



## 4 Bowyett, Torphichen

### Archaeological Watching Brief

### Data Structure Report

### Project 4607

## 4 Bowyett, Torphichen Archaeological Watching Brief Data Structure Report

**On behalf of:** Simon Kenny


**NGR:** NS 96871 72451

**Project Number:** 4607

**Report by:** Maureen C. Kilpatrick

**Illustrations:** Jennifer Simonson

**Project Manager:** Warren Bailie

<b>DRAFT</b>	Warren Bailie Project Manager	<b>FINAL</b>	John Atkinson Managing Director
15/03/17		15/03/17	

*This document has been prepared in accordance  
with GUARD Archaeology Limited standard operating procedures.*

**GUARD Archaeology Limited**  
**52 Elderpark Workspace**  
**100 Elderpark Street**  
**Glasgow**  
**G51 3TR**

**Tel: 0141 445 8800**  
**Fax: 0141 445 3222**  
**email: [info@guard-archaeology.co.uk](mailto:info@guard-archaeology.co.uk)**

## Contents

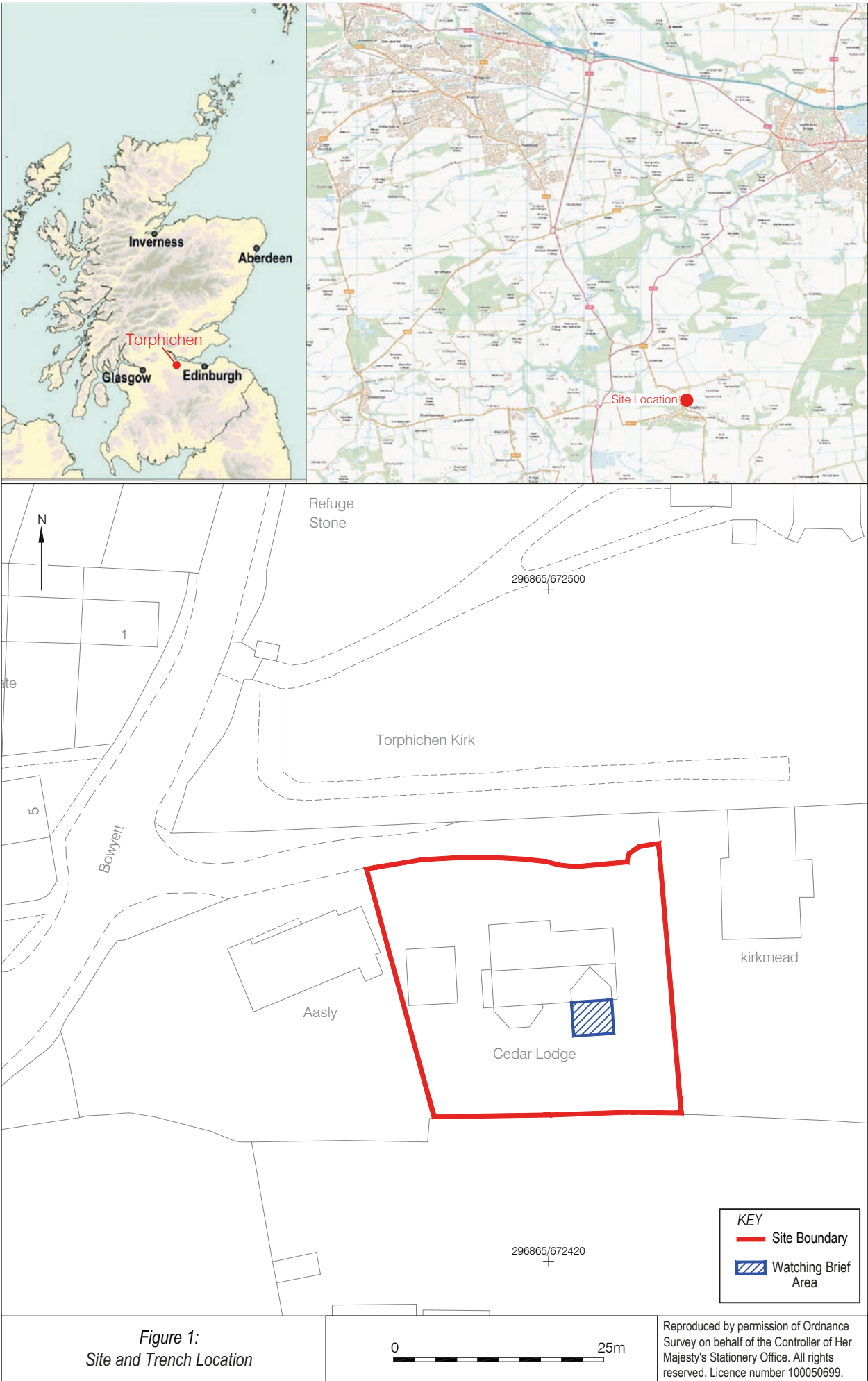
Executive Summary	5
Introduction	5
Site Location, Topography and Geology	5
Archaeological Background	5
Aims, Objectives and Scope	6
Watching Brief Methodology	6
Results	6
Discussion	7
Recommendations	8
Acknowledgements	8
Appendices	10
Appendix A: Bibliography	10
Appendix B: List of Contexts	10
Appendix C: List of Digital Photography	10
Appendix D: Discovery & Excavation Scotland Report	12
Appendix E: Written Scheme of Investigation	13

