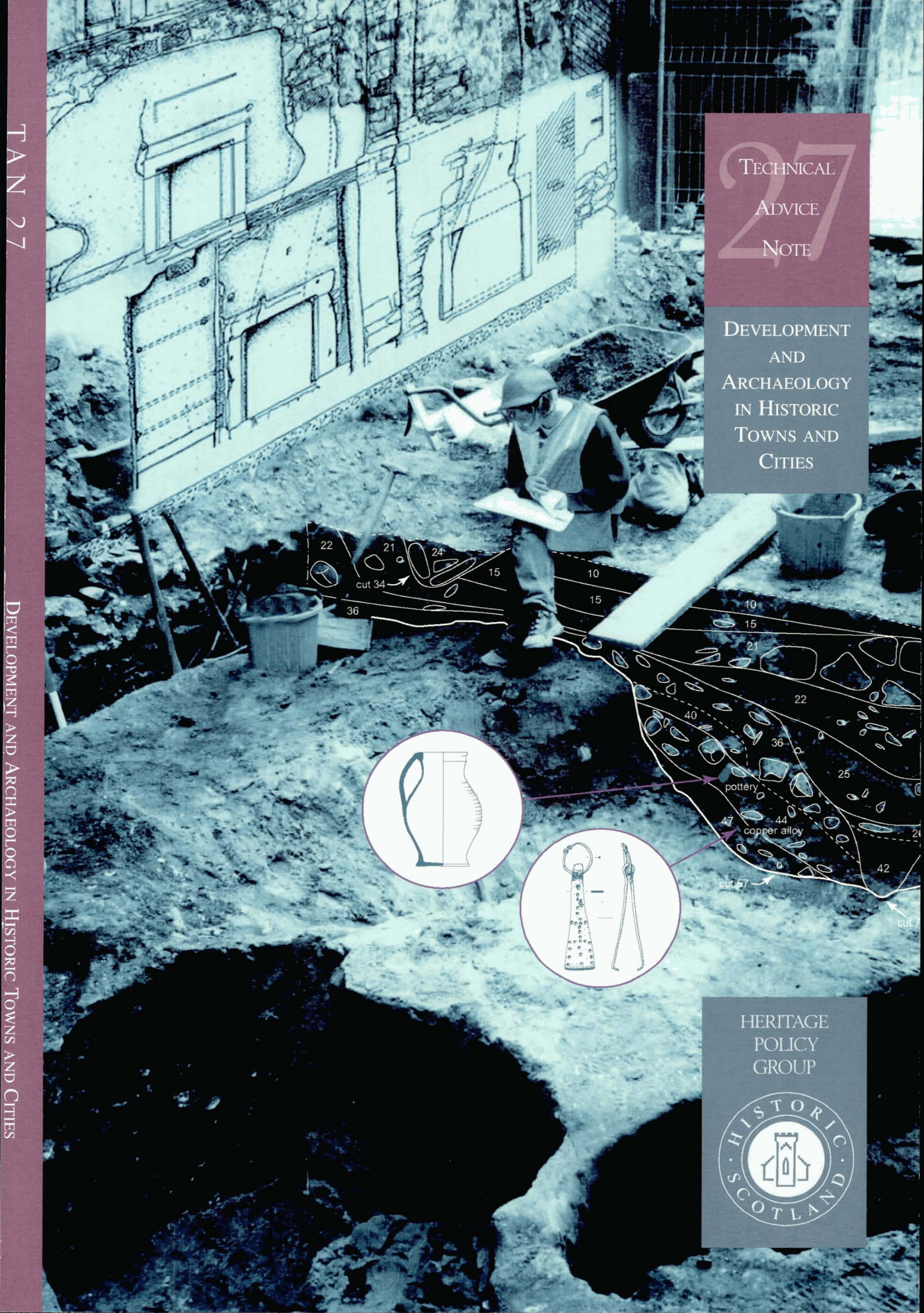

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DEVELOPMENT AND ARCHAEOLOGY IN HISTORIC TOWNS AND CITIES

TECHNICAL ADVICE NOTE 27

DEVELOPMENT AND ARCHAEOLOGY IN HISTORIC TOWNS AND CITIES

HERITAGE POLICY GROUP

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Timber Decay in Buildings – The Conservation Approach to Treatment (1999)
1 Rural Buildings of the Lothians: Conservation and Conversion (1999)
2 Conservation of Historic Graveyards (2001)
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TECHNICAL
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REPORT

DEVELOPMENT AND ARCHAEOLOGY IN HISTORIC TOWNS AND CITIES

by
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FOREWORD

The archaeology of Scotland's burghs, both below and above ground, contributes to a sense of identity and place. It represents the endeavours of past communities, and yet it is of relevance to us today, and will continue to have a relevance for future generations. It is the "where we came from" of our history and cultural identity.

Urban and community regeneration is high on the agenda for Scotland's historic towns and cities. There is no doubt that growth and change is necessary and welcome, but this must be tempered with thoughtful and appropriate conservation: this is central to the concept of sustainable development, in preserving the key elements of our historic environment and thereby ensuring the viability of this valuable resource.

Archaeological conservation was identified in the early 1990s as a material consideration within the development planning process. Changes in government policy at this time, placed the responsibility for dealing with archaeological constraints with developers. Developers have to learn how to deal with archaeology, often through unfamiliar planning legislation and guidance. Failure to engage properly with archaeological issues can lead to unnecessary costs and delay, and potentially to the breach of a planning condition.

The aim of this Technical Advice Note is to clarify the responsibilities of developers, identify sources of help and advice, and explain the policies and procedures where urban archaeology is involved. Although the publication is intended primarily for developers, we hope that it will have wider interest and appeal.

Sheenagh Adams
Director of Heritage Policy
March 2004

SUMMARY

The archaeology of Scotland's burghs, both below and above ground, contributes to a sense of identity and place. Archaeology can preserve intimate pictures of the everyday lives of those who shaped the places we occupy today. This irreplaceable resource represents the endeavours of past communities, and yet it is of relevance to us, and will continue to have a relevance for future generations. The aim of this guide is to provide clear and practical advice to prospective developers, on how to manage the archaeological issues that can arise when developing a site in one of Scotland's many historic towns or cities. It also seeks to highlight the contribution that the historic environment can make to sustainable urban regeneration.

Approaching St Andrews in the 15th century (drawn by D Simon)

1 INTRODUCTION

1.1 The aim of this guide is to provide clear and practical advice to prospective developers and their agents, on how to manage the archaeological issues that can arise when developing a site in one of Scotland's many historic towns or cities. It also seeks to highlight the contribution that the historic environment can make to urban regeneration, within the context of sustainable urban design and town planning. Other topics covered include:

- key legislation and planning guidance;
- the role of government agencies and local authorities;
- the work of archaeological contractors and consultants;
- how to engage an archaeological contractor or consultant;
- best practice; and
- where to find information

1.2 A number of illustrated case studies are provided throughout the text, and a series of appendices contains contact details of relevant organisations, along with a glossary of technical terminology. At the back is a checklist and a step-by-step flow chart showing the various stages of archaeological work that could be involved.

1.3 Throughout this guide recurrent themes emerge, specifically the importance of early consultation, forward planning and good communications between the principal parties, being the developer and their archaeological consultant and/or contractor, together with the planning authority and their archaeological advisors. Prospective developers can minimise costs and delays by seeking advice early, and by incorporating consideration of archaeology into the decision-making process from the outset.

2 BACKGROUND

2.1 Scotland's Historic Towns and Cities

By the 11th century AD the political and economic systems were in place in Scotland to organise and support more substantial population centres. Little is known of these early settlements, some of which may have their origins in prehistory, until the 12th century when King David I (1124-53) conferred on them special trading privileges and they became known as burghs. While some burghs had pre-urban origins, others were undoubtedly established on greenfield sites. Their growth was rapid and they quickly flourished as market centres for the regions of which they were an integral part (Illus 1).

A burgh was essentially a legal concept with merchants and traders being given concessions and monopolies over key trades and manufacturing processes, in return for stimulating the regional and national economy. The taxes from the increased trade swelled the coffers of the king, abbey or lord to which the burgh ultimately belonged.

Medieval Scotland had a distinctly European outlook. The most successful of the earliest towns in Scotland were those that not only looked south, but also looked eastwards - towns such as Aberdeen, Dundee, Perth, Edinburgh and Berwick. These towns were trading extensively with England, the Low Countries, France, Germany and the Baltic region. Initially trade was in wool, hides and cloth, but increasingly featured commodities such as salmon, herring, cod, salt and coal. Many of the traders who came to live in the newly founded Scottish burghs were Flemish (hence the Scottish name Fleming), but others came from England and other parts of Europe. Scottish merchants, who often specialised in wool, could also be found in the great towns and cities of Europe, notably Bruges which was the capital of the European cloth trade. By contrast, the west coast of Scotland operated on a different network, trading in similar goods but on a much more modest scale with, for example, Ireland, France and Spain (Illus 2).

1 Canongate, Edinburgh. In the background is the Palace of Holyroodhouse, facing the new Scottish Parliament site.

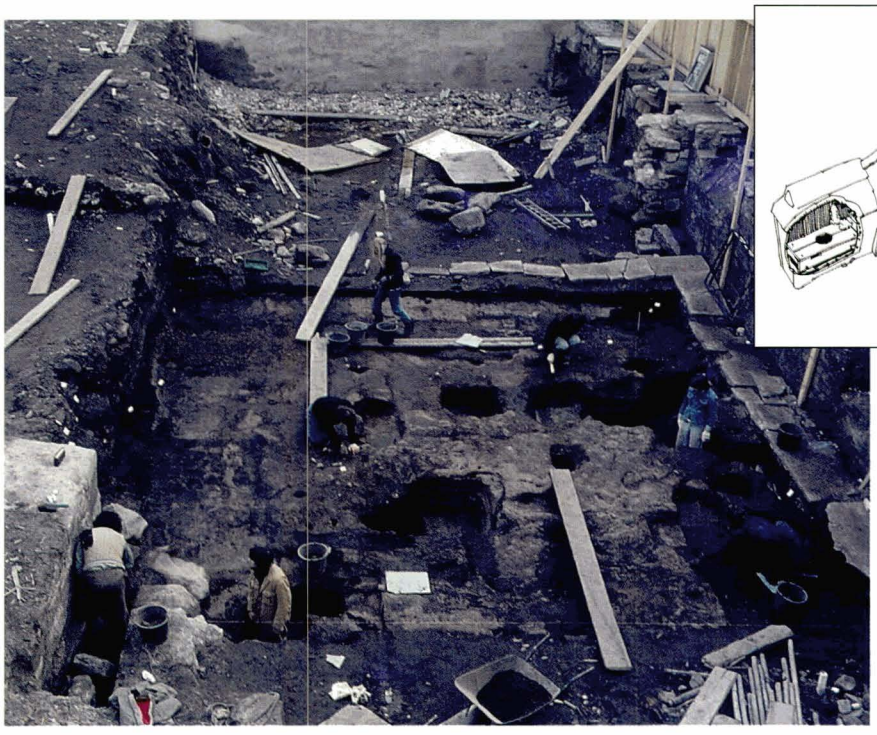
2 Shuttle Street, Glasgow. Recent excavations here uncovered a medieval friary beneath the tenement buildings cleared in the 1960s.

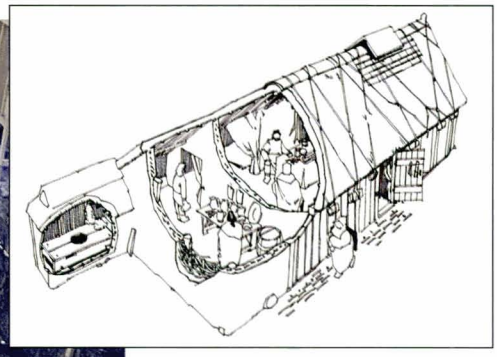
The medieval townscape had many common features - the kirk, tolbooth, the market place with its cross, the tron, ports, streets and vennels and the architecture of the houses. The weekly and annual fairs were an important fixture in the calendar, and some of these are still in existence today.

In many ways, the 12th and 13th centuries were the golden era for the Scottish burghs, for the 14th century brought wars and plagues, the effects of which lasted for hundreds of years. Most burghs saw limited growth until the 18th and 19th centuries when the industrial era saw huge influxes of the population coming to live in towns to work in the mills and factories.

2.2 Urban Archaeology

Archaeology in towns is a relatively recent discipline with its own challenges and techniques. Urban archaeology in Britain grew out of the clearance of bomb-damaged sites in cities like London after the Second World War, revealing Roman and medieval buildings. By the late 1960s there was already concern about the rate at which development in towns was destroying this unique and finite resource. Many of the archaeological units and local authority archaeology services that operate today were established in response to this crisis (Illus 3).





3a Reconstruction of a 13th century long hall found at the High Street, Perth excavations. Images like this help make the past more real.

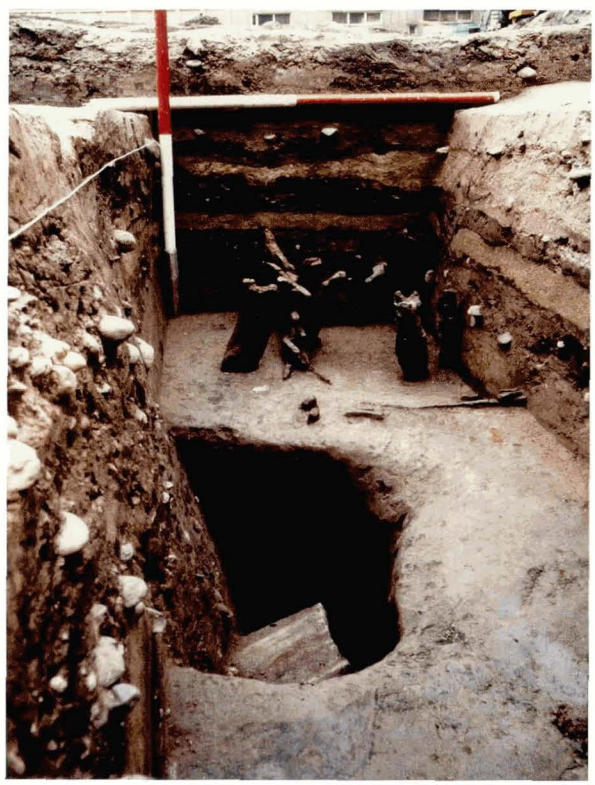
3 High Street, Perth: One of the first, and still one of the largest, excavations ever undertaken in a Scottish burgh.

During the 1970s and 1980s urban archaeology developed as a profession but was still largely reactive and 'rescue-led': excavating or recording individual sites often with inadequate resources in advance of the bulldozer. In the 1990s, archaeology developed a more proactive approach: for example, with the formulation of management plans for individual towns. New government policy (NPPG 5 and PAN 42) was published which favoured the preservation of archaeological sites whenever possible, with excavation taking place as a last resort. It also identified archaeology as the responsibility of the developer. The methodologies employed are still those of 'rescue' archaeology (see glossary).

Today, the archaeology of towns informs the bigger picture:- characterising and assessing the whole of the historic urban environment – locally, regionally and nationally - and using this understanding to create management strategies for the future that can inform sustainable development.

