

GUARD ARCHAEOLOGY



**Royal Victoria Hospital, Edinburgh
Archaeological Watching Brief
Data Structure Report
Project 3943**

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**Royal Victoria Hospital, Edinburgh
Archaeological Watching Brief
Data Structure Report**

On behalf of: Mason Evans Partnership

NGR: NT 23163 74590

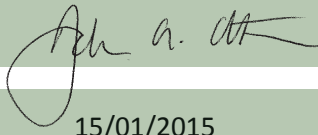
Project Number: 3943

Report by: Alan Hunter Blair

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Project Manager: John Atkinson

Approved by:


15/01/2015

Date:

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

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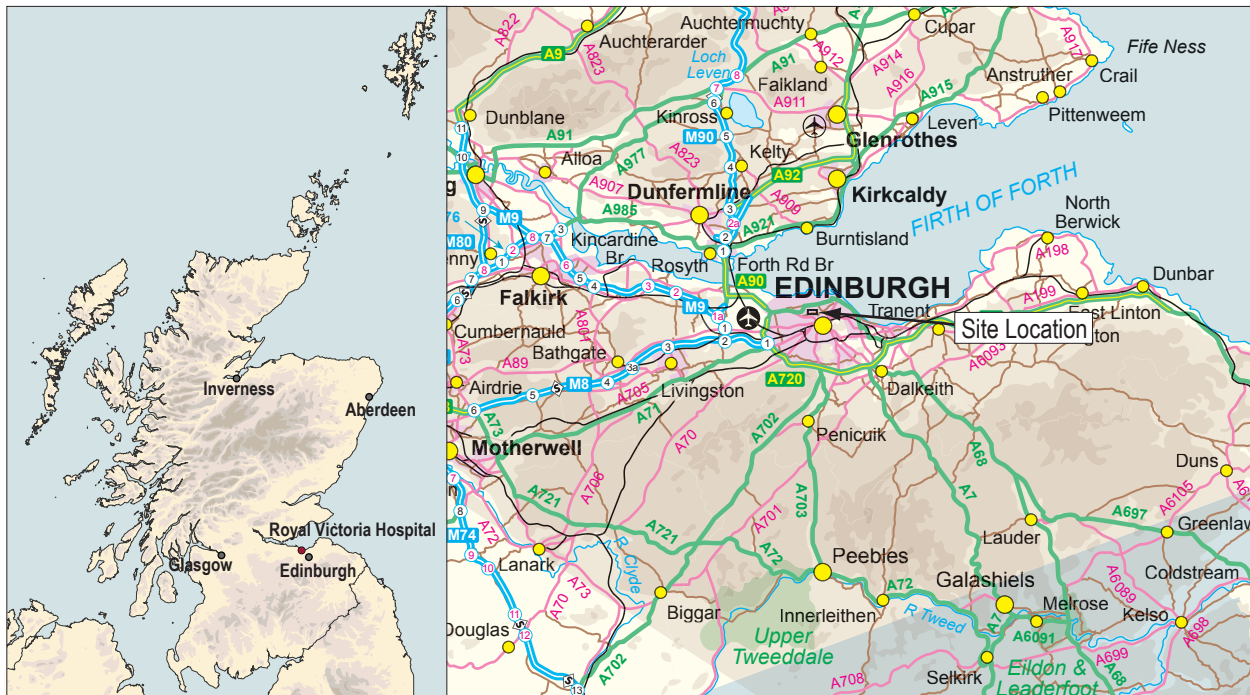
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KEY

Site boundary

Non-technical Summary

- 1.1 In November 2014 GUARD Archaeology Limited were commissioned by Mason Evans Partnership to undertake an archaeological watching brief during site investigation work being conducted prior to re-development of the Royal Victoria Hospital site at Craigleith in Edinburgh. The work comprised archaeological monitoring during excavation of test-pits. A buried garden/agricultural soil was recorded across parts of the site and part of a possible path or hard standing was visible to the south-east of the former site of Craigleith House. Part of a concrete base was visible in a test-pit towards the eastern edge of the development.

Introduction

- 2.1 This data structure report sets out the results for the archaeological watching brief, carried out in advance of re-development of the Royal Victoria Hospital site, Craigleith, Edinburgh. The watching brief lasted for three days and was conducted in fair weather conditions.

Site Location

- 3.1 The proposed development area is located on the north side of Craigleith Road in the north-west of Edinburgh (NGR: NT 23163 74590; Figure 1). The hospital grounds are enclosed by dwelling houses on the east, west and north sides, the total development area amounts to 5.39 hectares.

