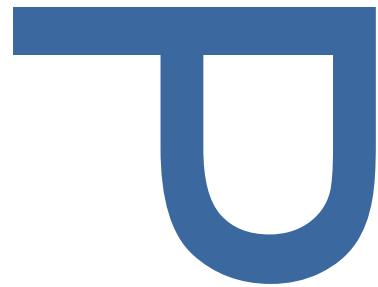
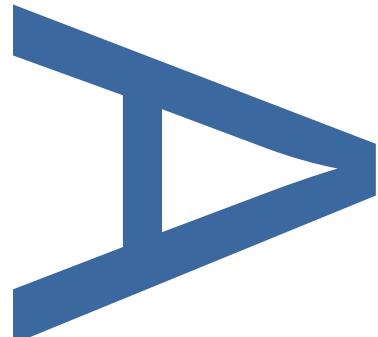
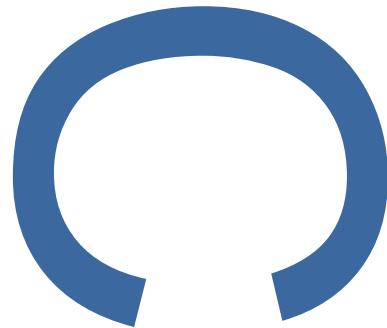


**WINSTON CHURCHILL HALL,
PINN WAY, RUISLIP HA4 7QL**



**WRITTEN SCHEME OF
INVESTIGATION FOR AN
ARCHAEOLOGICAL WATCHING
BRIEF**



NOVEMBER 2023

PRE-CONSTRUCT ARCHAEOLOGY

WINSTON CHURCHILL HALL, PINN WAY, RUISLIP HA4 7QL

WRITTEN SCHEME OF INVESTIGATION FOR
AN ARCHAEOLOGICAL WATCHING BRIEF

PROPOSED SITE CODE: *to be confirmed*

SITE CENTRAL NGR: TQ 09000 87860

LOCAL PLANNING AUTHORITY: London Borough of Hillingdon

COMMISSIONING CLIENT: Austin Gibbons

PROJECT MANAGER: CHRIS MAYO, Pre-Construct Archaeology Limited

PREPARED BY: CHRIS MAYO, Pre-Construct Archaeology Limited
November 2023

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November 2023

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INTRODUCTION

- 1.1 Pre-Construct Archaeology Limited has been instructed by Austin Gibbons of Ameresco to undertake an archaeological watching brief during groundworks necessary to lay a new cable connection adjacent to Winston Churchill Hall, Pinn Way, Ruislip HA4 7QL (Figure 1). The site is centred at National Grid Reference TQ 09000 87860.
- 1.2 Winston Churchill Hall is a purpose-built community theatre and function venue located within landscaped grounds fronting to Pinn Way to the north, to the rear of properties fronting to Bury St to the west, to Manor Farm Stables to the south and to Manor Farm House Museum to the east, itself located within a Grade II listed Tudor building.
- 1.3 The site is located within an Archaeological Priority Area (APA) as denoted by CgMs Consulting (2014) for the local planning authority, the London Borough of Hillingdon. The APA is focussed around the medieval settlement of Ruislip, 'considered one of the best examples of a Medieval rural settlement located within the Greater London area (Schofield, 2011 in CgMs 2014, 41).
- 1.4 The client's archaeological consultant at Fuller Long have consulted with Sandy Kidd of the Greater London Archaeological Advisory Service (GLAAS) at Historic England, who advises the LPA with regards to their heritage. Mr Kidd has advised that

The cable trench is in the Archaeological Priority Area covering the medieval castle and village of Ruislip and is right next to the scheduled monument of Ruislip motte and bailey castle which lies to the east. I have checked with my colleague who advises on scheduled monuments and confirmed that the trench shown on the attached plans would not require scheduled monument consent, but any extension east or south may do so. Although the cable trench only involves minor groundworks, in view of the archaeological sensitivity of the location I recommend that an archaeological watching brief is maintained by a professionally qualified archaeologist working to a written scheme of investigation agreed with ourselves.

- 1.5 The aforementioned scheduled monument, List Entry Number: [1002045](#), covers a motte and bailey castle, the remains of a Benedictine priory and a curvilinear earthwork, 280m NNW of St Martin's church.
- 1.6 This Written Scheme of Investigation designs the archaeological works.
- 1.7 The works will be undertaken by a full-time archaeological supervisor and other archaeological staff working for PCA. The works will be monitored by the LPA, and PCA will provide regular updates to RPS for onward submission to the LPA.

2 BACKGROUND

2.1 Geology and Topography

- 2.1.1 The British Geological Survey shows the underlying bedrock geology at the study site to be Lambeth Group - Clay, silt and sand, with no superficial deposits. A short distance to the north, however, superficial deposit of Alluvium are recorded, associated with the River Pinn.
- 2.1.2 A short distance to the south of Winston Churchill Hall, the bedrock geology is recorded as the London

Clay Formation.

- 2.1.3 No site-specific borehole data is known to exist, and therefore the anticipated depth to natural deposits is unknown.
- 2.1.4 The River Pinn follows a rough southwest-northeast course approximately 100m to the north.
- 2.1.5 Topographic information for the site is unknown. It is estimated that ground level in the vicinity of the proposed works lies at around 47.3m OD.

2.2 Archaeological and Historical Background

- 2.2.1 The following background is taken from the archaeological desk-based assessment for the LB Hillingdon, undertaken as part of an APA appraisal process (CgMs Consulting 2014, 40-42). The figure references relate to illustrations within that document, available [here](#).

