

HIGHLAND COUNCIL
Cultural and Leisure Services
ARCHAEOLOGY SERVICE

**Project brief for archaeological work
commissioned by the Archaeology Service**

NEWHALL POINT, BALBLAIR

Archaeological Evaluation

Background

Terms of Reference

Tenders are invited by the Archaeology Service on the basis of this brief and the accompanying draft contract. It is for a *minimum* standard of work; a higher standard may be offered and accepted.

This brief is for archaeological recording work at the chapel site, Newhall Point, centred at NH708670, occasioned by planning application no. RC/1996/573. It is based on documents attached. The area to be covered will be a 50m wide strip along the north end of the field indicated.

The project should be carried out by, or under the immediate direction of, a Member of the Institute of Field Archaeologists or an archaeologist of equivalent standing, to ensure that work is carried out to professional standards.

This is for a Scheduled Monument and the contractor will be responsible for obtaining Scheduled Monument consent.

Objectives

1. To identify the nature and extent of any archaeological remains which may exist within the application area, and if appropriate to propose a less arbitrary scheduling area than that currently in operation.
2. To propose arrangements for the safeguarding where possible and recording where necessary of any archaeological features or finds identified
3. To ensure that the needs for archaeological conservation and recording are met without causing any unnecessary delay or disturbance to the development project.

Method

1. A rapid, desk-based assessment of all records, documents and maps available in Inverness and in Edinburgh relating to the application area will be carried out.
2. A survey will be made of the application area / area identified on the attached plan, using
 - * geophysical equipment (resistivity / magnetometry)

COPY

3. No excavation is to take place as part of this specification
4. The report must propose appropriate arrangements for the safeguarding where possible or recording where necessary of any objects or features identified by this evaluation.

Tenders

Tenders must include the following:

1. CV details for all members of the proposed team / the project director and site supervisor / etc
2. Indicative budget for post-excavation work
3. All report production and deposition costs
4. Proposals for presentation of project results to the local community : the archaeologist appointed is responsible as part of this specification for arranging (including publicity) a presentation of the project results to the local community within a year of the completion of the fieldwork. Arrangements must be agreed with the Highland Archaeologist.
5. A statement accepting the proposed contractual arrangements or proposing any changes thought necessary.

Monitoring

1. The Highland Archaeologist will normally monitor projects to ensure that briefs are met.
2. Monitoring will normally be by unannounced site visit. Alternative or additional monitoring arrangements may be made in individual cases.
3. Prior notice of fieldwork starting dates, with contact names and local addresses, telephone numbers and directions and other arrangements for access must be given to the Highland Archaeologist.
4. Any unexpectedly significant or complex discoveries, or any other unexpected occurrences or conditions which might affect the agreed project work or its timetable or cost must be notified immediately to the Highland Archaeologist so that revised arrangements can be made.

Reasons given later for non-completion to brief given, agreed budget, or timetable will not normally be accepted if immediate notification has not taken place.

Reporting

1. Project report

At least FOUR copies of the project report must be produced.

- * One copy for the client Gordon Fraser, Aurora, Balblair, Dingwall IV7 8LG.
- * Two copies for the Highland Sites and Monuments Record, Old School, High Street, Clachnaharry, Inverness IV3 6RB where it will be available for immediate consultation by the public.
- * One copy to be deposited in the National Monuments Record for Scotland , John Sinclair House, 16 Bernard Terrace, Edinburgh EH8 9NX.

The report must be submitted to the Highland Archaeologist within 4 weeks of the completion of the work.

The report must include, as a minimum,

1. Location plan showing the project area and archaeological sites and features affected
2. Circumstances and objectives of this work, including a copy of this specification
3. Weather and other conditions affecting fieldwork
4. Plans, drawings and photographs of archaeological features noted
5. A full index to any records or other material generated by the project including its location
6. Details of any measures proposed to mitigate the impact of the application on the archaeological resource
7. A brief analysis of the project results drawing in comparative data as appropriate.
8. General comments and proposals for future archaeological projects arising from the carrying out of this project

The completed report will be available for immediate public consultation for research purposes at the Highland Sites and Monuments Record.

2. Treasure Trove

Any report to the Queen's and Lord Treasurer's Remembrancer must be copied to the Highland Archaeologist.

3. Discovery and Excavation in Scotland

A brief summary of the results must be sent to the Council For Scottish Archaeology for inclusion in Discovery and Excavation in Scotland. The archaeologist is responsible for any charge made.

General

1. The archaeologist appointed must be of a professional standing acceptable to the Highland Archaeologist and must carry out the work according to the Code of Conduct, standards and guidelines of the Institute of Field Archaeologists.
2. The archaeologist is responsible for taking all necessary measures to conform with the Health and Safety at Work Acts and be covered by all necessary insurances.
3. The archaeologist must agree a timetable for the work with the client and the Highland Archaeologist
4. The archaeologist appointed will not comment to the press or other media without prior approval from the Highland Archaeologist
5. Proper provision must be made for prevailing weather conditions in northern Scotland

6. Failure to meet any part of the contract may result in non-payment for work undertaken. The Highland Archaeologist further reserves the right not to invite tenders for future work from contractors who fail to meet required standards.

John Wood
June 1997

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