Archaeological Background

- 4.1 The Royal Victoria Hospital was built on the site of the Craigleith Nursery, which was established in the grounds around Craigleith House. The hospital which has been continuously developed from 1894 originally provided a revolutionary treatment for tuberculosis, by exposing patients to sunshine and fresh air. Five butterfly-shaped pavilions were built between 1903 and 1907, along with an administration block, a highly distinctive building and an unusual Arts and Crafts style lodge, cantilevered over a tall stone entrance gateway. A stables block, laundry, glasshouse and propagating house formed part of the original complex. The butterfly-shaped wings were demolished in the 1980s. The hospital was used as a specialist neurological hospital during the First World War; in 1954 the hospital was converted to care for the elderly.
- 4.2 With the exception of the site of the demolished Craigleith House and the demolished butterfly shaped pavilions associated with an earlier layout of the Royal Victoria Hospital, there are no currently known archaeological remains within the development area and no known previous investigations have been carried out on the site.

Aims and Objectives

- 5.1 The aim of the archaeological works was to identify:
- as yet unknown archaeological artefacts, features and deposits within the specific development area;
 - to ensure that any surviving archaeological remains encountered within this specific area were recorded to an appropriate level;
- 5.2 The objectives were therefore to:
- Conduct an archaeological watching brief during ground breaking work of the test-pits marked in Figure 2, in order to identify and record any archaeological features encountered in the development area and to establish their character, date and extent if surviving;

Submit a report to data structure level for agreement to City of Edinburgh Archaeology Services (CECAS) on completion of the archaeological fieldwork.

Fieldwork Methodology

- 6.1 The proposed development area was photographed and a brief written description made prior to the commencement of ground-breaking works.
- 6.2 The archaeological watching brief monitored the excavation of twenty three trial pits during site investigation works by Mason Evans.
- 6.3 The back-acting machine excavator was fitted with a flat-bladed (toothless) ditching bucket and operated under the constant supervision of the GUARD archaeologist.
- 6.4 The topsoil or overburden was removed in spits to the first archaeological horizon or, where none was found, to the top of the natural drift.

Results

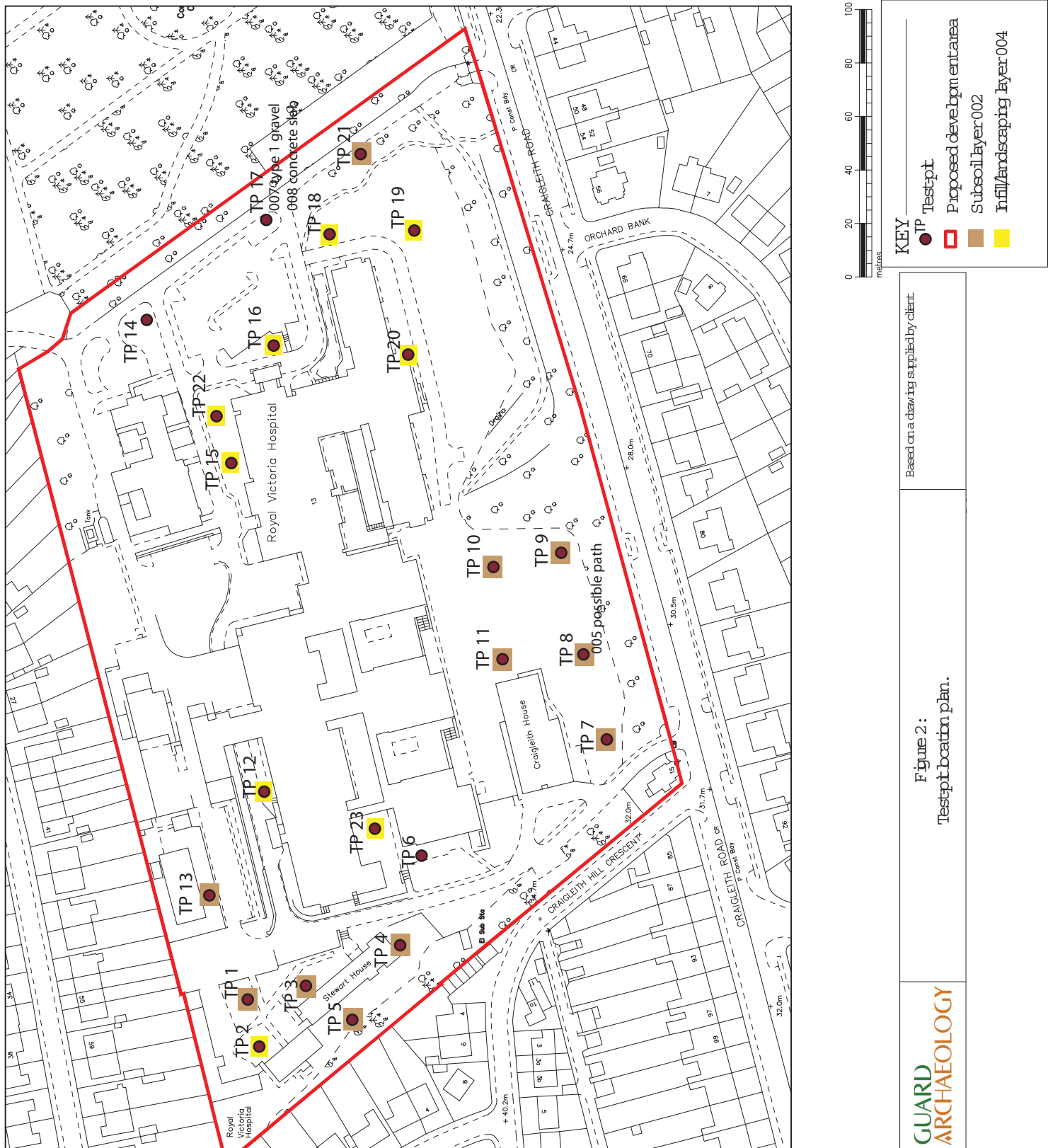
- 7.1 These results should be read in conjunction with the fuller test-pit and context descriptions found in appendices B and C.
- 7.2 In general topsoil (001) across the site measured from 0.2-0.32 m deep. This was found overlying a buried garden or agricultural soil (002) (Figure 2) containing frequent small coal and charcoal fragments which measured up to 0.46 m deep. The garden soil was visible in the Test-pits excavated along the west and south-western parts of the study area and a single test-pit excavated towards the south-eastern edge of the site (Figure 2). An infill/landscaping layer (004) measuring up to 2.15 m deep comprised re-deposited clay with varying degrees of building debris, brick and tile fragments and modern detritus was recorded in many of the test-pits located around the modern hospital buildings. (Figure 2)

