

TRLB14- 001



**2 The Row, Lauder, Scottish Borders
Written Scheme of Investigation for Archaeological
Monitoring**

Client: Stuart Davidson Architecture on behalf of Mr and Mrs Potts

May 2014

INTRODUCTION

- 1.1 A small extension is proposed to No 2, The Row, Lauder, Scottish Borders. The site lies within the historic core of the medieval Royal Burgh of Lauder and therefore has potential for the existence of buried medieval remains. An archaeological presence is required to satisfy a condition attached to the Building Warrant by the Scottish Borders Council.
- 1.2 The client (Mr & Mrs Potts), through Stuart Davidson Architecture 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 monitoring the contractor's topsoil stripping and recording any exposed archaeological features.
- 1.3 This WSI takes into account relevant IfA Standards and Guidance.

2 DESCRIPTION OF THE SITE

- 2.1 The development, No 2 The Row, lies just within the limits of the medieval burgh on the south side of The Row. A number of Listed Buildings lie on the north side of the Row. The extension to the existing building measures c 57m².

3 ARCHAEOLOGICAL BACKGROUND

- 3.1 Lauder received its Royal Burgh charter in 1298, and was re-chartered in 1328 and again in 1502. The Row lies at the very northern end of the medieval burgh, close to the site of the West Port, one of the two main gates into the burgh.
- 3.2 The burgh boundaries ran close to The Row, along the north side of The Row and then southwards along Castle Wynd. Immediately to the east of Castle Wynd are the extensive grounds of Thirlestane Castle, protected as a Designed Garden and Landscape.
- 3.3 The Scottish Burgh Survey of Lauder, published in 1980, considered The Row to have little recognisable archaeological potential but given how little was known about Lauder generally, any development offered an opportunity to better understand the burgh's history and development.
- 3.4 Should archaeological remains survive, they are likely to take the form of backland activity such as rubbish pits or ditches forming burgage plot boundaries.

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 an extension. 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 **week commencing Monday 2nd June 2014**.
- 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 Russel Coleman (Project Manager); a suitably qualified archaeologist, with a working knowledge of medieval urban archaeology 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. Faunal and human remains will be assessed by appropriate specialists.
- 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 an extension to No 2 The Row, Lauder. Any exposed archaeological remains will be recorded and investigated. If significant archaeology is 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 be uncovered during the works, the monitoring archaeologist will contact the Scottish Borders Council archaeologist for further consultation.
- 9.5 All recording will follow IfA 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 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.
- 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 IfA Technical Paper Number 13 (Brickley & McKinley & 2004) and relevant Historic Scotland policy on the treatment of human remains.

13 BIBLIOGRAPHY

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