## List of Figures

Figure 1: Site and trench location	4
------------------------------------	---

## List of Plates

Plate 1: Shot of garden topography pre-excavation	5
Plate 2: Retaining wall demolition	7
Plate 3: Post-excavation of site	7
Plate 4: Bedrock outcrop in southern area	7
Plate 5: Close-up of bedrock outcrop	7



## Executive Summary

- 1.1 GUARD Archaeology Ltd were commissioned by Simon Kenny to undertake an archaeological watching brief during the ground-breaking works for a proposed extension to Cedar Lodge, 4 Bowyett, Torphichen (Figure 1) (Planning Reference: 0879/H/15). The work was undertaken between 28<sup>th</sup> February and 6<sup>th</sup> March 2017 and revealed no features or deposits of archaeological interest.

## Introduction

- 2.1 This report sets out the results of an archaeological watching brief undertaken by GUARD Archaeology Ltd, on behalf of Mr Simon Kenny on the ground works for a proposed house extension and associated services at the rear of 4 Bowyett, Torphichen. The Method Statement (Bailie 2017) set out the methodology employed during the archaeological works and was prepared in consultation with West of Scotland Archaeology Service (WoSAS). The archaeological fieldwork was undertaken in line with the relevant policies and guidelines of the Chartered Institute for Archaeologists (CIfA) of which GUARD Archaeology Ltd is a Registered Organisation.

## Site Location, Topography and Geology

- 3.1 The site is located 5 km south-west of Linlithgow on the north-eastern outskirts of Torphichen, West Lothian. The site is situated at NGR NS 96871 72451 and currently lies between 169 and 170 m AOD, slightly higher than the level of the churchyard to the north.

- 3.2 The development area is within the rear garden of the pre-existing house at 4 Bowyett, Torphichen. The ground is quite steep with a pronounced northern facing slope, which has been artificially levelled with the construction of two retaining walls, set at differing heights (Plate 1). It contains two areas of paving and grass turf.



*Plate 1: Shot of garden topography pre-excavation.*

- 3.3 The underlying drift geology is not recorded while the solid geology consists of Midland Valley Sill complex, Quartz-microgabbro Igneous bedrock. This is an Igneous Bedrock formed approximately 299 to 326 million years ago in the Carboniferous Period with the local environment previously dominated by intrusions of silica-poor magma. These rocks were formed from silica-poor magma intruded into the Earth's crust. It cooled to form intrusions ranging from large, coarse-crystalline, often gabbroic, plutons at depth to smaller, fine to medium crystalline, often basaltic dykes and sills. (British Geological Survey 1:50,000, <http://maps.bgs.ac.uk/geologyviewer/>).

## Archaeological Background

- 4.1 The proposed development lies within the Torphichen Conservation Area and lies approximately 50 m to the south of the defined boundary of the Scheduled Monument and A-Listed Building of Torphichen Preceptory (SM 90305, LB14532, Canmore ID 47978). The remains of Torphichen Preceptory, first founded in the 12th century by the Knights Hospitallers (or the Knights of St. John) on lands granted to them by David I (1124-53). The remains include the N and S transepts and the crossing surmounted by a belltower, all of which still stand, together with the foundations of a domestic cloister to the N, and the remains of the choir to the E. The remains are of 12th century foundation with major additions constructed in the 14th and 15th centuries. Aside from the Preceptory the Torphichen Parish Kirk, Churchyard and burial ground (Canmore ID 214813) is also noted here. The late eighteenth century Torphichen Kirk is B-Listed (LB14533).
- 4.2 As was highlighted by WoSAS in their comments on the planning application (WoSAS Ref.: 7/3/14/Cons 32951), the available cartographic sources of this area suggest that the property at

4 Bowyett overlies the position of earlier settlement and lands formerly owned by the church. Sub-surface remains associated with the earlier settlement and/or remains associated with the Preceptory may survive within the development area.

## Aims, Objectives and Scope

5.1 The aims of the archaeological watching brief were to identify:

- The presence of any archaeological deposits or artefacts that could be associated with the early occupation of the Torphichen Preceptory;
- the presence or absence of previously unknown archaeological deposits or artefacts within the development area;
- the extent and nature of previously unknown archaeological features within the development area;
- to ensure that any surviving archaeological remains encountered during the watching brief are recorded in accordance with ClfA (Chartered Institute for Archaeologists) Standards.

