

**Report of Archaeological Desktop &  
Walkover Survey  
Inverarnie Woods, by Farr, Highland.  
Centred at NH 678/360.**

Client: Mr. P McKenzie.

**By  
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August 2005**

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## **Non-Technical Summary**

*Stuart Farrell was commissioned by Mr. P McKenzie in August 2005 to undertake an archaeological desktop and walkover survey as part of a pre-felling licence for the Inverarnie Woods, by Farr, Highland.*

*Work revealed a number of previously unrecorded archaeological sites to include a turf & stone dyke, a possible platform, a shooting butt and a boundary marker.*

## **1. Introduction**

This report is for an archaeological desktop and walkover survey conducted for Mr. P MacKenzie by the author for the Inverarnie Woods, by Farr, Highland.

The fieldwork was conducted on August 9<sup>th</sup> & 10<sup>th</sup> 2005.

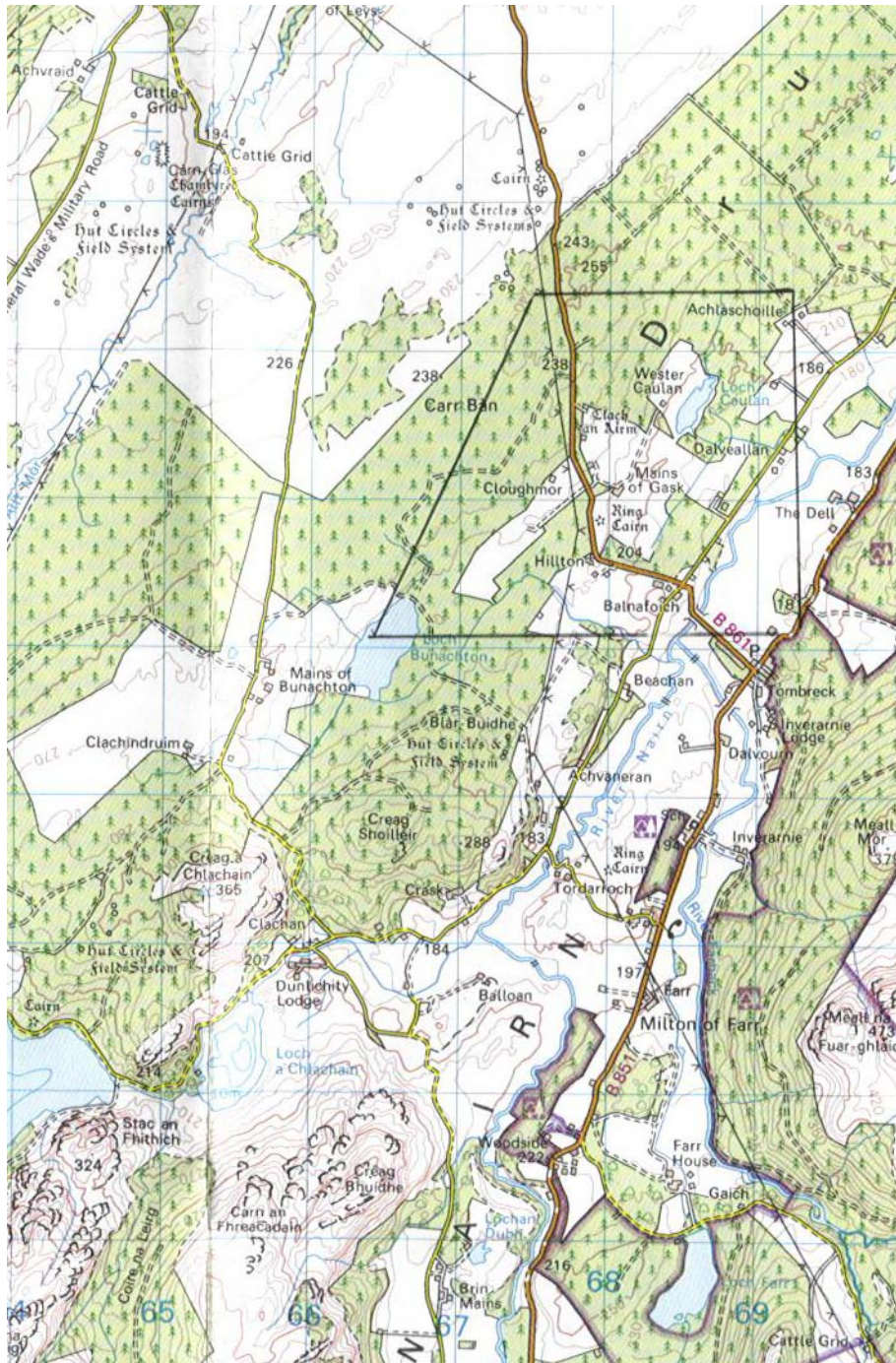
## **2. Acknowledgements**

I would like to thank the following for their help during the work:

