Berol Yard, Ashley Road, Tottenham Hale, London Borough of Haringey:

A Written Scheme of Investigation for a Historic Building Record

Planning Application: HGY/2017/2044

National Grid Reference Number: TQ 34415 89703

AOC Project No: 33650

Site Code: TBC

Date: June 2018



AOC Archaeology Group

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Berol Yard, Ashley Road, Tottenham Hale, London Borough of Haringey:

A Written Scheme of Investigation for a Historic Building Record

On Behalf of:	**Berkeley Square Developments Tottenham Hale Limited 42 – 44 Bishopgate London EC2N 4AH**
National Grid Reference (NGR):	**TQ 34415 89703**
Planning Application No:	**HGY/2017/2044**
AOC Project No:	**33650**
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Date:	**June 2018**

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

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Draft Report Stage: Draft	**Date: June 2018**

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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 to be undertaken on buildings to be affected by development at Berol Yard, Ashley Road, Tottenham Hale, London (NGR TQ 34415 89703) (Figure 1).

1.2 The London Borough of Haringey (Haringey Council) has recently granted planning approval for a mixed-use development at Berol Yard, Tottenham Hale (Planning Ref: HGY/2017/2044), The consented scheme will require the demolition of all the existing buildings on site with the exception of Berol House. Although none of the buildings on the site have been statutorily Listed at the national level, although Berol House (Building 2), a former pencil factory, has been locally listed by Haringey Council. The building numbers referred to in this WSI are those which are used in paragraph H3.11 of the Environmental Statement (Nathaniel Litchfield and Partners 2016, 14) and the buildings are located on Figure 2 of this WSI.

1.3 The development is part of an application for full planning permission for the demolition of the existing buildings within the Berol Yard site and retention of Berol House. Erection of two buildings between 8 and 14 storeys providing 166 residential units, 694sqm (GEA) of commercial floorspace (Class A1/A3/B1), 7,275sqm (GEA) of education floorspace (Class D1), car and cycle parking, open space, landscaping and other associated works. .

1.4 This WSI details how the historic building record will be undertaken. The works will comprise the recording of the structures by a photographic, drawn and written record to Level 3 for Berol House, and Level 2 for 1 Berol Yard, as defined by English Heritage guidelines (English Heritage 2016).

2. Planning Background

2.1 The local planning authority is Haringey Council. Archaeological advice to the council is provided by Adam Single, Archaeological Advisor to the Greater London Archaeological Advisory Service (GLAAS).

2.2 The proposal for development will result in the refurbishment of the locally listed Berol House. The planning application was, therefore, granted with an archaeological condition for an historic building record to protect the special architectural or historic interest of the building to the east of the site. The condition states that:

‘Excluding works relating to the College, no demolition or development shall take place until a written scheme of investigation WSI has been submitted to and approved by the local planning authority in writing. 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 and 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

c. Provision to be made for analysis of the site investigation and recording.

d. Provision to be made for publication and dissemination of the analysis and records of the site investigation.

e. Provision to be made for archive deposition of the analysis and records of the site investigation.

f. Nomination of a competent person or persons/organisation to undertake the works set out in the Written Scheme of Investigation'

g. The site investigation shall be completed prior to development, or in such other phased arrangement, as agreed and approved in writing by the Local Planning Authority.

2.3 Excluding the College, no development shall take place within the area indicated until the implementation of a programme of archaeological work has been secured, in accordance with a Written Scheme of Investigation that has been submitted to and approved in writing by the Local Planning Authority (Haringey Council, Committee Report 28/11/2017, Part 7).

2.4 This WSI details the methods and standards to which the historic building record will be undertaken and has been designed in accordance with current best archaeological practice and local and national standards and guidelines:

- Department for Communities and Local Government – National Planning Policy Framework (NPPF) (DCLG 2012).
- Historic England – Management of Archaeological Projects (HE 2015).
- Historic England – Understanding Historic Buildings: A Guide to Good Recording Practice (EH 2016).
- Chartered Institute for Archaeologists – Standards and Guidance for Archaeological Investigation and Recording of Standing Buildings and Structures (CIfA 2014).
- Chartered Institute for Archaeologists – Code of Conduct (CIfA 2010).