5.2 The objectives were therefore to:

- Conduct a watching brief on ground disturbance works within the development area, to establish the presence or absence of any archaeological remains, and their character, date and extent if surviving;
- Submit a report to data structure level for agreement to WoSAS, on completion of the archaeological fieldwork, which includes an outline of the scope of any further excavation works required to satisfy the planning authority should any significant archaeology be encountered.

## Watching Brief Methodology

- 6.1 The watching brief comprised the monitoring of all ground breaking works within the development area.
- 6.2 The topsoil and overburden in the ground works area was removed in spits by hand initially, and latterly using a smooth edged bucket, to the first archaeological horizon or, where none was found, to the sterile, undisturbed, natural subsoil. Any potential archaeological features encountered were cleaned by hand by the on-site Archaeologist to determine their character and extent.
- 6.3 No significant archaeological features were encountered during the watching brief.
- 6.4 A representative section was recorded denoting depth of topsoil/overburden, any stratigraphy present and the nature of the soil. This information was logged in the day book together with a sketch drawn to scale and a photographic record of deposits.
- 6.5 All elements of the fieldwork were undertaken in line with the policies and guidelines of the Chartered Institute for Archaeologists (ClfA) of which GUARD Archaeology Ltd is a Registered Organisation.

## Results

- 7.1 The area under investigation was rectangular in shape and measured 10 m east/west by 7.8 m north/south (Figure 1). Work commenced with the removal of the overlying turf deposit and retaining walls which were constructed of brick with stone outer facing (Plate 2). The topsoil 001 comprised mid grey/brown clay silt with plant root inclusions and measured 0.4 m thick.

Within the northern area of the site and below the turf and paving stones along the edge of the current house, was an overburden deposit 003 of mid brown/dark grey silty clay which contained numerous building debris fragments and measured 0.5 m thick. No topsoil/subsoil survived in this area and it appeared heavily disturbed, probably a result of the present house construction and rear garden landscaping.

- 7.2 The subsoil 002, where found further south, comprised yellow/brown silty clay with boulder inclusions. It was exposed in the central and southern areas of the site during excavation of the extension foundations (Plate 3). In the southern area of the site, where the slope was at its steepest an outcrop of bedrock 004 was encountered below topsoil 001. Several areas of this rock were cleaned and investigated to rule out an archaeological in origin. The rock consisted of irregularly jointed grey rock with softer orange brown crystalline rock within the joints. This softer crystalline rock broke up quite readily on cleaning (Plates 4 and 5).



*Plate 2: Retaining wall demolition.*



*Plate 3: Post-excavation of site.*



*Plate 4: Bedrock outcrop in southern area.*



*Plate 5: Close-up of bedrock outcrop.*

- 7.3 All areas of the foundation were monitored to subsoil, bedrock and /or formation level where appropriate. No significant archaeological artefacts or deposits survive within the development footprint.

## Discussion

- 8.1 No features of archaeological sensitivity were identified during the watching brief with only more recent construction material evident on site as overburden. A large bedrock outcrop was noted extending across the slope in the southern area of the site. The line of bedrock does account for the steep slope and slight ridge marking the south boundary behind this property and the neighbouring properties further west.

## Recommendations

- 9.1 No significant archaeological features were encountered during ground breaking works and it is recommended that no further work be required during the construction programme. However, final decisions on the requirement and scope of any future archaeological work rest with the planning authority.
- 9.2 A summary of the results of the watching brief will be submitted to Discovery and Excavation in Scotland. A copy of the summary is included in Appendix C. The archive for the project, including a copy of the report, will be submitted to the National Monuments Record for Scotland within six months.
- 9.3 The online OASIS form at <http://ads.ahds.ac.uk/project/oasis/> (OASIS Reference: guardarc1-278512 will be completed within three months. Once the Data Structure Report has become a public document by submission or incorporation into the local Historic Environment Record, the Council Archaeologist will validate the OASIS form thus placing the information into the public domain in the OASIS website.

## Acknowledgements

- 10.1 GUARD Archaeology would like to thank Mr Simon Kenny for commissioning us to do the work and Val Borisenko and ground work staff for their assistance on site. Juan Ignacio de Vicente Ojeda directed the work with assistance from Maureen Kilpatrick. Technical support was from Clark Innes. The illustrations were produced by Jennifer Simonson. The report was desk top published by Gillian Sneddon. The project was managed for GUARD Archaeology Limited by Warren Bailie.