- Mr. P McKenzie;
- Staff of Highland Council Archaeology Unit;
- Staff of the Royal Commission on the Ancient and Historical Monuments of Scotland;
- Staff of the National Monuments Record of Scotland;
- Staff of Highland Council Archives;
- Staff of the National Library of Scotland, Map room.

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**Figure 1: General Survey Location 1:50,000.**  
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### **3. Objectives**

To conduct a desktop and walkover survey to record those features that would be affected by the felling of forestry. This survey to follow those guidelines as proposed by the Institute of Field Archaeologists (IFA, 1999) and those of the Forestry Commission (FC, 1995) and to follow the enclosed specification as provided by Highland Council Archaeology Unit.

### **4. Archaeological Survey**

#### **Desktop & Walkover Results**

A desktop survey was conducted using the following sources:

- Highland Council Sites and Monuments Record;
- National Monuments Record of Scotland, Edinburgh;
- Royal Commission on the Ancient and Historic Monuments of Scotland – aerial photograph collection;
- National Library of Scotland, Edinburgh (Maps);
- Highland Council Archives;
- Inverness Library.

Both the aerial photography and the map coverage were limited to the area of interest. Aerial photographs were very limited especially due to lack of coverage with the latest limited due to scale. Map coverage was also limited as the 1<sup>st</sup> edition of 1870's was almost the same as the 2<sup>nd</sup> of 1905 and little survey work has been carried out in detail in the 20<sup>th</sup> century, with the next edition being the 1970's. Early historical maps of the area do not provide enough detail for the area of interest.

No extensive survey for the woodland has previous been conducted. Limited archaeological survey work has previously been conducted to the east of the northern area of the woodland by GUARD (Speller, 1995), though their survey did include the western portion of site 3. Other work has been by the Ordnance Survey in 1963 and the early 1970's.

The following **15** archaeological sites were to be found in or close to the areas of woodland surveyed. Sites were marked off with canes and reflective tape. Grid references on-site were obtained using a Garmin II GPS using OS data. Sites are as follows:

HSMR – Highland Sites and Monuments Record  
NMRS - National Monuments Record of Scotland  
N/a – not available

Recommendations are given after each site.

**1** – Wester Caulan

HSMR – NH63NE 88

NMRS – NH63NE 78

Grid Ref: NH 6775/3701 to 6845/3665

Type – Drove Road

Noted in HSMR and NMRS of 'During 1996, GUARD undertook a field survey at Drummoissie Muir, near Inverness in advance of proposed developments by the Pig Improvement Company Ltd. Droveway, leading from the B861 road to NMRS NH63NE 83 and beyond'.

A series of small tracks/roads are marked to this location on the 1<sup>st</sup> edition OS, not marked on the 2<sup>nd</sup>. Site not visible on aerial photographs.

Walkover reveals no trace of any tracks/roads at this location or on opposite side of road as noted in HSMR/NMRS.

*No recommendations to be made.*

## **2 – Moor of Gask**

HSMR – NH63NE 6

NMRS – NH63NE 6

Grid Ref: NH 676/368

Type – Possible site of cairn

Noted in HSMR and NMRS of 'On the moor of Gask, in the neighbourhood of the Chambered Cairn (NMRS NH63NE 10) are many hut circles and cairns, the larger of the cairns occupying conspicuous positions. Most of them have been opened and robbed "but there are still the remains of at least two good cromlechs with covered cists – one of which shows admirably the position occupied by the cinerary urn (ISSFC 1885).

The hut circles to which the above refers may be those within the area centred on NH 676/368 (see NMRS NH63NE 7). No trace of cairns or "cromlechs" were seen in that part of the moor of Gask falling within the present area of investigation. OS September 1963'.

