

**15–17 Tavistock Place  
London WC1H**

**London Borough of Camden**

**WRITTEN SCHEME OF INVESTIGATION FOR AN ARCHAEOLOGICAL EVALUATION**

Date 03/01/2018

Project Manager: Jo Lyon



## 15–17 TAVISTOCK PLACE London WC1H

Written scheme of investigation for an archaeological evaluation

Planning reference 5/3406/P (condition number 14)  
and Planning reference 2017/5914/P

### Sign-off history:

Issue No.	Date:	Prepared by:	H&S signed off by:	Checked by	Approved by:	Reason for Issue:
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Mortimer Wheeler House, 46 Eagle Wharf Road, London N1 7ED  
tel 0207 410 2200 email: [business@mola.org.uk](mailto:business@mola.org.uk)

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Registered office: Mortimer Wheeler House, 46 Eagle Wharf Road, London N1 7ED

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# 1 Introduction

## 1.1 Project background

- 1.1.1 This Written Scheme of Investigation (or WSI) for an archaeological evaluation on the site of 15–17 Tavistock Place in the London Borough of Camden has been commissioned from MOLA by Montague Evans on behalf of the client London School of Hygiene and Tropical Medicine.
- 1.1.2 The site is bounded by Tavistock Place to the south and terraced buildings to the east, west and north. The centre of the site lies at National Grid reference 530084 182421. The site is currently occupied by a former depot used as a parking space and bicycle shed, an early 20th century outbuilding, and an early 20th century multi-storey building in the southern extent of the site occupied by the London School of Hygiene and Tropical Medicine. Current ground level is at 24.3m OD in the garden area at the centre of the site and 23.9m OD in the depot/parking area in the north of the site. There are no basements currently on the site.
- 1.1.3 The site is being developed to create a four-storey laboratory building with a single basement extending beneath the northern half of the site footprint. The development has previously received planning permission on 27/01/17 for a scheme incorporating a double basement (Planning ref: 5/3406/P). Revised proposals including the reduction of the basement to a single storey were submitted 31-10-17 (Planning Ref 2017/5914/P) and are awaiting decision. The approved scheme included Condition No 14. The condition requires:
- No demolition or development shall take place until a stage 1 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, and the programme and methodology of site evaluation and the nomination of a competent person(s) or organisation to undertake the agreed works.
- If heritage assets of archaeological interest are identified by stage 1 then for those parts of the site which have archaeological interest a stage 2 WSI shall be submitted to and approved by the local planning authority in writing. For land that is included within the stage 2 WSI, no demolition/development shall take place other than in accordance with the agreed stage 2 WSI which shall include:
- a) The statement of significance and research objectives, 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 stage 2 WSI.
- Reason: Important archaeological remains may exist on this site. Accordingly the Council wishes to secure the provision of archaeological investigation and the subsequent recording of the remains prior to development in accordance with the requirements of policy CS14 of the London Borough of Camden Local Development Framework Core Strategy and policy DP25 of the London Borough of Camden Local Development Framework Development Policies.
- 1.1.4 Details of both the consented development and the revised scheme are available at <https://contact.camden.gov.uk/planning-search/>
- 1.1.5 The potential archaeological interest on the site is for the survival of early 19th-century structural remains and the remains of 19th-century burials associated with Tavistock/Woburn Chapel which previously stood in the south-western corner of the site.
- 1.1.6 The purpose of archaeological evaluation as defined by the Chartered Institute for Archaeologists is to ‘determine, as far as is reasonably possible, the nature of the archaeological resource within a specified area using appropriate methods and practices’ (CIFA, 2014). The results of the evaluation will inform the construction design and allow the Project Team and Local Planning Authority to identify an appropriate mitigation strategy for any archaeological remains that would be affected by the development. Should any archaeological mitigation be necessary an additional written scheme of investigation will be prepared and submitted for approval, specifying the archaeological works and covering fieldwork, post-

excavation analysis, publication and archiving

- 1.1.7 The evaluation works consist of the excavation of five archaeological evaluation pits, outlined further in Section 3. MOLA will be working with an Attendance Contractor who will provide attendances to MOLA in order to carry out the evaluation work.
- 1.1.8 The results of the evaluation will be set out in a report to be issued within three weeks of completing the fieldwork. The site archive will be deposited with the Museum of London within 12 months of issuing the report.
- 1.1.9 This document sets out the methodologies (including Health & Safety) which will be followed during the excavation of the evaluation trenches and during the post-excavation analysis and reporting stages. These will follow the Standards and Code of Practice laid down by the Chartered Institute for Archaeologists (CIFA 2014), and Historic England Centre for Archaeology Guidelines where appropriate
- 1.1.10 Other relevant documents include:
  - the Historic Environment Assessment (MOLA 2015). This presented the initial assessment of archaeological potential on the site.
  - The Addendum to the Historic Environment Assessment (MOLA 2017). This assessed the impacts of the revised development scheme

## 1.2 Planning and legislative framework

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- 1.2.1 The Planning and legislative background to the site has been adequately summarised in the previous Historic Environment Assessment (MOLA 2015, section 9) and the Addendum to the Historic Environment Assessment (MOLA 2017, section 4)