**4 Bowyett, Torphichen  
Archaeological Watching Brief  
Data Structure Report**

**Section 2: Appendices**



**[www.guard-archaeology.co.uk](http://www.guard-archaeology.co.uk)**

## Appendices

### Appendix A: Bibliography

British Geological Survey Geology Maps <http://maps.bgs.ac.uk/geologyviewer/> [accessed 7<sup>th</sup> March 2017]

West of Scotland Archaeology Services (WoSAS) Sites and Monuments record. [http://www.wosas.net/wosas\\_site.php?id=41179](http://www.wosas.net/wosas_site.php?id=41179) [accessed 7<sup>th</sup> March 2017]

### Appendix B: List of Contexts

Context No	Area	Description	Interpretation
001	-	Mid grey/brown clay silt with plant root inclusions (depth 0.4 m)	Topsoil covered with grass turf
002	-	Yellow/brown silty clay with sub-rounded boulder inclusions	Subsoil
003	-	Mid brown/dark grey silty clay with building debris inclusions (depth 0.5 m)	Overburden deposit containing building debris
004	-	Yellow/brown bedrock outcrop	Bedrock outcrop in southern area of site

### Appendix C: List of Digital Photography

Frame	Area	Context No.	Subject	Taken from
1	-	-	ID shot	-
2	-	-	General shot of rear garden	W
3	-	-	General shot of rear garden	W
4	-	-	General shot of rear garden	W
5	-	-	General shot of rear garden	W
6	-	-	General shot of rear garden	W
7	-	-	Dismantling of retaining wall	N
8	-	-	Dismantling of retaining wall	N
9	-	-	Retained walls	N
10	-	-	Ceramic drains behind northern retained wall	N
11	-	-	Ceramic drains behind northern retained wall	N
12	-	-	Ceramic drains behind northern retained wall	N
13	-	-	Ceramic drains behind northern retained wall	N
14	-	-	General shot	S
15	-	-	General shot	S
16	-	-	General shot	E
17	-	-	General shot	E
18	-	-	General shot	E
19	-	-	General shot	E
20	-	-	General shot	N
21	-	-	General shot	N
22	-	-	General shot	N
23	-	-	General shot	N
24	-	001-003	Working shot with base of retained wall and modern service	N
25	-	001-003	Working shot	E
26	-	001-003	Working shot	N
27	-	001-003	Working shot	S
28	-	001-003	Working shot	S
29	-	001-003	Working shot	S
30	-	001-003	Working shot	S
31	-	001-003	Working shot	S
32	-		Modern retaining wall	N
33	-	003	Overburden deposit	S
34	-	003	Overburden deposit	E

Frame	Area	Context No.	Subject	Taken from
35	-	003	Overburden deposit	E
36	-	003	Overburden deposit	W
37	-	003	Overburden deposit	W
38	-	003	Overburden deposit	W
39	-	003	Overburden deposit	W
40	-	003	Overburden deposit	W
41	-	003	Overburden deposit	W
42	-	002-003	General shot	W
43	-	002-003	General shot	SE
44	-	002-003	General shot	N
45	-	002-003	Working shot	SE
46	-	002-003	Working shot	E
47	-	002-003	Working shot	NE
48	-	002-003	Working shot	NE
49	-	002-003	Working shot	N
50	-	002-003	Working shot	NE
51	-	002-003	Foundation trench	N
52	-	002-003	Foundation trench	E
53	-	002-003	Foundation trench	E
54	-	002-003	Foundation trench	E
55	-	002-003	Foundation trench	E
56	-	004	Southern slope	W
57	-	004	Southern slope	W
58	-	004	Southern slope	W
59	-	004	Southern slope	SE
60	-	004	Southern slope	E
61	-	004	Section of southern slope	N
62	-	004	Section of southern slope	N
63	-	004	Section of southern slope	W
64	-	004	Southern slope	N
65	-	004	Section of southern slope	N
66	-	004	Section of southern slope	E
67	-	004	Section of southern slope	E
68	-	004	Section of southern slope	N
69	-	004	Section of southern slope	N
70	-	004	Southern slope and foundation trench	W
71	-	004	Southern slope and foundation trench	W
72	-	004	Southern slope and foundation trench	E
73	-	004	Southern slope and foundation trench	E
74	-	004	Southern slope and foundation trench	E
75	-	004	Southern slope	N
76	-	004	Southern slope	N
77	-	004	Southern slope	W
78	-	004	Southern slope close-up	N
79	-	004	Southern slope close-up	NE
80	-	004	Southern slope nad excavated section close-up	N
81	-	004	Southern slope nad excavated section close-up	N
82	-	004	Southern slope nad excavated section close-up	NW
83	-	004	Southern slope nad excavated section close-up	NE
84	-	004	Southern slope	E
85	-	004	Southern slope	E
86	-	004	Southern slope	W
87	-	004	Excavated area on southern slope	N
88	-	004	Excavated area on southern slope	N
89	-	004	Excavated area on southern slope	E