Not marked on 1<sup>st</sup> or 2<sup>nd</sup> edition maps OS. Site not visible on aerial photographs.

Walkover reveals no trace of any cairns, a large pile of stones c2m in diameter and 0.5m high is situated at NH 67652/36836, just outside boundary, but this looks to form part of site 12 rather than being a site on its own right.

Below: View of stones facing NE – scales 1m.



*Recommend that care to be taken during felling in this area; site to be given 20m exclusion area in any new planting.*

## **3 – Carr Ban**

HSMR – NH63NE 7

NMRS – NH63NE 7

Grid Ref: NH 678/368



#### Type – Field System

Site is sited to both sides of road. Area of interest is huts C-F. (See enclosed plan)  
Noted in HSMR and NMRS of 'Centred at NH 678/368 is a settlement of nine stone-walled huts and the remains of an associated field system. The wall of each hut is spread to a regular width all round, and the dimensions are given between wall centres.

C is circular c11.5m in diameter, with the wall spread to c3.5m. The 'simple' entrance in the E is c2m wide. A wall spread to c3.5m runs for about 10m in an easterly direction from the N side of the entrance.

D is circular c6.5m in diameter, with the wall spread to c2m. A stone on edge, probably a facing stone, occurs near the N side of the 'simple' entrance which is in the E c0.8m wide.

E is circular c8m in diameter, with the wall spread to c2m. A stone clearance heap lies against the wall in the N. The 'simple' entrance in the E c0.8m wide.

F is circular c7m in diameter, with the wall spread to c2m. Occasional outer facing stones are visible in the S arc. The 'simple' entrance in the E c0.8m wide.

The field system is marked by stone clearance heaps and an occasional lynchet, best defined to the S of hut 'C' where one plot measures 20m square, but it is largely destroyed elsewhere by forestry activities. Visited by OS January 1970.

Of the four huts to the W of the road only 'D' the most westerly, remains intact in a fire break. The others have been ploughed through and planted. A search revealed no artifacts, apart from a few burnt stones in the centre of and outside the entrance of each hut. Several outer facing stones are revealed in each hut, but no inner ones. It is noticeable that the rubble content of the smaller more easterly hut is heavier than the others. Visited by OS January 1971'.

Not marked on 1<sup>st</sup> or 2<sup>nd</sup> edition maps OS. One hut circle visible to area of interest on aerial photograph of 1949 (4099).

Walkover reveals hut F at NH 67728/36768, ploughed through and planted over. Difficult to ascertain height due to ploughing action. Quite a bit of stone visible, though all dislodged. Ploughing is c0.6m wide and 0.4m deep with three row of trees through site. Possible 2<sup>nd</sup> hut at NH 67682/36756 c9m NS x 10m EW (possibly hut C), as previous very heavily ploughed. No trace made of site F or field system as previously noted. Site D lies under heather in area of electricity pylons.

Below: View of hut F facing S – scale 1m.



*Recommend that care to be taken during felling in this area; site to be given 20m exclusion area in any new planting.*

**4 – Cloughmor**

HSMR – N/a

NMRS – N/a

Grid Ref: NH 6753/3613 (centred)

Type – Farmstead, Smithy

Two buildings in area of forestry possibly part of nearby farmstead. Building to W marked as roofed on 1<sup>st</sup> edition and named as smithy with enclosure to SW end, both marked as unroofed on 2<sup>nd</sup> edition OS. Two buildings visible on aerial photographs of 1949 (4099) both unroofed, the former smithy being of 2 compartments. Also noticeable is complex of buildings around farm. All marked as unroofed on OS map of 1975.

Walkover reveals new house being built on site of farm. A walkover of the woods reveals no trace of the buildings, area heavily and deeply ploughed.

*No recommendations to be made.*

**5 – Cloughmor**

HSMR – NH63NE 11

NMRS – NH63NE 11

Grid Ref: NH 6703/3580

Type – Standing Stone (possible)

Noted in HSMR and NMRS of 'Standing stone, not outcrop or erratic on a knoll. Other large slabs around but no indications of a cairn. (Woodham 1963). This stone orientated N-S is 1.2m long by 1.3m high and is 0.4m wide and it has a rounded slightly pointed top, no marks of any description were seen on it. It does not appear to be a true standing stone and could possibly be an erratic. Visited by OS September 1963'.

Not visible on aerial photograph of 1949 (4100).

