

WRITTEN SCHEME OF INVESTIGATION FOR AN ARCHAEOLOGICAL WATCHING BRIEF

Abbey Cooperative Community Centre, Belsize Primary Health Centre,
Belsize Road, London Borough of Camden, NW6 4DX

Planning Ref: 2022/2542/P

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Project Information	
Site name	Abbey Co-operative Community Centre, Belsize Priory Health Centre, Belsize Road, London Borough of Camden, NW6 4DX
Project type	Written Scheme of Investigation for an Archaeological Watching Brief
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PCA Information			
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1 INTRODUCTION

- 1.1 Pre-Construct Archaeology Ltd has been commissioned by RPS Group to undertake an archaeological watching brief at land at Abbey Co-operative Centre, Belsize Priory Health Centre, Belsize Road, London Borough of Camden, NW6 4DX (Figure 1). The site is centred on Ordnance Survey National Grid Reference TQ 2583 8392.
- 1.2 Planning permission has been granted for the redevelopment of the site comprising: Demolition and redevelopment of Emminster and Hinstock blocks including Belsize priory Health Centre, Abbey Community Centre, public house and commercial units to provide new residential accommodation (Use Class C3) and ground floor commercial space (Use Class E) to be used as flexible commercial units, across three buildings ranging from 4 to 11 storeys, along with car and bicycle parking, landscaping and all necessary ancillary and enabling works (Planning ref: 2022/2542/P).
- 1.3 A planning condition is attached to the consent which, further to consultation with Historic England¹, requires that an archaeological Watching Brief be undertaken as designed within a Written Scheme of Investigation (WSI):
- 14 No demolition or development (save for demolition to ground level) shall take place until a written scheme of investigation (WSI) has been submitted to and approved by the local planning authority in writing. For land that is included within the WSI, no demolition or development shall take place other than in accordance with the agreed WSI, which shall include the statement of significance and research objectives, and;*
- A) The programme and methodology of site investigation and recording and the nomination of a competent person (s) or organisation to undertake the agreed works;*
- B) Where appropriate, details or a programme for delivering related positive public benefits;*
- C 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 WSI.*
- Reason: Important archaeological remains may exist on this site. Accordingly the Local planning authority 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 D2 of the London Borough of Camden Local Plan 2017.*
- 1.4 In terms of relevant designated heritage assets, no designated World Heritage Sites, Registered Parks, Scheduled Monuments, Historic Battlefield sites or Historic Wreck sites lie within the site boundary. In terms of relevant local designations, there appears to be a discrepancy between information provided by the GLHER and the London Borough of Camden. Consultation with the GLHER has confirmed that for the purposes of this study, the information supplied by LB Camden (from the Policies Map August 2021 v3) is the most up to date: this shows that the study site lies to the east of a Tier II Archaeological Priority Area, designated for the location of the Medieval Kilburn Priory, as defined by the London Borough of Camden and their archaeological planning advisors at GLAAS.
- 1.5 The site comprises a triangular plot of land approximately 0.565 ha in size. It is currently occupied by substantial residential blocks, including Emminster and Hinstock, on the western side of Abbey Road, of five to eight storeys, together with a single storey community centre to the southwest, the Belsize

¹ Email communication with Historic England dated 28/06/2022

Priory Health Centre between Emminster and Hinstock, and a range of ground floor retail units.

- 1.6 The redevelopment of the site comprises the demolition of current buildings and the construction of new four to eleven storey residential accommodation and ground floor commercial space and associated car and bicycle parking, landscaping and all necessary ancillary and enabling works. As such an archaeological watching brief will be undertaken on below ground works associated with the redevelopment in areas of the site which have seen limited previous below ground disturbance.
- 1.7 All works will be undertaken in accordance with the following documents:
- Abbey Co-operative Community Centre, Belsize Priory Health Centre, Belsize Road, London Borough of Camden, NW6 4DX: RAMS for an Archaeological Watching Brief (PCA 2022 in prep)
 - This Written Scheme of Investigation (pending approval from the Archaeology Advisor to the Local Planning Authority)
 - Guidelines for Archaeological Projects in Greater London (GLAAS 2015)
 - *MoRPHE* (English Heritage, 2015).
 - '*Standards and guidance for archaeological field evaluation*' (ClfA 2014, updated 2020)
- 1.8 Pre-Construct Archaeology Limited is a Registered Archaeological Organisation (number 23) with the Chartered Institute for Archaeologists and will operate within the Institute's 'Code of Practice'.
- 1.9 PCA has the following accreditations:
- ISO9001 registration
 - Construction Line registration
 - SMAS SSIP registration
 - Achilles registration

2 BACKGROUND

The following background is summarised from the site-specific Archaeological Desk-Based Assessment for the site (RPS 2022).

