GUARD ARCHAEOLOGY

Hill of Tarvit, Cupar, Fife
Archaeological Watching Brief
Data Structure Report
Project 3929

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Hill of Tarvit, Cupar, Fife
Archaeological Watching Brief
Data Structure Report

On behalf of:	The National Trust for Scotland
NGR:	NO 378 118
Project Number:	3929
Report by:	Douglas Allan
Illustrations:	Gillian McSwan
Project Manager:	Ronan Toolis
Approved by:	
Date:	06/08/2014

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

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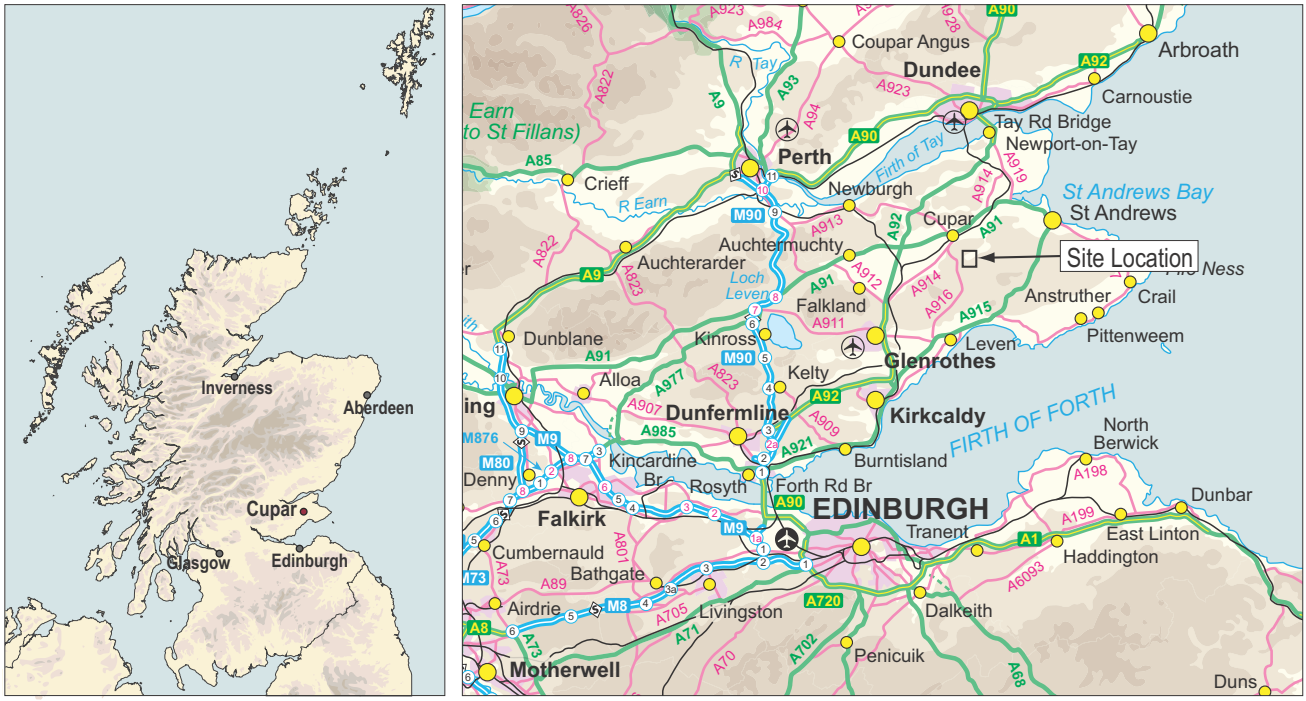