Walkover reveals stone as described, though heavy with moss. No sign of any other stones, as suggested by OS may be erratic.

Top left: View of stone facing NW – scale 2m.

Top right: View of stone facing SE – scale 2m.



*Recommend that care to be taken during felling in this area; site to be given 20m exclusion area in any new planting.*



**6 – Cloughmor**

HSMR – NH63NE 2

NMRS – NH63NE 2

Grid Ref: NH 67/36

Type – Hut circle

Noted in HSMR and NMRS of 'There is an 8-yard hut circle on the moor above Gask, near a large conglomerate boulder to the north-west of the farm (jolly 1882). Not located by OS September 1963'.

Not visible on aerial photograph of 1949 (4100).

Walkover reveals no trace of hut-circle to this area, forestry here very dense and deeply ploughed. Possibly a reference to site 3?

*No recommendations to be made.*

**7 – Gask Burn**

HSMR – NH63NE 66

NMRS – NH63NE 60

Grid Ref: NH 6710/3561

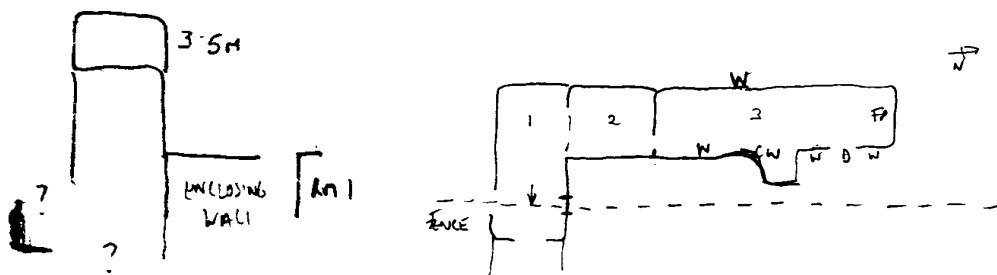
Type – Farmstead

Noted in HSMR and NMRS of 'A farmstead comprising 1 unroofed and 3 roofed buildings, 2 of which are long buildings and one is L-shaped is depicted on the 1<sup>st</sup> edition OS 6-inch map (Inverness-shire 1875, sheet 20). Two unroofed buildings and an enclosure are shown on the current edition of the OS 1:10,000 map (1975)'.

Named as Knocknashenish on the 1<sup>st</sup> edition OS. 2<sup>nd</sup> edition OS shows only N end of building being partly roofed all other buildings to be unroofed and not named. Visible on aerial photograph of 1949 (4099) as being unroofed.

Walkover reveals remains of farmstead to be well upstanding, though site divided by boundary fence. Main part of building is a 3-roomed L-shaped range (centred at NH 67097/35615), with a small porch to its front, and a small building to the SW. Building stands up to 1.7m high with walls 0.7m thick. Room 3 (see plan) is 5m x 17m with fireplace to NE end, and small porch (?) 2m x 2m with a corner window (very uncommon). Room 2 (abuts onto room 3) is 5m x 5.5m whilst room 1 is 4.5m x 8m (to fence boundary, though continues). To the SW small L-shaped building, though entrance is not discernible (centred at NH 67087/35601) 4.5m x 12.5m, with compartment to end 3.5m wide. Walls 0.5m thick and 0.3m high. Another long range and other buildings are visible on opposite side of fence.

Below: Sketch of farmstead (not to scale).



*Recommend that care to be taken during felling in this area; site to be given 20m exclusion area in any new planting.*

Top: View of farmstead facing W – scale 2m.  
Below left: Detail of fireplace – scale 2m  
Below right: View of corner window facing NNE – scale 2m.



**8 – Carr Ban**

HSMR – NH63NE 28

NMRS – NH63NE 28

Grid Ref: NH 6665/3573

Type – Enclosure

Noted in HSMR and NMRS of 'A circular enclosure, measuring 3.1m in diameter formed by a turf covered earthen banks c0.6m thick and c0.3m high. Probably of recent date, and associated with a ruined steading at NH 6663/3561. Visited by OS January 1970'.

Not marked on 1<sup>st</sup> or 2<sup>nd</sup> edition OS maps or later editions. Not visible on aerial photograph of 1949 (4100).

Walkover reveals no trace of enclosure, area heavily ploughed, and grid reference places it on a small ridge.

