



*Professional Archaeological & Heritage Advice  
Desk-based Assessment & Evaluation  
Field Survey & Watching Briefs  
Database & GIS design*

*Toad Hall Studios  
Bhlaraidh House  
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***Report on Archaeological Desk-Based Assessment, Walk Over  
Survey and Watching Brief at***

***New House to NW of Culnakirk,  
Drumnadrochit  
(IN-04-294)***

***For Mr K Carmichael, Croit Sonas Culnakirk***

Archaeological Survey and Evaluation (dated 12/10/04) and Watching Brief (dated 01/09/05) for at a New House development at Culnakirk, Drumnadrochit (IN-04-294) produced by HIGHLAND COUNCIL PLANNING AND DEVELOPMENT SERVICE Archaeology Unit

## Background

An Archaeological Survey and Evaluation Brief (Version 1.5 12/10/04) was issued because this house building proposal:

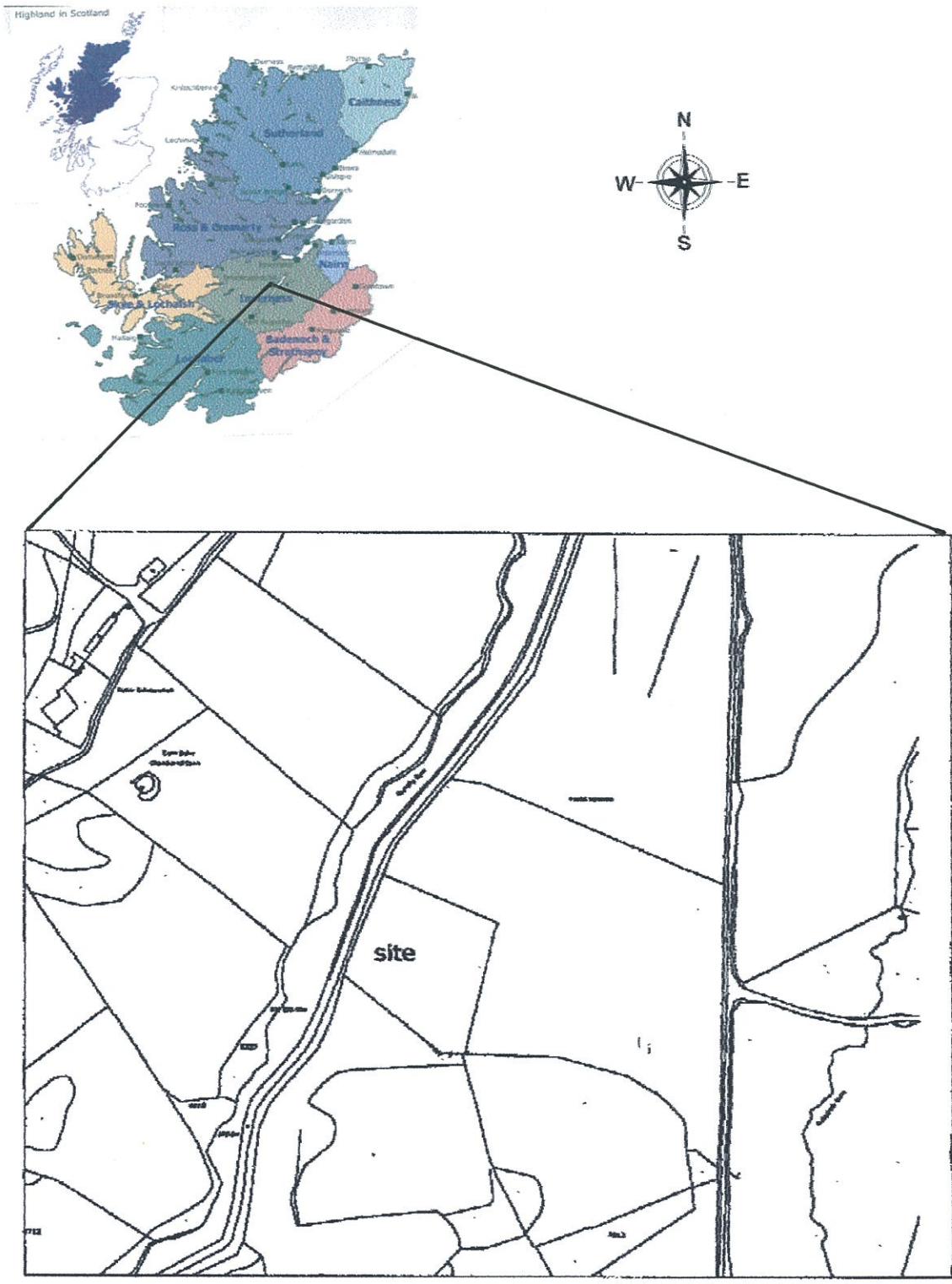
*“could impact on valuable features of historic and archaeological importance. The application site (including proposed services and access road) covers an area of prehistoric field system composed of a series of clearance cairns and field walls, associated with extensive prehistoric settlement and agricultural landscapes. These features should be recorded before they are damaged or destroyed.”*

