

# GUARD ARCHAEOLOGY



**Horsemarket, Kelso, Scottish Borders  
Archaeological Watching Brief  
Data Structure Report  
Project 3724**

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**Horsemarket, Kelso, Scottish Borders**  
**Archaeological Watching Brief**  
**Data Structure Report**

**On behalf of:** Scottish Borders Council

**NGR:** NT 7282 3399

**Project Number:** 3724

**Report by:** Ronan Toolis & Iraia Arabaolaza

**Illustrations:** Gillian McSwan

**Project Manager:** Ronan Toolis

**Approved by:**



**Date:**

06/09/2013

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

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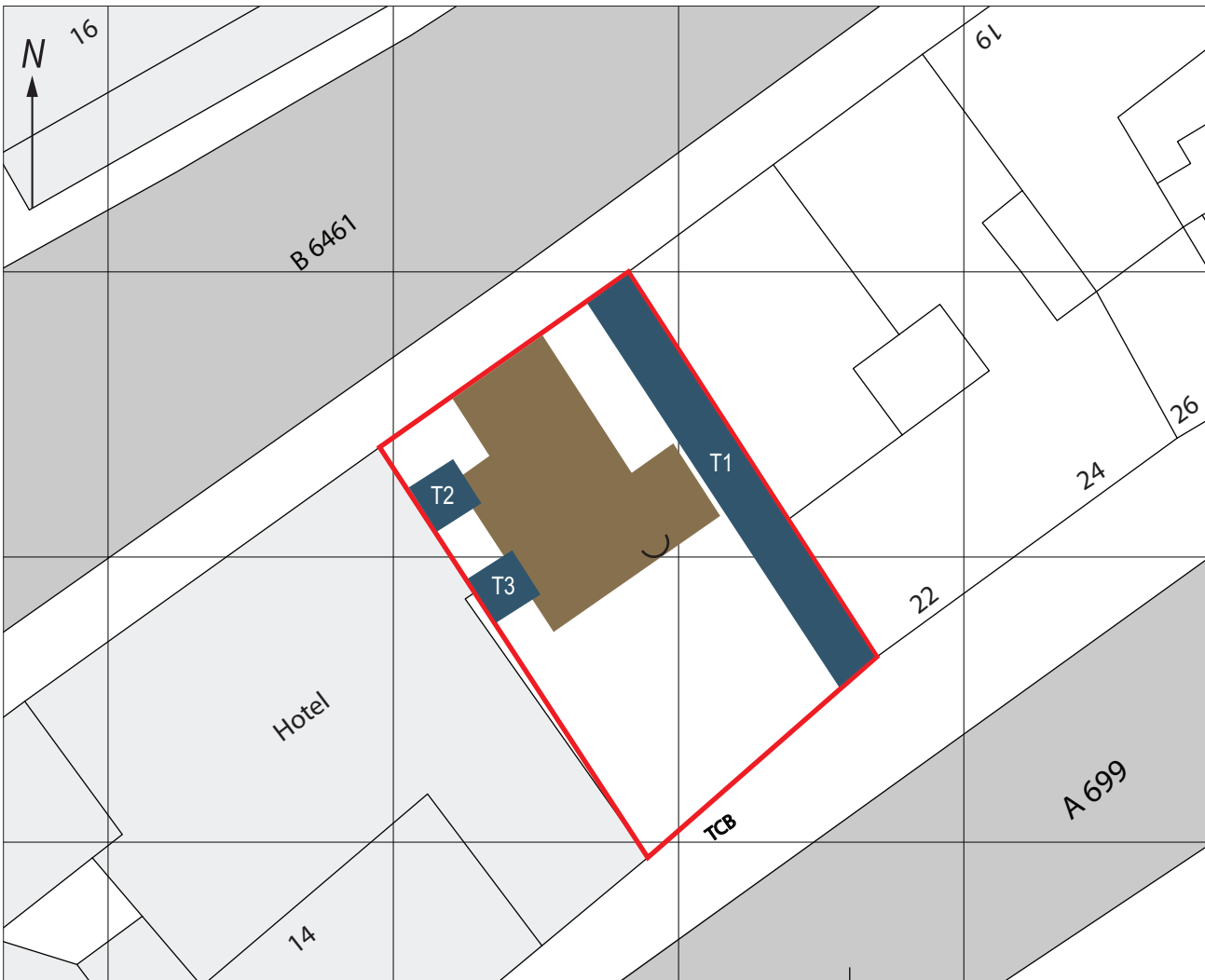
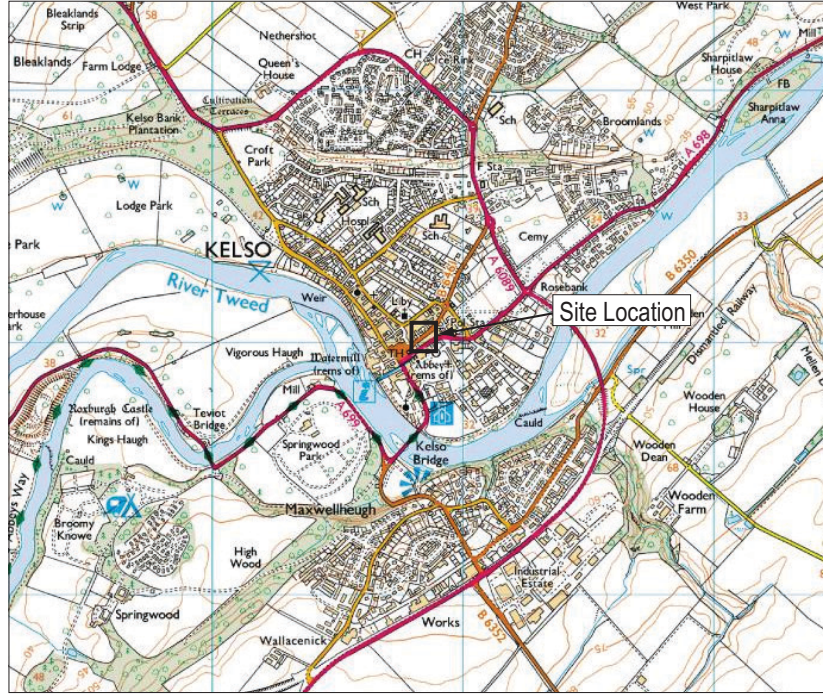
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	<span style="display:inline-block; width:15px; height:10px; background-color:darkgrey; border:1px solid black;"></span> Area 2
	<span style="display:inline-block; width:10px; height:10px; border:1px solid black; border-radius:50%;"></span> Well
	<span style="display:inline-block; width:15px; border-bottom:2px solid red;"></span> Development boundary

