurstan, a thegn of King Edward. Around 1200 the manor of Cranford was divided in two; Cranford St John and Cranford le Mote. The 15th century church of St. Dunstan still stands whilst earthworks of the moated manor site of Cranford le Mote (MLO11303) lie 300m to the northeast of the parish church. To the south of the settlement of Cranford the remains of medieval ridge and furrow are visible (MLO2641). Cranford is defined as a deserted medieval settlement because it was moved from its historic site around the church when a park was created in the 17th century.
- 4.12 The post-medieval history of the site is dominated by the impact of the Berkeley family. The Berkeleys were a rich and powerful family, with many royal associations, in whose ownership Cranford Park remained for 300 years. The first Berkeley to own the Manor, Lady Elizabeth, was a cousin of Queen Elizabeth I, whilst her son George, who inherited the Barony of Berkeley in 1658, was one of the commissioners who went to the Hague to invite Charles II to return to the kingdom in May 1660. In 1618 Elizabeth, Lady Berkeley, purchased both Cranford St John and Cranford Le Mote for £7,000, the re-united estate becoming known as Cranford Park.
- 4.13 In 1667, George Berkeley had the house built at Cranford Park on the present site. The RCHM records elements of this house surviving in the cellars and in parts of the house demolished in 1944. The substantial walled garden also has evidence of 17th century brickwork, and may also have been contemporary with this earlier house.
- 4.14 In 1710, Georges' grandson, James, first Lord of the Admiralty, inherited Cranford Park and in 1720, he commissioned a detailed survey of his estate. The survey plan shows a house with a square floor plan and a building apparently pre-dating the current stable block with a detached southern wing. There is a pleasure garden around the house to the west, surrounded by a ha-ha.
- 4.15 In 1721, work began on the new house for James, the 3rd Earl. Thomas Coke (1675-1727), an amateur architect and friend of the 3rd Earl, is said to have been the architect. The Coke Papers in the British Library, dated 1720-23, and previously in the Berkeley family archives, include his floor plans for the remodelled house at Cranford.
- 4.16 Rocque's 1754 survey of Middlesex, shows the considerable changes to Cranford Park which had taken place since 1720. It was during this time, and probably in the 1720's when the house was remodelled, that the park was formally landscaped to the grand design, with tree planting creating avenues to frame views to and from the house and river. The river itself had been widened to form a long ornamental canal on either side of the entrance bridge, which curved elegantly around four moon shaped ponds, two on the north side and two on the south. The park was also enlarged at this stage, with the acquisition of Elderstub Field to the south.
- 4.17 By the 1790s the 5th Earl had inherited Cranford Park and like his predecessors began to put his own mark on his new estate. He extended the house, building the projecting servants' wing and introducing the large, rounded bays and balconies at the southern end and made alterations to the landscape and its features. The 5th Earl would probably have been influenced by the overriding landscape style of his time, that of 'naturalized' or Arcadian parkland. There is some evidence for this in the 1820 Plan of the Parish of Cranford which shows that some of the avenues had by then been removed, and a new structure, possibly a temple, built at the head of the ornamental lake. Cranford Park Bridge dates from this period, designed by the architect Charles Beazley.
- 4.18 This map also shows in detail the layout of the interior of the walled garden at that time, with its paths and greenhouses. By this time, the ha-ha has trees along its length. By this time too, though probably much earlier in the 1750's or 60's, the current stables had been built, with the range at right

- angles, since demolished. There are two other groups of ancillary buildings shown too, to the north of the courtyard, whilst the courtyard itself had a pond.
- 4.19 A large icehouse remains in the main field beyond the ha-ha, probably built by the Berkeleys after 1720. The wider park has relatively little parkland planting. A formalised length of the River Crane runs through the park with the late 18th century bridge built for the approach to the house and church.
- 4.20 Cranford House was never re-occupied after the First World War, and by the time it was taken over by the Council in the 1930's, it had fallen into disrepair. After the demolition of the house in 1944, only the extensive brick vaulted 17th cellars survived. The stable block, dating from the 1740's, comprises two, two storey blocks, with the original stalls and fittings, linked by a single storey section, with central clock tower. A wing to the south, alongside the wall to St. Dunstan's Church, was demolished in 1944. The cellars and stables are both Listed Grade II, but on the Heritage at Risk Register.
- 4.21 The park was divided into two parts when the M4 Motorway was built in the 1960s, with a smaller portion of 8 ha to the north and the larger area of 45ha to the south. The northern section contains a Northern Meadow, Dog Kennel Covert and Moat House Covert, in the north part of which is the site of the manor house of Cranford-le-Mote. The southern boundary of Moat House Covert is marked to the west with yews at roughly regular intervals along a ditch. It has been suggested by John Harris that the grove projecting south to the house and a moon-shaped pond near the junction of the A4 and Berkeley Avenue may have been designed by Thomas Wright, who was a constant visitor in the 1740s and '50s.

Cranford Park Today

- 4.22 Cranford House was never re-occupied after the First World War, and by the time it was taken over by the Council in the 1930's, it had fallen into disrepair. After the demolition of the house in 1944, only the extensive brick vaulted 17th cellars survived. The stable block, dating from the 1740's, comprises two, two storey blocks, with the original stalls and fittings, linked by a single storey section, with central clock tower. A wing to the south, alongside the wall to St. Dunstan's Church, was demolished in 1944. The cellars and stables are both Listed Grade II, but on the Heritage At Risk Register. The stables are boarded up, following vandalism, and the cellars have no public access.
- 4.23 Also surviving from the Berkeley Estate, are four 18th century garden walls, all of considerable height and length, the stable yard, ha-ha, icehouse and the pleasure grounds. The late 18th century bridge over the driveway remains as have the canalised sections of river. St. Dunstan's Church, 15th century and later, and listed Grade II*, stands in its walled churchyard within the park, close to the stables.

Previous Work

- 4.24 London Borough of Hillingdon Council, the owners of Cranford Park, have been successful in obtaining funding from the Heritage Lottery Fund (HLF) for a community-based project at Cranford Park. AOC had been appointed as the archaeological consultant to work in partnership with Hillingdon Borough Council to deliver their brief for a local community archaeology project as part of the development stage of the HLF bid. To date, archaeological work has been conducted with the involvement of volunteers, including the Cranford Park Friends.
- 4.25 As part of this project, an initial programme of evaluation was undertaken in 2018, following a geophysical survey of the site (AOC 2019). This showed that parts of the house survive in the form