*“In this case the nature and extent of the potential archaeological features need to be established and mapped (a scale of 1:250 was indicated). A detailed survey of the upstanding remains on-site will inform further assessment of the application site, this will ensure the preservation by record of those features that will be impacted by the proposed development. Further work may be recommended following the survey stage.” “The archaeologist carrying out the work will present a brief report containing the conclusions of this work and propose mitigation and recording arrangements to be followed in this scheme. Such arrangements might include excavation and recording of features and/or an archaeological watching brief on site clearance and excavations for construction purposes.”*

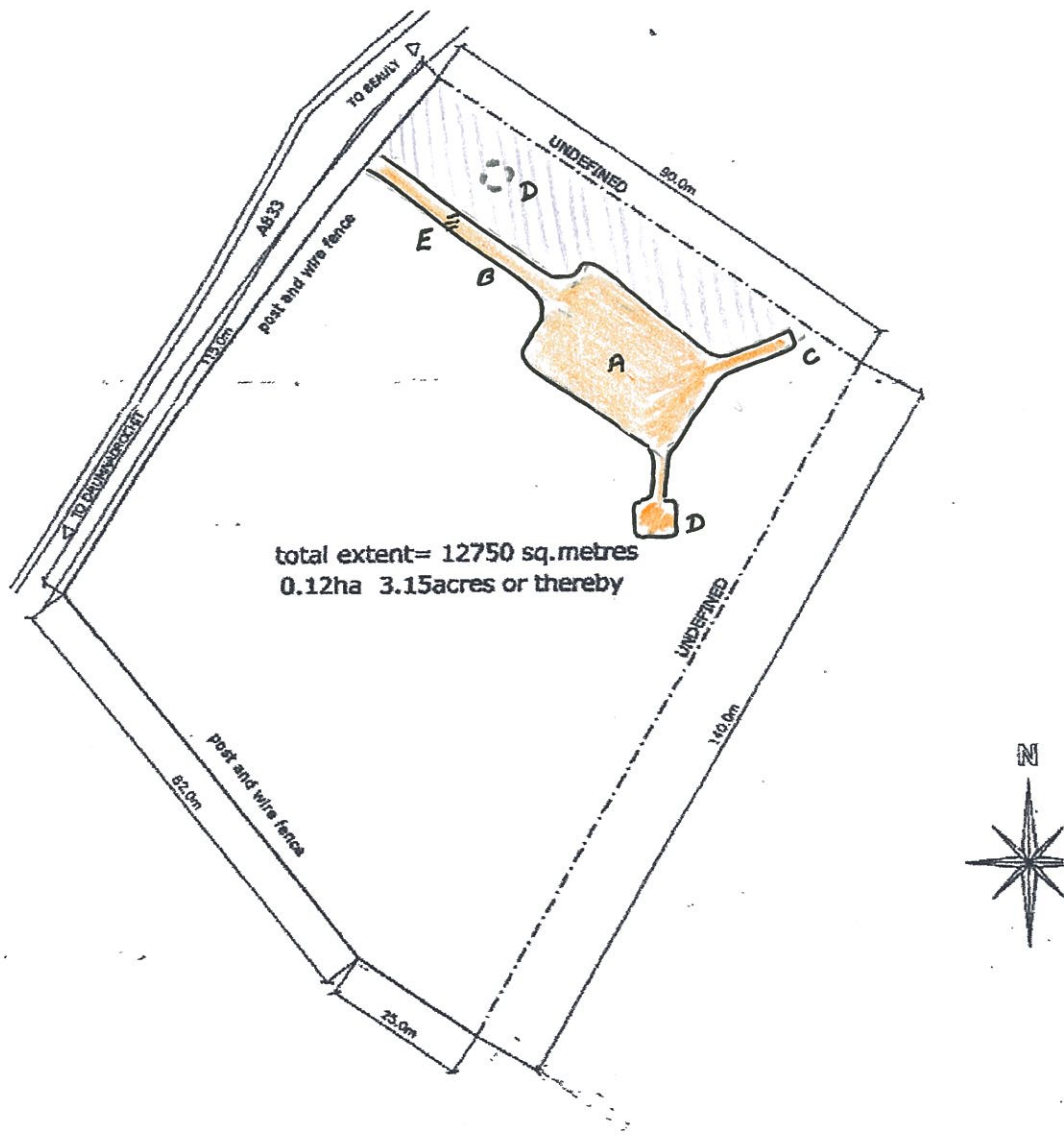
## Summary

During the initial survey an amorphous circular earthwork was found near the northern edge of the site which I felt was related to the nearby prehistoric field system. As Mr Carmichael the owner had asked me to ensure that my work would satisfy all existing and possible planning conditions, I reported to him that the survey he had contracted, and the discovery of this new feature, would probably entail further possibly expensive archaeological work. Mr Carmichael asked me to suspend further survey pending further discussion with the Planning Department. This resulted in a more precise agreed location for the house and driveway to ensure that the earthwork remained undisturbed. A new Watching Brief during ground clearance was issued. The area cleared revealed only a possible small field clearance heap. Providing no further development is undertaken in the area of the plot north of the driveway (which is to be designated as a fenced off garden area) it is considered that there is no need for any further archaeological work on this plot.