3. Archaeological and Historical Background

3.1 Tottenham is an Anglo-Saxon settlement with occupation centred on the former Roman road from London to York which ran through it (Nathanial Lichfield *et al* 2016). However, Tottenham was still a very rural area until the late 18th century and early 19th century. The earliest detailed Ordnance Survey map of the area, the First Edition Six Inch to the Mile of 1863-9 (Middlesex Sheet XII), shows the site undeveloped and split between open fields. However, the Great Eastern Railway had been built to the west by this time and Tottenham Hale Station built to the south. A small settlement is shown to the south of the site focussed on the Hale, its irregular layout suggesting that it had originated as a pre-industrial hamlet. A farm, Hale Farm is shown to the immediate west of the masterplan area and it is assumed that the fields that are shown on the site were associated with this farm.

3.2 The site continues to be shown undeveloped on the 25 Inch to the Mile of 1894 (London III.NE, published 1896) although development had extended to the immediate south by that date, with the southern part of Ashley Road shown extending northwards towards the as yet undeveloped site. Ashley Road had been extended northwards across the site by the time that the subsequent 25 Inch was surveyed in 1911-12 (Essex New Series 1913- n LXXVII.7, published 1915). Three factories are shown on Ashley Road; the pencil factory on its eastern side and a woollen factory and a braid and bootlace factory on its western side. The surviving element of the pencil factory (Berol House, Building 9) is shown extending along the eastern frontage of Ashley Road, whilst the woollen factory occupies the footprint that is now occupied by the Cannon Street Jersey Fabric Works, Both Berol House and the Cannon Street Jersey Fabric Works appear architecturally to be either late Victorian or Edwardian and the historic map evidence suggests that they were built between 1894 and 1911-12. Stylistically the Jersey Fabric Works could potentially predate Berol House.

3.3 The Pencil Factory (Building 9) had been expanded by the time that the 25 Inch was revised in 1936 (Essex New Series 1913- n LXXVII.7, published 1939), although the footprint of the Cannon Avent

Factory (Building 11) to the north continues to be shown clear of buildings. Both the woollen factory and the braid and bootlace factory on the western side of Ashley Road had closed by this time; the former woollen factory (now the Jersey Fabric Works, Building 12) was recorded as a 'Dry Battery Factory' in 1936, whilst the former braid and bootlace factory had been converted into a 'Printing Ink & Varnish' works.

3.4 The Pencil Factory (Building 9), was built for the Eagle Pencil Company which was established in New York by German immigrants in 1859. The company opened a London office in 1864 and by 1900 expansion required a new factory and it is assumed that these are the premises which survive on Ashley Road (Grace's Guide, online source). The company was sold to the Berol Corporation in 1969 and the business relocated to Kings Lynn in 1978.

4. Aims and Objectives

4.1 The aims of the historic building record are:

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

4.2 The final aim is to make public the results of the investigation, subject to any confidentiality restrictions.

5. Scope of Works and Strategy

5.1 Prior to any development works, recording will be carried out on Berol House (Building 9) in line with a 'Level 3' survey as defined by Historic England guidelines (HE 2016). It is also proposed to undertake a 'Level 2' recording of No. 1 Berol Yard (a single storey building to the east of Berol House). This scheme of works will comprise the analysis and descriptive interpretation of the building, including the history, character, date, techniques of construction, phasing and significance of the structure. The applicant or successor in title must ensure that all debris, stored material, vehicles and excessive obscuring vegetation are removed before the commencement of the historic building record. This includes all accessible internal spaces and land immediately surrounding the building being recorded. Work will commence before any external hoarding or coverings have been put in place and prior to any soft stripping works.

