

# GUARD ARCHAEOLOGY



**Soutra Quarry Extension Watching Brief: Area A**  
**Data Structure Report**  
**Project 3298/2**

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## Soutra Quarry Extension Watching Brief: Area A

### Data Structure Report

**On behalf of:** Skene Group Ltd

**NGR:** NT 4610 5907

**Project Number:** 3298/2

**Project Manager:** Ronan Toolis

**Report by:** Alan Hunter Blair

**Illustrations:** Fiona Jackson

**Approved by:**



**Date:**

24/06/2011

*This document has been prepared in accordance  
with GUARD Archaeology Limited standard operating procedures.*

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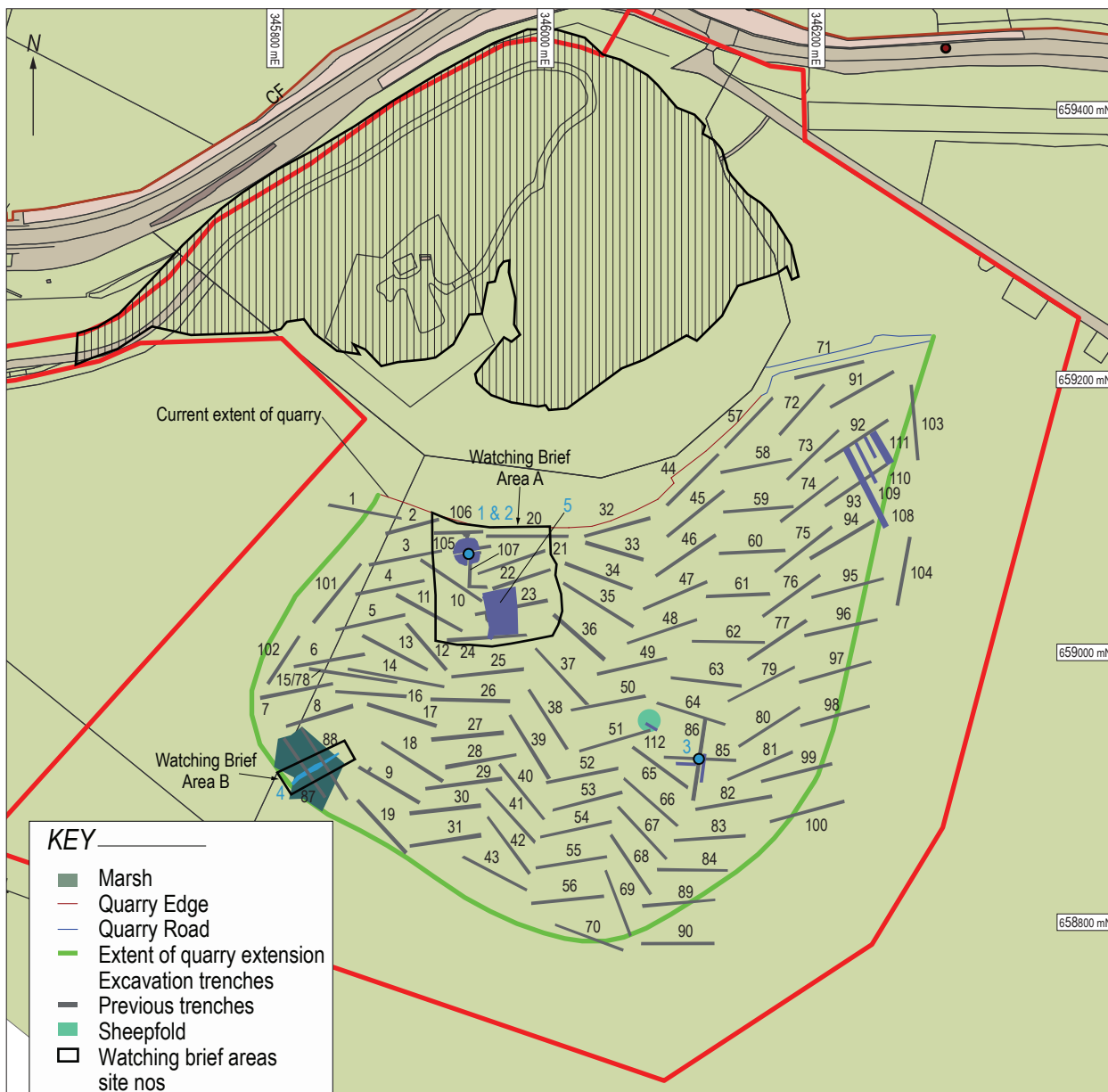
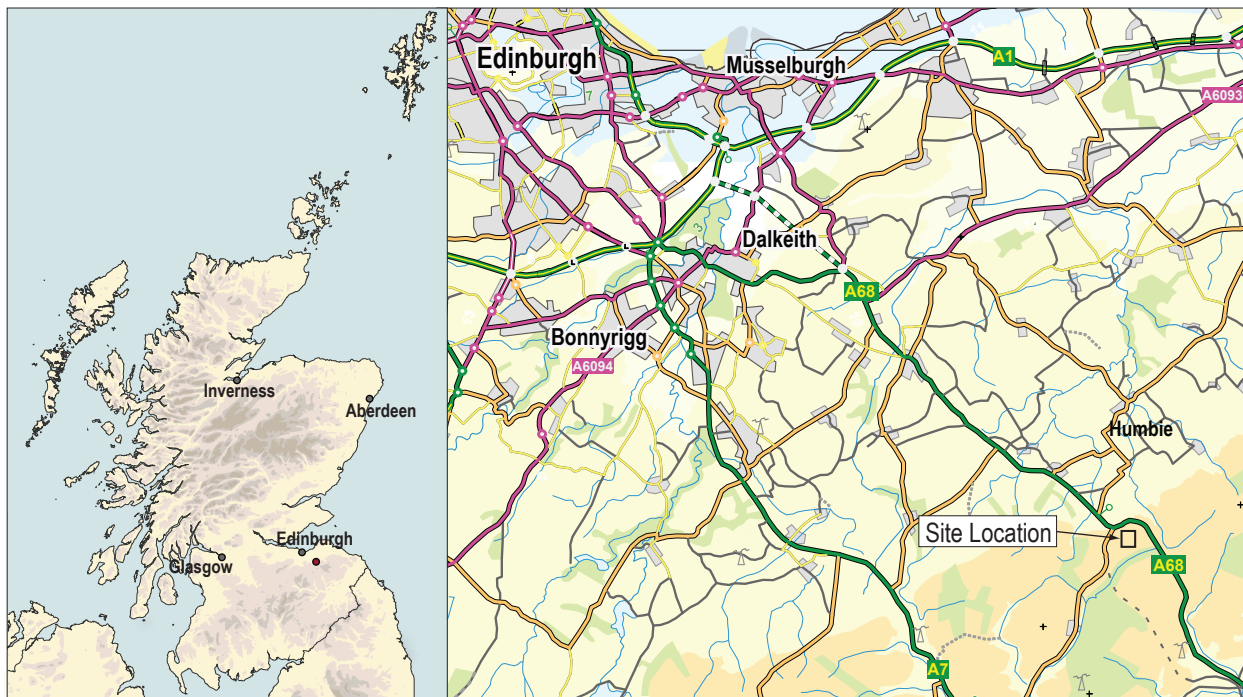


