

**Written Scheme of Investigation for Proposed
Archaeological Work at**

Ladyhill, Elgin, Moray

Planning Ref. – 14/02230/APP

Client – Ashley Bartlam Partnership Architects

Date – 1 September 2016

This statement has been produced by Stuart Farrell, Archaeologist for Ashley Bartlam Partnership Architects for the proposed project of an archaeological watching brief to be conducted during the development of a base for a bench and signage required by Historic Environment Scotland as part of Scheduled Monument Consent for work at Ladyhill, Elgin, Moray and as part of a condition of planning for Moray Council re planning application 14/02230/APP.

Site Location

The site is located at NJ 21186/62813 directly north of the A96 public road, at Ladyhill, east of Hill Street. Access to the site is gained from a gate to the southwest corner of Ladyhill, though a public footpath is also located to the south. The development site is a 'brownfield' site within an area of rough grass, only being partly cut. The archaeological site of Elgin Castle encompasses the whole of Ladyhill and is a Scheduled Ancient Monument.

Archaeological Background

The castle is recorded in the National Record of the Historic Environment (NRHE) and the Moray Council Sites and Monuments Record (MSMR) as follows: The Castle of Elgin was a stronghold at a very early date and became a royal fortress in the 12th century. It was occupied by Edward I of England. The Castle appears to have been a ruin since the 15th century, and so little now remains of its buildings that it is impossible to say to what period the few surviving fragments belong. The walls at the NE angle may represent the foundations of the great tower.'

Recorded in NRHE and MSMR of 'In 1858, the Elgin Literary and Scientific Association conducted excavations at Lady Hill on the site of the castle. Three skeletons were discovered just outside the outer walls of the castle, together with a flint arrowhead, several pottery sherds, a quern and a copper coin of Charles II. There is no recorded stratigraphic relationship between the finds, or with the remains of the castle.'

Other past archaeological work includes - June 1989, a trench was cut to accommodate an electrical service cable to the floodlights installed on the Duke of Gordon's Monument. The trench extended c.115m from Hill Street to the monument and revealed no features of archaeological interest. Work in July 2010 for a footpath for a toposcope revealed no archaeological features or deposits, though the latter was very limited. Work in July and August 2015 for path revealed debris associated with the construction of the Gordon Monument.

Programme of Work

Work is to comprise of the following:

Desktop Survey

- To undertake an archaeological desktop survey of the area of development, using the following sources:

- Moray Council SMR;
- Moray Council Archives;
- National Record of the Historic Environment, Edinburgh;
- National Archives of Scotland;
- Local Archives – Elgin Library;
- Bibliographic references to include parish records;

Watching Brief

To undertake an archaeological watching brief of the proposed development to the footpath and all associated works to identify, evaluate and record any archaeological features or deposits, where necessary proposing further works if required. This work may lead to full excavation of any archaeological deposits or features revealed. The find of any archaeological features or deposits will be discussed with the client and the Moray Council Archaeologist and/or Historic Environment Scotland during the course of the work.

All excavation of ground to be made by back-acting machine with a straight edged 1m wide bucket under direct archaeological supervision. Hand excavation and hand-cleaning may be required to be undertaken where there is a high potential of archaeological deposits, as indicated by the Geophysical Survey undertaken in 2012.

Any further archaeological work, if required, will be made in consultation with the client and Historic Environment Scotland.

All archaeological features and deposits will be fully excavated by hand and recorded by using *pro forma* recording sheets and a continuous unique numbering system. All plans, sections, profiles and elevations will be drawn at 1:10, 1:20 and 1:50 as appropriate. Drawings will be made in pencil on permanent drafting film. The depth of all principal features and levels will be calculated in metres relative to Ordnance Datum. Plans, sections and elevations will be annotated with depths as appropriate. All features and sections will have photographs taken to produce a photographic record consisting of digital prints. (All will be deposited with the National Record of the Historic Environment, Edinburgh)

Reporting

To submit a data structure report to the client, Moray Council and Historic Environment Scotland on the results made. This report may include a programme of further work or post-excavation needs and/or publication of the results made. Work to follow CIFA Reporting Standards.

