

GUARD ARCHAEOLOGY



St. Luke's Bell Tower, Carluke Data Structure Report Project 4267

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St. Luke's Bell Tower, Carluke

Data Structure Report

On behalf of: South Lanarkshire Council

NGR: NS 84832 50483

Project Number: 4267

Report by: Iraia Arabaolaza

Illustrations: Diarmuid O Connor

Project Manager: Warren Bailie

| | | | |
|------------------------------|---|------------------------------|---|
| DRAFT 14/12/15 | Warren Baillie Project Manager | FINAL 14/12/15 | Warren Baillie Project Manager |
| |  | |  |

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

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Figure 1:
Site location.

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Executive Summary

- 1.1 GUARD Archaeology Limited were commissioned by South Lanarkshire Council to undertake the archaeological excavation, recording and backfilling of two trenches at either side of St. Luke's Cemetery Bell Tower, Carluke. This work was undertaken between 7th and 9th of December 2015 and revealed a possible foundation stone from the dismantled eighteenth century church as well as disarticulated human bone and possible coffin furniture which provisionally date to between the Medieval and post-Medieval periods.

Introduction

- 2.1 This report sets out the summary results of the archaeological excavation, recording and backfilling undertaken by GUARD Archaeology Limited, on behalf of South Lanarkshire Council of two trenches for the installation of two lightning induction pads at St. Luke's Bell Tower, Carluke South Lanarkshire. The archaeological remains found on site include a possible stone from the foundation wall of the dismantled church and disarticulated human bones as well as coffin furniture related to the graveyard, dating from between the Medieval and post-Medieval periods.
- 2.2 Both the fieldwork and report were conducted following Chartered Institute for Archaeologists (CIfA) guidance (Code of Conduct 2014) and standards (Standard and guidance for archaeological excavation 2014) of which GUARD Archaeology Limited is a Registered Organisation. An OASIS entry has also been produced (Reference: guardarc1-233915).

Site Location, Topography and Geology

- 3.1 The site of St Luke's Bell Tower is located in Carluke, South Lanarkshire at NGR NS 84832 50483 approximately 3 km east of the River Clyde, 25 km south-east of Glasgow city centre and 7 km NNW of the historic settlement of Lanark. The two trenches were located beside the Bell Tower. Over most of the site, the bedrock is Upper Limestone Formation while the superficial deposits are Till Devensian, Diamicton (British Geological Survey www.bgs.ac.uk accessed on 10-12-2015).

Archaeological Background

- 4.1 According to Canmore,
- ‘Carluke parish church (Canmore ID: 46709), which belonged to Lesmahagow Priory, was dedicated to St Andrew, but there was an earlier dedication to St Luag or Maluag (H Scott 1920). Fragments remain of the 14th or 15th c church, which measured 90' x 24'. Ruinous in 1650, it was repaired, and a belfry added in 1715. Somewhat later, a square structure, known as the Mauldslie loft, was added to the N side of the church. Chalmers (1887- 1894), recorded the church as containing a choir, chancel and vestry. This church was replaced in 1799 by the present parish church, and was dismantled early in the 19th c’.
- 4.2 The Bell Tower is therefore likely to be of early eighteenth century date and is situated on the site of an earlier Church and Churchyard of fourteenth/ fifteenth century date. A stone coffin is also noted from the site, dug up by the Sexton in 1838 (NSA 1845).

Aims and Objectives

- 5.1 The aims and objectives of the archaeological works are as follows:
- hand excavate two 0.6 m by 0.6 m, between 400- 600 mm deep trenches in specified locations, at a distance of 1 m out with the edge of the Bell Tower building;

- record the stratigraphy and any archaeological features encountered during the works;
- backfill and relay turf after the installation of the two induction pads;
- submit a report to data structure level for agreement to Historic Environment Scotland on completion of the archaeological works;
- submit a report to data structure level for agreement to WoSAS on behalf of South Lanarkshire Council.
- 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 In the first instance contextual photographs (Plate 1) were taken from all available aspects of each of the areas proposed for trench excavation.

6.2 An area was prepared in the vicinity of each trench location for the storage of turf and spoil on plastic sheeting, facilitating the reinstatement of the material and turf replacement on completion of ground works.