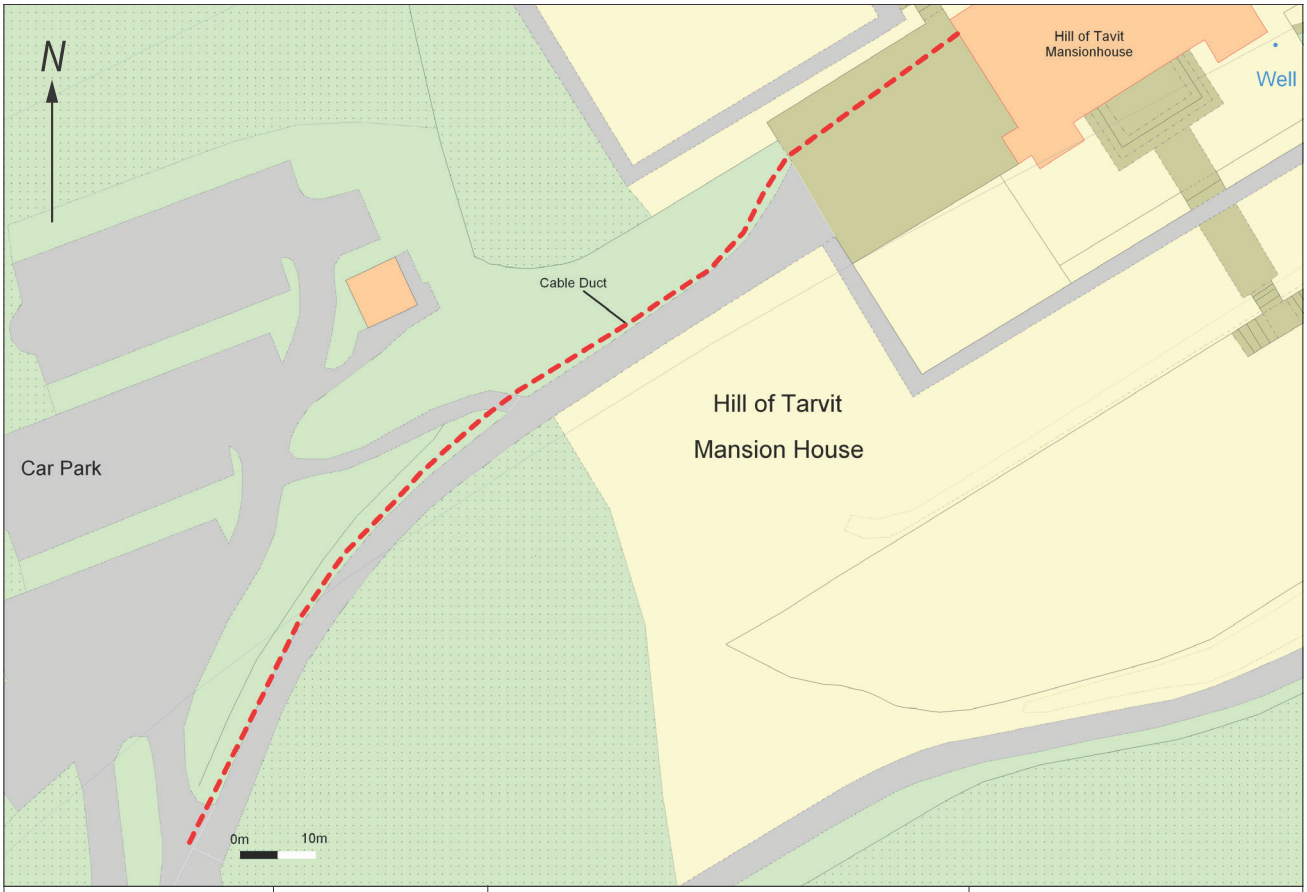

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Figure 1: Site location.

0 50 m

Executive Summary

1.1 GUARD Archaeology was commissioned by The National Trust for Scotland to undertake an archaeological watching brief during ground-breaking works required for the installation of a British Telecom cable duct at Hill of Tarvit Mansion House near Cupar in Fife. The excavation works encountered no finds of archaeological significance.

Introduction

2.1 This Data Structure Report sets out the results of an archaeological watching brief undertaken between 29 July - 1 August 2014 during ground-breaking works required for the installation of a British Telecom cable duct at Hill of Tarvit Mansion House near Cupar in Fife.

Site Location

3.1 Hill of Tarvit mansion house lies at an elevation of approximately 120 m OD and is approximately 2.5 km to the south of Cupar in Fife (NGR: NO 378 118). It is set in landscaped gardens in a rural environment bounded by arable and pasture fields in the surrounding landscape. The work comprised the excavation of a trench alongside the northwestern side of the upper drive way and across the upper car park to the southwest of the mansion house (Figure 1).

3.2 The underlying geology of the site consisted of Till, Devensian - Diamicton Superficial Deposits, overlying Midland Valley Sill-complex - Quartz-microgabbro Igneous Bedrock.