Figure 1:  
Site location.



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## Executive Summary

- 1.1 This Data Structure Report was commissioned by Scottish Borders Council to outline the results of a watching brief undertaken during the excavation of foundations on the site of the former public toilets at Horsemarket in Kelso. Due to the potential for surviving archaeology associated with the medieval precinct of Kelso Abbey and cellars beneath adjacent buildings perhaps dating to the late medieval and early modern town, an archaeological watching brief was required during the excavation of foundation trenches 2 m deep. The excavation works encountered modern made ground and natural subsoil across the entirety of the site, with no remains of cellars evident. However, part of a filled-in stone-lined well was encountered near the centre of the site. One sherd of modern ceramic pipe and one shard of modern glass were recovered from the fill of this well. While its date is uncertain, this well was likely filled in prior to the construction of the former public toilets on the site.

## Introduction

- 2.1 This Data Structure Report sets out the results of an archaeological watching brief undertaken between 17 July and 21 August 2013 during the excavation of foundations on the site of the former public toilets at Horse Market in Kelso, in order to meet planning condition 10 of the outline planning consent (Planning Reference: 10/01418/FUL).

## Site Location

- 3.1 This gap site lies between Horse Market and Wood Market in Kelso (centred on NT 7282 3399; see Figure 1). The foundation trench excavations were undertaken across the site of the former public toilets.