**Figure 1: location map**



**LOCATION PLAN NH4931**



SITE PLAN 1:1000

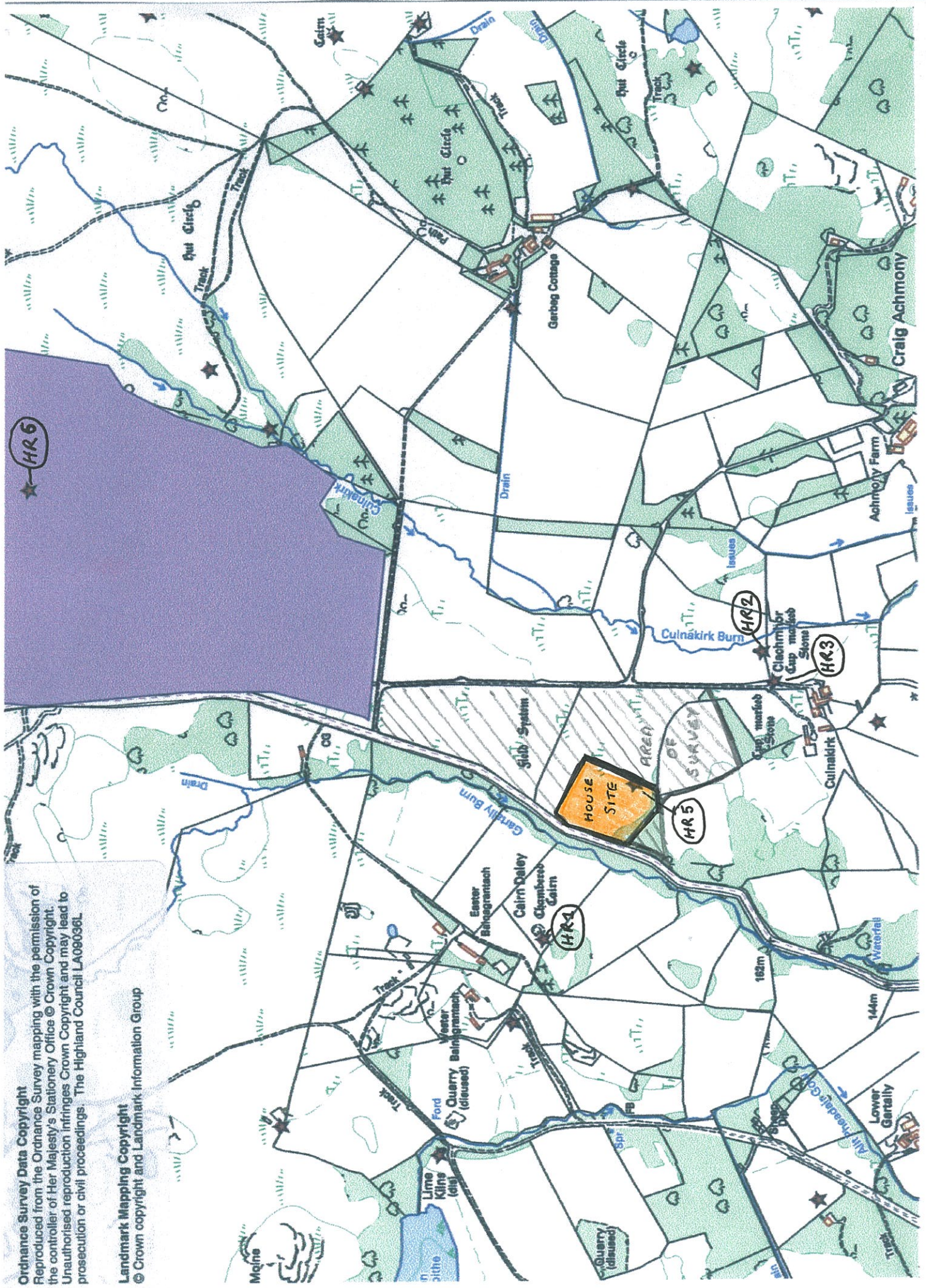


LAND AT CULNAKIRK DRUMNADROCHIT NH4931 scale 1:1000

**Figure 2: The building plot and house site**

Showing A area of house site B Driveway C Water access D Waste water provision  
 D location of circular earthwork E possible clearance heap  
 Area shaded blue to be undeveloped garden area

FIGURE 3



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## Archaeological Survey and Evaluation

### Desk-based Assessment

A check of all relevant archaeological/historical records, maps and aerial photographs was undertaken and the following sources were checked:

- The Highland Council Sites and Monuments Record (SMR).
- The National Monuments Record of Scotland (NMRS)
- Vertical stereo aerial photographic coverage held by RCAHMS and the Highland Council Archaeology Unit.
- Ordnance Survey map coverage from 1850 onwards, and any other readily available early cartographic sources held at the National Library of Scotland Map Library.
- Bibliographic references and early parish accounts.