2.9 9. Ruislip APA

2.9.2 Archaeological and Historical Background

- 2.9.2.1 There is very little in the way of evidence for prehistoric activity in the vicinity with a couple of isolated flint artefacts recorded. There have been a few possible Roman artefacts around the SAM, suggesting some activity in the vicinity.
- 2.9.2.2 It is suggested that settlement started at Ruislip in the Saxon/early Medieval period, though there is currently no archaeological evidence to support this. The motte and bailey (now a SAM, NHL 1002045) must have been constructed around 1066, and the village is mentioned in the 1086 Domesday survey, along with a park for 'wild beasts', an unusually early example of a deerpark. The park was still in use in 1436. In 1087 the land was given to the Abbey of Bec, which later established a priory within the bailey. This was later replaced by Manor Farm which was constructed in the 16th century (now Grade II listed, NHL 1080162). Work has shown that this complex was moated at one stage. Earthworks relating to the Deer Park and possibly the village remain, and the historic centre of Ruislip contains features and buildings from every period in the last millennium, including a Great Barn of c.1300 (grade II* listed; NHL1358359) which is the oldest timber-framed barn standing in Greater London (Bowlt, 2007). St Martin's Church existed by the end of the 12th century (VCH vol. 4; grade I listed, NHL 1285697), but there presumably was an earlier one linked to the Priory. The northern boundary of the Deer Park survives as a bank and ditch, and is a SAM (NHL 1021402). There was a brick and tile industry in Ruislip in the 14th century and the end of the 16th century. The woods around Ruislip also provided timber during the 14th century for the Tower, Westminster Palace and Windsor Castle (Schofield, 2011).
- 2.9.2.3 Rocque's map of 1754 shows settlement clustered around the crossroads by the castle, but with some settlement along Fore Street on the east side of the APA. To the north of the village lay the hamlet of Park Hearne (Fig. 2.9b). The Ruislip Enclosure map of 1806 shows a similar pattern of settlement (Fig. 2.9c). By this date Park Hearne was surrounded by land owned by the Grand Junction Canal company. This area was flooded to create a feeder reservoir for the canal. It came into operation in 1816 but was never really successful and later became Ruislip Lido.

2.9.2.4 Little changed by the time of the 1st edition Ordnance Survey of 1866 (Fig. 2.9d) or the 1896 Ordnance Survey (Fig. 2.9e) when the village remained small and focussed around the crossroads, set in a wider landscape of fields and wood. By 1945 development had started to take place within the former Park area, as part of the significant development that occurred in the area with the arrival of the railway line in 1904 (Fig. 2.9f). Little further development had taken place in the APA by 1960 or until the present day, as seen in a 2010 aerial photograph (Figs. 2.9g & 2.9h).

2.9.3 Significance of the APA

2.9.3.1 Ruislip has been considered one of the best examples of a Medieval rural settlement located within the Greater London area (Schofield, 2011). It contains many features, including an unusually early example of a deer park, ancient woodland, a motte and bailey, a manor farm, a church, evidence of a 14th century brick and tile industry and the old village centre. Unusually it contains buildings representing every period of the last millennium, including the Great Barn, built in c.1300 (Bowlt, 2007), making the buildings archaeology of Ruislip very significant.

2.9.3.2 The APA is thus here designed to protect the complex of interrelated features that make up the village and surrounding area, which includes known archaeology of national significance. Further study may reveal more significant archaeology, and provide more information on the Medieval village and its development into the post- Medieval and modern periods.

2.3 Nearby Sites of Relevance

2.3.1 Immediately to the east of Winston Churchill Hall is the Scheduled Monument (List Entry Number: 1002045) of Ruislip motte and bailey. The [list entry](#) for the monument describes it thus:

The monument includes a motte and bailey castle, the remains of a Benedictine priory and a curvilinear earthwork, surviving as earthworks and below-ground archaeological remains. It is situated on gently sloping ground south of the River Pinn in Ruislip.

The earthworks of the motte and bailey castle are located at the southern end of the site. The motte is a mound, oval in shape, about 45m long east-west by 32m wide north-south. It rises 3m above a surrounding ditch or dry moat, which is up to 4m wide. The bailey, which is roughly rectangular in form, extends about 46m to the north, enclosing Manor Farm. It was originally denoted by a bank and ditch but landscaping has led to the levelling of much of the bank, whilst the ditch has become in-filled and survives as a buried feature. The remains of the Benedictine Priory are situated to the north of the motte. Partial excavation in 1937 and 1976-9, as well as an archaeological watching brief in 1997, recorded the remains of the priory in the area surrounding Manor Farm. These include flint foundations on the north and east sides of the existing farmhouse, 4.5m of a medieval boundary wall to the south, and stone masonry remains featuring Gothic tracery. To the north of Manor Farm is a prominent curvilinear earthwork running west to east. It is about 200m long and denoted by a ditch, 12m wide and 2m deep, with a bank on its northern side. The earthwork has been truncated by a modern roadway about half way along its length. Partial excavation of the bank and ditch in 1976-7 recovered Mesolithic and/or Neolithic worked flint, Roman and medieval pottery sherds. The exact origin and function of the earthwork is uncertain, although it has been suggested that it was part of a mill leat.

The motte and bailey castle was built on the site shortly after the Norman Conquest. The Manor of Ruislip is recorded in the possession of Ernulf de Hesdin at the time of the Doomsday Survey. In about 1087 it was granted to the Abbot and Convent of the Benedictine Abbey of Bec in Normandy. A cell was established on the site in the 12th century. Documentary evidence in the form of extents or inventories of 1294, 1324 and 1336, show that the priory was the centre of a large demesne largely devoted to arable land at this time. The priory buildings included a hall, chapel, guesthouse and three barns. The priory was dissolved in 1404 and after being passed between several owners the land became the property of Kings College, Cambridge in about 1451. In the early 16th century, the 'Friar's Hall' was demolished and Manor Farmhouse, the current building occupying the site, was built. An aisled barn, located to the south-west of the site, is the sole surviving building of the Benedictine priory and dates to about 1300. It is listed at Grade II. Manor Farmhouse is Grade II listed.*

2.4 Scope of Archaeological Works

- 2.4.1 The proposed works entail an excavation measuring approximately 2m in length, 1.5m in width and 1m deep across a footpath within which will be laid a new cable to be connected to an existing plant room within the Winston Churchill Hall (Figures 2 and 3).
- 2.4.2 The groundworks associated with the above will be monitored by PCA under watching brief conditions.
- 2.4.3 The groundworks will be undertaken using mechanical plant which should be fitted with a toothless grading bucket for excavation through potential archaeological soils. Excavation will proceed in a controlled, methodical fashion under the supervision of an archaeologist who will be able to halt excavation if closer inspection or recording is required.

