

**150 HOLBORN
London EC1N**

London Borough of Camden

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

30/07/2018

Project manager: Rosalind Morris



150 HOLBORN London EC1N

Written scheme of investigation for an archaeological watching brief

Planning reference: 2016/2094/P
Site code: tbc

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Figure 1 Site location

Figure 2 Existing basement plan showing pile caps and piles below

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Figure 4 Proposed basement plan

1 Introduction

1.1 Project background

- 1.1.1 This Written Scheme of Investigation (or WSI) for an archaeological watching brief on the site of 150 Holborn, London EC1N has been commissioned from MOLA by McLaren Construction (London) Ltd on behalf of their client.
- 1.1.2 The site comprises office building with a single level basement, and is bounded by Holborn to the south, Brooke Street to the east and 14-22 Gray's Inn Road to the west and buildings to the north. The centre of the site lies at National Grid reference 531160 181644 (see *Fig 1*). Modern pavement level near to the site lies at c 19.9m OD. The existing basement slabs lie at a variety of levels from 15.5m OD.
- 1.1.3 The site is being developed to create a mixed use development up to nine storeys high, with retail space and 13 residential units. The development received planning permission on 03/11/2017. The condition requires:
- 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 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 or resulting material. This part of the condition shall not be discharged until these elements have been fulfilled in accordance with the programme set out in the WSI.*
- 1.1.4 Details of the consented development are available at <https://www.camden.gov.uk>
- 1.1.5 The principal works requiring a watching brief are removal of existing pile caps (see *Fig 2*), proposed basement extension and deepening, excavations associated with the insertion of five lift pits and new pile caps (see *Fig 3 & 4*) and any other ground work with the potential to impact on archaeological remains.
- 1.1.6 The potential archaeological interest on the site is post-medieval cut features, a potential base of a medieval boundary ditch which is shown to run through the site on historical mapping, later medieval remains might reveal bases of pits, ditches wells and cellars or foundations of former buildings. There is also the potential for Roman remains associated with a Roman road that is projected to run through the southern half of the site.
- 1.1.7 An archaeological watching brief as defined by the Chartered Institute for Archaeologists is *a formal programme of observation and investigation conducted during any operation carried out for non-archaeological reasons (see below Section 2.1)*
- 1.1.8 The results of the watching brief will be set out in a report to be issued within six weeks of completing the fieldwork. The site archive will be deposited with 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 watching brief and reporting stages. These will follow the Standards and Code of Practice laid down by the Chartered Institute for Archaeologists (CIFA 2014), London region archaeological guidance from Historic England (GLAAS 2015), and Historic England Centre for Archaeology Guidelines where appropriate.

1.1.10 Other relevant documents include:

- the Archaeological desk-based assessment (MOLA 2017). This presented the initial assessment of archaeological potential on the site.

1.2 Planning and legislative framework

1.2.1 The Planning and legislative background to the site has been adequately summarised in the previous Archaeological desk-based assessment (MOLA 2017 section 2)

1.3 Archaeological background

1.3.1 A detailed description of the geology, archaeology and history of the site was provided in the earlier Archaeological desk-based assessment (MOLA 2017). A brief resume is provided here:

Prehistoric period (800,000 BC–AD 43)

1.3.2 The Lower (800,000–250,000 BC) and Middle (250,000–40,000 BC) Palaeolithic saw alternating warm and cold phases and intermittent perhaps seasonal occupation. During the Upper Palaeolithic (40,000–10,000 BC), after the last glacial maximum, and in particular after around 13,000 BC, further climate warming took place and the environment changed from steppe-tundra to birch and pine woodland. It is probably at this time that Britain first saw continuous occupation. Erosion has removed much of the Palaeolithic land surfaces and finds are typically residual. There are no known finds dated to this period within the study area. According to MOLA GIS Prehistoric key indicator data an assemblage of Lower Palaeolithic flints comprising two handaxes and two retouched flakes was found at Southampton Row 670m to the southwest of the site, outside of the study area (http://www.pastscape.org.uk/hob.aspx?hob_id=1134013).