2.3 The Value of Archaeology

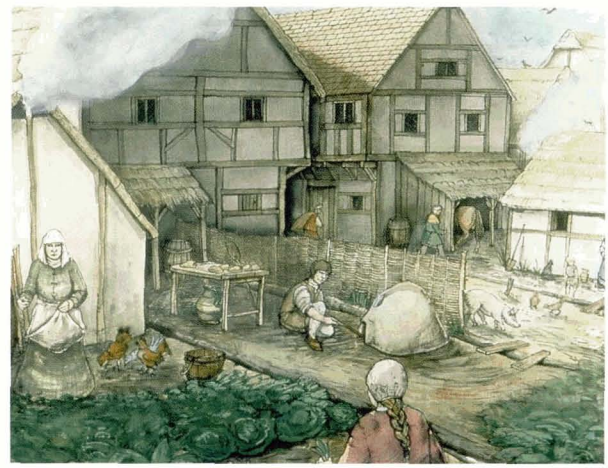
Essentially, a town can be seen as one very large and complex archaeological story which is still being told. The processes of everyday life that deposit the layers that make up an archaeological site over many hundreds of years are still in progress (Illus 4). And yet these archaeological deposits are fragile and vulnerable to development - a finite and non-renewable resource.



4 Perth has some of the deepest and most complex archaeological deposits of any historic burgh.

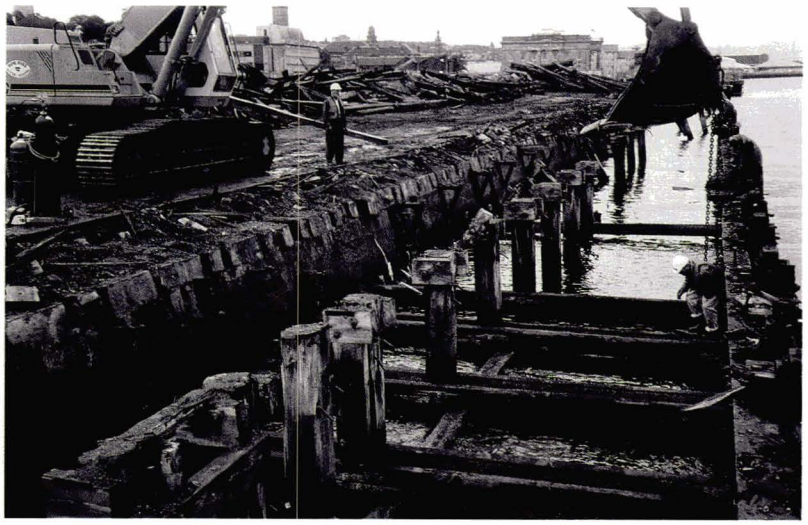
Towns in Scotland have been changing since the moment they were first created. Settlement expanded and contracted with the economy, market places were moved, and roads were added or realigned. This process continues today, with modern development - a new shopping centre, office block, sheltered housing or new sewer system - just another chapter in a long and complex story.

Many historic buildings in towns have been extensively altered, but still retain the kernels of the houses that once graced the late medieval townscape. Despite the large-scale redevelopment of the 19th and 20th centuries, the core of many of our towns and cities is defined by their early street patterns. Equally important is the unseen historical legacy that still lies buried under the ground. Beneath the modern townscape are the houses, shops, workshops and back gardens, littered with discarded everyday objects and personal items, which collectively comprise an outstanding historical, cultural and educational resource (Illus 5).



5 Reconstruction of the backlands of medieval Aberdeen, based on excavated evidence.

6 Biggar Gas Works: the last surviving example of a small town gas works. The buildings are now protected as a Scheduled Ancient Monument, cared for by Historic Scotland in co-operation with the Biggar Museums Trust.



7 Regeneration of the dock area of Greenock.

The archaeology of our historic towns and cities is not just concerned with the medieval past but also Scotland's crucial role in the industrial revolution. In recent years, the conservation of industrial buildings, together with their associated archaeology, has been recognised as being of special importance to the heritage of our towns and cities (Illus 6).

2.4 Design and the Historic Environment

Archaeology is widely recognised as an important asset to the community in terms of education and tourism. Prospective developers can therefore have an important role to play in respecting the legacy of past communities, while at the same time creating something new and vibrant for the communities of today and for those of tomorrow. Towns are always developing, not least because buildings do not last forever (Illus 7).

Archaeology can help guide new design in towns. This resource can inform the alterations to buildings and the urban fabric, in a way which preserves and enhances the local character of a town. Information recovered from documentary sources, from archaeological excavations, and from the surviving townscape, can help shape the new, offering exciting opportunities for building design and urban form, which are both visually and historically appropriate. Similarly, careful design can help preserve archaeology for future generations, whose archaeologists might have the benefit of even more advanced techniques.

Thought can be given to designing or locating foundations and services in areas so as to avoid the disturbance of archaeological remains, and thus reduce costs. Ground levels can be raised to preserve buried archaeology, or buildings and open space positioned carefully to avoid conflict with what lies below ground. Research is ongoing into a variety of methods by which archaeological deposits can be protected *in situ*. The use of piled foundations can contribute to conservation, although a variety of opinion exists regarding the effectiveness of such techniques (Illus 8).

8 Skinnergate, Perth: hand excavation of new lift shaft to formation level.

2.5 Archaeology and Sustainability

The historic environment contributes significantly to quality of life and local distinctiveness. Archaeology is just one element in the effective understanding and conservation of the historic environment, and is crucial to our appreciation of local, regional and national identity. In dealing with change, it is important that local distinctiveness and attractiveness are maintained. The aim is therefore to accommodate development without eroding environmental and historical assets.

Although individual buildings and streetscapes might be replaced successfully, the archaeological inheritance is unique and finite. *Passed to the Future: Historic Scotland's policy for sustainable management of the historic environment*, published in 2002, provides the following definition of sustainable development:

> *Development which meets the needs of the present without compromising the ability of future generations to meet their own needs.*

Applied to the archaeological resource, there is therefore a responsibility to ensure that the decisions and actions that we take do not result in unnecessary loss or damage at a local level, ensuring the sustainable conservation of the greater inheritance.

2.6 Access, Tourism and Economics

Research shows that most visitors to Scotland regard history as a major reason for visiting the country (Illus 9). Well-preserved historic towns therefore have an important role in the modern tourism economy. It is crucial that every effort should be made to sustain the genuine and unique features of each town, to understand its historical background and to make such information accessible to all. Sites of archaeological interest, which are preserved in the urban fabric, can become a valuable focus for social activities and educational visits, and can help foster urban pride. There is an opportunity for the tangible remains of past communities to strengthen the cohesion of our contemporary communities.

9 Life in a medieval house.

CHAPTER 3 LEGISLATION, PROCEDURES AND GUIDANCE

3.1 Introduction

The control of new development in historic towns is covered by a wide spectrum of legislation, statutory designations, procedures, policies and advice that, at first, can appear complex and confusing in relation to archaeology. The majority of development proposals will require only planning permission, but there are additional controls and responsibilities should the site be located in a Conservation Area, or where the site or setting of a Scheduled Ancient Monument or Listed Building is affected. This section outlines the principal forms of consent and other provisions which will be encountered by developers proposing work in archaeologically sensitive towns and cities, along with the legislative background, published guidance, and the policy background.

3.2 Planning Permission

Under the terms of the *Town and Country Planning (Scotland) Act 1997* planning permission is required for 'development'. That is, the carrying out of building, engineering, mining or other operations in, on, over or under land, or the making of any material change in the use of the building or land. 'Building' operations can include alteration, extension, demolition or re-building, while 'engineering' operations include the creation of new access roads, areas of hard-standing or the formation of culverts or drains.

The preservation of sites of archaeological importance and their setting is a material consideration in determining planning applications and appeals. It is therefore important that a dialogue between the developer and the planning authority on such matters is entered into at the earliest possible stage. In some instances, the importance of the archaeology will be recognised by planning authorities as grounds for refusal. In other cases, where consent is granted, planning authorities will aim to secure the proper investigation of archaeological sites through the use of planning conditions or, in some cases, legal agreements.

3.3 Environmental Impact Assessments

Some development proposals will require an Environmental Impact Assessment. The scale and type of development which might require EIA is described in the *Environmental Impact Assessment (Scotland) Regulations 1999* and in the Scottish Executive's *Planning Advice Note 58 Environmental Impact Assessment* (PAN 58). An EIA identifies the environmental effects (both negative and positive) of development proposals with a view to preventing, reducing and offsetting any adverse impacts. Such assessments can accommodate a range of heritage related issues including the following entities and their settings:

- Listed Buildings;
- Scheduled Ancient Monuments;
- Historic gardens and landscapes;
- Conservation Areas;
- Areas of archaeological importance; and
- Battlefields

3.4 Strategic Environmental Assessment

The Scottish Executive are currently consulting on their proposals for transposing the requirements of *European Directive 2001/42/EC The Assessment of Environmental Effects of Certain Plans and Programmes* into Scottish Law, within the EU implementation deadline of 21 July 2004. SEA, in the context of the Directive, is a process for the early identification and assessment of the likely significant environmental effects, positive and negative, of certain programmes and plans developed by the public sector. The public sector includes private companies which undertake functions of a public nature, under the control or direction of Government. As the term implies, SEA applies at a broad level rather than to individual projects/developments that might arise under any particular strategy, programme or plan. It complements and does not replace Environmental Impact Assessments on individual projects. It allows the cumulative effects of potential developments to be taken into account at an early stage, and for alternative approaches to be considered before any decisions are taken at a broad level.

3.5 Structure and Local Plans

In determining an application for planning permission, the local authority will take account of the strategic policies contained in the Structure and Local Plans for their area. Structure Plans set out the framework for the

use of land, and should outline the strategic approach to conserving and enhancing the quality of the natural and built environment. Structure Plans usually contain general policies stating that there is a presumption in favour of the preservation of archaeological remains. Local Plans set out more detailed policies and specific proposals for the development and use of land that will guide day-to day planning decisions. Such policies can include those for the protection, preservation and, where appropriate, enhancement of sites of archaeological importance and their settings. Local Plans usually include policies requiring the excavation and recording of sites, where the primary aim of preservation cannot be achieved. They may indicate those areas that the Council regards as being of particular archaeological sensitivity, based on current information held in the Sites and Monuments Record.

3.6 National Planning Policy Guidelines and Planning Advice Notes

The planning authority will take account of Scottish Planning Policy, National Planning Policy Guidelines and Planning Advice, published by the Scottish Executive.

National Planning Policy Guideline 5 Archaeology and Planning (NPPG5) sets out the Government's planning policy on how archaeology should be handled within the development planning and development control systems, including the weight to be given to the archaeological remains in planning decisions and the use of planning conditions. Key points in this are that archaeology is a material consideration in determining planning applications, and that the developer is responsible for making provision for any archaeological works necessary.

National Planning Policy Guideline 18 Planning and the Historic Environment (NPPG18) sets out the Government's planning policies in relation to the historic environment with a view to its protection, conservation and enhancement, complementing the guidance in NPPG 5. Central to the Government's approach is the need to secure preservation whilst accommodating and being responsive to present day needs. A key point in this is that the developer is made responsible for the recording of a building prior to redevelopment if, in the view of the planning authority, this is justified.

Planning Advice Note 42 Archaeology – the Planning Process and Scheduled Monument Procedures (PAN 42) offers more detailed advice on relevant planning procedures and the separate controls over scheduled monuments, which are discussed below.

These documents are available directly from the Scottish Executive or through their web site at http://www.scotland.gov.uk/planning/.

3.7 Conservation Areas and Conservation Area Consent

Under the terms of Section 61 of the *Planning (Listed Buildings and Conservation Areas)(Scotland) Act 1997*, Conservation Areas may be designated by the planning authority. These are areas of special architectural or historic interest, the character of which the authority considers desirable to preserve or enhance. Conservation Area designation brings demolition of buildings in the area under planning control (requiring Conservation Area Consent) (Illus 14). Although powers of control are limited in relation to archaeological issues, Conservation Area designations are valuable in raising awareness of the historic interest of an area.

Further information is to be found in the Scottish Executive's booklet *A Guide to Conservation Areas in Scotland,* and in the *Memorandum of Guidance on Listed Buildings and Conservation Areas* (Historic Scotland 1998).

3.8 Article 4 Directions

Certain classes of works are deemed to be 'permitted development' and do not require planning permission. Within Conservation Areas, the planning authority may make some permitted development works, particularly those of the utilities companies, subject to planning control through the introduction of special 'Article 4 Directions', under the terms of the *Town and Country Planning (General Permitted Development) (Scotland) Order 1992.*

3.9 Listed Buildings and Listed Building Consent

Under the terms of Section 1 of the *Planning (Listed Buildings and Conservation Areas)(Scotland) Act 1997*, buildings may be listed by Scottish Ministers as being of special architectural or historic interest. Most historic towns contain a high number of Listed Buildings, the definition of which can extend to include walls, gates, ruins, bridges, wells, and even historic surfaces of courtyards or pends. At present there are around 46,000 Listed Buildings in Scotland. Listing brings a building legal protection from unauthorised change, and places responsibilities on owners and those seeking to alter it. Descriptive Lists of Buildings of Special Architectural or Historic Interest are available on the Historic Scotland website, and in the offices of the relevant planning authority.

Listed Building Consent is required for any works which, in the opinion of the planning authority, may affect the character of the listed structure as a building of special architectural or historic interest. Structures beneath or within the curtilage of a building may contribute to its character. The character can include

the cellars of buildings, foundations, and archaeological deposits within a building. The interiors of Listed Buildings, which are automatically protected by listing, may contain features which can only be understood through archaeological analysis (Illus 10).

10 Linlithgow: many of the oldest and finest properties in the town were demolished in 1965. This painted ceiling is now in the local museum.

11 Renewing services under archaeological monitoring.

Planning authorities must have regard to preserving the setting of Listed Buildings and, although Listed Building Consent may not be required, might seek to retain gardens or other spaces adjacent to the building, which are of archaeological potential when determining applications for planning permission. Further information may be found in Historic Scotland's booklet *Scotland's Listed Buildings*, and in the *Memorandum of Guidance on Listed Buildings and Conservation Areas* (Historic Scotland 1998).

3.10 Scheduled Ancient Monuments and Scheduled Monument Consent

Section 1 of the *Ancient Monuments and Archaeological Areas Act 1979* requires Scottish Ministers to maintain a schedule of monuments of national importance and publish a list of such monuments. This list is published by Historic Scotland, who act on behalf of Scottish Ministers in scheduling sites, and operating the consents process. Only the most visible and tangible archaeological features, such as ruinous medieval churches or defences, have tended to be scheduled in towns. However, peri-urban development may encounter scheduled ancient monuments within what was a rural context.

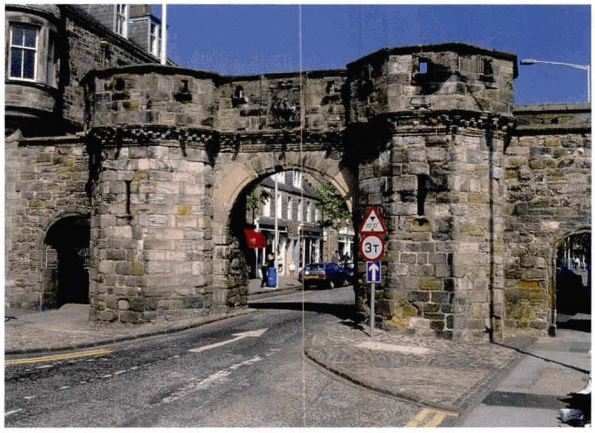
In the legislation a monument is defined as *'any building, structure or work, whether above or below the surface of the land... any site comprising the remains of any such building, structure or work...'*; and archaeological remains as *'any trace or sign of the previous existence of the thing in question'*. It also states that *'the site of a monument includes not only the land in or on which it is situated, but also any land comprising or adjoining it which appears... to be essential for that monument's support and preservation'*.

