

HHFQ12-0012

Planning Application Reference 0034/FUL/12

**Written Scheme of Investigation for Historic Building Recording &
Archaeological Watching Brief**

Hopetoun Home Farm, Queensferry

Client: Aithrie Estates

May 2012

**Headland Archaeology (UK) Ltd
North East**

INTRODUCTION

- 1.1 An application for development (0034/FUL/12), by Aithrie Estates (the client) for the conversion of a farm building to offices and alterations has been submitted to the West Lothian Council (the LPA). As a condition on the application, a programme of archaeological work to include historic building recording and an archaeological watching brief and reporting is required; the results of which will be used to discharge the condition.
- 1.2 The client is currently ensuring that all planning conditions are taken into account ahead of demolition & construction works. The conditions relating to archaeology require a Level 2 historic building survey and archaeological watching brief and subsequent reporting of the results.
- 1.3 The client has commissioned Headland Archaeology to agree a programme of archaeological work with the West of Scotland Archaeology Service (WoSAS), who advise the Local Planning Authority on archaeological matters and to encapsulate that programme within a written scheme of investigation (WSI - this document) to be submitted for agreement in line with this condition.
- 1.4 This WSI takes into account relevant IfA Standards and Guidance.

2 DESCRIPTION OF THE SITE

- 2.1 The site is located at NGR NT 09030 78882.
- 2.2 The site lies around 37 m OD and is underlain by superficial deposits of silt and clay, which are Devensian in origin. (British Geological Survey website; <http://www.bgs.ac.uk>).

3 ARCHAEOLOGICAL BACKGROUND

- 3.1 The Hopetoun Home Farm Workshop Building is part of group of buildings on the Hopetoun House Estate. Hopetoun House was built between 1699 and 1701 and is the traditional home of the Earl of Hopetoun. Adair's manuscript of 1684 indicates that an earlier building or settlement in the region of Hopetoun House. The remains of Stanleyhill Tower, a 17th century mansion, also lie to the south of the house. This indicates the potential for post-medieval remains predating Hopetoun House being present below ground in the region of the development.
- 3.2 The workshop buildings themselves date to 1725 and there is the potential for buried archaeological remains dating to this period to be present below ground.
- 3.3 Within the greater area a cropmark of potential prehistoric date lies to the south of the site at Newton Mains and early published accounts suggest that a Roman Camp or watchtower may have been present to the east of the workshops. To the north-west of Hopetoun House lies Abercorn Kirk which has its origins during the early Christian period. This indicates that there is some potential for remains dating to these periods being present below ground.

4 OBJECTIVES

- 4.1 In general, the purpose of the work is to provide an appropriate level of record to mitigate the loss and alteration of historic standing structures through demolition/conversion (following Scottish Planning Policy, Planning Advice Note 2/2011 *Planning and Archaeology* The Scottish Government 2011).

- 4.2 The work will also include a watching brief designed to mitigate any adverse impacts on sub-surface remains of archaeological interest.
- 4.3 The resulting archive will be organised and deposited in the NMRS; to facilitate access for future research and interpretation for public benefit. Reports will be made available through the forums noted below.

5 SCHEDULE

- 5.1 The historic building survey is scheduled to be undertaken the week beginning 28th May 2012. Renovation and ground breaking works are due to commence one week later on the 4th June 2012

6 PROJECT TEAM

- 6.1 The project will be managed for Headland Archaeology by Eddie Bailey (Project Manager); the field team will consist of a Project Officer with experience of recording historic buildings. Dr Tim Holden (Headland's Historic Buildings Specialist) will act as a consultant on the project. *Curricula vitae* of key personnel can be supplied on request. The project team will familiarise themselves with the background to the site and will be aware of the project's aims and methodologies.
- 6.2 Specialist artefact analyses will be managed by Julie Franklin who is Headland's Finds Manager. Julie will undertake finds assessment within her areas of competence (medieval and post-medieval ceramics, metalwork, glassware, clay pipes, ceramic building material and other small finds) and assisted by Julie Lochrie (lithics, prehistoric pottery). Further consultation will be sub-contracted to recognised period specialists if appropriate.
- 6.3 Environmental analysis will be managed by Dr Scott Timpany. Headland has in-house specialists who can undertake analysis of pollen, plant macrofossils, insect remains and thin sections. Faunal and Human remains will be assessed by Tegan Daly (although it is not anticipated that the latter will be encountered during the project).
- 6.4 Headland Archaeology (UK) Ltd is a Registered Organisation and abides by the Codes of Conduct and Approved Practice and Standards of the Institute for Archaeologists. The company has all the necessary technical and personnel resources for the satisfactory completion of the evaluation.