- of flagstone floors and wall foundations, with ephemera and dumped building materials from the house extant in infilled voids and as made ground. In the wider landscape, elements of a garden design survive, not just in plantings and structures, but below-ground designs now grassed over.
- 4.26 A trench excavated over a known staircase to the former cellars of Cranford House in May 2019 revealed wall foundations relating to the second building phase of the house, known to have been carried out in c.1720. Beyond the foundations, powdery brick and rubble and mortar was encountered that may represent demolition materials or infill over the brick vaulted structure of the cellars. This was not removed, due to the recognition that this may have been part of the historic fabric of the cellars (AOC Archaeology 2019, 8; 14). A probable external house foundation was located close to the eastern end of the trench, and was 0.65m wide, constructed of red brick laid in English bond with lime mortar, oriented north-south. The wall enclosing a sub-cellar level on its south side, while on its north side, an additional brick wall enclosed the covered stairs. To the north and east of the stairs to the cellar was an area paved with York Stone, lying at 26.81mOD. The sub-cellar level in the south of the trench had been modified with the insertion of an east-west wall, forming two individual rooms, likely to represent toilet cubicles.
- 4.27 The addition of possible toilet cubicles to the sub-cellar illustrates the continuing upkeep and modernisation of the property in the late 19th century, as would befit a wealthy family, modernising the property as necessary (AOC 2019, 14).
- 4.28 The condition of the surviving floor and below ground foundations strongly suggests that there has been minimum impact on ground level and below ground remains at demolition, and that further, extensive remains include not just the cellared area, but below ground foundations and possibly floor levels of older and ancillary structures at Cranford (AOC Archaeology 2019, 14).
- 4.29 A subsequent phase of excavation conducted in September 2019 (AOC Archaeology 2020) comprised the excavation of two external trenches: one to assess the depth of the solid cellar structure; and a second to investigate the character of the archaeological remains beyond the cellared area. Three areas within the cellar were also investigated to determine the depth of the cellar wall footings and investigate a blocked opening in the west wall which had been broken out.
- 4.30 The evaluation indicated that the below ground remains of Cranford House survive in good condition, and the demolition layers contain finds from the last years of the house. The demolition horizon appears to be generally constant across the remains, with a flagstone floor lying at 26.80mOD, and the top of the cellar structures at 26.81mOD, both overlain by demolition deposits mixed with made ground.
- 4.31 Excavations within the cellar revealed that the walls continue for six courses below floor level whilst the discovery of a blocked window indicates that the cellar was supplied with natural light at its northern end.
- 4.32 The excavations revealed two things relating to the construction of the cellar of Cranford House. Firstly, that the construction of the cellar is likely to have required a wide excavation to enable the depth to have been achieved, as natural ground was not reached in excavations outside the cellared area. Secondly, that the two bays of the south and west walls of the cellar were once supplied with natural light through windows that were blocked after 1790. As well as revealing the blocking, this may suggest that there was, in the 18th century, an external sunken pathway around the house. This pathway could have enabled access to the icehouse, located against the west wall of the cellar (AOC Archaeology 2020, 16).

5. Aims and Objectives

Historic Building Survey

5.1 The aims of the historic building survey are:

- To determine development and use of the cellar.
- To provide a written account of the buildings form, function, date and sequence of development.
- To photograph the exterior and interior of the structure to create a permanent archive record.
- To provide a descriptive account and interpretation of the building.

Proactive Archaeological Watching Brief

5.2 The aims of the proactive archaeological watching brief are:

- To determine the extent, condition, nature, character, quality and date of any archaeological remains encountered.
- To record, survey and preserve in a manner appropriate to their significance any features uncovered during alterations to the cellar or other associated works.
- To map any archaeological remains encountered and sample excavate the features.
- To determine the extent of previous truncations of the archaeological deposits.
- To enable the archaeological advisors to the London Borough of Hillingdon to make an informed decision on the requirement for any further work.
- To make available to interested parties the results of the investigation.

5.3 The specific aims of the proactive archaeological watching brief are:

- To determine the character of the uppermost structure of the cellar vaulting.
- Determine the presence of any archaeology activity related to the phases of Cranford estate and House.
- Identify any archaeological remains associated with the now demolished Cranford House. What is the preservation of the footprint? What is the extent of the floors overlying the cellars? Does the archaeological evidence identify multiple phases of structural development?
- What is the character of the ground outside the cellared area and can the extent of the construction cut for the cellar be identified?

6 Scope of Works and Strategy

Historic Building Survey

6.1 Prior to any development works, historic building recording of the cellar structure of the former Cranford House will be conducted, in line with a 'Level 2' survey as defined by Historic England guidelines (HE 2016). A Level 2 survey is a descriptive record, where both the exterior and interior of the building will be seen, described, and photographed. The examination of the building will produce an analysis of its development and use, and the record will include the conclusions reached, but it will not discuss in detail the evidence on which this analysis is based. A plan and sometimes other drawings may be made but the drawn record will normally not be comprehensive and may be tailored to the scope of a wider project (HE 2016).

6.2 The initial works will be carried out over four working days by our Historic Building Specialist and assistant.

- 6.3 Recording and reporting will conform with current best archaeological practice and local and national standards and guidelines:
- Historic England (April 2015), Guidelines for Archaeological Projects in Greater London. (Greater London Archaeological Advisory Service).
 - Historic England (May 2015), Management of Research Projects in the Historic Environment (MoRPHE)
 - Historic England (May 2016). Understanding Historic Buildings: a guide to good recording practice
 - Chartered Institute for Archaeologists – Code of Conduct (December 2014, Revised October 2019).
 - Museum of London – Archaeological Site Manual (Third Edition) (MoL 1994).

6.4 Insurances, copyright and confidentiality, and standards are defined in Appendix A.

6.5 The historic building record will be undertaken by Les Capon, AOC's Historic Building Specialist, and an assistant. The project will be managed by Catherine Edwards, Project Manager (London). The site works will be monitored by Sandy Kidd of the Greater London Archaeological Advisory Service. (GLAAS).

Archaeological Watching Brief

- 6.6 The new café building will be built largely over the former cellars of Cranford House, with a concrete slab constructed above a sub-base of type one stone, separating it from the cellar structure below. Any existing vaulted brickwork and mortar skin of the cellar will be left intact. Proposed alterations to the cellars include the construction of new access points at the east and north sides of the cellar and the creation of new openings within the existing cellar structure. Although the impact to the cellars will be limited due to the nature of the construction overlaying the structure with a concrete raft, it is possible that some remains will be exposed during ground reduction. As such it is proposed that a proactive watching brief is undertaken during this phase to allow sufficient time for the recording of exposed walls, ceiling and surfaces. More intrusive works for the new opening into the cellar will have an impact on the current cellar structure. As such further watching brief either by a project supervisor or by the Historic Building specialist will be undertaken to record any structural details not previously observed during the two phases of investigation carried out at Cranford Park.
- 6.7 An proactive archaeological watching brief will be conducted by a suitably qualified archaeologist or historic building specialist during the development works within the Site (Figure 2) to monitor any intrusive works, such as ground reduction, the creation of new access points into the cellar, and any alterations to the cellar structure. The proactive nature of the watching brief will allow greater control over the ground reduction. Time must be allowed in the programme for the recording of any exposed structural remains of the cellar, structures relating to the cellar and associated remains.
- 6.8 In the event that significant archaeological remains are revealed, additional excavation staff are available. The groundwork in the location of the archaeology can be temporarily halted in order to determine the extent and character of any remains revealed. The degree of further work will be defined in discussions with the monitoring archaeologist and client. During the course of the works, the scale and scope of the watching brief may be reviewed, in consultation with Sandy Kidd of the Greater London Archaeological Advisory Service (GLAAS) of Historic England.
- 6.9 The watching brief and subsequent post-excavation work will conform to current best archaeological practice and local and national standards and guidelines:

- Chartered Institute for Archaeologists – Standard and Guidance for an Archaeological Watching Brief (CIfA June 2020).
- Chartered Institute for Archaeologists – Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives (CIfA June 2020).
- Chartered Institute for Archaeologists – Code of Conduct (CIfA Oct 2019).
- 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 2015b).
- Museum of London – Archaeological Site Manual (MoLA 1994)
- RESCUE & ICON – First Aid for Finds (RESCUE & ICON 2019).
- United Kingdom Institute for Conservation – Conservation Guidelines No.2 (UKIC 1983).
- United Kingdom Institute for Conservation – Guidance for Archaeological Conservation Practice (UKIC 1990).