Around 7,500 sites have been scheduled to date, and this number is continually being increased (Illus 12). Only a small percentage of these are in towns. Scheduling brings legal protection for the monument and the land on or in which it is set, and restricts how it can be used and altered. To carry out certain types of work affecting any Scheduled Ancient Monument the prior, written consent of Scottish Ministers is required (Scheduled Monument Consent), as set out in Section 2 of the *Ancient Monuments and Archaeological Areas Act 1979*. Such work includes demolishing, damaging, removing, repairing, altering, adding to, flooding and tipping onto a scheduled monument. It is a criminal offence to undertake any of these works without the required permission.

In some cases a structure can be both a Scheduled Ancient Monument and a Listed Building. In such circumstances Scheduled Monument Consent rather than Listed Building Consent is required. Planning

permission and Scheduled Monument Consent are two separate procedures, and therefore consent for development involving a Scheduled Ancient Monument must be the subject of separate applications to the relevant authorities.

Further information is available on the Historic Scotland website (http://www.historic-scotland.gov.uk) and in a number of free publications.



12 West Port, St Andrews: one of the gates into the medieval town. Now designated as a Scheduled Ancient Monument and a category A Listed Building.

3.11 Works to Roads and Pavements

The *New Roads and Streetworks Act 1991* and the *Roads (Scotland) Act 1984* require that any opening up of the roadway or pavement requires permission from the local highways authority. Local authorities can designate certain areas of roadway as 'special' in order that more rigorous control of operations can be pursued. This system offers the opportunity for alerting those charged with responsibility for archaeological matters in the local authority.

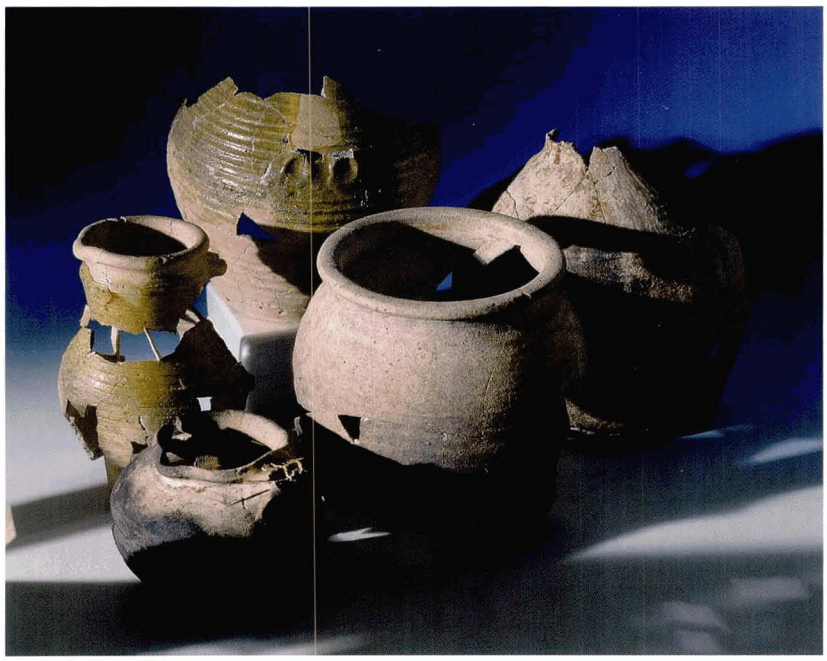
3.12 Treasure Trove

Unless the original owner or rightful heir can be identified, all finds recovered by archaeological contractors, or any other contractor hired by the developer, are the property of the Crown under Scots law. This procedure is different from the rest of the UK. The landowner or the funding agent has, therefore, no claim. In practice, archaeological contractors submit a list of all the finds recovered to the Treasure Trove Advisory Panel Secretariat (Illus 13). If the Crown wishes to exercise their claim, through the Queen's and Lord Treasurer's Remembrancer, it will allocate the finds to a registered museum, national or local, or else return the finds to the finder.

The Treasure Trove Advisory Panel have produced two documents for guidance: *Treasure Trove in Scotland: Guidelines for Fieldworkers,* and *Treasure Trove in Scotland: Information on Treasure Trove Procedures & Criteria for Allocation and the Allocation Process.*

3.13 Human Remains

Human remains are a relatively common find in historic towns. Under Scots law all human remains have the right of sepulchre, and it is a criminal offence to deliberately violate a burial, or when the treatment of human remains is considered to have offended public decency. A thorough desk-based assessment should identify the risks of a development affecting burials early on in the project design stage. For further guidance see *The Treatment of Human Remains in Archaeology*, Historic Scotland Operational Policy Paper 5, revised 2003.



13 Late 14th century pottery from Gallowgate, Aberdeen. Pottery provides good dating evidence as well as evidence for domestic life and trading contacts.

CHAPTER 4 DEVELOPMENT CONTROL AND LOCAL AUTHORITY ARCHAEOLOGICAL SERVICES

4.1 Introduction

Development proposals in historic towns and cities will routinely be examined by a local authority's own archaeologist and conservation officer, sometimes leading to requests for a developer to provide further information, which will inform the determining of an application by the planning authority. The archaeological work required to satisfy the planning authority is encapsulated in NPPG 5, NPPG 18 and PAN 42, and is often undertaken in several stages, each informing the next. The local authority archaeologist, when dealing with developers and archaeological contractors on behalf of the council as planning authority, is often referred to as the curator. Local authority Conservation Officers may also have a role, especially where cases involving the investigation and preservation of standing structures are concerned. This section considers the development control process and reviews the role of local authority archaeologists.

14 Town house of the Knights Hospitallers, Linlithgow. Demolished in 1885.

4.2 Local Authority Archaeological Services

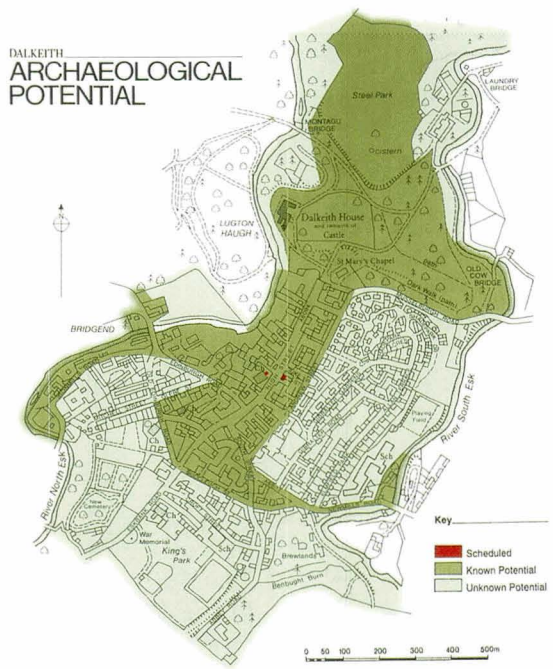
Most local authorities employ, or have direct access to, archaeological services staffed by qualified archaeologists. They have the necessary experience of archaeological fieldwork, record curation and the development control process, to provide information and advice tailored to local planning needs. Such staff may work within the planning department or another department such as cultural services. Some authorities, who do not directly employ an archaeologist, buy in the service from another authority, or else receive advice from a local heritage or amenity trust (see Appendix 1 for contact details).

Most local authority archaeological services maintain a Sites and Monument Record (SMR) as defined in Planning Advice Note 42. This consists of a database of all known archaeological sites and monuments - usually computerised, increasingly GIS-based, and cross-referenced where appropriate to the National Monuments Record of Scotland. The SMRs should be regarded as the prime record for archaeological information for land management purposes, as they are more likely to contain current information based on local knowledge and experience. In some cases the SMRs also incorporate and extend information derived from the Scottish Burgh Survey series, to inform hypothetical models of the historical development of a burgh. The SMRs are used on a day to day basis by local authority archaeological curators to assess whether there are archaeological issues associated with any particular development proposal and to assist in the planning decision-making process. Only some SMRs are accessible to the public for direct consultation, but all will provide mediated archaeological information and advice to developers or their agents on demand.

The Scottish Burgh Survey was established in the 1970s and has since produced detailed surveys of over 50 of Scotland's historic towns and cities. A list of all the surveys undertaken and forthcoming surveys is included in Appendix 4. The series is still in production and many of the older surveys, which were quite restricted in scope, have since been updated or revised. The primary objective of the surveys, which are funded by Historic Scotland, is to identify areas of archaeological potential within the towns under study and to assess the implications of development. The surveys also provide background information on the

history and archaeology of each burgh to a variety of user groups. Each survey in the most recent series (1994 onwards) contains a colour-coded map of the burgh in question clearly defining the areas of known archaeological importance (Illus 15 & 16).

15 The Scottish Burgh Survey is an invaluable source of information on the history and archaeology of historic towns.



16 Colour-coded plan of Dalkeith showing areas of archaeological sensitivity.

4.3 Mitigation Strategies

In cases where archaeological sensitivity has been recognised, it is normal and reasonable for the local authority to require that any planning application be accompanied by enough information to allow the authority to make a fully informed decision. If this information has not been submitted with the application, it may be requested by the local authority before the planning application is determined, which could delay the processing of the application. It is therefore in the developer's own interests to hold early discussions with the local authority archaeological service to identify what may be required before an application is submitted.

Should the site be recognised to have the potential to contain important archaeology, then the developer will be required to prepare a mitigation strategy detailing how the archaeological resource is to be protected and/or investigated, prior to development. The developer may employ an archaeological consultant to assist in the preparation of this strategy.

In reaching a decision, planning authorities will weigh the relative importance of the archaeology and its potential value for amenity, tourism and education purposes, against other considerations, including any economic and social benefits of the proposed development. Where permission is granted, then planning conditions relating to the monitoring, recording or preservation of the site will usually be applied. The conditions will usually be of the negative suspensive form, which requires certain archaeological works to be completed by the developer, before the commencement of development. The funding of all stages of these works is the responsibility of the developer. In some cases the local authority will seek to enter into a binding legal agreement with the developer, to ensure that the appropriate course of action is complied with.

In most situations, and particularly in relation to important sites, the preservation of archaeological remains in situ is always preferred. The data gathered from preliminary archaeological evaluations and assessments can be used to relocate buildings and services within the proposed development to areas of lesser or nil archaeological sensitivity. Similarly, the archaeology may be well-preserved but at a sufficient depth to be avoided. A foundation design which does not require deep excavation, or which reuses existing foundations, would minimise the impact on any below-ground archaeology and, thereby reduce the costs of any associated archaeological works. Where this is not possible, recording the remains by archaeological excavation may be an acceptable alternative. The latter would also encompass the necessary post-excavation work, the reporting of the results, possibly to publication standard, the deposition of any artefacts in an appropriate museum, and the archiving of the records.

4.4 Specifying the Work

If archaeological work is required as part of a planning condition, or to provide information in support an application, the local authority archaeologist can prepare a specification for the work on behalf of the

applicant. The specification will set out clearly the planning background, the various stages of work that are required, outline briefly how the work should be undertaken, the format of the report on the results, and finally, to whom the report should be submitted.

Archaeological contractors or consultants work exclusively for the client. They do, however, liaise closely with local authority archaeologists, and there is often scope for discussion over the most cost-efficient methodology, which may differ from the original specification. Prospective developers can, and are, encouraged to use their own archaeologists to prepare a **Project Design** on their behalf in advance of a specification, but it must be approved by the local authority archaeologist before any works can proceed. If a prospective developer does not have a preferred archaeological contractor, some local authorities may supply a list of such professionals, although this is not an 'approved' list. The developer will usually seek a competitive tender for archaeological services.

The specification often requires archaeological contractors to make recommendations as to what further work is required, in their considered opinion, such as an excavation, or a watching brief, or further post-excavation analysis, and publication. Although they will consider the recommendations, the planning authority and their archaeological adviser does not have to accept them. In come cases, the planning authority can ask for more or less work than is being proposed.

4.5 When Historic Scotland might become involved

Historic Scotland is an agency of the Scottish Executive, advising Scottish Ministers on all aspects of the built heritage. Historic Scotland will be directly involved where the site or setting of a scheduled ancient monument is affected by a development proposal. All applications for the alteration and extension of category A and B Listed Buildings, and all demolition applications within Conservation Areas, will be notified to Historic Scotland.

CHAPTER 5 COMMERCIAL ARCHAEOLOGY: CONTRACTORS AND CONSULTANTS

5.1 Introduction

This section describes the work of archaeological contractors and consultants and their relationship with local authority curators.

5.2 The Role of the Developer

The developer, or their agent, has an important role to play in any archaeological project. First and foremost, they are responsible for ensuring that all the archaeological work required by the local authority– assessment, evaluation, excavation, post-excavation, publication, conservation of finds, archiving etc – is undertaken. It is also crucial that they ensure that the flow of information, at project management level, is communicated down to the various contractors and sub-contractors working on site. The benefits of early discussions, forward planning and team work can be lost, if other contractors are not made aware that there is an archaeological element to the project.

5.3 The Importance of Early Discussions

Many sites in Scotland's historic towns and cities have considerable archaeological potential which, as an unknown entity, can present a risk to any development project. In order to manage this risk and ensure a smooth path through the life of the project, it is crucial firstly to enter into early discussions with the local authority archaeologist, and secondly to engage an archaeological contractor or consultant as early as possible, involving them in the decision-making process from the outset. The results of the various stages of archaeological work, as they emerge, should be discussed and used by the project team to aid the design of their foundations and site layout, and to assess any other implications for the development.

The initial archaeological site investigations – known as **assessments** and **evaluations** - may, for example, show that no archaeological deposits survives at all, that much of the site has been disturbed in the past, or that archaeological deposits only survive in small, discrete pockets. If the development includes the demolition or refurbishment of a standing building, the initial assessment and evaluation will again determine the scope of any further work that may be required. Even if full excavation or extensive building recording is unavoidable, with early consultation the work can be built into the programme without causing delay to other contractor's programmes of work.

5.4 Finding Archaeological Consultants & Contractors

Archaeological contractors and consultants can be found in local and national telephone directories. An informal list of archaeological contractors may be supplied by the local authority archaeologist or conservation officer. The Institute of Field Archaeologists publishes a yearly handbook listing members, both individual and corporate, with their contact numbers and addresses. The Institute of Field Archaeologists also has a list of Registered Archaeological Contractors who meet the IFA's minimum professional standards (www.archaeologists.net). The Archaeology Handbook is an on-line resource which contains contact details of some archaeological contractors (www.archaeology.co.uk).

5.5 The Role of the Consultant

On some projects, developers may wish to employ an archaeologist to act as a consultant. The benefit of using consultants is that it separates out the two key aspects of a project, firstly provision of advice to the client, and secondly the implementation of archaeological works.

5.6 The Work of Archaeological Contractors

Some large construction companies, professional construction project management companies, and environmental consultancies, have their own in-house archaeologists. They would normally liaise with the local authority archaeologist or conservation officer and manage the archaeological element of the project from assessment through to post-excavation and archiving. Archaeological contractors can also act as consultants. The consultant will provide advice, and scrutinise costs and methods proposed by tendering archaeological contractors.