3 RESEARCH DESIGN AND STANDARDS

- 3.1 All research is undertaken within the priorities established in the Museum of London's *A research framework for London Archaeology*, 2002. The general aims and objectives for the mitigation are as follows:

- The aim of the forthcoming archaeological work is to characterise and assess the archaeological resource within the site.
- Insofar as possible within the methodological constraints, the aims and objectives will be to explain any chronological, spatial or functional relationships between the structures/remains identified, and to link the archaeological results with the data already recovered in the wider area.
- To identify different levels of survival and truncation of archaeological deposits across the site.

- 3.2 Specific research objectives include the following:

- To determine the natural topography of the site, and the height at which it survives.
- To establish the nature, date and survival of activity relating to any archaeological periods at the site.
- To establish the extent of all past post-depositional impacts on the archaeological resource.
- To prevent damage to any significant archaeological remains.

- To record any archaeological remains of low significance as they are exposed by the works.

3.3 This document forms the Written Scheme of Investigation detailing the methodology by which the archaeological evaluation will be undertaken.

3.4 All works will be undertaken in accordance with the following documents:

- This Written Scheme of Investigation (pending approval from the Archaeology Advisor to the Local Planning Authority)
- *MoRPHE* (English Heritage, 2008).
- *Guidelines for Archaeological Projects in Greater London* (Greater London Archaeological Advisory Service, Historic England, 2015)
- '*Standard and guidance for archaeological watching brief*' (ClfA 2014)

3.5 Pre-Construct Archaeology Limited is a Registered Organisation (number 23) with the Chartered Institute for Archaeologists and will operate within the Institute's 'Code of Practice'.

4 SITE METHODOLOGY

4.1 Investigation Design

4.1.1 All invasive groundworks associated with the proposed access at the site will be monitored by an archaeologist under archaeological watching brief conditions.

4.1.2 Any mechanical plant used for excavations will be fitted with a flat-bladed grading bucket for careful operation through archaeological soils. The excavation work will be continuously monitored by the attendant archaeologist, who will be able to direct the groundworkers if archaeological remains are apparent.

4.1.3 Where safe, the archaeologist will enter the excavations to record all features exposed. Where there are health and safety factors, which will inhibit access and which cannot be overcome, recording will be made from the existing ground surface.

4.1.4 The watching brief will continue until either formation level is reached or until the LPA agree that the work can cease.

4.2 Investigation and Recording Techniques

4.2.1 The client's contractors will allow sufficient time for the archaeologist to recover artefacts and to record or sample, where appropriate, any features or deposits exposed during the works. Relevant faces of the trench that require examination or recording will be cleaned using appropriate hand tools.

4.2.2 All archaeological features (stratigraphical layers, cuts, fills, structures) will be evaluated by hand tools and recorded in plan at 1:20 or in section at 1:10 using standard single context recording methods. Photographs will also be taken as appropriate.

4.2.3 If substantial or quantitative remains are found then the client agrees that it may be necessary to mobilise additional resources to complete the required investigations.

4.2.4 The strategy for sampling archaeological and environmental deposits and structures will be developed

by PCA as necessary.

- 4.2.5 All gold and silver will be removed to a safe place and reported to the local coroner according to the procedures relating to the Treasure Act 1996. Where removal cannot be effected on the same working day as the discovery suitable security measures will be taken to protect the finds from theft.
- 4.2.6 No human remains are expected to be found. However, if human remains are exposed they will be protected and left in situ until agreement is reached on whether they are to be removed or not. If so this can only follow the receipt of a burial licence from the Ministry of Justice.

4.3 **Monitoring**

- 4.3.1 Fuller Long will notify the Archaeology Advisor to the LPA of the commencement of fieldwork one week in advance.
- 4.3.2 Reasonable access to the site will be granted to the Archaeology Advisor to the LPA and other representatives of the Council who wish to be satisfied, though site inspections, that the archaeological works are being conducted to proper professional standards and in accordance with the agreements made. Full access is also provided for the Client and its agents.
- 4.3.3 The PCA site supervisor will provide regular updates to the PCA Project manager who will then accordingly update Fuller Long. Fuller Long will assume responsibility for onward updates to the LPA and the project team.

4.4 **Access and Safety**

- 4.4.1 The site will be secured by the client. Site access for vehicles and pedestrians will be as directed by the client.
- 4.4.2 The overall client will arrange access to the site on a start date to be confirmed and notified.
- 4.4.3 All relevant health and safety legislation, CDM, COSHH regulations and codes of practice will be respected. This requirement constitutes one of the non-archaeological requirements on the excavation design. PCAs H&S Policy Statement (v20) and Site Rules (v12) will be followed at all times. A site-specific Risk Assessment will be prepared; this will be reviewed and updated daily by the site supervisor.
- 4.4.4 No significant contamination issues are expected. If asbestos material (suspected or confirmed) is encountered during the excavations its location will be marked, photographed and left in situ. The client will be informed as soon as possible. PCA will not remove any asbestos from site.
- 4.4.5 The client will make provision for on-site welfare/toilet facilities which can be used by PCA.
- 4.4.6 The client's contractor will undertake responsibility for securing the excavations, and providing safe means of access/egress to the trenches.
- 4.4.7 Minimum PPE for work on the site will comprise safety helmet, safety boots and high-visibility vest. Gloves shall be kept at the ready.
- 4.4.8 All PCA's fieldstaff are CSCS card holders.

5 PROJECT MONITORING

- 5.1 The archaeological project will be overseen for the local planning authority by their advisor at the Greater London Archaeological Advisory Service, Historic England. They will be advised of the start date of the fieldwork at least 1 week in advance.
- 5.2 The GLAAS advisor will be provided by Fuller Long with frequent digital updates on the evaluation work, including photographs, and invited to visit the site if they wish whilst the trenches are open. Trenches will not be backfilled without the permission of the GLAAS advisor unless required for urgent H&S issues.
- 5.3 Upon completion of the project the GLAAS advisor will be provided within a report for comment, expected within 3-4 weeks of fieldwork completion.

