

# GUARD ARCHAEOLOGY



**House of Binns, Linlithgow, West Lothian  
Data Structure Report  
Project 3751**

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## House of Binns, Linlithgow, West Lothian

### Data Structure Report

**On behalf of:** National Trust for Scotland

**NGR:** NT 05080 78567

**Project Number:** 3751

**Report by:** Liam McKinstry

**Illustrations:** Fiona Jackson

**Project Manager:** Bob Will

**Approved by:**



**Date:**

16/01/2014

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

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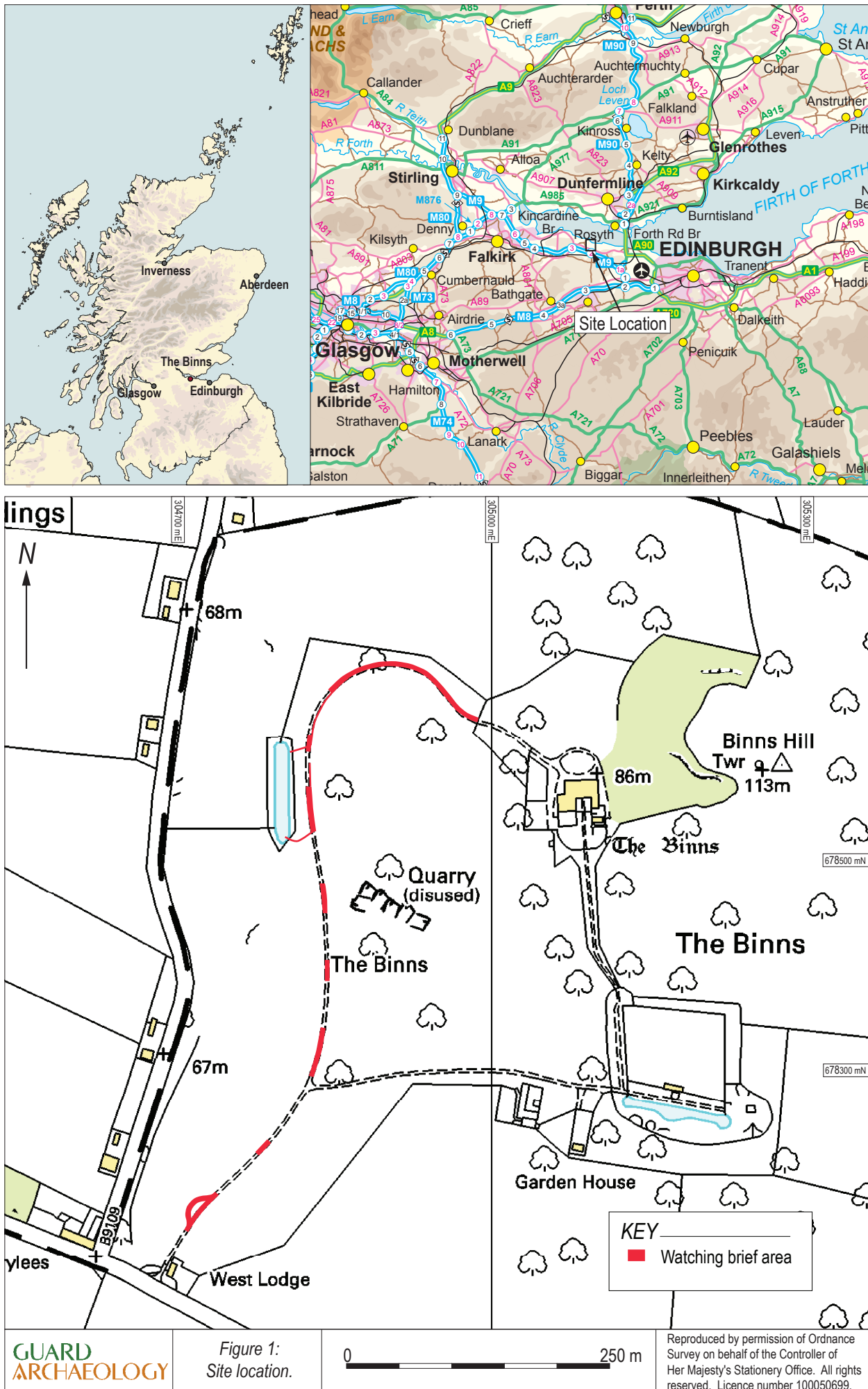
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## Executive Summary