TP 08 (Figure 2, Plate 1)

- 7.3 Test-pit 08 was aligned north to south and measured 6 m long by 0.4 m wide by 0.5 m deep and located to the south-east of Craigleith House (Figure 2). At the southern end of the test-pit below topsoil (001) and above subsoil (002) a layer of sandstone fragments contained within an ashy matrix (005), possibly a path, was recorded, this measured 1.8 m long, by 0.44 m wide, the depth of this layer was undetermined and it continued below the trench edges to the south, east and west. Test-pit 8 was relocated 3 m to the north of the feature to avoid disturbance to it.



Plate 1: Deposit 005 at the south end of Test-pit 8, from the north.



TP 17 (Figure 1, Plate 3)

- 7.4 Test-pit 17 was aligned east to west and measured 3.2 m long by 0.6 m wide by 0.25 m deep. A layer of type 1 gravel (007) 0.1 m deep was visible below topsoil (001). After removal of the type 1 gravel part of a degraded concrete slab (008) was visible at the east end of the trench. The concrete measured 1.2 m long by 0.6 m wide by 60 mm deep. And continued below the trench edges to the east, north and south



Plate 2: Concrete slab 008 in Test-pit 017,
from the east.

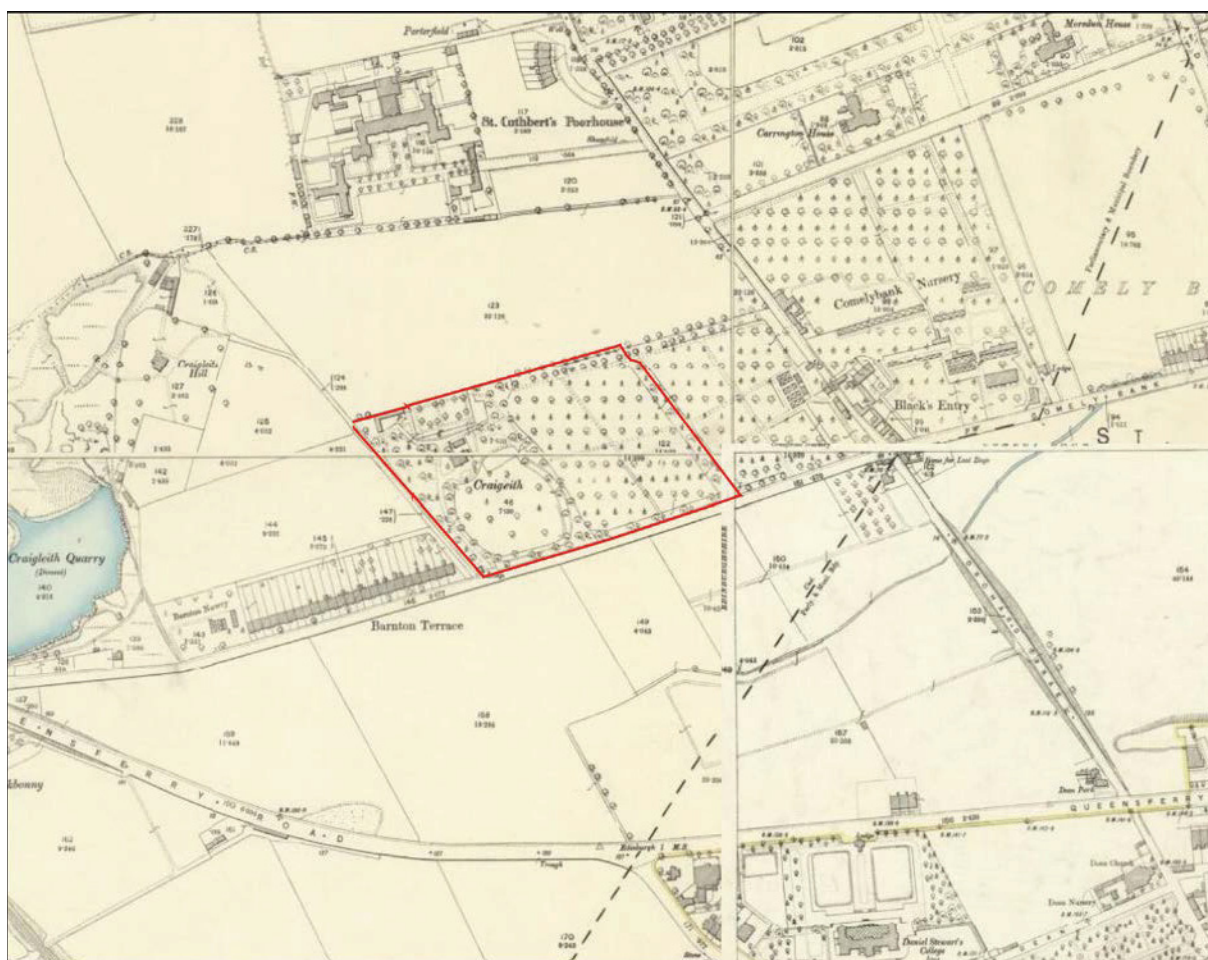


Plate 3: Craigleith House depicted on the Ordnance Survey Map published in 1896. Development site boundary outlined in red.

Discussion

- 8.1 The watching brief recorded the remains of a possible path or hard standing in Test-pit 8 to the south east of the site of Craigleith House, the path may be associated with the gardens of Craigleith House or perhaps later use of the site as a nursery. On a site location plan supplied by Mason Evans the site of Craigleith House is marked towards the south-west part of the site but