*No recommendations to be made.*

**9 – Loch Bunachton**

HSMR – NH63NE 17

NMRS – NH63NE 17

Grid Ref: NH 6688/3529

Type – Cairnfield

Noted in HSMR and NMRS of 'Cairn, base of what was a circular cairn 31-34ft diameter. All large stones removed for now ruined croft (Info to OS 1963). This appears to be a scattered stone clearance heap consisting mainly of small stones. Between it and

Newlands croft are several similar heaps of stones differing only in extent. Visited by OS September 1963'.

Not marked on 1<sup>st</sup> or 2<sup>nd</sup> edition maps OS. Not visible on aerial photograph of 1949 (4100).

Walkover reveals site to be centred at NH 66906/35299 of scattered small stones to an area 4m x 8m and 0.2m high. Possibly remnants of 3 or 4 clearance cairns.

*No recommendations to be made as outside area of forestry.*

Below: View of site facing NE – scale 2m.



**10 – Loch Bunachton**

HSMR – NH63NE 12

NMRS – NH63NE 12

Grid Ref: NH 6691/3530

Type – Hut Circle

Noted in HSMR and NMRS of 'An oval stone-walled hut, noted by Woodham (letter to OS 1963) measuring c11.5m E-W by c9.5m transversely between the centres of a wall spread to 3m at the rear increasing to 3.5m at the entrance to the E. The entrance may have been "clubbed" and the E arc are mutilated by a modern wall. Recent field clearance occupies part of the interior. No trace of associated cultivation. Visited by OS January 1970'. Not marked on 1<sup>st</sup> or 2<sup>nd</sup> edition maps OS. Visible on aerial photograph of 1949 (4100).

Walkover reveals single hut circle at NH 66921/35295 covered in heather c11m in diameter, with post-medieval wall over its E arc, with bank to 1m in height. No sign of field clearance within as previously noted.

*No recommendations to be made as outside area of forestry.*

Below: View of Hut circle facing W – scale 2m.



**11 – Sunnybank**

HSMR – N/a

NMRS – N/a

Grid Ref: NH 68907/36406

Type – Boundary Marker

Marked as stone on 2<sup>nd</sup> edition OS, not marked on 1<sup>st</sup>. Area to S marked as Mill Dam on the 1<sup>st</sup> edition OS for nearby Gask Mill, not being marked on 2<sup>nd</sup> edition OS (Mill is marked but not named).

Walkover reveals small yellow sandstone boundary marker, just inside modern fence-line but not marked. Stone is 0.25m high x 0.3m wide x 0.15m thick.

Below left: View of stone facing NW – scale 1m.

Below right: View of stone facing SE – scale 1m.



*Recommend that care to be taken during felling in this area; site to be given 20m exclusion area in any new planting.*

**12 – Cloughmor**

HSMR – N/a

NMRS – N/a

Grid Ref: NH 67414/36243 – 67668/36867

Type – Turf and Stone Dyke

Visible on aerial photograph of 1949 (4099). Marked on 1<sup>st</sup> and 2<sup>nd</sup> edition OS.

Walkover reveals turf and stone dyke 0.8m wide and high, though truncated heavily by existing ploughing, with it being spread to 2m in sections. Toward its N end (in area of fire break) dyke has been heavily cut by existing access track and turning area, at its N end no sign of its return in a SE direction. Trace visible at 67495/36200 (and at 67570/36175) as it returns back towards Cloughmor Farm.

*Recommend that care to be taken during felling in this area; site to be given 20m exclusion area in any new planting.*



Top: View of section of wall – scales 1m

Below: General view of dyke within trees – scales 1m.



**13** – Cloughmor

HSMR – N/a

NMRS – N/a

Grid Ref: NH 67417/36232

Type – Platform (possible)

Visible (possibly) on aerial photograph of 1949 (4099). Not marked on 1<sup>st</sup> or 2<sup>nd</sup> edition maps OS.

Walkover reveals a possible platform or collapsed cairn, 3m in diameter and 0.2m high. Top is very flat. Built into edge of stone dyke (site 12).

*Recommend that care to be taken during felling in this area; site to be given 20m exclusion area in any new planting.*

Over: View of site facing SE – scales 1m.