- 6.10 A unique site code/accession number will be assigned by LAARC.
- 6.11 The watching brief will be undertaken by a Project Supervisor, under the overall direction of Catherine Edwards, Project Manager. Further staff will be made available as required.
- 6.12 The watching brief will be monitored by Sandy Kidd of the Greater London Archaeological Advisory Service (GLAAS) of Historic England

7 Methodology

Historic Building Survey

- 7.1 The historic building survey that will be undertaken at the Grade II Listed cellars of the former Cranford House prior to any development on the Site will correspond to a Level 2 survey as defined by the guidelines published by Historic England (May 2016).

An Outline of the Level 2 Survey

The intended selection of the drawn record will include:

- Measured drawings recording the form or location of significant structural detail (for example timber or metal framing).
- Measured cross-sections or long-sections to illustrate the vertical relationships within a building (for example floor and ceiling heights, the form of roof trusses).
- Measured drawings to show the form of any architectural decoration (for example the moulding profiles of door surrounds, beams, mullions and cornices) or small-scale functional detail not easily captured by photography.
- Measured elevations to understand the building's design, development or function.
- A site plan relating the building to other structures and to any related topographical and landscape features.
- A plan or plans identifying the location and direction of accompanying photographs.
- Copies of earlier drawings throwing light on the building's history.
- Phased drawings, where these are of value. Successive phases of a building's development will be shown by graded tone (dark to light, with the darker being the earlier) or by colour, by

sequential diagrams or by annotation. These will be accompanied by the unmarked drawings on which they are based.

- Diagrams interpreting the movement of materials (process flow) or people (circulation), or the segregation of people or activities (for example permeability diagrams) where these are warranted by the complexity of the subject. As with the phased drawings, the evidence supporting the interpretations will be provided.
- Doors, windows, blocked openings.
- Quoins and surrounds to all openings and blocked openings.
- Door and window detail.
- Changes in construction.
- Areas of modern repair.
- Features which identify and provide context for the previous use of the building such as winches, hooks and all other fixtures and fittings.
- Decorative detail.
- Other architectural detail.

7.2 The list above should not be treated as exhaustive and all features pertinent to creating a full historical record of the building will be included.

7.3 Where appropriate – i.e. where access is difficult - additional hand measurements will also be undertaken, specifically for detail, using a hand tape, long 30m/50m tape and a DISTO® laser distance measurer. For larger areas which require a hand survey, this will be undertaken to scale (typically 1:50 for floor plans, and 1:10 or 1:20 for detail relevant to the feature being recorded) using a board and permatrace.

Photography

- A full high-resolution digital photographic record (in both *.jpg and RAW format) will be maintained of the exterior and interior of the building.
- The record will cover:
 - General views of the building in its wider setting and landscape.
 - The building's external appearance, which will typically include a series of oblique views will show all external elevations of the building and give an overall impression of its size and shape.
 - An internal photographic record, which will include each room/internal space covered by a general photograph as well as detail shots of any relevant architectural and historical detail, such as doorways, windows, evidence for phasing and function, structural detail, etc, with scale where appropriate.

7.4 A general and detailed photographic record of the exterior and interior (where access is possible) will be undertaken in colour digital using a digital SLR to a minimum of 10 megapixels in both *.jpg and *.raw format. Externally, a general photograph will be made of each elevation both head-on (as far as the limitations of the site boundaries dictate) and oblique views, as well as general views of the building within its setting.

- 7.5 Internally, where access is possible, each room and internal space will be photographed from a number of vantage points. As with the exterior, detail shots will also be taken of specific features such as doors, windows, window detail, early and later alterations, evidence for phasing and function, columns, column heads, beams, roof trussing and other evidence of the function of the building. Again, this list is not exhaustive and all features pertinent to the historic record will receive a detailed photograph.
- 7.6 A scale will be present in all photographs, where access and health and safety considerations allow, and this will take the form of a discretely placed 2m or 1m ranging pole (size relevant to the feature being photographed). Where necessary for smaller detail shots, a smaller scale will be used (50cm, 20cm or 10cm).
- 7.7 A detailed written register will be taken on site using pro forma recording sheets in addition to a pictorial register showing the position and direction of each photograph on the floor plans. This written and pictorial register will be reproduced in the reports as an appendix. All photographs will then be included as plates to illustrate the report, the plate number cross-referenced with the photographic reference number.

Written Record

- 7.8 The photographic register will be supplemented by a written account of the buildings using pro forma Exterior Recording Sheets and Room Data Sheets for the interiors where access is possible. Comment will be made on general condition, construction, materials, ceilings or roof framing, doors, windows, other openings, early and/or modern interventions, and anything else pertinent to the historic record.
- 7.9 In addition to the general Room Data Sheets, an Architectural Context Record Sheet will be completed for all significant features forming part of the fixed structure of the buildings, which will be a more detailed and thorough record of the feature to better understand and interpret its significance within the building's history and development. This may include such features as smokestacks, doors, evidence of important structural detail, important architectural detail, or any other feature associated with the past use and history of the building. It is not intended to be a full architectural context study, as would be required for a Level 4 survey, but merely be an aid to understanding and interpreting the building more clearly in the reports and drawings produced as part of the final documentation.

Proactive Archaeological Watching Brief

- 7.10 Health and Safety will take priority over all other requirements (see below).
- 7.11 The proactive watching brief will be conducted on any intrusive or ground reduction conducted as part of the proposed development in Cranford Park, as indicated by Figure 2. This may include, but is not limited to, ground reduction works for the foundation of the new café building, the creation of new access points to the cellar, alterations to the fabric of the cellar, and the creation of new services. The archaeologist will be positioned outside of the working area of any mechanical excavator, in the normal working arrangement. Should access to the machined area be required; the machine will cease operations and, if necessary, relocate to ensure safe access.
- 7.12 Any machining undertaken under archaeological direction will be done, where practicable, with a flat bladed bucket (toothless), and in horizontal spits.

- 7.13 Should there be unsupported sections deemed unsafe by the onsite staff, no member of staff will enter the excavated area. In this instance recording of the excavated areas will be conducted from ground level unless shoring has been made available.
- 7.14 In the event that significant archaeological remains are revealed, additional excavation staff are available. The ground work in the location of the archaeology can be temporarily halted in order to determine the extent and character of any remains revealed. The degree of further work will be defined in discussions with the monitoring archaeologist and client. Delays to development can be minimised by continuing to monitor areas of watching brief while the archaeological resource is recorded.
- 7.15 Archaeological recording, where not precluded by Health & Safety considerations, will consist of:
- Limited hand cleaning of archaeological features, sections and surfaces sufficient to establish the stratigraphic sequence expose;
 - Excavated material will be examined in order to retrieve artefacts to assist in the analysis of their spatial distribution;
 - Sample excavation of exposed features (10% of linear features and 50% individual features);
 - Completion of pro-forma record sheets;
 - Plans and sections of all exposed archaeological features and horizons (including boundaries of natural) at an appropriate scale. 1:100/1:200 will be utilised 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 accurate tied into the Ordnance Survey National Grid and Ordnance Datum;
 - A scaled photographic record of representative exposed sections and surfaces, along with sufficient photographs to establish the setting and scale of the groundworks.
 - A record of the datum levels of archaeological deposits.
- 7.16 Records will be produced using either *pro-forma* context or trench record sheets and by the single context planning method and will be compatible with those published by the Museum of London (MoL 1994).
- 7.17 A record of the full sequence of all archaeological deposits as revealed in the watching brief will be made. Plans and sections of features will be drawn at an appropriate scale of 1:10 or 1:20, with sections drawn at 1:10.
- 7.18 A photographic record of all significant features observed will be undertaken. This will consist of SLR digital photography capturing RAW and JPEG data as well as black and white.
- 7.19 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 (EH 2011).
- 7.20 Any finds of human remains will be left in situ, covered and protected. The Ministry of Justice and the local constabulary will be informed. If removal is essential advice on how best to proceed will be sought from the Ministry of Justice and the local authority environmental health officer.
- 7.21 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.