on the Ordnance Survey Map published in 1896 the house appears to lie further to the north. The area depicted on the Mason Evans map appears more likely to be associated with the site of the Royal Victoria Shelter NT27SW 3007.10. No test-pits were excavated on the site of Craighleith House as indicated on the Masons Evans map and no evidence of any of the original hospital buildings were seen in any of the test-pits excavated.

- 8.2 It is not clear what the concrete slab recorded in Test-pit 17 relates to or what period of development of the site it pertains to.

Conclusions

- 9.1 The watching brief recorded a limited number of poorly preserved and relatively ephemeral features, although the agricultural or garden soil visible across parts of the site suggests that there is potential for archaeological remains to survive in these areas. The areas around the modern hospital buildings appear to have been truncated by landscaping during this phase of the hospitals development.
- 9.2 The online OASIS form at <http://ads.ahds.ac.uk/project/oasis/> OASIS Reference: guardarc1-196234 will be completed within 3 months. Once the Data Structure Report has become a public document by submission to or incorporation into the SMR, John Lawson the CECAS archaeologist will validate the OASIS form thus placing the information into the public domain on the OASIS website.

Acknowledgements

- 10.1 GUARD would like to thank Neil Hands and Calum Dunn of Mason Evans for their assistance. Plant and driver were supplied by Gordon Bow. Technical support was from Aileen Maule and John Kiely. The illustrations were produced by Alan Hunter Blair. The project was managed for GUARD by John Atkinson.