Figure 1: Site Location & Watching Brief Areas.

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## Executive Summary

- 1.1 In June 2011, GUARD Archaeology Ltd undertook an archaeological watching brief on one of two areas within the Soutra Quarry Extension Area. The work was commissioned by Ironside Farrar, acting on behalf of Skene Group Ltd, and this report presents the results of the watching brief.
- 1.2 Two discrete, undated and discontinuous rubble spreads were identified towards the south side of the watching brief area and may relate to a track leading to the modern causeway to the south-west.

## Introduction

- 2.1 This Data Structure Report presents the results for the archaeological watching brief required for removal of topsoil from one of two specific areas (Area A) within the Soutra Quarry Extension Area in order to meet planning condition 16 of the outline planning consent (Ref 09/00897/MIN).

## Site Location

- 3.1 Soutra Quarry lies to the east of Soutra Mains farm adjacent to the A68 to the south of Humber in the Scottish Borders (Figure 1). The quarry extension area covers approximately 12.69 hectares, is centred around NGR NT 4610 5907 and sits between 360m and 368m AOD.
- 3.2 The site is bounded by the existing quarry to the north and rough pasture and moorland to the south, east and west. The development area is currently rough pasture (Figure 1).
- 3.3 The underlying solid geology consists of wacke belonging to the Leadhills Supergroup (British Geological Survey Geological Digimap; <http://digimap.edina.ac.uk>).

## Archaeological Background

- 4.1 The evaluation and excavations undertaken by GUARD between November 2010 and February 2011 examined over 12 % of the Soutra Quarry Extension Area. Four sites of potential archaeological significance identified in a previous environmental impact assessment, comprising Soutra Hill Cairn (Site 1); Soutra Edge Beacon Stance (Site 2); Soutra Hill Old Sheepfold (Site 3) and Soutra Hill Trackway (Site 4) were evaluated. Numerous ploughmarks were also revealed during the evaluation across the quarry extension area. The Soutra Hill Cairn (Site 1) and a previously unknown post-hole circle (Site 5) discovered during the evaluation were concluded to be of sufficient archaeological significance to merit further excavation (Figure 1). The Scottish Borders Council Archaeologist also considered old sheepfold (Site 3) and a selection of plough furrows to merit further excavation as the form and alternating directions of the plough furrows were potentially consistent with other known instances of prehistoric cord rig.
- 4.2 The excavation recorded the full extent and dimensions of the cairn while allowing features within the cairn to be investigated. Late Neolithic/Early Bronze Age beaker pottery and lithics were recovered from within the matrix of the cairn adjacent to where a pit containing the cremated bones of a burial was found sealed beneath the cairn. In addition to the cremated bone, fragments of charcoal and nut shells were also recovered from the pit which along with the bone will provide suitable material for radiocarbon dating. Therefore while many of the prehistoric artefacts had been disturbed, possibly during the modern re-use of the cairn, an *in-situ* prehistoric burial survived.
- 4.3 The evaluation also discovered a potentially related timber circle (Site 5) a short distance to the south-east of the cairn. While a Bronze Age date would be expected for such a structure of timber uprights, no artefacts were recovered from the excavation of all 14 post-holes that formed this 4.5 m diameter structure, though charcoal recovered from one of the post-holes indicates the potential for acquiring a radiocarbon date. There was no evidence for any other features in the immediate vicinity of this structure.

- 4.4 Cultivation marks and furrows were examined in two separate areas, but revealed that these had been heavily contaminated with modern roots and offered little potential for further meaningful fieldwork. The desultory remains of both possible sheepfolds encountered during the evaluation and excavation, also offered little potential for further study.
- 4.5 Two trenches (87 & 88) were excavated across the trackway (Site 4) and the surrounding wet boggy area (Figure 1). In both trenches the results were the same; the track appeared to have been built directly onto the subsoil and consisted of both rounded and angular stones up to 0.4 m by 0.3m by 0.25 m (maximum size) and the track was up to 0.6 m deep and 5.5 m wide. In the western trench (Trench 87) the road make up was slightly deeper with a layer 0.1 m deep of small stones or gravel forming the upper surface. On either side of the track, stones had been dumped to widen the track and the track in trench 87 was 1.5 m wider than in trench 88 but modern twine similar to that used with straw bales was recovered from the dumped stones along the northern edge. Other piles of stones had been dumped into the wet area on either side of the track and around the edges but did not appear to form any type of structure.
- 4.6 The only significant archaeological remains discovered during this previous work relate to the cairn (Site 1) and the post-hole circle (Site 5). The area between and around the cairn and post-hole circle was subject to intensive trenching to establish if further archaeological remains survived in the vicinity of these sites but no further remains were discovered. Nevertheless, Scottish Borders Council considers this specific area still to be archaeologically sensitive.