- 1.1 GUARD Archaeology Limited was commissioned by the National Trust for Scotland to undertake an archaeological watching brief during the up-grade of the estate driveway at the House of Binns, Linlithgow, West Lothian. This work was undertaken between 22<sup>nd</sup> of October to the 15<sup>th</sup> of November and revealed no significant archaeological features but did recover a range of nineteenth or twentieth century pottery and glass sherds and one worked flint.

## Introduction

- 2.1 This report sets out the results of an archaeological watching brief undertaken by GUARD Archaeology, on behalf of the National Trust for Scotland on a site proposed for the up-grade of the estate driveway at House of Binns, Linlithgow, West Lothian. During the course of the watching brief no significant archaeological features were identified but a number of nineteenth or twentieth century finds were recovered from the topsoil and one worked flint of possible prehistoric date was also recovered. GUARD Archaeology undertook this programme of work between 22<sup>nd</sup> of October to the 15<sup>th</sup> of November 2013.

## Site Location, Topography and Geology

- 3.1 The proposed development location lies to 4 miles to the east of Linlithgow (NGR NT 05080 78567). The House of Binns consists of a country house within approximately 105 hectares (260 acres) of landscaped parkland overlooking the River Forth. The site was situated between 65 metres and 95 metres AOD.
- 3.2 The site is bounded by a stone wall on its southern boundary with the other boundaries comprising of wire and post fencing. The site currently consists of the estate grounds for the House of Binns which is maintained by the National Trust for Scotland. The estate grounds are mostly flat in the south and then rise upwards to the north where the House itself is situated on an east-west orientated plateau or ridge (Figure 1). The 'Sergeant's pond' is located immediately to the west of the road as the ground rises and a disused quarry is visible on the ridge to the east.
- 3.3 The underlying drift geology consists of glaciofluvial ice contact deposits – gravel, sand and silt and intertidal deposits (undifferentiated) – silt and clay, while the solid geology consists of hopetoun member – sedimentary rock cycles, Strathclyde group type and Bathgate hills volcanic formation -tuff (British Geological Survey Website).

## Archaeological Background

- 4.1 A review of desk-based sources undertaken in advance of the watching brief revealed a total of 53 known cultural heritage sites within a kilometre of the centre of the proposed development. Other sites of note included the House of Binns itself which was an A listed building (Ref:632) set in 105 hectares (260 acres) of landscaped parkland overlooking the River Forth. This originated as a seventeenth century laird's house near Linlithgow and has been the Dalyell family for 400 years. The present house was built in 1612 by Thomas Dalyell, an Edinburgh merchant who had made his fortune at the court of King James VI and in London. In 1944, the Dalyell family gifted the house, its contents and the parkland, along with an endowment, to the National Trust for Scotland under its Country House Scheme, keeping the right of the family to live in the house. As well as post-medieval remains associated with the house such as the stables (NT07NE 4.02) and the 'sergeants' pond (NT07NW 309) which dates to the seventeenth century and was used to water the horses of the Royal Scot Greys regiment. Prehistoric remains, including a cist burial (NT07NE 12) and cairn (NT07NW 316), have also been recorded within the grounds of the House of Binns. The cist lies on a ridge of higher ground at the edge of a disused quarry to the east of the estate road. Therefore the grounds within the estate are regarded as being of archaeological importance and sensitivity both for discoveries that may relate the House of Binns and the estate and for earlier remains of medieval or prehistoric date.



## Aims and Objectives

- 5.1 The general aim of the watching brief was to identify any archaeological features encountered and record them fully. The specific objectives were:
- Establish the presence or absence of any archaeological remains within the development area,
  - Determine the character, extent and significance of any archaeological deposits encountered,
  - Fully excavate and salvage any information possible from any significant features encountered.