CHAPTER 6 STAGES IN THE ARCHAEOLOGY AND DEVELOPMENT PROCESS

6.1 Introduction

Once the need for an archaeological intervention is identified and agreed, the various stages of work may include some or all of the following, each of which is explained further on in this document:

- Preparation of a Project Design;
- Scoping Study;
- Assessment;
- Evaluation;
- Further Works – Excavation, Building Recording, Watching Brief etc;
- Post-Excavation Analysis and Reporting;
- Publication;
- Conserving Finds;
- Depositing Finds; and
- Archiving Site Records.

The first stage is to prepare the **Project Design**. The Project Design sets out in detail the archaeological consultant's or contractor's methodology for undertaking the works to the satisfaction of the planning authority. A Project Design is often required for each of the three main phases of work – pre-development works, works during development and post-development works.

The next stage of work is likely to include **scoping studies, assessments** and **evaluations**. The results from these stages will be used by the planning authority to determine the nature and scope of any further work required. Assessments and evaluations can be undertaken as separate stages of work, but in practice they are often carried out as part of initial site investigations. Although these are considered rapid data-gathering exercises, they are arguably the most important stages of any archaeological project, and should be considered an integral part of the overall site investigations, alongside engineering and contamination surveys, for example. Should archaeological deposits be present and cannot be preserved *in situ*, the results of the assessment and evaluation stages will enable the archaeological contractor to forecast the time and costs involved in dealing with any further **excavation, post-excavation** and **reporting**. The appropriate response can be designed by the archaeological contractor or consultant in discussion with the local authority archaeologist.

6.2 Pre-Development Works

6.2.1 Scoping Studies

Scoping studies are similar to assessments in that they are essentially desk-based, rapid data-gathering exercises, but consulting only the most easily accessible sources. They are particularly useful in identifying the broad issues raised by a development early on in the life of a project, especially when comparing potential sites. Checking for Scheduled Ancient Monuments, Listed Buildings and Conservation Areas constraints, would form an important part of this initial data-gathering exercise. Once a site has been selected, a more detailed assessment would then be carried out.

6.2.2 Assessments

An **assessment** is essentially a desk-top review of sources of archaeological information on a given site, building or structure, including a site visit. The sources consulted would be specialised archaeological databases, increasingly Geographical Information Systems-based, such as the National Monuments Record Scotland and local authority SMRs, as well as local archives and museum collections. Liaising with Historic Scotland and the local authority with regard to Scheduled Ancient Monuments, Listed Buildings and Conservation Areas would be an essential component of an assessment. Important information is also contained in previous site investigations such as bore-holes and test-pits and in property-specific records held by Building Control, such as cellarage details.

The object of an assessment is to compile background information on the history and archaeology of the site, and to establish the likelihood of archaeological deposits surviving. Should there be evidence to suggest that deposits do survive, the planning authority may require further work in the form of an evaluation to complement the findings of the assessment. In certain cases, the planning authority may request an **evaluation** even if the results of the assessment suggest that archaeological deposits do not survive.

In many cases, the information gathered during the assessment is not accurate enough to influence the design of any proposed foundations, for example, or to predict whether archaeological deposits can be preserved *in situ*. The assessment stage can, however, demonstrate that there are no surviving archaeological deposits, and may result in the planning authority accepting that no further work is required.

6.2.3 Evaluations

The results of the **assessment** may be used by the local authority archaeologist or consultant to design the scale and scope of a field evaluation, should it be required. Typically, an evaluation would involve the rapid excavation, usually by machine under archaeological supervision, of a series of trenches, or the hand digging of smaller test-pits, to test for the survival of buried archaeological deposits. The area to be investigated is usually a small percentage sample of the total area under development. An evaluation may also include non-intrusive remote sensing techniques, which can detect buried archaeology.

An evaluation will attempt to address a range of questions specific to that particular site, raised by the findings of the assessment. In addition, a number of wider objectives including the nature, extent, depth (of deposits), quality, date and degree of preservation, would also be key objectives in the investigation of any site or building. The results of the assessment and evaluation will be assessed against the implications of the proposed development, to produce a mitigation strategy. If archaeological remains survive and they cannot be preserved in situ, other mitigation measures will be required such as an excavation, building recording or watching brief (Illus 17).

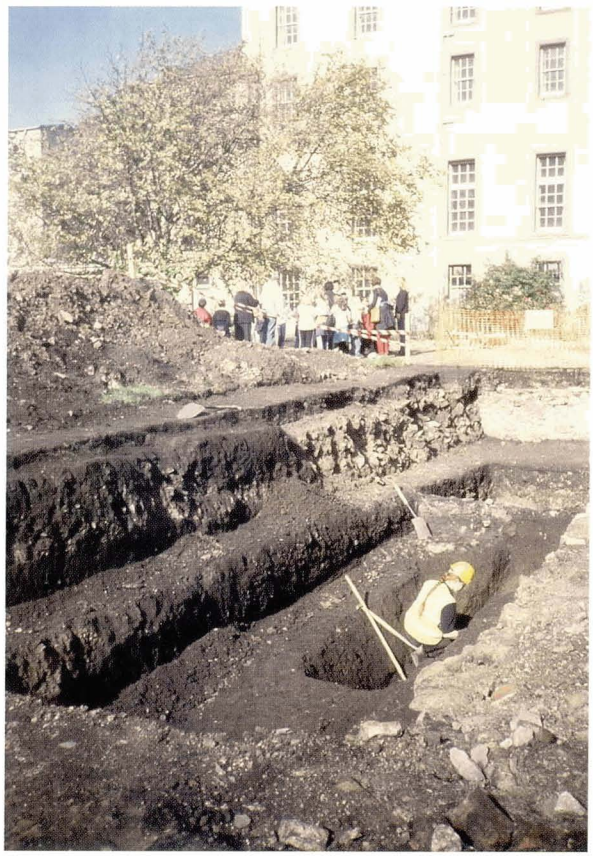
The results of the evaluation are submitted as a report, the format of which will have been specified in the specification or Project Design.

6.3 Works During Development

6.3.1 Watching Briefs

Watching briefs are essentially monitoring exercises, with the works being driven by the timetable of the main contractor. Watching briefs lend themselves to works associated with the installation or the upgrading of services, which involve the digging of narrow trenches (Illus 11). The object is to record any deposits that may be exposed with minimal delays to work in-progress. The archaeologist normally monitors the work from a safe distance, but a time allocation is agreed in advance to allow the archaeologist to enter a trench, for example, to make drawings or sketches, and to recover artefacts and soil samples. Any findings which are more complex or significant and which would require more resources to be fully understood, may instigate a review of the archaeological involvement. This may result in a revised agreement being reached between the local authority archaeologist, main contractor and the client.

Watching briefs can seem an attractive response in terms of cost, allowing work to progress with minimal interruption. However, costs of long running projects with frequent visits can add up over time and in some cases, alternative strategies should be considered.



17 Scottish Parliament, Holyrood: Evaluation undertaken in advance of the construction project. Queensberry House is in the background.

6.3.2 Excavation and Recording

Excavation is perhaps the best known stage of work undertaken by an archaeological contractor, but in fact the need for excavation is not a foregone conclusion. Assessments and evaluations often confirm that no archaeological deposits survive, or that a site has been disturbed in the more recent past by basements and cellars. Even if archaeological levels do survive they can lie deeply buried, and therefore the foundations of a new building can be designed not to impact upon them. Similarly, archaeological deposits may only survive in part of a site, which can be avoided and protected.

Should an excavation have to be undertaken, the nature of the archaeological levels identified in the assessment and evaluation will determine the time and costs involved. Complex sequences of medieval buildings and structures will take a great deal of time to hand excavate and record, while simple spreads of garden soils and isolated pits can be dealt with relatively quickly. Archaeological levels in some towns can be deep and complex, and therefore other aspects such as spoil removal, and health and safety, will also have an impact on time and costs.

6.3.3 Building Recording

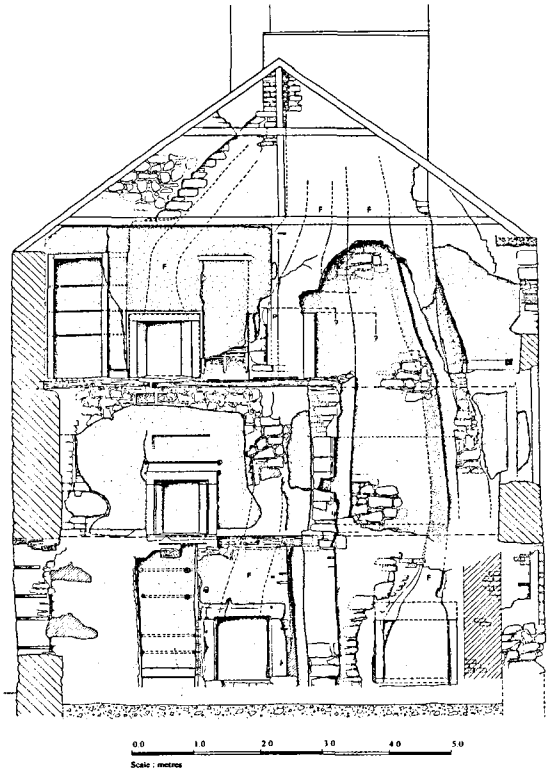
Historic buildings are very often the product of many phases of construction, much of which is hidden by more recent floor and wall coverings. Standing building recording is increasingly being required by planning authorities to inform decision making. Although building recording is a specialised branch of archaeology and architectural history, the principles are much the same. The scale and scope of the work would be determined by a consideration of the nature of the redevelopment (for example partial or full demolition), the nature of the building, and the questions needing to be answered. If ground reduction within the building is involved, there may also be a requirement for test-pitting or trenching.

Building recording is also carried out in stages with an initial assessment and evaluation. Where coverings and finishes have a historical value and could mask even earlier features, non-intrusive investigation could be undertaken using an endoscope. If the building or structure is to be demolished, a full programme of historical research, photographic survey and measured drawings may be required as a final record (Illus 18). If only minor refurbishments are planned, then targeted recording may be all that is necessary, which could be carried out as a watching brief. The reporting of the results will follow the same procedure as all other archaeological works.

6.4 Post-Development Works

6.4.1 Reporting

Each stage of work must be accompanied by a written report (illustrated as appropriate) on the results. The style and content of the report will be specified in the brief but it is often the same format as that required for Historic Scotland-funded projects, commonly referred to as a Data Structure Report (DSR). This is a summary report on the results of a given stage of work, with all the products of the work - site records, photographs, drawings, finds, soil samples etc - listed as a series of appendices. Should further work be necessary, a costed assessment may also be required which would include recommendations together with a breakdown of costs. Curators can advise developers on best value by assessing proposed costs. Copies of the report will be submitted to the client, while the contractor has the responsibility of submitting reports to the local authority curator and to the NMRS.



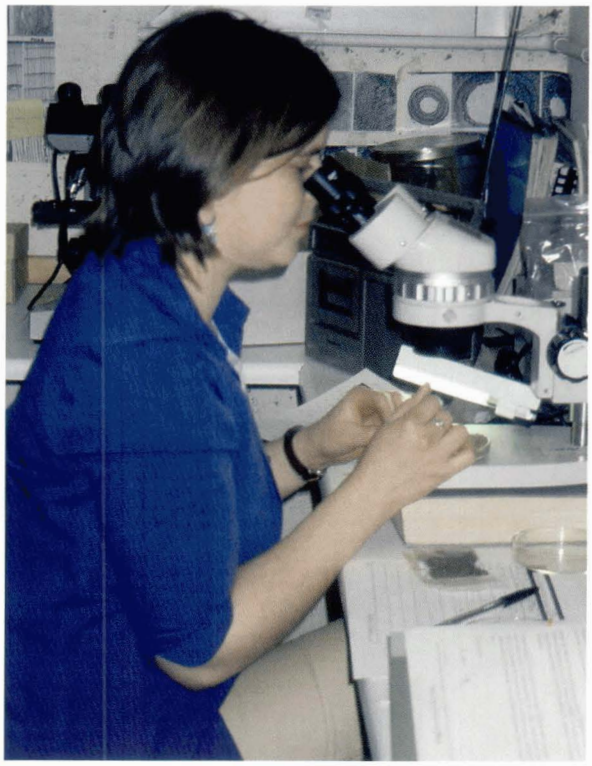
18 42-44 Market Street, Haddington: Example of a measured drawing from an archaeological building survey.

6.4.2 Post-Excavation Analysis and Publication

Fieldwork – evaluations, excavations and watching briefs – is only one half of an archaeological project; the other major constituent part being **post-excavation work**. This often involves a programme of specialist analysis leading to **publication** of the results.

It is usual for a planning condition to require that both fieldwork and post-excavation work is funded by the developer, and often requires the developer to confirm this in writing. It is the responsibility of the developer to ensure that the post-excavation work is completed; any planning condition will not be discharged until the appropriate report has been submitted to the planning authority.

Where the results are considered by the planning authority to be of sufficient importance to warrant wide dissemination, the results will be published in a local or national archaeological journal. In this event, a programme of **post-excavation work** would be designed by the archaeological contractor or consultant, in consultation with the client, and approved by the local authority (Illus 19).



19 Post-excavation analysis of palaeoenvironmental samples recovered during an excavation.

A large part of the costs of post-excavation are in the finds recovered. Predicting what finds may be recovered during an excavation (metalwork, pottery, animal bone etc) is difficult and, therefore, contractors normally assess the products of an excavation (finds, conservation requirements, specialist analysis etc) after the fieldwork has been completed before providing a cost estimate.

6.4.3 Archiving Project Records

As specified in the brief, reports on all stages of work are deposited with the National Monuments Record of Scotland (maintained by the Royal Commission on the Ancient and Historical Monuments of Scotland) and the local authority SMR. Anything of commercial sensitivity will be omitted. The full archive is normally deposited with the NMRS as the last stage of the project.

6.4.4 Depositing Finds and Treasure Trove

Once the finds have been allocated to an appropriate museum through the Treasure Trove procedures, the archaeological contractor will liaise with the relevant museum to transfer the material. Any finds will have to be stabilised and conserved where necessary, properly packaged, labelled and documented prior to transfer (www.treasuretrove.org.uk).

20 An open day during the excavations at the Byre Theatre, St Andrews.

6.5 Public Relations

Many developers are wary of publicity in case it leads to criticism of the development itself. However, if managed carefully an excavation can provide good publicity that reflects well on the developer, by informing the public of significant discoveries. For larger projects, developers could consider preparing an information board to display on the site, and by arranging open days or site tours to allow public access to an excavation, so long as this can be done within the constraints of health and safety legislation. There may be scope for educational initiatives, which could be organised on their behalf directly by their archaeological contractor, or else by the local authority museums service (Illus 20). A developer may wish to ensure that important discoveries are made fully accessible to a community by funding a well-illustrated summary report in a booklet form.

Archaeology can bring added value to a development, prompting an interest in the site from the media and the general public far beyond that which would be the norm. Responsible management of the historic environment by developers can be recognised in a number of ways, and such cases can be brought to the attention of the British Archaeological Awards, allowing exceptional cases to be recognised.