6.3 All ground-breaking works were by hand, the topsoil was removed in spits to the first archaeological horizon or, where none was found, to the required formation level, 300 mm below current ground surface. Any archaeological features encountered were cleaned by hand by the on-site Archaeologists to determine the date of the deposits, their character and extent. Such features were recorded by written description on pro forma recording sheets, by photograph and by measured drawing.

6.4 All archaeological finds were dealt with by the on-site Archaeologist. The general practice was to bulk recover all artefacts by context.

6.5 No samples were retained.

6.6 Where necessary a representative section was recorded denoting depth of topsoil, any stratigraphy present and the nature of the soil. This information was logged in the day book together with a sketch drawn to scale and a photographic record of deposits.

6.7 Disarticulated human remains were encountered during the works. The local police, the client and WoSAS were notified immediately and no further work took place on site until agreement on how to proceed has been reached with all parties.

6.8 All work was conducted to comply with WoSAS standard conditions for archaeological fieldwork.

6.9 All elements of the fieldwork and any subsequent post-excavation work were undertaken in line with the policies and guidelines of the Chartered Institute for Archaeologists (CIfA) (Code of Conduct 2014; Standards and guidance for archaeological excavation 2014) of which GUARD Archaeology Ltd is a *Registered Organisation*.



Plate 1: Working shot of trench 1 and pre-ex of trench 2.

Results

7.1 Medieval and post-Medieval remains

7.1.1 Both trenches were stripped of topsoil 001 which consisted of grey/brown clayish silt measuring between 0.15 m and 0.35 m thick. An intermediate layer of yellow brown silty clay 002 with frequent angular pebbles and cobbles (at least 0.2 to 0.25 m thick) was identified in Trench 1. A total of 63 pieces of disarticulated human bone, belonging to at least one adult and one sub-adult, as well as eight pieces of possible coffin furniture in the form of iron nails and possible hinges were also recovered from this trench. Adjacent to the tower and within the topsoil deposit, a single piece of sandstone 003 with no bonding material was identified (Plate 2). Due to the trench restrictions its full extent was not exposed and therefore recorded, but its alignment does suggest that it could be part of the foundation wall of the eighteenth century church.



Plate 2: South-east facing section showing possible foundation stone.

7.1.2 The area of Trench 2 seemed to be more disturbed. Beneath the topsoil where one human bone fragment and one iron coffin nail were recovered, lay an intermediate layer 005 which consisted of dark brown silty clay with patches of yellow/orange clay; this layer measured 0.2 -0.25 m thick. One piece human bone was recovered from this deposit. Below, another intermediate deposit 006 was recorded, described as light brown silty clay at least 0.2 m thick no finds were recovered from it. Relatively modern glass shards were recovered during the excavation of Trench 2.

7.1.3 No significant or complex archaeological features or deposits requiring more than minimal investigation were uncovered during the excavation of the two trenches.

Discussion

8.1 The archaeological remains and small finds found at St. Luke's Cemetery Bell Tower, Carluke corroborate the location of the early church and the use of the ground as a graveyard. The only cartographic evidence of the now dismantled church was found in 'A map of the shire of Lanark' of Charles Ross (1773) where the church was depicted as a building with a tower. Although there is not a plan depicting the outline of the church, the existence of the tower and Mauldslie aisle (known as Mauldslie Loft) does aid in visualising the dimensions and alignment of the building, mostly on its north side. In consequence, the position and rough orientation of the individual stone found in trench 1 does suggest an association with this building. The lack of evidence for a foundation cut in the trench could be explained by the overflow nature of the cemetery which was the main burial ground until about 1853 when it was enlarged.

Recommendations

9.1 It is recommended that a programme of post-excavation analysis and publication is undertaken in line with a post-excavation research design (PERD) agreed with the client. The post-excavation

works would involve the analysis of the human remains and any coffin furniture recovered during the excavation. On completion of the analysis, the assemblage would be returned for reinterment in the St. Luke's graveyard or other suitable location in the vicinity.

- 9.2 GUARD Archaeology would stress that these recommendations are intended for guidance only. While the recommended mitigation strategy was developed following consultation with West of Scotland Archaeology Service (WoSAS) final decisions on the nature and extent of any future archaeological work rest with the planning authority.

Acknowledgements

- 10.1 GUARD Archaeology would like to thank South Lanarkshire Council for their assistance. Technical support was from Aileen Maule and Jen Cochrane. The illustrations were produced by Diarmuid O'Connor, Gillian McSwan desk-top published the report. The project was managed for GUARD Archaeology by Warren Bailie. The director was assisted in the field by Erica Villas.