## Methodology *(Figure 1)*

- 6.1 Topsoil was stripped using a mechanical excavator, fitted with a flat-bladed ditching bucket, under close archaeological supervision. The topsoil was removed in spits to the surface of the subsoil or the first significant archaeological horizon. All on-site recording, written, drawn and photographic, was to the standards normally pertaining in archaeological fieldwork and to the standards of the Institute for Archaeologists (IFA).
- 6.2 Weather conditions for the watching brief were variable.

## Results

- 7.1 Four main areas were excavated along the existing road system. The first of these was a 1-1.5m wide and 0.3-0.4 m deep strip which ran in stretches along the western side of the estate driveway (003) and (004) from the entrance to the 'Sergeants' pond. The second area excavated was to the immediate east of the 'sergeants' pond where a number of drainage trenches were placed alongside and across the estate driveway. Approximately 99 m of drainage trenching was carried out in this area and the trenches were 0.75 m wide and 0.8-0.9 m deep. The third area was located to the immediate north of the second area and consisted of a 2-3 m wide and 0.3-0.4 m deep strip which ran along the eastern side of the estate driveway for 80 m. Through the middle of this strip another drain was placed which measured 0.75 m wide and 0.8-0.9 m deep. The fourth and final area excavated was for a site compound which was located at the junction between the main north-south driveway and a connecting east-west road. The compound area measured c.22 m by 10 m and was 0.2-0.3 m deep.
- 7.2 Over the majority of the development site the topsoil (001) consisted of a moderately compacted mid grey brown sandy silt with occasional to moderate small stone and gravel inclusions. The topsoil was 0.1-0.3 m deep across the site. The main subsoil noted throughout the site (002) was very compacted light to mid orange brown grey clayey silt with occasional gravel and small stone inclusions. The remains of a subsurface road, c.3 m wide, was identified within the first area, located c.214 m north of the main entrance, and it seems highly probable that it was a continuation of the existing east-west road. The road surface (007) consisted of a rubble and hardcore layer and contained some mid grey brown sandy silt (20%) within its makeup. Modern tile and pottery sherds were also visible in its makeup. A modern looking rubble layer (008) which consisted of small to medium sized stone which contained mid grey brown sandy silt (20%) and post-medieval to modern pottery in its makeup. The layer was located c.170 m from the main entrance and had an extent within the excavated area of 9 m long by 1.5 m wide. A lower subsoil layer (009) was noted within the third area overlying the natural bedrock (010) and consisted of a moderately compacted mid grey/orange/brown sandy silt with moderate small to medium stone and gravel inclusions. A hill wash layer (005) was noted within the second area and consisted of very compacted light brown/beige/orange silty clay with occasional stone inclusions. The hill wash layer overlay the natural subsoil (002) which in turn overlay the natural bedrock (006). During the course of the watching brief no features of archaeological significance were encountered.

- 7.3 During the excavation of a drainage channel from the road to the pond two earlier drains were uncovered that ran along the edge of the road. The first was a rubble filled drain approximately 0.5m wide and filled with angular stones up to 0.2m in size. The second drain was made from sections of ceramic drain pipe with a flat base to give a 'D-shaped' profile.
- 7.4 During the watching brief a background scatter of artefacts were recovered from topsoil deposits, including mostly 19th and 20th century white earthenware with a variety of transfer printed designs as well as hand painted and sponge printed decoration. In addition there were several sherds of red earthenware from storage jars and fragments of pan tile. The rim, neck and base of black coloured glass bottle possibly dating to the late 19th century were also recovered. An iron bar was recovered with a flattened tip. The majority of these artefacts were recovered from the first area and especially where the main estate road was joined by the east-west running road (Find No. 3-6) with a smaller number being recovered from the fourth area (Find No. 1) and the second area (Find No. 2). Of particular note was the recovery of a worked flint (Find No. 8) within the subsoil (002) in the third area and a quartz pebble.



Plate 1: Drainage near the pond.



Plate 2: Road widening near the entrance.



Plate 3: Road widening on the higher ground to the north.



Plate 4: Road widening and drainage.