The results of this are presented in the following **Gazetteer Summary**: (The number system refers to the annotation of sites on Figure 3):

<b>HR 1 - Carn Daley</b>	Chambered Cairn, Clava passage grave HCSMR no. NH43SE0001 NMRS no. NH43SE 1 NGR NH 49454 31458
<b>HR 2 - Clachmhor, Culnakirk:</b>	Cup-Markings; Stone Circle HCSMR no. NH43SE0002 NMRS Number: NH43SE 2 NGR: NH 49921 31099
<b>HR 3 - Culnakirk:</b>	Cup-Markings HCSMR no. NH43SE0003 NMRS Number: NH43SE 3 NGR: NH 49866 31076
<b>HR 4 - Gartally Burn</b>	Cup-Markings HCSMR no. NH43SE0004 NMRS no. NH43SE 4 NGR NH 49 31
<b>HR 5 - Easter Balnagrantach</b>	Field System HCSMR no. NH43SE0009 NMRS no. NH43SE 9 NGR NH 498 314

### Gazetteer Details

#### **HR 1 - Carn Daley - Chambered Cairn, Clava passage grave**

HCSMR no. NH43SE0001 - NMRS no. NH43SE 1 - NGR NH 49454 31458.

Clava passage grave (OS 1906). The site has been much robbed and subsequently piled with field stones. The ploughing has come up to about the position of the monoliths, and a wall has been built along the NW edge. The cairn has a diameter of 40 foot. The kerb of boulders is visible for about a third of the circuit on the S side, and intermittently round the rest of the perimeter. On the SW by the entrance the line of the kerb is slightly flattened, and the boulders are 2 foot 6 ins to 1 foot 6 ins high and of a considerable size. On the N and E only the very tops of a few kerb-stones are visible, and the cairn has been almost completely robbed behind them though its edge is still discernible as a slight bank. There is a considerable platform of cairn material between the kerb and the monoliths, but this is partly due to the way in which the monument has been ruined. The ring of monoliths outside the cairn is represented by one

stone on the S side, 2 foot 9 ins high, and the stump of a second on the NE. To the ESE the top of an acutely leaning slab is visible with its foot probably in situ; part of another stone which may have belonged to the circle lies to the S of it, and a slab 5 foot long lying to the S of the entrance is probably a fifth monolith (Visited by OS 1957). The cairn was excavated by Inverness Scientific Society about 1900 but there is no record of the excavation (Henshall 1963, 367-78, INV 16; resurveyed at 1/2500 by OS 1964).

**HR 2 - Clachmhor, Culnakirk:** Cup-Markings; Stone Circle - SMR no.: NH43SE0002

HCSMR no. NH43SE0002 - NMRS Number: NH43SE 2 - NGR: NH 49921 31099.

'Clachmhor' lies close to the east side of the farm of Culnakirk. It is a large flat block of grey gneiss about 16 feet long, 9 feet broad and 1 foot thick, lying N-S. The S half of the stone bears 113 cup-marks up to 4 ¼ ins diameter and 1 1/8 ins in depth, many united (usually in pairs) by grooves. There are distinct indications that this stone was once surrounded by a circle of boulders or standing stones. Several of these still remain, 2 or 3 feet in width, 15 to 17 feet apart, on the north and east sides, and from 35 to 40 feet from 'Clachmaor'. On the SW side the circle has been obliterated by a rough cart track, which passes over its site (Jolly 1882, 329-30). In 1964 the stone was described by Jolly, but no trace of any standing stones could be found (Surveyed at 1/2500, OS surveyor RD 1964).

Clachmhor is a large triangular erratic block, situated in a pasture field to the NE of Culnakirk farmstead. Its upper surface bears at least ninety weathered plain cupmarks, some conjoined in pairs, and measuring up to 90mm by 30mm. A ring of upcast material around the stone probably indicates a relatively recent attempt to move it (RCAHMS (JBS) 1997).

**HR 3 - Culnakirk:** Cup-Markings - SMR no.: NH43SE0003

HCSMR no. NH43SE0003 - NMRS Number: NH43SE 3 - NGR: NH 49866 31076

There is a cup-marked stone, imbedded in the ground about 58 yards west of 'Clachmor' with 5 cups, all 2 ½ -3 ins in diameter, on its exposed level surface (Jolly 1882, 35). Only two cup marks 2 ½ ins to 3 ins in diameter were seen in 1964 on this stone which was deeply embedded in the ground and partly covered by turf (Surveyed at 1/2500 by OS RD 1964). In 1997 there were two plain cup-markings, measuring up to 70mm by 10mm, on the upper surface of what is probably an erratic boulder, which lies in the corner of a pasture field immediately E of the track to Culnakirk (RCAHMS (JBS) 1997). A new house called Clachmor has been built in the N of this field and the stone (in situ) is now on the N verge of the entrance to the drive.

**HR 4 - Gartally Burn - Cup-Markings**

HCSMR no. NH43SE0004 - NMRS no. NH43SE 4 - NGR NH 49 31

A stone bearing two cup-marks lies on the W bank of the Gartalie Burn, near the farm of the same name. It lies half way up the bank which is 18 foot high at that point. The stone is of gneiss, 3 1/2 foot x 3 foot, smooth and rounded and in its vicinity are several similar boulders (Jolly 1882, 351; Visited by OS 1964). No trace of this stone could be found.

**HR 5 - Easter Balnagrantach - Field System**

HCSMR no. NH43SE0009 - NMRS no. NH43SE 9 - NGR NH 498 314

Centred at NH 497 315 is a field system marked by stone clearance heaps and occasional field walls with fields averaging c 20.0 m square. No huts were located (Visited by OS 1970).