**St. Luke's Bell Tower, Carlisle
Data Structure Report**

Section 2: Appendices



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Appendices

Appendix A: Bibliography

Chalmers, George 1887-1894 *'Caledonia, or, An account, historical and topographic of North Britain from the most ancient to the present times'*. Paisley: Alexander Gardner [accessed on www.nls.uk on 10-12-2015]

On-line sources

British Geological Survey www.bgs.ac.uk [accessed on 10-12-2015]

Royal Commission for the Ancient and Historical Monuments of Scotland, Pastmap and Canmore searches www.rchams.gov.uk [accessed on 10-12-2015]

National Library of Scotland digital map collection www.nls.uk [accessed on 10-12-2015]

Appendix B: Trench Details

| Tr No | Length (m) | Width (m) | Depth (m) | Topsoil/Overburden | Intermediate | Intermediate | Details |
|-------|------------|-----------|-----------|---|---|---|---|
| 1 | 0.6 | 0.6 | 0.6 | Moderately compacted grey/brown clayish silt with moderate inclusions of angular pebbles and cobbles. 0.35 m thick. | Moderate/hard compacted yellow/brown silty clay with frequent angular small cobbles and pebbles. 0.2 -0.25 m thick. | - | Possible stone from foundation wall and small finds |
| 2 | 0.6 | 0.6 | 0.55 | Moderately compacted grey/brown clayish silt with occasional angular pebbles. 0.15 m thick. | Firmly compacted silty clay, dark brown with some patches of yellow/orange clay with frequent angular cobbles and pebbles. 0.20 - 0.25 m thick. | Firmly compacted light brown silty clay with frequent angular pebbles and cobbles. At least 0.20 m thick. | Few small finds |

Appendix C: Context Descriptions

| Context No. | Area | Description | Interpretation |
|-------------|----------|---|---|
| 001 | Trench 1 | Moderately compacted grey/brown clayish silt. Contained moderate inclusions of angular pebbles and cobbles. Felt gravelly towards the lower end of the track. Dimensions = not fully exposed by Trench 1, depth 0.35 m. | Topsoil from graveyard |
| 002 | Trench 1 | Moderately/hard compacted yellow/brown silty clay. Contained frequent angular small cobbles and pebbles. Dimensions = not fully exposed by Trench 1, minimal depth 0.20 - 0.25 m | Intermediate burial deposit from graveyard. Disarticulated bones and some possible coffin furniture found within, as well as modern glass and pottery. |
| 003 | Trench 1 | One irregular/trapezoidal drystone sandstone. Not fully exposed by trench one, dimensions in section and plan = 0.17 m x 0.22 m x 0.18 m. | Possible foundation stone from the robbed stone church that was previously attached to ST Luke's belltower. Only one stone was exposed by Trench 1, but it is attached to the bell tower on the appropriate side (and seems to run in the appropriate direction) to have been part of the early church. |
| 004 | Trench 2 | Moderately compacted grey/brown clayish silt. Contained occasional angular pebbles. Dimensions = not fully exposed by Trench 2, depth 0.15 m. | Topsoil |

| Context No. | Area | Description | Interpretation |
|-------------|----------|---|--|
| 005 | Trench 2 | Firmly compacted silty clay, dark brown with some patches of yellow/orange clay. Contained frequent angular cobbles and pebbles. Dimensions = not fully exposed by Trench 2, depth 0.20 - 0.25 m. | Intermediate deposit. Disturbed ground containing some modern finds and random bone. |
| 006 | Trench 2 | Firmly compacted light brown silty clay. Contained frequent angular pebbles and cobbles. Not fully exposed by Trench 2, minimal depth 0.20 m | Intermediate deposit. Very stoney deposit, no bones found within but quite similar to 002. |

Appendix D: List of Finds

| Find No. | Area | Context No. | No. of Pieces | Material | Type | Description |
|----------|------|-------------|---------------|----------|-------|---|
| 1 | 1 | 1 | 63 | Bone | Human | Mostly fragments, some whole juvenile elements. |
| 2 | 2 | 5 | 1 | Bone | Human | One fragment. |
| 3 | 1 | 2 | 8 | Metal | Fe | Nail fragments and associated wood fragments - possibly coffin furniture. |
| 4 | 2 | Topsoil | 1 | Metal | Fe | One nail. |
| 5 | 1 | 1 | 3 | Glass | Glass | Three fragments, one green, one clear and one brown. |
| 6 | 2 | Topsoil | 1 | Bone | Human | One fragment. |