## Discussion

- 8.1 No significant archaeological features were identified during the watching brief however the worked flint (Find No. 8) may indicate previously unknown prehistoric features to the east of the driveway possibly associated with the existing cist burial located to the east of the driveway and south of the House of Binns.

## Recommendations

- 9.1 The watching brief work has proved that no archaeologically sensitive features exist along the road system though a number of nineteenth or twentieth century artefacts were recovered which may have had associations with the history of the House of Binns and also one worked flint which may be an indicator of prehistoric activity in the vicinity. In consequence, it is recommended that no further archaeological work is required. The recovered artefacts will be given to the National Trust for Scotland Archaeology Section who will inform Treasure Trove.
- 9.2 GUARD Archaeology would stress that these recommendations are intended for guidance only and that the nature and extent of any future archaeological work rest with The National Trust for Scotland.

## Acknowledgements

- 10.1 GUARD Archaeology would like to thank the National Trust for Scotland and Mr and Mrs Dalyell for their help and assistance. Plant and drivers were supplied by J. Sives Surfacing Ltd. Technical support was from Aileen Maule. The illustrations were produced by Gillian McSwan. The report was desk top published by Gillian McSwan. The project was managed for GUARD Archaeology Limited by Bob Will.



**House of Binns, Linlithgow,  
West Lothian  
Data Structure Report**

**Section 2: Appendices**



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## Appendices

### Appendix A: Bibliography

National Monuments Record for Scotland, [www.rcahms.gov.uk](http://www.rcahms.gov.uk)

British Geological Survey [www.bgs.ac.uk](http://www.bgs.ac.uk)

### Appendix B: List of Contexts

Context No.	Area	Description	Interpretation
001	-	Moderately compacted mid grey brownsandy silt with occasional to moderate small stone and gravel inclusions. Extent 0.1-0.3 m deep.	Topsoil
002	-	Very compacted light to mid orange brown grey clayey silt with occasional gravel and small stone inclusions. Extent 0.1-0.25 m thick.	1st/upper subsoil across site
003	-	Very compacted dark grey black asphalt. Extent 0.05m thick.	Existing road. Dates to the 1930's
004	-	Very compacted grey brown/beige stone/gravel/asphalt layer. 0.2-0.25 m deep. 2.8-3 m wide	Foundation/makeup layer beneath the existing road surface (003)
005	Road/drain near pond	Very compacted light brown/beige/orange silty clay with occasional stone inclusions. Extent 0.4 m deep. Truncated by modern field drains.	Hillwash deposit located to the west of the road and before the 'sergeants' pond
006	Road/drain near pond	Very compacted light orange brown grey stone.	Bedrock at N extent of drainage trenches. Found at a depth of 0.25-0.3 m below the topsoil and subsoil.
007	Road from main entrance	Rubble and hardcore layer. Contained some mid grey brown sandy silt (20%) within its makeup. Modern tile and pottery sherds visible in its makeup. Width of road 3 m. Layer was only exposed.	Sub-surface road surface which is a continuation of the existing E-W running estate road which joins the main N-S road
008	Road from main entrance	Rubble layer consisting of small to medium sized stone. Layer contained mid grey brown sandy silt (20%). Layer contained 19th to 21st century pottery in its makeup. Layer was only exposed and was mostly under the existing road. Extent 9 m long x 1.5 m wide (in trench).	Rubble layer partially underlying the existing road. Same as (004)
009	Road/drain near pond	Blue grey/white grey - becoming more buff/orange in colour to the north. Very fractured sedimentary stone.	Bedrock underlying topsoil and subsoil on the higher ground near 'sergeants' pond. Similar to (006)?.
010	Road/drain near pond	Moderately compacted mid grey/orange/brown sandy silt with moderate small to medium stone and gravel inclusions. Extent 0.05-0.35 m thick.	2nd subsoil beneath (002) and over bedrock (009)