## Bibliography

- Henshall, A S, 1963, *The chambered tombs of Scotland*, 1, Edinburgh, Vol. 1  
Jolly, W, 1882, 'On cup-marked stones in the neighbourhood of Inverness; with an appendix on cup-marked stones in the Western Islands', *Proc Soc Antiq Scot*, 16  
OS, 1906, OS 6-inch map, 2nd edition, Inverness-shire

### **Walk-over survey**

A walk over survey of the general area was conducted to enable identification of all upstanding remains, from any period (shown as diagonal shading on Figure 3). This is an area of pasture used for cattle grazing: the grass was short enabling good ground inspection with clear frost-free weather. A prehistoric field system (gazetteer item HR 5) is recorded in the immediate area of the house plot, which is presumably an extension of the field system to the north previously surveyed by Wordsworth (HR 6 on figure 3) - however it is reasonable to expect prehistoric landuse remains in the whole general upland area between Drumnadrochit and Beaully.

### **Detailed survey**

A detailed survey of the clearance cairns and field system was required to be undertaken, including a full measured survey of all surviving remains and associated features on a scale plan (1:250) of the site keyed by means of Grid References to the Ordnance Survey mapping. Written descriptions and photographs of each component of the site was required.

The only feature noted was an amorphous circular earthwork roughly 8-9 metres overall diameter near the northern edge of the site at NH 4969 3145 (photograph 1 below and item D on figure 2) which I felt was related to the nearby prehistoric field system.



Photograph 1  
Looking south

As Mr Carmichael the owner had asked me to ensure that this survey would satisfy all existing and possible planning conditions, I reported to him that the survey he had contracted, and the discovery of this new feature, would probably entail further possibly expensive archaeological work. Mr Carmichael asked me to suspend further



survey pending further discussion with the Planning Department, and I reported his decision to the Archaeology Unit.

Lengthy discussions between Mr Carmichael, the Planning Department and the Archaeology Unit resulted in a more precise agreed location for the house and driveway to ensure that the earthwork remained undisturbed. A new Watching Brief (IN-04-294 dated 01/09/05) was issued as "The application site lies in area containing extensive later prehistoric remains. A putative roundhouse foundation has been identified within the application area - although this is to be maintained within garden ground and will not be impacted by the development work".

The area to be covered by this assessment was the entire development area: including any proposed services, access roads, works compounds, borrow pits or other ancillary works. Before site works started, the proposed arrangements, including a timetable for the work was be agreed with the Highland Council Archaeology Unit.

### **Watching Brief**

A watching brief was conducted on all site ground-works, so that any finds or features of importance could be recorded to professional standards. A JCB excavator was used with a straight-edged bucket. Care was taken to avoid over excavation and the advice of the archaeologist on-site (working on a 1:1 ratio) was adhered to at all times. The area cleared revealed only a possible small field clearance heap: there were no traces of occupation, small finds or human remains. The possible clearance heap (NH 4967 3135, photograph 3) was not visible on the surface and measured 2 m N-S by 1 m E-W.

Providing no further development is undertaken in the area of the plot north of the driveway (which is to be designated as a fenced off garden area) it is considered that there is no need for any further archaeological work on this plot.

### **Photographs on next page:**

Photograph 2 - Driveway looking East

Photograph 3 - Possible clearance heap

Photograph 4 - House site looking SE

Photograph 5 - Water access route looking NE



3



2



5



4

*Brief for archaeological work at:*

**New House to NW of Culnakirk,  
Drumnadrochit**  
(IN-04-294)

**ARCHAEOLOGICAL  
WATCHING BRIEF**

**HIGHLAND COUNCIL  
PLANNING AND DEVELOPMENT  
SERVICE**

**Archaeology Unit**

## 1) Background

An archaeological watching brief is needed at this site because there is a potential for finds or features of interest to be discovered during site works. A watching brief enables any discoveries to be recorded quickly and efficiently as they appear with minimum delay or disruption to the development. These features should be identified and recorded in detail before they are damaged or destroyed. This will need to be done by a qualified and experienced archaeologist.

The application site lies in area containing extensive later prehistoric remains. A putative roundhouse foundation has been identified within the application area - although this is to be maintained within garden ground and will not be impacted by the development work.

## 2) Terms of Reference

This brief specifies what is considered to be the **minimum** acceptable standard of work; proposals that present a higher standard may be offered and accepted. It is assumed that this will form the basis of an agreed approach unless changes are agreed with Highland Council Archaeology Unit in writing before the start of any site works.

This brief has been produced for Mr David Borthwick, who will be responsible for the work, including any tendering and contractual arrangements. It sets out in detail who is responsible for what, as well as the terms of reference, objectives, method, monitoring and reporting arrangements.

The area to be covered by this assessment should be the entire development area: including any proposed services, access roads, works compounds, borrow pits or other ancillary works.

The work should be carried out by, or under the immediate direction of, a member of the Institute of Field Archaeologists to ensure that work is carried out to professional standards. The Archaeology Unit may refuse to accept work from, or otherwise take action against, archaeologists who fail to carry out work to these standards. **The Archaeology Unit would be pleased to comment on tenders submitted in confidence.** Tenders should be accompanied by a project design, statement and evidence of competence, including the CV of the Project Director.

Before site works start, the proposed arrangements, including a timetable for the work should be agreed with the Highland Council Archaeology Unit in writing.

## 3) Objectives

To identify and record any features or objects of archaeological importance that could be damaged or destroyed by this development, while minimising any delays or disruption to the development project.