5.2 Recording and reporting will conform with current best archaeological practice and local and national standards and guidelines:

- Historic England – Archaeological Guidance Paper 3: Standards and Practices in Archaeological Fieldwork (HE 2015a)
- Historic England – Management of Archaeological Projects (HE 2015b).
- Historic England (2015c). Understanding Historic Buildings: a guide to good recording practice
- Chartered Institute for Archaeologists – Code of Conduct (CIfA 2014).
- Museum of London – Archaeological Site Manual (Third Edition) (MoL 1994).
- RESCUE & ICON – First Aid for Finds (RESCUE & ICON 2001).

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

5.4 The HER/accession number will be assigned by the Greater London Archaeological Advisory Service and will be used as the site identifier for all records produced.

5.5 The historic building record will be undertaken by Les Capon, AOC's Historic Building Specialist, and assistant. The project will be managed by Catherine Edwards, Operations Manager (London). The site works will be monitored by Adam Single of the Greater London Archaeological Advisory Service on behalf of the Haringey Council.

6 Methodology

6.1 The historic building record that will be undertaken on Berol House prior to any development on the site and will correspond to a Level 3 survey as defined by the guidelines published by English Heritage (EH 2016).

6.2 A Level 3 Record is an **Analytical Record** which will provide a systematic account of the building's origins, development and use, as well as an account of the evidence on which this is based.

6.3 The Level 3 record will consist of:

Archive Research

- An examination of the archive sources will be undertaken to determine the general historic and development of the development site and will include:
    - Publicly accessible historic maps
    - Trade Directories
    - Other published sources

Drawings

- A general ground plan, cross section and external elevations (on two sides) of the building will be produced on site to provide context to the written and photographic survey. These will show the form and location of any structural features of historical significance, such as blocked doorways, windows, fireplaces, ceiling beams, changes in floor levels, etc.

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.
    - More detail shots of individual elevations which may provide complex architectural or historical information.
    - Any external architectural detail, structural, functional or decorative, which is relevant to the building's design, development or use and which does not show adequately on general photographs.
    - 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.

Written account

- The building's precise location, as a National Grid reference and in address form.
- A note of any statutory designation (listing, scheduling or conservation area). Non-statutory designations (historic parks and gardens registers, local lists etc) may be added.
- The date of the record, the name(s) of the recorder(s) and, if an archive has been created, its location.
- Summarise the building's form, function, date and sequence of development. The names of architects, builders, patrons and owners should be given if known. The purpose of such an expansion is to describe the building when no fuller record is necessary, to serve as an introduction to the more detailed body of the record that may follow, and to satisfy those users who may need no more than a summary of the report's findings.
- An account of the building's overall form (structure, materials, layout) and its successive phases of development, together with the evidence supporting this analysis.
- An account of:
    - the past and present uses of the building and its parts, with the evidence for these interpretations, where known;
    - any circulation pattern or decorative, iconographic or liturgical scheme;
    - any fixtures, fittings, plant or machinery associated with the building, and their purposes;
    - any evidence for the former existence of demolished structures or removed plant associated with the building.

6.4 A Level 2 Record is a **Descriptive Record** made in similar circumstances to Level 1 but when more information is needed. 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

6.5 The Level 2 record will consist of:

Drawings

- A general ground plan, cross section and external elevations (on two sides) of the building will be produced on site to provide context to the written and photographic survey. These will show the form and location of any structural features of historical significance, such as blocked doorways, windows, fireplaces, ceiling beams, changes in floor levels, etc.

Photography

- A general view or views of the building.
- The building's external appearance. Typically, a series of oblique views will show all external elevations of the building and give an overall impression of its size and

shape. Where an individual elevation embodies complex historical information, views at right angles to the plane of the elevation may also be appropriate.

- The overall appearance of the principal rooms and circulation areas.

Written

- The building's precise location, as a National Grid reference and in address form.
- A note of any statutory designation (listing, scheduling or conservation area). Non-statutory designations (historic parks and gardens registers, local lists etc) may be added.
- The date of the record, the name(s) of the recorder(s) and, if an archive has been created, its location.
- The report would summarise the building's form, function, date and sequence of development. The names of architects, builders, patrons and owners should be given if known. The purpose of such an expansion is to describe the building when no fuller record is necessary, to serve as an introduction to the more detailed body of the record that may follow, and to satisfy those users who may need no more than a summary of the report's findings.