### Appendix C: List of Finds

Find No.	Area	Context No.	No. of Pieces	Material	Description
1	Compound area	1	9	Ceramic	White glazed sherds. 19th-20th century
2	Road/drain near pond	1	1	Ceramic	White glazed sherds. 19th-20th century
3	Road. 170-224 m from main entrance	1	49	Ceramic	43 White glazed sherds, 4 redware & 2 brick/tile. 19th-20th century
4	Road. 0-124 m from main entrance	1	14	Ceramic	8 White glazed sherds. & 6 red pan tile fragments 19th-20th century
5	Road. 0-24 m from main entrance	1	25	Ceramic	White glazed sherds. 19th-21st century. Includes a sherd of a star trek (voyager - c.2000) mug. Very modern.
6	Road. 280-330 m from main entrance	1	5	Ceramic	4 White glazed sherds & 1 large rede earthenware sherd. 19th-20th century
7	Road/drain near pond	1	2	Ceramic	1 White glazed & 1 red earthenware sherds. 19th-20th century
8	Road/drain near pond. Found at 60 m from 2nd manhole	2	1	Lithic	Worked flint. Possibly washed down from higher ground. To the east of road there was an existing cist burial and there may still be other prehistoric features nearby.

Find No.	Area	Context No.	No. of Pieces	Material	Description
9	464- 505m from entrance	1	7	ceramic	5 white earthenware, 1 red earthenware & 1 tile fragment, 19th/20th century
10	484m from entrance	1	1	Lithic	coarse stone possible whetstone
11	u/s	1	1	Lithic	quartz
12	S of compound	1	1	metal	iron rod with flatened tip
13	S of compound	1	27	ceramic	26 white earthenware & 1 tile fragment 19th/20th century
14	Road. 170-224 m from main entrance	1	2	Glass	rim with neck and base of black coloured glass bottle -19th century?

## Appendix D: List of Photographs

### File 1

Frame	Area	Context	Subject	Taken from
1	-	-	ID Shot	-
2	Compound	1	General compound location	N
3	Compound	1	Stripping compound area	SW
4	Compound	1	Extended strip at compound area	NW
5	Compound	1	Extended compound area	W
6	Compound	1	Extended compound area	NW
7	Drainage ditches at pond	-	General location of S drainage ditch	SW
8	Drainage ditches at pond	-	General view of ditch	SW
9	Drainage ditches at pond	-	Flooded rubble drain	SW
10	Drainage ditches at pond	1	SE facing section of ditch	SE
11	Drainage ditches at pond	3 and 4	Excavating over driveway	SW
12	Drainage ditches at pond	2, 3 and 4	NW facing section below driveway	NW
13	Drainage ditches at pond	2, 3 and 4	NW facing section below driveway	NW
14	Drainage ditches at pond	2	Excavated drainage ditch	W
15	Drainage ditches at pond	-	Rubble drain at SE side of manhole	SW
16	Drainage ditches at pond	1, 2 and 5	NE facing section of drainage channel (N of manhole)	NE
17	Drainage ditches at pond	2	Stripping channel	SE
18	Drainage ditches at pond	2 and 5	Stripping channel	SE
19	Drainage ditches at pond	5	Rubble drain in hillwash (005)	SE
20	Drainage ditches at pond	1, 2 and 5	SW facing section of drainage channel	SW
21	Drainage ditches at pond	1, 2 and 5	Stripped drainage channel - waterlogged	SE
22	Drainage ditches at pond	1, 2 and 5	Stripped drainage channel (N channel to pond)	SW
23	Drainage ditches at pond	1, 2 and 5	NW facing section at rubble drain	NW
24	Drainage ditches at pond	-	Waterlogged manhole excavation	N
25	Drainage ditches at pond	-	General view of drainage channel to pond	NE
26	Compound	1	Pre exc view showing nothing	N
27	Compound	1	Stripped compound extension	W
28	Drainage at pond area	5	Drainage trench stripped on to (005)	SE
29	Drainage at pond area	1 and 5	W facing section at rubble drain	W
30	Drainage at pond area	1 and 5	E facing section at ceramic drain	E
31	Drainage at pond area	1 and 5	W facing section at ceramic drain	W
32	Drainage at pond area	1 and 5	General view of drainage trench	SW
33	Drainage at pond area	1 and 5	General view of waterlogged trench	SE
34	Drainage at pond area	1 and 5	General view of excavated drainage trench	N
35	Drainage at pond area	-	General view of drainage to S	NW
36	Drainage at pond area	-	General location - N drainage from manhole	SW
37	Drainage at pond area	1	First section stripped into (001)	S
38	Drainage at pond area	5	Stripping on to (005) hillwash	SE
39	Drainage at pond area	6	General - stripping into (006) bedrock	SE
40	Drainage at pond area	1 and 6	NW facing section of trench	NW