Appendix E: List of Drawings

| Drawing No. | Area | Feature no. | Sheet No. | Subject | Scale |
|-------------|----------|-------------------|-----------|--------------------------------|-------|
| 1 | Trench 1 | (001) (002) [003] | 1 | Post-ex plan of Trench 1 | 1:20 |
| 2 | Trench 1 | (001) (002) [003] | 1 | SE-Facing section of Trench 1 | 1:10 |
| 3 | Trench 2 | (005) (006) | 1 | Post-ex plan of Trench 2 | 1:20 |
| 4 | Trench 2 | (004) (005) (006) | 1 | ESE-Facing section of Trench 2 | 1:10 |

Appendix F: List of Photographs

| Frame | Area | Context No. | Subject | Taken from |
|-------|----------|-------------|------------------------------|------------|
| 1 | - | - | ID shot | - |
| 2 | - | - | Shot of St Luke's Bell Tower | SE |
| 3 | - | - | Shot of St Luke's Bell Tower | E |
| 4 | - | - | Shot of St Luke's Bell Tower | NE |
| 5 | - | - | Shot of St Luke's Bell Tower | N |
| 6 | - | - | Shot of St Luke's Bell Tower | NW |
| 7 | - | - | Shot of St Luke's Bell Tower | W |
| 8 | - | - | Shot of St Luke's Bell Tower | SW |
| 9 | - | - | Shot of St Luke's Bell Tower | S |
| 10 | Trench 1 | - | Pre-ex of Trench 1 | NE |
| 11 | Trench 1 | - | Pre-ex of Trench 1 | NE |
| 12 | Trench 2 | - | Pre-ex of Trench 2 | SE |
| 13 | Trench 2 | - | Pre-ex of Trench 2 | SE |
| 14 | Trench 1 | - | Working shot | |
| 15 | Trench 1 | - | Section shot of Trench 1 | NW |
| 16 | Trench 1 | - | Section shot of Trench 1 | NW |
| 17 | Trench 1 | - | Post-ex shot of Trench 1 | NE |
| 18 | Trench 1 | - | Post-ex shot of Trench 1 | NE |
| 19 | Trench 1 | - | Post-ex shot of Trench 1 | NE |
| 20 | Trench 1 | - | Post-ex shot of Trench 1 | NE |
| 21 | Trench 1 | - | Section shot of Trench 1 | NW |
| 22 | Trench 1 | - | Section shot of Trench 1 | NW |
| 23 | Trench 1 | - | Section shot of Trench 1 | NW |
| 24 | Trench 1 | - | Section shot of Trench 1 | SE |
| 25 | Trench 1 | - | Section shot of Trench 1 | SE |

| Frame | Area | Context No. | Subject | Taken from |
|-------|----------|-------------|--------------------------|------------|
| 26 | Trench 1 | - | Section shot of Trench 1 | SE |
| 27 | Trench 1 | - | Section shot of Trench 1 | SE |
| 28 | Trench 1 | - | Section shot of Trench 1 | SE |
| 29 | Trench 1 | - | Section shot of Trench 1 | SE |
| 30 | Trench 1 | - | Section shot of Trench 1 | SE |
| 31 | Trench 2 | - | Post-ex shot of Trench 2 | ENE |
| 32 | Trench 2 | - | Post-ex shot of Trench 2 | ENE |
| 33 | Trench 2 | - | Post-ex shot of Trench 2 | ENE |
| 34 | Trench 2 | - | Section shot of Trench 2 | SE |
| 35 | Trench 2 | - | Section shot of Trench 2 | SE |