This work is to meet those guidelines as given by the Chartered Institute for Archaeologists (CIFA, 2008).

Finds & Samples

Notification will be given to Elgin Museum, prior to any archaeological work being carried out for any conservation needs. A full record will be made of any on-site first aid treatments.

In the event of the discovery of human remains, the developer and appropriate authorities will be notified immediately. It will be necessary to enter into a separate agreement with the developer in respect to any additional work associated with human remains on the event of their discovery. Any treatment of human remains to follow guidelines as proposed by Historic Scotland (2003) and to seek specialist advice where necessary.

Post-excavation of finds to be processed by Alder Archaeology Ltd or Headland Archaeology Ltd who will submit relevant material reports on the results. Where needed specialist reporting will be obtained.

Artefacts recovered shall be liable to the process of Treasure Trove and notice will be given to the Queen's and Lord's Treasurer's Remembrancer. A copy of any report submitted will be copied to the Moray Council Archaeologist.

A bulk sample of deposits to be made where there is likelihood of organic remains, on-site factors to determine size of sample. All bulk samples to be submitted to CFA Archaeology Ltd or Headland Archaeology Ltd in Edinburgh who will submit relevant material reports on the results.

Product of the work

The report to be submitted to the client and Historic Environment Scotland will include the following:

- Summary
- Introduction to the Project
- Background
- Aims and Objects
- Methodology
- Results
- Conclusion [and Recommendations for Further Work if required, post-excavation analysis and specialist study where required]
- Archive Location and Contents.
- Appendices
- Figures and Illustrations
- References

A summary of the work undertaken will be submitted Archaeology Scotland's publication *Discovery & Excavation in Scotland*. The results may also be required to be published upon completion. Any requirements for publication will be discussed with the client and Historic Environment Scotland upon the final results.

Archive Deposition

The project archive, including written, drawn and photographic elements (together with a summary of the contents of the archive) will be deposited with the National Record of the Historic Environment, Edinburgh. The archive will be prepared in accordance with the requirements of the NRHE. Copyright will be retained by Stuart Farrell, Archaeologist until such time as being transferred to a public body.

Timetable

Monitoring of the fieldwork will be at the discretion of Historic Environment Scotland. Date of start of fieldwork is yet to be determined.

Operational Factors

The archaeological contractor will at all times follow and confirm to the Health and Safety at Work Act 1974 and other various regulations and the Codes of Conduct and Approved Practice and Standards of the Institute of Field Archaeologists of 1999.

The archaeologist shall be responsible for ensuring own safety equipment. (Steel toe-capped boots, hard-hat and reflective clothing)

Staffing

Director – Stuart Farrell, over 20 years as field archaeologist.

Contact number – Field – [REDACTED]

References

Historic Scotland (2003) The Treatment of Human Remains in Archaeology. Historic Scotland Operational Policy paper 5. Edinburgh.

CIFA (2008) Standards and Guidance for an archaeological watching brief. Reading.

MORAY COUNCIL
SCOPE AND FRAMEWORK OF AN ARCHAEOLOGICAL WATCHING
BRIEF AT LADYHILL, ELGIN

This document sets out the requirements for an archaeological watching-brief during groundbreaking works to be carried out at Ladyhill (Castle Hill), Elgin, during the formation of a new access walkway.

The designated contractors or their agents will be responsible for supplying the appointed archaeological contractor with all necessary constructional and operational details to enable the archaeological watching brief to be planned and effectively executed.

1. Site Location and Description

Ladyhill, also known as Castle Hill, is a steep natural hill, grass and vegetation covered, situated at the West end of the town of Elgin, Moray (centred on NJ 2115 6282) on which stand the remains of the medieval Elgin Castle.

The proposed development, a new access path, is focussed on the western slopes and southern crest of the hill (at between c. 30 – 41m OD).