CASE STUDIES

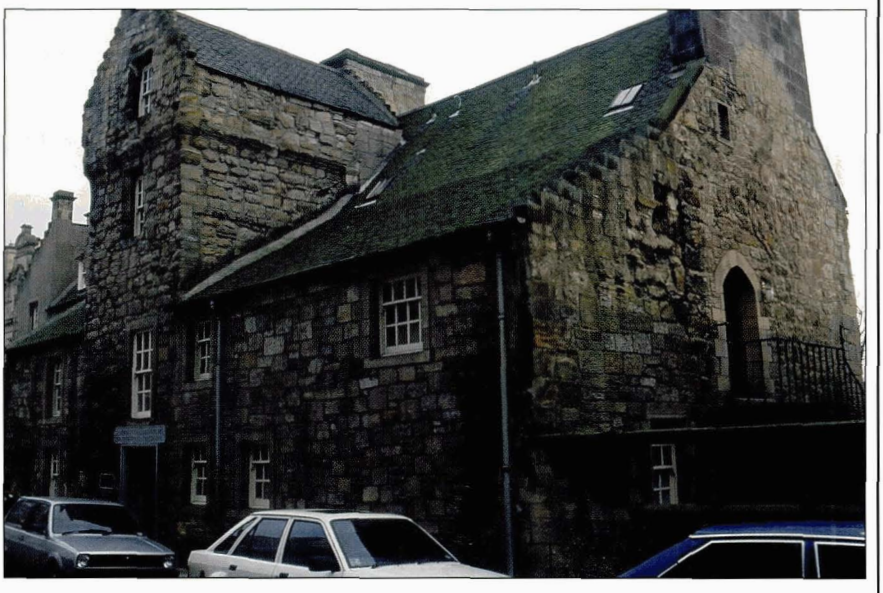
Case Study: Meal Vennel, Perth.

Archaeological sites can be preserved as the centrepieces of public open spaces, allowing the community to have access to historic spaces. Meal Vennel was an important thoroughfare in medieval Perth. It marked the western limit of the town in the 12th century, and was home to numerous artisans and craftsmen. Excavations here in advance of a new shopping centre uncovered a medieval industrial enclave operating on the edge of the medieval town. The line of Meal Vennel is now marked out within the St Johns Centre, providing access between South Street and High Street as it has done for many centuries. Sponsor Scottish Development Department; Contractor Scottish Urban Archaeological Trust Ltd (SUAT).

Case Study: Scottish Parliament, Holyrood.

Large excavations in towns are quite rare. One of the largest in recent years was in advance of the new Scottish Parliament. The assessment identified this site as both historically important and of great archaeological potential. Site investigations, however, showed that the former Younger's Brewery complex of buildings had largely disturbed any archaeology that may have existed on the east half of the site. In contrast, the open gardens of Queensberry House hospital, effectively sealed and preserved the archaeology on the west side of the site. This area could not be preserved within the development, and so was subject to a large open area rescue excavation. Queensberry House was however preserved within the new development. The building, which had incorporated parts of much earlier medieval tenements, had seen numerous phases of alterations and additions, but was largely stripped of its fixtures and fittings in the 19th century. Enough survived to piece together its history, and the better preserved rooms will be laid out as they would have looked in the 17th century. Sponsor Scottish Executive; Contractors Headland Archaeology, SUAT Ltd, Addyman & Kay, Kirkdale Archaeology, and Royal Commission on the Ancient and Historical Monuments Scotland (RCAHMS).

Case Study: Abbot House, Dunfermline.



The conversion and refurbishment of Abbot House for a new museum and visitor centre, is a good example of the impact of a typical refurbishment programme on the archaeology of an historic building. The lowering of the floor levels for a new heating system, along with the provision of disabled access, prompted an excavation. This exposed a complex sequence of earlier walls, floors, hearths and even a medieval street within the existing building. Stripping away modern plaster and wall coverings throughout the building, revealed many blocked doorways and windows, which helped to understand how the dating and function of this medieval building. Mural paintings of medieval and Second World War date were revealed and conserved. Further excavations in the garden in advance of landscaping showed that this area had originally been part of the graveyard of Dunfermline Abbey. The visitor centre is a popular meeting place for the community as well as a visitor attraction. Sponsor Fife Council, Carnegie Dunfermline Trust, & Historic Scotland; Contractors SUAT Ltd.

Tower Street, Leith, Edinburgh

A programme of site assessment and building recording was carried out in advance of a housing development. Other recent investigations, prompted by developments in Leith, have revealed the good preservation of archaeological remains across the Shore area. This lay immediately west of a site successfully investigated in the previous year, also in advance of development and visible in the background of the photo. Part of Ramsay's Fort, built 1548-49, was discovered, along with elements of another fortification constructed a century later during the Civil War. Historic maps helped to confirm its location and identity. An 18th century sea wall was uncovered which had been built against it. The significance of the discoveries was such that agreement was reached between the Edinburgh City Archaeologist, the planning authority and the developer, to redesign the foundations, to preserve the historic structures buried in situ. A small part will remain visible and be interpreted for the public.
Sponsor Bryant Homes/Taylor Woodrow; Contractor EASE Archaeology.

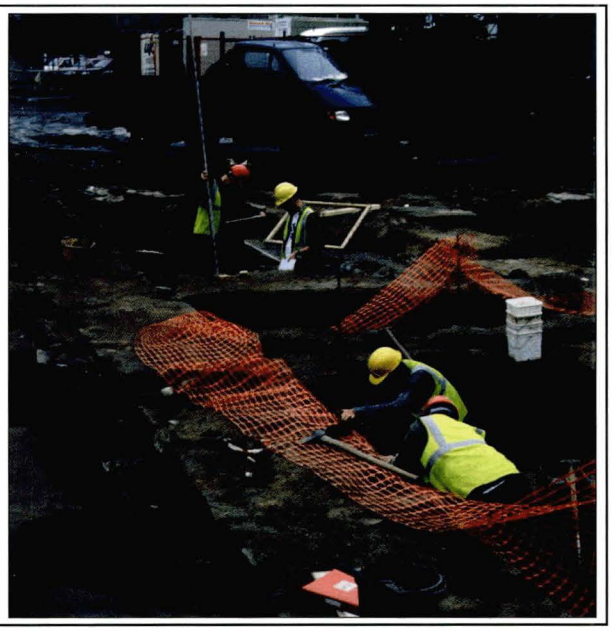
Case Study: Bell's Pottery, Glasgow.

Bell's was Scotland's largest industrial pottery manufacturer, producing some of the finest tableware of its day. Consequently the site had been designated a Scheduled Ancient Monument. Assessment and evaluation of part of the site in advance of redevelopment for a hall of residence, revealed that parts of the pottery were preserved intact beneath the floor of a later factory. A complex and carefully tailored mitigation strategy allowed for a mixture of preservation in situ, area excavation, and watching brief works. This strategy was designed through the scheduled monument consent process. Evidence for the whole manufacturing process and how it developed from c1842-1923, was recovered. Kilns, flues, slip houses, warehouses and cobbled roads were discovered, together with large amounts of pottery and plaster moulds. Sponsor Victoria Hall Ltd; Contractor Glasgow University Archaeological Research Division (GUARD).

Case Study: Eastgate Centre, Inverness.

Archaeology in towns is not just concerned with the medieval period or historic buildings. The specification for the archaeological work in advance of the new Eastgate Centre, which lay at the outer edge of the medieval town, focussed on recovering evidence for the 1855 Nairn to Inverness Railway, of which little was known. The work, comprising evaluation and excavation, was carried out in two phases. The trackways, platforms and buildings associated with the railway were subsequently identified and recorded. Two large ditches were also located, one of which was probably the original medieval town ditch. Sponsor Royal and Sun Alliance Property Investments; Contractor AOC Archaeology Group.

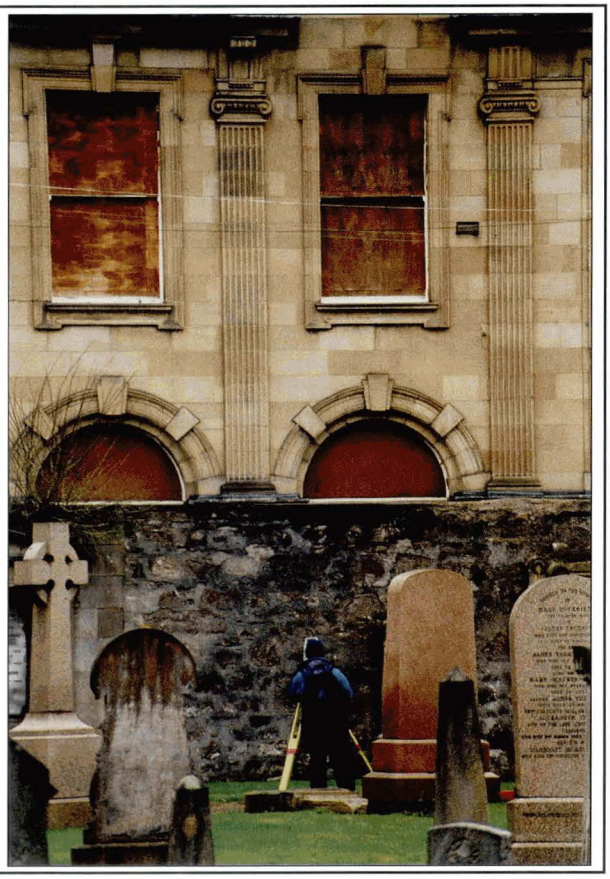
Case Study: Pullars Building/Curfew Row, Perth.
Perth has always been prone to flooding, and over time the level of the ground has risen by as much as 5m in places to avoid the floodwaters. As a result, the archaeological deposits can be deep and complex. The redevelopment of this former dyeing and cleaning mill, was preceded by an assessment which identified this site as being within a former medieval suburb. Within the mill itself, the ground level had been built up next to the mill lade thus preserving earlier levels. Although the archaeology was deeply buried here, it would not have survived the piling process. In the car park outside, archaeological levels were so close to the surface they could not be preserved. A subsequent excavation, uncovered a late medieval street within an industrial zone complete with tanks, vats, pits and furnaces. Sponsor Morrison Construction; Contractor SUAT Ltd.



Case Study: Crail Main Drainage
In the past, essential services have bypassed the planning system and led to considerable unrecorded erosion of the below ground archaeology. A long term watching brief on the renewal and upgrade of the mains drainage in and around Crail, is a good example of how important it is for such works to be monitored. Trenches were opened up along most of the main streets, the results of which have helped to identify areas of well preserved archaeology within this medieval burgh. During the works, two sections of pipe went through the buried remains of the Kings Mills. Much of the pipelaying was above the levels of the exposed stone walls, and where necessary excavation was undertaken to record any loss. Historical research showed that there has been a mill here since the 12th century, and had been used by local townspeople and tenant farmers until the end of the 18th century. The developer commissioned an interpretation board to mark the site. Sponsor East of Scotland Water; Contractor Headland Archaeology.

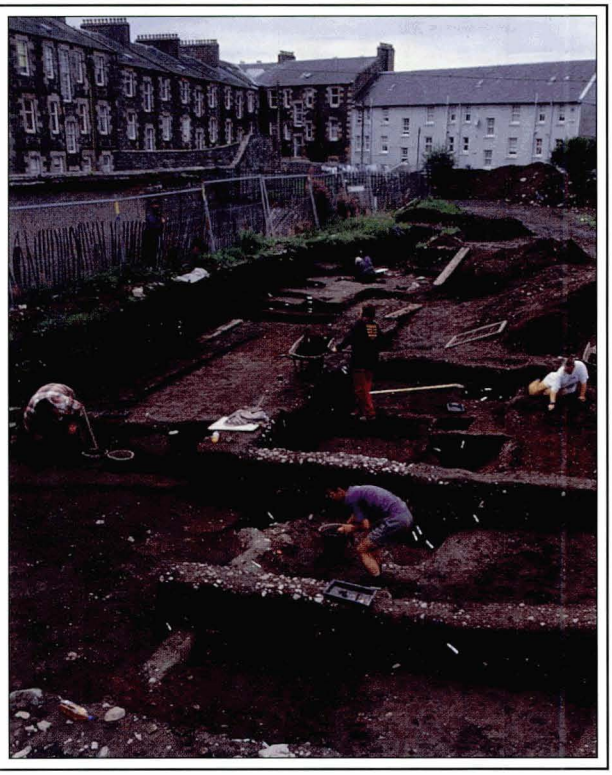
Case Study: Carmelite Friary, Aberdeen.
The Carmelite friary in Aberdeen lies in the heart of the modern city. Development of this area in the early 1980s, and again in the early 1990s, necessitated the investigation of this extensive complex of buildings. It was possible to preserve much of the church remains under a car park, with the outline of the building clearly demarked on the surface. New services were routed around the church walls. Ideally, it might be possible to display the actual remains at some future time. Sponsor Stewart Milne Group; Contractor City of Aberdeen Council Archaeology Unit.

Case Study: Paton's Mill, Alloa.
Where archaeological works are unavoidable it is important that the information recovered is made available to the public. The proposed demolition of Paton's Mill, Alloa, to be replaced by a new supermarket, was seen as a loss of heritage to the local community. Planning permission for the development featured a condition requiring the full recording of the building, with the products of the work to be in a format suitable for use in exhibitions at the local museum. Architectural salvage made materials available for use in public artwork by the local community. Sponsor Tesco Stores; Contractor AOC Archaeology Group.

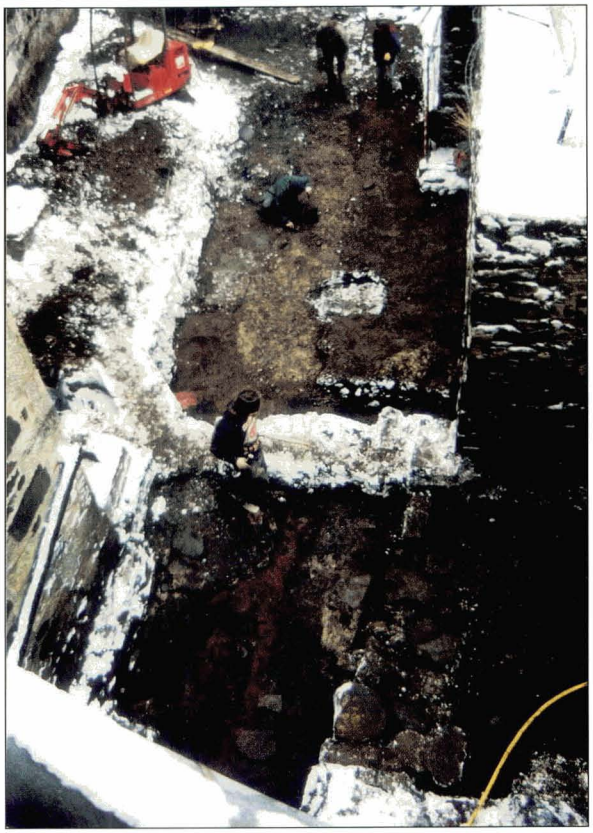


Case Study: Loudon Hall/Boat Vennel, Ayr.
Environmental improvements to streetscapes and public spaces are regularly commissioned by local authorities. Environmental improvements in and around the forecourt of Loudon Hall and along Boat Vennel, Ayr, prompted a programme of archaeological works. Boat Vennel was close to one of the main ports (gates) into the medieval town from the harbour area. Excavations revealed that this area had been used as a riverside rubbish tip in the 12th and 13th centuries, before Loudon Hall itself was built in the 16th century. The area was subsequently levelled and surfaced to form a quayside in the 17th and 18th centuries. Work around Loudon Hall revealed an unknown NE wing and an adjacent medieval building. Sponsor South Ayrshire Council; Contractor GUARD.