2.1 Geological and Topographical Background

- 2.1.1 The solid geology of the site is shown by the Institute of Geological Sciences (IGS 1979) as London Clay deposits forming the London Basin.
- 2.1.2 Further detail is provided by the British Geological Survey, which shows the whole of the site to lie within an area of London Clay.
- 2.1.3 Site specific geotechnical information confirms the presence of made ground above London Clay within the site. BHA towards the centre of the northwestern boundary recorded 3.5m of made ground in three different horizons, above weathered London Clay.
- 2.1.4 The line of Abbey Road drops from northwest to southeast along the site's northwestern boundary, and the line of Belsize Road rises from northwest to northeast along the southern boundary of the site. The junction of Abbey Road and Belsize Road is level at 37.88m OD and the Phase 3 site is generally

level at c.36-38.5m OD.

- 2.1.5 No watercourses or naturally occurring bodies of water are mapped to be present within the immediate vicinity of the site.

2.2 Archaeological and Historical Background

Prehistoric

- 2.2.1 The sole find of Palaeolithic date within the 1.25km area search radius comprised a middle Palaeolithic handaxe found in the vicinity of Charlton Hill to the south of the site.
- 2.2.2 From around 4000 BC the mobile hunter-gathering economy of the Mesolithic gradually gave way to a more settled agriculture-based subsistence. The pace of woodland clearance to create arable and pasture-based agricultural land varied regionally and locally, depending on a wide variety of climatic, topographic, social and other factors. The trend was one of a slow, but gradually increasing pace of forest clearance.
- 2.2.3 By the 1st millennium, i.e. 1000 BC, the landscape was probably a mix of extensive tracts of open farmland, punctuated by earthwork burial and ceremonial monuments from distant generations, with settlements, ritual areas and defended locations reflecting an increasingly hierarchical society.
- 2.2.4 No finds or features of Mesolithic, Neolithic, Bronze Age date have been identified on the GLHER within the 1.25km area search radius. The sole find of Iron Age date recorded within the search radius comprises a gold coin found in a garden in St John's Wood.
- 2.2.5 Due to the paucity of evidence for prehistoric activity in the area, the desk-based assessment concluded there was a low potential for archaeological remains of this period.

Roman

- 2.2.6 The line of Watling Street, the Roman road which ran from Dover to London and north to St Albans and beyond, runs along the present Edgware Road/Maida Vale/Kilburn High Road, west of the site. The line of the road is thought to have continued southeast to cross the Thames at Westminster.
- 2.2.7 Typical archaeological features associated with Roman roads can include evidence for settlement and occupation, roadside ditches and land division, together with quarry pits and burials.
- 2.2.8 A residual fragment of mortaria was found at the Carlton Plaza site to the west of the site, in the upper silt layers of a former channel of the Kilburn Stream. Residual Roman pottery was also identified at 258-262 Belsize Road to the west of the site. A cultivation soil tentatively dated to the Roman period was identified at 321-329 Finchley Road to the northeast of the site, and a Roman feeding bottle was identified to the southeast.
- 2.2.9 Taken together the above finds and features are not thought to be indicative of extensive Roman activity within the immediate vicinity of the site and as such the desk-based assessment concluded that a generally low potential can be identified for this period at the site itself.

Anglo-Saxon/Early medieval and medieval

- 2.2.10 There are no Saxon finds or features identified on the GLHER within the 1.25km area search radius.

Given the paucity of evidence locally, the desk-based assessment concluded a low-nil potential for this period within the site.

- 2.2.11 The first use of Kilburn as a place name is in 1134 AD, and a hamlet is believed to have developed along the line of Watling Street to the west of the site. The site of a tile kiln is known to the west of the site, and a bridge is recorded on Kilburn High Street over the Westbourne crossed the Edgware Road to the southwest of the site. Roads within the search radius of the site are understood to have medieval antecedents include the course of Belsize Avenue to the northeast.
- 2.2.12 The site of Kilburn Priory has been identified to the west and southwest of the site, which lies within the eastern boundary of the Tier II APA designated for the priory. Whilst the exact extent and location of the priory precinct has not been defined, recent research has indicated that the main buildings of the Priory were focussed at the junction of Kilburn Priory road and Belsize Road to the southwest of the site, with a gatehouse fronting onto Kilburn High Road. The priory was founded c.1130 AD and dissolved in 1535; the complex is known to have comprised a church, great hall, buttery, cellars, a kitchen, a cell, and a brewhouse and bakehouse. The generic grid reference for these finds places them to the southwest of the site. Traces of fishponds were still visible in the early eighteenth century, to the northeast of the site.
- 2.2.13 The sole archaeological find of medieval date identified on the GLHER within the 1.25km search radius consists of residual pottery at 258-262 Belsize Road, located to the west of the site.
- 2.2.14 The site's medieval potential is primarily related to the presence of the Priory complex, which from the available information is considered likely to have been focused to the southwest. The desk-based assessment concluded a generally low to moderate archaeological potential for the medieval period at the site itself.

