



## Annual Report of the West of Scotland Archaeology Service 2018/19

### Summary

This annual report covers the period from 1 April 2018 to 31 March 2019.

During the report period, the Service dealt with 1918 new casework items, 144 more than in the previous year. Around two thirds of this 8.1% increase in casework was due to the introduction of East Dunbartonshire Council to the Joint Service, but the underlying trend of casework figures in the areas of the pre-existing Council service continued to rise by 2.5%.

Monitoring the 593 weekly lists of planning applications registered with the Councils and the Loch Lomond & The Trossachs National Park Authority was once again an essential element of the Service's work, ensuring that applications which raise potential archaeological issues which have not been fully dealt with at the pre-application stage can be identified for consideration. This monitoring of the weekly lists, along with direct referrals from planning officers, identified 930 new planning applications which required further detailed assessment.

A further 395 new casework items in other categories also arose in the reporting period.

Spatial data from the Historic Environment Record was provided to the local government Improvement Service's Spatial Hub website, allowing our authorities to meet the historic environment element of their statutory responsibilities under the EU INSPIRE Directive without the need for additional resources.

### New Casework 1 April 2018 to 31 March 2019

Council Area	Total of New Casework Items	Weekly lists	Planning Applications	Other
Argyll & Bute	373	51	222	100
East Ayrshire	159	50	86	23
East Dunbartonshire	100	38	43	19
East Renfrewshire	95	51	36	8
Glasgow	136	51	59	26
North Ayrshire	123	47	46	30
Renfrewshire	104	51	40	13
South Ayrshire	184	47	96	41
South Lanarkshire	239	53	125	61
West Dunbartonshire	77	51	18	8
West Lothian	171	51	94	26
National Park Authority	142	52	65	25
General/Multi-Council	15			15
<b>Total</b>	<b>1918</b>	<b>593</b>	<b>930</b>	<b>395</b>

The Archaeology Service of the Councils of Argyll and Bute, East Ayrshire, East Dunbartonshire, East Renfrewshire, Glasgow City, North Ayrshire, Renfrewshire, South Ayrshire, South Lanarkshire, West Dunbartonshire, and West Lothian, and of the Loch Lomond & the Trossachs National Park Authority.

## Planning Application Casework 2018-2019

The number of new planning applications identified as potentially raising archaeological issues was expected to increase after East Dunbartonshire Council's entry to the Joint Service at the end of the last reporting period. In addition to that increase, there was also a statistically insignificant increase of ten in the number of similar applications from the pre-existing Council areas over the year. Of the combined total of 930 applications which the Service staff examined in detail, 435 (47%) were assessed as raising potentially significant historic environment issues which would justify some form of archaeological intervention.

The continuing successful facilitation of a rising number of archaeological interventions has only been possible through the use of the Service's award-winning archaeological impact mitigation system. This streamlined working method allows better use of officer time within the Service, and within the planning services of member authorities.

Continuing improvements to the availability of externally sourced historic environment data is allowing easier integration of relevant new information into the Historic Environment Record (HER), a process which enhances the quality of Development Management advice provided by the Service and improves the Service's average response times.

The full benefits of the improved data and the casework handling system is heavily dependent on reliable access to planning application documents on member Councils' online services. Localised disruptions to the online *eplanning* system because of IT system failures, software changes, or procedural changes have continued intermittently, and were mitigated where possible after informing those member authorities affected each time.