1.3.3 The Mesolithic hunter-gatherer communities of the postglacial period (10,000–4000 BC) inhabited a still largely wooded environment. The river valleys would have been favoured in providing a dependable source of food (from hunting and fishing) and water, as well as a means of transport and communication. Evidence of activity is characterised by flint tools rather than structural remains. There are two known finds dated to this period within the study area, an axe and a lithic implement, found 20m south of the site.

1.3.4 The Neolithic (4000–2000 BC), Bronze Age (2000–600 BC) and Iron Age (600 BC–AD 43) are traditionally seen as the time of technological change, settled communities and the construction of communal monuments. Farming was established and forest cleared for cultivation. An expanding population put pressure on available resources and necessitated the utilisation of previously marginal land. Only two Neolithic finds have been made within the study area an axe and a lithic implement, found 20m south of the site. No remains from the Bronze and Iron Age periods have been recorded

within the study area.

- 1.3.5 Outside of the study, 460m to the north-west of the site, an Iron Age pit or ditch was found cut into the natural gravels at 33–36 Clerkenwell Green, according to MOLA GIS Prehistoric key indicator data (site code ENG847). It appears that prehistoric settlement was more concentrated to the southwest of the site, close to the River Thames, as indicated by the discovery of a prehistoric occupation surface sealed by a layer with a sherd of Iron Age pottery at 20 Tavistock Street, 1.1km southwest of the site (site code EXS00).
- 1.3.6 Evidence for prehistoric activity within the study area is sparse, however some Mesolithic and Neolithic finds were recorded. Remains of Palaeolithic and Iron Age date are also recorded nearby but outside the study area. At this time the site was likely covered in woodland, suitable for occasional hunting or resource gathering and possible temporary settlement.
- Roman period (AD 43–410)*
- 1.3.7 Within approximately a decade of the arrival of the Romans in AD 43, the town of *Londinium* had been established on the north bank of the Thames where the City of London now stands, 700m to the south-east of the site. It quickly rose to prominence, becoming a major commercial centre and the hub of the Roman road system in Britain. Small settlements, typically located along the major roads, supplied produce to the urban population, and were markets for *Londinium's* traded and manufactured goods.
- 1.3.8 The site lies within the London Suburbs APA, which argues that a Roman cemetery may reach from the City as far west as the junction of Bloomsbury Way and New Oxford Street, 1.1km west of the site, where two Roman roads are thought to have joined (GLHER). One of these roads approximately along the line of contemporary Holborn and potentially within the southern half of the site.
- 1.3.9 Roman remains have been uncovered in a number of archaeological investigations within the study area have uncovered Roman remains.
- 1.3.10 Burials of Roman date cut into the gravels have been recorded during archaeological investigations within the study area and a number have also been recorded through chance finds. These burials formed part of the dispersed Roman cemetery consisting of occasional cremation and inhumation burials located on land alongside the major road leading to the city which passes through the southern half of the site. At 142 Holborn, just across Brooke Street 10m to the east of the site, two 1st to 2nd century vessels and a third of mid- to late- 1st century AD date containing burnt human bone were found in 1896. Another antiquarian find of two cremations in urns was made at the Holborn end of Gray's Inn Road, possibly within 10m of the site to the south or west. An archaeological evaluation in the area of Barnard's Inn, 90m south of the site, recorded the presence of three Roman burials, one cremation in a pot, another cremation in a brick cist and a inhumation burial accompanied by grave goods including jet beads, a finger ring and a bone pin. A watching brief at Furnival Street, 140m to the south of the site, encountered a small cut feature filled with brickearth as well as Roman tile was interpreted as potentially a Roman burial,. At 43–46 Southampton Buildings 100m to the southwest of the site, a watching brief encountered a supine inhumation truncated by a series of inter-cutting pits, all dating to the Roman period. At Quality Court, 145m to the south of the site, Roman burials are thought to have been removed by later brickearth quarrying, although the evidence for this is unclear.
- 1.3.11 Roman quarry pits cut into the gravel have been recorded were being

backfilled with brickearth and many areas contained redeposited brickearth, which suggests the gravels were the main target for these early quarry pits. Archaeological investigations at 311–318 High Holborn 120m west of the site recorded a possible Roman gravel pit likely associated with the nearby Roman road and a possible Roman ploughed soil horizon.