Archaeological Background

4.1 Hill of Tarvit mansion house is one of the most modern properties in the care of The National Trust for Scotland. It is an outstanding example of the work of Scotland's leading architect of the day, Robert Lorimer, who was knighted for his work on the Thistle Chapel in St Giles Cathedral and went on to design the Scottish National War Memorial in Edinburgh Castle. The A listed property (created in 1906 partly out of and on the site of Wemyss Hall which had occupied the site since 1696) is also highly significant as a collector's house - the family home of Frederick Sharp whose collection provided the inspiration for the design of the building.

4.2 Scotstarvit Tower, located ¾ mile west of the house, is highly significant as one of the most complete examples of the once common tower houses built in Scotland as lairds' residences from the fourteenth to early seventeenth century. It is both a Scheduled Ancient Monument and an A-listed structure. It was built between 1550 and 1579 with later additions made c. 1627 (possibly to the upper floors). Its ashlar walls are a rarity; most towers were constructed of rubble. The surrounding barmkin, courtyard and outer service buildings have now gone, but the survival, in such good condition, of the tower itself in its original form is not only rare but helps to show, together with an Iron Age homestead (also a Scheduled Ancient Monument) and the archaeological and upstanding remains of Wemyss Hall, the human occupation of the Scotstarvit estate over thousands of years.

4.3 Although there has been no previous archaeological work carried out on the trench location, the proximity to the mansion house, and the prehistoric - early modern archaeological remains in the surrounding area, suggested a reasonable potential for archaeological remains to be present and to survive within the site. Consequently any archaeological remains that may survive in situ could have been impacted upon during the trenching works. Any groundbreaking works therefore carried out were considered as having a potential archaeological impact and therefore required archaeological monitoring.

Aims and Objectives

5.1 The aim of the archaeological work was:

- to identify any archaeological features and deposits within the area to be subjected to ground-breaking works;
- to ensure that any surviving archaeological remains within this development area were excavated and recorded to an appropriate level.

5.2 The objectives were therefore to:

- Conduct an archaeological watching brief during ground-breaking work;
- Submit a report to data structure level on completion of the archaeological fieldwork, which includes an outline of the scope of any further archaeological works should significant archaeology be encountered.

Fieldwork Methodology

6.1 All archaeological work was carried out in accordance with the Standards and Guidance for an Archaeological Watching Brief issued by the Institute for Archaeologists and adhered to a Written Scheme of Investigation (Appendix D). The fieldwork methodology is summarised below.

6.2 A qualified archaeologist was on site to monitor all groundworks associated with the laying of a new telephone cable for the purpose of identifying and recording any archaeological remains, features and deposits present.

6.3 Excavation was undertaken by CJT Group, British Telecom's designated contractor, using a 360 degree tracked min-digger fitted with a toothless grading bucket to remove any topsoil/ overburden and carry out any ground reduction, under the supervision of archaeological staff.

6.4 Should archaeological or palaeoenvironmental remains have been exposed, the archaeological contractor would have suspended machining in that area to allow for the investigation, recording and sampling of the deposits.

6.5 Should archaeological features have been identified, manual excavation would have commenced. The excavation of each feature would have been, wherever possible, carried out in such a way as to produce at least one representative cross-section. As a minimum:

- Small discrete features would be fully excavated;
- Larger discrete features would be half-sectioned (50% excavated); and
- Long linear features would be sample excavated along their length – with investigative excavations distributed along the exposed length of any such feature.

6.6 Should the above % excavation not have yielded sufficient information to allow the form and function of archaeological features/deposits to be determined, full excavation of such features/ deposits would have been required. Additional excavation may also have been required for the taking of palaeoenvironmental samples, and the recovery of artefacts.

6.7 All archaeological features exposed during the works would be investigated and fully recorded using standard pro-forma context recording sheets. All archaeological features would be recorded in plan and section on dimensionally stable media, at a scale appropriate to their complexity (1:10, 1:20 or 1:50) and to allow accurate depiction and interpretation.

6.8 The full depth of archaeological deposits would be assessed. This may not have required excavation to natural stratigraphy, if it was clear that complex and deep stratigraphy would be encountered.

6.9 All spoil was examined for the recovery of any archaeological artefacts.

6.10 Any burials that might have been encountered would have been left in situ, recording obvious detail such as position of grave cut, alignment, burial position and stratigraphic relationships. If human remains were encountered all work would be suspended and the National Trust for Scotland Area Archaeologist Dr Daniel Rhodes notified.

6.11 A photographic record of the watching brief has been prepared, and involved the sole use of digital images.

Results

7.1 The watching brief was undertaken between 29 July and 1 August 2014. The detailed results of the watching brief are set out in Appendices A-B and Figure 1.