### Summary Table of Planning Applications 2013-2019

	Numbers of applications identified for detailed further assessment						Numbers of these then assessed as raising significant archaeological issues					
	13/14	14/15	15/16	16/17	17/18	18/19	13/14	14/15	15/16	16/17	17/18	18/19
Argyll & Bute	316	208	159	160	184	222	115	112	95	101	105	137
East Ayrshire	62	84	99	94	89	86	24	38	40	43	35	26
East Dunbartonshire	-	-	-	-	-	43	-	-	-	-	-	20
East Renfrewshire	21	27	22	24	29	36	6	12	11	9	18	18
Glasgow	51	52	48	63	66	59	16	16	18	31	29	25
North Ayrshire	55	50	55	58	52	46	30	25	32	30	31	23
Renfrewshire	24	44	41	43	42	40	11	21	26	24	26	18
South Ayrshire	103	108	72	92	87	96	36	39	24	34	36	35
South Lanarkshire	134	122	154	140	132	125	58	66	68	67	76	54
West Dunbartonshire	17	33	23	26	40	18	7	10	11	12	13	6
West Lothian	79	104	128	66	92	94	36	57	57	28	53	47
National Park	64	54	65	52	64	65	30	21	31	24	29	26
<b>Total</b>	<b>926</b>	<b>886</b>	<b>866</b>	<b>818</b>	<b>877</b>	<b>930</b>	<b>369</b>	<b>417</b>	<b>413</b>	<b>403</b>	<b>451</b>	<b>435</b>
(% raising issues)							(40%)	(47%)	(48%)	(49%)	(51%)	(47%)

In addition to identifying and initiating new casework during the reporting period, the Service also carried forward work on 322 planning application cases which had been initiated in previous years. These cases included the Service providing an archaeological expert witness for South Lanarkshire Council's representation at two Public Local Inquiries, but the majority of the cases involved the facilitation of work required through conditions on planning consents which had been granted in earlier years, by providing advice to developers and to Council planning staff on the appropriate scale of fieldwork and standards of reporting required to satisfy archaeological conditions.

The Archaeology Service of the Councils of Argyll and Bute, East Ayrshire, East Dunbartonshire, East Renfrewshire, Glasgow City, North Ayrshire, Renfrewshire, South Ayrshire, South Lanarkshire, West Dunbartonshire, and West Lothian, and of the Loch Lomond & the Trossachs National Park Authority.

While around 40% of these cases involved project planning discussions and agreements ahead of fieldwork or were related to the scope of post-fieldwork analysis or reporting requirements, the greater number involved facilitating the implementation of conditions on previous consents and resulted in new commercial archaeological fieldwork during the reporting period. This activity has in the past provided a proxy measure of general development activity on the ground. The total of 197 such cases carried forward in the reporting period was 15% greater than in the preceding year, and appears to indicate an end to the slow-down in development activity reported in recent years.

The Service also monitors fieldwork carried out by commercial archaeological organisations in response to planning conditions to ensure appropriate compliance. This monitoring role also provides a measure of independent quality assurance for the developers.

### **Other Casework 2018-2019**

In addition to casework items generated from weekly lists and planning applications, a further 395 items of other new work were initiated in the report period. (See table below, figures for the previous year in brackets).

Pre-application planning enquiries	105	(67)
Permitted Development enquiries	36	(46)
Development Plan consultations	1	(2)
Policy liaison matters	10	(7)
Historic Environment Record information management matters	74	(97)
General or Historic Environment Record enquiries	36	(30)
Other Archaeological Consultations	18	(10)
Scottish Rural Development Programme audits and other agri-environment matters	115	(96)
Other (includes items sent in error)	0	(1)
<b>Total</b>	<b>395</b>	<b>(356)</b>

As is to be expected, the numbers of new casework items in the different categories have varied in comparison to the last reporting period. However, notwithstanding the expected impact of the introduction of East Dunbartonshire Council to the Service, there has been a modest increase in the underlying total, taking it above the average level of casework numbers recorded in recent years.

#### **Pre-application planning enquiries**

The substantial rise in pre-application enquiries to the Service casework in this reporting period has reversed the falls recorded over the previous two years, but the number of these enquiries remains considerably below the level recorded in the peak year of 2012-2013. Nevertheless, in combination with the recorded rise in commissioned archaeological fieldwork referred to above, the rise may reflect a more optimistic approach to project planning by some developers.

#### **Permitted development enquiries**

Following the unusually high 70% annual increase recorded in last year's report, the number of requests from the statutory undertakers for advice on how to implement their own policies for the protection of the historic environment fell back by 22% in the reporting period, returning to a point within the normal range recorded in previous years.

As can be readily appreciated, the number of these requests, and the fee income generated by them through the approved WoSAS *Access to Information and Charging Policy* varies according to the timing and scale of the projects brought forward through the infrastructure providers' own capital investment programmes.