- 1.3.12 Within the site a watching brief recorded the discovery of some residual Roman pottery. In light of the extensive burial remains in the area the residual Roman pottery recorded on the site may be the remains of Roman roadside activity, such as burials with pottery, or be the remains of dumping of domestic or building material.
- 1.3.13 At this time the site lay outside the city of *Londinium* alongside a major Roman road, and possibly held roadside ditches and associated activity, potentially including quarry pits and burials.

Early medieval (Saxon) period (AD 410–1066)

- 1.3.14 Following the withdrawal of the Roman army from England in the early 5th century AD, *Londinium* was apparently abandoned and the whole country fell into an extended period of socio-economic decline. Germanic ('Saxon') settlers arrived from mainland Europe, with occupation in the form of small villages and an economy initially based on agriculture. By the end of the 6th century a number of Anglo-Saxon kingdoms had emerged, and as the ruling families adopted Christianity, endowments of land were made to the church. Landed estates (manors) can be identified from the 7th century onwards; some, as Christianity was widely adopted, with a main 'minster' church and other subsidiary churches or chapels. In London the trading port of *Lundenwic* developed in the area now occupied by Aldwych, the Strand and Covent Garden, 700m to the south-east of the site (Cowie and Blackmore 2008, xv). With the Danish invasions of the late 9th century, the old walled Roman city was reoccupied in AD 886 by Alfred as a burh (fortified place). Towards the end of the period, references to manors, large landed estates which often formed the centre of local administration, begin to appear in documentary records. In the 9th and 10th centuries, the Saxon Minster system began to be replaced by local parochial organisation, with formal areas of land centred on settlements served by a parish church.
- 1.3.15 *Holeburne* is recorded in Domesday Book (AD1086), with rents raised from two cottars (peasant cottagers) (Domesday, eds Williams and Martin 1992, 358). Part of Bloomsbury to the west is recorded as having vineyards and woodland for 100 pigs (Weinreb and Hibbert 1995, 76). The name Holborn may derive from the Anglo-Saxon *hol*, a hollow, and *burna*, a stream. This was the name given to the upper (non-tidal) reaches of the river; Fleet was from the Anglo-Saxon word meaning tidal inlet (Weinreb and Hibbert 1995, 292).
- 1.3.16 The church of St Andrew (GLHER no. 200726, 041888) beside modern Holborn Circus lies 300m to the south-east of the site. It is first mentioned in documentary sources in AD 951 and 959, which refer to the 'old wooden church' with the dedication 'Sancte Andreas' beside the 'wide army street'. This record suggests a mid-Saxon origin for the manor / parish and indicates that the church lay beside the Roman road, near an important crossing of the River Fleet (Schofield 1984, 32; Weinreb and Hibbert 1995, 710). The GLHER notes the location of the medieval village on the eastern edge of the parish; their point data suggests this lies 105m north-east of the site but the recorded village location, at the junction of modern Farringdon Road and Charterhouse Street, is outside the study area 370m east of the site (GLHER no. 082859).