## Aims, Objectives and Scope

- 5.1 The aim of the archaeological works was to:
- to ensure that any surviving archaeological remains, encountered during topsoil stripping works within watching brief Areas A and B (see Figure 1), were recorded to an appropriate level.
- 5.2 The objectives were therefore to:
- Conduct an archaeological watching brief in Area A and at a later date Area B during topsoil stripping works to establish the presence or absence of any archaeological remains and their character, date and extent if surviving;
  - Undertake an appropriate level of excavation of any significant archaeological remains encountered in order to determine the character, extent and significance of any archaeological deposits uncovered;
  - On completion of the watching brief submit a data structure report to Scottish Borders Council.

## Fieldwork Methodology

- 6.1 The watching brief involved the monitoring of Area A, which encompassed several previously excavated sites (1, 2 & 5) and several evaluation trenches. Area A comprised an area measuring approximately 8,300 m<sup>2</sup> (Figure 1). However a portion of the northern part of the study area had been accidentally subjected to quarrying and topsoil removal without monitoring (Figure 2). When first made aware of this, Skene Group's Management immediately notified GUARD. The area stripped prior to archaeological monitoring was then visually inspected but no remains of an archaeological nature were observed.
- 6.2 The watching brief included the monitoring of all further topsoil stripping operations by machine within the remaining part of Area A, and the excavation and recording of any feature(s) encountered to ensure that no significant archaeological remains were disturbed prior to being excavated.



Plate 1: General view of Area A, showing extent of topsoil stripping undertaken prior to the watching brief commencing, from the north-east

- 6.3 One experienced GUARD Project Officer was required during the watching brief on an 'as and when' required basis when the land was needed for quarry extension. The back-acting machine excavator was fitted with a flat-bladed (toothless) ditching bucket and operated under the constant supervision of the GUARD archaeologist.
- 6.4 The topsoil was removed in spits to the first archaeological horizon or, where none was found, to the required depth of the topsoil stripping works. If archaeological remains are observed, the watching brief archaeologist was to instruct the machine plant operator to cease excavation immediately.
- 6.5 Suitable down time was provided to the on-site GUARD Archaeologist in order to investigate and record any archaeological features encountered on site. Any archaeological features encountered were cleaned by hand by the on-site Archaeologist to determine their character and extent. Should negative-cut features be encountered, a representative sample was to be 25-50% excavated in order to determine their significance, date and function. A full record of excavated features was to be made using a single context recording system using pro forma sheets, drawings and photographs. All archaeological features were to be photographed and recorded at an appropriate scale. Sections were to be drawn at 1:10, and plans at 1:20. All levels were to be tied into Ordnance Datum and the trenches accurately located with the National Grid.
- 6.6 Should human remains be revealed by the excavation, the local police, the client and the Scottish Borders Council Archaeologist were to be informed immediately. Any human remains would then be accurately recorded, but left *in situ*, pending the agreement of the police, the client and the Scottish Borders Council Archaeologist on an appropriate mitigation strategy.
- 6.7 If any archaeology encountered was sufficiently significant or complex to require more than one day to excavate and record, the client and the Scottish Borders Council Archaeologist were to be contacted to agree appropriate further mitigation measures. Such measures would likely comprise the excavation of any significant archaeological remains by the on-site Archaeologist and an appropriate number of Assistant Archaeologists. Recording would include pro forma sheets, drawings and photographs. The general practice would be to bulk recover all artefacts by context.

## Results

- 7.1 An area measuring 2,810 m<sup>2</sup> was monitored during topsoil stripping. Topsoil, 0.15-0.25 m deep, was removed to reveal natural subsoil comprising patches of orange, pale and dark brown stony clay.
- 7.2 Two putative, discontinuous rubble spreads [100] (Plate 2) and [101] were identified towards the south side of the watching brief area (Figure 2). These consisted of large, medium and small sub-rounded and sub-angular stones and were found subsumed and bound fast by the turf and

topsoil horizon and overlying the natural clay subsoil. Neither of the deposits were particularly extensive but appeared to be anthropogenic in origin. These rubble spreads were recorded and then removed by machine to reveal natural clay subsoil directly below.