## Archaeological Background

- 4.1 The development area had the potential of containing archaeological deposits from several periods of Kelso's history. The development area was formerly the site of a 19<sup>th</sup> century building comprising a ground floor shop and two upper stories used as flats. It is suggested that cellars may have existed beneath this building as many of the surrounding buildings in central Kelso overlie cellars, and some of these likely pre-date a fire in 1680 which destroyed much of the town. Elements of the town centre were also reportedly constructed by French prisoners of war during the Napoleonic Wars. Prior to the construction of the tenement building, the site may have been within the medieval precinct of Kelso Abbey, and medieval archaeology is therefore a possibility. A previous watching brief was undertaken during the excavation of site investigation test pits but no significant archaeological remains were encountered (Shaw & Toolis 2012).
- 4.2 There was nevertheless a potential for surviving archaeology associated with the medieval precinct of Kelso Abbey and the late medieval and early modern town to survive within the development area.

## Aims and Objectives

- 5.1 The aim of the archaeological works was to:
- to ensure that any surviving archaeological remains encountered during the excavation of foundation trenches, particularly cellars, within the gap site at Horse Market in Kelso are recorded to an appropriate level.
- 5.2 The objectives were therefore to:
- conduct an archaeological watching brief during excavation works to evaluate the underlying deposits for the presence/absence of any archaeological remains;

- undertake an appropriate level of recording of any significant archaeological remains encountered in order to determine the character, extent and significance of any archaeological deposits uncovered;
- on completion of the watching brief, submit a data structure report to Scottish Borders Council.

## Fieldwork Methodology

- 6.1 The watching brief methodology was agreed in advance of fieldwork (see Appendix F). The watching brief comprised the monitoring of foundation trenches (Figure 1), in order to evaluate the underlying deposits for their archaeological potential and ensure that significant archaeological remains were recorded. This was done in conjunction with engineers who were undertaking the excavation of the foundation trenches.
- 6.2 Initially one experienced GUARD Archaeologist was required during the watching brief. The machine excavation was undertaken by contractors. The overburden and subsoil was removed in spits to the required depth of the foundation trenches. If archaeological remains were observed, the watching brief archaeologist was to instruct the contractors to cease excavation immediately.
- 6.3 After the first phase of the watching brief in July, the methodology was altered so that the archaeologist was to visit the site when the contractors resumed machine excavation works.
- 6.4 Suitable down time was provided to the on-site GUARD Archaeologist in order to investigate and record the stratigraphy encountered on site. Any significant archaeological features encountered were to be cleaned by hand by the on-site Archaeologist to determine their character and extent, though hand digging would be confined to safe working depths and any significant archaeology encountered would not be fully excavated but only recorded and left in situ. A record of encountered features was made using a single context recording system using pro forma sheets, drawings and photographs. All archaeological features were photographed and recorded at an appropriate scale.

## Results

- 7.1 The watching brief was undertaken between 17 July and 21 August 2013. The detailed results of the watching brief are set out in Appendices B-D and Figure 1.
- 7.2 Three foundation trenches were machine excavated during the initial phase of work; Area 1 comprised Trench 1 along the north-eastern side of the Horsemarket gap site and Trenches 2 and 3 on the south-western side of the gap site (Figure 1). The total area examined was 30 m<sup>2</sup>. During the watching brief for Trench 1, it was observed that the 0.06 m deep pavement slabs (1001) were underlain by 0.1 m deep concrete foundations (1002) and 0.1 m made ground (1003, 1008 and 1009/1010). These abutted the key stones (1006) and stone foundations (1007) for the adjacent building. The cut of the foundation trench (1012) for this building cut a 1.25 m deep layer of mid brown sandy gravel subsoil (1004), which overlay a 0.5 m deep grey brown gravel subsoil (1005/1011). The watching brief for Trench 2 observed similar sandy subsoil (1013) below the modern surface. The watching brief for Trench 3 also observed similar sandy subsoil (1015) below the modern made ground (1014).
- 7.3 A single large foundation trench was machine excavated during a secondary phase of work; Area 2 comprised 75 m<sup>2</sup>. The semi-circular remains of a stone-lined well (2001) over 1.7 m deep was observed on the south-east side of this foundation trench near the centre of the gap site (Figure 1). This had been heavily truncated by the machine excavation of the foundation trench prior to the commencement of the secondary phase watching brief. The stone lining comprised thinly mortar-bonded sandstone and river cobbles 200 mm thick. The internal diameter of the well measured c. 1 m and was filled with a homogenous moderately compact mid brown silty sand