7 INSURANCE & COPYRIGHT

- 7.1 Headland Archaeology (UK) Ltd is fully indemnified and all necessary insurances can be presented on request.
- 7.2 Copyright will be retained by Headland Archaeology (UK) Ltd. Headland will licence the client, curator and other bodies as necessary for use in matters relating to the project and for use of the project archive by NMRS. This licence will also extend to non-commercial use.

8 HEALTH & SAFETY

- 8.1 All of Headland's work is undertaken in accordance with current H&S legislation. A risk assessment and method statement will be prepared prior to the commencement of fieldwork. All staff will wear appropriate PPE and this will include high-visibility clothing, hard hats and safety footwear. Headland will make use of the main contractors site welfare facilities.

9 ACCESS & SERVICES

- 9.1 This WSI is submitted on the understanding that there will be unhindered access to all relevant areas of the site and buildings.

10 STRATEGY

- 10.1 Prior to any works starting a Level 2 Historic Building Survey of the building will be undertaken of the old workshops building.
- 10.2 During the renovation works, as part of the watching brief, monitoring visits will be undertaken by Headland Archaeology in order to create a record of any architectural features exposed during the works. In particular monitoring visits will be scheduled to coincide with the dountaking of partitions, the removal of any primary beams (most are being preserved), and the reopening of stone openings.
- 10.3 During ground breaking works Headland Archaeology will undertake a watching brief of areas on areas of groundbreaking associated with the development.
- 10.4 If archaeologically significant sub-surface remains are encountered then they will be subject to a programme of excavation and recording. The significance of sub-surface remains will be determined by the LPA (advised by WoSAS and the scope of further works will be determined with the agreement of the LPA (advised by WoSAS) during an on site meeting with WoSAS and the client's representative.

11 METHOD

HISTORIC BUILDING RECORDING

- 11.1 In line with the requirements of a Level 2 record (RCHME 1996) the staged surveys will include:
- Plans (to scale) of all main floors as existing (to be supplied by Michael Gray Architects with additional detail added by Headland Archaeology). Small buildings of well-known types or with a repetitive internal structure may be planned on one floor only, but a note or sketch plan will be made to show the arrangements of other floors. Plans will show the form and location of structural features of historic significance (e.g. blocked doors & windows, former fireplace openings, masonry joints, changes in internal level, variations in wall-lines or thickness in plan or in the vertical plane). Where only a façade or limited historic fabric survives the modern building will only be shown in outline.
 - General photographic view or views of the exterior of buildings.
 - Photographs that capture the overall appearance of principal rooms and circulation areas.
 - Photographs of 19th- early 20th century architectural details.
 - Detailed photographs and record of the roof structure in advance of alteration/repair works.
- 11.2 The written or descriptive record will include:
- The precise location of the buildings.
 - The date the record was made and the name of the recorders.
 - An expanded summary statement describing each building's type, purpose, materials and possible date (s). An outline account of the

building's plan, form, function, age and development sequence. The names of architects, builders, patrons and owners if known.

- A note of each building's past and present relationship to its setting: for example, its part in a larger functional group of buildings.

11.3 Where significant features are revealed that require measured survey this will be undertaken using an EDM attached to a portable computer or dGPS.

WATCHING BRIEF

11.4 The main contractor will undertake all ground breaking works. A toothed bucket will be used to remove any hard surfaces/demolition deposits and all soft deposits are to be removed using a flat bladed ditching bucket. The ground breaking works will be monitored by an archaeologist. The monitoring strategy will provide information on any previously unrecorded features of archaeological interest in a relatively unobtrusive manner. It should not involve major interruption to the work programme. Isolated features or artefacts will be recorded according to normal watching brief methodology. This will typically be within one hour for each feature. If a significant archaeological horizon is encountered or if significant *in situ* archaeological deposits are found during the operations then all ground disturbance in the area must cease until an appropriate level of excavation and recording has been undertaken to the satisfaction of the LPA (advised by WoSAS). The significance of archaeological deposits will be determined by the LPA (advised by WoSAS). If appropriate a site meeting will be arranged to discuss an appropriate strategy.

RECORDING

11.5 All recording will follow IfA Standards and Guidance for conducting archaeological watching briefs and historic building recording. All contexts, small finds and environmental samples will be given unique numbers. All recording will be undertaken on *pro forma* record cards. In the event that stratified deposits are encountered, a 'Harris' matrix will be compiled. 35mm colour transparencies and prints will be taken; a graduated metric scale will be clearly visible. Digital images may be taken for illustrative purposes.