**14 – Cloughmor**

HSMR – N/a

NMRS – N/a

Grid Ref: NH 67394/36232

Type – Shooting Butt

Not visible on aerial photograph of 1949 (4100). Not marked on 1<sup>st</sup> or 2<sup>nd</sup> edition maps OS.

Walkover reveals butt 2.4m x 2.4m x 1m high with entrance to SE. Looks very modern.

*Recommend that care to be taken during felling in this area; site to be given 20m exclusion area in any new planting.*

Below: View of site facing NW – scales 1m.



**15 – Loch Bunachton**

HSMR – N/a

NMRS – N/a

Grid Ref: NH 66699/35326

Type – Boundary Marker

Walkover reveals upright slab of yellow sandstone adjacent to a conglomerate boulder forming boundary marker (?). Slab is 1.1m high, and does not seem to be of antiquity.

*Recommend that care to be taken during felling in this area; site to be given 20m exclusion area in any new planting.*

Below: View of stones facing SW – scale 2m.



## **5. Conclusions**

Overall most of the sites revealed relate to the former prehistoric or post-medieval crofting landscape, which mostly lie a predominant ridge through the South-eastern side of the area of woodland. A majority of these sites have been lost due to the deep ploughing of the existing woodland.

## **6. Archive**

A copy of this report is to be deposited in the National Monuments Record in Edinburgh and the Highland Council Sites and Monuments Record.

## **7. Discovery & Excavation in Scotland**

A short summary of the results of this project will be submitted to the Council for Scottish Archaeology's publication *Discovery & Excavation in Scotland*.

## **8. References**

Forestry Commission (1995) Forests & Archaeology Guidelines. Forestry Commission. Edinburgh.

Highland Council Sites and Monuments Record database entries for NH63NE.

IFA (1999) By-laws, Standards and Policy Statements of the Institute of Field Archaeologists. Reading.

National Monuments Record of Scotland CANMORE entries for NH63NE.

Speller, K (1995) Drummossie Muir, by Daviot. GUARD report 341. Unpublished report – copy held by HSMR.

### Maps Consulted

Ordnance Survey 1<sup>st</sup> edition 6inch-mile sheet 20 Inverness-shire of 1875 surveyed 1867-70.

Ordnance Survey 2<sup>nd</sup> edition 6inch-mile sheet 20 Inverness-shire of 1905 revised 1902-3.

Ordnance Survey map NH63NE for 1975 1:10,000.

Blaue, J 1654 Moravia.

Dorret, J 1750 A General Map of Scotland.

Ainslie, J 1789 Scotland.

Thomson, J 1830 Inverness-shire.

### Aerial Photographs Consulted

RAF S41/A/480	4099-4100	21-6-1949	1:10,000
OS 61489	64-65	7-5-1989	1:24,000



*Brief for archaeological work*

**ARCHAEOLOGICAL  
RECONNAISSANCE SURVEY**

*Produced for use by Forest Enterprise and others  
For Scottish Forestry Grant Schemes and similar forestry projects*

**HIGHLAND COUNCIL  
PLANNING AND DEVELOPMENT SERVICE**

**Archaeology Unit**

## 1) Background

Forestry projects of all types can impact on valuable features of historic and archaeological importance. New commercial planting, regeneration of native woodland, felling and restocking, timber extraction and other proposals therefore need to avoid such features wherever possible. Where this is not practicable, they should be recorded before they are damaged or destroyed. This will need to be done by a qualified and experienced archaeologist. This approach aims to establish at the earliest possible stage the nature and extent of any features of archaeological interest likely to be affected.

In the highlands, there has been relatively little systematic archaeological survey carried out but conditions have tended to mean that there can be a high survival of features and finds of all periods. These may be buried with only limited visibility above ground. There is therefore a need to establish the potential impact of projects on both recorded and unrecorded archaeology at the earliest possible stage so that an appropriate approach can be taken to preserving them wherever possible, or recording them where preservation is impractical.

To meet the needs of such an approach, the first requirement is for a desk based assessment to check available records. A field reconnaissance survey must then be undertaken to assess the presence of, and potential for, archaeological sites in the development area; to assess the significance of the sites that will be affected; and the impact of the proposed development upon them. This should assess the likelihood of buried as well as surface remains, and indicate any areas of particular sensitivity.

