

**Channing Junior School
Highgate High Street
London
N6 5JR**

WRITTEN SCHEME OF INVESTIGATION FOR AN ARCHAEOLOGICAL WATCHING BRIEF

Date 13/12/2017

Project Manager: Harry Clarke



**Channing Junior School
Highgate High Street
London
N6 5JR**

Written scheme of investigation for an archaeological watching brief

Sign-off History:

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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 watching brief on the site of Channing Junior School, Highgate High Street N6 has been commissioned from MOLA by Rolfe Judd.
- 1.1.2 The site area is 1.0ha and is bounded by Highgate High Street to the north and north-east, and Waterlow Park to the south-east, south and west (*Fig 1*). The centre of the site lies at National Grid reference 528658, 187277.
- 1.1.3 Extensions to the school building are proposed to the south and east of the existing building. Additionally, subterranean works are proposed north of the tennis court to create a new changing area set within the grass bank, at the level of the existing tennis courts.
- 1.1.4 This WSI has been prepared for submission of the planning application for the proposed scheme. Pre-application advice from GLAAS concluded that that a watching brief during development would be the most appropriate mitigation strategy for the site.
- 1.1.5 The works requiring a watching brief are preliminary ground preparation and subsequent foundation construction of the proposed extension (shown on *Fig 2*).
- 1.1.6 The potential archaeological interest on the site is possible remains of the 16th century house and outbuildings along with Post-medieval horticultural remains (MOLA 2017).
- 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 four weeks of completing the fieldwork. The site archive will be deposited with LAA within twelve 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.
 - Geotechnical & Environmental Associates – Geotechnical data from Channing Senior School, 2011 and Channing Junior School, 2017
 - Rolfe Judd – architectural drawings (Prime Meridian, 2016-2017), existing site survey (Prime Meridian, 2016)

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:

Topography and Geology

- 1.3.2 Highgate Village, 400m to the north-west of the site is located at the top of Highgate Hill, from which the ground slopes down towards the south. This gradient is reflected in the ground levels on the site; in the north of the site the ground level is at 118.1m OD, falling to 110.5m OD in the south of the site. From the sloping grassed garden area a steep grass bank is present across the centre of the site, as a result of terracing to create the level tennis court in the south of the site.
- 1.3.3 A geotechnical survey was carried out on the site in October 2017; the survey comprised twelve boreholes and nine test pits (GEA, 2017). The presence of brick within the made ground across the whole of the site, not just in the areas of known development, as well its considerable depth in some places imply that a high level of landscaping has taken place on the site.

Overview of past investigations

- 1.3.4 There have been twelve investigations within the study area in total, comprising six watching briefs, three evaluations and three excavations. The majority of these have been centred on Pond Square (315m to the north-west of the site), the earliest known area of settlement in Highgate. The earliest written record of Highgate dates to the 13th century, and there has been considerable documentary evidence since; however, archaeological evidence for such settlement has been sparse within the study area. The limited number of archaeological investigations within 800m of the site, particularly full excavations, could account for this; such little evidence limits our understanding of the area.
- 1.3.5 Evidence of medieval activity has only been recorded on two occasions within the study area, and only in the form of ploughsoil and made ground. Other than this, the investigations have primarily recorded post-medieval activity, particularly that of a horticultural nature.
- 1.3.6 The closest investigation to the site, a watching brief at Channing Senior School in 2013, 100m to the north-east of site, only recorded structures that were late 19th century in date (MOLA 2017).

Prehistoric period (800,000 BC–AD 43)

- 1.3.7 During this period, it is likely that the area was heavily wooded; even though the site was near a water source, the uneven land and poor soil quality would have been difficult to cultivate and thus not ideal for settlement in this period.

Roman period (AD 43–410)

- 1.3.8 It is probable that the site continued to be located in a heavily wooded area during this period and was an undesirable location for settlement, and the considerable distance from the Roman road network would have made the site an inconvenient location for supplying *Londinium* with produce.

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

- 1.3.9 There have been no finds within the study area (MOLA 2017) that assuredly date to this period. The heavy clay topped with sand, combined with the uneven terrain would have made the land hard to cultivate and therefore not ideal for settlement.