- 7.22 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.
- 7.23 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.
- 7.24 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).
- 7.25 Provision for onsite conservation and finds treatment, in addition to any scientific dating of materials uncovered, will be undertaken where appropriate.
- 7.26 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.
- 7.27 In the event that the investigation are carried out during restrictions associated with the CoVid-19 outbreak, 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.
- 7.28 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

7.29 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

8 Report and Archive Preparation

8.1 The Investigation report will be completed within four to six weeks of the end of fieldwork.

8.2 The report will include the following:

- A concise non-technical summary of the project results.
- A general and detailed site location plan.
- The aims and methods adopted in the course of the investigation.
- Historical development of the cellars, their setting, and context (based on known information and any additional archive research).
- Historical maps reproduced as figures.
- Result of the photographic surveys and locations maps.
- Reproductions of the drawn record including elevations, floor plans, sections and any other detailed drawings where these show important aspects of the building's history and use.
- A reproduction of all photographic record as plates.
- A discussion bringing together the archive research and on-site evidence.
- Phased floor plans (if appropriate).
- Additional photographs of dateable fixtures and fittings (mouldings, catches, hinges, latches etc), if relevant.
- A summary description of the building in its current form in the format of a typical listed building description including a comment on the significance of the building within their context.
- The discussion and conclusions, with reference to the objectives outlined.
- An objective summary statement of results;
- Assessment of impact from the development;
- Conclusion;
- Supporting illustrations at appropriate scales, all to include levels tied to Ordnance Datum. Drawings should follow the conventions developed in the MoLAS Archaeological Site Manual (1994);
- Illustrative site photography, including key features and working shots;

- Supporting data – tabulated or in appendices, including as a minimum a basic quantification of all artefacts, ecofacts and structural data; Details of archive location; confirmation of archive transfer arrangements including a provisional timetable for deposition;
 - References;
 - A copy of the OASIS form.
 - Bibliography.
 - Photographic register as an Appendix, including a site plan showing the position and direction of each photograph.
- 8.3 A list of specialist staff that may be used for analysis of samples and artefacts is given in Appendix B.
- 8.4 An OASIS form has been initiated (Appendix C). This will be completed upon receipt and approval of the final report and an electronic copy of the historic building record report deposited with the Archaeological Data Service (ADS).
- 8.5 Copies of reports will be issued to Sandy Kidd, of the Greater London Archaeological Advisory Service (GLAAS) of Historic England for approval, whilst a paper and hard copy will be supplied to the GLAAS HER, on the understanding that it will become a public document after an appropriate period of time.
- 8.6 If the results of the fieldwork warrant it, a post-excavation phase may be required. The procedures defined in Historic England's Management of Research Projects in the Historic Environment (2015c) will be followed for immediate post-field archive preparation and post-excavation assessment.
- 8.7 Publication of the results will be pursued. As a minimum this will be a summary text in a local journal. Should archaeology be encountered that may warrant further dissemination, AOC will seek to implement a scheme of public outreach to be agreed with all parties. This may include a press release, social media, displays for local libraries/museums and public talks.
- 8.8 An OASIS form was initiated in the earlier evaluation and will be updated to reflect this further stage of works on the site. This will be completed, and an electronic copy of the watching brief report deposited with the Archaeological Data Service (ADS).

9 Archive Preparation

- 9.1 The site archive will comprise all artefacts, ecofacts and written and drawn records. It is to be consolidated after completion of the whole project, with records and finds collated and ordered as a permanent record. Archaeological finds rarely have any monetary value, but they are an important source of information for future research, included in museum exhibits and teaching collections. The Chartered Institute of Archaeologists (CIfA June 2020) and the Society of Museum Archaeologists (SMA 1993, 1995) recommend that finds are publicly accessible and that landowners donate archaeological finds to a local museum. The receiving museum will be The London Archaeological Archive and Research Centre (LAARC). The paper archive will be security copied via microfiche which will be deposited with LAARC.
- 9.2 On completion of the project AOC will discuss arrangements for the archive to be deposited with LAARC and with the developer/landowner. This will be prepared in the format agreed with the LAARC and following national guidance (ADS 2011 and Brown 2011). In the event of the legal owner(s) resolving to retain all or part of the site archive, they shall be responsible for the future preservation and maintenance of any material element of that archive. That part of the site archive in question, shall be transferred to the legal owner only after; all necessary processing, research, analysis and investigative/stabilising conservation and correct packing necessary to prepare the

archive for preservation and in a usable, accessible form, and to produce a full report for publication, has been completed. The owner shall ensure that all necessary provision is made for the long-term preservation of the archive in a satisfactory environment, and that it is accessible for future research. AOC will ensure that a proper record of material is kept by the landowner shall be included in the written archive and public record. The explicit (written) permission of the owner shall be obtained in order that the Data Protection Act 1984 is not contravened.

- 9.3 In the case where finds are retained, landowner consent will be required to allow transfer of the finds to the LAARC. A Deed of Transfer will be drawn up by LAARC for signing by the landowner. The complete finds inventory and further finds information can be provided to the landowner, on request.
- 9.4 The site archive will be deposited with LAARC within one year of the completion of fieldwork (if no further work is required). It will then become publicly accessible.

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 2007 (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. This will include measures to work safely during the current Covid-19 pandemic; a separate RAMS specifically dealing with COVID-19 will also be prepared prior to fieldwork.
- 10.4 Staff present on site will be required to wear the appropriate Personal Protective Equipment (PPE), which will be issued as necessary.
- 10.5 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 are 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 the archaeology advisor 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.