Plate 2: Stone deposit 100, from the south-west



Plate 3: Overview of stone deposits and causeway, from the north-east



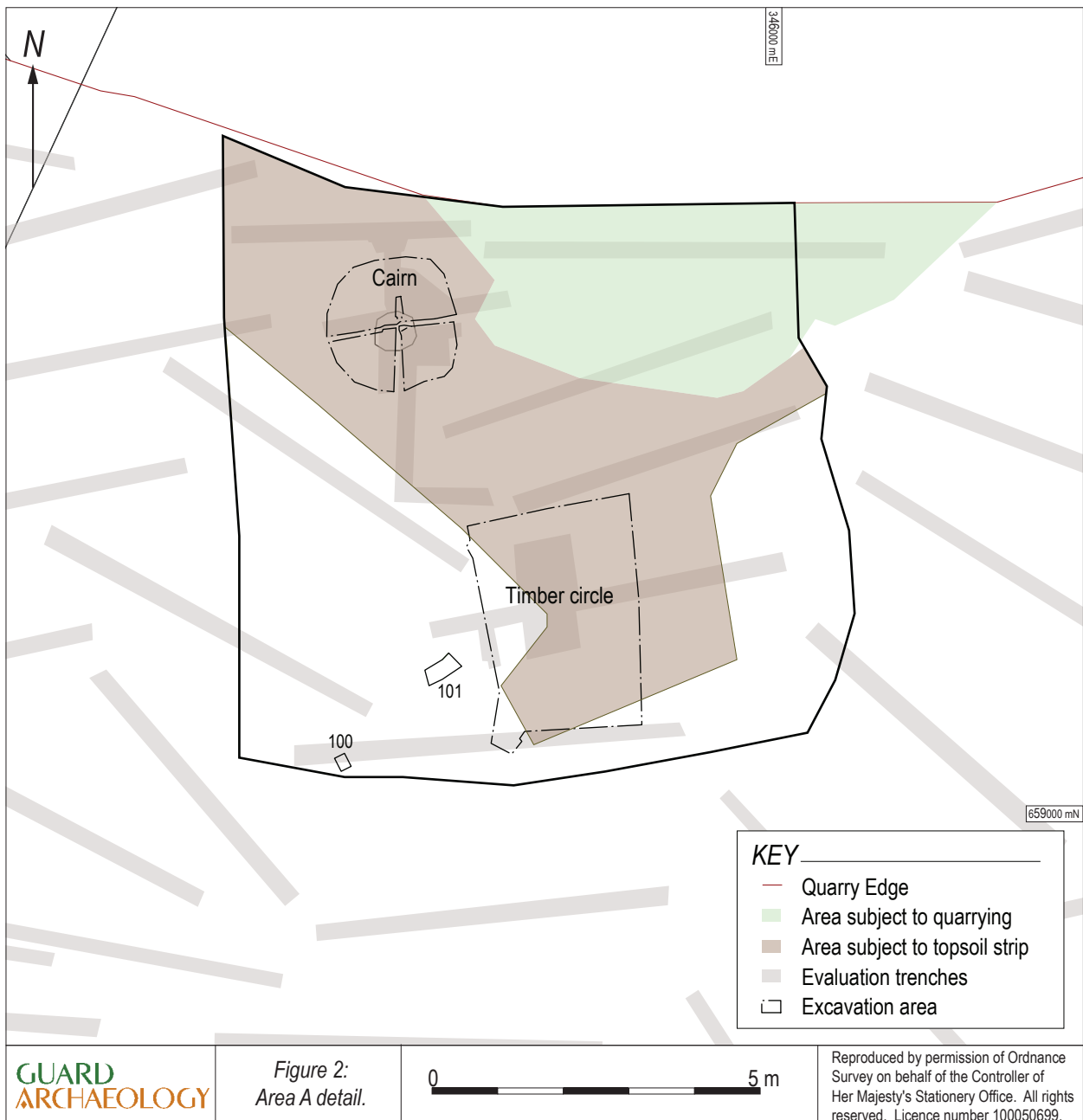


Figure 2:  
Area A detail.

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## Discussion

8.1 The only archaeological remains encountered were the rubble spreads [100] and [101]. These rubble spreads, together with the backfilled remains of a rubble spread in evaluation trench 12 and the remains of rubble spread in evaluation trench 20, were noted to align roughly with the causeway within Watching Brief Area B to the south west (Plate 3). Although not as well founded as the causeway the material used in their construction appeared similar in nature. While no finds or other dating evidence were recovered from either of these discrete rubble spreads during the watching brief, modern twine recovered from amongst the stones on the northern edge of the causeway may indicate a relatively modern date for these rubble spreads. The absence of similar rubble spreads from evaluation trenches (eg 14, 16, 17 & 21) across the same alignment suggests that if the rubble relates to a trackway, only discrete parts of the trackway route were perhaps required to be filled in with rubble, presumably to level natural dips in the ground. Alternatively, the rubble spreads may be consistent with clearance cairns and could possibly be contemporary to the cord rig furrows encountered across the extension area during the evaluation.

## Conclusions

- 9.1 Given the limited significance of the remains recorded during the watching brief and the absence of any finds, no further work is recommended. The watching brief required for Area B, around the causeway, will be undertaken when the quarry extension reaches this point in due course.

## Acknowledgements

- 10.1 GUARD would like to thank Darren Forrester, Willie Shields, Ronnie and Danny and Jim the machine driver from Skene Group Ltd for their assistance. GUARD also thanks Keith Luke from Ironside Farrar and Christopher Bowles of Scottish Borders Council. Technical support was from Aileen Maule and John Kiely. The illustrations were prepared by Fiona Jackson. The report was desk top published by Gillian McSwan. The project was managed by Ronan Toolis.

**Soutra Quarry Extension  
Watching Brief: Area A  
Data Structure Report**

**Section 2: Appendices**



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## Appendices

### Appendix A: List of Contexts

Context	Area	Description	Dimensions				Above	Below
			Height (m)	Length (m)	Width (m)	Depth (m)		
100	A	Deposit: A dry, firm, dark grey brown sandy loam with frequent inclusions of small, medium and large sub angular and sub-rounded stones. Stone size 250 mm x 250 mm x 120 mm Interpreted as: Possible track remnant. Truncated during machining.	-	1.7	1.4	0.25	Natural clay	Topsoil
101	A	Deposit: A dry, firm, dark grey brown sandy loam with frequent inclusions of small, medium and large sub angular and sub-rounded stones. Stone size 380 mm x 250 mm x 120 mm Interpreted as: Possible track remnant.	-	5	2.6	0.25	Natural clay	Topsoil