7 Report and Archive Preparation

7.1 The historic building record report will be completed within four weeks of the end of fieldwork.

7.2 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.
- A precis of the history and development of the site and a discussion on the design, date, form and function of the buildings and any significant modifications/reuse.
- A reproduction of the measured survey (external elevations, cross-sections and floor plans) at an appropriate scale.
- A phased plan of the building.
- Appropriate additional illustrations that help support findings and the interpretation of the buildings.
- Additional illustrations of dateable fixtures and fittings (mouldings, catches, hinges, latches etc), if relevant.
- Record of historic carpenter's marks, apotropaic marks and graffiti, if relevant.
- A summary description of the building in its current form in the format of a typical listed building description.
- The discussion and conclusions, with reference to the objectives outlined.
- Photographic register as an Appendix, including a site plan showing the position and direction of each photograph.

7.3 A digital copy of the report in pdf format will be sent to the client and the archaeological advisor at the Greater London Archaeological Advisory Service on behalf of Haringey Council for approval, before formal submission into the County Historic Environment Record. Following approval, one bound paper copy and one digital (.pdf) copy of the historic building record report will be issued to the Historic Environment Planning Officer the County HER and the local studies library, on the understanding that it will become a public document after an appropriate period of time.

7.4 Publication of the results will be pursued. As a minimum this will be a summary text in a local journal.

7.5 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 Archive Preparation

8.1 On completion of the project AOC will discuss arrangements for the archive, to be deposited with Haringey Council and with the developer/landowner. Following completion of each stage or the full extent of the fieldwork (as appropriate) the site archive will be prepared in the format agreed with the council and in accordance with national (UKIC 1990) and local guidelines. The archive will be security copied (microfilmed) and a copy deposited with the National Archaeological Record (NAR).

8.2 The physical site archive will be deposited with Haringey Council within six months of the completion of fieldwork (if no further work is required). It will then become publicly accessible. The digital archive will be deposited with the Archaeological Data Service.

9 Health and Safety

9.1 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.

9.2 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.

9.3 A separate Risk Assessment/Method Statement (RAMS) will be prepared prior to the commencement of the fieldwork.

9.4 Staff present on site will be required to wear the appropriate Personal Protective Equipment (PPE), which will be issued as necessary.

9.5 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 - ie, 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.

10 General

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

10.2 Any significant variations to the proposed methodology will be discussed and agreed with the archaeology advisor in advance of implementation.

10.3 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.

11 Bibliography

Chartered Institute for Archaeologists (2014b) – *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives*