A report will be produced that outlines the conclusions of this work and proposes appropriate mitigation and recording arrangements to be followed in the scheme. If sites cannot be avoided then they should be recorded in advance of damage or destruction. The archaeological contractor should also mark the actual boundaries of sensitive archaeological areas on the ground with flags or tapes so that contractors and others can clearly see and avoid them – this can be done at a later stage.

## 2) Terms of Reference

The organisation developing the project as a whole will be responsible for the archaeological work, including any tendering and contractual arrangements.

This brief specifies the **minimum** acceptable standard of work. Proposals that present a higher standard may be offered and accepted. It may be used to obtain quotations from archaeological contractors. It is assumed that this will form the basis of an agreed approach unless changes are agreed in writing before the start of any site works.

The brief sets out in detail who is responsible for what, as well as the terms of reference, objectives, method, monitoring and reporting arrangements.

**The Archaeology Unit can comment on tenders submitted in confidence if required.** Any tenders should be accompanied by a project design, statement and evidence of competence, including the CV of the Project Director.

The work should be carried out by, or under the immediate direction of, a member of the Institute of Field Archaeologists to ensure that work is carried out to professional



standards. The Archaeology Unit may refuse to accept work from, or otherwise take action against, archaeologists who fail to carry out work to these standards.

The area to be covered by this assessment should be the entire development area: including any proposed services, access roads, works compounds, borrow pits or other ancillary works.

Before site works start, the proposed arrangements, including a timetable for the work should be agreed with the Highland Council Archaeology Unit in writing.

### 3) Objectives

The approach to the archaeological study should aim to:

- Identify the cultural heritage baseline within the proposal area.
- Assess the proposed development site in terms of its archaeological and historic environment potential.
- Consider the potential impacts of the scheme on the cultural heritage resource.
- Propose measures (where appropriate) to mitigate any predicted adverse impacts.

### 4) Method

#### a) *Desk-based assessment*

A check of all relevant archaeological / historical records, maps and aerial photographs should be undertaken and presented as an Appendice within the report. The following sources should be checked:

- *The Highland Council Sites and Monuments Record (SMR)*. Please note - the online SMR 'Am Baile' is not designed for use in development control, for assembling information for forestry or agri-environment schemes, or for constructing management policy of sites. In order to source the full SMR information required for such studies all consultants should approach the Highland Council Archaeology Unit directly.
- *The National Monuments Record of Scotland (NMRS)*
- *Historic Scotland's databases of listed buildings, Scheduled Ancient Monuments and monuments proposed for scheduling.*
- *The Inventory of Gardens and Designed Landscapes in Scotland (1988)*.
- *Relevant Local and Structure Plans.*
- *Vertical stereo aerial photographic coverage held by RCAHMS and the Highland Council Archaeology Unit.*
- *Ordnance Survey map coverage from 1850 onwards, and any other readily available early cartographic sources held at the National Library of Scotland Map Library.*
- *Bibliographic references and early parish accounts.*
- *The Highland Council Archives*
- *any locally held private archives*

#### b) *Walk-over survey*

It is important that a field reconnaissance survey be conducted in order to assess the presence / absence, character, extent and condition of sites, monuments and landscape features identified by the desk-based assessment. The survey will also identify any further features of cultural heritage interest not detected from the desk study.

'Archaeological Sites' in this context means individual sites above and below ground; historic buildings or other built structures; designed gardens, cemeteries or landscapes; battlefield or skirmish sites; and sites with historical or cultural associations.

All individual features will be recorded, photographed and sketched. All features will be marked on a plan, at a relevant scale, keyed by means of Grid References to the Ordnance Survey mapping.

Before any work starts on site, the archaeologist should mark the limits of all features likely to be affected on the ground by temporary boundary flags or tape set at a relevant buffer zone from the nearest visible feature edge. For commercial planting or replanting 20m is normally the minimum; smaller distances may be appropriate for certain site types in schemes for woodland regeneration and planting of native broadleaf varieties. This should help to avoid accidental damage by contractors or machinery on site.

### ***c) Report***

A report must be produced which sets out the results of the work and meets the stated objectives of this specification. The report should include proposals to mitigate the effects of the development on the archaeological resource. Any proposals should be discussed with the Highland Council Archaeology Unit before submission of the report. Normally this report will be attached as an appendix to the Woodland Grant Scheme documentation and any conclusions addressed in the main text of the proposal. However separate copies of the archaeological report will also be needed (see below).