## 1.3 Archaeological background

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- 1.3.1 A detailed description of the geology, archaeology and history of the site was provided in the earlier Historic Environment Assessment (MOLA 2015). A summary of the archaeological potential of the site is provided here:
- 1.3.2 The top of untruncated natural gravel is likely to survive at 22.3m OD (1.6-2.3mbgl). The top of untruncated clay lies at 19.7m OD (4.2-4.6mbgl).
- 1.3.3 *There is a low potential for remains from the prehistoric and Roman periods.* The site lies on a gravel terrace and the fast draining soils would have made an attractive location for early rural settlement, but urban development in the late 18th century would have likely removed much of the evidence for this. Isolated finds are recorded within the study area related to the prehistoric and Roman periods, and features relating to these periods were recorded at excavations on Guilford Street. However, the site's distance from the Roman road network and any obviously favourable features to settlement, aside from its underlying geology indicates substantial remains are unlikely to survive.
- 1.3.4 *There is a low potential for early medieval and later medieval remains.* The medieval settlement of St Pancras was centred on the Old Church of St Pancras c 1km north of the site and the site likely lay in open farmland during the early and later medieval periods. Any evidence from these periods is likely to comprise of residual remains.
- 1.3.5 *There is a high potential for post-medieval structural remains.* The area of south St Pancras and North Bloomsbury was open fields and not developed until the late 18th century when the existing street grid layout had been established and the southern, northern and eastern parts of the site were lined with terraced houses with rear yards/gardens on Margaret Row in the north-eastern extent of the site, South Crescent Mews in the north-west of the site or Tavistock Place in the south of the site. In 1801, the houses to the western third of the site were demolished for the construction of Tavistock/Woburn Chapel. The chapel had vaults beneath it for 1000 burials. In 1900 the chapel and other buildings were demolished and the existing buildings were built in their place. Surviving structural remains of terraced buildings would be of **low significance**, derived from evidential value.
- 1.3.6 *There is an uncertain, possibly low, potential for the remains of post-medieval burials.* Tavistock/Woburn chapel was demolished, along with other buildings on site, in c 1900. Burial vaults were noted by the London School of Hygiene and Tropical Medicine in a history of the

site, though the presence and capacity of these could not be confirmed by the research carried out for this assessment. Any burials that might have been present were presumably removed during the construction of the existing buildings, though no records were available to confirm this. Burials, if present, would be of **high significance**. Disarticulated remains would be of **medium significance**. Significance would be derived from evidential and historical value.

## 1.4 MOLA team and other responsibilities

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In the document below the following terms should be understood:

- 1.4.1 *MOLA (Museum of London Archaeology)* is a company limited by guarantee registered in England and Wales with company registration number 07751831 and charity registration number 1143574. Registered office: Mortimer Wheeler House, 46 Eagle Wharf Road, London N1 7ED.
- 1.4.2 *Project Manager* - MOLA office based manager who is the client's principal point of contact and who has overall responsibility for the project budget and delivery.
- 1.4.3 *Site Supervisor* - MOLA site based manager who is responsible for the direction of the field team. Site supervisors on larger sites will tend to be Project Officers in grade, whilst on other sites they will be Senior Archaeologists. On some sites there may be both a Project Officer and/or one or more Senior Archaeologists.
- 1.4.4 *Archaeologists* - MOLA excavation staff responsible on site for archaeological excavation.
- 1.4.5 *Field Services Operations Manager* - MOLA office based manager responsible for allocation of staff and supply of equipment and resources.
- 1.4.6 *Health and Safety Compliance Manager* – The MOLA manager with sole responsibility for site inspections, reporting and issuing of recommendations for the Site Supervisor and Project Manager to implement. Reports directly to MOLA CEO
- 1.4.7 *Principal Contractor* - appointed directly by the Client with overall responsibility for site H&S under CDM regulations.
- 1.4.8 *Attendance Contractor* - the contractor responsible for providing such attendances to MOLA as are deemed necessary to carry out their archaeological work (see section 4.2. These might for instance include but not be restricted to shoring, lighting, facilities, fencing, additional labour, spoil removal, etc The Attendance Contractor may be the same as the Principal Contractor, or it may be subcontracted to the Principal Contractor or it may be sub-contracted to MOLA.
- 1.4.9 *Sub-contractor* – where this term is used in this document it refers to any contractor employed directly by MOLA during the course of its work on the site.

## 2 Objectives of the evaluation

### 2.1 General considerations

- 2.1.1 The purpose of an archaeological field evaluation as defined by the Chartered Institute for Archaeologists (CIFA, 2014) is to ‘determine, as far as is reasonably possible, the nature of the archaeological resource within a specified area using appropriate methods and practices.’
- 2.1.2 This is further explained as ‘a limited programme of non-intrusive and/or intrusive fieldwork which determines the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts within a specified area or site... . If such archaeological remains are present field evaluation defines their character, extent, quality and preservation, and enables an assessment of their worth in a local, regional, national or international context as appropriate.’
- 2.1.3 The CIFA guidelines also states that, where evaluation takes place in support of a planning application, the archaeological resource should not be ‘needlessly disturbed or damaged or inappropriate or excessive cost incurred’
- 2.1.4 An evaluation should thus augment any previous desk-based assessment, and provide all parties, particularly the Local Planning Authority, with sufficient material information upon which to base informed decisions regarding mitigation. An evaluation may therefore result in the need for further archaeological action and a further written scheme of investigation may be required in order to comply with planning conditions.
- 2.1.5 MOLA’s archaeological evaluation methodology will conform to best professional practice as summarised in the appropriate Chartered Institute for Archaeologists Guideline for Evaluation (CIFA 2014)

### 2.2 Site specific objectives

- 2.2.1 The redevelopment of the site may have an impact on early 19th-century and later buried structural remains and 19th-century burials associated with the Tavistock Chapel, should these survive on the site. The primary objective of the evaluation is to confirm the extent, nature and significance of any surviving archaeological deposits or structures in those areas of the site likely to be affected by the redevelopment.
- 2.2.2 The assessment of significance of any surviving remains is undertaken in the context of the wider archaeological research priorities for London. These are set out in the Museum of London’s ‘*A research framework for Greater London*’ (MOL, 2002).
- 2.2.3 A number of broad objectives and research questions have been identified for this evaluation:
  - What is the nature and level of natural topography? Do untruncated natural gravels survive within the area of the site?
  - What are the earliest deposits identified?
  - What evidence is there for post-medieval activity on the site? Do buried structural remains survive? If so, what date are the earliest post-medieval buildings and can they be identified on historic maps?
  - Is there any evidence for 19th-century burials associated with the Tavistock Chapel surviving on the site? Alternatively, is there evidence that the burials were cleared when the chapel was demolished in 1900?
  - What are the latest deposits identified?
  - What is the extent of modern disturbance across the site?