Case Study: Mill Street/High Street, Rothesay, Bute.
Local authority archaeologists use hypothetical models of the development of medieval towns to aid the management of the archaeology, and in the decision making process, when assessing development proposals. The first real opportunity to investigate the medieval burgh of Rothesay was offered by a development proposal some 100m from the early castle. An evaluation revealed good partial survival of archaeology. Further work was therefore required, but in only part of the site. The subsequent excavation dated the earliest settlement here to the 13th century, a century before the burgh officially received its charter. The results have helped modify the predictive model of the development of medieval Rothesay. Sponsor Bute Housing Association; Contractor GUARD.



Case Study: Tolbooth, Broad Street, Stirling.
The conversion of the Tolbooth (originally built c1473) to an arts centre resulted in a programme of archaeological works. Building recording concentrated on preparing a full drawing of the north wing, the earliest part of the building, and a general analysis of the rest of the complex. The building has seen numerous alterations and extensions throughout the 18th and 19th centuries, when it became a courthouse and prison. An evaluation of the courtyard area showed deep archaeological deposits, including the footings of old tenements and former street frontages. These had been demolished and built over when the tolbooth was redesigned in the early 1700s. Further work was required, but was concentrated on the lines of the new foundations. The lowering of much of the ground floor was monitored as a watching brief. It was during these latter works that a body in a pine coffin was discovered - almost certainly that of Allan Mair, hung for the murder of his wife. Sponsor Stirling Council; Contractors Addyman & Kay, GUARD and SUAT Ltd.



APPENDIX 1
LOCAL AUTHORITY ARCHAEOLOGY CONTACTS

Aberdeen
Keeper of Archaeology, Arts and Recreation Department, City of Aberdeen Council, 60 Frederick Street, Aberdeen AB24 5HY 01224 523660

Aberdeenshire
Archaeologist, Planning & Economic Development Department, Aberdeenshire Council, Woodhill House, Westburn Road, Aberdeen AB16 5GB 01224 664723

Angus
Archaeologist, Planning & Economic Development Department, Aberdeenshire Council, Woodhill House, Westburn Road, Aberdeen AB16 5GB 01224 664723

Argyll and Bute
West of Scotland Archaeology Service, Charing Cross Complex, 20 India Street, Glasgow G2 4PF 0141 287 8333

Clackmannanshire
Archaeologist, Environmental Services, Stirling Council, Viewforth, Stirling FK8 2ET 01786 442752

Dumfries & Galloway
Archaeologist, Planning and Environmental Consultancy, Dumfries and Galloway Council, Newall Terrace, Dumfries DG1 1LW 01387 260154

Dundee
Planning Department, Tayside House, 28 Crichton Street, Dundee DD1 3RB 01382 434000

East Ayrshire
West of Scotland Archaeology Service, Charing Cross Complex, 20 India Street, Glasgow G2 4PF 0141 287 8333

East Dunbartonshire
Planning Service, The Triangle Centre, Kirkintilloch Road, Bishopbriggs, G64 2TR 0141 578 8000

East Lothian
Heritage Officer, Education & Community Department, East Lothian Council, John Muir House, Haddington, EH41 3AL 01620 827827

East Renfrewshire
West of Scotland Archaeology Service, Charing Cross Complex, 20 India Street, Glasgow G2 4PF 0141 287 8333

Edinburgh
City Archaeologist, Archaeology Service, Department of Recreation, The City of Edinburgh Council, Huntly House Museum, 142 Canongate, Edinburgh EH8 8DD, 0131 558 1040

Eilean Siar (Western Isles)
Islands Archaeologist, Museum nan Eilan, Haldane Annexe, Francis Street, Stornoway, Isle of Lewis, HS1 2NF 01851 703564

Falkirk
Keeper of Archaeology and Local History, Falkirk Museum, Callandar House, Callandar Park, Falkirk FK1 1YR 01324 503783

Fife
Fife Archaeologist, Planning Service, Fife Council, North Street, Glenrothes, Fife KY7 5LT 01592 416153

Glasgow
West of Scotland Archaeology Service, Charing Cross Complex, 20 India Street, Glasgow G2 4PF 0141 287 8333

Highland
Highland Council Archaeology Service, Planning and Development Service, Highland Council Headquarters, Glenurquhart Road, Inverness IV3 5NX 01463 702250

Inverclyde
West of Scotland Archaeology Service, Charing Cross Complex, 20 India Street, Glasgow G2 4PF 0141 287 8333

Midlothian
Planning Department, Midlothian House, Buccleuch Street Dalkeith EH22 1DJ0131 271 3302

Moray
Archaeologist, Planning & Economic Development Department, Aberdeenshire Council, Woodhill House, Westburn Road, Aberdeen AB16 5GB 01224 664723

North Ayrshire
West of Scotland Archaeology Service, Charing Cross Complex, 20 India Street, Glasgow G2 4PF 0141 287 8333

North Lanarkshire
West of Scotland Archaeology Service, Charing Cross Complex, 20 India Street, Glasgow G2 4PF 0141 287 8333

Orkney Islands
Orkney Archaeologist, Archaeology Centre, Orkney College Kirkwall KW15 1LX 01856 569341

Perthshire and Kinross
Perth and Kinross Heritage Trust, The Lodge, 4 York Place, Perth PH2 8EP. 01738 477080

Renfrewshire
West of Scotland Archaeology Service, Charing Cross Complex, 20 India Street, Glasgow G2 4PF 0141 287 8333

Scottish Borders
Borders Archaeologist, Planning and Development, Scottish Borders Council, Newtown St Boswells, Melrose TD6 0SA 01835 824000

Shetland Islands
Shetland Amenity Trust, 22-24 North Road, Lerwick, Shetland ZE1 0NQ 01595 694688

South Ayrshire
West of Scotland Archaeology Service, Charing Cross Complex, 20 India Street, Glasgow G2 4PF 0141 287 8333

South Lanarkshire
West of Scotland Archaeology Service, Charing Cross Complex, 20 India Street, Glasgow G2 4PF 0141 287 8333

Stirling
Archaeologist, Environmental Services, Stirling Council, Viewforth, Stirling FK8 2ET 01786 442752

West Dunbartonshire
West of Scotland Archaeology Service, Charing Cross Complex, 20 India Street, Glasgow G2 4PF 0141 287 8333

West Lothian
West of Scotland Archaeology Service, Charing Cross Complex, 20 India Street, Glasgow G2 4PF 0141 287 8333

APPENDIX 2
USEFUL ADDRESSES

National Bodies

Historic Scotland
Longmore House
Salisbury Place
Edinburgh
EH9 1SH
0131 668 8600
www.historic-scotland.gov.uk

Council for Scottish Archaeology
c/o National Museums of Scotland
Chambers Street
Edinburgh
EH1 1JF
0131 247 4119
www.britarch.ac.uk/csa

Institute of Field Archaeologists
The University of Reading
2 Early Gate
PO Box 239
Reading RG6 6AU
0118 931 6446
www.archaeologists.net

National Monuments Record Scotland
c/o Royal Commission on the Ancient and Historical Monuments of Scotland
John Sinclair House
16 Bernard Terrace
Edinburgh
EH8 9NX
0131 662 1456
www.rcahms.gov.uk

Royal Commission on the Ancient and Historical Monuments of Scotland
John Sinclair House
16 Bernard Terrace
Edinburgh
EH8 9NX
0131 662 1456
www.rcahms.gov.uk

Treasure Trove Advisory Panel
c/o Archaeology Department
National Museums of Scotland
Chambers Street
Edinburgh
EH1 1JF
0131 247 4082
www.treasuretrove.org.uk

APPENDIX 3
GLOSSARY

Archaeological deposit

This term is used to describe the different layers of soil (floors, yards, gardens etc), structures (walls and buildings etc) and cuttings (pits and ditches) that make up an archaeological site.

Archive
Once a project has been completed, the documents are archived. The National Monuments Record Scotland is the national archive.

Artefact Conservation
Once removed from a stable environment (i.e. the ground) finds can quickly decay. Conservation is the term used to describe the processes used to stabilise and conserve finds for the future.

Article 4 Direction
A mechanism by which local authorities can apply additional planning controls in conservation areas.

Assessments
A data gathering exercise based on readily accessible material (maps, documents, databases etc), usually desk-based but which may include a site visit.

Best Practice
Best practice is about specific standards of competence, responsibility and ethical behaviour. Many commercial archaeological firms abide by the Institute of Field Archaeologists Code of Conduct.

Bona Vacantia
The right of the Crown to ownerless objects.

Brownfield
Derelict land or land which has been previously been used for commercial, industrial or manufacturing purposes.

Building Recording
A specialised branch of archaeology involving the analysis, recording and interpretation of buildings. In practice, the work is undertaken in stages much as a typical archaeological project with assessments, evaluations, intensive recording, watching briefs and post-recording analysis and reporting.

Conservation
Action to secure the survival or preservation of a site, building or artefact for the future (see also artefact conservation).

Conservation Area
An area designated as being of special architectural or historic interest under the terms of section 61 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997.

Consultant
An archaeologist commissioned to advise the developer or their agent on archaeological issues, and to manage an archaeology programme, and more specifically the archaeological contractor, on their behalf.

Contractor
The archaeological firm undertaking the work.

Costed Assessment
A brief assessment of the requirements for post-excavation work prepared after the fieldwork. For larger projects, a more detailed project design will also be required.

Curator
The person monitoring the work to ensure it complies with the planning condition and specification. The curator is usually the local authority archaeologist.

Data Structure Report
A summary report produced immediately after a fieldwork project. It comprises a narrative account of the fieldwork supported by lists of the site records, finds and samples. For smaller projects this report will be all that is required; for larger projects it represents an interim statement, and will include a costed assessment for more detailed post-excavation work. and reporting.

Environmental Archaeology
The study of past environments including soils and sediments, insects, plants, diet and living conditions. Much of the raw data is collected from soil samples (see soil samples below).

Excavation
Controlled recovery of archaeological deposits, undertaken if deposits cannot be preserved in situ.

Evaluations
A programme of site investigations often comprising trial-trenching, test-pitting and building recording in advance of development. More detailed documentary research may also be undertaken.

Fieldwork
A major constituent part of an archaeological project together with post-excavation. Fieldwork includes any site-based work such as evaluations, excavations, watching briefs and building recording.

Finds
Finds, also referred to as artefacts, include pottery, bone, wood, metal objects, carved stone etc.

Finds Disposal
The transfer of ownership of finds to a museum. For government funded projects, any finds recovered would be subject to the Finds Disposal Panel where finds would be allocated to museums. See also Treasure Trove below.

Greenfield
A site with no known history of building on it.

Listed building
A building or structure which, under the terms of section 1(1) of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 is listed as being of special architectural or historic interest.

Mitigation
Measures employed to preserve archaeological deposits. If they cannot be preserved in situ within a development, excavation, building recording, watching brief and post-excavation work may be acceptable as an alternative.

Monitoring
Local authority archaeological curators monitor archaeological works in the field to ensure they meet agreed standards. (See also curator above).

Post-excavation
A major part of any archaeological project together with fieldwork. Post-excavation describes the work done after the fieldwork element and comprises conservation, specialists analysis, illustration and reporting.

Preservation in situ
The preservation of archaeological deposits within or beneath a development by avoidance, or careful design of foundations. Should this not prove possible, recording these deposits by means of excavation and reporting of the results would be necessary.

Project Design
A document, sometimes referred to as method Statement, prepared by the archaeological contractor or consultant on behalf of the developer, in response to the local authority specification.

Publication
Where the results of an archaeological project merit wider dissemination, a paper will be prepared for publication in a local or national journal. For these projects, a Publication Plan will be prepared to accompany any Data Structure Report or Costed Assessment, and which sets out what style and format the final report will take and which journal it will be published in.

Remote sensing
Non-invasive techniques to detect buried archaeological remains.

Reporting
A report is required after each stage of work. A Data Structure Report is the standard report format but for more complex projects, a full publication report will be necessary.

Rescue archaeology
A cost- and time-efficient method of adequately dealing with the investigation and recording of archaeological sites, often within a developer-funded context.

Scheduled Ancient Monument
A monument protected under the terms of the Ancient Monuments and Archaeological Areas Act 1979. Any works that may affect a Scheduled Monument will require Scheduled Monument Consent.

Scheduled Monument Consent
The prior written consent of Scottish Ministers to carry out works to a Scheduled Ancient Monument.

Scoping Study
A rapid data gathering exercise which would search the main databases and historic maps.

Soil Samples
Soil samples are collected from pits, ditches, floor surfaces and industrial features such as hearths. They provide a control against which hand excavated finds can be compared, and when sieved through a series of fine sieves, material invisible to the naked eye can be collected such as fish bone and plant seeds. (See Environmental Archaeology above).

Specification
Document which sets out the work required by the planning authority to satisfy a planning condition. The specification is usually prepared by the local authority in-house archaeology service.

Stages of Work
Archaeological works are often undertaken in stages, with each informing the scale and scope of the next. The various stages of work may include assessment, evaluation, excavation, building recording, watching brief, post-excavation analysis, reporting and publication.

Synthesis
A report on some archaeological projects may require synthesis of other work in the area in order to interpret and understand the results.

Treasure Trove
The rights of the Crown to ownerless material under the law of Bona Vacantia. If material is not claimed as Treasure Trove, Finds Disposal procedures may still apply. See also Finds Disposal above.

Tron
A public weigh beam for measuring goods that stood in or near the market place.

Vennels
Narrow lanes between properties, in later times covered over to form pends. Vennels provided access from the main thoroughfare to the back lanes.

Watching Brief
Monitoring of ground-breaking operations and excavations usually undertaken by a single archaeologist. Common response to sites with low archaeological potential or for narrow service trenches.

APPENDIX 4
SCOTTISH BURGH SURVEY SERIES 1977-2000

Aberdeen (1997)
Alloa (1983)
Annan (1981)
Arbroath (1982)
Auchtermuchty (1981)
Ayr (1977)
Banff (1977)
Brechin (1977)
Coupar Angus (1997)
Crail (1981)
Cupar (1981)
Cumnock (1995)
Dalkeith (1998)
Dingwall (1982)
Dornoch (1982)
Dumbarton (1999)
Dumfries (1977)
Dunbar (1981)
Dunblane (1997)
Dundee (1988)
Dunfermline (1978)
Duns (1981)
Edinburgh, Canongate & Leith (1981)
Elgin (1982)
Forfar (1981)
Forfar (2000)
Forres (1982)
Glasgow (1990)
Haddington (1978)
Hamilton (1996)
Hawick (1980)
Inverkeithing (1981)
Inverness (1977)
Inverurie (1977)
Irvine (1980)
Jedburgh (1981)
Kelso (1980)
Kilmarnock (1981)
Kilwinning (1981)
Kinghorn (1981)
Kirkcaldy (1995)
Kirkcudbright (1978)
Kirkwall (1977)
Lanark (1981)
Lauder (1980)
Linlithgow (1981)
Linlithgow (2000)
Lochmaben (1980)
Melrose (1998)
Montrose (1978)
Musselburgh (1996)
Nairn (1999)
North Queensferry (2000)
North Berwick (1981)
Paisley (1982)
Peebles (1978)
Perth (1982)
Peterhead (1982)
Pittenweem (1981)
Renfrew (1981)
Rothesay (1978)
Rutherglen (1978)
Selkirk (1980)
St Andrews (1981)
Stirling (1978)
Stonehaven (1978)
Stornoway (1997)
Stranraer (1995)
Strathaven (1983)
Wick (1983)
Wigtown (1981)

(Titles in **bold** = 2nd series (1994-2000); published by Historic Scotland in association with Scottish Cultural Press, and later in association with Tuckwell Press Ltd).