Post-medieval and Modern

- 2.2.15 At the dissolution in 1535, Kilburn Priory became a Manor House, which survived if only in partial form into the eighteenth century.
- 2.2.16 John Rocque's Survey of London shows the site to lie in open land to the east of a group of buildings labelled 'Kilborn Abbey'.
- 2.2.17 The site remains undeveloped throughout the remainder of the eighteenth century and into the nineteenth century as shown on the 1762 Manor of Hamstead Abbey map, which labels the land as 'Part of the Abby Farm'.
- 2.2.18 The First Edition Ordnance Survey shows the site partially developed; Abbey Road and Upton Road/Belsize Road have been laid out, with the road junction immediately to the east. Houses fronting Upton Road are present within the site's southern boundary, with a public house fronting the road junction.
- 2.2.19 The Second Edition Ordnance Survey shows the site has been fully developed, with houses fronting both the north side of Abbey Road and the western side of Belsize Road. Albert Mews, accessible from Belsize Road, lies within the centre of the site. No significant changes are shown on the 1914

Third Edition Ordnance Survey, or the subsequent 1919 edition. The LCC Revised Edition 1937 shows the removal of buildings on the north side of the mews, now renamed Abbey Mews.

- 2.2.20 The World War Two Bomb Damage Map shows that the southwestern part of the site was impacted, with houses damaged and destroyed on the north side of Belsize Road within the southwestern part of the site. The colour codes on the map comprise black ('total destruction') orange ('general blast damage, not structural') and yellow ('blast damage, minor in nature').
- 2.2.21 The 1954 Ordnance Survey shows the absence of the buildings destroyed on the north side of Belsize Road within the southwestern part of the site, and further alterations to the buildings on Abbey Mews. The 1974 Ordnance Survey shows minor amendments again within the area north of Abbey Mews.
- 2.2.22 The 2021 aerial photograph, and the current site survey shows the comprehensive redevelopment of the site; Abbey Mews and the buildings fronting the north side of Belsize Road and the western side of Abbey Road have been demolished and replaced by two residential blocks, Emminster and Hinstock, with a community centre now present within the southwestern corner.
- 2.2.23 The desk-based assessment concluded that the potential of the site for the post-medieval and modern periods is anticipated to be focused on any remains of 19th century and later development.

Negative Evidence

- 2.2.24 To the west of the site, archaeological monitoring along Kilburn High Road revealed modern truncation. Closer to the site's western boundary, an evaluation at 228 Belsize Road revealed post-medieval made ground interpreted as upcast from railway construction. To the southwest of the site, an evaluation at Coventry Close revealed post-medieval and modern remains.
- 2.2.25 To the southeast of the site, an evaluation at the George Eliot and Quintin Kynaston Schools revealed nineteenth/twentieth century masonry remains, stages of evaluation and excavation at St John's Square revealed no archaeology together with site specific post-medieval/modern remains.

3 STATEMENT OF SIGNIFICANCE AND RESEARCH DESIGN

- 3.1 The significance of the site has been assessed within the desk-based assessment which supported the planning application (RPS 2022, 17-18). It stated that:
- 4.39 *In terms of relevant nationally significant designated heritage assets, the study site does not lie within the vicinity of a World Heritage Site, Scheduled Monument, Historic Battlefield or Historic Wreck.*
- 4.40 *In view of the above it is concluded that the redevelopment proposals will have no direct archaeological impact upon relevant designated heritage assets.*
- 4.41 *In terms of relevant local designations, the study site lies to the east of a Tier II Archaeological Priority Area, as defined by the London Borough of Camden and their archaeological advisors at GLAAS.*
- 4.42 *As identified by desk based work, archaeological potential by period and the likely significance of any archaeological remains which may be present is summarised in table form below:*
-