## 3 Evaluation methodology

### 3.1 Archaeological considerations

3.1.1 The evaluation involves the excavation of 5 archaeological evaluation pits located in the external courtyard and depot areas the site. A degree of flexibility should be allowed in the location and size of the test pits, which may need to be adjusted for logistical or health and safety reasons (eg the need to maintain access, or due to the presence of live services).

3.1.2 The archaeological investigations are detailed in Table 1.

Investigation Type	Location	Dimensions	Approx. Depth
Archaeological Evaluation Pit 1	Courtyard/garden area (west)	2m x 4m	Up to 2m
Archaeological Evaluation Pit 2	Courtyard/garden area (east)	2m x 4m	Up to 2m
Archaeological Evaluation Pit 3	Courtyard/garden area (east)	2m x 4m	Up to 2m
Archaeological Evaluation Pit 4	SW part of depot building/parking area	2m x 4m	Up to 1.6m
Archaeological Evaluation Pit 5	N part of depot building/parking area	2m x 4m	Up to 1.6m

*Table 1 Archaeological investigations*

3.1.3 Archaeological evaluation pits 1, 2 and 3 are located in the external courtyard/garden area and are likely to be up to 2m deep. Evaluation pits 4 and 5 are located in the depot/parking area in the north of the site and are likely to be up to c 1.6m deep. The trenches will need to be shored or stepped (if practical) to allow safe access.

3.1.4 Initial location of the archaeological evaluation pits will be undertaken by MOLA. Breaking out by the Attendance Contractor will be monitored by MOLA staff.

3.1.5 All undifferentiated material of recent origin (normally defined as twentieth century and later) within trenches will be removed down to the first significant archaeological horizon. This will be done by the Attendance Contractor under archaeological supervision by MOLA. The MOLA Site Supervisor will decide when remains of archaeological significance requiring recording are revealed.

3.1.6 Following initial exposure of archaeological horizons, investigation will be by hand, with cleaning, examination and recording both in plan and section. Any archaeological remains revealed will be recorded in the appropriate manner (see 3.2). Resort to machine excavation may be necessary. This technique is only appropriate for the removal of homogeneous and 'low-grade' layers where it can reasonably be argued that more detailed attention would not produce information of value, and where their removal may give a 'window' onto underlying levels.

3.1.7 Archaeological excavation will proceed only until significant archaeological levels have been reached and will be sufficient to allow the nature and extent of these to be identified. The levels at which all excavations will cease will be determined by on-site consultations between the Archaeology & Planning Officer of the local Authority (or their agent), the MOLA Project Manager and a representative of the client or his agent.

3.1.8 Investigation will not be at the expense of any structures, features or finds which might reasonably be considered to merit preservation in-situ. Where archaeological remains are to be preserved in-situ they will be adequately protected from deterioration. This might involve for instance protective boxing; or wrapping deposits or features in a geo-textile such as Terram; or



sealing with sand or other suitable soft materials; or other means as deemed suitable/appropriate at the time by the local authority.

- 3.1.9 Some features, such as pits and wells may merit excavation to a greater depth, and modern cut features will be used to provide a 'window' onto earlier levels.
- 3.1.10 In addition to the excavation of man-made deposits some assessment of 'naturally deposited' levels may be necessary, especially when these are organically preserved and laid down within archaeological timescales; for example alluvial or peat deposits.
- 3.1.11 If human remains are present in any of the evaluation trenches, the nature and extent of the remains will be defined where possible. In accordance with Historic England and APABE guidance, and following consultation with GLAAS, any human remains will be excavated to the base of any stacks in order to provide an estimate of the likely number of burials present. The removal of any human remains can only take place under appropriate Faculty jurisdiction, Ministry of Justice (Coroner's Division) licence, environmental health regulations, coroner's permission, and if appropriate, in compliance with the Disused Burial Grounds (Amendment) Act 1981 or other local Act. It will be necessary to ensure that adequate security is provided.
- 3.1.12 Because the timing of the evaluation is dependent on the client it remains the client's responsibility to give adequate notice to MOLA of when access is possible.
- 3.1.13 A risk assessment for the proposed scope of work will be provided in the RAMS document, which will be prepared separately.

## 3.2 Recording systems

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- 3.2.1 A unique-number site code will be agreed with the Museum of London Archaeological Archive (LAA).
- 3.2.2 The recording systems adopted during the investigations will be fully compatible with those most widely used elsewhere in London, and those required by the Archive Receiving Body, the Museum of London.

## 3.3 Treatment of finds and samples

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- 3.3.1 All recovery, retention and treatment of finds and samples will be carried out mindful of the overall purpose of the exercise, ie to evaluate for further decision making, as expressed in CIFA (2014) guidelines. To this end, all artefactual and ecofactual material will be reviewed on site for its capability to inform the evaluation report.
- 3.3.2 Where necessary, a supplementary strategy for sampling archaeological and environmental deposits and structures may be developed by MOLA in accordance with GLAAS and CIFA guidelines. Advice will be sought from the LPA Archaeological Advisor and the Historic England Regional Archaeological Science Advisor throughout the project, as appropriate. Subsequent off-site work and analysis of the processed samples and remains will be undertaken by MOLA Specialists
- 3.3.3 All retained finds and samples will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in a proper manner and to standards agreed in advance with the Museum of London.
- 3.3.4 All finds of gold and silver, or other objects definable as 'treasure', will be removed to a safe place and reported to the local Coroner according to the procedures of the Treasure Act 1996 and the Treasure (Designation) Order 2002. 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.