**Royal Victoria Hospital, Edinburgh
Archaeological Watching Brief
Data Structure Report**

Section 2: Appendices



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Appendices

Appendix A: Bibliography

Cartographic Sources Consulted

Ordnance Survey 25" to the mile map of Edinburghshire, Sheet 003.02_03_06_07 Publication date 1896

Appendix B: Trench Details

| TP No | Length (m) | Width (m) | Depth to natural (m) | Depth of trench (m) | Aligned | Topsoil/ Overburden | Subsoil | Details |
|-------|------------|-----------|----------------------|---------------------|---------|---------------------|---------|--|
| 1 | 2.3 | 0.68 | 0.7 | 0.7 | NE-SW | 001 | 003 | Subsoil 002 |
| 2 | 2.1 | 0.44 | 0.96 | 1.55 | NW-SE | 001 | 003 | Topsoil over Infill layer 004 over natural clay 003 clay |
| 3 | 2.5 | 0.4 | 0.7 | 2.5 | E-W | 001 | 003 | Topsoil 001 over subsoil 002 over natural clay 003 |
| 4 | 2.6 | 0.44 | 0.7 | 2.7 | NE-SW | 001 | 003 | Topsoil 001 over subsoil 002 over natural clay 003 |
| 5 | 2.8 | 0.44 | 0.68 | 3 | NW-SE | 001 | 003 | Topsoil 001 over subsoil 002 over natural clay 003 |
| 6 | 2.55 | 0.44 | 0.2 | 3.3 | NW-SE | Paving slabs | 003 | Paving sand over bedding sand over natural clay |
| 7 | 2.8 | 0.5 | 0.5 | 3 | E-W | 001 | 003 | Topsoil 001 over subsoil 002 over natural clay 003 |
| 8 | 6 | 0.44 | 0.5 | 3 | N-S | 001 | 003 | 001 Topsoil over possible path remnant 005 over subsoil 002 |
| 9 | 3 | 0.4 | 0.95 | 3.4 | NW-SE | 001 | 003 | Topsoil 001 over subsoil 002 over natural clay 003 |
| 10 | 2.8 | 0.44 | 0.52 | 2.6 | N-S | 001 | 003 | Topsoil 001 over re-deposited natural clay 006 over subsoil 002 |
| 11 | 2.5 | 0.45 | 1.12 | 3.2 | E-W | 001 | 003 | Topsoil 001 over subsoil 002 over natural clay 003 |
| 12 | 3 | 0.5 | 0.8 | 2 | E-W | 001 | 003 | Topsoil over Infill layer 004 over natural clay 003 |
| 13 | 2.5 | 0.4 | 0.55 | 2.8 | E-W | 001 | 003 | Topsoil 001 over subsoil 002 over natural clay 003 |
| 14 | 2.5 | 0.44 | 0.27 | 1.9 | E-W | 001 | 003 | Topsoil 001 over natural clay 003 |
| 15 | 2.7 | 0.4 | 0.35 | 2.7 | E-W | 001 | 003 | Topsoil 001 over Infill layer 004 over natural clay 003 |
| 16 | 3 | 0.4 | 1.5 | 3.5 | N-S | 001 | 003 | Topsoil 001 over Infill layer 004 over natural clay 003 |
| 17 | 3.2 | 0.6 | 0.25 | 3.3 | E-W | 001 | 003 | Topsoil 001 over type 1 gravel 007 over concrete 008 over natural clay 003 |
| 18 | 3.1 | 0.6 | 1.6 | 2.9 | N-S | 001 | 003 | Topsoil 001 over Infill layer 004 over natural clay 003 |
| 19 | 3.1 | 0.6 | N/A | 2.5 | N-S | 001 | | Topsoil 001 over Infill layer 004 |
| 20 | 3.3 | 0.6 | 1.7 | 3.2 | N-S | 001 | 003 | Topsoil 001 over Infill layer 004 over natural clay 003 |
| 21 | 3.3 | 0.6 | 0.8 | 3.4 | NE-SW | 001 | 003 | Topsoil 001 over subsoil 002 over natural clay 003 |
| 22 | 3 | 0.6 | 1.6 | 2.9 | NW-SE | 001 | 003 | Topsoil 001 over Infill layer 004 over natural clay 003 Services encountered |
| 23 | 3.2 | 0.6 | 0.35 | 3.1 | NW-SE | 001 | 003 | Topsoil 001 over Infill layer 004 over natural clay 003 |