6 RECORDING SYSTEMS

6.1 Site Code

- 6.1.1 A unique-number site code will be obtained by PCA from the Museum of London and notified to Fuller Long when received. It will be used to identify every site record and find arising from the project.

6.2 Site Records

- 6.2.1 The recording systems adopted during the investigations will be fully compatible with those most widely used elsewhere in the LPA area, which is those developed out of the Department of Urban Archaeology Site Manual, and presented in PCA's *Operations Manual 1* (Taylor 2009). No alternative recording system will be adopted without the prior agreement of the LPA.
- 6.2.2 The site archive will be so organised as to be compatible with the other archaeological archives produced for work within the LPA area. Individual descriptions of all archaeological strata and features excavated and exposed will be entered onto prepared *pro-forma* recording sheets which include the same fields of entry as are found on the recording sheets of the Museum of London. Sample recording sheets, sample registers, finds recording sheets, accession catalogues, and the photography record cards will follow the Museum of London equivalents. This requirement for archival compatibility extends to the use of computerised databases.
- 6.2.3 A 'site location plan' indicating the site north and based on the current Ordnance Survey 1:1250 map (reproduced with the permission of the Controller of HMSO) will be prepared. This will be supplemented by a trench plan at 1:200 (or 1:100), which will show the location of the areas investigated in relation to the investigation area and National Grid Reference. All sections should be located on plan with OS co-ordinates.
- 6.2.4 A record of the full extent in plan of all archaeological deposits as revealed in the investigation will be made; these plans will be on polyester based drawing film, will be related to the site grid and at a scale of 1:10 or 1:20. 'Single context planning' will be used on site, and the information will be digitised for eventual CAD application.
- 6.2.5 At least one long section will be drawn or a representative part including a profile of the top of the

natural deposits (extrapolated from cut features etc., if the trench has not been fully excavated). Other sections, including the half-sections of individual layers or features may be drawn as appropriate to 1:10 or 1:20.

6.2.6 The OD height of all principal strata and features will be calculated and indicated on the appropriate plans and sections.

6.3 **Stratigraphic Matrix**

6.3.1 A 'Harris Matrix' stratification diagram will be used to record stratigraphic relationships. This record will be compiled and fully checked during the course of the excavations. Spot dating should be incorporated where applicable during the course of the excavation.

6.4 **Photographic Record**

6.4.1 A photographic record of the investigations will be prepared. This will consist of high quality, colour digital photographs taken in jpeg and RAW formats by an appropriately trained individual, illustrating 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 mounted. The digital images will be preserved on a dedicated and backed up server. The RAW files will be converted to high quality tiff images for eventual preservation by the London Archaeological Archive (LAA).

6.5 **Survey**

6.5.1 Trench/excavation areas positions and OS datums will be established on site by PCA either using a GPS-system or by measurement to existing site data.

6.6 **Digital Data**

6.6.1 A Digital Data Management Plan for the project is provided at Appendix 2.

7 **TREATMENT OF FINDS AND SAMPLES**

7.1 **General**

7.1.1 All processing will take place at PCA's Brockley premises, or, if appropriate, those of our environmental consultants.

7.2 **Environmental**

7.2.1 Different sampling strategies may be employed according to the perceived importance of the deposit or feature under investigation. Close attention will be given to sampling for date, structure and environment. Sample size should take into account the frequency with which material is likely to occur. Bulk sieving should be employed both for recovery of environmental evidence to ensure that complete samples of artefactual evidence are collected for significant deposits.

7.2.2 The strategy for sampling archaeological and environmental deposits and structures will be developed by PCA as necessary with appropriate consultation to the GLAAS advisor to the LPA and if necessary, the Historic England Regional Science Advisor. Archaeological features or deposits, primarily which contain datable material, may be prioritised for sampling to inform on environmental conditions. Such

samples will typically be bulk samples (minimum 40 litres) collected by hand into sterile plastic containers, and labelled, or monolithic samples (at least 0.5m length) recovered vertically through deposits, appropriately located, wrapped and labelled.

7.2.3 A high priority will be given to sampling river and other anaerobic deposits, such as peat, where organic materials may be preserved. Organic samples will be subject to appropriate specialist analysis.

7.3 **Artefactual**

7.3.1 All finds retrieval policies of Museum of London will be adopted and all identified finds and artefacts will be retained according to the stated selection retention and retrieval policy appropriate to the material type and date. No finds will be discarded without the prior approval of the archaeological advisor to the LPA.

7.3.2 All finds will be treated in a proper manner and to standards agreed in advance with the recipient museum. They will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in the United Kingdom Institute for Conservation's '*Conservation Guidelines No.2*' and the Museum of London's '*Standards for the Preparation of Finds to be Permanently Retained by the Museum of London*'. All metal objects will be x-rayed and then selected for conservation (except in those cases where Historic England agrees that this will not be necessary).

7.3.3 Ceramic (pottery, clay tobacco, building material fabric and brick form) reference collections, housed at the Museum of London should be referred to for descriptive and analytical purposes in order to ensure that terminology is consistent.

8 ARCHIVES AND REPORTS

8.1 **Site Archive Destination**

8.1.1 Following the completion and approval of the fieldwork and post-excavation work associated with this project, the resulting archive comprising such items as finds, samples, paper and digital records, photographs and digital data will be transferred by PCA to a local museum or repository which will curate the archive thereafter.

8.1.2 For this project, the repository which is expected to take custody of the archive is:

Museum of London Archaeological Archive (LAA)

8.1.3 The custodial transfer of the finds archive will be enabled by means of a Deed of Transfer, issued by LAA, which must be signed by the landowner.

8.1.4 The landowner or, if PCA is commissioned by a third-party on their behalf, the commissioning client, agrees, by approval of this document, to donate all finds and archives to the aforesaid repository.

8.1.5 PCA will liaise with LAA to arrange for a Deed of Transfer to be signed by the landowner authorising the transfer of the finds archive.