Later medieval period (AD 1066–1485)

- 1.3.10 Later medieval remains have only been recorded on two occasions in the study area, despite the extensive documentary evidence of activity. This could be due to the limited archaeological investigation that has taken place. An evaluation in 2011, 420m north-west of the site, recorded deep 15th century made ground deposits, which were interpreted to possibly be the infilling of the eastern boundary ditch of the land belonging to the Bishop of London. Additionally, an investigation at Salisbury House, 195m to the north-west of the site, recorded ploughsoil containing possible medieval material.
- 1.3.11 It is probable that the site was undeveloped during this period and lay in open land on the periphery of the developing settlement, bordering the Parish boundary road.

Post-medieval period (AD 1485–present)

- 1.3.12 Highgate developed as a settlement throughout the post-medieval period. As London grew, wealthy merchants and aristocrats built properties in the countryside, where they could escape the overcrowding.
- 1.3.13 Sir Roger Cholmeley was the son of Richard Cholmeley, lieutenant of the Tower of London. The house in which he lived is thought to be in the location of the site, according to John Norden, English antiquary (c. 1547 – 1625), thus being the site's first known occupant.
- 1.3.14 Throughout the 17th, 18th and early 19th centuries, this house, which was located in the north of the site, fell under ownership of various different families of wealth. The building can be seen on Rocque's map of 1766 (not reproduced), which illustrates its position on the steep slopes of Highgate Hill.
- 1.3.15 Tompson's map of 1801 (not reproduced) illustrates the property within the site as a complex of buildings in the north of the site comprising one main building in the east of the complex and five smaller buildings to the south and west of it. Davies's map of 1834 (not reproduced) depicts the same main building but the surrounding buildings have varied slightly. The rest of the site to the south remains undeveloped. Similarly to Rocque, Davies illustrates the position of the site on the slopes of Highgate Hill.
- 1.3.16 The last family to own the house before it was bought by Sir Sydney Waterlow, Liberal politician and well known philanthropist, was the Bloxams, from whom Sir Sydney rented the property from 1855 to 1865. Stanford's map of 1862 (not reproduced) illustrates the house with new property boundaries which become the site outline. By this point, as is evident on the

map, the house was known as Fairseat. According to the map, Fairseat comprises 6 buildings, with a private driveway intersecting them along the western side of the site.

- 1.3.17 The Ordnance Survey 1st edition 25":mile map of 1870 (not reproduced) is relatively consistent with Stanford; the site is occupied by Fairseat in the north, although the shape of the house has undergone noticeable change. A linear shaped greenhouse has been constructed extending out from the eastern side of the house along the alignment of the High Street. Furthermore, Sir Sydney's addition of the stone steps leading to the new entrance at the south of the house can be seen on this map. The rest of the site comprises the formal gardens of the house with their associated paths and vistas. The map also shows the two additional buildings in the north-western corner of the site. The Ordnance Survey 2nd edition 25":mile map of 1896 (not reproduced), shows that by this time these two buildings merge and become one long linear building in the north of site. Other than this, the site undergoes no change.
- 1.3.18 The Ordnance Survey 1:1250 scale map of 1992 (not reproduced) shows the only change that has occurred on the site in the last 50 years; the tennis court in the south of site has doubled in area to the size it is today. This will have likely been subsequent to further landscaping in order to adapt to the natural slope of the site. The site is still in use and remains home to Channing Junior School.

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?
 - What are the earliest deposits identified?
 - What evidence is there for prehistoric, Roman or Saxon remains?
 - What evidence is there for later post-medieval garden features such as planting pits, pathways or drains?
 - What evidence is there for the earlier 16th century house and outbuildings?
 - What are the latest deposits identified?
 - 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, demolition and groundworks by the client's 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 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 four 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)

Project

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 twelve 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's agent.
- 4.2.2 Safety guard-rails and suitable access points into the site and areas of excavation, away from any site traffic and machinery.
- 4.2.3 Ladders into all areas of excavation when the excavated depth requires such access.
- 4.2.4 If ground-water is encountered in the trenches, adequate pumps will be required to remove it in order to complete the excavations.
- 4.2.5 A suitable security system to operate overnight, weekends and holidays.
- 4.2.6 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 will be agreed in a separate document.