7.2 The work comprised the excavation of a c. 140 m long and 0.3 m wide trench, to a depth of 0.3 m, to receive a plastic cable duct for the installation of a telephone cable. The trench excavation commenced beside the exit from the public car park on the northwest side of the upper driveway to the mansion house and closely followed the northwest edge of the driveway up hill towards the house. Along the full length of this section the trench clipped the edge of the road formation levels for the driveway and encountered quarried sandstone rubble sitting in coarse builder's sand supporting the tar and rolled stone driveway surface. Several modern services were encountered that had previously disturbed part of the ground here but no archaeological features were identified during the works.

7.3 The upper section of the works crossed directly across the northwest side of the upper car park to meet the existing telephone cable rising on the southwest facing wall of the mansion house. The works here encountered similar road formation levels to those of the driveway but to a greater depth and with an overlying rolled gravel surface. Consequently the trench depth was within the sandstone rubble layer and therefore no archaeological features were identified. At intervals along the full course of the trench several pieces of plastic and items related to existing modern services were encountered at various depths.

Discussion

8.1 During the archaeological watching brief no archaeology was identified and no finds were recovered from the trowel sifted material excavated from the trench. If there had once been any archaeology in the area examined, it would likely have already been excavated or lost during the construction of the driveway and car park.

Conclusion

9.1 As the trench encountered the existing modern driveway and car park formation layers which had already been disturbed in places by the installation of modern services, no archaeological remains were uncovered during the works.

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 C. 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: guardarc1-186704) 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 Fife 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 Daniel Rhodes, Robert Adam and Antonio Cabello of The National Trust for Scotland for their assistance. The illustration and desk top publishing was prepared by Gillian McSwan. The project was managed for GUARD Archaeology Ltd by Ronan Toolis.

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Section 2: Appendices

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Appendices

Appendix A: List of Contexts

Context No.	Description	Interpretation
001	A mid brown loose and friable sandy silt with some clay and semi-frequent small pebbles, underlying grass turf to a variable depth of 0.1-0.2m	Top soil
002	A coarse orange brown/dark pink builders sand with quarried sandstone rubble compacted into the surface overlain with tar and rolled type 1 stones. Trench depth 0.3m - base still within rubble and sand.	Road formation layers supporting a driveway and car park.

Appendix B: List of Photographs

Digital File 1

Frame	Context No	Subject	Taken from
1	-	ID Shot	-
2	-	General view of Mansion House and upper car park	SW
3	-	General view of upper car park	NE
4	-	General view of upper driveway	NE
5	-	General view of upper driveway	SW
6	-	General view of lower driveway	NE
7	-	General view of lower driveway and lower car park entrance	SW
8	-	Working shot of mini-digger in situ at lower driveway	SW
9	(001)/(002)	Working shot of first cut through turf 0.3m into subsoil	SW
10	-	View of tarmac at 0.1m depth - part of existing driveway	SW
11	-	Working shot of sandstone rubble and backfill over service duct	NE
12	(001)/(002)	SE facing section of trench	SE
13	-	View of plastic and tie wraps excavated from made ground below topsoil	SE
14	-	General shot of old BT cable and service box in trench	SW
15	-	View of dig area 30/7/14 - lower to mid driveway	NE
16	(001)/(002)	SE facing section of trench mid driveway	SE
17	(001)/(002)	Cast iron pipe and manhole cover in trench mid driveway	SW
18	(001)/(002)	Cast iron pipe and manhole cover in trench mid driveway	NW
19	(001)/(002)	Plastic drain in trench with cast iron pipe beyond	SW
20	-	Working shot where path from lower car park meets driveway	SW
21	-	View of dig area 31/7/14 - upper driveway	SW
22	(001)/(002)	SE facing section of driveway road formation layers	SE
23	(001)/(002)	View of trench at upper driveway	SW
24	(001)/(002)	SE facing section of trench at upper driveway	SE
25	-	View of upper car park by Mansion House	SW
26	-	Close up of compacted gravel upper car park surface	SW
27	(002)	First cut in car park - similar road formation compacted rubble as driveway	W
28	(002)	West facing section of trench in car park by Mansion House	W
29	-	Reinstated turf along upper driveway	NE
30	(002)	West facing section in middle of upper car park	W
31	-	Reinstated car park surface beside Mansion House	SW
32	(002)	East facing section of upper car park where drive way meets	E