## 3.4 Ownership of finds

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- 3.4.1 Whereas ownership of any finds on the site lies with the landowner, it is necessary that the landowner gives the necessary approvals, licences and permissions to donate any finds recovered from the site to the Museum of London, to enable that body to carry out its obligations to curate the finds, in perpetuity, as part of the archaeological Archive from this site.
- 3.4.2 These approvals, licences and permissions shall be either confirmed in the Agreement and

Contract regulating the archaeological works and/or confirmed by the completion of the relevant Deed of Transfer form (draft appended).

- 3.4.3 The client (or their agent) will make arrangements for the signing of the Deed of Transfer Form by the client or, if the landowner is different to the client, by the landowner.
- 3.4.4 Notwithstanding the above, subsequent arrangements may be made if required between the landowner and/or the client and the Museum for the conservation, display, provision of access to or loan of selected finds in or near their original location.

### 3.5 Reports and archives

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- 3.5.1 On completion of the fieldwork an *Evaluation report* will be made available to the client and the Local Planning Authority within 3 weeks of the completion of fieldwork.
- 3.5.2 A short summary of the results of the evaluation will be submitted to the Greater London HER and NAR [using the appropriate archaeological report forms] and for publication in the appropriate academic journals.
- 3.5.3 Details of the project will be submitted to the online database maintained by the Online Access to the Index of Archaeological Investigations (OASIS) Project
- 3.5.4 GIS data will also be made available to the GLHER.
- 3.5.5 Finds and records will be curated by a single organisation, and be available for public consultation in a site archive compatible with other archaeological archives in the Museum of London and adhering to standards set out in the following:
  - Archaeological Archive Forum, *Archaeological Archives: a guide to best practice in creation, compilation transfer and curation* (2011)
  - Museum of London, *General Standards for the preparation of archaeological archives deposited with the Museum of London*, (2009),
  - Museums and Galleries Commission's Standards in the Museum Care of Archaeological Collections (1992),
  - Society of Museum Archaeologists' draft Selection, Retention and Dispersal of Archaeological Collections (1992).
  - Society of Museum Archaeologists (1995) *Towards an Accessible Archive. The Transfer of Archaeological Archives to Museums: Guidelines for Use in England, Northern Ireland, Scotland and Wales*.
  - United Kingdom Institute for Conservation Guidelines for the preparation of excavation archives for long term storage (1990)
- 3.5.6 Copyright of the written archive will be vested in the Museum.
- 3.5.7 Pursuant to these agreements the archive will be presented to the archive officer or relevant curator of the Museum within 12 months of the completion of fieldwork (unless alternative arrangements have been agreed in writing with the local planning authority). If there is further field work the archive for the evaluation will be presented with the archive for that field work.

### 3.6 Evaluation method agreement

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- 3.6.1 An adequate archaeological methodology and trench layout for the evaluation must be approved by the Local Planning Authority prior to the start of work on site.
- 3.6.2 This recommended format attempts to define best practice but cannot fully anticipate conditions encountered as the evaluation progresses. Material changes to the approved evaluation format are however only to be made with the prior written approval of the Local Planning Authority.

## 4 Programme, staffing and attendances

### 4.1 Timetable and staffing

- 4.1.1 The timing and duration of the programme of the archaeological evaluation will be determined by the contractor's overall programme and the nature and extent of any surviving remains. It is anticipated that the programme will not be longer than 2 weeks.
- 4.1.2 A Site Supervisor will monitor the archaeological works, with Archaeologists to help record and level any archaeology. Other specialists may be called in if necessary.

### 4.2 Attendances

- 4.2.1 For evaluations the attendances required by MOLA tend to be minimal. However, some provision for welfare and working conditions will need to be anticipated. Some or all of the following attendances may be required and will need to be supplied by either the client, the client's agent or a MOLA subcontractor.
- 4.2.2 The need for the shoring of trenches will be determined by a competent person taking into account ground conditions, groundwater conditions, weather conditions, nature of work to be undertaken, how long the work will take, adjacent structures. The shoring will be installed and maintained in accordance with CDM 2015 and HSG 150 throughout the occupancy of the site by a competent person employed by the Principal Contractor/client or his agents or competent sub-contractors employed by MOLA. The shoring will be inspected by a competent contractor (Not MOLA) before each shift, any event which may have affected the strength of the shoring, or any un-intentional falls of material or equipment.
- 4.2.3 Where mechanical or electric hoists are to be used in shored shafts, MOLA Health and Safety policy requires staff working in shafts less than 4m x 4m to leave the shaft before hoisting of buckets takes place and not to re-enter until the bucket is lowered back into position. Time for such evacuation will not form part of excavation programme. Beyond a depth of 3m within such shafts gas monitoring equipment will be required to ensure appropriate air quality for those working there. Where mechanical or electrical hoists are in use in larger excavation trenches, the area in which the hoist is in use must be clearly demarcated and no staff will enter this area while the hoist is being raised or lowered.
- 4.2.4 Safety guard-rails and suitable access points into the site and areas of excavation, away from any site traffic and machinery.
- 4.2.5 Heras fencing to surround each of the 4 trenches allowing space for stepping (where stepping is practical/possible) and safe storage of spoil.
- 4.2.6 Ladders into all areas of excavation when the excavated depth requires such access.
- 4.2.7 If ground-water is encountered in the trenches, adequate pumps will be required to remove it in order to complete the excavations.
- 4.2.8 If necessary, tungsten halogen lamps (500W minimum) with 110-volt transformer, adequate cabling, and power supply.
- 4.2.9 A suitable security system to operate overnight, weekends and holidays.