### **Policy matters, professional standards and guidance, and liaison with other bodies**

During the reporting period, the Service continued to be consulted, and to comment on Scottish Government proposals for the future of the planning system.

The Service continued to contribute to the ongoing development of *Scotland's Historic Environment Data Strategy* (SHED Strategy), the collaborative national strategy for the collation, management and exchange of historic environment data.

Through membership of the Scottish HER Forum (formerly the Scottish SMR Forum), the Service represented the interests of the member councils in discussions on national data standards and collaborative working patterns between the local authority HERs and other bodies including Historic Environment Scotland (HES), the Treasure Trove Unit (TTU), and the Improvement Service.

The Service continued to represent the interests of the member councils on an Association of Local Government Archaeological Officers (ALGAO:Scotland) workgroup on the delivery of the aims of *Scotland's Archaeology Strategy*, promoted by HES, and contributed to workshops and consultations in relation to HES's development of its own corporate policies, Scottish national heritage policy, policies relating to heritage designations, and the content and scope of specialist guidance documents.

Through membership of ALGAO:Scotland, and its 'observer status' at meetings of the Built Environment Forum Scotland (BEFS), the Service was able to provide information and advice relevant to the roles and responsibilities of the WoSAS member councils, so as to better inform the discussions of BEFS member organisations.

During the reporting period, the Service provided the 'curatorial member' to the Inspection Panel of the Chartered Institute for Archaeologists (CIfA) in the assessment of an archaeological consultancy wishing to continue to be included in CIfA's Registered Organisation scheme.

On three occasions the Service liaised with and provided advice to Police Scotland in connection with reported finds of skeletal material. In two of these cases, the Service facilitated an archaeological intervention to recover prehistoric burial remains using a notification and call-out contract system set up and funded by Historic Environment Scotland.

During the reporting period, the Service also met twice with the Dumfries and Galloway Council Museums Service and Planning Archaeology Service officers, and with the Society of Antiquaries of Scotland's Scottish Archaeological Research Framework Project Manager to develop a funding bid for a joint project to deliver a Regional Archaeological Research Framework for South-West Scotland.

### **Historic Environment Record matters**

Continuing high levels of planning application casework have again limited the time which the Service's permanent staff could devote to updating the Historic Environment Record (HER). However, in the reporting period the Service was fortunate to have continuing help from a part-time volunteer HER assistant and from an intern on a GCC-sponsored three-month student placement. A total of 940 new site records were added to the HER database, and amendments or additions were made to a further 483 existing site records. In addition, 238 cross-referenced archive records were created within the HER following the receipt of reports on completed archaeological projects.

During the reporting period 278 archaeological event records were created. This 16% increase on the previous period appears to have been partly as a result of an improvement in the regularity of notifications of new fieldwork by commercial archaeological contractors and academic and amateur researchers submitted to the nationwide 'OASIS' archaeological activities reporting system, in which local Authority HERs have an important role.

### **Public engagement, training, and research assistance**

During the reporting period, the Service assisted or liaised with two local amateur archaeological or historical groups in the preparation of local heritage fieldwork projects or funding bids.

In excess of a dozen general telephone enquiries from the public were dealt with during the initial contact call through reference to relevant information in the HER, but because of the short duration of the calls, these did not trigger a formal time-recording entry in the Consultations Log module of the HER, and are thus not otherwise recorded in our annual statistics.

Over the reporting period, the Service received 55 working days' assistance on HER tasks from a volunteer post-graduate archivist who was provided with the appropriate training in data input and concordance checking. Training in research disciplines, source assessment, database procedures and the use of Geographical Information Systems (GIS) was also given to a GCC-sponsored undergraduate student intern during a three-month project to geo-reference and record in the HER the archaeologically significant sites which could be identified on a detailed map of Glasgow at the beginning of the nineteenth century.

The Service also assisted three PhD candidates with the provision of data for their theses, or by responding to requests for interviews or research survey responses.

### **Agri-environment matters**

While the number of recorded agri-environment casework items has risen somewhat over the current reporting period, once again this disguises the fact that the overwhelming majority of the cases were consultation requests from Forestry Commission Scotland Conservancy offices inviting comments on the historic environment impacts of forestry grant applications they had received.