(2002) with frequent large rounded cobbles. One single sherd of thick glazed pipe ceramic and a single shard of glass were recovered from this fill deposit. The original 1.2 m diameter excavation for the well (2004) was cut through over 1.7 m deep loose, light brown silty sand subsoil (2003) with frequent inclusions of rounded stones of various sizes. This subsoil was apparent across the entire foundation trench.



Plate 1: Surviving part of well on the south-eastern edge of foundation trench.



Plate 2: Detail of well in the south-eastern edge of foundation trench.

- 7.4 Specialist examination of the ceramic sherd and glass shard revealed that both of these artefacts are early twentieth century.

## Discussion

- 8.1 During the archaeological watching brief it was revealed that below the modern made ground at this site, natural subsoil, comprising of layers of sandy gravel, sandy silt and coarse sand, reflective of river deposits, survives. There was no evidence of cellars here, in contrast to the adjacent buildings either side. The only significant feature encountered was a thinly mortared stone lined well, which appears to have been filled in earlier in the twentieth century, probably during the construction of the former public toilets at this site. While the date of this well cannot be determined, it indicates that the natural subsoil is not redeposited and that any archaeological deposits that may have formerly accumulated at this site were removed during the construction of the former public toilets.

## Conclusion

- 9.1 The excavation of foundations on the site of the former public toilets at Horsemarket in Kelso reached a maximum of 2 m below the current ground surface. The excavation works encountered modern made ground and natural subsoil across the entirety of the site, with no remains of cellars evident. However, part of a filled-in stone-lined well was encountered and examined near the centre of the site. One sherd of modern ceramic pipe and one shard of modern glass were recovered from the fill of this well. While its date is uncertain, it was likely filled in prior to the construction of the former public toilets on the site.
- 9.2 A summary of the project results will be submitted to *Discovery and Excavation in Scotland*. A copy of this is included in Appendix E. The archive for the project, including a copy of the report, will be submitted to the National Monuments Records for Scotland within six months.
- 9.3 The online OASIS form at <http://ads.ahds.ac.uk/project/oasis/> (OASIS Reference: guardarc1-158193) will be completed within 3 months. Once the Data Structure Report has become a public document by submission to or incorporation into the SMR, the Scottish Borders Council Archaeologist will validate the OASIS form thus placing the information into the public domain on the OASIS website.

## Acknowledgements

- 10.1 GUARD Archaeology Ltd would like to thank Ian Cowan of M & J Ballantyne for his assistance. GUARD Archaeology Ltd would also thank Dr Christopher Bowles, Scottish Borders Council Archaeology Officer, for his assistance and advice during the watching brief. The illustration and desk top publishing was prepared by Gillian McSwan. The project was managed for GUARD Archaeology Ltd by Ronan Toolis.



**Horsemarket, Kelso, Scottish Borders  
Archaeological Watching Brief  
Data Structure Report**

**Section 2: Appendices**



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## Appendices

### Appendix A: References

Shaw, C & Toolis, R 2012 *Horse Market, Kelso, Scottish Borders: Archaeological Watching Brief Data Structure Report*, unpublished GUARD Archaeology Report.