Appendix G: Discovery and Excavation Scotland Entry

| | |
|--|---|
| LOCAL AUTHORITY: | South Lanarkshire |
| PROJECT TITLE/SITE NAME: | St. Luke's Bell Tower, Carluke |
| PROJECT CODE: | 4267 |
| PARISH: | Carluke |
| NAME OF CONTRIBUTOR(S): | Iraia Arabaolaza |
| NAME OF ORGANISATION: | GUARD Archaeology |
| TYPE(S) OF PROJECT: | Excavation |
| NMRS NO(S): | NS85SW5.1 - Churchyard |
| SITE/MONUMENT TYPE(S): | N/A |
| SIGNIFICANT FINDS: | Possible foundation wall Disarticulated human remains and possible coffin furniture |
| NGR (2 letters, 6 figures) | NS 84832 50483 |
| START DATE (this season) | 07-12-2015 |
| END DATE (this season) | 09-12-2015 |
| PREVIOUS WORK (incl. DES ref.) | None known |
| MAIN (NARRATIVE) DESCRIPTION: (May include information from other fields) | GUARD Archaeology Limited were commissioned by South Lanarkshire Council to undertake the archaeological excavation, recording and backfilling of two trenches at either side of St. Luke's Cemetery Bell Tower, Carluke. This work was undertaken between 7 th - 9 th of December 2015, and revealed a possible foundation stone from the dismantled 17 th century church as well as disarticulated human bone and possible coffin furniture associated with the graveyard and provisionally dated between Medieval and post-Medieval period. |
| PROPOSED FUTURE WORK: | --- |
| SPONSOR OR FUNDING BODY: | South Lanarkshire Council |
| 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 with NMRS. |

Appendix H: Project Design

ST LUKES BELL TOWER, CARLUKE

PROJECT DESIGN

PROJECT 4267

Executive Summary

- 1.1 This Project Design forms the archaeological method statement for the archaeological excavation and recording of two 0.6 m by 0.6 m, 300 mm deep trenches for the installation of two lightning induction pads, either side of St Luke's Bell Tower, Carluke (Planning Reference: CL/13/0172, HS 201301821). This Project Design will require to be submitted and approved in writing by Historic Environment Scotland (HES) and South Lanarkshire Council Planning Department in agreement with the West of Scotland Archaeology Service (WoSAS) prior to the commencement of the archaeological works.

Introduction

- 2.1 This Project Design sets out the methodology for the archaeological mitigation works required for the proposed installation of lightning conduction apparatus on and around St Luke's Bell Tower, Carluke. The Bell Tower is part of the B-Listed St Luke's Church and Churchyard (LB742) meaning it is currently of regional importance. The excavation of the two trenches required for the installation of induction mats will be undertaken by archaeologists from GUARD Archaeology Limited.
- 2.2 This Project Design outlines the programme of archaeological works that may be needed to mitigate the effects of the proposed ground works and is prepared in accordance with the conditions of the granted Listed Building Consents from Historic Scotland (Planning Reference: CL/13/0172, HS 201301821). It details the methodology to be employed in implementing Stage 1 archaeological works. The mitigation methodology to be employed during Stage 2 fieldwork and Stage 3 post-fieldwork analysis and publication, if required, will be specified in further addendums. These addendums, if required, will be submitted for the approval of HES and WoSAS, prior to the commencement of any archaeological work. All phases of work will be funded by South Lanarkshire Council.

Site Location

- 3.1 The site of St Luke's Bell Tower is located in Carluke, South Lanarkshire at NGR NS 84832 50483 approximately 3 km east of the River Clyde, 25 km south-east of Glasgow city centre and 7 km NNW of the historic settlement of Lanark.

Archaeological and Historical Background

- 4.1 According to Canmore,
'Carluke parish church (**Canmore ID: 46709**), which belonged to Lesmahagow Priory, was dedicated to St Andrew, but there was an earlier dedication to St Luag or Maluag (H Scott 1920). Fragments remain of the 14th or 15th c church, which measured 90' x 24'. Ruinous in 1650, it was repaired, and a belfry added in 1715. Somewhat later, a square structure, known as the Mauldslie loft, was added to the N side of the church. This church was replaced in 1799 by the present parish church, and was dismantled early in the 19th c'.
- 4.2 The Bell Tower is therefore likely to be of early eighteenth century date and is situated on the site of an earlier Church and Churchyard of fourteenth/ fifteenth century date. A stone coffin is also noted from the site, dug up by the Sexton in 1838 (NSA 1845).