## 5 Funding

- 5.1.1 Agreement on funding for the archaeological field evaluation is being sought via a separate document.

## 6 Bibliography

- ACAO, 1993 *Model briefs and specifications for archaeological assessments and field evaluations*, Association of County Archaeological Officers  
[http://www.algao.org.uk/sites/default/files/pubs\\_Model\\_Briefs\\_Specifications.pdf](http://www.algao.org.uk/sites/default/files/pubs_Model_Briefs_Specifications.pdf)
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- DCLG [Department of Communities and Local Government], March 2012 *National Planning Policy Framework*.
- Disused Burial Grounds (Amendment) Act 1981
- English Heritage 2008 *SHAPE 2008: A Strategic framework for Historic environment Activities and Programmes in English Heritage. Guidance for external grant applicants*. Swindon English Heritage.
- GLA [Greater London Authority], July 2015 *The London Plan. Spatial Development Strategy for Greater London, Consolidated with Alterations since 2011*. (
- Historic England Greater London Archaeology Advisory Service, 2015 *Guidelines for Archaeological Projects in Greater London*.
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- MOLA (Hutchings), 20017, Historic Environment Assessment Addendum for 15–17 Tavistock Place, London WC1H, unpub MOLA rep
- Museum of London, 2002 A research framework for London archaeology 2002
- Museum of London, 2009 General Standards for the preparation of archaeological archives deposited with the Museum of London
- Museums and Galleries Commission (1992) *Standards in the Museum Care of Archaeological Collections*.
- Society of Museum Archaeologists (1993) *Selection, Retention and Dispersal of Archaeological Collections. Guidelines for use in England, Wales and Northern Ireland*.
- Society of Museum Archaeologists (1995) *Towards an Accessible Archive. The Transfer of Archaeological Archives to Museums: Guidelines for Use in England, Northern Ireland, Scotland and Wales*.
- Standing Conference of Archaeological Unit Managers, 1991 revised 1997 *Health and Safety in Field Archaeology, Manual*
- Treasure Act 1996 Code of Practice (2nd Revision) 1996, DCMS

## 7 Appendix: Draft Transfer of finds ownership form

DATED

20

[ ]

-AND-

THE BOARD OF GOVERNORS OF  
THE MUSEUM OF LONDON

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DEED OF TRANSFER  
of Finds excavated at  
[ ]

Site Code [ ]

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**THIS DEED OF TRANSFER** is made on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

**BETWEEN: -**

**[ ]** a company registered in England under Reg. No **[ ]** whose registered office is situate at **[ ]** ("the Site Owner");

**AND**

**THE BOARD OF GOVERNORS OF THE MUSEUM OF LONDON** an exempt charity established under the Museum of London Acts 1965-1986, whose principal place of business is located at 150 London Wall, London EC2Y 5HN, ("the Museum") which expression shall include any Governors appointed from time to time acting in accordance with the powers vested in them under the Museum of London Acts 1965-1986

**WHEREAS**

A The Site Owner is the owner of a property at [ ] known by its site code [ ] whereupon an archaeological intervention has been carried out ("Excavation").

B The Site Owner is the owner of any items of archaeological interest found during the Excavation.

C The Site Owner wishes to transfer to the Museum title to the items referred to in Recital B.

D The Museum has agreed to provide facilities for the accommodation and, at its discretion, the display of the items referred to in Recital B on condition that the same are assembled as an archive in accordance with the provisions of this Deed.

NOW IT IS HEREBY AGREED as follows: -

## 1. PREPARATION AND DELIVERY OF THE ARCHIVE

1.1 The Site Owner will procure the preparation of the items of archaeological interest found during the Excavation in accordance with the requirements of the Museum's *General Standards for the Preparation of Archaeological Archives deposited with the Museum of London*, a copy of which is available to the Site Owner for inspection, and generally in accordance with best archaeological practice. The Site Owner will also procure to be prepared a full inventory of the items so prepared ("the Finds Inventory") and a list of the boxes and other containers in which those items will be transported to the Museum ("the Final Transfer Summary"). The items of archaeological interest listed in the Finds Inventory are hereinafter referred to as "the Finds".

1.2 The Site Owner will arrange for delivery of the Finds, Finds Inventory and the Final Transfer Summary to the Museum without cost to the Museum, after consultation with the Museum as to the method and time of delivery.

1.3 Title to and risk in the Finds will pass to the Museum on delivery of the Finds to the Museum in accordance with clause 1.2.

## 2. WARRANTIES

2.1 The Site Owner warrants to the Museum that:

2.1.1 [to the best of its knowledge and belief ***delete as appropriate***] at the date of this Deed ownership of the Finds is vested exclusively in the Site Owner;

2.1.2 [to the best of its knowledge and belief ***delete as appropriate***] at the date of this Deed the Finds are free of all charges, encumbrances and third party rights and no right has been granted in respect of them which would affect the transfer of title to the Finds by the Site Owner to the Museum or otherwise give rise to any conflict with the provisions of this Deed;



- 2.1.3 [to the best of its knowledge and belief ***delete as appropriate***] at the date of this Deed the Site Owner has the unfettered right to transfer ownership and possession of the Finds to the Museum;
  - 2.1.4 the Site Owner will at its own cost take all steps which are or may be necessary at any time to cure any defects in the title to the Finds; and
  - 2.1.5 the Site Owner warrants that it or its contractors have complied with all of the requirements of the Treasure Act 1996 and any statutory modification or re-enactment of that Act, and all other legislative requirements relating to the Excavation.
- 2.2 The Site Owner will indemnify the Museum against any and all claims, demands, proceedings, costs, expenses, loss or damage, of whatever nature which may be made or brought against or incurred by the Museum arising out of or in connection with any breach of the warranties given respectively by the Site Owner in clause 2.1.