Appendix C: Discovery And Excavation Scotland Entry

LOCAL AUTHORITY:	Fife Council
PROJECT TITLE/SITE NAME:	Hill of Tarvit, Cupar
PROJECT CODE:	3929
PARISH:	Cupar
NAME OF CONTRIBUTOR(S):	Douglas Allan
NAME OF ORGANISATION:	GUARD Archaeology Ltd
TYPE(S) OF PROJECT:	Watching Brief
NMRS NO(S):	None
SITE/MONUMENT TYPE(S):	Category A Listed Building
SIGNIFICANT FINDS:	None
NGR (2 letters, 6 figures)	NO 378 118
START DATE (this season)	29th July 2014
END DATE (this season)	1 August 2014
PREVIOUS WORK (incl. *DES* ref.)	None
MAIN (NARRATIVE) DESCRIPTION: (May include information from other fields)	GUARD Archaeology was commissioned by The National Trust for Scotland to undertake an archaeological watching brief during ground-breaking works required for the installation of a British Telecom cable duct at Hill of Tarvit Mansion House near Cupar in Fife. The excavation works encountered no finds of archaeological significance.
PROPOSED FUTURE WORK:	None
SPONSOR OR FUNDING BODY:	The National Trust for Scotland
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 D: Written Scheme Of Investigation

the National Trust for Scotland
a place for everyone

Hill of Tarvit, Fife
Project Outline for Watching Brief
June 2014

1 Introduction

Hill of Tarvit mansion house is one of the most modern properties in the care of The National Trust for Scotland. It is an outstanding example of the work of Scotland's leading architect of the day, Robert Lorimer, who was knighted for his work on the Thistle Chapel in St Giles Cathedral and went on to design the Scottish National War Memorial in Edinburgh Castle. The A listed property (created in 1906 partly out of and on the site of Wemyss Hall which had occupied the site since 1696) is also highly significant as a collector's house—the family home of Frederick Sharp whose collection provided the inspiration for the design of the building. This charming home exuded an air of reserved elegance, comfort and practicality—an atmosphere which is still very evident today.

Scotstarvit Tower, ¾ mile west of the house, is highly significant as one of the most complete examples of the once common tower houses built in Scotland as lairds' residences from the 14th to early 17th century. It is both a Scheduled Ancient Monument and an A-listed structure. Built between 1550 and 1579 with later additions made c.1627 (possibly to the upper floors) it is a 'beautifully executed…fairly grand' example of its type 1. Its ashlar walls are a rarity—most towers were constructed of rubble. The surrounding barmkin, courtyard and outer service buildings have now gone, but the survival, in such good condition, of the tower itself in its original form is not only rare but helps to show, together with the Iron Age homestead (also a Scheduled Ancient Monument) and the archaeological and upstanding remains of Wemyss Hall, the human occupation of the Scotstarvit estate over thousands of years.

2 Previous Research

The attached Archaeology Guide outlines the known archaeological sites at Hill of Tarvit and links to the bibliographic data on CANMORE.

3 Definition and Objectives of a Watching Brief

An Archaeological Watching Brief is defined by the Institute for Archaeologists (IfA) (formerly the Institute for Field Archaeologists) as:

> *"…a formal programme of observation and investigation conducted during any operation carried out for non-archaeological reasons. This will be within a specified area or site on land, intertidal zone or underwater, where there is a possibility that archaeological deposits may be disturbed or destroyed. The programme will result in the preparation of a report and ordered archive." (IfA 1998 rev 2008)*

The purpose of a Watching Brief is also defined by the IfA as:

> *"To allow, within the resources available, the preservation by record of archaeological deposits, the presence and nature of which could not be established (or established with sufficient accuracy) in advance of development or other potentially disruptive works."*
>
> *"To provide an opportunity, if needed, for the watching archaeologist to signal to all interested parties, before the destruction of the material in question, that an archaeological find has been made for which the resources allocated to the Watching Brief itself are not sufficient to support treatment to a satisfactory and proper standard." (IfA 1998, rev 2008)*

The results of a watching brief are used to:

- produce a record of the location, nature and date of any archaeological remains encountered on the site;
- add to the knowledge about the previous history of activity on the current site and its surroundings; and
- provide information to influence planning decisions in the area.

4 Methodology

All archaeological work will be carried out in accordance with the Standards and Guidance for an Archaeological Watching Brief issued by the Institute for Archaeologists (IfA) (*1994, rev 2008*). The fieldwork methodology is summarised below.