11.6 A site plan including all identified features, areas of excavation and other pertinent information will be recorded digitally. The site plan will be accurately linked to the National Grid and heights to OD. Where appropriate, sections and stratigraphic sequences will be recorded digitally. Digital recording will be undertaken using a differential GPS or an EDM linked to a hand-held computer in order to allow data checking while in the field. If additional detailed recording of features and sections is required (i.e. where their complexity means that archaeological information could be lost if recorded digitally) then plans and sections will be hand-drawn on permatrace at an appropriate scale (normally 1:20 or 1:50 for plans and 1:10 for sections).

11.7 Headland maintains a digitally-based library of guidance documents that includes information on field evaluation and recording. Relevant parts can be forwarded on request.

SAMPLES AND ARTEFACTS

11.8 Finds will be routinely recorded by context and recorded 3-dimensionally where appropriate (i.e. where their position within a context can provide further significant information or the find is of particular significance). Any artefacts retrieved during the evaluation will be cleaned using appropriate techniques and packaged and stored in accordance with *First Aid for Finds* (Watkinson & Neal 1998). All artefacts recovered during the evaluation will be cleaned, marked and catalogued. Headland's in-house finds specialists will be available to provide advice remotely or

on site if necessary. Conservation will be undertaken by Scottish Conservation Studio (for metalwork) and AOC Ltd (for organics).

- 11.9 Deposits identified as archaeologically significant will be sampled for environmental material and other finds (e.g. bone, pottery etc.). Bulk samples will be taken from selected deposits for wet sieving and floatation in order to recover any environmental material. A bulk sample will typically be 40 litres. However, where large deposits are encountered more than one bulk sample may be taken. Similarly, small deposits such as the fill of postholes may contain less than 10 litres of sediment and will be fully sampled. A representative proportion of samples taken on site will be processed and assessed with the results and recommendations for any further work included in the evaluation report.
- 11.10 Where waterlogged deposits are encountered (such as peat) appropriate sampling techniques will be employed so as to maximise the environmental information gained from such deposits. This may include the taking of monolith or core samples for pollen and non-pollen palynomorphs (e.g. testates and fungal spores) and large specialist samples for plant macrofossil, wood (including waterlogged wood) and insect analyses.
- 11.11 Headland's Environmental Specialist, Dr Scott Timpany, will liaise with site staff to ensure an appropriate strategy for the recovery and sampling of environmental remains develops in tandem with fieldwork results.

12 MONITORING

- 12.1 Access to the site will be afforded to the curator for monitoring purposes.

13 REPORTING AND ARCHIVE

- 13.1 On completion of the fieldwork Headland will produce a site archive and an archive report that includes all relevant specialist assessments of excavated material. An online OASIS report will be completed and will be accompanied by a PDF report and boundary file. A summary report will be submitted for inclusion in *Discovery and Excavation Scotland*.
- 13.2 Final report contents and format will be in line with IfA standards & guidance and curator requirements. Copies of the report will be sent to the client for onward transmission to the local planning authority; copies (paper & electronic) will also be submitted to the curator, to be deposited in the HER. Draft reports will be submitted within 4 weeks of the completion of fieldwork.
- 13.3 The project archive will be compiled in accordance with the guidelines published by the Institute for Archaeologists on behalf of the Archaeological Archives Forum (July 2007). The documentary and digital archive will be submitted to RCAHMS within six months of completion of all work on this project. All finds will be reported to the Scottish Archaeological Finds Allocation Panel, which will determine the ultimate destination of the material archive. Once this is determined, and within three months, arrangements will be made with the specified museum for transfer of material and title.

14 HUMAN REMAINS

- 14.1 If encountered human remains will not be excavated until reported to the client, curator and local police and a strategy for excavation agreed with all parties. None will be excavated during the course of the present program of work. If human remains are to be excavated during subsequent work all excavation and treatment of cremated and inhumed human remains will be undertaken in cognisance of IfA

Technical Paper Number 13 (Brickley & McKinley & 2004) and relevant Historic Scotland policy on the treatment of human remains.

15 BIBLIOGRAPHY

Archaeological Archives Forum Archaeological Archives: a guide to best practice in creation, compilation, transfer and curation (published by the IfA 2007).

Brickley M & McKinley J 2004 Guidelines to the standards for recording human remains (IfA Paper No 7).

IfA Standards and Guidance for archaeological field evaluation (revised October 2008).

SPP: Scottish Planning Policy (February 2010;
<http://www.scotland.gov.uk/Publications/2010/02/03132605/0>)

Watkinson D & Neal V First aid for finds, (Third Edition 1998).