### Appendix B: List of Contexts

Context No.	Area	Description	Interpretation
1001	1 Trench 1	Modern pavement slabs, 0.06 m deep	Modern made ground
1002	1 Trench 1	Concrete foundations, 0.1 m deep	Modern made ground
1003	1 Trench 1	Mid grey gravel with occasional stones, 0.1 m deep	Modern made ground
1004	1 Trench 1	Mid brown sandy gravel with frequent cobbles and rounded pebbles, 1.25 m deep	Natural subsoil
1005	1 Trench 1	Grey brown gravel with frequent pebbles, and cobbles, 0.50 deep	Natural subsoil
1006	1 Trench 1	Key stones for adjacent wall of building	Adjacent building
1007	1 Trench 1	Mortared stone wall , 2 m deep	Adjacent building
1008	1 Trench 1	Light grey brown sand, 0.1 m deep	Modern made ground
1009	1 Trench 1	Red blaes, 0.05 m deep	Modern made ground
1010	1 Trench 1	Type 1 stone, 0.12 m deep	Modern made ground
1011	1 Trench 1	Mid grey brown sand and gravel, 0.5 m deep	Natural subsoil
1012	1 Trench 1	Cut of foundation trench	Adjacent building
1013	1 Trench 2	Mid grey brown coarse sand	Natural subsoil
1014	1 Trench 3	Mixed mid grey brown silty clay	Modern made ground
1015	1 Trench 3	Mid brown sand and gravel	Natural subsoil
2001	2	Stone lining of well, comprised sandstone and river cobbles 300x200x100 mm, mainly angular but some rounded, faced inward, one course (200 mm) thick and thinly bonded with mortar, over 1.7 m deep, 0.8 m wide but original diameter c. 1 m, but heavily truncated.	Well
2002	2	Moderately compact, mid brown silty sand with frequent large rounded cobbles, over 1.7 m deep	Fill of well
2003	2	Loose, light brown silty sand with frequent rounded stones of various sizes, over 1.7 m deep	Natural subsoil
2004	2	1.2 m diameter semi-circular cut, over 1.7 m deep, with sharp break of slope at top and vertical sides	Cut of well

### Appendix C: List of Finds

Find No.	Context No.	Description	Interpretation
2001	2002	Thick glazed ceramic sherd	Early twentieth century service pipe fragment
2002	2002	Thick glass shard	Early twentieth century glass shard

### Appendix D: List of Photographs

#### Digital File 1

Frame	Area	Context No	Subject	Taken from
1	-	-	Film 1 ID	-
2	1 Tr 1	-	Post-ex of Trench 1	SSE
3	1 Tr 1	-	Post-ex of Trench 1	SE
4	1 Tr 1	-	Post-ex of Trench 1	SSE
5	1 Tr 1	-	SSE facing section of wall	SSE
6	1 Tr 1	-	SSE facing section of wall	SSE
7	1 Tr 1	-	Working shot	NW
8	1 Tr 1	-	Mid-ex of Trench 1	SSE
9	1 Tr 1	-	Mid-ex of Trench 1	SE

Frame	Area	Context No	Subject	Taken from
10	1 Tr 1	-	Post-ex shot of middle area of Trench 1	SE
11	1 Tr 1	-	SSE facing section of wall	SSE
12	1 Tr 1	-	Post-ex of small trench on SE corner	N
13	1 Tr 1	-	Post-ex of small trench on SE corner	W
14	1 Tr 1	-	SE facing section of made ground	SE
15	1 Tr 1	-	Working shot	SE
16	1 Tr 1	012	Foundation cut of adjacent building wall	SSE
17	1 Tr 1	-	Working shot	E
18	1 Tr 1	-	Post-ex of Trench 1 (E end)	NE
19	1 Tr 1	-	Post-ex of Trench 1 (E end)	NE
20	1 Tr 1	-	Post-ex of Trench 1 (E end)	NE
21	1 Tr 1	-	Post-ex of Trench 1 (E end)	E
22	1 Tr 1	-	SSE facing section of Trench 1	SSE
23	1 Tr 2	-	Pre-ex shot of Tr 2 area	NE
24	1 Tr 2	-	Working shot	-
25	1 Tr 2	-	NNW facing section of Trench 2	NNW
26	1 Tr 2	-	W facing section of Trench 2	WNW
27	1 Tr 2	-	W facing section of Trench 2	WNW
28	1 Tr 2	-	SSE facing section of Trench 2	SSE
29	1 Tr 2	-	Working shot	NW
30	1 Tr 2	1013	Subsoil in Trench 2	W
31	1 Tr 2	-	Working shot	NW
32	1 Tr 2	-	SSE facing section of Trench 2	W
33	1 Tr 2	-	SSE facing section of Trench 2	SW
34	1 Tr 2	-	General shot of site	W
35	1 Tr 3	1015	Subsoil in Trench 3	N