### **3. INTERPRETATION; GOVERNING LAW AND JURISDICTION**

- 3.1 This Deed will be governed by and construed in accordance with the Laws of England and Wales regardless of the place of execution or performance. The English Courts will have exclusive jurisdiction to deal with any dispute or other difference arising out of or in connection with this Deed, unless the Museum chooses to invoke, or voluntarily submits to, the jurisdiction of some other tribunal.

**IN WITNESS** of which the parties hereto have executed this document as a Deed on the date first written above

**[ ]**

By means of these signatures:

Director

Director/Secretary

The **COMMON SEAL** of  
**THE BOARD OF GOVERNORS**  
**OF THE MUSEUM OF LONDON**  
was hereunto affixed in the presence of:

Chairman

Secretary



Fig 1 Site location

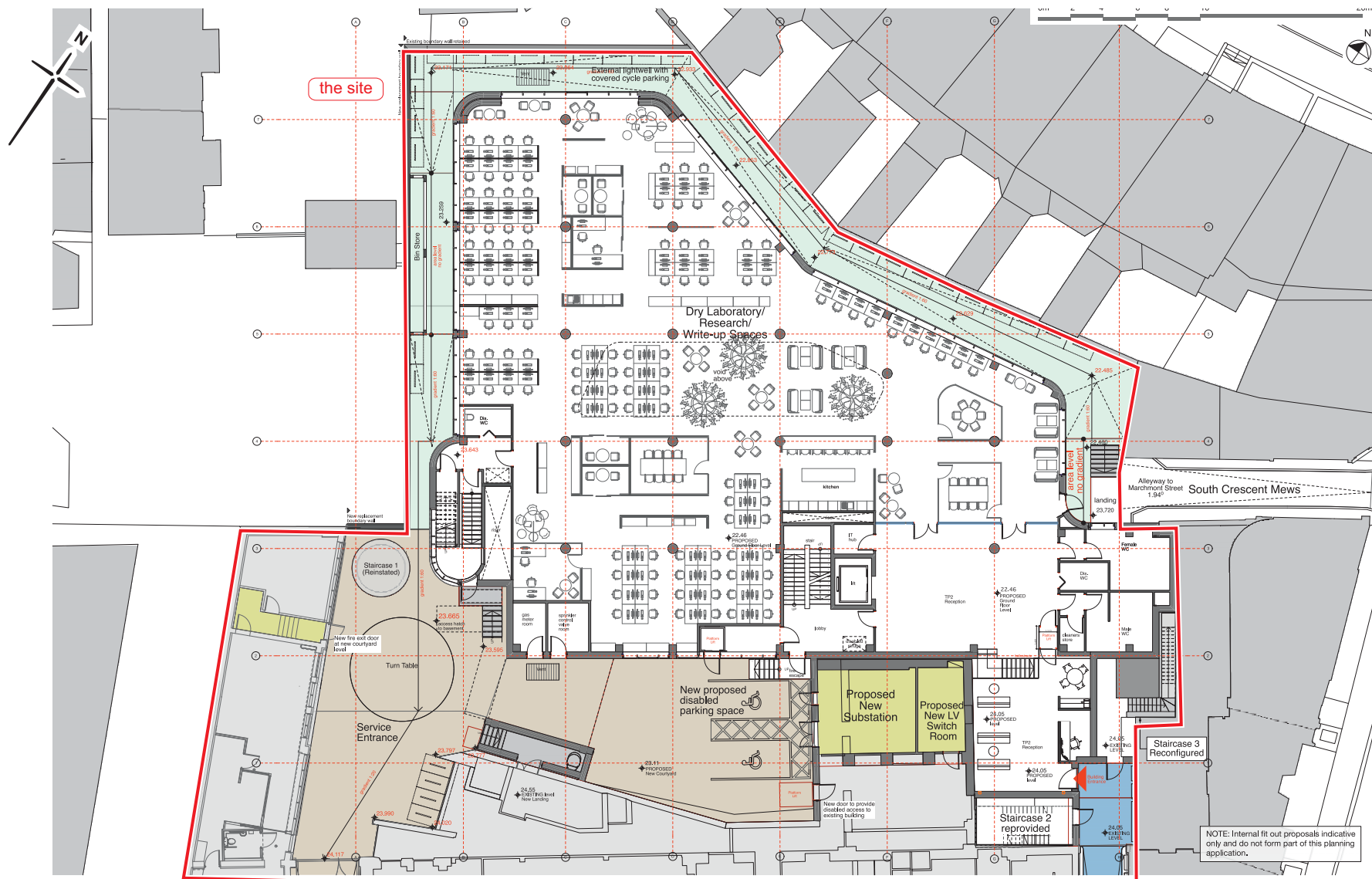


Fig 2 Plan of proposed ground floor (BMJ Architects, Drwg No 2924/AW10 PL(00)23, October 2017, Rev D)