2. Planning Background

A Planning Application (Ref No 14/02230/APP) has been approved for the formation of a proposed access walkway (an extension of time of the previously consented planning application 11/00916/APP).

All work specified in this brief will be carried out in the context of Scottish Planning Policy (SPP), Planning Advice Note 2/2011 (PAN 2/2011), and Scottish Historic Environment Policy (SHEP), which states that archaeological remains should be regarded as part of the environment to be protected and managed.

Condition 1 states that the developer must undertake an Archaeological watching brief during all ground disturbance.

3. Archaeological Background

The proposed development lies within the archaeology site NJ26SW0007, the remains of the medieval Elgin Castle, which has also been designated as a Scheduled Monument. The castle itself has been subject to very limited archaeological investigation, and as such what is known of the castle's history is somewhat limited. Recent geophysical survey of the site (2012) identified possible previously unrecorded buried features, which may or may not be contemporary with the castle.

Human remains were discovered at the site in the mid-19th Century (NJ26SW0014), along with a number of artefacts; the possibility of discovering

human remains during the proposed development works should not be precluded.

There is also a record of a hoard of bronze axes, dating to the Bronze Age, having been found on or around Ladyhill (NJ26SW0176) in the 19th Century.

The hill itself is now crowned by a 19th Century monument to the 5th Duke of Gordon (NJ26SW0273), and works associated with its erection may have caused disturbance to archaeological remains.

4. Requirements of the Watching Brief

4.1) A suitably qualified professional archaeologist must observe any ground-breaking operations.

4.2) This watching-brief is intended to constitute a relatively unobtrusive archaeological investigation aimed at providing information on any previously unrecorded feature of archaeological interest. It should be achieved without major interruption to the main development work programme. If isolated archaeological features or artefacts are identified during the operations defined in paragraph 4.1, above, then the developer or his agents will be required to secure reasonable time and facilities for the appointed archaeological contractor to record any such features identified according to normal watching-brief methodology. Reasonable "down-time", or short-term delay, to development work in order to allow such recording will typically be up to one hour's delay for each significant archaeological feature identified.

4.3) If a significant archaeological horizon is encountered, or if significant in situ sub-surface archaeological deposits are found during the operations referred to in paragraph 4.1, above, further operations must be halted and no further ground disturbance in that area may occur until a strategy has been agreed for appropriate further excavation and recording before development may proceed. In this event, the selected archaeological contractor must immediately inform the developer's agents, the main contractor, and the Council's Archaeology Advisor so that a site meeting can be arranged to discuss the matter. For the purposes of this project, any complex feature, group of features, horizon or artefact which can be confidently identified as being of late 20th century date or later shall not be considered to be archaeologically significant.

4.3) The number of archaeologists required to conduct the watching-brief shall be agreed in advance by the archaeological contractor and their client, in consultation with the Council Archaeology Advisor, and shall be commensurate with the number and scale of operations requiring archaeological observation that are taking place on the site at any one time. The agreed number of archaeologists may be modified during the course of the watching-brief, but only after consultation between all parties.

4.4) The appointed archaeological contractor's full access to the site during the works defined in paragraphs 4.1, 4.2 and 4.3 above shall be secured by the main contractor or his agents. Appropriate means of communication between the Council's agents, the main contractor, his sub-contractors if any, and the archaeological contractor must be in place to ensure that the requirements of paragraphs 4.1, 4.2, and 4.3 above are met in full. The archaeological contractor must refer any breakdown in such communication to the Council's Archaeology Advisor, upon whose advice the planning function may take appropriate enforcement action.

4.5) The successful contractor shall require to have the written agreement of the client to fund any necessary post-excavation analysis of the results of the watching-brief as may be required, up to an agreed maximum figure to be set in consultation between the client and Moray Council as planning authority following the completion of the watching-brief fieldwork. Until Moray Council is confident that any such necessary post-excavation analysis and reporting will take place, it will not be possible for the Moray Council's Archaeology Advisor

to advise the planning authority formally to discharge the archaeological watching brief condition on this consent.