Chartered Institute for Archaeologists (2014c) – *Code of Conduct*

DCLG (2012). *National Planning Policy Framework*

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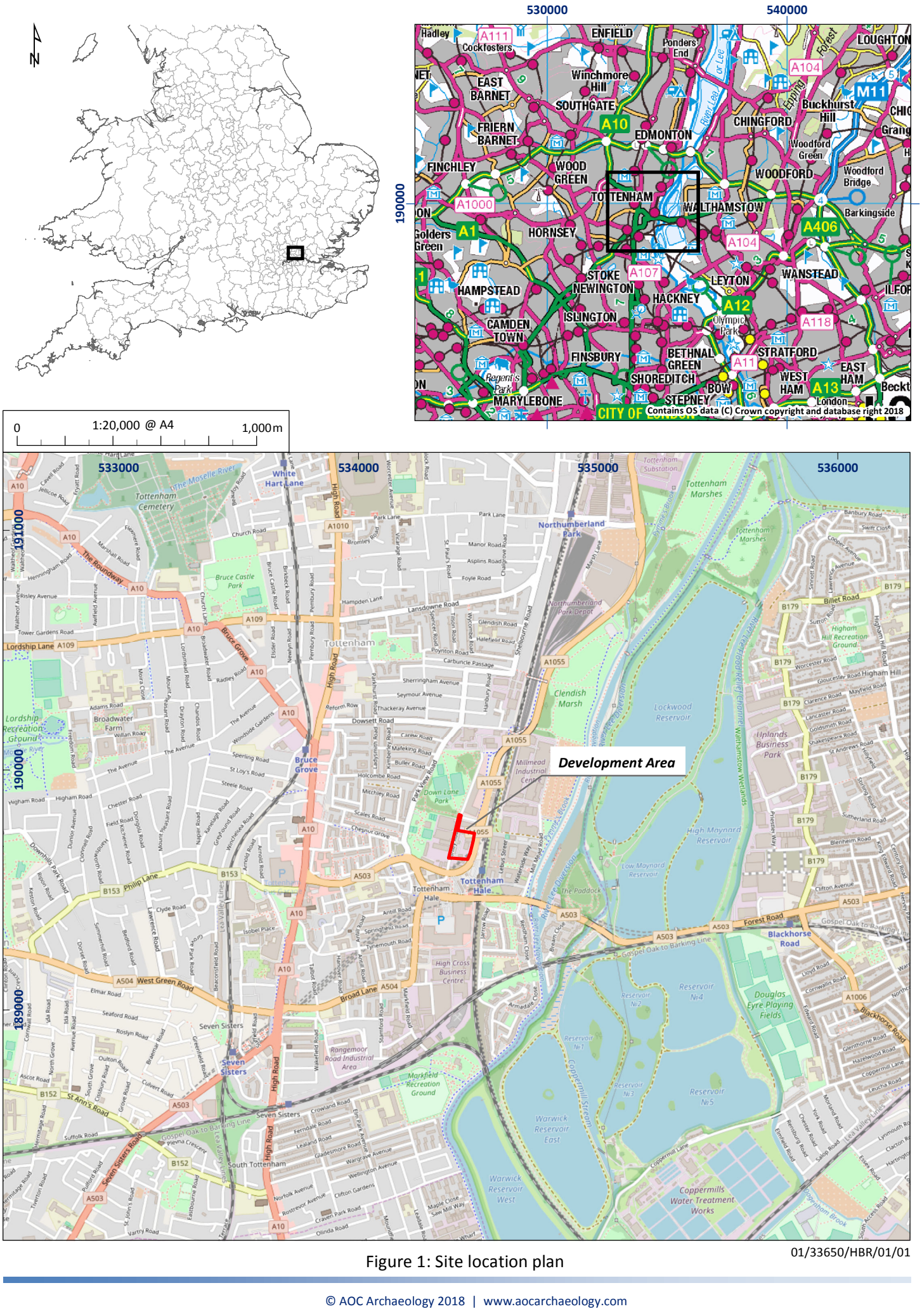
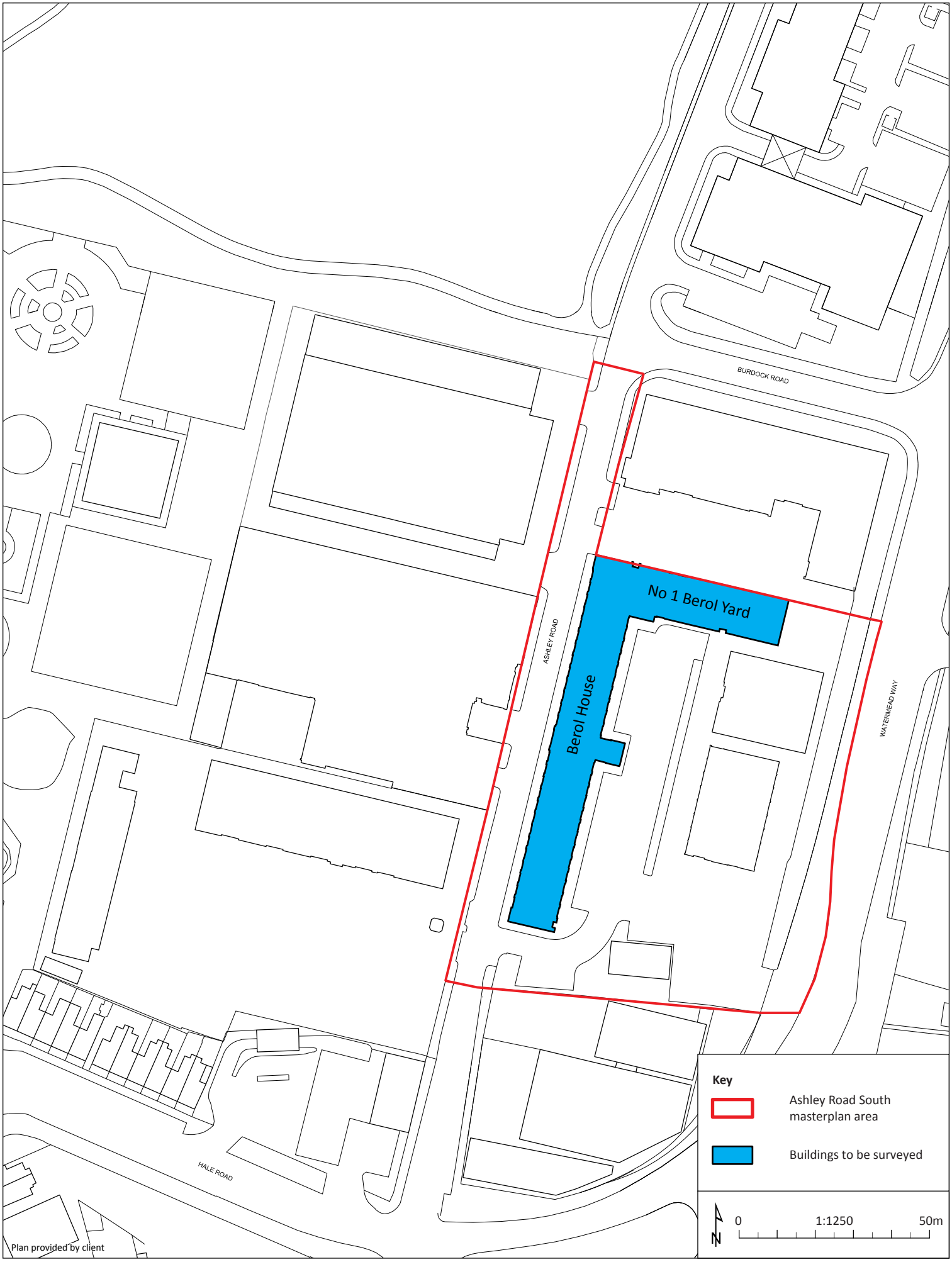