## **5) Reporting**

### **a) Project Report**

The Archaeological Contractor is responsible for producing a report on the work and for making sure copies have been received by the recipients listed below. We require archaeologists to submit satisfactory reports within the agreed deadline. Reports must be submitted to all of the following **within 3 weeks** of the completion of the field work.

- At least one paper copy for the Forestry Commission (attached if possible to the WGS application).
- One paper copy to be deposited with the Council's Senior Librarian Information Co-ordinator, Libraries Support Unit, 31a Harbour Road, Inverness IV1 1UA.
- Two copies for the Archaeology Unit, Planning and Development Service, Council Offices, Glenurquhart Road, Inverness IV3 5NX : one paper copy and one copy of the complete report in a *pdf* file. This can be supplied by email or on a computer disc. Please ensure that all drawings and photographs are included.

The report must include as a minimum:

- A location plan (bound into the report) showing the development area and all archaeological features identified. Grid references must be included.
- The circumstances, objectives and dates of work, including a copy of this specification.
- Details of all archaeological sites with statutory heritage protection.
- A detailed gazetteer of all archaeological sites identified.
- A statement of the potential for the survival of further, buried sites of archaeological interest within the proposal area.

- Measured sketch plans and photographs of all significant archaeological features identified.
- Recommendations for the protection of the archaeological resource and/or mitigation measures should the development proceed.
- An analysis of the project results drawing in comparative data as appropriate, and a statement of the significance of the results as per the Burra Charter.
- A full index to any records or other material generated by the project including the archive location.
- A list of finds (if applicable), set out in the required format for Treasure Trove reporting.
- A list of all references and information sources.
- Weather and other conditions affecting fieldwork.
- Proposals for the presentation of the results to the local community as appropriate.

**b) DES**

A brief summary of the results must be sent to the Council for Scottish Archaeology for inclusion in *Discovery and Excavation in Scotland*. This is the responsibility of the Archaeological Contractor, who should allow for any costs when estimating for the work.

**c) Presentation**

Where significant archaeology has been found a presentation to the local community should be made within a year of the completion of the fieldwork. This is the responsibility of the Archaeological Contractor, and will not be funded by the Highland Council.

**d) Copyright**

The Council will assume author's copyright unless advised otherwise. However, the Archaeology Unit reserves the right to make the report available for reference and research purposes, either on paper, or electronically. The completed report will be made available for immediate public consultation for research purposes at the Highland Council Sites and Monuments Record, and through the public library service. The Archaeology Unit will acknowledge copyright in all cases.

**6) Monitoring**

The archaeologist appointed is responsible for agreeing arrangements for monitoring with Archaeology Unit staff. We aim to monitor archaeological projects as necessary to ensure that, as far as possible, minimum standards are met. Prior notice of fieldwork starting dates, with contact names, telephone numbers and arrangements for access must be given to the Highland Council Archaeology Unit by the archaeologist contracted to carry out the work.

**Any unexpectedly significant or complex discoveries, or other unexpected occurrences which might significantly affect the archaeological work and /or the development must be notified by the archaeologist immediately to the applicant and the Highland Council Archaeology Unit. Such finds or features must not be disturbed until arrangements have been agreed for safeguarding or recording them.**

## 7) Insurance

The archaeologist appointed must take all necessary measures to conform to the Health and Safety at Work Acts and be covered by all necessary insurance. Section 24 of the Highland Council's revised Contracts Standing Orders states:

"All specifications issued by and contracts entered into with the Council in connection with the carrying out of work or the provision of services shall provide that the contractor holds a valid insurance policy, approved by the Council, for:-

- (1) Employers liability - minimum limit - £10m (statutory limit)
- (2) Public liability - minimum limit £5m."

## 8) General

The archaeologist agrees by undertaking this work to the terms of this brief. He or she must:

- carry out the work according to the Code of Conduct, standards and guidance of the Institute of Field Archaeologists.
- agree a timetable for the work with the client and the Highland Council Archaeology Unit.
- not comment to the press or other media without prior approval from the client and the Highland Council Archaeology Unit.
- fully allow for prevailing weather conditions in northern Scotland.

Any Health and Safety incidents on site involving the archaeologist must be immediately notified to the Health and Safety Executive.

This brief has been produced for the Highland Council Archaeology Unit, to whom any enquiries should be addressed. No one else has authority to vary its terms.