Frame	Area	Context No.	Subject	Taken from
90	-	004	Excavated area on southern slope	E
91	-	004	Excavated area on southern slope	N
92	-	004	Excavated area on southern slope	N
93	-	-	Post-excavation rear garden	SE
94	-	-	Post-excavation rear garden	SE
95	-	-	Post-excavation rear garden	SE
96	-	-	Post-excavation rear garden	SE
97	-	-	Post-excavation rear garden	E
98	-	-	Post-excavation rear garden	E
99	-	-	Post-excavation rear garden	W
100	-	-	Post-excavation rear garden	W

## Appendix D: Discovery & Excavation Scotland Report

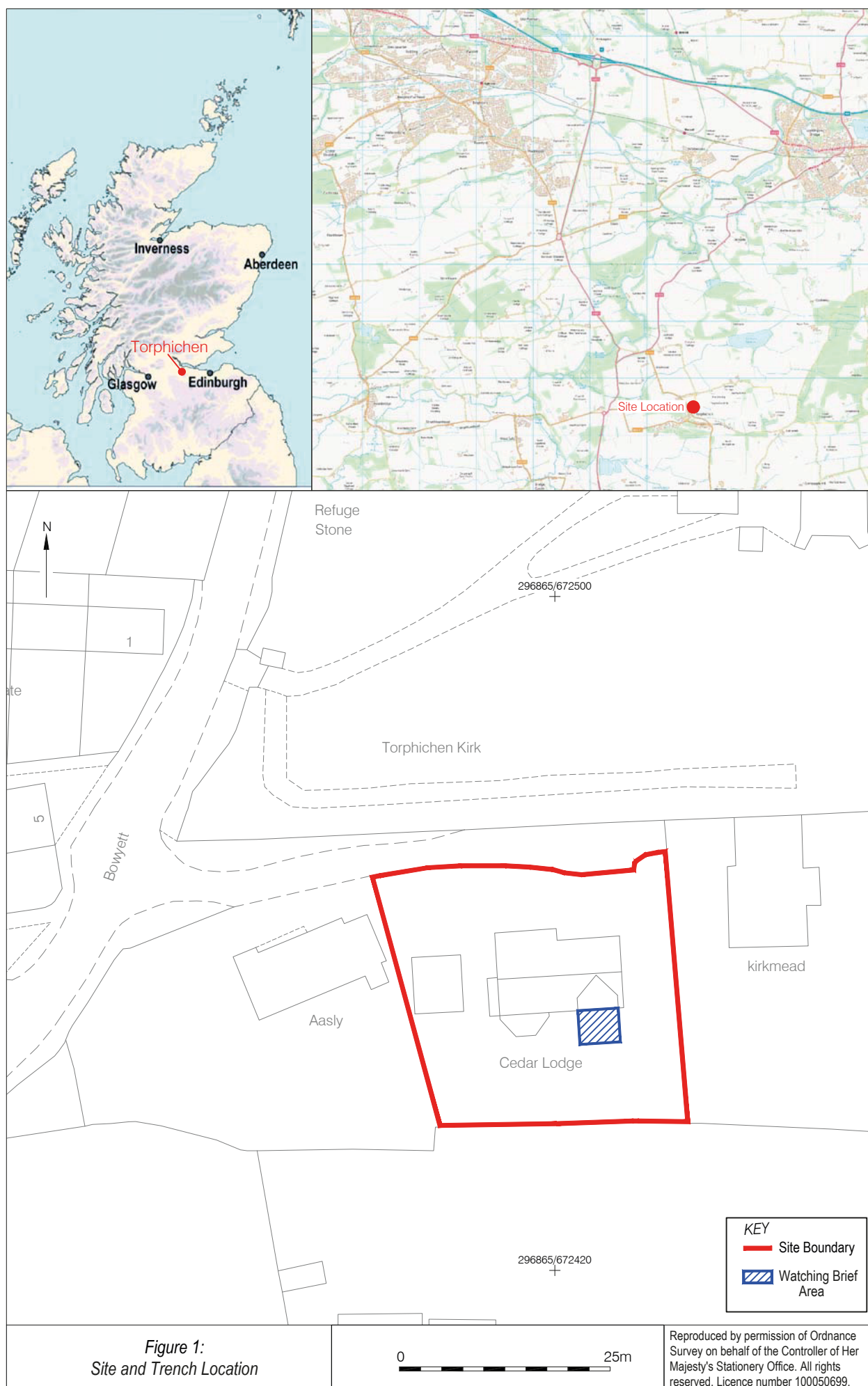
LOCAL AUTHORITY:	West Lothian
PROJECT TITLE/SITE NAME:	4 Bowyett, Torphichen
PROJECT CODE:	4607
PARISH:	Torphichen
NAME OF CONTRIBUTOR(S):	Maureen C. Kilpatrick
NAME OF ORGANISATION:	GUARD Archaeology Ltd
TYPE(S) OF PROJECT:	Archaeological Watching Brief
NMRS NO(S):	n/a
SITE/MONUMENT TYPE(S):	n/a
SIGNIFICANT FINDS:	None
NGR (2 letters, 6 figures)	NS 96871 72451
START DATE (this season)	28 <sup>th</sup> February 2017
END DATE (this season)	6 <sup>th</sup> March 2017
PREVIOUS WORK (incl. DES ref.)	None
MAIN (NARRATIVE) DESCRIPTION: (May include information from other fields)	GUARD Archaeology Ltd were commissioned to undertake an archaeological watching brief during the ground-breaking works for a proposed extension to Cedar Lodge, 4 Bowyett, Torpichen (Planning Reference: 0879/H/15). The work revealed no features or deposits of archaeological interest. An outcrop of bedrock was exposed during the work, this extended east/west and accounted for the steep slope and ridge along the south edge of the property.
PROPOSED FUTURE WORK:	None
SPONSOR OR FUNDING BODY:	Mr Simon Kenny
CAPTION(S) FOR ILLUSTRS:	--
ADDRESS OF MAIN CONTRIBUTOR:	GUARD Archaeology Limited, 52 Elderpark Workspace, 100 Elderpark Street, Glasgow, G51 3TR
EMAIL ADDRESS:	bob.will@guard-archaeology.co.uk
ARCHIVE LOCATION (intended/deposited)	Archive to be deposited in WoSAS and NMRS.