- 1.3.17 The site is in the London Suburbs APA, which describes the middle Saxon settlement of *Lundenwic* as follows. 'Although neither the boundaries nor the structure of the settlement have yet been determined by the excavations which have arisen through the development process, some indication of the internal structure can be derived from the zones in which particular activities were undertaken. Most of the residential area appears to have been in the central part to the north of the Strand. Iron smelting and butchery may have been confined to the northern and eastern peripheries of the settlement. Quarrying for gravel on a large scale was probably at the far limits of the town to the west' (GLHER). The possible pits or ditch remains recorded on the site may have had medieval origins, related to the boundary between the city and St Andrew's parish. No features clearly dated to this period are known to have been found in investigations in the study area although some remains are undated.
- 1.3.18 At this time the site was located away from the centres of settlement and was likely pasture or cultivated land alongside the old Roman road, which was still in use, beside the Holborn bars at the entrance to the City.
Later medieval period (AD 1066–1485)
- 1.3.19 At the end of the 12th century, the writer William FitzStephen recorded that the area north of the medieval City of London provided a place of recreation for its residents, with flowing streams, and springs and mills. The fields were used for pasture, as well as crops (quoted in Stow, 23-24).
- 1.3.20 The management of at least part of the land appears to have passed into the hands of the Greyfriars (Franciscan Brothers) of Newgate. In 1258, they had established a water supply system for the monastery, sourced near the Fleet River 365m east of the site, but at the end of the 13th century the supply was declared inadequate and the lead pipe was extended to a reservoir fed by nearby springs in the vicinity of Queen Square, 800m to the northwest of the site. A medieval or post-medieval conduit was recorded at Brooke Street, 15m north of the site.
- 1.3.21 Archaeological investigations in the study area record medieval quarry pits and ditches, as well as the construction of some significant buildings. The Knight Templar's 12th century circular church was found 100m southwest of the site. Barnard's Inn medieval hall, a Scheduled Monument, lay 90m south of the site with some of its gardens fronting onto Holborn and other gardens south of the hall. Deep garden soil was recorded in investigations here, cut by later pits and a chalk-lined ditch or cess pit and medieval chalk walled structures. Other medieval remains within the study area include medieval quarry and rubbish pits, 70m southeast of the site, pits of uncertain function 105m south of the site and one group of quarry pits backfilled with domestic rubbish including a 15th century jug, 145m south of the site. Another jug was found on Holborn, just south of the site.
- 1.3.22 Lobel's map of 1270 shows that the site was located on the eastern side of what was then 'Purtepolestrate' within an area which was fully developed by this time. Holborn Bars can be seen immediately to the south of the site and the boundary between St Andrew's parish and the City is also shown as dashed line running through the site. The bars marked the termination of the City Liberties and also constituted one of the six bars where tolls were collected from carts and carriages entering the city (Thornbury 1878). 'The Middle Row,' Holborn was a block of houses situated in the middle of Holborn road at the southern end of Gray's Inn Road, 50m southwest of the site.
- 1.3.23 The site lies within the London Suburbs APA, which describes its significant

medieval features as incorporating 'the medieval suburb of Holborn. This includes the Old Temple, the original headquarters of the Order of the Templars in England between 1128 and 1162, which later became part of the Bishop of Lincoln's Inn;...the late medieval Inns of Court; and roadside taverns' (GLHER).

- 1.3.24 At this time the site was developed with buildings and lay on the north side of Holborn, at the entrance to the City.
Post-medieval period (AD 1485–present)
- 1.3.25 The Tudor London map of 1520 is based upon historical and archaeological sources, forming a reconstruction of the city at this time. The site is conjectured to form part of a block of buildings on the eastern side of what was then 'Grayenne Lane' or 'Portpole Lane.' The site footprint appears to be completely occupied by buildings, but given that this is a reconstructed impression of the area this does not necessarily mean this was the case. Agas' map of 1561 does not provide much more detail but it does offer an isometric perspective of the site. The two maps show that by the mid-16th century the site and the area surrounding it was already undergoing intense development.
- 1.3.26 All successive maps show that the site underwent consistent and quite intensive development and redevelopment. However, while the archaeological investigation ahead of the construction of the existing basement showed archaeological features surviving from a depth of 16.4m OD, the existing basement will have truncated or removed all remains from the 1500s onwards. The excavation also suggested that the western third of the existing building is likely to have removed all but the bases of deep cut features.
- 1.3.27 All earlier structures were demolished to make way for the existing early 1980's buildings on the site, as shown on the Ordnance Survey 1:2,500 scale map of 1992–95. The site is currently occupied by retail units along Gray's Inn Road, Holborn and Brooke Street, with a service yard to the rear containing an open area and a car park ramp which gives access to the basement car park of the adjoining building to the north. The site building's basements and upper floors were vacant at the time of the site visit.