#### Digital File 2

Frame	Area	Context No	Subject	Taken from
1	-	-	Film 2 ID	-
2	2	2001/2002	Exposed well	NW
3	2	2001/2002	Exposed well	SW
4	2	2001/2002	Exposed well	NE
5	2	2001/2003	Trench section	NW
6	2	2001/2003	Trench section	SW
7	2	2001/2003	Trench section	NE
8	2	2001/2004	Excavated well	NE
9	2	2001/2004	Excavated well	SW
10	2	2001/2004	Excavated well	NW

## Appendix E: Discovery And Excavation Scotland Entry

LOCAL AUTHORITY:	Scottish Borders Council
PROJECT TITLE/SITE NAME:	Horsemarket Gap Site, Kelso
PROJECT CODE:	3724
PARISH:	Kelso
NAME OF CONTRIBUTOR(S):	Ronan Toolis & Iraia Arabaolaza
NAME OF ORGANISATION:	GUARD Archaeology Ltd
TYPE(S) OF PROJECT:	Watching Brief
NMRS NO(S):	None
SITE/MONUMENT TYPE(S):	Well
SIGNIFICANT FINDS:	Modern ceramic pipe sherd and modern glass shard
NGR (2 letters, 6 figures)	NT 7282 3399
START DATE (this season)	17th July 2013
END DATE (this season)	21st August 2013
PREVIOUS WORK (incl. <i>DES</i> ref.)	None
MAIN (NARRATIVE) DESCRIPTION: (May include information from other fields)	<p>Due to the potential for surviving archaeology associated with the medieval precinct of Kelso Abbey and cellars perhaps dating to the late medieval and early modern town to survive within the development area, an archaeological watching brief was undertaken by GUARD Archaeology Ltd during the excavation of foundation trenches at this site within the centre of Kelso. The foundation trenches reached a maximum of 2 m below the current ground surface. The excavation works encountered modern made ground and natural subsoil across the entirety of the site, with no remains of cellars evident. However, part of a filled-in stone-lined well was encountered and examined near the centre of the site. One sherd of modern ceramic pipe and one shard of modern glass were recovered from the fill of this well. While its date is uncertain, this well was likely filled in prior to the construction of the former public toilets on this site.</p>
PROPOSED FUTURE WORK:	None
SPONSOR OR FUNDING BODY:	Scottish Borders Council
CAPTION(S) FOR ILLUSTRS:	---
ADDRESS OF MAIN CONTRIBUTOR:	52 Elderpark Workspace, 100 Elderpark Street, Glasgow, G51 3TR
EMAIL ADDRESS:	bob.will@guard-archaeology.co.uk
ARCHIVE LOCATION	Archive to be deposited in NMRS