Scottish Burgh Survey 3rd Series 2002-2007

Anstruther/Kilrenny/Cellardyke
Barrhead
Dunbar
Falkirk
Fraserburgh
Galashiels
Govan
Kilsyth
Kirkwall
Kirkintilloch
Mauchline
Maybole
Stirling
Tain
Whithorn/Wigtown

APPENDIX 5
DOCUMENTS REFERRED TO IN THE TEXT

Ancient Monuments and Archaeological Areas Act 1979.

Archaeology Procedure paper 2: Project Design, implementation and archiving. Historic Scotland 1996.

Environmental Impact Assessment (Scotland) Regulations 1999.

European Directive 2001/42/EC The Assessment of Environmental Effects of Certain Plans and Programmes.

Guide to Conservation Areas in Scotland, produced by Scottish Executive.

Memorandum of Guidance on Listed Buildings and Conservation Areas (Historic Scotland 1998).

National Planning Policy Guideline 5 Archaeology and Planning (NPPG5).

National Planning Policy Guideline 18 Planning and the Historic Environment (NPPG18).

Passed to the Future: Historic Scotland's policy for sustainable management of the historic environment, 2002.

Planning Advice Note 42 Archaeology – the Planning Process and Scheduled Monument Procedures (PAN 42)

Planning Advice Note 58 Environmental Impact Assessment (PAN 58)

Planning (Listed Buildings and Conservation Areas)(Scotland) Act 1997

Town and Country Planning (General Permitted Development) (Scotland) Order 1992.

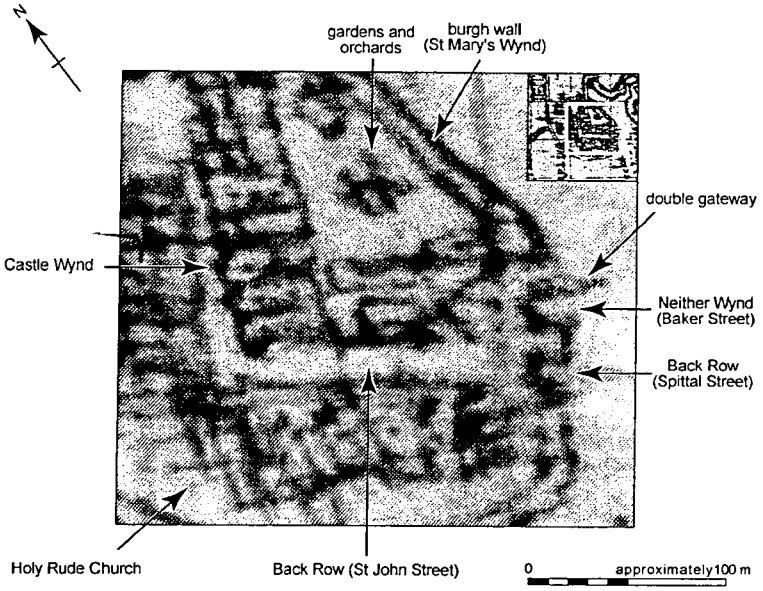
Treasure Trove in Scotland: Guidelines for Fieldworkers and
Treasure Trove in Scotland: Information on Treasure Trove Procedures & Criteria for Allocation and the Allocation Process.

The Treatment of Human Remains in Archaeology, Historic Scotland Operational Policy Paper 5, revised 2003.

The Stirling Charter for the Conservation of Scotland's Built Heritage. Historic Scotland 2000.

HISTORIC MAPS

This is the first in a sequence of 5 maps of Stirling dating from the 16th century through to the 20th century. The detail in the maps demonstrates how towns, and our understanding and interpretation of towns, has changed through time.



T Pont c. 1583-1601

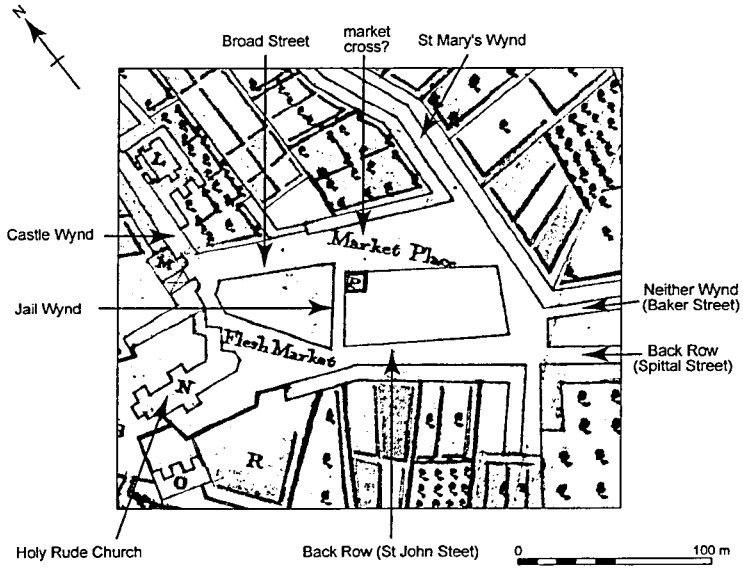
In the later 16th century, Scotland was one of the most accurately mapped countries in the world thanks to cartographers such as Timothy Pont. These early maps can look crude but when enlarged are surprisingly detailed and contain a wealth of information on elements of our towns which have since disappeared.

This map of Stirling shows the area of the town around Broad Street, Back Street and Castle Wynd

Broad Street, the main market place is not shown because it is heavily built up. It lies immediately to the east of Back Street

Holy Rude Church can be identified by the cross drawn to the west.

The burgh is surrounded by a wall with a double arched gate to the south leading to Back Row.



Board of Ordnance c. 1740

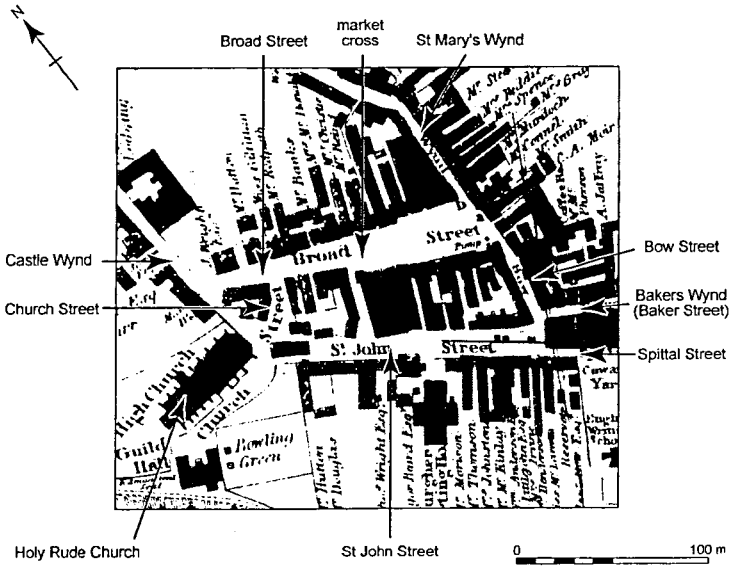
In this map, drawn up by a military surveyor, Broad Street is rightly shown as the focal point of the town.

The burgh wall has gone with the new St Mary's Wynd built in its place.

The double arch has also gone although the two roads previously suggested by the double arch - Neither Wynd and Back Row which is now Spittal Street - have seen substantial development.

The map also provides information on land use behind the street frontages. The map uses a key to denote important buildings.

L - "Duke of Argyles House"
M - "Late Lord Mars House"
O - "Hospital"
P - "Town House"
R - "Bowling Green"



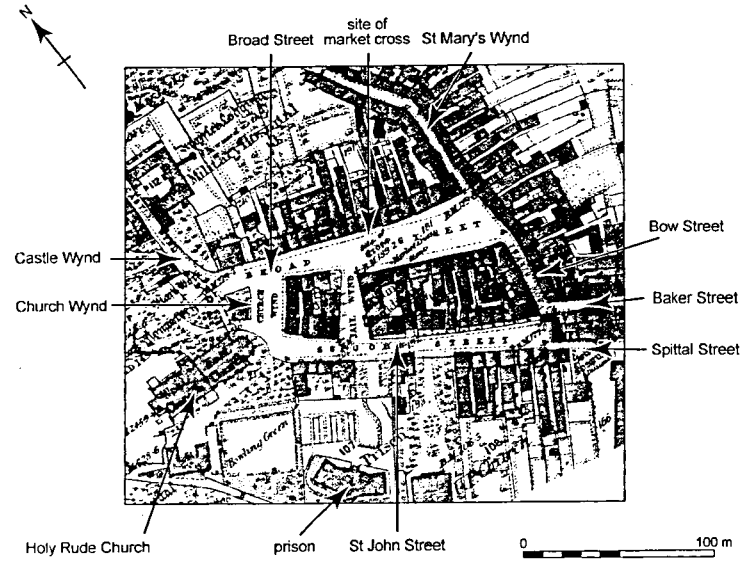
John Wood c.1820

John Wood mapped many of Scotlands towns in the early 19th century.

This map gives us a far more accurate impression of the individual structures only hinted at in the earlier maps even showing the names of the owners next to each property.

In comparison with the earlier Ordnance plan further development can be seen north of Broad Street, east of St Mary's Wynd and south of St John Street

Neither Wynd has been renamed Bakers Wynd. The north end of Back Row is now St John Street and the south end Spittal Street. The south end of St Mary's Wynd has been renamed Bow Street. Church Street has also been inserted. The market cross was removed in 1792.



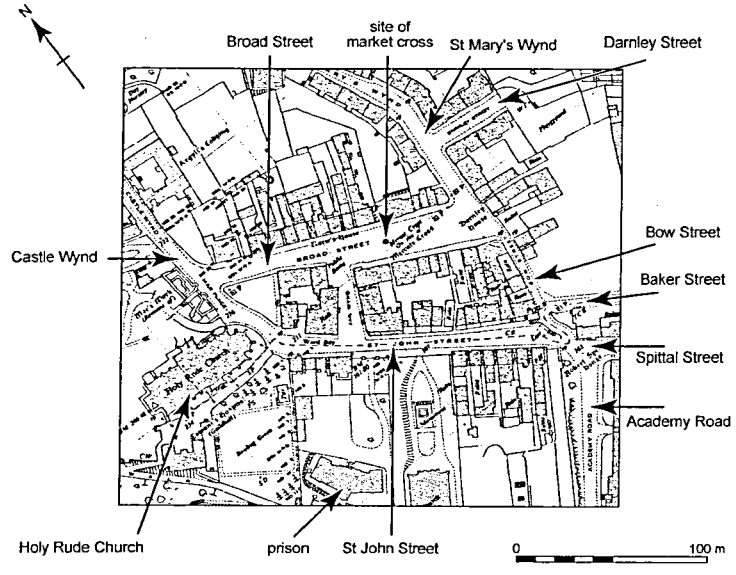
Ordnance Survey c.1858

Part of a national programme of map making, this 1st Edition Ordnance Survey map gives us an acurate picture of the town in the mid 19th century.

Development has continued most notably to the south of St John Street including the building of a prison and church. The former Duke of Argyles House, Argyll's Lodgings, is now in use as a military hospital.

Some of the street names have changed. Bakers Wynd is now Baker Street and Church Street is now Church Wynd.

Detailed survey information still in use today is shown for the first time by bench marks and spot heights.



Ordnance Survey c.1953

In the 95 years between this and the 1st Edition OS map shown previously there has been a substantial opening up of the developed areas with many buildings removed. This is most evident north east of Baker Street where the entire area has been cleared.

Two new roads have been inserted: Academy Street running south west from Spittal Street and Darnley Street running east off St Mary's Wynd. In contrast the south end of Castle Wynd has been renamed Mar Place and Church Wynd has been infilled. The area around Argyll's Lodgings remains undeveloped.

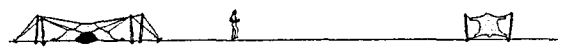
Much of the detail shown on the 1st Edition OS map has been omitted.

The Development of a Town from Prehistory to the Present Day

- a sequence of 12 sketches showing the development of a hypothetical town.

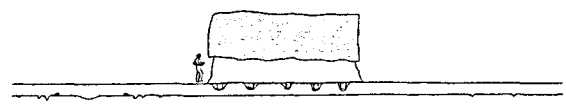
Mesolithic c.6000 BC

A mesolithic hunter-gatherer sets up camp and dries the skin of a recently killed animal.



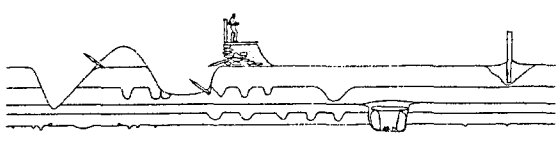
Neolithic c.4000 BC

A neolithic farmer builds a long house out of wood and thatch.



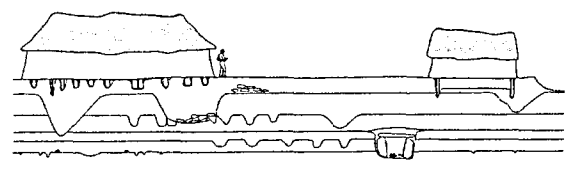
Iron Age c.100 BC

A warring tribe builds an enclosure to defend themselves from their neighbours.



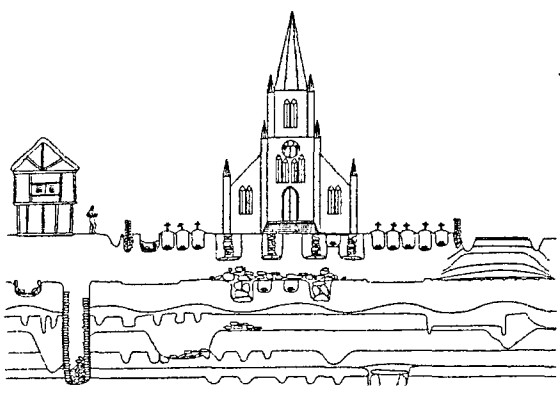
Dark Age c.500 AD

A dark age farmer builds a long house and weaving hut out of wood and thatch.



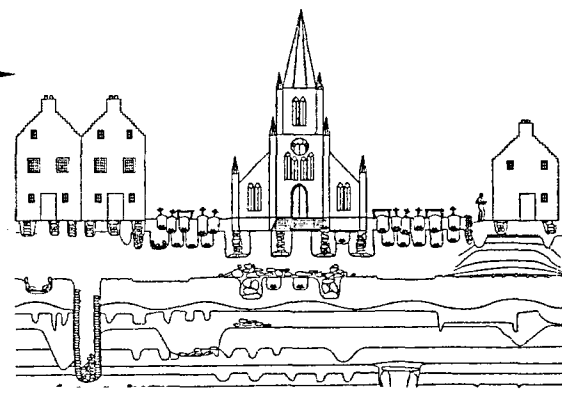
Late Medieval c.1500

The small stone church is demolished and replaced by a grander structure. The wooden and earth buildings are regularly demolished. This demolition causes the ground level to rise quickly. The burial ground is enlarged to accommodate the town's growing population. The small track way has now become an important thoroughfare.



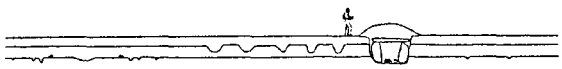
c. 1700

The wooden buildings are replaced by modern stone townhouses. The graveyard has become full so earth has been imported to allow a second tier of graves. The road has fallen out of use and been redeveloped.