1.4 MOLA team and other responsibilities

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 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 watching brief

2.1 General considerations

- 2.1.1 The purpose of an archaeological watching brief as defined by the Chartered Institute for Archaeologists (CIFA, 2014) as ‘...a formal programme of observation and investigation conducted during any operation carried out for non-archaeological reasons....where there is the possibility that archaeological deposits may be disturbed or destroyed.’
- 2.1.2 A watching brief is not intended to reduce the requirement for excavation or preservation of known or inferred deposits, and it is intended to guide, not replace, any requirement for contingent excavation or preservation of possible deposits.
- 2.1.3 The Standard also notes that a watching brief may be the appropriate archaeological response outside the planning process (eg ecclesiastical development, coastal erosion, agriculture, forestry, and countryside management, works by public utilities and statutory undertakers).

2.2 Site specific objectives

- 2.2.1 The archaeological brief is essentially limited to establishing where, if at all, archaeological deposits survive (presence/absence), recording where necessary, and to ensuring that the proposed groundworks do not involve the destruction of any archaeological deposits of national significance.
- 2.2.2 The watching brief will involve a MOLA Site Supervisor in attendance on the Principal Contractor’s (or any other contractor employed by them or the client) activities and able to make such records as may be possible *without interrupting the progress of the contractors’ activities*.. This may typically include taking photographs, making quick sketches or written records, retrieval of finds and taking levels on observations. The primary purpose of watching briefs will normally be the identification of the limits of features – size, depth, alignment.
- 2.2.3 The limited nature of the proposed works and the watching brief upon them makes it unreasonable to establish many specific archaeological research objectives. Nevertheless a few research questions can be outlined:
- What is the nature and level of natural topography?
 - Are there any Roman remains present? If yes, what is the nature, extent and character?
 - What is the earliest medieval occupation on site? What was its nature and extent?
 - Do any post-medieval building foundations/ structures survive on site?
 - What is the extent of modern disturbance?

3 Watching brief methodology

3.1 Archaeological considerations

- 3.1.1 A watching brief will cause minimal disruption to site works and will take place within agreed constraints. Watching briefs are not recommended in circumstances where important or complex archaeological remains are liable to be discovered, resulting in a risk of conflict between the need to record archaeological finds and the need to allow building works to proceed.
- 3.1.2 Initial breaking out and/or ground clearance by the Principal Contractor will be monitored by MOLA staff.
- 3.1.3 A MOLA Site Supervisor will monitor the work and record any archaeological remains revealed in the appropriate manner (plans, sections, field notes and/or pro-forma 'context sheets'). Any necessary photographic records will be made using digital or conventional media as deemed appropriate. All recording will be carried out in accordance with national standards (CIFA 2014).
- 3.1.4 Subject to 2.2 and 3.1.1 above, where archaeological deposits survive in any area of the proposed groundworks, the contractors will allow the MOLA archaeologist(s) reasonable time and access to record deposits as required.
- 3.1.5 In areas of archaeological interest the excavation and removal of deposits by the Contractor will, as far as possible and subject to 2.2 above, proceed according to the reasonable advice and guidance given by the attending archaeologist.
- 3.1.6 Subject to 2.2 above some areas might need to be re-scheduled in order to provide a safe environment for archaeological recording.
- 3.1.7 Provision will be made, at the earliest stage of development programming, for specified blocks of time to be made available for unrestricted archaeological access to areas of groundworks to carry out the watching brief.
- 3.1.8 Any finds of human remains will be left *in situ*, covered and protected. If removal is essential it 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. Prior written notice will also be given to the local planning authority. It will be necessary to ensure that adequate security is provided.
- 3.1.9 Because MOLA is providing a monitoring service to an on-going construction programme, the timing of which can vary considerably, it remains the client's responsibility to ensure that their Principal Contractor informs MOLA no later than one week in advance of the start of any proposed groundworks where a watching brief is required.