8.1.6 PCA hereby requests that the landowner, or their agent on their behalf, completes the Landowner form at Appendix 1.

8.2 **General**

8.2.1 The integrity of the site archive will be maintained. The finds and records will be available for public

consultation. Appropriate guidance is set out in the Museum and Galleries Commission's *Standards in the Museum Care of Archaeological Collections* (1992) and *Towards an Accessible Archaeological Archive. The Transfer of Archaeological Archives to Museums: Guidelines for Use in England, Northern Ireland Scotland and Wales* (SMA 1995). For deposition with LAA, the *Guidelines for the Preparation of Archaeological Archives* will be followed.

8.2.2 If the finds are not to be donated to LAA, arrangements will be made for a comprehensive record of all relevant materials (including detailed drawings, photographs and descriptions of individual finds), which can instead constitute the archaeological archive.

8.2.3 The minimum acceptable standard for the site archive is defined in the Management of Archaeological Projects 5.4 and Appendix 3. It will include all materials recovered, (or the comprehensive records of such materials as referred to above) and all written, drawn, and photographic records, including a copy of all reports relating to the investigations undertaken. It will be quantified, ordered, indexed, and internally consistent before transfer to LAA. It will also contain a site matrix, a site summary and brief written observations on the artefactual and environmental data.

8.2.4 United Kingdom Institute for Conservation guidelines for the preparation of excavation archives for long term storage (1990) will be followed.

8.2.5 A short summary of the results of the work, even if negative, will be bound into the client report for submission to the client and the Greater London HER along with the OASIS report form as soon as possible after the completion of archaeological works.

8.2.6 Minimum requirements for public dissemination is for OASIS report forms to be submitted to the OASIS Project as soon as possible of within 6 months of completion of fieldwork, and the provision of a short paragraph summary of the results for publication in the *London Archaeologist: Excavation Round-Up*. Such publications will meet the minimum requirements set out in Appendix 7, *Management of Archaeological Projects* (1991), and derive from a 'phase 2 review' as defined in the same document. There is a need to format reports so that the details of the proposed development impact can be separated from the information and enable all archaeological information to be made available to the GLHER within 6 months of the completion of fieldwork.

8.2.7 Where the mentioned 'phase 2' review indicates the need for further assessment and analysis the recommendations set out in the *Management of Archaeological Projects* 1991 will be followed.

8.3 Report

8.3.1 Notwithstanding details included above all fieldwork and results will be fully recorded and a watching brief report prepared. Copies of the report will be forwarded to the following bodies:

- The commissioning client via their archaeological consultant
- Historic England (GLAAS)

8.3.2 The report will include:

- Non-technical summary;
- Introduction;
- Planning Background;
- Details of the archaeological and historical background of the site, and relevant archaeological work;
- Topography of the site;

- Research objectives;
- Methodology;
- The results of the investigation and their significance;
- An assessment of the results against original expectations and a review of the effectiveness of the fieldwork strategy;
- Statement of potential of the archaeology;
- Conclusions (and recommendations following consultation with the Council);
- Bibliography;
- Acknowledgements;
- OASIS form.

8.3.3 The project resource agreed between PCA and the client allows for the production of a report, to include CAD illustrations and artefact assessment as necessary. It is intended that PCA will provide our client a draft copy of the report for comment within three weeks of the completion of the fieldwork, to then be provided to the Archaeology Advisor to the Local Planning Authority. The report submission to GLAAS is expected within 3-4 weeks of fieldwork completion.

8.4 **Further Analysis and Publication**

8.4.1 If the watching brief reveals substantial, quantitative or complex archaeological remains then there may be a requirement from the Local Planning Authority for further analysis and publication of the remains in order to make the results of the work publicly available. If this is required it will be designed in the archaeological report of findings, and costs will be agreed with the client.

9 **SIZE AND STRUCTURE OF EXCAVATION TEAM**

9.1 The WB will be supervised by a full-time member of PCA's staff who has considerable experience of working in the urban environment and with an understanding of the landscape issues associated with this site.

9.2 A standard working day is 08.00 - 16.30. A morning and afternoon tea break and 45-minute lunch break are included within this period. Any workings outside of these times are considered to be overtime.

10 **PROGRAMMING**

10.1 At present a proposed start date for the project is unknown, but will be advised to PCA and the LPA by Fuller Long when known.

10.2 The duration of the fieldwork is unknown, although 2-3 days is anticipated.

11 **PUBLIC ENGAGEMENT**

11.1 No on-site public engagement is proposed for this project. If significant findings are made during the work then discussions will be held with the client about how these can be disseminated to the public, likely via PCAs website and social media or via the client's public interface

11.2 Should the fieldwork lead to further mitigation work then further opportunities for public engagement will then be explored.

12 BIBLIOGRAPHY

CgMs Consulting, 2014, 'Stage 2 Report: Archaeological Desk Based Assessment: London Borough Of Hillingdon', Ref CgMs/15259, <https://historicengland.org.uk/content/docs/planning/apa-hillingdon-pdf/>

ClfA 2014 (updated June 2020), *Standard and guidance for an archaeological watching brief*, Chartered Institute for Archaeologists

Taylor, J. with Brown, G., 2009, updated 2018, *Fieldwork Induction Manual: Operations Manual 1*, Pre-Construct Archaeology Limited

13 Appendix 1: Landowner Details



PCA South

Unit 54 Brockley Cross Business Centre, 96 Endwell Road, Brockley, London SE4 2PD

t Operations ~ 020 7732 3925

e info@pre-construct.com

Administration ~ 0207 358 2197

w www.pre-construct.com

Post-excavation services ~ 020 7639 9091

PCA Ltd is **due to carry** out an archaeological investigation on the site below:

Site name: Winston Churchill Hall

Site Address: Winston Churchill Hall, Pinn Way, Ruislip HA4 7QL

Site Code **To be confirmed**

We have been instructed / commissioned for the work by Fuller Long on behalf of Austin Gibbons of Ameresco.