Appendix E: Written Scheme of Investigation

# 4 BOWYETT, TORPHICHEN

## WATCHING BRIEF METHOD STATEMENT

### PROJECT 4607



## Executive Summary

- 1.1 This archaeological watching brief Method Statement is applicable to the footprint for a proposed extension to Cedar Lodge, 4 Bowyett, Torphichen (Figure 1) (Planning Reference: 0879/H/15). This Method Statement was prepared in consultation with WoSAS.

## Introduction

- 2.1 This Method Statement sets out the methodology for an archaeological watching brief within the footprint of the proposed extension and for any associated ground breaking works for services etc.
- 2.2 This Method Statement outlines the programme of archaeological works that may be needed to mitigate the effects of the development. It details the methodology to be employed in implementing the Stage 1 archaeological works. The mitigation methodology to be employed during Stage 2 excavation and Stage 3 post excavation analysis and publication, will be specified in *addenda* to this document. These *addenda*, if required, will be submitted to the client, then for the agreement of WoSAS and approval of the West Lothian Council planning authority, prior to the commencement of any archaeological work.

## Site Location

- 3.1 The site is located 5 km south-west of Linlithgow on the north-eastern outskirts of Torphichen, West Lothian. The site is situated at NGR NS 96871 72451 and currently lies at between 169 and 170 m AOD, slightly higher than the level of the churchyard to the north.

## Archaeological Background

- 4.1 The proposed development lies within the Torphichen Conservation Area and lies approximately 50 m to the south of the defined boundary of the Scheduled Monument and A-Listed Building of Torphichen Preceptory (SM 90305, LB14532, Canmore ID 47978). The remains of Torphichen Preceptory, first founded in the 12th century by the Knights Hospitallers (or the Knights of St. John) on lands granted to them by David I (1124-53). The remains include the N and S transepts and the crossing surmounted by a belltower, all of which still stand, together with the foundations of a domestic cloister to the N, and the remains of the choir to the E. The remains are of 12th century foundation with major additions constructed in the 14th and 15th centuries. Aside from the Preceptory the Torphichen Parish Kirk, Churchyard and burial ground (Canmore ID 214813) is also noted here. The late eighteenth century Torphichen Kirk is B-Listed (LB14533).
- 4.2 As was highlighted by WoSAS in their comments on the planning application (WoSAS Ref.: 7/3/14/Cons 32951), the available cartographic sources of this area suggest that the property at 4 Bowyett overlies the position of earlier settlement and lands formerly owned by the church. Sub-surface remains associated with the earlier settlement and/or remains associated with the Preceptory may survive within the development area.

## Aims, Objectives and Scope

- 5.1 The aim of the archaeological watching brief is to identify:
- The presence of any archaeological deposits or artefacts that could be associated with the early occupation of the Torphichen Preceptory;
  - the presence or absence of previously unknown archaeological deposits or artefacts within the development area;
  - the extent and nature of previously unknown archaeological features within the development area;
  - to ensure that any surviving archaeological remains encountered during the watching brief are recorded in accordance with ClfA (Chartered Institute for Archaeologists) Standards.