<i>Period</i>	<i>Identified Archaeological Potential</i>	<i>Identified Archaeological Significance</i>
<i>Palaeolithic</i>	<i>Low</i>	<i>Low (Local)</i>
<i>Mesolithic</i>	<i>Low</i>	<i>Low (local)</i>
<i>Neolithic</i>	<i>Low</i>	<i>Low (local)</i>
<i>Bronze Age</i>	<i>Low</i>	<i>Low (local)</i>
<i>Iron Age</i>	<i>Low</i>	<i>Low (local)</i>
<i>Roman</i>	<i>Low</i>	<i>Low (local)</i>
<i>Anglo-Saxon</i>	<i>Low</i>	<i>Low (local)</i>
<i>Medieval</i>	<i>Low to moderate</i>	<i>Low (local)</i>
<i>Post Medieval</i>	<i>Low</i>	<i>Low (local)</i>
<i>Modern</i>	<i>High</i>	<i>Low (local)</i>

4.43 Any archaeological remains, should they occur at the study site, would in the context of the Secretary of State's non-statutory criteria for Scheduled Monuments (DCMS 2013) most likely be of local significance.

3.2 The watching brief will aim to address the following primary objectives within the trenching areas:

- To establish the presence or absence of any prehistoric remains.
- To establish the presence or absence of any Roman remains.
- To establish the presence or absence of any Saxon/early medieval remains.
- To establish the presence or absence of medieval remains, in particular remains relating to Kilburn Priory and associated complex, known to be to the west and southwest of the site.
- To establish the presence or absence of post-medieval remains, notably relating to the complex of the former Kilburn Priory, which became a Manor House post-Dissolution and is thought to survive into the 18th century.
- To establish the extent of all past post-depositional impacts on the archaeological resource.
- To establish the impacts of the redevelopment of the site on any potentially underlying archaeological remains.

4 SITE METHODOLOGY

4.1 Proposed Works

4.1.1 The proposed development comprises the demolition of existing buildings and the construction of new four to eleven storey residential accommodation and ground floor commercial space and associated car and bicycle parking, landscaping and all necessary ancillary and enabling works. As such an archaeological watching brief will be undertaken on below ground redevelopment groundworks in areas of the site which have seen limited previous below ground disturbance. It is proposed not to undertake a watching brief on below ground works associated with the demolition of the current buildings, such as removal and grubbing out of foundations, as these will likely already have entirely removed any potentially underlying archaeological remains.

4.1.2 The site has seen considerable previous impacts, the Ordnance Survey map of 1865 illustrates the site to be almost entirely encompassed by Victorian terraced houses and associated road (RPS 2022). The site remained occupied by these terraces, with damage along the southern frontage by bombing during the Second World War, until the late 20th century when the current substantial buildings were constructed. An overlay of the current site layout with the 1865 OS map (Figure 2) suggests little of the site has not been truncated to some degree. It is not known if the Victorian buildings were basemented however, and therefore may have only had localised impacts.

4.1.3 As such the archaeological watching brief will be undertaken on areas of the proposed development outside the footprint of the 20th century buildings to be demolished as part of the redevelopment, such as the north-eastern extent of Block A, the central area of Block B and the north-eastern area of Block C (Figure 3).

4.2 General

4.2.1 All site works will be monitored by PCA's Archaeological Supervisor.

4.2.2 All groundworks associated with the redevelopment will be undertaken by the client's groundworks contractor.

4.2.3 The work area will be secured by the client's contractor using suitable fencing. Site security is the responsibility of the client.

4.2.4 Location of buried services and CAT scanning will be the responsibility of the groundwork's contractor.

4.2.5 A detailed RAMS will be prepared shortly before the fieldwork is undertaken. A summary of this is presented below.

4.2.6 Following excavation, relevant faces of the trench that require examination or recording will be cleaned by PCA using appropriate hand tools. The majority of the investigation of archaeological levels will be by hand, with cleaning, examination and recording both in plan and in section.

4.2.7 Archaeological fieldwork may require work by 'pick and shovel' or occasionally by further use of the machine. Such techniques will be used only 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. They will not be employed on complex stratigraphy, and the deposits to be removed must have been properly recorded first.

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

4.2.9 The strategy for sampling archaeological and environmental deposits and structures will be developed by PCA as necessary with appropriate consultation to the GLAAS advisor to the LPA and if necessary, the Historic England Regional Science Advisor.

4.2.10 The removal of human remains can only take place following the issuing of appropriate licenses from the Ministry of Justice. Should the removal of human remains not pose a risk to the completion of the watching brief and should further archaeological mitigation be necessary at the site, then any remains

will be left in situ, with the agreement of the Archaeology Advisor to the Local Planning Authority.

- 4.2.11 All gold and silver will be removed to a safe place and reported to the local coroner according to the procedures relating to the Treasure Act 1996. Where removal cannot be effected on the same working day as the discovery suitable security measures will be taken to protect the finds from theft.