### Appendix B: List of Photographs

#### Digital Film No.1

No.	Area	Description	From
1	-	Registration shot	-
2-3	A	General view of stripped area not monitored	N
4-5	A	General view of stripped area not monitored	S
6-7	A	Stony deposit in evaluation trench 12	SW
8-9	A	Stony deposit 100	SW
10-11	A	General view to causeway from watching brief area, Soutra Aisle in the distance	NE
12-13	A	View from causeway to watching brief area	SW
14	A	General view during topsoil strip	S
15-16	A	Stony deposit 101	NE
17-18	A	General views of stripped area	SW
19-21	A	General views of stripped area	NE

## Appendix C: Discovery And Excavation Scotland Entry

LOCAL AUTHORITY:	Scottish Borders
PROJECT TITLE/SITE NAME:	Soutra Quarry extension
PROJECT CODE:	3928/2
PARISH:	Fala and Soutra
NAME OF CONTRIBUTOR(S):	Alan Hunter Blair
NAME OF ORGANISATION:	GUARD Archaeology Ltd
TYPE(S) OF PROJECT:	Watching Brief
NMRS NO(S):	NT 45NE 9 & NT45NE 11
SITE/MONUMENT TYPE(S):	Possible modern track remnants
SIGNIFICANT FINDS:	None
NGR (2 letters, 6 figures)	NT 4594 5907
START DATE (this season)	13 <sup>th</sup> June 2011
END DATE (this season)	14 <sup>th</sup> June 2011
PREVIOUS WORK (incl. <i>DES</i> ref.)	Evaluation and excavation
MAIN (NARRATIVE) DESCRIPTION: (May include information from other fields)	<p>In June 2011, GUARD Archaeology Ltd undertook an archaeological watching brief around the sites of a cairn and post-hole circle excavated during a previous phase of fieldwork, in advance of the Soutra Quarry Extension.</p> <p>Two undated, discontinuous rubble spreads were identified towards the south side of the watching brief area. These aligned roughly with a modern causeway to the south west recorded during the evaluation and may relate to the ephemeral remains of a relict trackway.</p>
PROPOSED FUTURE WORK:	Watching Brief
SPONSOR OR FUNDING BODY:	Skene Group Ltd
CAPTION(S) FOR ILLUSTRS:	---
ADDRESS OF MAIN CONTRIBUTOR:	GUARD Archaeology Ltd. 52 Elderpark Workspace, 100 Elderpark Street, Glasgow G51 3TR
EMAIL ADDRESS:	bob.will@guard-archaeology.co.uk
ARCHIVE LOCATION (intended/deposited)	Archive to be deposited in NMRS.

**Appendix D: Written Scheme of Investigation****SOUTRA QUARRY EXTENSION, EDINBURGH**

WATCHING BRIEF WRITTEN SCHEME OF INVESTIGATION

PROJECT 3298

## Contents

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# SOUTRA QUARRY EXTENSION, EDINBURGH