Following the examination of the attached *Archaeological Guide to Hill of Tarvit and the associated links on CANMORE, a* qualified archaeologist will be on site to monitor all groundworks associated with the laying of a new telephone cable for the purpose of identifying and recording any archaeological remains, features and deposits present.

Excavation will be undertaken by British Telecom or their designated contractor and where possible a 360 degree tracked or JCB-type machine fitted with a toothless grading bucket will be used to remove any topsoil/overburden and carry out any ground reduction, under the supervision of archaeological staff.

Should archaeological or palaeoenvironmental remains be exposed, the archaeological contractor will suspend machining in that area to allow for the investigation, recording and sampling of the deposits.

Should archaeological features be identified, manual excavation will commence. The excavation of each feature will, wherever possible, be carried out in such a way as to produce at least one representative cross-section. As a minimum:

- Small discrete features will be fully excavated;
- Larger discrete features will be half-sectioned (50% excavated); and
- Long linear features will be sample excavated along their length – with investigative excavations distributed along the exposed length of any such feature.

Should the above % excavation not yield sufficient information to allow the form and function of archaeological features/deposits to be determined, full excavation of such features/deposits will be required. Additional excavation may also be required for the taking of palaeoenvironmental samples, and the recovery of artefacts.

All archaeological features exposed during the works will be investigated and fully recorded using standard pro-forma context recording sheets. All archaeological features will be recorded in plan and section on dimensionally stable media, at a scale appropriate to their complexity (1:10, 1:20 or 1:50) and to allow accurate depiction and interpretation.

The full depth of archaeological deposits will be assessed. This may not require excavation to natural stratigraphy, if it is clear that complex and deep stratigraphy will be encountered.

All spoil will be examined for the recovery of any archaeological artefacts.

Any burials that are encountered will be left in situ, recording obvious detail such as position of grave cut, alignment, burial position and stratigraphic relationships. If human remains are encountered all work will be suspended and the National Trust for Scotland Area Archaeologist Dr Daniel Rhodes will be notified.

If human remains are not to be removed, their physical security will be ensured, preferably by backfilling as soon as possible after recording.

If human remains are to be removed, this will be done with due reverence and in accordance with current best-practice and legal requirements.

Skeletal study on any human remains will be carried out. This will include the metrical (age, sex and height) and pathological (disease, injury or deprivation) evidence. This will be achieved at the excavation and or post excavation stages.

If items that may be subject to the Law of Treasure Trove are recovered, the appropriate authorities will be notified.

A photographic record of the watching brief will be prepared, and will involve the sole use of digital images. This will include images illustrating in both detail, and general context, the principal features and finds discovered. The photographic record will also include working shots to illustrate more generally the nature of the archaeological operation mounted.

All archaeological remains will be levelled to Ordnance Datum, either directly or by means of a temporary bench mark, using an Ordnance Survey bench mark.

Provision and agreement will be made for the time-limited retention of all the finds and their full analysis and recording, by appropriate specialists.

Environmental Sampling Strategy (if appropriate)
Should deposits be exposed that contain palaeoenvironmental or dateable elements appropriate sampling and post-excavation analysis strategies will be initiated. Sampling may be carried out by members of the excavation team or by relevant specialists as appropriate. When samples are to be collected, the exact sampling strategy will reflect the complexity of the site and its spatial and chronological extent. This strategy will be selected from either a random, judgement, or systematic method; or a combination of these methods (as defined in *English Heritage: Environmental Archaeology Guidelines 2002*).

- Bulk samples of 40 litres in volume will be taken, where possible, from individual contexts within larger linear or discrete features such as pits and ditches (or palaeochannels if present); or 100% of smaller features. These can be used for plant macrofossil, preserved by charring/anoxic conditions/mineral replacement; and mollusc (if seen to be present) analyses and also for insect analysis if there is waterlogged organic survival. Animal bones will be collected by hand and retrieved from the residues of bulk samples.
- Pollen analysis could be worthwhile from basal silts, organic layers, silts that have remained waterlogged, or any other deposits where conducive preservation conditions may exist.
- If a platform or other occupation surface is located and does not comprise re-deposited makeup layers, bulk samples of at least 40 litres in volume, where possible, will be taken from it. These are for extraction of plant macrofossils, bones and molluscs (if they are seen to be present) arranged spatially to take account of possible variation within the layer. The precise sampling strategy will have to be determined in the light of access, area available etc.
- As a minimum, samples for the retrieval of carbonised remains will comprise bulk samples of 20-30 litres in volume, where possible, of excavated material.