**Appendix F: Written Scheme Of Investigation**

# HORSE MARKET GAP SITE, KELSO, SCOTTISH BORDERS

ARCHAEOLOGICAL WATCHING BRIEF WRITTEN SCHEME OF INVESTIGATION

PROJECT 3393

## Contents

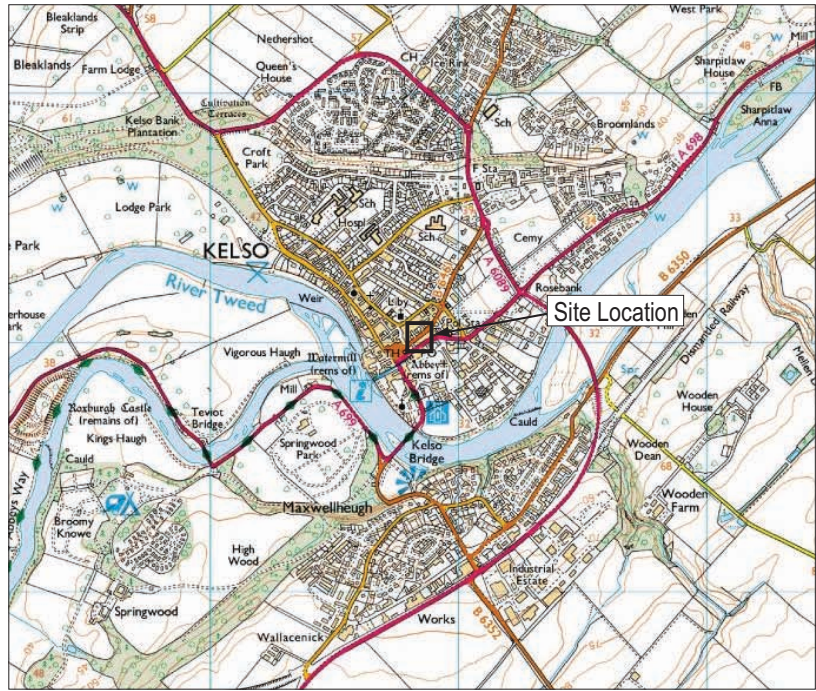
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# HORSE MARKET GAP SITE, KELSO, SCOTTISH BORDERS


ARCHAEOLOGICAL WATCHING BRIEF WRITTEN SCHEME OF INVESTIGATION

PROJECT 3393

by  
Ronan Toolis



Key



Development area

Figure 1:  
Site location.



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## Executive Summary

- 1.1 This Written Scheme of Investigation was commissioned by Scottish Borders Council to outline the scope and methodology for a watching brief during ground investigation test pits/trenches within the gap site at Horse Market in Kelso.

## Introduction

- 2.1 This Written Scheme of Investigation (WSI) sets out the methodology for the archaeological watching brief required during ground investigation test pits/trenches in order to meet planning condition 10 of the outline planning consent (Ref 10/01418/FUL).
- 2.2 This WSI outlines the programme of archaeological works that may be needed to mitigate the effects of the proposed site works. It details the methodology to be employed in implementing Stage 1 archaeological works. The mitigation methodology to be employed during Stage 2 excavation and post excavation analysis and publication, if required, will be specified in further WSI addendums. These WSI addendums, if required, will be submitted for the approval of the Scottish Borders Council Archaeologist, prior to the commencement of any archaeological work. All phases of work will be funded by the developer.

## Site Location

- 3.1 The gap site lies between Horse Market and Wood Market in Kelso (centred on approximately NT 7282 3399) and is currently the site of public conveniences (Figure 1).

## Archaeological Background

- 4.1 The development area has the potential of encountering archaeological deposits from several periods of Kelso's history. The development area was formerly the site of a 19<sup>th</sup> century building comprising a ground floor shop and two upper stories used as flats. It is suggested that cellars may have existed beneath this building as many of the surrounding buildings in central Kelso overlie cellars, and some of these likely pre-date a fire in 1680 which destroyed much of the town. Elements of the town centre were also reportedly constructed by French prisoners of war during the Napoleonic Wars. Prior to the construction of the tenement building, the site may have been within the medieval precinct of Kelso Abbey, and medieval archaeology is therefore a possibility.
- 4.2 There may therefore be surviving archaeology associated with the medieval precinct of Kelso Abbey and the late medieval and early modern town within the development area.

## Aims and Objectives

- 5.1 The aim of the archaeological works is to:
- to ensure that any surviving archaeological remains, encountered during ground investigation test pits or trenches within the gap site at Horse Market in Kelso (see Figure 1), are recorded to an appropriate level.
- 5.2 The objectives are therefore to:
- conduct an archaeological watching brief during ground investigation test pits/trenches to evaluate the underlying deposits for the presence/absence of any archaeological remains;
  - undertake an appropriate level of recording of any significant archaeological remains encountered in order to determine the character, extent and significance of any archaeological deposits uncovered;
  - on completion of the watching brief, submit a data structure report to Scottish Borders Council.