4.3 Access and Safety

- 4.3.1 There will be no public access to the site during the watching brief works.
- 4.3.2 Reasonable access to the site will be granted to GLAAS and other representatives of the Council who wish to be satisfied, through site inspections, that the archaeological works are being conducted to proper professional standards and in accordance with the agreements made. Full access is also provided for the Client and its agents.
- 4.3.3 All relevant health and safety legislation, CDM, COSHH regulations and codes of practice will be respected. This requirement constitutes one of the non-archaeological requirements on the excavation design. Pre-Construct Archaeology Ltd's H&S Policy Statement and Site Rules will be followed at all times as will the most recent version of Covid guidance in use when the fieldwork is undertaken.
- 4.3.4 A site-specific RAMS will be prepared prior to the commencement of the watching brief, which will be reviewed and updated daily by the site supervisor.
- 4.3.5 All archaeological staff will be inducted upon arrival to site by the Principal Contractor.
- 4.3.6 PCA has not been informed that there are any areas of ecological importance or public rights on the site.
- 4.3.7 No site specific contamination was available during the preparation of this report. If significant contaminants are identified, they will be detailed within the site specific RAMS and appropriate measures put in place, including additional PPE, to mitigate effectively.
- 4.3.8 If asbestos material (suspected or confirmed) is encountered during the excavations its location will be marked, photographed and left in situ. The client will be informed as soon as possible. PCA will not remove any asbestos from site.
- 4.3.9 GLAAS will be notified of the commencement of fieldwork five days in advance.
- 4.3.10 The PC will maintain an appropriate First Aid Kit on site and will ensure a First Aider is among the site staff.
- 4.3.11 All Pre-Construct Archaeology Ltd's field staff are CSCS card holders.

5 RECORDING SYSTEMS

5.1 Site Code

- 5.1.1 A unique-number site code will be obtained from the Museum of London prior to the commencement of the work.

5.2 Site Records

- 5.2.1 The recording systems adopted during the investigations will be fully compatible with those most widely used elsewhere in the London Borough of Camden, which is those developed out of the Department of Urban Archaeology Site Manual, and presented in Pre-Construct Archaeology Ltd's *Operations Manual 1* (Taylor 2009). No alternative recording system will be adopted without prior agreement with the Archaeology Advisor to the Local Planning Authority.
- 5.2.2 The site archive will be so organised as to be compatible with the other archaeological archives produced in the Local Authority area. Individual descriptions of all archaeological strata and features excavated and exposed will be entered onto prepared *pro-forma* recording sheets which include the same fields of entry as are found on the recording sheets of the Museum of London. Sample recording sheets, sample registers, finds recording sheets, accession catalogues, and the photography record cards will follow the Museum of London equivalents. This requirement for archival compatibility extends to the use of computerised databases.
- 5.2.3 A 'site location plan' indicating the site north and based on the current Ordnance Survey 1:1250 map (reproduced with the permission of the Controller of HMSO) will be prepared. This will be supplemented by a trench plan at 1:200 (or 1:100), which will show the location of the areas investigated in relation to the investigation area and National Grid Reference. All sections should be located on plan with OS co-ordinates. The location of the OS bench marks used and the site TBM will also be indicated.
- 5.2.4 A record of the full extent in plan of all archaeological deposits as revealed in the investigation will be made either using digital GPS or on polyester-based drawing film at a scale of 1:10 or 1:20. 'Single context planning' will be used on site, and hand-drawn information will be digitised for eventual CAD application.
- 5.2.5 At least one long section will be drawn or a representative part including a profile of the top of the natural deposits (extrapolated from cut features etc., if the trench has not been fully excavated). Other sections, including the half-sections of individual layers or features may be drawn as appropriate to 1:10 or 1:20.
- 5.2.6 The OD height of all principal strata and features will be calculated and indicated on the appropriate plans and sections.

5.3 Stratigraphic Matrix

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

5.4 Survey

- 5.4.1 A digital GPS, or appropriately scaled development plan, will be used to record trench positions, baselines, datums and discreet archaeological features. If complex or intercutting remains are found then hand-planning will be used, tied to baselines located by GPS.

5.5 Photographic Record

5.5.1 A full digital photographic record of the investigations will be prepared.

6 TREATMENT OF FINDS AND SAMPLES

6.1 General

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

6.2 Environmental

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

6.2.2 The strategy for sampling archaeological and environmental deposits and structures (which can include soils, timbers, pollen, diatoms, animal bone and human burials) will be developed in consultation with the Archaeology Advisor to the Local Planning Authority and, if necessary, the Historic England Regional Archaeological Science Advisor. Subsequent on site work and analysis of the processed samples and remains will be undertaken by our own consultants and specialist sub-contractors.