12 Bibliography

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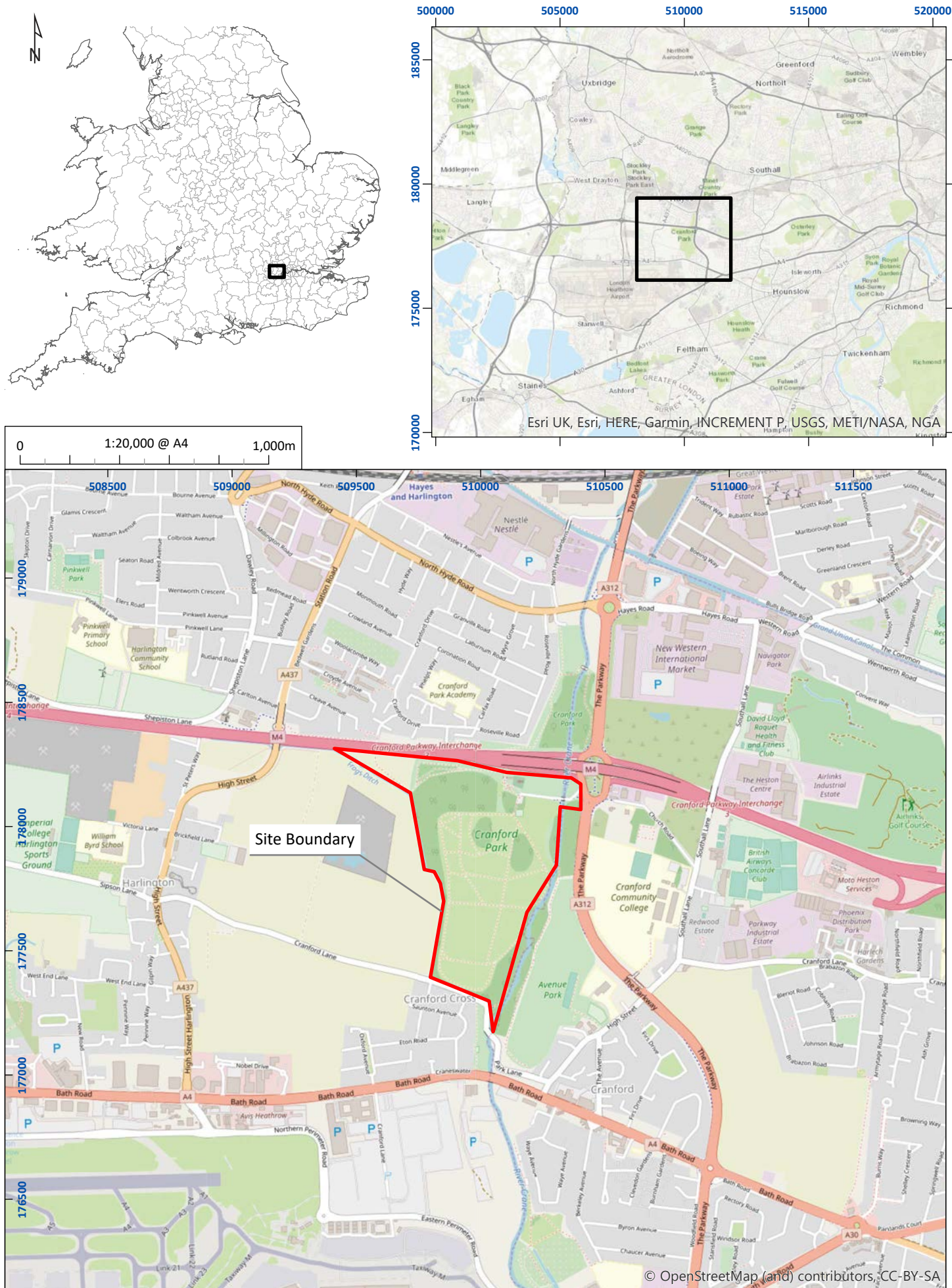