Provision will be made for a geoarchaeologist with relevant experience to make a site visit if possible buried soil / stabilisation horizons or palaeochannels are encountered and access to view cleaned sections is possible.

All types of samples will be assessed by relevant specialists and processed by the specialists or according to their instructions. For bulk samples for analysis of plant macrofossils and small bones or molluscs, mesh sizes of 250 microns for floats and 500 microns for residues are recommended.

In the event of particularly significant discoveries being made, the Area Archaeologists Dr Daniel Rhodes will be informed and a meeting will be set up on site between the Archaeological Contractor the Trust, and British Telecom/their designated contractor , to discuss further appropriate mitigation.

Any variation of the above will be undertaken in agreement with the National Trust for Scotland Area Archaeologist Dr Daniel Rhodes.

Post-excavation processing of finds
All finds recovered from the watching brief excluding metalwork, will be washed and bagged with a code identifying the site and context.

All finds from the site will be retained. They will be removed from the site for processing and conservation where necessary, in preparation for further analysis and archiving. Provision will be made for specialist treatment of finds by a conservator, where necessary.

5 Products

The contractor will produce, as a minimum, the following:

a) A digital photographic record of all archaeological deposits.

b) Written descriptions and where possible, interpretations of all archaeological deposits

c) Scaled plans and section drawings of all archaeological deposits.

d) Analytical report. This report will be prepared in line with the appropriate Institute for Archaeologists Standards. Following the introductory sections (including a narrative summary in layman's terms of the main findings, an indication of the constraints and limitations of the report, and an indication of how the report has been set out), the report will provide an analysis of all archaeological deposits, focusing on information gleaned during the project. This will be followed by a discursive section containing the interpretation of the previously described archaeological deposits and any other information of archaeological interest germane to the objectives of the project outlined above.

   If it is possible to provide an interpretation of the archaeological deposits and their relationship to surrounding landscape features, this and any other appropriate interpretation should follow the descriptive section. The report will be fully referenced.

   Copies of this Project Outline (excluding enclosures), the successful Tender Document (excluding financial details) and any written variations will be reproduced within an appendix.

   The report will be illustrated by plans, sections, elevations, details, sketches and photographs as appropriate.

e) Summary report for submission to Discovery and Excavation in Scotland and enter the project data into OASIS: Online AccesS to the Index of archaeological investigationS (http://www.oasis.ac.uk/scotland/).

6 Logistics

The watching brief will be managed by the NTS Archaeologist, Dr Daniel Rhodes, to whom all queries of a technical nature should be addressed.

The contractor will inform the Local Authority Archaeological Service of his or her activities **before** site work commences.

Access

Access to the property and site is available to the contractor upon request. The dates of which will be arranged with the NTS Archaeologist.

Personnel and standards

Contractors will provide the name of a single person who will be the archaeological Project Manager. The work will be undertaken under the close supervision of either a suitably qualified and experienced archaeologist with a proven track record in the systematic recording and analysis of archaeological sites, and in the production of analytical reports. It is expected that the successful contractor will work in compliance with the relevant Institute for Archaeologists Standard and Guidance.

Short CVs should be included in the Tender Document for the principal participants in the project.

Volunteers or trainee students may be used on the project, provided that they receive adequate supervision and training, and that volunteers gain no financial remuneration other than the repayment of bona fide expenses. The use of volunteers and students must be approved in advance by the NTS.

Health and safety

The contractor will be responsible for implementing all appropriate health and safety requirements and any other current legislation which is applicable, and for ensuring that all sub-contractors appointed by him or her also implement all appropriate health and safety requirements and any other current legislation which is applicable

The contractor will be expected to carry suitable insurance (the minimum requirement is professional indemnity insurance cover of £1 million) and will carry out and supply the NTS Archaeologist with a Risk Assessment and Health and Safety Method Statement prior to the commencement of works. A Health and Safety Policy Document must also be submitted and approved by the NTS. The Tender Document should include details of proposed health and safety provision.

Publicity

The project and its results may be publicised through the local or national media. Any publicity must be handled by or through the NTS; **this includes publicity or information shared via online media.**

7 Reporting Procedures

Reporting timetable

One electronic copy a draft report (which should include all illustrative material) should be provided within **four weeks** of completion of the field element. The NTS will attempt to provide comments on this first draft within four weeks; at that stage, a timetable for the submission of a revised draft (two copies) will be agreed, dependent upon the level of revision required. The final report will be submitted within **four weeks** of comments upon and approval of the revised draft by the NTS.