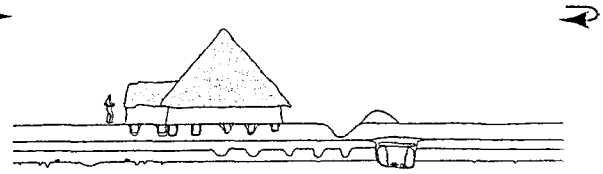
Bronze Age c.2500 BC

A bronze age farmer is buried in a stone lined cist which is placed on the edge of the good land he cultivated.



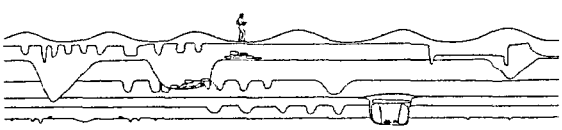
Iron Age c.600 BC

An iron age farmer builds a round house out of wood and thatch and digs a ditch around it.



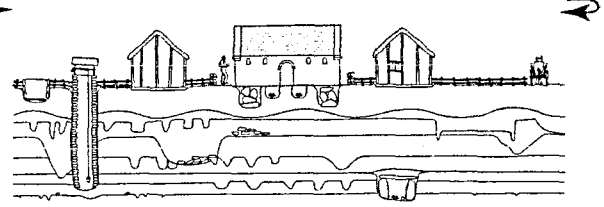
Early Medieval c.1000 AD

An early medieval farmer creates a series of strip fields known as rig and furrow with a plough and team of oxen.



Medieval c.1200 AD

A small settlement of wooden thatched houses set in long narrow fenced plots of land cluster around a small church. A stone lined well and stone lined tank are built in the plot to the left. Outside the plot to the right, a horse and cart use a small track. This is the beginning of a permanent settlement on the site.

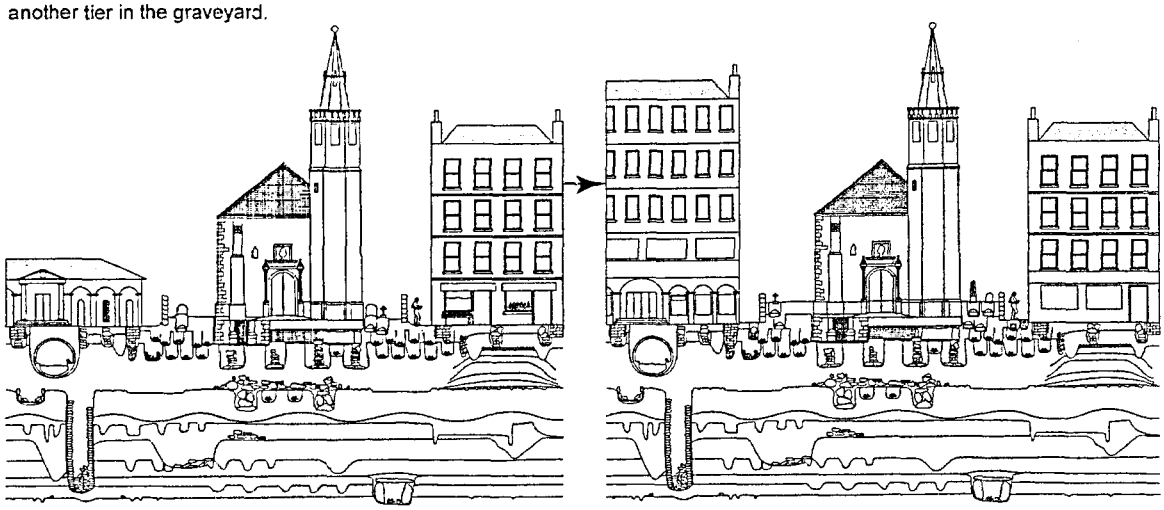


c. 1850

Part of the burial ground is sold to allow the crumbling church to be demolished and rebuilt. A brick factory is built over a recently installed sewer. To the right a tenement block houses workers over two small shops. Soil is imported to allow another tier in the graveyard.

Now

The entire area is to be redeveloped. The brick factory has been redeveloped into a large department store on ground and first floor with flats on the upper three floors. The tenement has seen the two shops joined into one.



Model of Development

Project Path

Pre-application consultation

- Planning authority approached for preliminary guidance on all aspects of the proposal including any potential archaeological implications.
- Historic Scotland approached for advice on Scheduled Ancient Monuments and Listed Buildings

Formal application

- Applications for planning permission, Listed Building Consent or Conservation Area consent are lodged with the local planning authority.

Formal consultations

- Before determining an application the planning authority will consult internally with specialist staff including the archaeology and conservation officers and will seek the views of a number of outside bodies.

Planning authority seeks archaeological information

- The applicant may be asked to commission an archaeological assessment and evaluation if these have not already been carried out. The results of these will accompany the planning application for determination.

Amendment of proposals

- The applicant amends the proposals in the light of the archaeological assessment and evaluation and local authority consultations. This might involve modifications to the design and siting of buildings and their foundations, the preservation of archaeological remains in situ or other mitigation.

Determination

- The planning authority considers the proposed development in relation to likely significance of the archaeology, together with any proposed mitigation. The decision can be:
  - Approval without archaeological conditions
  - Approval subject to archaeological conditions or a legal agreement.
  - Refusal

Pre start conditions

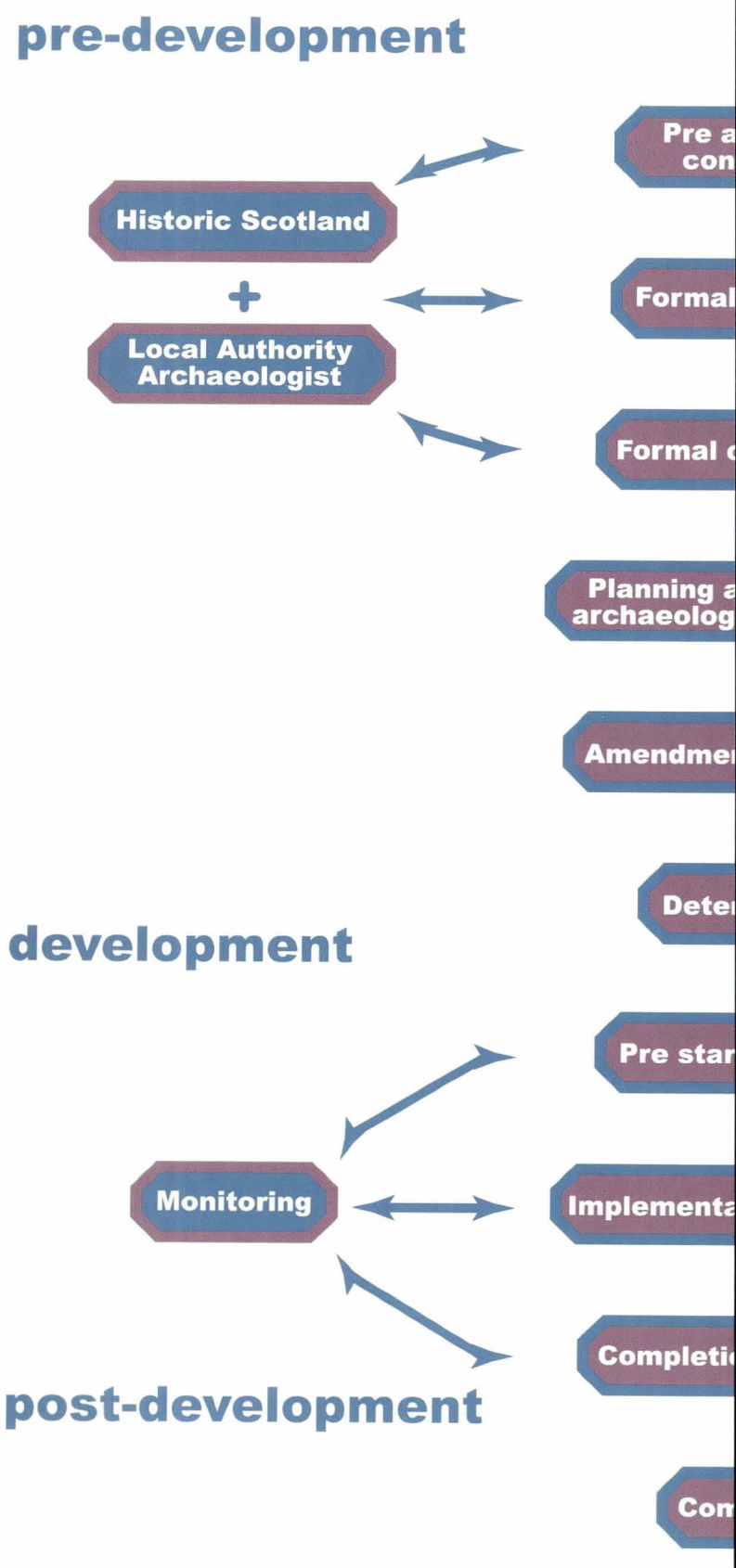
- The applicant complies with any conditions requiring work to be undertaken prior to work on site such as further evaluation, excavation, recording.

Implementation conditions

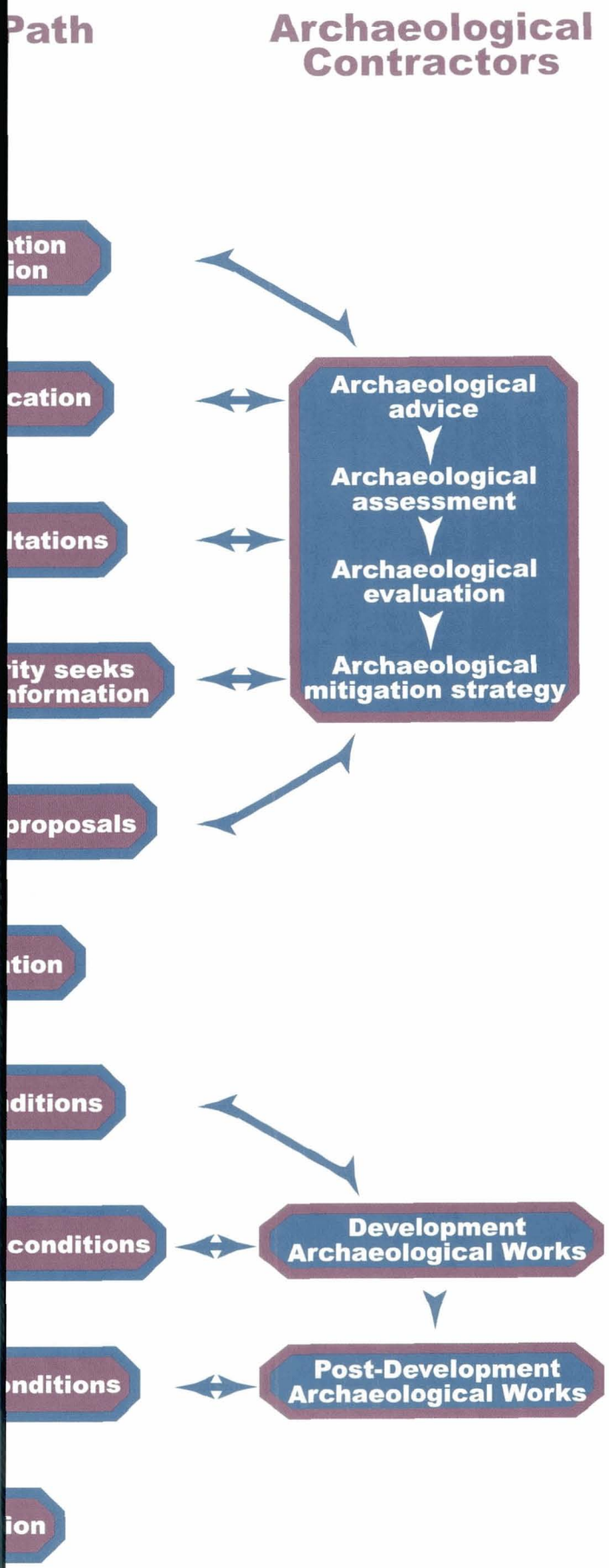
- The applicant complies with any conditions which must be observed during implementation such as recording, preservation, watching brief.

Completion conditions

- The applicant complies with any conditions which must be observed during implementation such as archaeological recording, preservation, watching brief, post-excavation analysis of results and finds including essential finds conservation.



h Archaeological Issues



Advice from Curators & Contractors

Historic Scotland

- If the proposals directly effect a Scheduled Ancient Monument then Scheduled Monument Consent (SMC), in addition to planning permission, will be required from Scottish Ministers; this is sought through Historic Scotland. Historic Scotland will also be consulted by the planning authority on various aspects related to listed buildings, Scheduled Ancient Monuments and their settings.

Local Authority Archaeologist

- Advising the planning authority on archaeological issues.
- Providing guidance to developers on planning and archaeological matters.
- Maintaining the Sites and Monuments Record [SMR].

Archaeological advice

- Independent archaeological consultant or contractor brought in by the developer to advise on archaeological issues.
- Commission scoping studies, assessments and evaluations as early as possible.

Archaeological assessment

- The applicant commissions an independent assessment of the site which might involve a desk top review of existing archaeological information.

Archaeological evaluation

- Site based evaluations might include test pits, building recording and analysis, trial trenching and geophysical survey. The engineering and other data associated with the application might also be reviewed.

Archaeological mitigation strategy

- A strategy is prepared to best address the archaeological issues and is presented to the planning authority.

Monitoring

- The planning authority monitors the work on the ground at all stages and takes enforcement action where the works do not accord with the approved scheme and conditions.

Development Archaeological Works

- This may involve excavation, building recording and watching brief.

Post-Development Archaeological Works

- This may involve several stages of report-writing, publication of the results, conservation of any finds, archiving of the project records and submission of finds to Treasure Trove.

Checklist of Development with Archaeological Issues

Project Code ☐ **Project Address** ☐

Planning Ref: ☐

Pre-Development Works

Yes

- Has the local authority archaeology service been consulted? ☐
- Is the site identified on the Sites and Monument Record as archaeologically sensitive? ☐
- Has an archaeological consultant or contractor been appointed? ☐
- Is the site covered by a Burgh Survey? ☐
- Does the site contain a Scheduled Monument? ☐
- Does the site contain a Listed Building? ☐
- Is the proposal within the vicinity of a Scheduled Monument or Listed Building? ☐
- Does Historic Scotland need to be consulted? ☐
- Is the site located within a Conservation Area? ☐
- Is the Conservation Area covered by an Article 4 Direction? ☐
- Is the site referred to in Development Plan policies? ☐
- Is an archaeological assessment required? ☐
- Is an archaeological evaluation required? ☐
- Does the design take account of any archaeological issues? ☐
- Has a mitigation strategy been agreed? ☐

Development Works

- Has an archaeological contractor been commissioned? ☐
- Has an archaeological specification been agreed with the curator? ☐
- Has the archaeological work been timetabled? ☐
- Are the other consultants, contractors and sub-contractors on the project aware of the archaeological works required? ☐
- Is the local authority archaeology service aware of the project timetable for monitoring purposes? ☐
- Have there been any subsequent design changes which would affect the agreed mitigation strategy? ☐

Post-Development Works

- Has a report on the results of the archaeological work been submitted to the local authority archaeology service? ☐
- Is any further analysis and reporting required? ☐
- Do the results require to be published in an appropriate journal? ☐
- Have the project records been archived with the NMRS/SMR? ☐