Figure 1: Site location plan

01/34326/REP/01/01



Figure 2: Plan of Watching Brief Area

01/34326/WSI/02/01

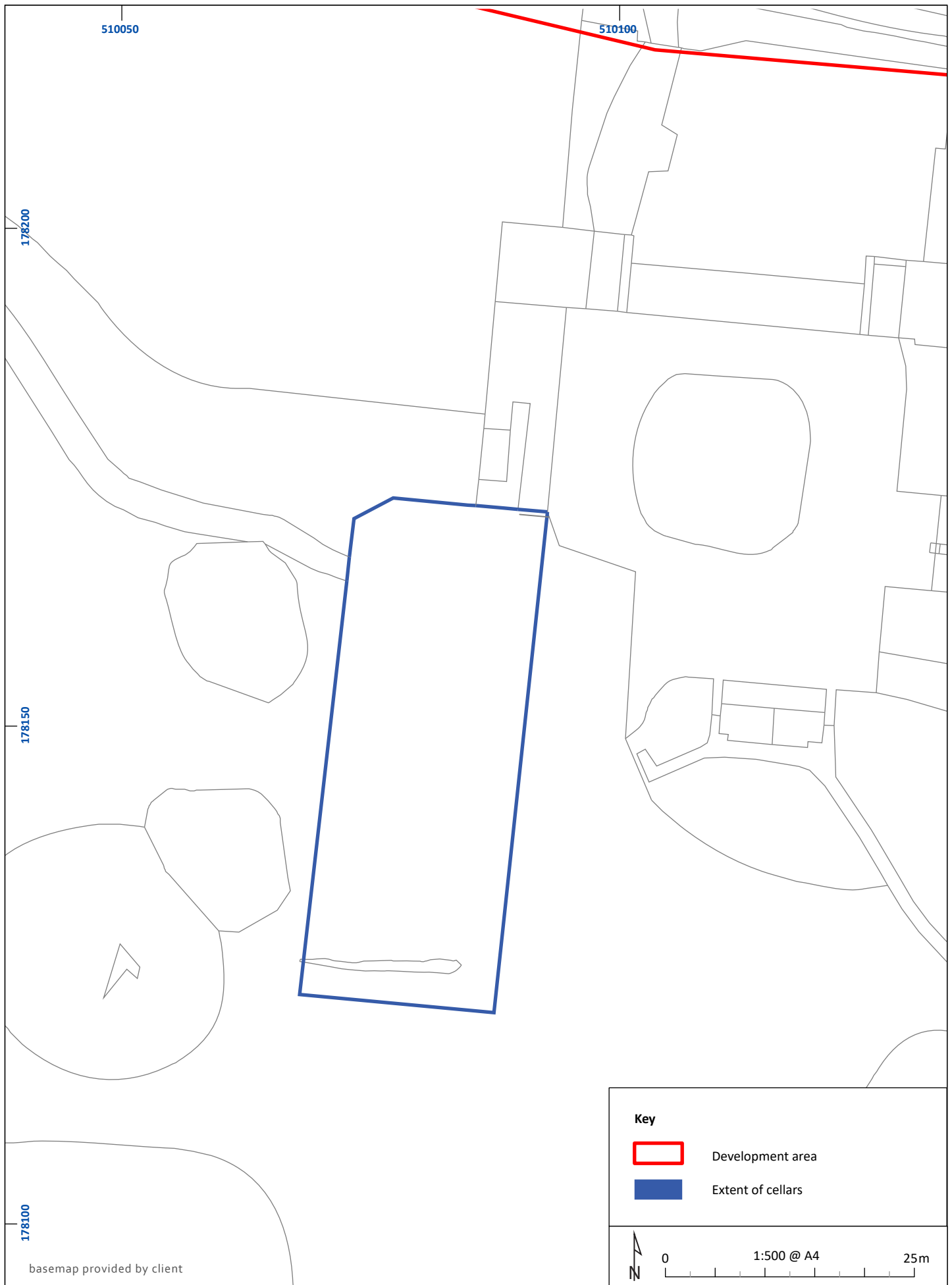


Figure 3: Location of the Cellars of former Cranford House

01/34326/REP/02/02

THOMAS
FORD
& PARTNERS
CHARTERED
ARCHITECTS
SURVEYORS

Hillingdon, Cranford Park

535401

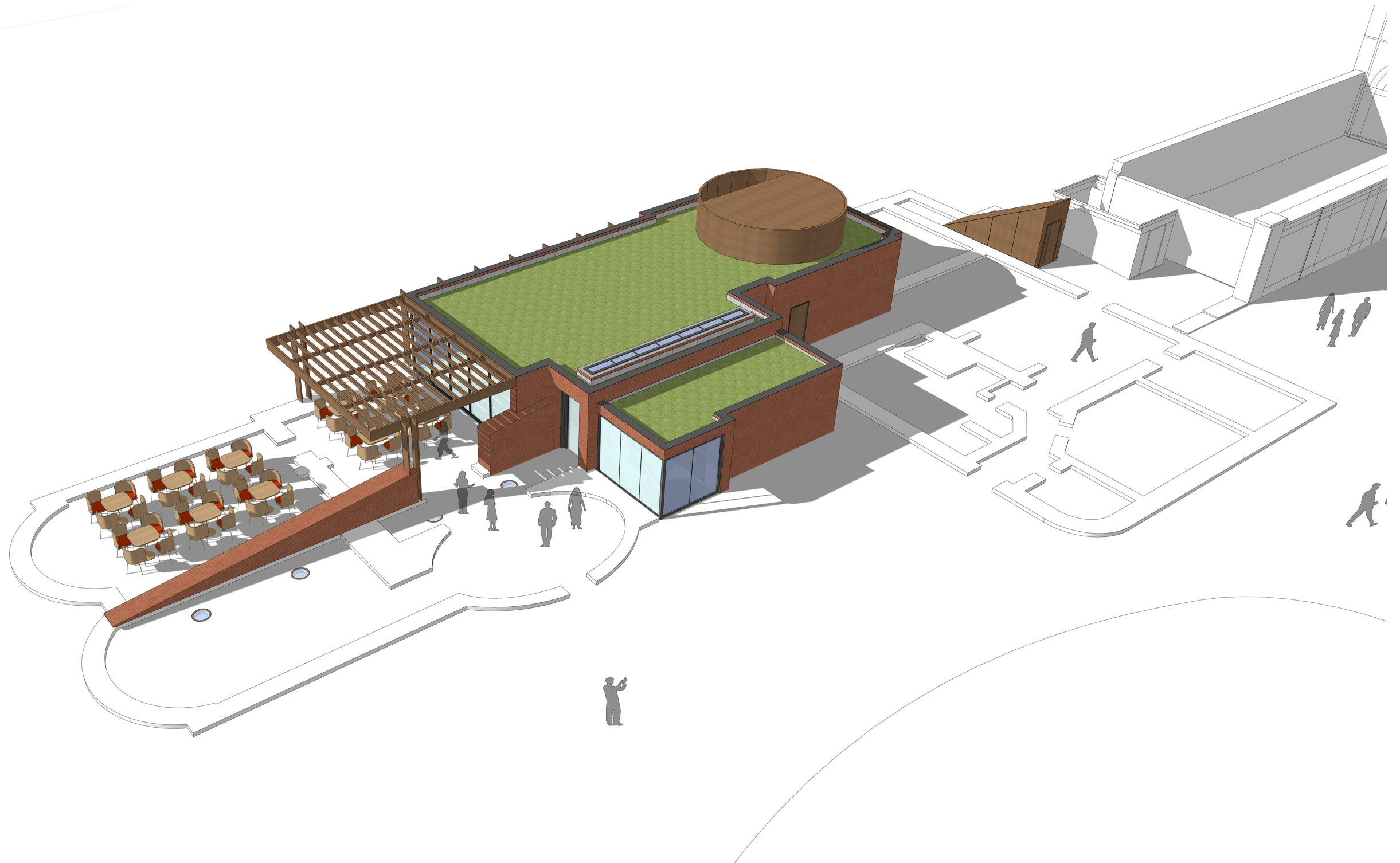
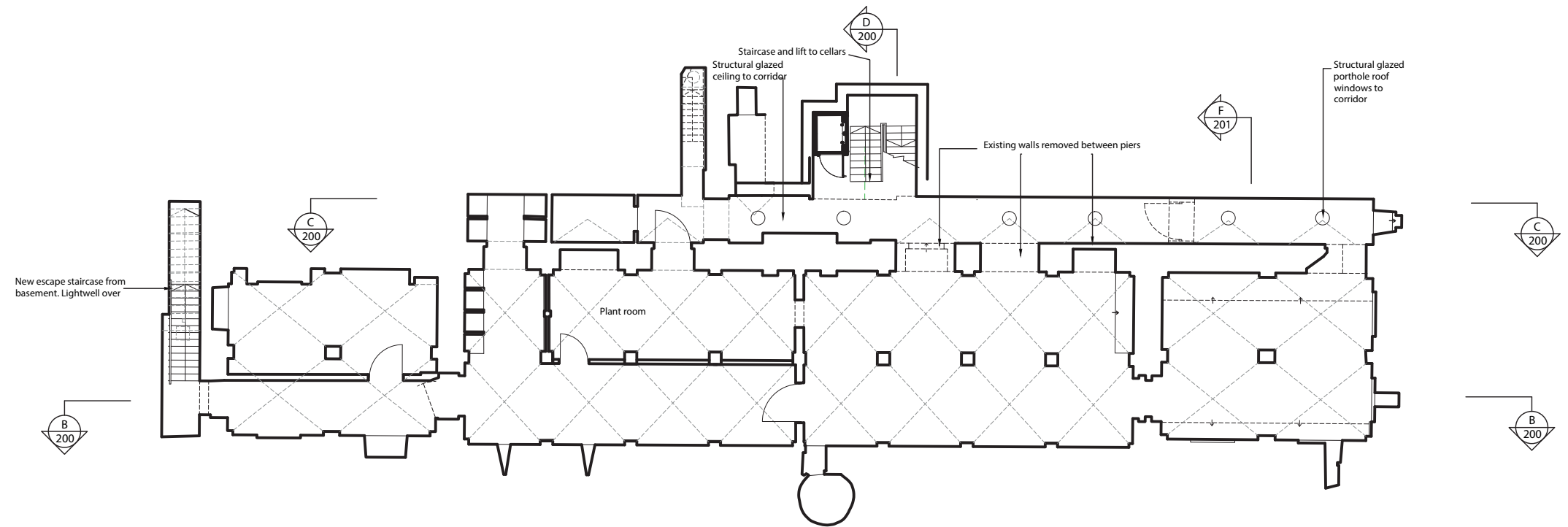