Aims and Objectives

- 5.1 The aims and objectives of the archaeological works are as follows:
 - hand excavate two 0.6 m by 0.6 m, 300 mm deep trenches in specified locations, 500 mm out with the edge of the Bell Tower building;
 - record the stratigraphy and any archaeological features encountered during the works;
 - backfill and relay turf after the installation of the two induction pads;

- submit a report to data structure level for agreement to Historic Environment Scotland on completion of the archaeological works;
- submit a report to data structure level for agreement to WoSAS on behalf of South Lanarkshire Council.
- 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, in accordance with paragraph 2.2 above.

Methodology

- 6.1 In the first instance contextual photographs will be taken from all available aspects of each of the areas proposed for trench excavation.
- 6.2 An area will be prepared in the vicinity of each trench location for the storage of turf and spoil on plastic sheeting, facilitating the reinstatement of the material and turf replacement on completion of ground works.
- 6.3 All ground-breaking works will be by hand, the topsoil will be removed in spits to the first archaeological horizon or, where none was found, to the required formation level, 300 mm below current ground surface. Any archaeological features encountered will be cleaned by hand by the on-site Archaeologists 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 All archaeological finds will be dealt with by the on-site Archaeologist. The general practice will be to bulk recover all artefacts by context.
- 6.5 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.
- 6.6 Where necessary 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.
- 6.7 In the event that human remains are encountered during the works, the local police, the client and WoSAS 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.
- 6.8 If any archaeological deposits encountered are sufficiently significant or complex, and these cannot be preserved *in situ*, appropriate mitigation works, such as excavation, post-excavation analysis and publication, may be required by WoSAS as necessary follow-up works. Any mitigation will be undertaken following agreement between the client and WoSAS.
- 6.9 WoSAS will be the final judge of significance regarding any findings and may well insist on full excavation for any features to be destroyed by the proposals.
- 6.10 All elements of the fieldwork and any subsequent post-excavation work will be undertaken in line with the policies and guidelines of the Chartered Institute for Archaeologists (CIfA) of which GUARD Archaeology Ltd is a *Registered Organisation*.

Report Preparation and Contents

- 7.1 A report detailing the results of the archaeological works will be submitted to the client within two weeks of completion of the fieldwork and, subject to client approval, then submitted to HES and WoSAS. The report will take the form of a Data Structure Report and will contain an analysis of the results of the trench excavations. The report will include lists of all the archaeological records, drawings and photographs and artefacts, if any, recovered.
- 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;
 - contractor's details including date work carried out;
 - nature and extent of the proposed development, including developer/client details;
 - description of the site history, location and geology;
 - a site plan to a suitable scale and tied into the national grid so that features can be correctly orientated;
 - discussion of the results of field work;
 - context & feature descriptions;
 - features, number and class of artefacts, spot dating & scientific dating of significant finds presented in tabular format;
 - plans and section drawings of the features drawn at a suitable scale;
 - initial assessment of relevant finds/samples if appropriate;
 - recommendations regarding the need for, and scope of, any further archaeological work such as excavation (Stage 2) and Post-excavation finds analysis, conservation & publication (Stage 3);
 - bibliography.
- 7.3 At least two copies of the report will be prepared for the client and a further digital PDF copy sent to WoSAS and Historic Environment Scotland.
- 7.4 WoSAS state that any DSR is to be submitted within 4 weeks of fieldwork completion, any PERD within 3 months of agreement to the DSR and any final publication within a year of agreement to the PERD.
- 7.5 The report will be presented in an ordered state and contained within a protective cover/sleeve or bound in some fashion. The report will be page numbered and supplemented with section numbering for ease of reference.

Copyright

- 8.1 Unless otherwise agreed copyright for any report resulting from the archaeological work undertaken as part of the project will be deemed the intellectual property of GUARD Archaeology 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, WoSAS 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): tbc
 - Project Assistant (on-site Archaeologist): tbc
 - Technical Support: Ms Aileen Maule
 - Project Manager: Mr Warren Bailie
- 12.2 The GUARD Archaeology Project Manager, Mr Warren Bailie, will be the point of contact for the archaeological works. A full CV for individuals concerned can be made available on request.

Monitoring

- 13.1 The proposed start date for the archaeological works will be 07th December 2015. WoSAS and the client will be informed of the site mobile phone number of the attending Archaeologist prior to the start date so that monitoring visits can be arranged. It is envisaged that the excavation of the two trenches will take two days, and the backfilling, after the installation of the induction pads, will take one additional day to complete.

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.

Sources Consulted

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