Figure 1: Site location plan

01/33650/HBR/01/01



01/33650/HBR/02/02

Figure 2: Detailed site plan

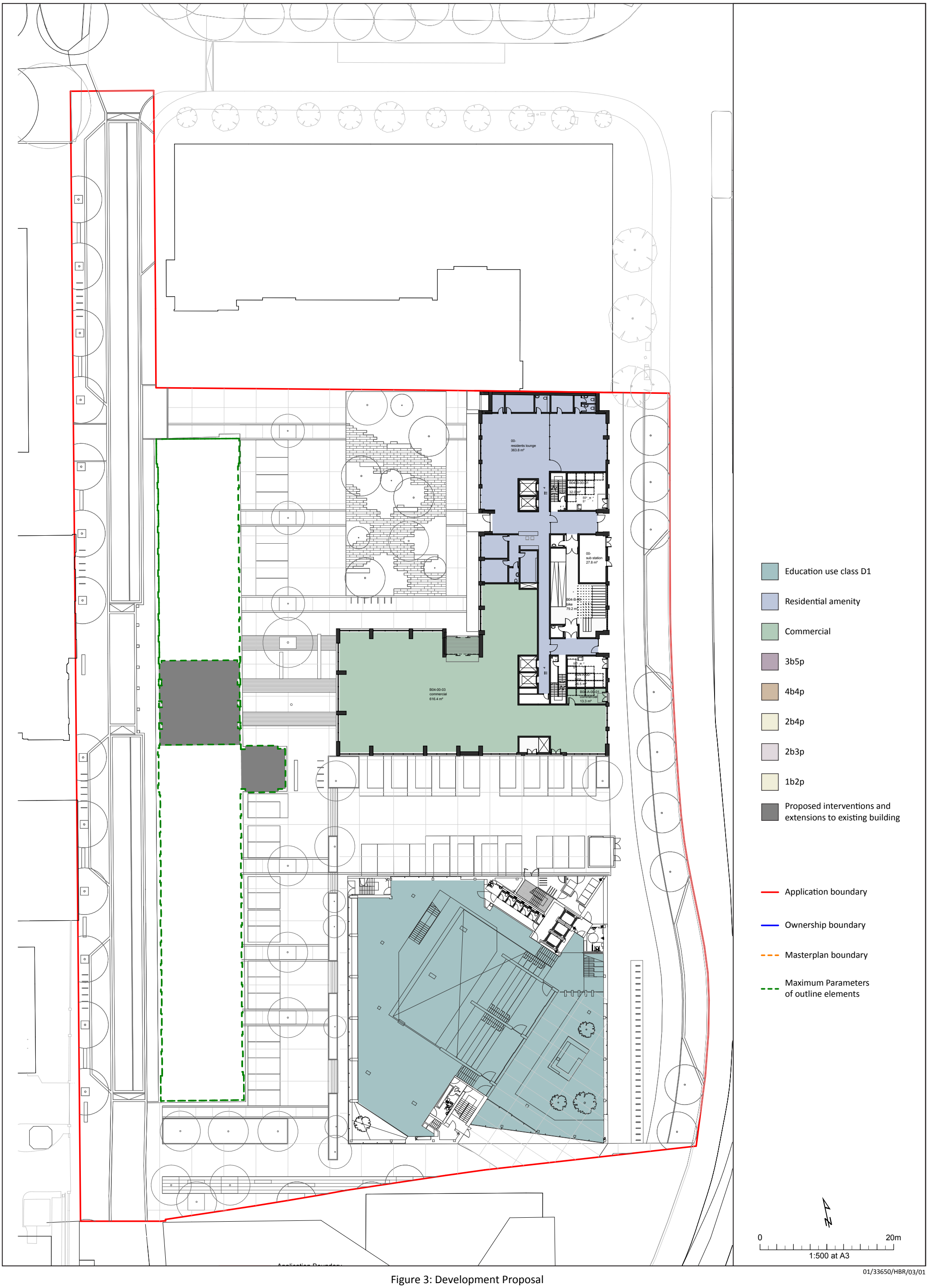


Figure 3: Development Proposal

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 Institute of Field Archaeologists' general ethical obligations not to suppress significant archaeological data for an unreasonable period.

Standards

8. AOC conforms to the standards of professional conduct outlined in the Institute of Field Archaeologists' Code of Conduct, the IFA Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology, the IFA Standards and Guidance for Desk Based

Assessments, Field Evaluations etc., and the British Archaeologists and Developers Liaison Group Code of Practice.

9. Where practicable AOC will liaise with local archaeological bodies (both professional and amateur) in order that information about particular sites is disseminated both ways (subject to client confidentiality).