## 4) Method

### *a) Desk-based Assessment*

A check of all relevant archaeological / historical records, maps and aerial photographs should be undertaken. At least the following sources should be checked:

- The Highland Council Sites and Monuments Record (SMR). *Please note - the online SMR 'Am Baile' is not designed for use in development control or for constructing management policy of sites. In order to source the full SMR information required for such studies all consultants should approach the Highland Council Archaeology Unit directly.*
- The National Monuments Record of Scotland (NMRS)
- Vertical stereo aerial photographic coverage held by RCAHMS and the Highland Council Archaeology Unit.
- Ordnance Survey map coverage from 1850 onwards, and any other readily available early cartographic sources held at the National Library of Scotland Map Library.
- Bibliographic references and early parish accounts.

#### **b) *Watching Brief***

A watching brief will be conducted by the Archaeological Contractor on all site ground-works, so that any finds or features of importance can be recorded to professional standards. The Archaeological Contractor will endeavour wherever possible to work with the contractor to ensure that any recording required is done with minimum delay to the site works.

#### *Important Note for architects, builders and site contractors*

Those carrying out site clearance and excavation works will need to work closely with the archaeologist and provide all necessary access and other arrangements. They may need to use differing work practices on site than usual to enable the archaeologist to complete the work. For example:

- Where excavating machinery is used, a straight-edged bucket must be used on a back-acting machine. Care will need to be taken to avoid over excavation, and the advice of the archaeologist on-site should be adhered to on this.
- Archaeologists may need to get quickly into recently cleared areas and this may mean that drivers of excavators may sometimes need to wait briefly, or switch to working other areas.
- Each excavating machine needs to be watched by at least one archaeologist at all times (1:1 ratio). Work should not begin on site until this cover has been set up.
- Because the archaeologist must be able to record any archaeological remains encountered during the work to professional standards, site clearance works may take slightly longer than normal. This should be allowed for in the development project timetable. Occasionally, more extensive excavation may be needed since there will be limited opportunities to preserve features *in situ*. If discoveries are made that would cause significant delays, see paragraph 5 below.

Human remains must be immediately reported to the local police and to the Highland Council Archaeology Unit and should not be excavated as part of this work.

Once areas have been cleared, and any archaeology recorded, there should be no need for further archaeological work in these areas.

### **5) Report**

A report must be produced which sets out the results of the work and makes recommendations for any required further work.

The Council will assume author's copyright unless advised otherwise. However, HCAU reserves the right to make the report available for reference and research purposes, either on paper, or electronically. The completed report will be made available for immediate public consultation for research purposes at the Highland Council Sites and Monuments Record, and through the public library service. The Archaeology Unit will acknowledge copyright in all cases.

a) *Content*

The report must include as a minimum:

- Circumstances and objectives of this work, including a copy of this specification.
- An analysis of the project results drawing in comparative data as appropriate, and a statement of the significance of the results as per the Burra Charter.
- Location plan (bound into the report) showing the project area and archaeological sites and features affected. Grid references must be included.
- Scale plans, sections and photographs of all significant archaeological features.
- A list of all references and information sources.
- Detailed appendices describing photographs, archaeological contexts, samples and drawings taken/identified during the work.
- A full index to any records or other material generated by the project including the archive location.
- Weather and/or other conditions affecting fieldwork.
- Proposals for presenting the results of the work to the local community where appropriate.
- General comments and proposals for future archaeological projects arising from the carrying out of this project.

b) *Distribution*

The archaeologist appointed is responsible for making sure copies of the report have been received by the recipients listed below. The archaeologist appointed should allow for all costs when estimating for the work. We require archaeologists to submit satisfactory reports within the agreed deadline.

Apart from any copies required by the client, at least **four** copies of the project report must be produced by the archaeologist. These must be submitted to all of the following **within 4 weeks** of the completion of the field work.

- One paper copy for the Council's Area Planning and Building Control Manager, 1-3 Church Street, Inverness IV1 1OY.
- One paper copy to be deposited with the Council's Senior Librarian Information Co-ordinator, Libraries Support Unit, 31a Harbour Road, Inverness IV1 1UA. This will be available for public consultation through the public library service.
- One paper copy to be deposited with the Council's Assistant Curator (Archaeology), Museum & Art Gallery, Castle Wynd, Inverness IV2 3EB (*This copy will only be required if there are finds*).
- One digital copy for the Archaeology Unit, Planning and Development Service, Council Offices, Glenurquhart Road, Inverness IV3 5NX : The report should be supplied by email or on a computer disc as a *pdf* file. Please ensure that all drawings and photographs are included.

c) *Other Products of the Work*

Where significant archaeology has been found, the archaeologist must arrange a presentation of the project results, to the local community within a year of the

completion of the fieldwork. This is the responsibility of the Archaeological Contractor, and will not be funded by the Highland Council.

A brief summary of the results must be sent to the Council for Scottish Archaeology for inclusion in *Discovery and Excavation in Scotland*.

## 6) Finds

Chance finds can be made during any archaeological fieldwork. Archaeologists should note that advice and facilities for emergency conservation and temporary storage can be offered by Inverness Museum. All finds should be notified for Treasure Trove before the report is submitted.