WATCHING BRIEF WRITTEN SCHEME OF INVESTIGATION

PROJECT 3298

by

Ronan Toolis



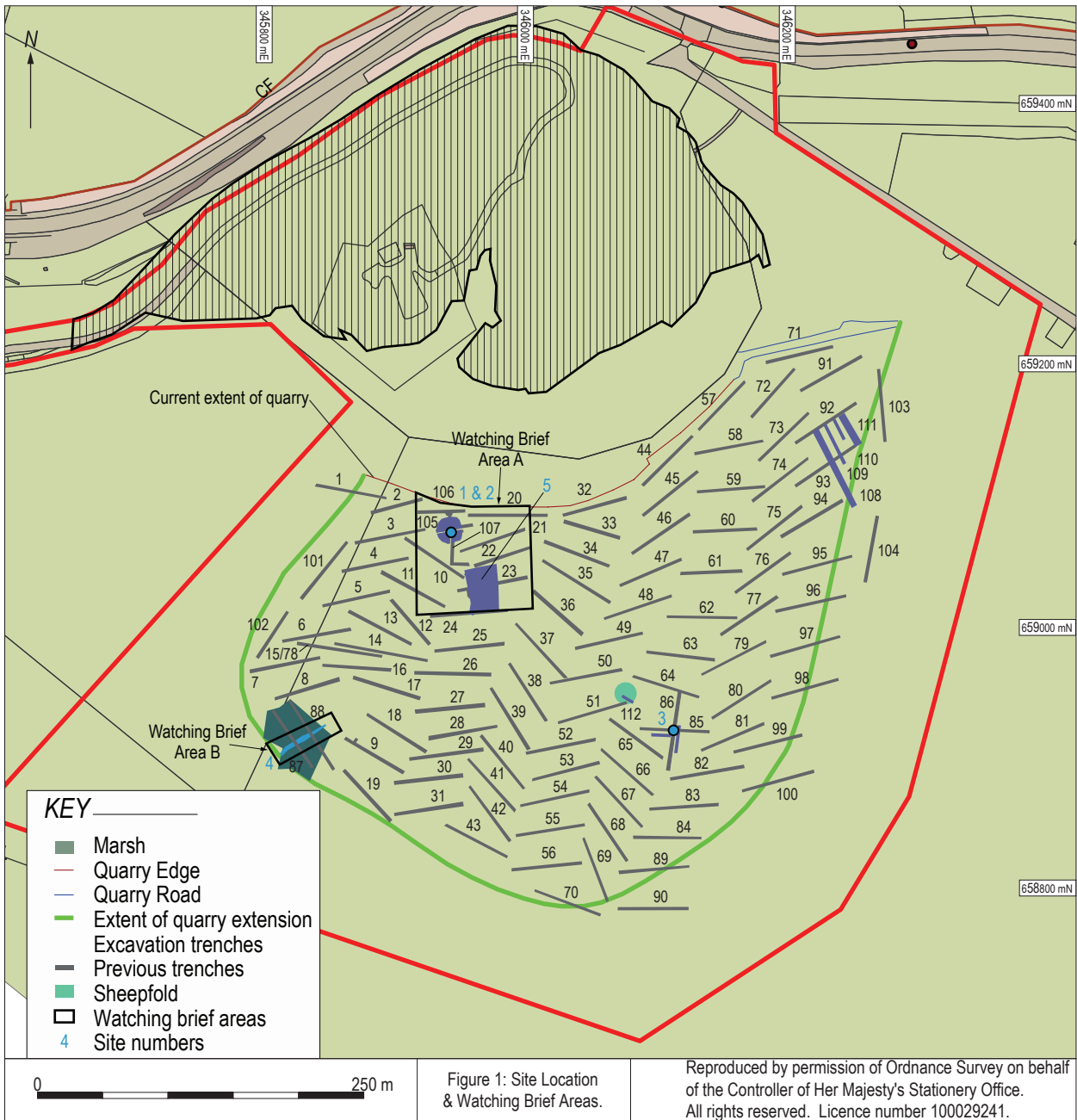
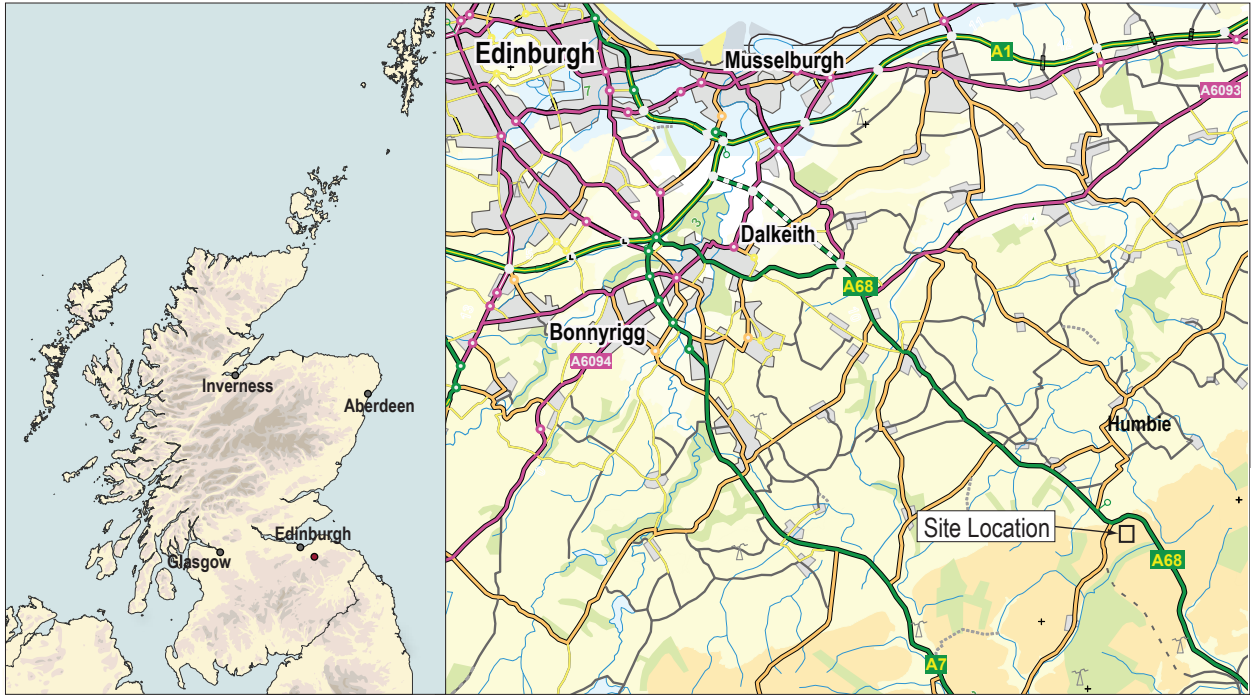


Figure 1: Site Location & Watching Brief Areas.

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## Executive Summary

- 1.1 This Written Scheme of Investigation was commissioned by Ironside Farrar, acting on behalf of Skene Group Ltd, to outline the scope and methodology for a watching brief during topsoil removal from two specific areas within the Soutra Quarry Extension Area.

## Introduction

- 2.1 This Written Scheme of Investigation (WSI) sets out the methodology for the archaeological watching brief required for removal of topsoil from two specific areas within the Soutra Quarry Extension Area in order to meet planning condition 16 of the outline planning consent (Ref 09/00897/MIN).
- 2.2 This WSI outlines the programme of archaeological works that may be needed to mitigate the effects of the proposed site works. It details the methodology to be employed in implementing Stage 1 archaeological works. The mitigation methodology to be employed during Stage 2 excavation and Stage 3 post excavation analysis and publication, if required, will be specified in further WSI addendums. These WSI addendums, if required, will be submitted for the approval of the Scottish Borders Council Archaeologist, prior to the commencement of any archaeological work. All phases of work will be funded by the developer as required by the Planning Authority.

## Site Location

- 3.1 Soutra Quarry lies to the east of Soutra Mains farm adjacent to the A68 to the south of Humbie in the Scottish Borders (Figure 1). The quarry extension area covers approximately 12.69 hectares, is centred around NGRNT 4610 5907 and sits between 360m and 368m AOD.
- 3.2 The site is bounded by the existing quarry to the north and rough pasture and moorland to the south, east and west. The development area is currently rough pasture (Figure 1).
- 3.3 The underlying solid geology consists of wacke belonging to the Leadhills Supergroup (British Geological Survey Geological Digimap; <http://digimap.edina.ac.uk>).