Appendix B – 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

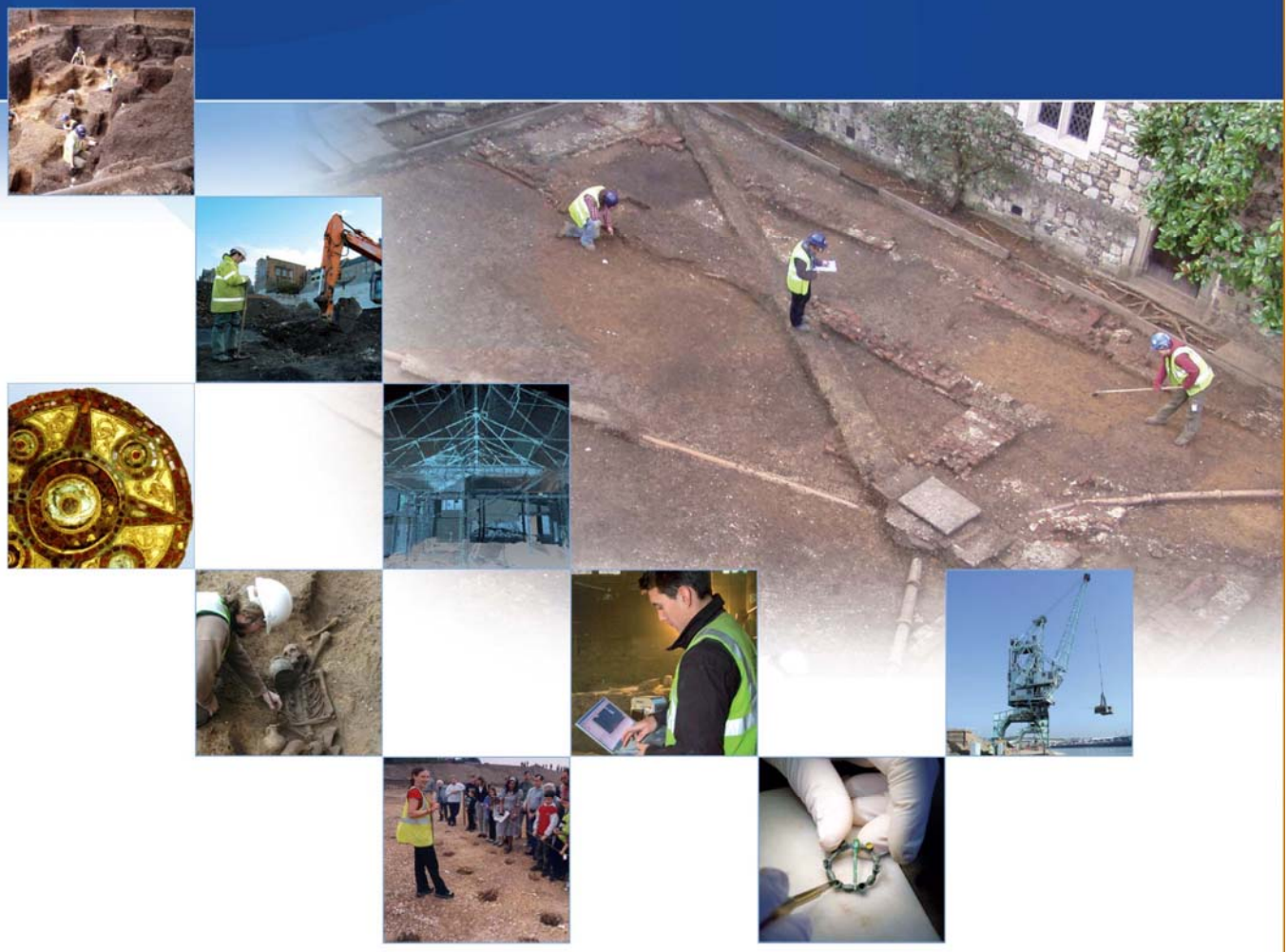
LANDOWNER'S NAME: [Landowner name]

LANDOWNER'S ADDRESS: [Landowner address]

Appendix C – OASIS FORM

OASIS ID: aocarcha1-315191

Project details	
Project name	Berol House, Tottenham Hale
Short description of the project	Level 3 and level 2 HBR record on the former pencil factory
Previous/future work	No / Not known
Any associated project reference codes	33650 - Contracting Unit No.
Type of project	Building Recording
Site status	None
Current Land use	Other 2 - In use as a building
Monument type	FACTORY Post Medieval
Significant Finds	NONE None
Methods & techniques	""Annotated Sketch"","Measured Survey"","Photographic Survey"","Survey/Recording Of Fabric/Structure""
Prompt	Planning condition
Project location	
Country	England
Site location	GREATER LONDON HARINGEY TOTTENHAM Cannon Avent Former Futon Factory
Postcode	N17 9LH
Site coordinates	TQ 34415 89703 51.589633771149 -0.059459606397 51 35 22 N 000 03 34 W Point



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