## 5.2 The objectives are therefore to:

- Conduct a watching brief on ground disturbance works within the development area, to establish the presence or absence of any archaeological remains, and their character, date and extent if surviving;
- Submit a report to data structure level for agreement to WoSAS, on completion of the archaeological fieldwork, which includes an outline of the scope of any further excavation works required to satisfy the planning authority should any significant archaeology be encountered.

## Watching Brief Methodology

- 6.1 The watching brief will comprise the monitoring of all ground breaking works within the development area.
- 6.2 The topsoil and/or overburden in the ground works area will be removed in spits using a smooth edged bucket to the first archaeological horizon or, where none was found, to the sterile, undisturbed, natural subsoil. Any archaeological features encountered will be cleaned by hand by the on-site Archaeologist to determine their character and extent.
- 6.3 Any significant archaeological features encountered will be dealt with by the on-site Archaeologist. Should negative-cut features be encountered, a representative sample will be 25-50% excavated in order to determine their significance, date and function. Where small areas of archaeologically significant deposits or small features are encountered during the watching brief, and where the first 25% - 50% sampling does not demonstrate these as being modern and/or not significant, full 100% excavation at the time of discovery will be applied.
- 6.4 A full record of excavated features will be made using a single context recording system using pro forma sheets, drawings and photographs. All archaeological features will be photographed and recorded at an appropriate scale. Sections will be drawn at 1:10, and plans at 1:20. All trenches will be accurately surveyed using a sub-metre GPS and located within the National Grid.
- 6.5 All archaeological finds will be dealt with by the on-site Archaeologist. Finds and animal bone will be collected as bulk samples by context. Significant small finds will be three dimensionally located prior to collection. All finds will be processed to MAP2 type standards and subject to appropriate specialist assessment. If necessary, conservation of finds will be appraised to allow for specialist study.
- 6.6 All excavated feature fills and horizons will be sampled as appropriate, using bulk soil samples, for palaeo-environmental evidence.
- 6.7 A representative section will be recorded denoting depth of topsoil/overburden, any stratigraphy present and the nature of the soil. This information will be logged in the day book together with a sketch drawn to scale and a photographic record of deposits.
- 6.8 Should human remains be revealed by the excavation, the local police, the client and WoSAS will be informed immediately. Any human remains will be accurately recorded, but left *in situ*, pending the agreement of the police, the client and WoSAS on an appropriate mitigation strategy. As there are unlikely to be any modern burials on this site, any human remains affected will be treated as whole entities and would require full excavation if the remains are demonstrably *in situ*. All human remains will be treated in accordance with the Scottish Legal requirements.
- 6.9 Should significant archaeological remains be encountered during the watching brief, requiring more than limited excavation and recording, the remains will be largely left *in situ* pending the agreement of the client and WoSAS on a site specific methodology with an appropriate scope of excavation (Stage 2) and Post-excavation design including scope of finds analysis, conservation & publication (Stage 3).
- 6.10 All elements of the fieldwork and any subsequent post-excavation work will be undertaken in line with the policies and guidelines of the Chartered Institute for Archaeologists (CIfA) of which GUARD Archaeology Ltd is a *Registered Organisation*.

- 6.11 WoSAS will be the final judge of significance regarding any findings and may well insist on full excavation for any features to be destroyed by the proposals.

## Report Preparation and Contents

- 7.1 A report detailing the results of the archaeological watching brief will be submitted to the client within two weeks of completion of this element of the fieldwork. Then, subject to client approval, the report will be submitted to WoSAS for agreement on behalf of West Lothian Council planning authority. The report will take the form of a Data Structure Report and will include a full descriptive text that will characterise the date and extent of any archaeological deposits. It will also include plans at an appropriate scale showing the area subjected to ground-breaking works, archaeological features and archiving lists of all finds, samples, field drawings and photographs.
- 7.2 If appropriate, the report will also include any additional methodologies issued for further archaeological fieldwork, should significant archaeology have been encountered.
- 7.3 The report will include the following:
- executive summary;
  - a site location plan to at least 1:10,000 scale with at least an 8 figure central grid reference;
  - OASIS reference number; unique site code;
  - contractor's details including date work carried out;
  - nature and extent of the proposed development, including developer/client details;
  - description of the site history, location and geology;
  - a site plan to a suitable scale and tied into the national grid so that features can be correctly orientated;
  - discussion of the results of field work;
  - context & feature descriptions;
  - features, number and class of artefacts, spot dating & scientific dating of significant finds presented in tabular format;
  - plans and section drawings of the features drawn at a suitable scale;
  - initial assessment of relevant finds/samples if appropriate;
  - recommendations regarding the need for, and scope of, any further archaeological work such as excavation (Stage 2) and Post-excavation finds analysis, conservation & publication (Stage 3);
  - bibliography.
- 7.4 A hard copy of the report will be prepared for the client and a digital PDF copy sent to WoSAS.
- 7.5 WoSAS state that any DSR is to be submitted within 4 weeks of fieldwork completion, any PERD within 3 months of agreement to the DSR and any final publication within a year of agreement to the PERD.
- 7.6 The report will be presented in an ordered state and contained within a protective cover/sleeve or bound in some fashion. The report will be page numbered and supplemented with section numbering for ease of reference.