Frame	Area	Context	Subject	Taken from
41	Drainage at pond area	6	General view of stripped trench	S
42	Drainage at pond area	1 and 6	NW facing section - showing bedrock	NW
43	Road from main entrance	-	View of stripping at west side of road	S
44	Road from main entrance	-	View of work from main entrance	NNE
45	Road from main entrance	-	View of stripped area at 0-44 m from main entrance	NNW
46	Road from main entrance	7	View of sub-surface road at 214 m from main entrance	W
47	Road from main entrance	-	View of stripped area at 0-128 m from main entrance	S
48	Road from main entrance	-	View of stripped area at 0-128 m from main entrance	N
49	Road from main entrance	-	View of stripped area at 0-24 m from main entrance	S
50	Road from main entrance	-	View of road area completed so far	S
51	Road from main entrance	-	View of road area completed so far	N
52	Road/drain near pond	-	View of drainage ditch at 14 m from 1st manhole cover	SW
53	Road/drain near pond	-	Topsoil stripped at 0-32 m from 2nd manhole	SSE
54	Road/drain near pond	-	View of road area stripped at 224-280 m	S
55	Road/drain near pond	-	View of stripped area at 0-80 m from 2nd manhole	SSE
56	Road/drain near pond	-	View of stripped area at 0-80 m from 2nd manhole	NNW
57	Road/drain near pond	-	View of drain being exc at 0-10 m from 2nd manhole	S
58	Road/drain near pond	-	View of drain being exc at 0-10 m from 2nd manhole	WSW
59	Road/drain near pond	-	View of drain being exc at 0-20 m from 2nd manhole	SSE
60	Road/drain near pond	-	W facing section of drainage ditch at 45 m from 2nd manhole	W
61	Road/drain near pond	-	View of drain being exc at 40-55 m from 2nd manhole	SSE
62	Road from main entrance	-	View of stripped area 280-305 m from main entrance	S
63	Road from main entrance	-	View of stripped area 280-330 m from main entrance	N
64	Road/drain near pond	-	W facing section of drainage ditch at 60 m from 2nd manhole cover	NNW
65	Road/drain near pond	-	View of ditch exc at 0-60 m from 2nd manhole	W
66	Road/drain near pond	-	W facing section at 75-80 m from 2nd manhole	W
67	Road/drain near pond	-	view of ditch exc at 0-80 m from 2nd manhole	SSE
68	Road from main entrance	-	view of stripped area at 305-330 m from main entrance	S
69	-	-	General view of the house Binns	S
70	-	-	Close up view of nearby cist burial	SE
71	-	-	View of cist burial and evidence of quarrying	S

## File 2

Frame	Area	Context	Subject	Taken from
1	Driveway South	-	General view of road area to be stripped on the W side	S
2	Driveway South	-	First turf strip - 1.2 m W of road	N
3	Driveway South	-	ID Shot	-
4	Driveway South	-	General view of depth of strip - topsoil	E
5	Driveway South	-	Possible remains of rubble field drain (E-W)	W
6	Driveway South	-	Cut through driveway for modern services - E-W through estate	W
7	Driveway South	-	View of turf strip to end of the day	S
8	Driveway South	-	View of first 35 m backfill	S