5. Reporting

5.1) Within one month of completion of the watching-brief, the results of the watching-brief are to be presented in a written report suitable for archiving. The details of style and format of the report will be determined by the successful archaeological contractor, but it is expected that the report should include:

5.1.1) A full descriptive text detailing any features identified and an interpretation of their date and purpose;

5.1.2) Plans at an appropriate scale showing the location of those areas that were subject to archaeological observation and any features located;

5.1.3) Section drawings or detailed spot-height surveys to an agreed datum of the areas that were subject to archaeological observation whether or not any archaeological deposits and features have been identified;

5.1.4) Appropriate lists and diagrams summarising the contexts and any artefacts recovered and the records made of them.

5.2) If significant archaeological deposits are found on the site during the watching-brief, an extended reporting timescale for the watching-brief may be allowed so that the results can be more effectively incorporated into an appropriate project report.

6. Project Contact

The contact for this project in Aberdeenshire Council Archaeology Service is Claire Herbert on [REDACTED], email: [REDACTED]. Aberdeenshire Council Archaeology Service provides an archaeology service to Moray Council under a Service Level Agreement.

Aberdeenshire Council Archaeology Service

Standard Conditions for Archaeological Fieldwork

1. A copy of all reports should be deposited in the National Monuments Record for Scotland, along with the project archive, on the completion of all relevant work. The project archive should contain all relevant details in connection with the planning and execution of the project, including the terms of reference. The principal method for recording and reporting the project details will be via the online OASIS form (<http://ads.ahds.ac.uk/project/oasis/scotland/>).

2. A copy of the report, with the report text and illustrations, is to be supplied in either hardcopy or digital form to the Aberdeenshire Council Archaeology Service. The digital copies may be in any of the following formats: Microsoft Word, HTML, Rich Text Format, PDF or via the OASIS XML export. Where the OASIS export is not used the file should be supplied on a CDROM, and if necessary may be compressed using PKZIP or WinZip. The archaeological contractor is to provide details of the file format used and the compression method if any.

3. A brief summary of the results of the archaeological work must be prepared and submitted for publication in the Council for Scottish Archaeology's annual

journal 'Discovery and Excavation in Scotland' at the appropriate time along with a fee of £60. A draft of this text must be forwarded to the Aberdeenshire Council Archaeology Service for comment prior to submission.

4. A summary report of the results of the archaeological work should be prepared and submitted for publication in the gazetteer or list of work done section of an appropriate period journal, where the editors seek such entries. A draft of the text must be forwarded to the Aberdeenshire Council Archaeology Service for comment prior to submission.

5. The Aberdeenshire Council Archaeology Service will monitor the progress of the archaeological work on behalf of the planning authority and therefore the contractor must provide sufficient notice to the Service so that monitoring arrangements can be put in place.

6. The supervising archaeologist(s) executing the archaeological works must have professional experience commensurate with the tasks in hand. If requested the name(s) and CV(s) of the archaeologist(s) must be forwarded to the Aberdeenshire Council Archaeology Service for approval prior to commencement of the archaeological works.

7. All work on site shall be carried out in compliance with current Health and Safety at Work legislation. In particular, the archaeological contractor must ascertain from the client whether the archaeological work forms part of a programme of work to which the Construction (Design and Management) Regulations 1994 are applicable, and if so, the archaeological contractor must prepare and disseminate the relevant safety plan documentation and information.

8. The archaeological contractor must have the necessary technical resources for satisfactory completion of the archaeological work.

9. The archaeological contractor must have appropriate employers and public liability insurance cover.

10. In all publicity, reports and summaries connected with the archaeological works, due acknowledgement must be given to the curatorial role of the Aberdeenshire Council Archaeology Service in facilitating the archaeological investigation.

11. At the end of the Post-Excavation Research phase, all relevant archives from the excavation must be archived using the guidelines Archaeological Archives: A guide to best practice in creation, compilation transfer and curation (Duncan H Brown for Archaeological Archives Forum 2007)