As has been reported in each year since the withdrawal of centrally funded payments to Local Authority HERs underwriting the costs of providing archaeological information and pre-application advice to forestry agents and landowners seeking public grants, there has been no significant uptake from these applicants for the mediated information which would help to minimise identified adverse impacts of their forestry operations on historic environment resources.

## 1 Running the Service

- 1.1 The Service's Joint Committee met on two occasions, on 20 September 2018, and on 28 March 2019. In addition, the Convenor met with the Manager of the Service on 31 August 2018 to consider the pre-audited annual accounts for 2017/18, as set out in governance procedures previously agreed with Audit Scotland.
- 1.2 The Service's Steering Group met three times during the year to consider various matters in connection with the running of the Service, including the ongoing assessment of alternative future service delivery models and the development of proposals for the implementation of a preferred model.
- 1.3 Following the successful conclusion of the discussions referred to in the last Annual Report, the Service commenced the provision of the full range of curatorial archaeological advice and HER services to the East Dunbartonshire Council at the start of the current report period.
- 1.4 During the reporting period, the Service carried out a further cost-neutral office relocation on the same floor of the same building. The Service staff continue to be part of Glasgow City Council's Development Plan & City Design group, but are located within the same open-plan office as Development Management and Building Standards colleagues. The relocation has further improved informal networking contacts with a range of planning service colleagues and has allowed the team to rationalise their work space in a single bank of adjacent desks and storage cupboards, which has also served to enhance the team's corporate presence within the host department.
- 1.5 The balance in the Service's reserve account at year end stood at £123,308 (see Appendix 2). The level of financial reserves at the financial year end was higher than had been predicted in budget forecasts. Once again, this was because of reduced salary and employee-related costs as a result of a continuing temporary change to staff work rostering, combined with a modest increase in fee-earned income, and because projected contingency spending was not required. The level of financial reserves is kept under annual review as specified in the Service's approved Reserves Policy.
- 1.6 An 11% increase in the amount of external income generated by the Service's *Access to Information and Charging Policy* over the report period validates the findings of a review of the revisions to the policy approved by the Joint Committee in March 2015, which suggested that there is no immediate need to review its provisions or charging rates. Over the reporting period, the Service received £17,100 for the provision of archaeological information and advice to developers and their agents.
- 1.7 Continuing a pattern reported on in the preceding three years, there has been no significant uptake from forestry agents for archaeological information and advice since centrally funded transitional payments for the provision of such advice and information were phased out. Similar outcomes have been noted by other local authorities across Scotland who are unable or unwilling to undertake this work without additional external resources. This diminution in the range of mediated information available for planning environmentally sustainable forestry operations is a matter of concern which has been raised with national agencies.