## Archaeological Background

- 4.1 The evaluation and excavations undertaken by GUARD between November 2010 and February 2011 examined over 12 % of the Soutra Quarry Extension Area. Four sites of potential archaeological significance identified in a previous environmental impact assessment, comprising Soutra Hill Cairn (Site 1); Soutra Edge Beacon Stance (Site 2); Soutra Hill Old Sheepfold (Site 3) and Soutra Hill Trackway (Site 4) were evaluated. Numerous ploughmarks were also revealed during the evaluation across the quarry extension area. The Soutra Hill Cairn (Site 1) and a previously unknown post-hole circle (Site 5) discovered during the evaluation were concluded to be of sufficient archaeological significance to merit further excavation (Figure 1). The Scottish Borders Council Archaeologist also considered old sheepfold (Site 3) and a selection of plough furrows to merit further excavation as the form and alternating directions of the plough furrows were potentially consistent with other known instances of prehistoric cord rig.
- 4.2 The excavation recorded the full extent and dimensions of the cairn while allowing features within the cairn to be investigated. Late Neolithic/Early Bronze Age beaker pottery and lithics were recovered from within the matrix of the cairn adjacent to where a pit containing the cremated bones of a burial was found sealed beneath the cairn. In addition to the cremated bone, fragments of charcoal and nut shells were also recovered from the pit which along with the bone will provide suitable material for radiocarbon dating. Therefore while many of the prehistoric artefacts had been disturbed, possibly during the modern re-use of the cairn, an *in-situ* prehistoric burial survived.
- 4.3 The evaluation also discovered a potentially related timber circle (Site 5) a short distance to the south-east of the cairn. While a Bronze Age date would be expected for such a structure of timber uprights, no artefacts were recovered from the excavation of all 14 post-holes that formed this 4.5 m diameter structure, though charcoal recovered from one of the post-holes indicates the potential for

- acquiring a radiocarbon date. There was no evidence for any other features in the immediate vicinity of this structure.
- 4.4 Cultivation marks and furrows were examined in two separate areas, but revealed that these had been heavily contaminated with modern roots and offered little potential for further meaningful fieldwork. The desultory remains of both possible sheepfolds encountered during the evaluation and excavation, also offered little potential for further study.
  - 4.5 Two trenches (87 & 88) were excavated across the trackway (Site 4) and the surrounding wet boggy area (Figure 1). In both trenches the results were the same; the track appeared to have been built directly onto the subsoil and consisted of both rounded and angular stones up to 0.4 m by 0.3m by 0.25 m (maximum size) and the track was up to 0.6 m deep and 5.5 m wide. In the western trench (Trench 87) the road make up was slightly deeper with a layer 0.1 m deep of small stones or gravel forming the upper surface. On either side of the track, stones had been dumped to widen the track and the track in trench 87 was 1.5 m wider than in trench 88 but modern twine similar to that used with straw bales was recovered from the dumped stones along the northern edge. Other piles of stones had been dumped into the wet area on either side of the track and around the edges but did not appear to form any type of structure.
  - 4.6 The only significant archaeological remains discovered during this previous work relate to the cairn (Site 1) and the post-hole circle (Site 5). The area between and around the cairn and post-hole circle was subject to intensive trenching to establish if further archaeological remains survived in the vicinity of these sites but no further remains were discovered. Nevertheless, Scottish Borders Council considers this specific area still to be archaeologically sensitive.
  - 4.7 While the evaluation revealed that the causeway track (Site 4) was of either post-medieval or modern date and of no archaeological significance, Scottish Borders Council considers this specific area still to be potentially archaeologically sensitive.

## Aims, Objectives and Scope

- 5.1 The aim of the archaeological works is to:
  - to ensure that any surviving archaeological remains, encountered during topsoil stripping works within watching brief Areas A and B (see Figure 1), are recorded to an appropriate level.
- 5.2 The objectives are therefore to:
  - Conduct an archaeological watching brief in Areas A and B during topsoil stripping works to establish the presence or absence of any archaeological remains and their character, date and extent if surviving;
  - Undertake an appropriate level of excavation of any significant archaeological remains encountered in order to determine the character, extent and significance of any archaeological deposits uncovered;
  - On completion of the watching brief submit a data structure report to Scottish Borders Council.

## Fieldwork Methodology

- 6.1 The watching brief will involve the monitoring of Areas A and B which encompass the previously excavated sites 1, 2, 4 and 5. Area A comprises an area measuring approximately 8,300 m<sup>2</sup> while Area B comprises an area measuring approximately 814 m<sup>2</sup> (Figure 1). However, only the topsoil stripping from those parts of Areas A and B not already subjected to archaeological evaluation and excavation will be monitored during the watching brief.
- 6.2 The watching brief will include the monitoring of all topsoil stripping operations by machine within those parts of Areas A and B not already subjected to archaeological evaluation and excavation, and the excavation and recording of any feature(s) encountered to ensure that no significant archaeological remains are disturbed prior to being recorded.