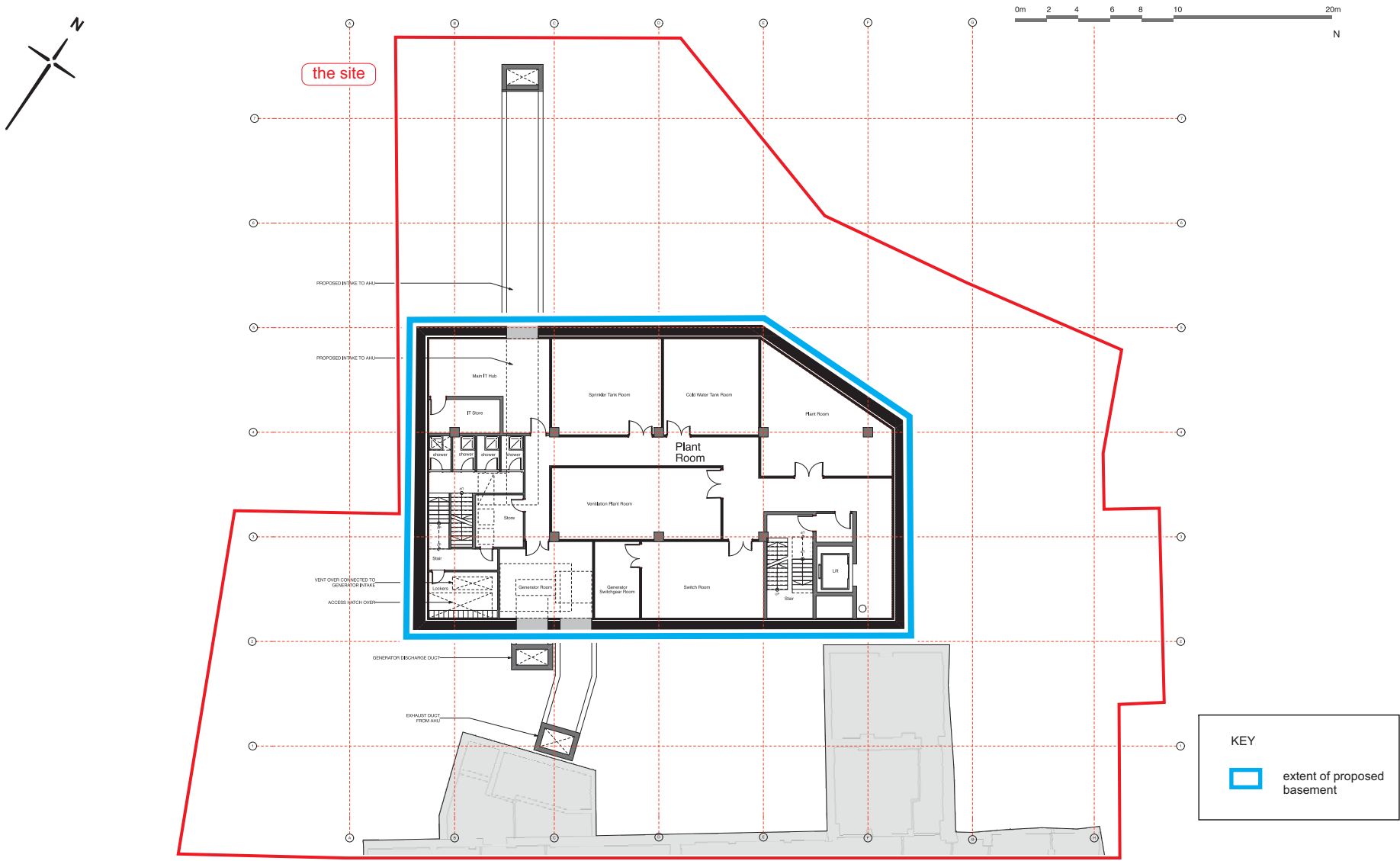


Fig 3 Plan of proposed basement level 1 (BMJ Architects, Drwg No 2924/AW10 PL(00)22, October 2017, Rev D)