## Appendix E: Discovery And Excavation Scotland Entry

LOCAL AUTHORITY:	West Lothian Council
PROJECT TITLE/SITE NAME:	House of Binns, Linlithgow, West Lothian
PROJECT CODE:	3751
PARISH:	Abercorn
NAME OF CONTRIBUTOR(S):	Liam McKinstry
NAME OF ORGANISATION:	Guard Archaeology Ltd
TYPE(S) OF PROJECT:	Watching Brief
NMRS NO(S):	---
SITE/MONUMENT TYPE(S):	---
SIGNIFICANT FINDS:	One worked flint and a number of modern pottery and glass sherds
NGR (2 letters, 6 figures)	NT 050 785
START DATE (this season)	22nd October 2013
END DATE (this season)	15th November 2013
PREVIOUS WORK (incl. DES ref.)	---
MAIN (NARRATIVE) DESCRIPTION: (May include information from other fields)	GUARD Archaeology Limited was commissioned by the National Trust for Scotland to undertake an archaeological watching brief during the up-grade of the estate driveway at the House of Binns, Linlithgow, West Lothian. This work was undertaken between 22 <sup>nd</sup> of October to the 15 <sup>th</sup> of November and revealed no significant archaeological features but did recover a range of post-medieval to modern pottery and glass sherds and one worked flint.
PROPOSED FUTURE WORK:	---
SPONSOR OR FUNDING BODY:	National Trust for Scotland
CAPTION(S) FOR ILLUSTRS:	---
ADDRESS OF MAIN CONTRIBUTOR:	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 F: Written Scheme of Investigation**

# HOUSE OF THE BINNS, LINLITHGOW, WEST LOTHIAN – ARCHAEOLOGICAL WATCHING BRIEF ESTATE DRIVEWAY WRITTEN SCHEME OF INVESTIGATION PROJECT 3751

HOUSE OF THE BINNS, LINLITHGOW,  
WEST LOTHIAN –  
ARCHAEOLOGICAL WATCHING BRIEF  
ESTATE DRIVEWAY  
WRITTEN SCHEME OF INVESTIGATION  
PROJECT 3751

by  
Bob Will

## Executive Summary

- 1.1 This Written Scheme of Investigation forms the archaeological method statement for the archaeological works associated with the proposed up-grade of the estate driveway at the House of the Binns near Linlithgow in West Lothian.

## Introduction

- 2.1 This Written Scheme of Investigation (WSI) sets out the scope and methodology for the archaeological mitigation works for the proposed up-grading of the estate driveway at the House of the Binns in West Lothian. A programme of archaeological work consisting of a watching brief during groundworks will be undertaken to establish the presence, extent and nature of any significant archaeological remains. Should significant remains be identified preservation through record will be required, including excavation and publication.
- 2.2 This WSI outlines the programme of archaeological works that are needed to mitigate the effects of the development. It details the methodology to be employed in implementing the Stage 1 archaeological watching brief. The mitigation methodology to be employed during Stage 2 excavation and Stage 3 post excavation analysis and publication, will be specified in addenda to this document. These *addenda* will be submitted for the agreement of the client prior to the commencement of any archaeological work. All phases of work will be funded by the client, the National Trust for Scotland.

## Site Location

- 3.1 The House of the Binns lies 4 miles east of Linlithgow in West Lothian (NGR NT 05080 78567) and is situated within an extensive designed landscape and estate that includes a walled garden, fish pond and lodge houses. It is largely a rural environment bounded by pasture fields in the surrounding landscape.

## Archaeological Background

- 4.1 The House of the Binns is an A listed Building set in 105 hectares (260 acres) of landscaped parkland overlooking the River Forth. This originated as a seventeenth century laird's house near Linlithgow and has been the home of the Dalrymple family for 400 years. The present house was built in 1612 by Thomas Dalrymple, an Edinburgh merchant who had made his fortune at the court of King James VI and I in London. The house, contents and estate were gifted to the National Trust for Scotland in 1994 although the Dalrymple family retain the right to live in the house. As well as post-medieval remains, prehistoric archaeological remains, including a cist burial, have previously been recorded within the grounds of the House of the Binns.

## Aims and Objectives

- 5.1 The aim of the archaeological work is:
- to identify any archaeological features and deposits within the area to be subjected to ground-breaking works;
  - to ensure that any surviving archaeological remains within this development area are excavated and recorded to an appropriate level.
- 5.2 The objectives are therefore to:
- Conduct an archaeological watching brief during up-grading work to the existing roads leading to the house;
  - Submit a report to data structure level on completion of the archaeological fieldwork, which includes an outline of the scope of any further archaeological works should significant archaeology be encountered.