Appendix C: List of Contexts

| Context No. | Area | Description | Interpretation |
|-------------|---|--|--|
| 001 | Site | Deposit: A moist, firm, dark brown sand with moderate inclusions of roots and small sub-angular stones 60 mm<. Measured 0.2-0.32 m deep | Topsoil |
| 002 | Site | Deposit: A moist, firm, mid-orange/brown sand with moderate small stones and frequent coal and charcoal flecks. Measured up to 0.46 m deep | Subsoil. Agricultural or garden soil. Below topsoil 001 over natural 003 |
| 003 | Site | Deposit: A moist, firm orange/yellow/grey clay with moderate inclusions of sub-angular and sub-rounded stones. Occasionally becomes more sandy. Machine excavated to a depth of 3 m | Natural clays and sands |
| 004 | Test-pit 1, Test-pit 2, Test-pit 12, Test-pit 15, Test-pit 16, Test-pit 18, Test-pit 19, Test-pit 20, Test-pit 22 and Test-pit 23 | Deposit: A moist, firm, dark brown sand, sandy/clay with varying amounts of brick fragments concrete fragments sandstone fragments and rusty metal fragments and wood fragments. Measured up to 2.15 m deep | Re-deposited clay with building debris. Landscaping deposit associated with construction of the modern hospital buildings. |
| 005 | Test-pit 8 | Deposit: A moist, loose grey ash with frequent small angular sandstone fragments overlain by pea gravel at the northern limit of the deposit. Continued below trench edges to the south, west and east. Measured 1.8 m long (excavated) by 0.44 m wide (excavated) depth undetermined. | Remnant of garden path associated with Craighleith House or part of a hard-standing associated with later use of the grounds of Craighleith House as a nursery |
| 006 | Test-pit 11 | Deposit: A moist, firm mottled grey/brown/orange clay devoid of conspicuous inclusions. Measured 0.3 m deep | Redeposited clay below topsoil 001 and above sub-soil 002. May be associated with demolition of Craighleith House and subsequent landscaping |
| 007 | Test-pit 17 | Deposit: Type 1 gravel. Measured 0.1 m deep | Thin layer of type 1 gravel below topsoil 001 and above concrete 008 Function uncertain. |
| 008 | Test-pit 17 | Degraded concrete slab at the east end of test-pit 17. Measured 1.2 m long by 0.6 m wide by 0.06 m deep. Continued below trench edges to the east, north and south | Concrete slab function uncertain. |

Appendix D: List of Photographs

File 1

| Shot No. | Description | Taken from |
|----------|---|------------|
| 1 | Registration | - |
| 2 | General view of former stables block | E |
| 3 | Test-pit 1 | NE |
| 4 | Test-pit 2 showing infill horizon 004 | NW |
| 5 | Test-pit 3 | SW |
| 6 | Test-pit 4 | SE |
| 7 | Test-pit 5 | NE |
| 8 | Test-pit 6 | SW |
| 9 | Test-pit 6 general location view | NW |
| 10 | Test-pit 6 general location view | NE |
| 11 | Test-pit 7 | N |
| 12 | General view towards site of former Craighleith House | S |
| 13 | Test-pit 8 | S |
| 14 | Possible garden path 005 at the S end of test-pit 8 | N |
| 15 | Test-pit 9 | SW |
| 16 | General view towards the site of former Craighleith House | SE |
| 17 | General view towards the site of former Craighleith House | E |
| 18 | Test-pit 10 | E |

| Shot No. | Description | Taken from |
|----------|--|------------|
| 19 | Possible garden path 005 at the S end of test-pit 8 | N |
| 20 | General view of strata forming natural deposits excavated from Test-pit 10 | E |
| 21 | Test-pit 11 | S |
| 22 | General view towards the site of former Craigleith House | NW |
| 23 | Test-pit 12 | N |
| 24 | General location view of Test-pit 12 | W |
| 25 | Test-pit 13 | W |
| 26 | General location view of Test-pit 13 | W |
| 27 | Test-pit 14 | S |
| 28 | General location view of test-pit 14 | S |
| 29 | Test-pit 15 showing infill horizon 004 and tile field drain | N |
| 30 | Test-pit 16 showing infill horizon 004 | W |
| 31 | General location view of Test-pit 16 | SE |

File 2

| Shot No. | Description | Taken from |
|----------|--|------------|
| 1 | Registration | - |
| 2 | Type 1 gravel 007 in Test-pit 17 | E |
| 3 | Concrete slab 008 in Test-pit 17 | E |
| 4 | General location view of Test-pit 17 | E |
| 5 | Infill layer 004 in Test-pit 018 | N |
| 6 | West facing section through infill layer 004 in Test-pit 018 | W |
| 7 | General location view of Test-pit 018 | NE |
| 8 | Test-pit 019 | SE |
| 9 | Test-pit 020 | N |
| 10 | Tile drain at the SW end of Test-pit 021 | SW |
| 11 | General location view of Test-pit 021 | SW |
| 12 | Cast-iron service pipe in Test-pit 022 at the SE end of trench | SE |
| 13 | General location view of Test-pit 022 | S |
| 14 | Test-pit 023 | E |
| 15 | General location view of Test-pit 023 | SE |