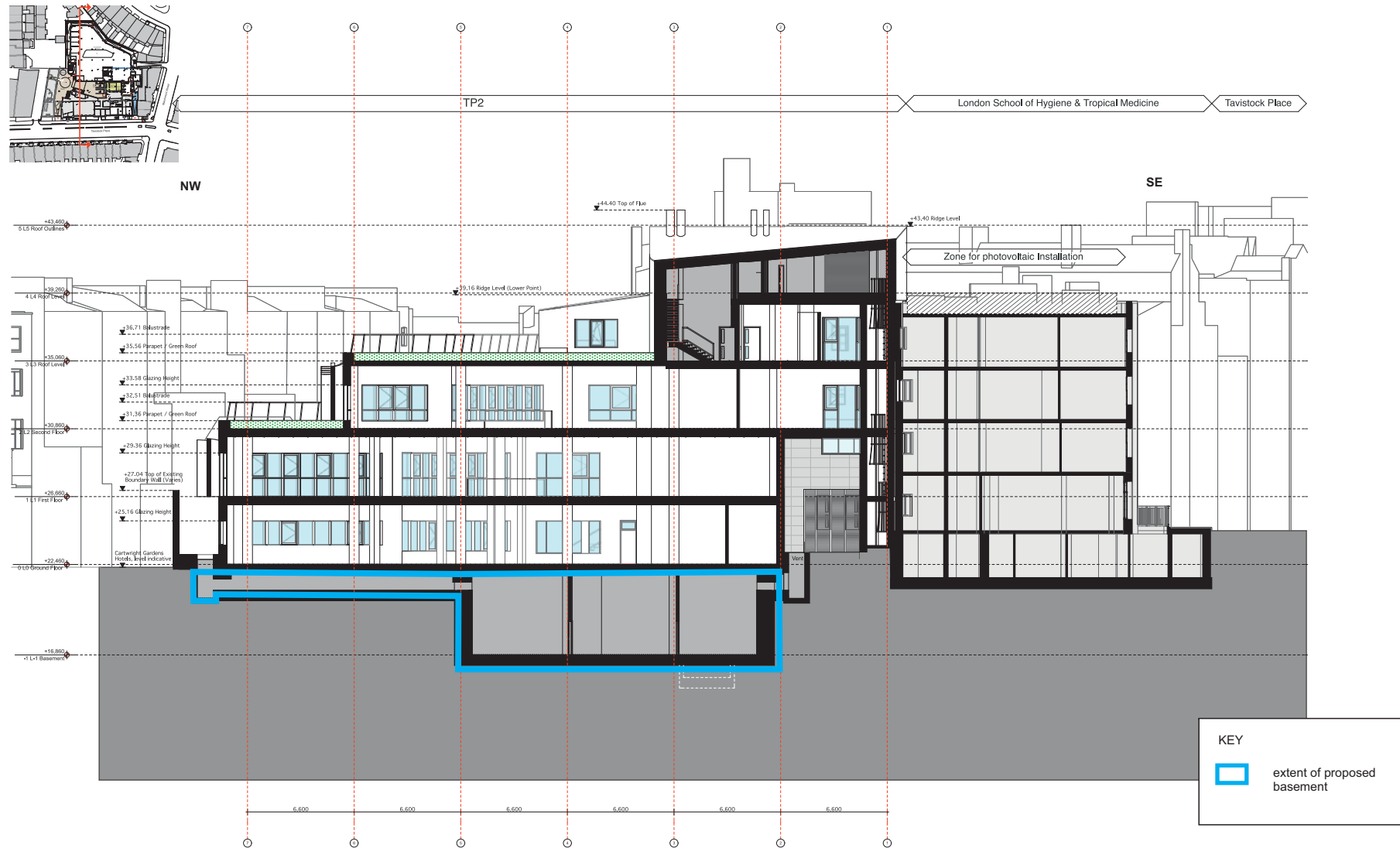


Fig 4 Proposed south-west facing section (BMJ Architects, Drwg No 2924/AW10 PL(00)30, October 2017, Rev E)

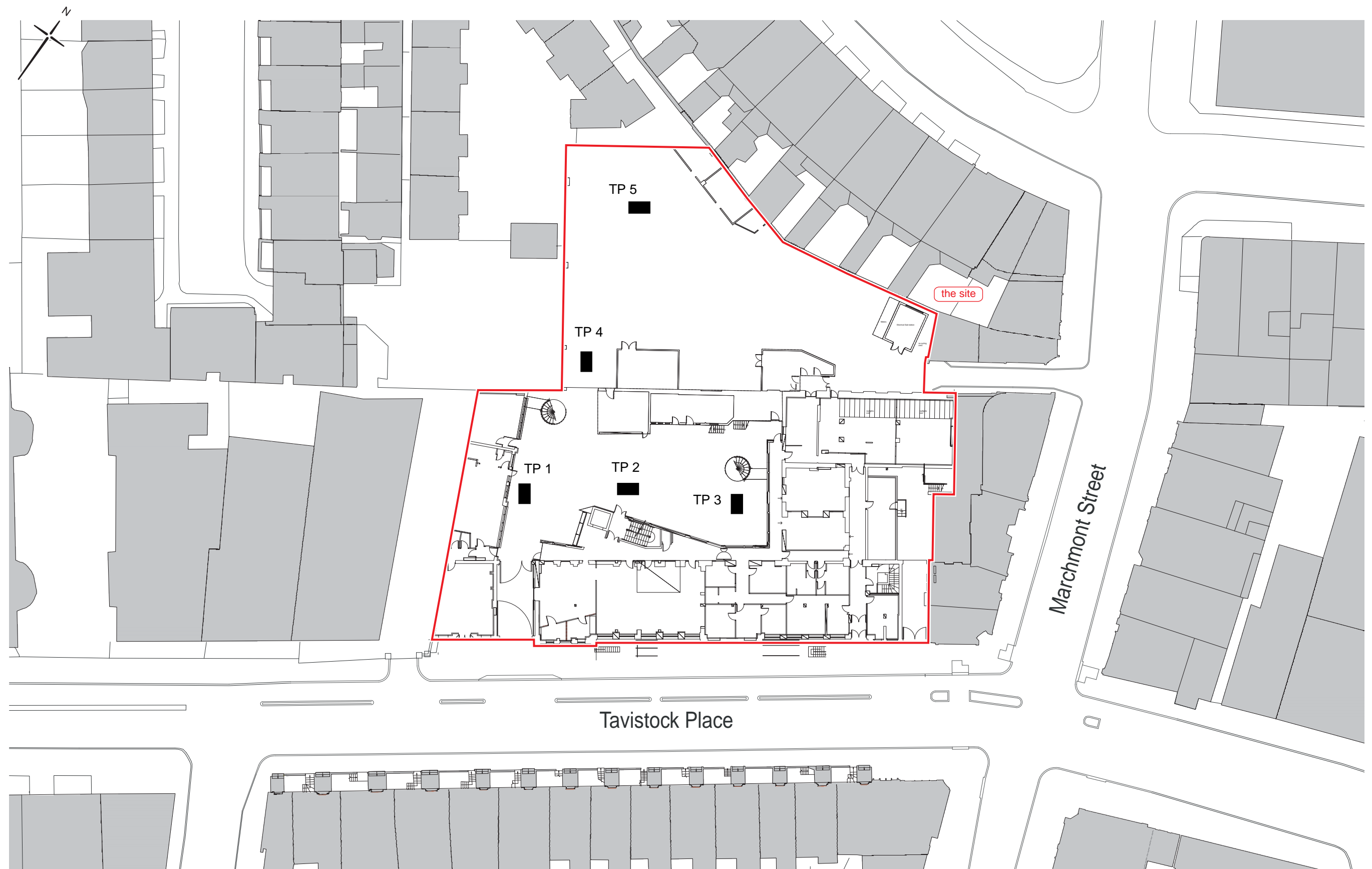


Fig 5 Proposed locations of archaeological evaluation pits (not to scale)