- 6.3 One experienced GUARD Project Officer will be required during the watching brief on an as and when required basis when the land is needed for quarry extension. The back-acting machine excavator will be fitted with a flat-bladed (toothless) ditching bucket and will operate under the constant supervision of the GUARD archaeologist.
- 6.4 The topsoil will be removed in spits to the first archaeological horizon or, where none was found, to the required depth of the topsoil stripping works. If archaeological remains are observed, the watching brief archaeologist will instruct the machine plant operator to cease excavation immediately.
- 6.5 Suitable down time will be provided to the on-site GUARD Archaeologist in order to investigate and record any archaeological features encountered on site. Any archaeological features encountered will be cleaned by hand by the on-site Archaeologist to determine their character and extent. Should negative-cut features be encountered, a representative sample will be 25-50% excavated in order to determine their significance, date and function. A full record of excavated features will be made using a single context recording system using pro forma sheets, drawings and photographs. All archaeological features will be photographed and recorded at an appropriate scale. Sections will be drawn at 1:10, and plans at 1:20. All levels will be tied into Ordnance Datum and the trenches accurately located with the National Grid.
- 6.6 Should human remains be revealed by the excavation, the local police, the client and the Scottish Borders Council Archaeologist will be informed immediately. Any human remains will be accurately recorded, but left *in situ*, pending the agreement of the police, the client and the Scottish Borders Council Archaeologist on an appropriate mitigation strategy.
- 6.7 If any archaeology encountered is sufficiently significant or complex to require more than one day to excavate and record, the client and the Scottish Borders Council Archaeologist will be contacted to agree appropriate further mitigation measures. Such measures will likely comprise the excavation of any significant archaeological remains by the on-site Archaeologist and an appropriate number of Assistant Archaeologists. Recording will include pro forma sheets, drawings and photographs. The general practice will be to bulk recover all artefacts by context.

## Report Preparation and Contents

- 7.1 A report detailing the results of the watching brief will be submitted to the client within two weeks of completion of fieldwork and, subject to client approval, then submitted to the Scottish Borders Council Archaeologist. The report will take the form of a Data Structure Report and will contain an analysis of the results of the watching brief. The report will include a full descriptive text that will characterise the date and extent of any archaeological deposits. It will also include plans at an appropriate scale showing the area subjected to topsoil stripping, any archaeological features encountered and archiving lists of all finds, samples, field drawings and photographs.
- 7.2 The report will include the following:
  - executive summary
  - a site location plan to at least 1:10,000 scale with at least an 8 figure central grid reference
  - OASIS reference number; unique site code
  - Planning application number
  - contractor's details including date work carried out
  - nature and extent of the proposed development, including developer/client details
  - description of the site history, location and geology
  - a site plan to a suitable scale and tied into the national grid so that features can be correctly orientated
  - discussion of the results of field work
  - context & feature descriptions

- features, number and class of artefacts, spot dating & scientific dating of significant finds presented in tabular format
- plans and section drawings of the features drawn at a suitable scale
- initial assessment of relevant finds/samples if appropriate
- recommendations regarding the need for, and scope of, any further archaeological work, such as post-excavation analysis and publication
- bibliography

7.3 At least two copies of the report will be prepared for the client and a further one including a digital PDF copy sent to the Scottish Borders Council Archaeologist.

## Copyright

8.1 Unless otherwise agreed copyright for any report resulting from the archaeological work undertaken as part of the project will be deemed the intellectual property of GUARD Archaeology Ltd.

## Publication

9.1 A summary of the project results will be submitted to *Discovery and Excavation in Scotland*. A copy of this will be included in the Data Structure Report.

## Archive

6.10 The archive for the project, including a copy of the report, will be submitted to the National Monuments Records for Scotland within three months of completion of all relevant work.

6.11 The online OASIS form at <http://ads.ahds.ac.uk/project/oasis/> will be completed within 3 months of completion of the work. Once the Data Structure Report has become a public document by submission to or incorporation into the SMR, the Scottish Borders Council Archaeologist will validate the OASIS form thus placing the information into the public domain on the OASIS website.

## Finds Disposal

11.1 The arrangement for the final disposal of any finds made in connection with the archaeological work, will be deposited in keeping with Scottish legal requirements as set out in the Treasure Trove Code of Practice published by the Scottish Government in December 2008. The laws relating to Treasure Trove and *Bona Vacantia* in Scotland apply to all finds where the original owner cannot be identified. This includes all material recovered during archaeological fieldwork. Accordingly, all assemblages recovered from archaeological fieldwork are claimed automatically by the Crown and must be reported to the Scottish Archaeological Finds Allocation Panel through its secretariat, the Treasure Trove Unit. In the event of the discovery of small finds, a filled-out copy of the form "Declaration of an Archaeological Assemblage from Fieldwork" and two copies of the pertinent Data Structure Report will be submitted to the Panel at the conclusion of the fieldwork. The Panel will then be responsible for recommending to the Queen's and Lord Treasurer's Remembrancer which museum should be allocated the finds. All artefacts will be temporarily stored by GUARD until a decision has been made by the panel.

## Personnel and Liaison

12.1 The GUARD team will comprise the following qualified and experienced GUARD archaeologists:

- Project Manager: Mr Ronan Toolis
- Project Director (on-site Archaeologist): Alan Hunter Blair
- Finds and Environmental Support and Conservation: Ms Aileen Maule

- Illustrator: Ms Gillian McSwan
- Quality Assurance: Dr John Atkinson

12.2 The GUARD Project Manager, Mr Ronan Toolis, will be the point of contact for the archaeological works. A full CV for individuals concerned can be made available on request.

## Monitoring

13.1 The proposed start date for the watching brief will be arranged in due course. The Scottish Borders Council Archaeologist will be given at least one week's notice prior to the commencement of fieldwork and will be informed of the site mobile phone number prior to the start date so that monitoring visits can be arranged.

## Health & Safety and Insurance

- 14.1 GUARD Archaeology Ltd adheres to the guidelines and standards prescribed for archaeological fieldwork set down in the Institute for Archaeologists approved Health and Safety in Field Archaeology document, prepared under the aegis of the Standing Conference of Archaeological Unit Managers (SCAUM). It is standard GUARD policy, prior to any fieldwork project commencing, to conduct a risk assessment and to prepare a project safety plan, the prescriptions of which will be strictly followed for the duration of all archaeological fieldwork. Copies of the resultant project safety plan and of GUARD's Fieldwork Safety Policy Statement may be viewed upon request.
- 14.2 GUARD Archaeology Ltd also possesses all necessary insurance cover, proofs of which may be supplied upon request.

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