## Fieldwork Methodology

- 6.1 The watching brief will comprise the monitoring of ground investigation test pits or trenches within the open areas of the development area (Figure 1), in order to evaluate the underlying deposits for their archaeological potential and ensure that no significant archaeological remains are disturbed prior to being recorded. This will be done in conjunction with engineers who will be assessing the underlying structures and deposits below a concrete pad foundation for the current toilet block. It is anticipated that all machine plant will be supplied by the engineering team.
- 6.2 One experienced GUARD Archaeologist will be required during the watching brief. The back-acting machine excavator will be fitted with a flat-bladed (toothless) ditching bucket and will operate under the constant supervision of the GUARD archaeologist.
- 6.3 The total area of excavation is not expected to exceed 5% of the development area.
- 6.4 The 'topsoil' will be removed in spits to the first archaeological horizon or, where none was found, to the required depth of the topsoil stripping works.
- 6.5 If archaeological remains are observed, the watching brief archaeologist will instruct the machine plant operator to cease excavation immediately.
- 6.6 Suitable down time will be provided to the on-site GUARD Archaeologist in order to investigate and record any archaeological features encountered on site. Any significant archaeological features encountered will be cleaned by hand by the on-site Archaeologist to determine their character and extent, though hand digging will be confined to safe working depths and any significant archaeology encountered will not be fully excavated but only recorded and left in situ. It is not anticipated that archaeological materials will be recovered during this phase of work. A record of encountered 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 levels will be tied into Ordnance Datum and archaeological features accurately located with the National Grid.
- 6.7 Should human remains be revealed by the excavation, the local police and the Scottish Borders Council Archaeologist will be informed immediately. Any human remains will be accurately recorded, but left *in situ*, pending the agreement of the police and the Scottish Borders Council Archaeologist on an appropriate mitigation strategy.
- 6.8 The results from the evaluation will be used to finalise the design of the new building and inform future archaeological work if necessary.
- 6.9 As Kelso town centre is often busy, it is also anticipated that members of the public may present themselves to the archaeologist on site. All efforts will be made to maintain a professional relationship with members of the public and assist them in understanding the works and the archaeology if necessary.

## Report Preparation and Contents

- 7.1 A report detailing the results of the watching brief will be submitted to the Scottish Borders Council Archaeologist within four weeks of completion of fieldwork. The report will take the form of a Data Structure Report and will contain an analysis of the results of the watching brief. The report 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 topsoil stripping, any archaeological features encountered and archiving lists of all finds, samples, field drawings and photographs.
- 7.2 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

- Planning application number
  - 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
  - recommendations regarding the need for, and scope of, any further archaeological work, such as post-excavation analysis and publication
  - bibliography
- 7.3 At least two hard copies of the final report and a digital PDF copy will be sent to the Scottish Borders Council Archaeologist.
- 7.4 If post-excavation work is required the results will be published in conjunction with Scottish Borders Council in an appropriate medium.

## 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*. A copy of this will be included in the Data Structure Report.

## 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 six 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, the Scottish Borders Council Archaeologist will validate the OASIS form thus placing the information into the public domain on the OASIS website.

## 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: Mr Ronan Toolis
  - Project Director (on-site Archaeologist): Alan Hunter Blair
  - Finds and Environmental Support and Conservation: Ms Aileen Maule
  - Illustrator: Ms Gillian McSwan
  - Quality Assurance: Dr John Atkinson
- 12.2 The GUARD Project Manager, Mr Ronan Toolis, 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 date for the watching brief will be arranged in due course. The watching brief is expected to be undertaken within one week. The Scottish Borders Council Archaeologist will be given at least one week's notice prior to the commencement of fieldwork and will be informed of the site mobile phone number prior to the start date so that monitoring visits can be arranged.

## 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.

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