Following completion of the site, the full site archive including artefacts worthy of retention will be deposited by PCA with a museum or repository who are committed to curate this archive.

To action this, PCA requires the name and address of the Landowner so that a Transfer of Title can be arranged for the deposition of the archive, by Deed of Transfer between the recipient museum or repository and the Landowner.

Therefore could you please complete the details below and return this letter by post or e-mail to the following:

Chris Mayo

c Mayo@pre-construct.com

Pre-Construct Archaeology Ltd

Unit 40, Brockley Cross Business Centre

96 Endwell Road, London SE4 2PD

NAME AND ADDRESS OF SITE OWNER / FREEHOLDER

Name:

Address:

<p

14 Appendix 1: DIGITAL DATA MANAGEMENT PLAN

Section A: Project Information			
HER# (Site Code):	TBC	Other Site Codes	n/a
Site Full Location	WINSTON CHURCHILL HALL, PINN WAY, RUISLIP HA4 7QL		
OASIS ID:	tbc	K-Code:	K8746
Museum Acc. #	tbc	NGR #	TQ 09000 87860
Planning Ref #:	n/a	Planning Authority	London Borough of Hillingdon
DMP Written	November 2023	DMP Last Updated	n/a
Project Manager/ Primary Contact:	Chris Mayo	Project Type:	Watching Brief
Client:	Austin Gibbons of Ameresco	Site Supervisor:	Tbc
Data Sharing Agreement in Place?	No		
Data Management Responsibility	Pre-Construct Archaeology Limited	Who will take possession of the generated data at the end of the project	Archaeology Data Service (ADS)
Section B: Estimated Volume of Data			
File types generated as part of the project archive by PCA:			
Data Type	Format	Estimated Volume	Details/Comment
Spreadsheets	Excel (.xlsx), .csv	Tbc	
Database	Access (.accdb)	Tbc	
Text/Documents	.pdf, Word (.docx)	Tbc	
Images	.jpeg, .png, .DNG	Tbc	
Graphics	.dwg,	Tbc	
GIS	.shp	Tbc	
Will existing or external data be utilised?			YES
If yes, list type of data and source: External specialist reports, external images			
Data Type	Format	Estimated Volume	Source
Images	.jpeg, .png, .DNG	Tbc	
Graphics	.dwg,	Tbc	
GIS	.shp	Tbc	
Text/Documents	.pdf, Word (.docx)	Tbc	
Section C.: Data Acquisition, Processing, and Analysis			
What methods and data standards will be undertaken?			
Field data will be collected through digital and analogue means as set out within the Written Scheme of Investigation. All data that will be collected will aim to work to best practice guidelines as outlined by CIFA and the ADS, as well as any specific London guidelines, whenever possible and will be updated as the project progresses, or as guidance is modified.			
What file naming/structure is in place and how will version control be maintained? Display example below.			
Example file name: PCA_sitecode_WB_01_JB Key: PCA (Organisational identifier) sitecode (site code) WB (report type) 01 (version control identifier) JB (author identifier)			
The project archive will be stored in a project specific folder, with sub folders being utilised to further sub-classify data as appropriate (e.g. databases, photos, reports, etc.).			
What Quality Assurances of the data are in place?			
All digital instruments used to capture data on site and during post-ex (e.g. cameras, GPS/RTK units, etc.) will be appropriately calibrated and checked to be in full working order prior to fieldwork and subsequent analysis to ensure accurate data capture. Site records and data will be reviewed during project delivery to guarantee all digital data is both secure and correct.			
Section D: Documentation and Metadata:			
How can the data be read?			
Data collected during the course of the project will include standard formats as listed within section B.			
What documentation and metadata will be provided when the data is archived?			
A catalogue of the digital archive, material archive, paper archive, and the supporting metadata will be provided to the digital repository			
Section E: Ethics and Legal Compliance:			
How can the identity of individuals be protected if required			
Personal data will be removed from the digital archive prior to deposition, and permission to include personal data will be gained during the project if required.			

Is the data GDPR 2018 compliant?	All digital archive data is compliant with GDPR as outlined within PCA's GDPR policy.	
Who owns the data generated during the course of this project?	Copyright for all data generated or collected by the project team belongs to PCA. However, if external data is utilised, formal permission or licences will be obtained prior to use, and correct citation given during reporting and when archived. Any licences agreed with external parties will be included within the project archive.	
Section F: Storage and Backup:		
Is sufficient storage in place?	All project data will be held on a server based at our London office. The server has sufficient space to hold all data generated during the project.	
What backups are in place?	Project data will be stored on a companywide intranet and on servers located at our London office.	
What data security is in place?	All project data is restricted by permission-based access and single factor authentication. The only exception to this is when external finds or data specialists are consulted, with only files pertinent to their role are shared directly.	
Section G: Selection and Preservation:		
Which data will be selected for inclusion within the project archive?	Selection of data that will be included within the project archive will be informed by the WSI, Project Brief, research aims, and specialist recommendations. All data selected for preservation will be logically named, identified, and structured, and will adhere to the formats listed in section B. Any deselected data will be deleted after deposition with the ADS or relevant archival repository.	
What is the long-term preservation plan for the project dataset?	The digital archive will be deposited with the ADS.	
If this is a larger project, has the ADS been contacted regarding accession of the project dataset?	NO	
Has the Museum or depository been contacted	NO	
Section H: Data Dissemination:		
How will the dataset or parts of it be shared?	The final project report will be uploaded to the HER via OASIS and subsequently released onto ADS's report library. Additionally, the report will be published either through a full publication, or as a note in the regional archaeological journal. After deposition of the digital archive, the ADS and relevant depository are able to share the data under licence.	
Section I: Responsibilities:		
Who will manage the data?	The project manager will be responsible for implementing the data management plan and its security.	
Roles and Responsibilities:		
Action	Responsible Person(s)	Details/Comment
Field Data	Field team	Including initial storage and backup
Data Analysis and Interpretation	Site Supervisor/Project Manager	
Data Archiving	Archives Officer	
Data Dissemination	Project Manager/Archives Officer	Archives officer will be responsible for uploading report onto OASIS.
GDPR Compliance	Project Manager/Archives Officer/IT Specialist	
General Data backup	IT Specialist/Archives Officer	

Figure 1: Site Location

From Streetmap.co.uk
1:2500

Winston Churchill Hall (centred at TQ 08972 87845) outlined in red.