Appendix E: Discovery And Excavation Scotland Entry

| | |
|--|---|
| LOCAL AUTHORITY: | City of Edinburgh Council |
| PROJECT TITLE/SITE NAME: | Royal Victoria Hospital |
| PROJECT CODE: | 3943 |
| PARISH: | Edinburgh |
| NAME OF CONTRIBUTOR(S): | Alan Hunter Blair |
| NAME OF ORGANISATION: | GUARD |
| TYPE(S) OF PROJECT: | Watching Brief |
| NMRS NO(S): | NT27SW 3007.05 Royal Victoria Hospital Boiler House, NT27SW 3007.04 Royal Victoria Hospital, Administration Block, NT27SW 3007.03 Royal Victoria Hospital, Laundry Offices, NT27SW 3007 Royal Victoria Hospital, East Lodge and Gateway, NT27SW 3007.10 Royal Victoria Hospital, Shelters, NT27SW 3007.07 Royal Victoria Hospital, Greenhouse and Propagating House, NT27SW 3007.02 Royal Victoria Hospital, Dining Hall, NT27SW 3007.01 Royal Victoria Hospital, Original Block, NT27SW 3007.06 Royal Victoria Hospital, Pavilions, NT27SW 3007.09 Royal Victoria Hospital, West Lodge |
| SITE/MONUMENT TYPE(S): | Nineteenth and twentieth century hospital buildings |
| SIGNIFICANT FINDS: | None |
| NGR (2 letters, 6 figures) | NT 23163 74590 |
| START DATE (this season) | 13 th November 2014 |
| END DATE (this season) | 17 th November 2014 |
| PREVIOUS WORK (incl. DES ref.) | None |
| MAIN (NARRATIVE) DESCRIPTION: (May include information from other fields) | An archaeological watching brief was carried out during site investigation work prior to re-development of the Royal Victoria Hospital at Craighleith in Edinburgh. The work comprised archaeological monitoring during excavation of test-pits. A buried garden/agricultural soil was recorded across parts of the site and part of a possible path or hard standing was visible to the south-east of the former site of Craighleith House. Part of a relict concrete base was recorded towards the eastern edge of the development. |
| PROPOSED FUTURE WORK: | None |
| SPONSOR OR FUNDING BODY: | Mason Evans |
| 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 NMRS. |

Appendix F: Method Statement

ROYAL VICTORIA HOSPITAL, EDINBURGH

ARCHAEOLOGICAL WATCHING BRIEF

Method Statement

PROJECT 3943

Executive Summary

- 1.1 This archaeological method statement has been produced to accompany the archaeological work associated with site investigation works prior to development at the Royal Victoria Hospital, Craigleith, Edinburgh. This work will comprise archaeological monitoring of ground-breaking works during excavation of test-pits.

Introduction

- 2.1 The methodology for the archaeological mitigation works required for the Victoria Hospital, Craigleith, Edinburgh has been developed to ensure no archaeological features are compromised during test pitting and to assist Mason Evans Partnership acting on behalf of HUB South East Scotland. The scope of work is for an archaeological watching brief to monitor ground breaking works as the redevelopment area has potential archaeological sensitivity. The ground-breaking works to be monitored during this watching brief will comprise the topsoil/overburden strip.

Site Location

- 3.1 Victoria Hospital, is located on Craigleith Road in the north-west of Edinburgh (NGR: NT 23163 74590; Figure 1). The hospital grounds are enclosed by dwelling houses on the west and north sides and Comely Bank Cemetery to the east.

Archaeological Background

- 4.1 The Royal Victoria Hospital was developed on its site from 1894, to provide a revolutionary treatment for tuberculosis, by exposing patients to sunshine and fresh air. Five butterfly-shaped pavilions were built between 1903 and 1907, along with an administration block, a highly distinctive building and an unusual Arts and Crafts style lodge, cantilevered over a tall stone entrance gateway. A stables block, laundry, glasshouse and propagating house formed part of the original complex. The butterfly-shaped wings were demolished in the 1980's. The hospital was used as a specialist neurological hospital during the First World War, in 1954 the hospital was converted to care for the elderly.
- 4.2 There are no currently known archaeological remains within the development area and no known previous investigations have been carried out on the site.

