

CAKH15- 001



**Cavers Auld Kirk, Cavers Hawick, Scottish Borders
Written Scheme of Investigation for an Archaeological
Watching Brief**

Client: Andrew Dow on behalf of Mrs Jane Cox

July 2015

INTRODUCTION

- 1.1 The construction of a therapy pool building is proposed at Cavers Auld Kirk, Cavers, Hawick, Scottish Borders. The site lies within the vicinity of the former church which dates to the 12th century and therefore has potential for the existence of buried medieval remains. An archaeological watching brief is required to satisfy a condition attached to the Building Warrant by the Scottish Borders Council.
- 1.2 The client (Mrs Jane Cox), through Andrew Dow has commissioned Headland Archaeology to agree a programme of archaeological work with the Scottish Borders Council Archaeologist who advises the planning authority on archaeological matters and to encapsulate that programme within a written scheme of investigation (WSI - this document) to be submitted for agreement. The scope of archaeological work involves an archaeological watching brief on the contractor's topsoil stripping and recording any exposed archaeological features.
- 1.3 This WSI takes into account relevant ClfA Standards and Guidance.

2 DESCRIPTION OF THE SITE

- 2.1 The development, lies close to Cavers Auld Kirk and potentially within the undefined northern limits of the medieval churchyard and burial ground.

3 ARCHAEOLOGICAL BACKGROUND

- 3.1 Cavers Old Kirk dates from the 12th Century and was dedicated to St Cuthbert. It was almost entirely rebuilt in 1622, with only parts of the east gable, the north wall and lowest courses of the north-west corner being original. It was replaced by a modern church in 1822.
- 3.2 Previous archaeological monitoring in 2008 confirmed the presence of human remains had existed north of the church, but had been disturbed. There is therefore the potential for human remains to be encountered below ground.

4 OBJECTIVES

- 4.1 The archaeological monitoring is designed to mitigate any adverse impacts on sub-surface remains of archaeological interest posed by the extension.
- 4.2 The works will involve monitored topsoil stripping prior to the construction of the therapy building. Any exposed archaeological remains will be recorded and investigated. Should significant archaeological remains be discovered, all on site excavation work will cease pending consultation with Scottish Borders Council's Archaeology Officer who will determine if further excavation and post-excavation analysis, reporting and publication is required to fully satisfy the consented archaeological condition.
- 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 – section 11).

5 SCHEDULE

- 5.1 The timetable for the works is still to be confirmed, but it is proposed that topsoil stripping will take one day to complete with the works likely to start during the **week commencing Monday 13th July 2015**.
- 5.2 Following completion of all works requiring archaeological monitoring, a draft report on the results of the archaeological monitoring will then be delivered to the client and, on approval, to the Scottish Borders Council archaeologist within 4 weeks of the completion of the monitoring.

6 PROJECT TEAM

- 6.1 The project will be managed for Headland Archaeology by Eddie Bailey (Project Manager); a suitably qualified archaeologist, with experience with human burials will undertake the monitoring. *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 Tim Holden. Headland has in-house specialists who can undertake analysis of pollen, plant macrofossils, insect remains and thin sections. Human remains will be assessed by Dave Henderson, faunal remains will be assessed by Laura Bailey.
- 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 watching brief.

7 INSURANCE & COPYRIGHT

- 7.1 Headland Archaeology (UK) Ltd is fully indemnified and all necessary insurances will be presented to the Demolition Contractor at the start of the project.
- 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. Suitable site welfare facilities will be provided.

9 PROJECT DESIGN

- 9.1 The works will involve monitored topsoil stripping prior to the construction of a therapy pool building. Any exposed archaeological remains will be recorded and investigated. If significant archaeology are discovered the monitoring archaeologist will contact the Scottish Borders Council archaeologist for further consultation.

- 9.2 The developer will ensure that any significant data and finds undergo post-excavation analysis in order to ensure that the history of the site is recorded.
- 9.3 Topsoil removal will be monitored by an archaeologist. Typically one archaeologist will monitor one earth moving plant. The monitoring strategy will provide information on any previously unrecorded features of archaeological interest in a relatively unobtrusive manner and may involve down-time of up to one hour per feature. Isolated features or artefacts will be recorded according to normal watching brief methodology.
- 9.4 Should significant archaeology (e.g. grave cuts) be uncovered during the works, the monitoring archaeologist will contact the Scottish Borders Council archaeologist for further consultation and discussion of potential mitigation measures.
- 9.5 All recording will follow ClfA Standards and Guidance for conducting archaeological watching briefs. 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.
- 9.6 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).
- 9.7 Headland maintains a digitally-based library of guidance documents that includes information on watching briefs and recording. Relevant parts can be forwarded on request.
- 9.8 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 works 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 works 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).
- 9.9 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 final report.
- 9.10 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.

- 9.11 Headland's Environmental Specialist, Dr Tim Holden, will liaise with site staff to ensure an appropriate strategy for the recovery and sampling of environmental remains develops in tandem with fieldwork results.

10 MONITORING

- 10.1 Access to the site will be afforded to the Scottish Borders Council archaeologist for monitoring purposes.

11 REPORTING AND ARCHIVE

- 11.1 On completion of the Archaeological monitoring Headland will produce a combined 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*.
- 11.2 Final report contents and format will be in line with ClfA 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.
- 11.3 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.

12 HUMAN REMAINS

- 12.1 All finds of human remains will be reported to the client, Scottish Borders Council archaeologist and local police. No human remains will be excavated under this contract. If human remains are to be excavated during further archaeological works all excavation and treatment of cremated and inhumed human remains will be undertaken in cognisance of ClfA Technical Paper Number 13 (Brickley & McKinley & 2004) and relevant Historic Scotland policy on the treatment of human remains.

13 BIBLIOGRAPHY

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

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

ClfA Standards and Guidance for archaeological Watching Briefs (revised October 2008).

Jones, R H 2011 *Roman Camps in Scotland*, Edinburgh.

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).