Figure 4: Visualisation of the Proposed Café Development

01/34326/REP/04/02

Cellar Plan



Ground Floor Plan

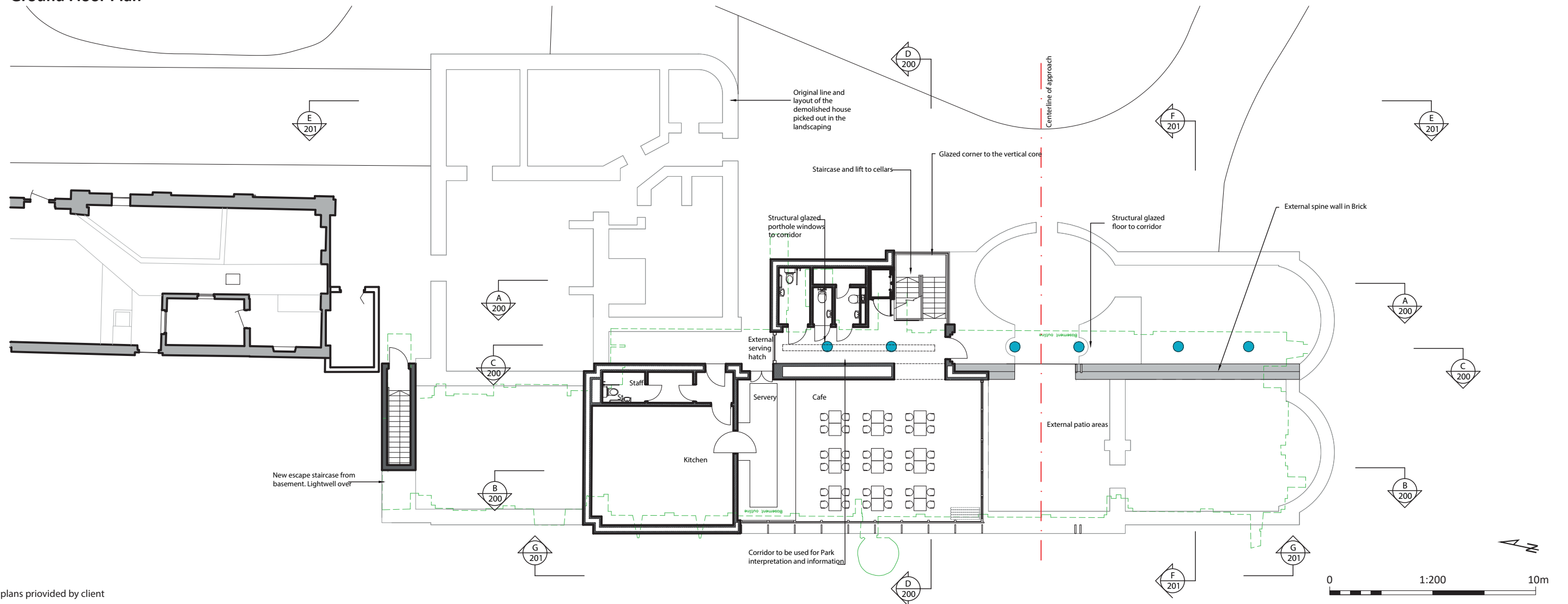
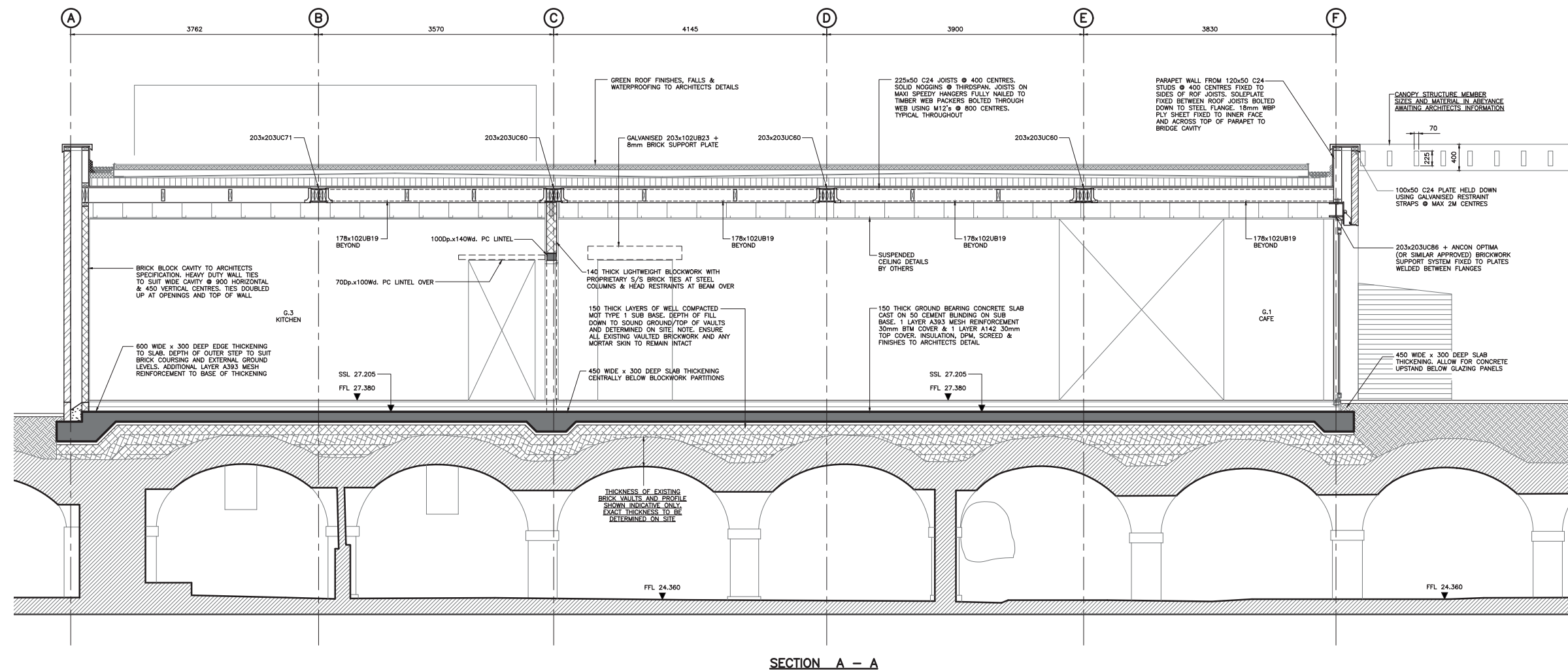