Report production and distribution

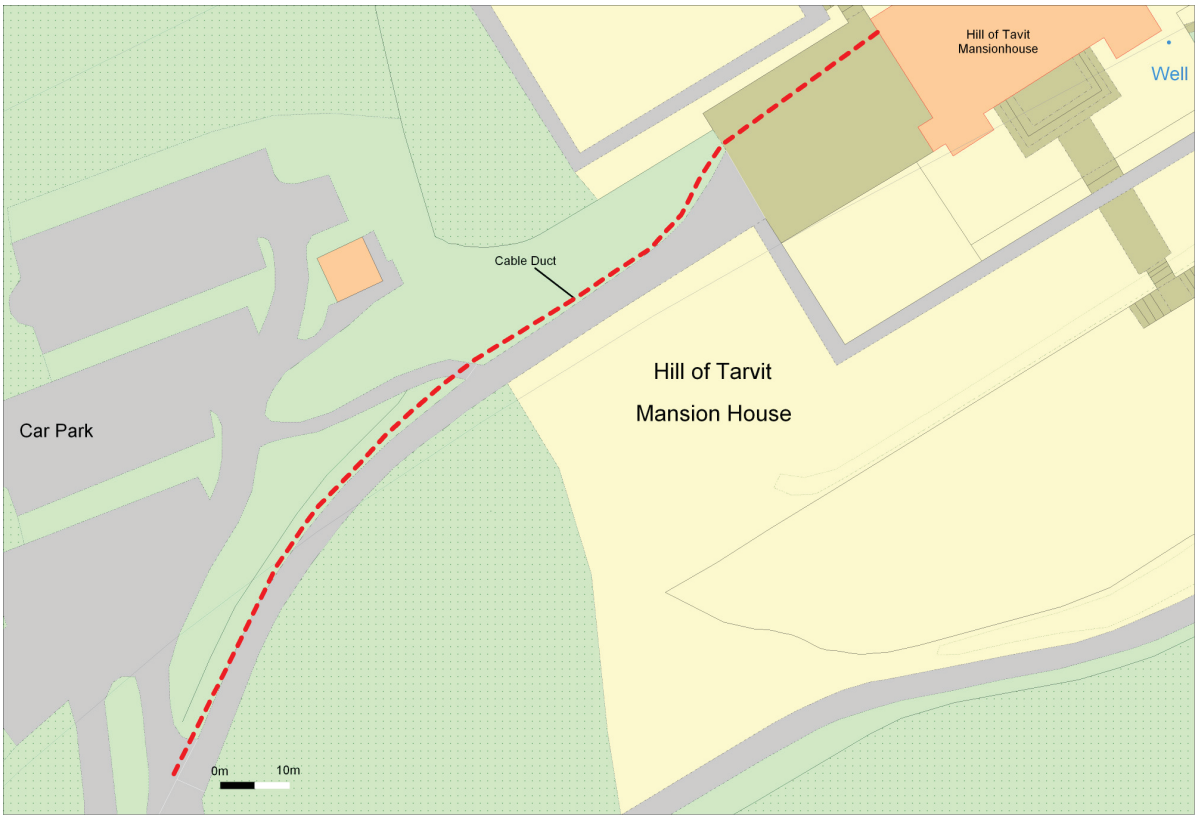
The NTS will require **four bound copies** of the final report each accompanied by a disk containing a digital version of the final report, all images produced during the project, any information databases which may have been compiled as well as digital survey information as AutoCAD LT 2004 and DXF/DWG files suitable for use on a PC running Windows XP. In addition, **the contractor should submit one bound copy to the local authority SMR and one to the NMRS.** Copyright of the reports and all other information (including electronic information) will rest with the NTS, but the contractor will have the right to use the reports and the survey results free of charge in relation to non-commercial activities or to promote the work of the contractor.

8 The archive

The primary archive will be deposited with the NMRS, and will include all original field records (both hard copy and digital) and notebooks, alongside a full set of catalogued photographs. The archive will be prepared to standards agreed with the NMRS and will be deposited with them within **six months** of submission of the final report.

9 Further Guidance

The contractor should liaise with the NTS Archaeologist, Dr Daniel Rhodes (0844 493 2421; 077 0694 5525; drhodes@nts.org.uk).



Map showing extent of excavation

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