## 7) Monitoring

The Archaeological Contractor is responsible for agreeing arrangements for monitoring with Archaeology Unit staff. We will monitor projects as necessary to ensure that minimum standards are met. Prior notice of fieldwork starting dates, with contact names, telephone numbers and arrangements for access must be given to the Highland Council Archaeology Unit by the Archaeological Contractor.

Any unexpectedly significant or complex discoveries, or other unexpected occurrences which might significantly affect the archaeological work and / or the development must be notified by the Archaeological Contractor immediately to the applicant and the Highland Council Archaeology Unit. The finds or features must be left *in situ* until arrangements have been agreed for safeguarding or recording them. In the meantime work may continue on other areas of the site.

## 8) Insurance

The archaeologist appointed must take all necessary measures to conform to the Health and Safety at Work Acts and be covered by all necessary insurance. Section 24 of the Highland Council's revised Contracts Standing Orders states:

"All specifications issued by and contracts entered into with the Council in connection with the carrying out of work or the provision of services shall provide that the contractor holds a valid insurance policy, approved by the Council, for:-

- (1) Employers liability - minimum limit - £10m (statutory limit)
- (2) Public liability - minimum limit £5m."

## 9) General

The archaeologist agrees by undertaking this work to the terms of this brief. He or she must:

- carry out the work according to the Code of Conduct, standards and guidance of the Institute of Field Archaeologists.
- agree a timetable for the work with the client and the Highland Council Archaeology Unit.
- not comment to the press or other media without prior approval from the client and the Highland Council Archaeology Unit.

Any Health and Safety incidents on site involving the archaeologist must be immediately notified to the Health and Safety Executive.

This brief has been produced the Highland Council Archaeology Unit, to whom any enquiries should be addressed. No one else has authority to vary its terms.

*Highland Council Archaeology Unit*

*Thursday, 1 September 2005*



*Brief for archaeological work at:*

**Croit Sonas, 2 Culnakirk,  
Drumnadrochit**

**ARCHAEOLOGICAL SURVEY  
& EVALUATION**

**HIGHLAND COUNCIL  
PLANNING AND DEVELOPMENT  
SERVICE**

**Archaeology Unit**

## 1) Background

This project could impact on valuable features of historic and archaeological importance. The application site covers an area of prehistoric field system composed of a series of clearance cairns and field walls, associated with extensive prehistoric settlement and agricultural landscapes. These features should be recorded before they are damaged or destroyed. This will need to be done by a qualified and experienced archaeologist.

In this case the nature and extent of the potential archaeological features need to be established and mapped. A detailed survey of the upstanding remains on-site will inform further assessment of the application site. This will ensure the 'preservation by record' of those features that will be impacted by the proposed development. Further work may be recommended following the survey stage. This approach is intended to ensure that any archaeology on site is identified and recorded with minimum delay or disruption to the development.

The archaeologist carrying out the work will present a brief report containing the conclusions of this work and propose mitigation and recording arrangements to be followed in this scheme. Such arrangements might include excavation and recording of features, and / or an archaeological watching brief on site clearance and excavations for construction purposes.

The brief sets out in detail who is responsible for what, as well as the terms of reference, objectives, method, monitoring and reporting arrangements.

## 2) Terms of Reference

This brief specifies what is considered to be the **minimum** acceptable standard of work; proposals that present a higher standard may be offered and accepted. It is assumed that this will form the basis of an agreed approach unless changes are agreed with Highland Council Archaeology Unit in writing before the start of any site works.

This brief has been produced for K R Carmichael, who will be responsible for the work, including any tendering and contractual arrangements. It sets out in detail who is responsible for what, as well as the terms of reference, objectives, method, monitoring and reporting arrangements.

The area to be covered by this assessment should be the entire development area: including any proposed services, access roads, works compounds, borrow pits or other ancillary works.

The work should be carried out by, or under the immediate direction of, a member of the Institute of Field Archaeologists to ensure that work is carried out to professional standards. The Archaeology Unit may refuse to accept work from, or otherwise take action against, archaeologists who fail to carry out work to these standards.

**The Archaeology Unit would be pleased to comment on tenders submitted in confidence.** Tenders should be accompanied by a project design, statement and evidence of competence, including the CV of the Project Director.

The brief has been produced specifically for this scheme based on documents supplied at the time it was issued. It is valid for one year from the date of issue.

Before site works start, the proposed arrangements, including a timetable for the work should be agreed with the Highland Council Archaeology Unit in writing.

### 3) Objectives

- To identify and record in detail the location, nature and extent of any features or objects of archaeological importance that would be damaged or destroyed by this development.
- To make sure that the needs for archaeological conservation and recording are met without causing any unnecessary delay or disturbance to the development project.

### 4) Method

#### *a) Desk-based Assessment*

A check of all relevant archaeological / historical records, maps and aerial photographs should be undertaken. At least the following sources should be checked:

- The Highland Council Sites and Monuments Record (SMR)
- The National Monuments Record of Scotland (NMRS)
- Vertical stereo aerial photographic coverage held by RCAHMS and the Highland Council Archaeology Unit.
- Ordnance Survey map coverage from 1850 onwards, and any other readily available early cartographic sources held at the National Library of Scotland Map Library.
- Bibliographic references and early parish accounts.