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

6.3 Artefactual

6.3.1 All finds retrieval policies of PCA will be adopted and all identified finds and artefacts will be retained or discarded according to the PCA retention and discard policies appropriate to the material type and date. Any finds identified for discard will be catalogued and discarded upon approval of the report by the archaeological adviser.

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

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

7 ARCHIVES AND REPORTS

7.1 General

- 7.1.1 The integrity of the site archive will be maintained. The finds and records will be available for public consultation. Appropriate guidance is set out in the Museum and Galleries Commission's *Standards in the Museum Care of Archaeological Collections* (1992) and *Towards an Accessible Archaeological Archive. The Transfer of Archaeological Archives to Museums: Guidelines for Use in England, Northern Ireland Scotland and Wales* (SMA 1995). For deposition with the London Archaeological Archive (LAA), the *Guidelines for the Preparation of Archaeological Archives* will be followed.
- 7.1.2 The client agrees, by approval of this document, to donate all finds and archives to the London Archaeological Archive and Research Centre (LAA). If finds are not to be transferred to LAA, arrangements will be made for a comprehensive record of all relevant materials (including detailed drawings, photographs and descriptions of individual finds), which can instead constitute the archaeological archive.
- 7.1.3 Upon completion of the fieldwork project, when the Archaeology Advisor to the LPA confirms that no further work is required and when all post-excavation reports have been approved by all relevant parties, a Deed of Transfer will be submitted allowing the custody of the site archive to be transferred to LAA. **The draft Deed of Transfer is located at Appendix 1 and is hereby issued to the client to be filled in and returned to PCA before site work commences.** With this in place, the archive will then be transferred to LAA by PCA.
- 7.1.4 The minimum acceptable standard for the site archive is defined in the *Management of Archaeological Recording Projects in the Historic Environment* (MoRPHE 2015). It will include all materials recovered, (or the comprehensive records of such materials as referred to above) and all written, drawn, and photographic records, including a copy of all reports relating to the investigations undertaken. It will be quantified, ordered, indexed, and internally consistent before transfer to LAA. It will also contain a site matrix, a site summary and brief written observations on the artefactual and environmental data.
- 7.1.5 United Kingdom Institute for Conservation guidelines for the preparation of excavation archives for long term storage (1990) will be followed.
- 7.1.6 A short summary of the results of the work, even if negative, will be bound into the client report for submission to the LPA and the Greater London HER along with the GLHER report form as soon as possible after the completion of archaeological works.
- 7.1.7 Minimum requirements for public dissemination is for OASIS report forms to be submitted to the OASIS Project as soon as possible or within six months of completion of fieldwork, and the provision of a short paragraph summary of the results for publication in the *London Archaeologist: Excavation Round-Up*. Such publications will meet the minimum requirements set out in *Appendix 7, Management of Archaeological Recording Projects in the Historic Environment* (MoRPHE 2015). There is a need to format reports so that the details of the proposed development impact can be separated from the information and enable all archaeological information to be made available to the GLHER within six months of the completion of fieldwork. A copy of the client report will be sent to the Local Studies

Library.

- 7.1.8 Where the mentioned 'phase 2' review indicates the need for further assessment and analysis the recommendations set out in the *Management of Archaeological Recording Projects in the Historic Environment* (MoRPHE 2015) will be followed.

7.2 Report

- 7.2.1 Notwithstanding details included above all fieldwork and results will be fully recorded and a Watching Brief report prepared. Copies of the report will be forwarded to the commissioning Client and the Archaeology Advisor to the Local Planning Authority.

- 7.2.2 The watching brief report will include the following items:

- Non-technical summary;
- Introduction;
- Planning Background;
- Previous archaeological work relevant to the watching brief;
- Topography of the site;
- Research objectives;
- Methodology;
- The results of the watching brief and their significance;
- An assessment of the results against original expectations and a review of the effectiveness of the watching brief strategy;
- Statement of potential of the archaeology;
- Conclusions (and recommendations following consultation with the Council);
- Bibliography;
- Acknowledgements;
- OASIS form.

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

8 SIZE AND STRUCTURE OF EXCAVATION TEAM

- 8.1.1 The day-to-day direction of the fieldwork will be undertaken by a member of staff who has considerable experience of working in the urban environment.
- 8.1.2 A standard working day is 08.00 - 16.30. A morning and afternoon tea break and 45-minute lunch break are included within this period. Any workings outside of these times are considered to be overtime.