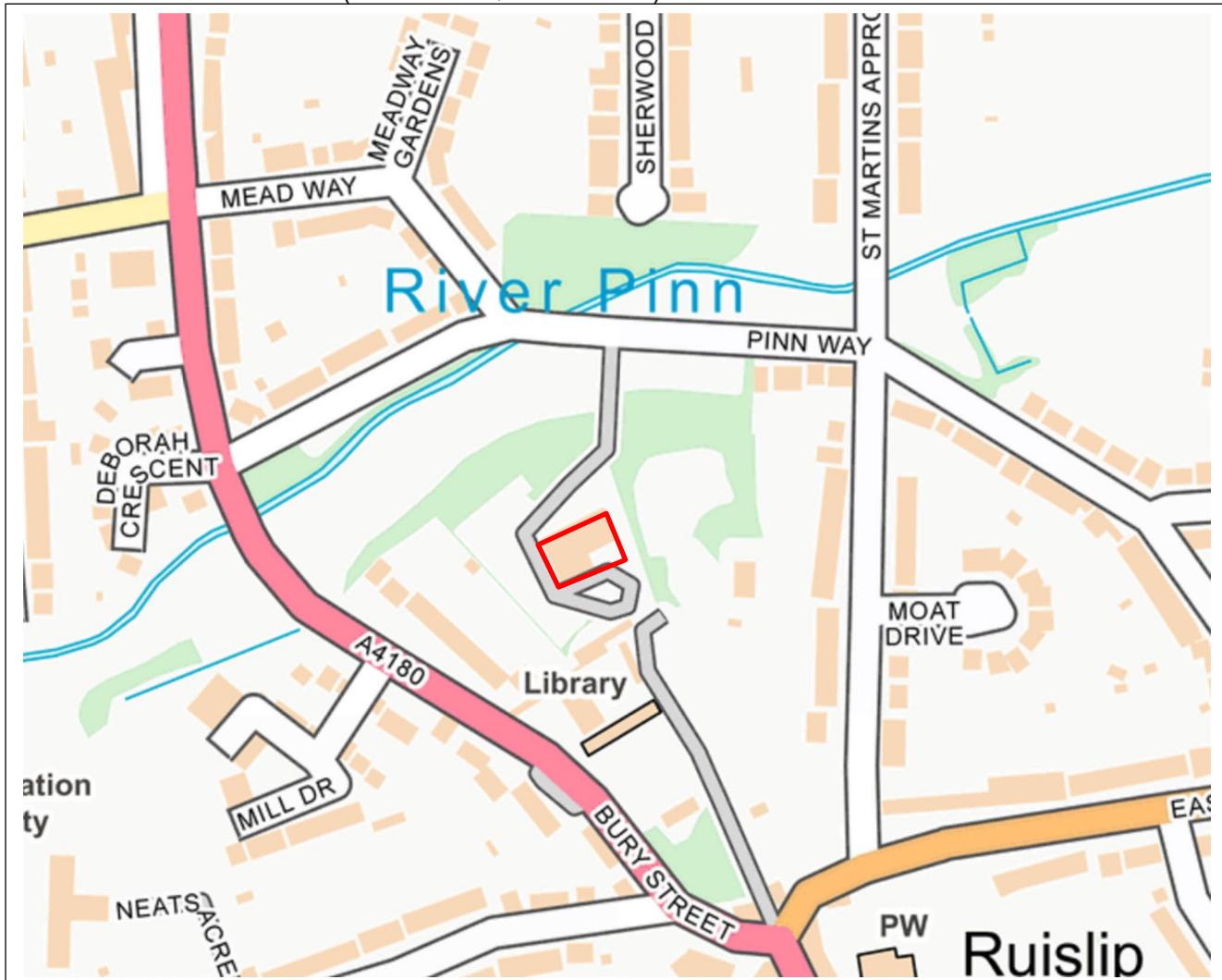


Figure 2: Plan of Proposed Works © UKPN

Plan provided by Fuller Long

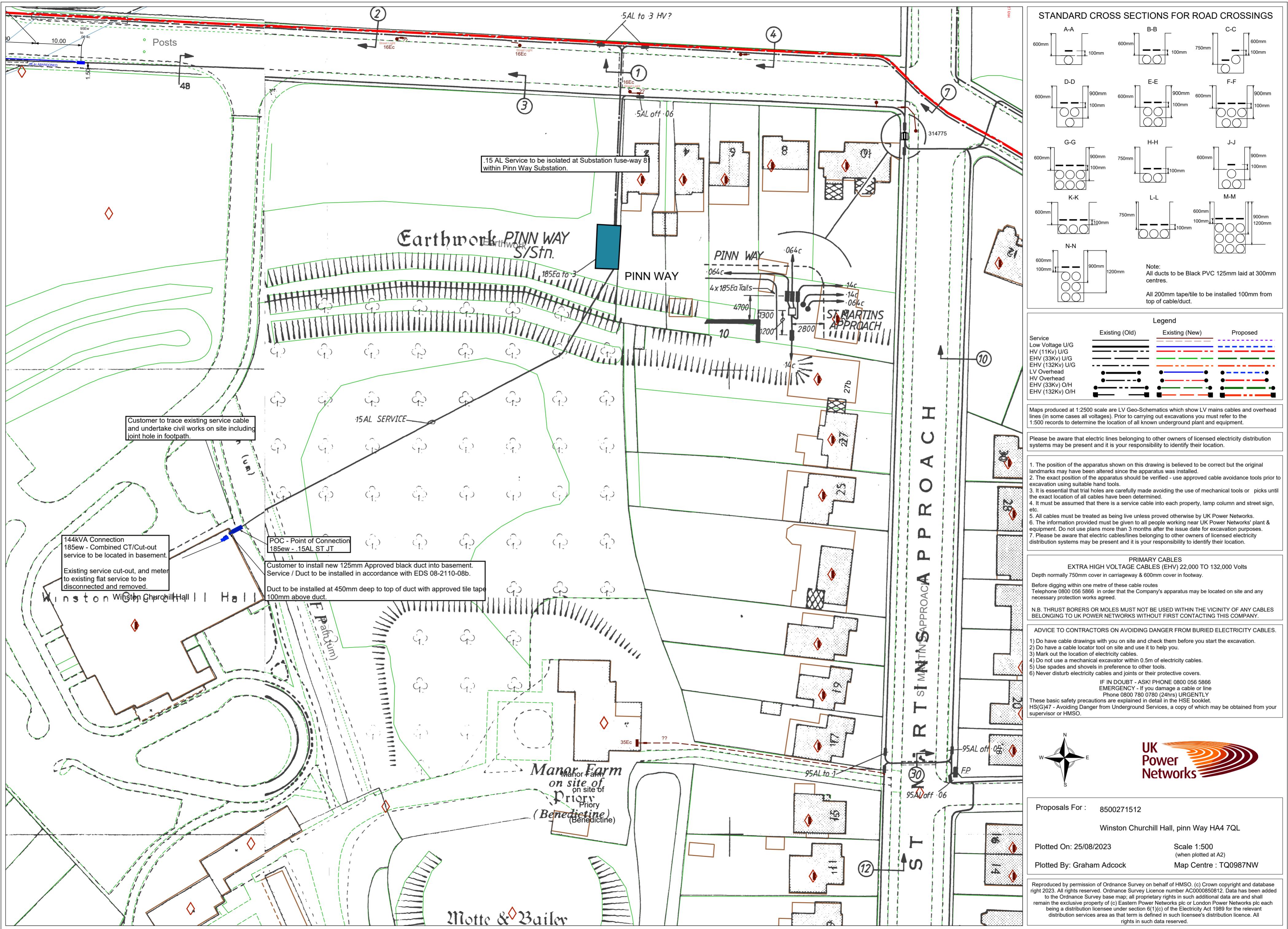