3.2 Recording systems

- 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

- 3.3.1 Where necessary, a strategy for sampling archaeological and environmental deposits and structures (which can include soils, timbers, animal bone and human burials) will be developed in consultation between MOLA, the client and the local Planning Authority. Subsequent on-site work and analysis of the processed samples and remains will be undertaken by MOLA specialists.
- 3.3.2 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.
- 3.3.3 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.
- 3.3.4 Advice will be sought from the LPA Archaeological Advisor and the Historic England Regional Archaeological Science Advisor throughout the project, as appropriate.

3.4 Ownership of finds

- 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 the finds 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

- 3.5.1 A *Watching Brief report* will be made available to the client and the Local Planning Authority within six weeks of the completion of fieldwork.
- 3.5.2 A short summary of the results of the watching brief will be submitted to the Greater London HER and NAR (using the appropriate OASIS archaeological report form) and for publication in an appropriate academic journal.
- 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)

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- 3.5.4 GIS data will also be made available to the GLHER.
- 3.5.5 Finds and records will be curated by the Museum of London 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).

4 Programme, staffing and attendances

4.1 Timetable and staffing

- 4.1.1 The timing and overall duration of the archaeological watching brief on the groundworks will be determined by the contractor's programme and the nature and extent of any surviving remains. It is envisaged that a Senior Archaeologist will monitor the groundworks. Other archaeological specialists may be called in if necessary.

4.2 Attendances

- 4.2.1 For watching briefs, the attendances required by MOLA tends to be minimal as archaeologists are in fact attending the on-site works. However, some provision for welfare and working conditions will need to be anticipated. Some or all of the following attendances may be required and supplied by the client or client's agent.
- 4.2.2 Shoring: 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. 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 Ladders into all areas of excavation when the excavated depth requires such access.
- 4.2.6 If ground-water is encountered in the trenches, adequate pumps will be required to remove it in order to complete the excavations.
- 4.2.7 If necessary, tungsten halogen lamps (500W minimum) with 110-volt transformer, adequate cabling, and power supply.
- 4.2.8 A suitable security system to operate overnight, weekends and holidays.
- 4.2.9 Labourers to assist in the removal of spoil from deeper areas of excavation.

5 Funding

- 5.1.1 The developer has already agreed to fund the appropriate archaeological watching brief coverage and the costs have been agreed in a separate document.

6 Bibliography

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Fig 1 Site location



Fig 2 Existing Basement plan showing pile caps and piles below (Perkins + Will, 150-CNM-Z1-B1-DR-S-1012, Rev P1.04, 07.09.2017)