9 PROGRAMMING

- 9.1.1 The date of commencement of the fieldwork has yet to be confirmed but will only commence following approval of this document by GLAAS. The duration of the on-site fieldwork is yet to be confirmed.

10 BIBLIOGRAPHY

RPS 2022 *Emminster and Hinstock, Abbey Co-operative Community Centre, Belsize priory Health Centre, Belsize Road, London NW6 4DX: Archaeological Desk-Based Assessment*, unpublished report

Figure 1: Site Location

Copyright Streetmap 2022

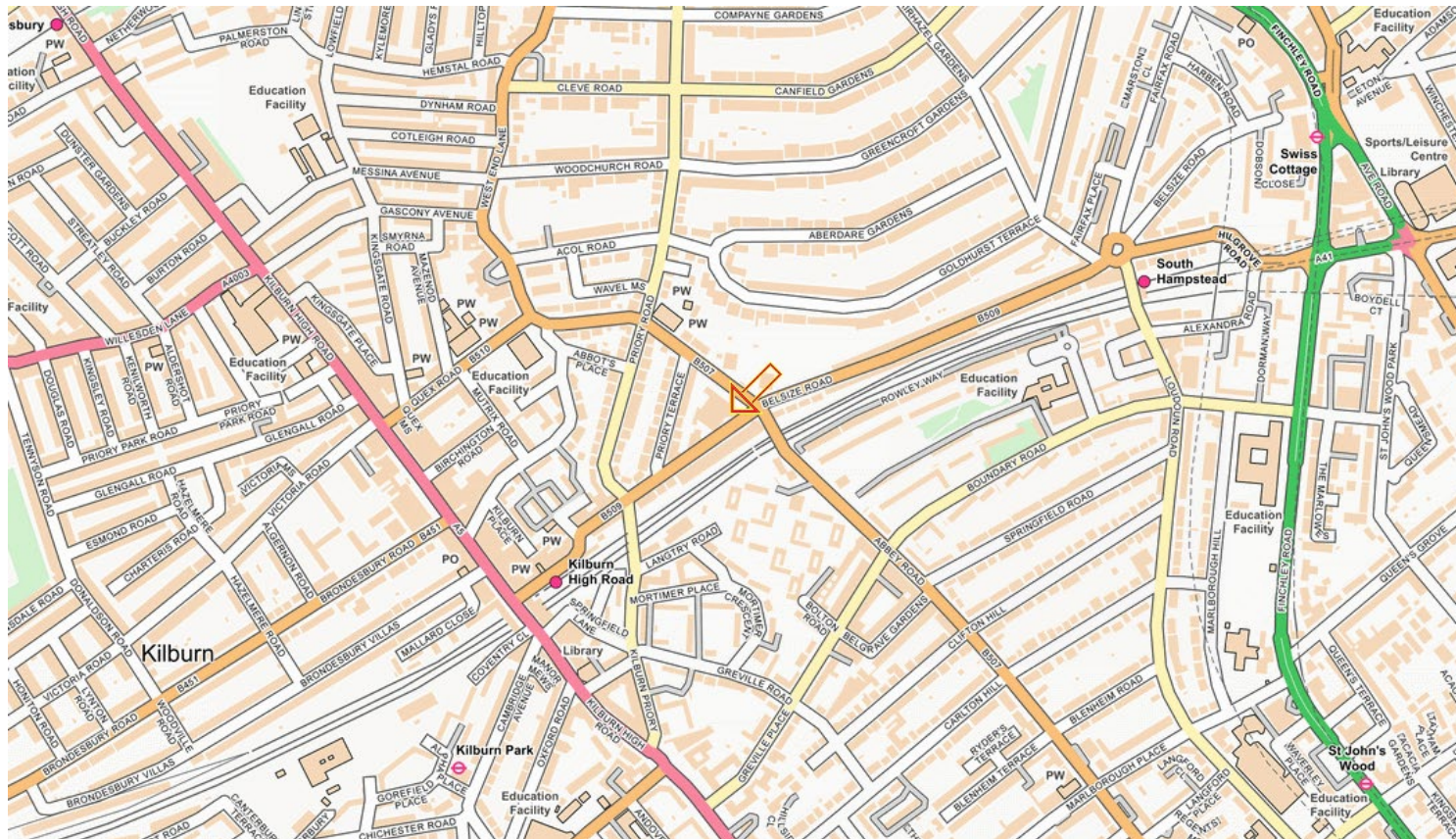


Figure 2: Overlay of 1895 Ordnance Survey and current site survey

Reproduced with acknowledgement from RPS 2022 (Figure 14)