Figure 5: Proposed Ground Floor and Cellar Plan



0 1:75 2.5m

Figure 6: Elevation of Proposed Café Development Above the Cellars

01/34326/REP/06/02

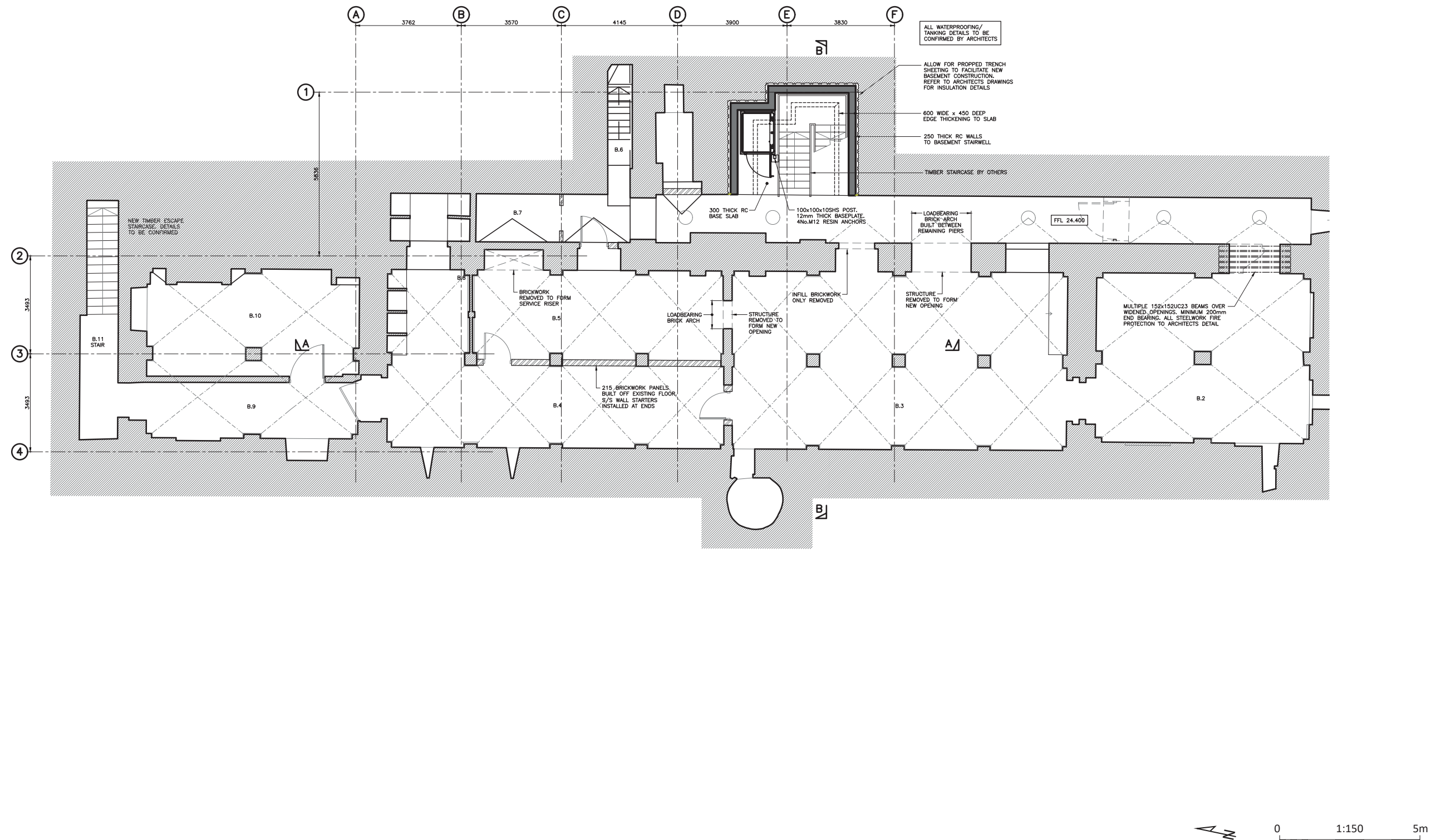


Figure 7: Plan of Proposed Alterations to the Cellars

Appendices

Appendix A – GENERAL

Insurances

1. AOC holds Employers Liability Insurance, Public Liability Insurance and Professional Indemnity Insurance. Details can be supplied on request.
2. AOC will not be liable to indemnify the client against any compensation or damages for or with respect to:
 - damage to crops being on the Area or Areas of Work (save in so far as possession has not been given to the Archaeological Contractor)
 - the use or occupation of land (which has been provided by the Client) by the Project or for the purposes of completing the Project (including consequent loss of crops) or interference whether temporary or permanent with any right of way light air or other easement or quasi easement which are the unavoidable result of the Project in accordance with the Agreement
 - any other damage which is the unavoidable result of the Project in accordance with the Agreement
 - injuries or damage to persons or property resulting from any act or neglect or breach of statutory duty done or committed by the client or his agents servants or their contractors (not being employed by AOC Archaeology or for or in respect of any claims demands proceedings damages costs charges and expenses in respect thereof or in relation thereto)
3. Where excavation has taken place evaluation trenches 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 Chartered Institute for 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 Chartered Institute for Archaeologists' Code of Conduct, the ClfA Standard and guidance for commissioning work or providing consultancy advice on archaeology and the historic environment, the ClfA Standard and

Guidance for Historic Environment Desk Based Assessments, Field Evaluations and other relevant guidance.

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 – ARCHAEOLOGICAL ARCHIVE CONSENT FORM

ARCHAEOLOGICAL ARCHIVE CONSENT FORM

SITE: [Site address]

SITE CODE: [Site code]

AOC ARCHAEOLOGY REF: [Project number]

RECEIVING MUSEUM: [Local recipient museum]

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

SIGNED [Signature]

PRINT [Name]

Landowner/Agent

LANDOWNER'S NAME: [Landowner name]

LANDOWNER'S ADDRESS: [Landowner address]

Appendix C – OASIS FORM

OASIS ID: aocarcha1-413840

Project details

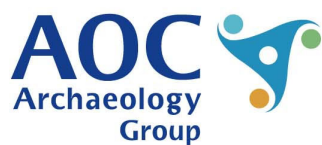
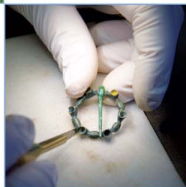
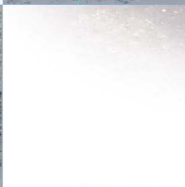
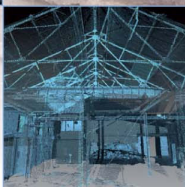
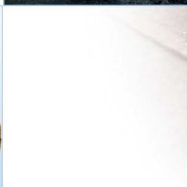
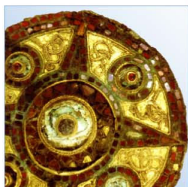
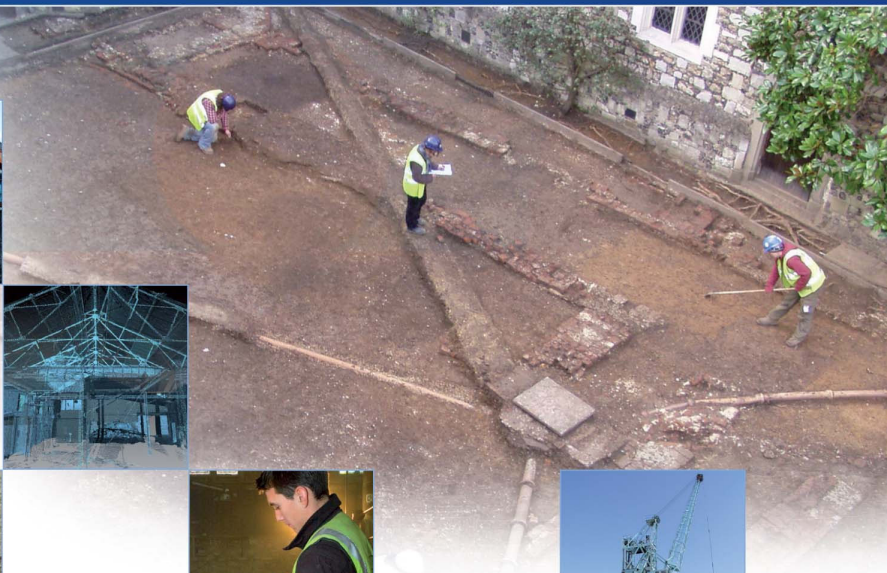
Project name	Cranford Park
Short description of the project	Level 2 HBR and Watching brief
Previous/future work	Yes / Not known
Any associated project reference codes	34326 - Contracting Unit No.
Type of project	Building Recording
Site status	Listed Building
Current Land use	Other 2 - In use as a building
Methods & techniques	"Photographic Survey","Survey/Recording Of Fabric/Structure"
Prompt	National Planning Policy Framework - NPPF

Project location

Country	England
Site location	GREATER LONDON HILLINGDON HILLINGDON Cranford Park
Site coordinates	TQ 10085 78122 51.490833333333 -0.414166666667 51 29 27 N 000 24 51 W Point

Project creators

Name of Organisation	AOC Archaeology Group
Project brief originator	AOC Archaeology Group
Project design originator	AOC Archaeology Group
Project director/manager	Catherine Edwards
Type of sponsor/funding body	County Council
Name of sponsor/funding body	London Borough of Hillingdon



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