6 Bibliography

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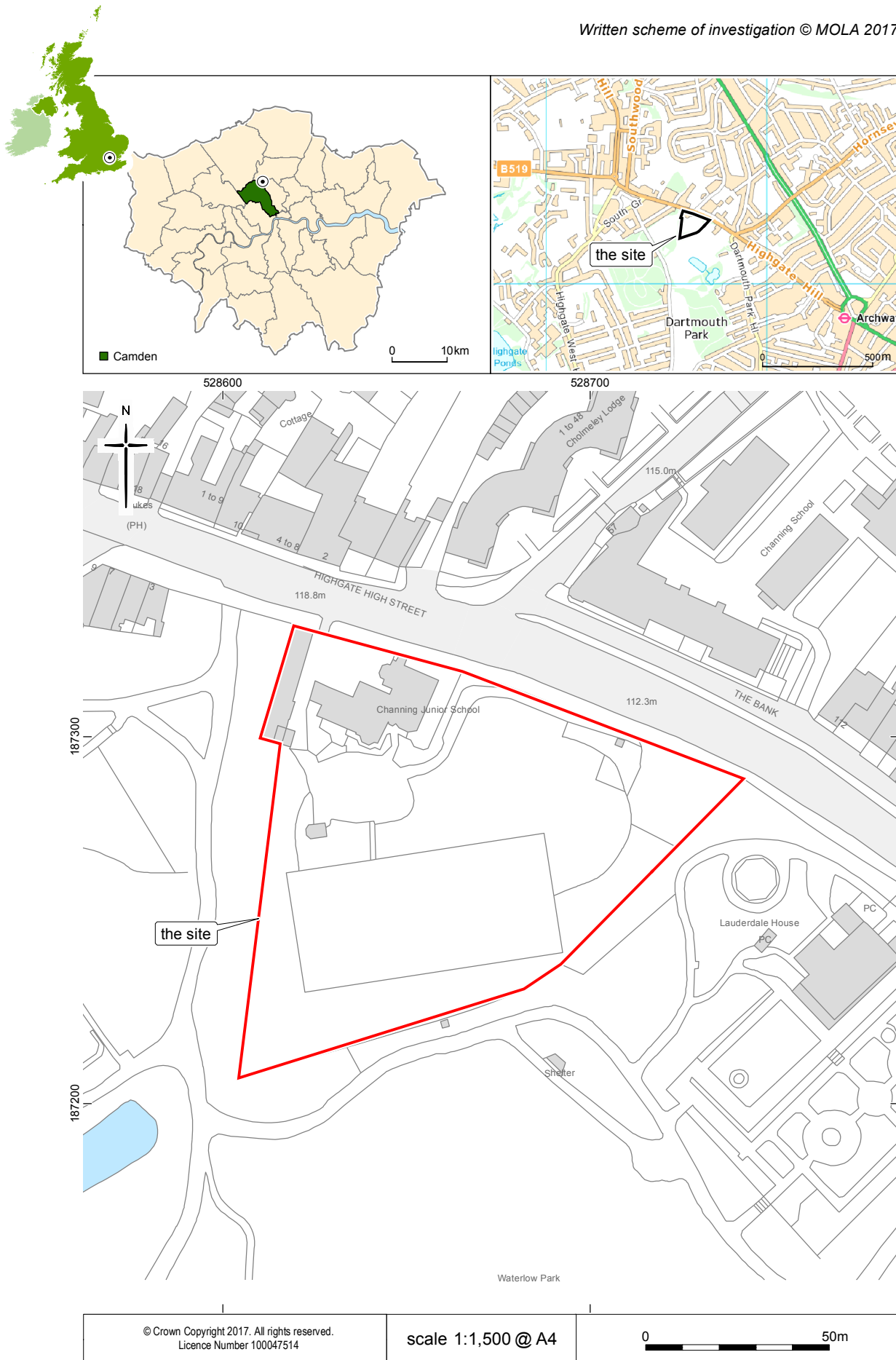


Fig 1 Site location

528600

528700



187300

- Areas to be monitored
- Site Outline

0 scale 1:500 15m



Fig 2 Areas requiring Watching Brief

7 Appendix 1: 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 Appendix 2: Health and Safety Risk Assessment and Method Statement (RAMS)

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