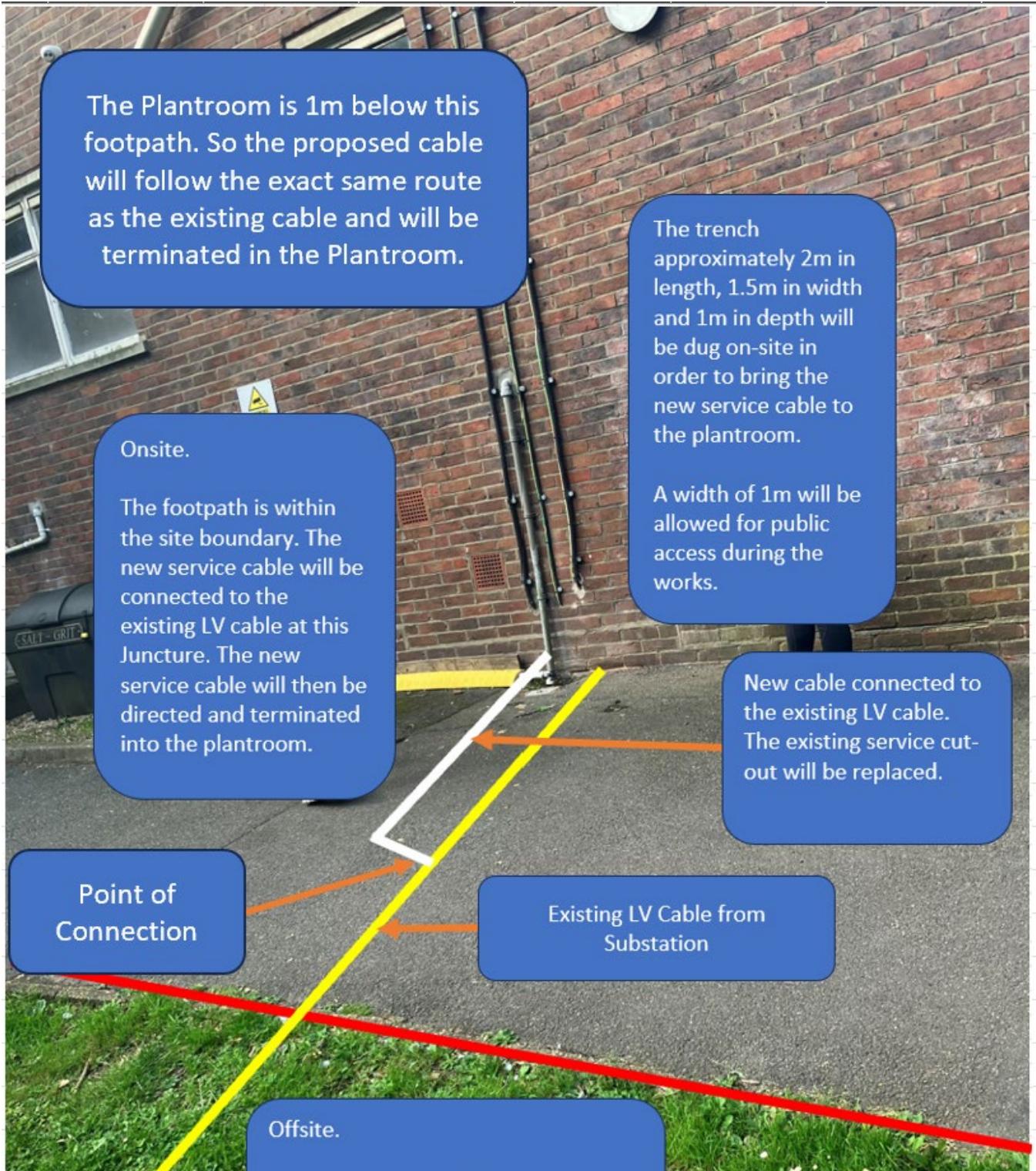


Figure 3: Marked up image of Proposed Works

Provided by Fuller Long





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