#### *b) Walk-over survey*

A walk over survey of the project area will be needed to enable identification of all upstanding remains, from any period.

#### *c) Detailed survey*

A detailed survey of the clearance cairns and field system should be undertaken. This will include full measured survey of all surviving remains and associated features, in order to produce a scale plan of the site. All individual features should be plotted in detail on a suitable scale plan, keyed by means of Grid References to the Ordnance Survey mapping. Written descriptions and photographs of each component of the site should be produced.

Exceptional discoveries, such as complex funerary remains, may warrant preservation *in situ* or further arrangements for recording. Attention will be drawn immediately to any such discoveries so that arrangements can be agreed to deal with them quickly and effectively.

#### ***d) Report***

A report must be produced which sets out the results of the work and proposes appropriate arrangements for the safeguarding where possible (or recording where necessary) of any objects or features identified. These arrangements must be agreed by the Highland Council Archaeology Unit.

### **5) Monitoring**

The Archaeological Contractor is responsible for agreeing arrangements for monitoring with Archaeology Unit staff. We will monitor projects as necessary to ensure that minimum standards are met. Prior notice of fieldwork starting dates, with contact names, telephone numbers and arrangements for access must be given to the Highland Council Archaeology Unit by the Archaeological Contractor.

Any unexpectedly significant or complex discoveries, or other unexpected occurrences which might significantly affect the archaeological work and / or the development must be notified by the Archaeological Contractor immediately to the applicant and the Highland Council Archaeology Unit. The finds or features must be left *in situ* until arrangements have been agreed for safeguarding or recording them. In the meantime work may continue on other areas of the site.

### **6) Reporting**

#### ***a) Project report***

The archaeologist appointed is responsible for producing a report on the work, and for making sure copies have been received by the recipients listed below. The archaeologist appointed should allow for all costs when estimating for the work. We require archaeologists to submit satisfactory reports within the agreed deadline.

Apart from any copies required by the client, at least **five** copies of the project report must be produced by the archaeologist. These must be submitted to all of the following **within 3 weeks** of the completion of the field work.

- One paper copy for the Inverness Area Planning and Building Control Manager, 1-3 Church Street, Inverness, IV1 1OY.
- One paper copy to be deposited with the Council's Senior Librarian Information Co-ordinator, Libraries Support Unit, 31a Harbour Road, Inverness IV1 1UA. This will be available for public consultation through the public library service.
- One paper copy to be deposited with the Council's Assistant Curator (Archaeology), Museum & Art Gallery, Castle Wynd, Inverness IV2 3EB.
- Two copies for the Archaeology Unit, Planning and Development Service, Council Offices, Glenurquhart Road, Inverness IV3 5NX :
  - One paper copy
  - One copy of the complete report in Adobe Acrobat format (ie a *pdf* file). This can be supplied by email or on a computer disc. Please ensure that all drawings and photographs are included.

The report must include as a minimum:

- Location plan bound into the report showing the project area and archaeological sites and features affected. Grid references must be included.
- Circumstances and objectives of this work, including a copy of this specification.
- An analysis of the project results drawing in comparative data as appropriate, and a statement of the significance of the results for future research.
- General comments and proposals for future archaeological projects arising from the carrying out of this project.
- Scale plans and photographs of all significant archaeological features noted.
- A gazetteer describing the nature, extent and condition of all identified sites and monuments.
- A statement regarding finds and sample collection and retention policies and their justification.
- A list of all references and information sources.
- A full index to any records or other material generated by the project including the archive location.
- Weather and other conditions affecting fieldwork.
- A list of finds, as appropriate, set out in the required format for Treasure Trove reporting.

**b) Presentation**

Where significant archaeology has been found, the archaeologist must arrange a presentation of the project results, to the local community within a year of the completion of the fieldwork.

**c) DES**

A brief summary of the results must be sent to the Council for Scottish Archaeology for inclusion in *Discovery and Excavation in Scotland*.

**d) Copyright**

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## 7) Finds

Chance finds can be made during any archaeological fieldwork. Archaeologists should note that advice and facilities for emergency conservation and temporary storage can be offered by Inverness Museum. All finds should be notified for Treasure Trove before the report is submitted.

## 8) Insurance

The archaeologist appointed must take all necessary measures to conform to the Health and Safety at Work Acts and be covered by all necessary insurance. Section 24 of the Highland Council's revised Contracts Standing Orders states:

"All specifications issued by and contracts entered into with the Council in connection with the carrying out of work or the provision of services shall provide that the contractor holds a valid insurance policy, approved by the Council, for:-

- (1) Employers liability - minimum limit - £10m (statutory limit)
- (2) Public liability - minimum limit £5m."

## 9) General

The archaeologist agrees by undertaking this work to the terms of this brief. He or she must:

- carry out the work according to the Code of Conduct, standards and guidance of the Institute of Field Archaeologists.
- agree a timetable for the work with the client and the Highland Council Archaeology Unit.
- not comment to the press or other media without prior approval from the client and the Highland Council Archaeology Unit.
- fully allow for prevailing weather conditions in northern Scotland.

Any Health and Safety incidents on site involving the archaeologist must be immediately notified to the Health and Safety Executive.

This brief has been produced the Highland Council Archaeology Unit, to whom any enquiries should be addressed. No one else has authority to vary its terms.