## Methodology

### Watching Brief

- 6.1 All ground disturbances will be monitored by an archaeologist, under the overall guidance of an archaeological project manager. This will include initial topsoil stripping, groundwork associated with site clearance, construction and service trenches.
- 6.2 All machine excavators will be fitted with a toothless ditching bucket for removal of soil to ensure the subsoil interface is not disturbed and any archaeological features can be clearly identified.
- 6.3 Overburden will be removed in spits to the first archaeological horizon or, where none is found, to the natural subsoil. Any archaeological features encountered will be cleaned by hand to determine the date of the deposits, their character and extent. Such features will be recorded by written description on pro forma recording sheets, by photograph and by measured drawing.
- 6.4 Any archaeological features encountered will be dealt with by the on-site Archaeologist. Should negative-cut features be encountered they 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 planning 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 archaeological features accurately located with the National Grid.
- 6.5 All archaeological finds will be dealt with by the on-site Archaeologist. Finds and animal bone will be collected as bulk samples by context.
- 6.6 Should significant archaeological remains be encountered during the watching brief, requiring more than the limited sampling outlined above, the remains will be largely left in situ pending the agreement of the client on an appropriate excavation project design, in accordance with paragraph 2.2 above.
- 6.7 Should human remains be revealed, the local police and the client will be informed immediately. Any human remains will be left in situ, pending the agreement of the police and the client on an appropriate mitigation strategy.

## Report Preparation and Contents

- 7.1 A report detailing the results of the archaeological fieldwork will be submitted to the client within two weeks of completion of fieldwork and, subject to client approval, then submitted to WoSAS for their comment. The report will take the form of a Data Structure Report and will contain an analysis of the results of the archaeological 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 ground-breaking works, environmental sampling, archaeological features and archiving lists of all finds, samples, field drawings and photographs.
- 7.2 If appropriate, the report will also include an addendum to this WSI for further archaeological fieldwork, should significant archaeology have been encountered.
- 7.3 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;
  - 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 excavation (Stage 2) and Post-excavation finds analysis, conservation & publication (Stage 3);
  - bibliography
- 7.4 An appropriate number of hard copies and digital pdf copies of the report will be prepared for the client and sent to the archaeological adviser for agreement.
- 7.5 The hard copy report will be presented in an ordered state and bound within a protective cover/sleeve. The report will be page numbered and supplemented with section numbering for ease of reference.

## 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*. In the event of minor archaeological remains being encountered during the archaeological fieldwork, it is proposed that a comprehensive report submitted to *Discovery and Excavation in Scotland*, will form the final publication of the site. A copy of this will be included in the Data Structure Report.

## Archive

- 10.1 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.
- 10.2 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 archaeological adviser to the planning authority 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: Bob Will
  - Project Director (on-site Archaeologist): Beth Spence
  - Finds and Environmental Support and Conservation: Aileen Maule
  - Illustrator: Gillian McSwan
- 12.2 The GUARD Project Manager, Bob Will, will be the point of contact for the archaeological works. A full CV for individuals concerned can be made available on request.

## Timetable

- 13.1 The programme of watching brief is scheduled to commence on Tuesday 22 October 2013 and is estimated to last for four days. On completion of all works a report to data structure level will be completed within two weeks.
- 13.2 Should post-excavation analysis and reporting be merited, a Post-Excavation Research Design will be produced within one month of completion of all fieldwork at the site. Submission of final publication reports, should they be warranted, will be undertaken within a year of agreement of the PERD.

## Monitoring

- 14.1 The proposed start date for the archaeological fieldwork is Tuesday 22 October 2013. The West of Scotland Archaeology Service (WoSAS) will be given notice prior to the commencement of fieldwork. The client and WoSAS 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

- 15.1 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. 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.
- 15.2 GUARD Archaeology Ltd also possesses all necessary insurance cover, proofs of which may be supplied upon request.

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