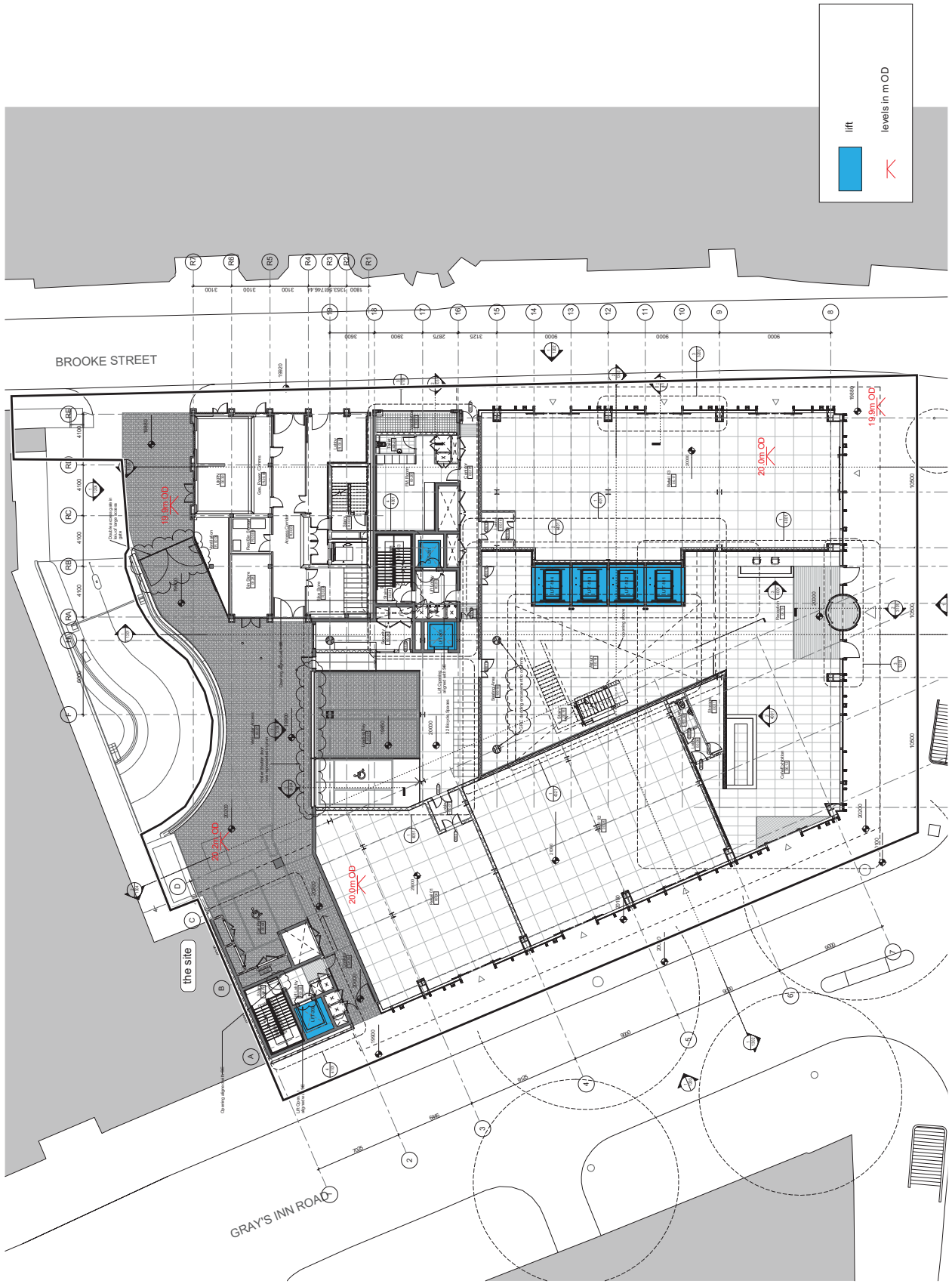


Fig 3 Proposed Ground Floor plan (Perkins + Will, 150-PWA-Z1-00-DR-A-1100, Rev P.1.4, 22.09.2017)

7 Appendix: Draft Transfer of finds ownership form

DATED

20

[]

-AND-

**THE BOARD OF GOVERNORS OF
THE MUSEUM OF LONDON**

DEED OF TRANSFER
of Finds excavated at
[]

Site Code []

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

8 Health and Safety Risk Assessment and Method Statement (RAMS)

A *Health & Safety Risk Assessment and Method Statement* has been prepared by MOLA to accompany this wsi but will be printed out and submitted separately as appropriate.