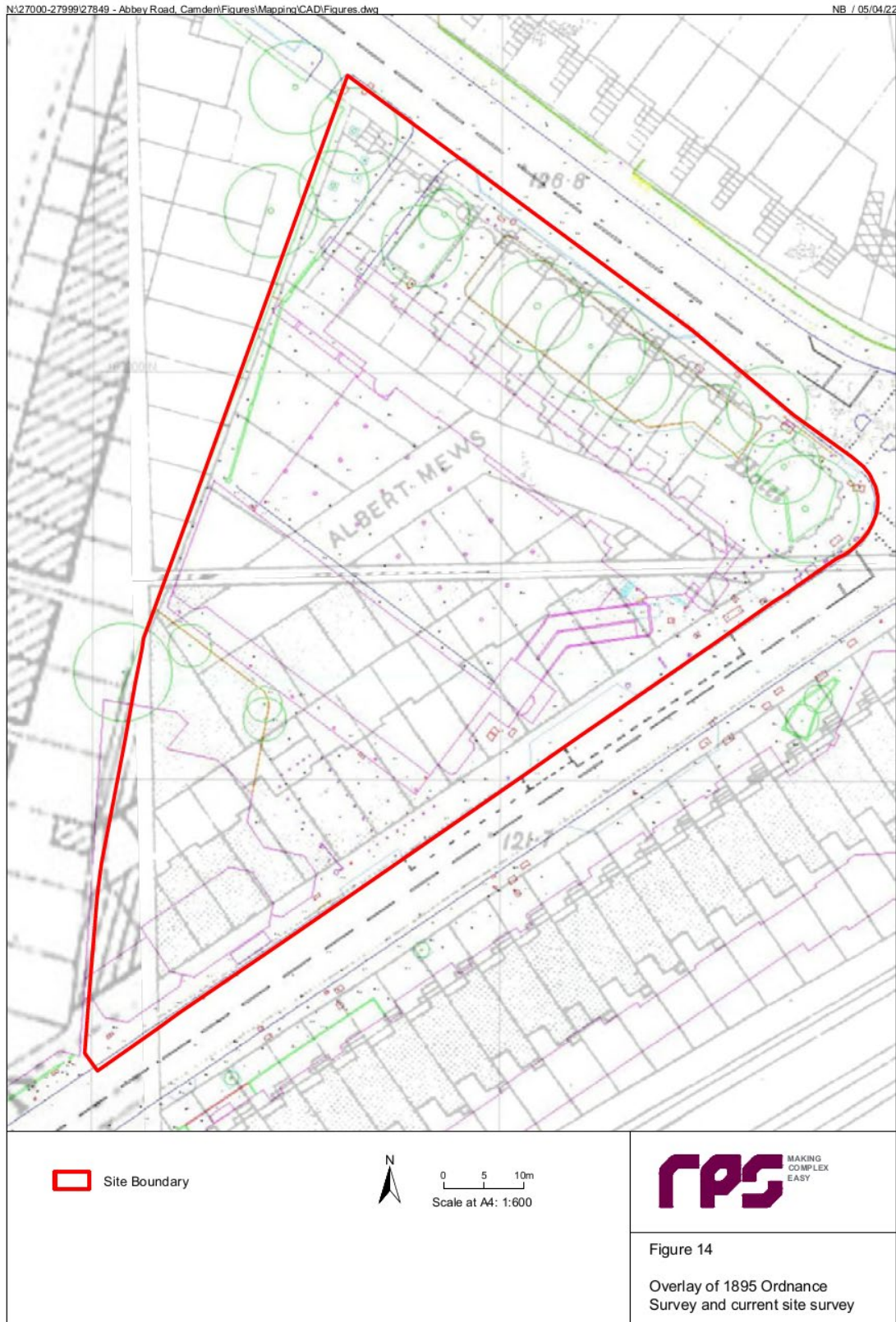


Figure 3: Proposed redevelopment: Ground floor plan

Reproduced with acknowledgement from RPS 2022 (Figure 15)



APPENDIX 1: DEED OF TRANSFER

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

Site name: Abbey Co-operative Community Centre, Belsize Road, Camden

Site Address: Abbey Co-operative Community Centre, Belsize Priory Health Centre, Belsize
Road, London Borough of Camden, NW6 4DX

Site Code tbc

We have been instructed / commissioned for the work by RPS Group

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

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

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

Chris Mayo

cmayo@pre-construct.com

Pre-Construct Archaeology Ltd

Unit 40, Brockley Cross Business Centre

96 Endwell Road, London SE4 2PD

NAME AND ADDRESS OF SITE OWNER / FREEHOLDER

Name:

Address:

COMPANY REGISTRATION NO. (Required for sites in Greater London)



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