Aims and Objectives

- 5.1 The main aim of the archaeological watching brief is to ensure that important archaeological remains are not destroyed without first being properly recorded. Therefore the aims and objectives of the archaeological watching brief are as follows:
- undertake an archaeological watching brief during ground-breaking works to record potential archaeological deposits;
 - submit a report to data structure level for agreement to Mason Evans and CECAS on completion of the archaeological works

- Submit, if excavation or post-excavation works are required, an accompanying project design and costing alongside the data structure report, which will outline arrangements for further excavation or post-excavation works.

Methodology

- 6.1 The scope of the watching brief will include archaeological monitoring of below ground interventions to ensure that no significant archaeological remains are disturbed, without first being recorded. The watching brief will include the monitoring of all over-burden stripping operations by machine, as ground-breaking works may reveal remains or deposits that relate to the earlier use of the site.
- 6.2 All ground disturbances will be monitored by an archaeologist, under the overall guidance of an archaeological project manager. The number of watching brief archaeologists required during stripping operations will be dependent upon the number of machines employed at any one time (one watching brief archaeologist per machine). All machines used for overburden stripping will be fitted with a flat-bladed (toothless) ditching bucket for removal of any overburden layers (excepting tarmac surface) to ensure the subsoil interface is not disturbed and any archaeological features can be clearly identified.
- 6.3 The overburden will be removed in spits to the first archaeological horizon or, where none is found, to the required depth of groundworks. Any archaeological features encountered will be cleaned by hand by the Watching Brief Archaeologist to determine the date of the deposits, their character and extent. Such features will be recorded by written description on pro forma recording sheets, by photograph and by measured drawing.
- 6.4 Suitable down time will be provided to the Watching Brief Archaeologist in order to fully recover any archaeological evidence encountered on site. If significant archaeology is encountered, requiring more than one day to excavate and record, an on-site meeting may be arranged as soon as possible between the GUARD Project Manager, the client's agent and CECAS to agree appropriate mitigation measures.
- 6.5 All archaeological finds will be dealt with by the on-site Archaeologist. The general practice will be to bulk recover all artefacts by context.
- 6.6 All hand-excavated feature fills and horizons will be sampled, using bulk soil samples, for palaeo-environmental evidence. This may also include micromorphological sampling in order to address soil development at the site.
- 6.7 A representative section will be recorded denoting depth of topsoil, 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 In the event that human remains are encountered during the watching brief, the local police, the client and CECAS will be notified immediately and no further work will take place on site until agreement on how to proceed has been reached with all parties.
- 6.9 If any archaeological deposits encountered are sufficiently significant or complex to require more than one day to record, and these cannot be preserved in situ, appropriate mitigation works, such as excavation, post-excavation analysis and publication, may be required by CECAS as necessary follow-up works, in accordance with the condition of planning consent. CECAS on behalf of the Planning

Authority will be the final judge of significance in any instance and may well require the full excavation of any archaeological remains to be destroyed by the proposals.

Report Preparation and Contents

- 7.1 A Data Structure Report (DSR) is to be produced within two-four weeks of fieldwork ending. Any Post-Excavation Research Design (PERD) is to be produced within 3 months of CECAS agreement to the DSR. Any final publication is to be completed within a year of CECAS agreement to the PERD (subject to availability of specialists etc). The DSR will contain an analysis of the results of the archaeological watching brief. The report will include a full descriptive text that will characterise the results of the watching brief. It will also include lists of all the archaeological records, 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
 - Planning 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 the watching brief
 - feature descriptions
 - plans and section drawings of the features drawn at a suitable scale
 - bibliography
- 7.3 Digital PDF copies of the report will be sent to the client and CECAS.
- 7.4 The report will be presented in an ordered state, 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 Limited.

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 work, 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.

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, CECAS 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 Archaeology until a decision has been made by the panel.

Personnel and Liaison

- 12.1 The GUARD Archaeology team will comprise the following qualified and experienced GUARD archaeologists:
 - Project Director (on-site Archaeologist): Mr Alan Hunter Blair
 - Technical Support: Ms Aileen Maule
 - Project Manager: Mr John Atkinson
- 12.2 The GUARD Archaeology Project Manager, Mr John Atkinson, 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 archaeological works is expected to be during the week commencing 10 November 2014. CECAS and the client will be informed of the site mobile phone number prior to the start date so that monitoring visits can be arranged. Archaeological watching brief work during ground-breaking works will be undertaken in accordance with the main contractor's schedule.

Health & Safety and Insurance

- 14.1 GUARD Archaeology Limited 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. It is standard GUARD Archaeology 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 Archaeology Limited's Fieldwork Safety Policy Statement may be viewed upon request.
- 14.2 GUARD Archaeology Limited also possesses all necessary insurance cover, proofs of which may be supplied upon request.

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