## Copyright

- 8.1 Unless otherwise agreed copyright for any report resulting from the archaeological work undertaken as part of the project will be deemed the intellectual property of GUARD Archaeology Ltd.

## Publication

- 9.1 A summary of the project results will be submitted to *Discovery and Excavation in Scotland*. In the event of minor archaeological remains being encountered during the archaeological fieldwork, it is proposed that a comprehensive report submitted to *Discovery and Excavation in Scotland*, will form the final publication of the site. A copy of this will be included in the Data Structure Report. Should more significant material be found, publication of the findings in a journal or as a monograph may be required.

## Archive

- 10.1 The archive for the project, including a copy of the report, will be submitted to the National Monuments Records for Scotland within three months of completion of all relevant work.
- 10.2 The online OASIS form at <http://ads.ahds.ac.uk/project/oasis/> will be completed within 3 months of completion of the work. Once the Data Structure Report has become a public document by submission to or incorporation into the SMR, WoSAS will validate the OASIS form(s) thus placing the information into the public domain on the OASIS website.
- 10.3 A copy of the archive contents will be included in the Data Structure Report which will be provided to WoSAS for inclusion in the planning file and HER archive in order that any relevant conditions can be discharged.

## Finds Disposal

- 11.1 The arrangement for the final disposal of any finds made in connection with the archaeological work, will be deposited in keeping with Scottish legal requirements as set out in the Treasure Trove Code of Practice published by the Scottish Government in December 2008. The laws relating to Treasure Trove and *Bona Vacantia* in Scotland apply to all finds where the original owner cannot be identified. This includes all material recovered during archaeological fieldwork. Accordingly, all assemblages recovered from archaeological fieldwork are claimed automatically by the Crown and must be reported to the Scottish Archaeological Finds Allocation Panel through its secretariat, the Treasure Trove Unit. In the event of the discovery of small finds, a filled-out copy of the form "Declaration of an Archaeological Assemblage from Fieldwork" and two copies of the pertinent Data Structure Report will be submitted to the Panel at the conclusion of the fieldwork. The Panel will then be responsible for recommending to the Queen's and Lord Treasurer's Remembrancer which museum should be allocated the finds. All artefacts will be temporarily stored by GUARD until a decision has been made by the panel.

## Personnel and Liaison

- 12.1 The GUARD team will comprise the following qualified and experienced GUARD archaeologists:
- Project Manager: Warren Bailie
  - Project Director (on-site Archaeologist): Maureen Kilpatrick
  - Finds and Environmental Support and Conservation: Aileen Maule
  - Illustrator: Jennifer Simonson
  - Quality Assurance: John Atkinson
- 12.2 The GUARD Project Manager, Warren Bailie, will be the point of contact for the archaeological works. A full CV for individuals concerned can be made available on request.

## Monitoring

- 13.1 The proposed start for the archaeological works is Monday 27 February 2017. WoSAS will be informed of the site mobile phone number prior to the start date so that monitoring visits can be

arranged. The watching brief duration will be dependant upon the construction schedule of the contractor/client.

## Health & Safety and Insurance

- 14.1 GUARD Archaeology Ltd adheres to the guidelines and standards prescribed for archaeological fieldwork set down in the Institute for Archaeologists approved Health and Safety in Field Archaeology document, prepared under the aegis of the Standing Conference of Archaeological Unit Managers (SCAUM). It is standard GUARD policy, prior to any fieldwork project commencing, to conduct a risk assessment and to prepare a project safety plan, the prescriptions of which will be strictly followed for the duration of all archaeological fieldwork. Copies of the resultant project safety plan and of GUARD's Fieldwork Safety Policy Statement may be viewed upon request.
- 14.2 GUARD Archaeology Ltd also possesses all necessary insurance cover, proofs of which may be supplied upon request.

## Sources Consulted

<https://canmore.org.uk>

[pastmap.org.uk](http://pastmap.org.uk)

<http://portal.historicenvironment.scot/designation>

[www.wosas.net](http://www.wosas.net)

**GUARD Archaeology Limited**  
**52 Elderpark Workspace**  
**100 Elderpark Street**  
**Glasgow**  
**G51 3TR**

**Tel: 0141 445 8800**

**Fax: 0141 445 3222**

**email: [info@guard-archaeology.co.uk](mailto:info@guard-archaeology.co.uk)**



**[www.guard-archaeology.co.uk](http://www.guard-archaeology.co.uk)**