## 2 Historic Environment Record Maintenance and Development

- 2.1 During the report period 940 new site records were added to the Historic Environment Record (HER) database, 483 existing site records were amended, 278 archaeological events records were added, and the HER was informed of the commencement of 197 new fieldwork events. Following the receipt of reports on previous archaeological projects 238 archive records (indexed and cross-referenced hyperlinks to the reports received by the Service in digital format) were created.
- 2.2 The Service's website (<http://www.wosas.net>) was not updated regularly over the report period, as available staff time is being directed towards a re-design to allow a re-launch bringing the online content up to date with procedural changes and the requirements of the *Scottish Historic Environment Data Strategy* (SHED Strategy) once these are finalised. Nevertheless, during the same period, there were over 671,000 "hits" on the existing website.
- 2.3 The Service continued its liaison role with the national heritage agencies and data providers as the member Councils' representative on the Association of Local Authority Archaeological Officers (ALGAO:Scotland), and the associated HER Forum Scotland (formerly known as the SMR Forum Scotland). WoSAS continued to contribute to national initiatives on a cost-neutral basis to ensure that the shared data sources which are being developed under the SHED Strategy meet the needs of the WoSAS member Councils. During the reporting period, one data exchange with Historic Environment Scotland was initiated, and information on chance finds was provided to the HER by the Treasure Trove Unit on one occasion.
- 2.4 The Service has consolidated its engagement with the Spatial Information team of the local authority Improvement Service and their new Spatial Hub website, which provides public access to environmental spatial data to ensure that Councils comply with the INSPIRE (Scotland) 2009 Regulations. The Spatial Hub is designed to allow local authorities to meet their statutory responsibilities for spatial data access without having to set up their own INSPIRE-compliant portals. By updating the Spatial Hub twice during the reporting period with collated and curated HER data, WoSAS has assisted member councils to meet this legal requirement without the need for additional resources.
- 2.5 Throughout the reporting period, the Service engaged in the 'OASIS validation' of draft archaeological reports received by the HER following data entry or editing by the authors. OASIS is a UK-wide national archaeological data repository set up at the University of York with funding from national agencies. It is designed to hold archaeological reports and information from across the heritage sector. Local authorities have been given a major role in the validation of the reports generated, and in integrating the finalised and validated information into local HERs so it remains available for local researchers and the commercial sector in future. Discussions on how to update and improve the OASIS reporting system are well-advanced, and the WoSAS HER has been invited to test and comment on the early release version of the revised system to ensure the final version is fit for purpose in the modern planning system.
- 2.6 Over the reporting period, the Service received 55 working days' assistance from a volunteer member of the public, working on the HER. This volunteer, a post-graduate archivist, has generously donated worktime to the Service over a two year period, extending her own skill-set while updating the Service HER. Following successful completion of a pilot study of data concordance between HER entries and Historic Environment Scotland data, the volunteer has initiated a complete concordance check of the HER to assist in future data exchanges under the SHED Strategy.

- 2.7 The Service was offered the opportunity to take part in Glasgow City Council's Internship Programme for Glasgow-based students. This programme of three-month paid summer internship posts is advertised, recruited and supported by GCC to deliver projects which are of public benefit. WoSAS staff carried out candidate selection and recruited a third-year undergraduate to deliver a project to geo-reference and record approximately 140 archaeologically significant sites which could be identified on a detailed map of Glasgow at the beginning of the nineteenth century. WoSAS staff provided training, management and mentorship to the intern in research disciplines, source assessment, database procedures and the use of Geographical Information Systems (GIS). Liaison with the National Library of Scotland (NLS) in relation to the project secured the use of their high-definition digital version of the source map, which was then geo-referenced to the modern Ordnance Survey map-base by the intern, and returned to the NLS for them to mount on their own website. This collaborative project was successfully completed, and the results were summarised and presented to senior staff within GCC, and to the WoSAS Joint Committee.
- 2.8 During the reporting period, the Service assisted or liaised with two local amateur archaeological or historical groups in the preparation of local heritage fieldwork projects or funding bids, and dealt with more than a dozen short-duration telephone enquiries regarding HER information on specific sites or areas.
- 2.9 Service staff assisted three PhD candidates with the provision of data for their theses, or by responding to requests for interviews or research survey responses.
- 2.10 The Service was able to assist West Dunbartonshire Council staff in dealing with the chance find of an underground masonry feature in Levensgrove Park in Dumbarton, which had been exposed by an uprooted wind-thrown tree during a storm. Information in the HER allowed the early identification of the feature as one of the main elements of an early eighteenth century engineered water supply for the burgh of Dumbarton, believed to be the earliest such system in Scotland. The Service also advised and assisted in the subsequent archaeological examination and recording of the feature. West Dunbartonshire Council secured funding to allow the feature to be consolidated *in situ* and displayed to the public within the park.

### 3 Advice to Argyll and Bute Council

#### Development Management Advice

- 3.1 Over the report period 51 weekly lists of planning applications from the Council were monitored by the Service and 222 new planning applications were identified as raising potential archaeological issues, 188 by the Archaeology Service and 34 by Council staff. In addition further work was done in respect of 62 planning applications which had been submitted in previous years.
- 3.2 The 222 new planning applications were assessed by the Service in terms of the policy and guidance contained in Scottish Planning Policy and Planning Advice Note 2/2011. Of the 222 applications, 215 (96.83%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

Potential issues first identified by:	WoSAS	Council	Total of cases
Refusal of planning application recommended	3		3
Archaeological assessment or evaluation prior to determination required	20	5	25
Negative suspensive condition requiring archaeological excavation	30	16	46
Archaeological watching brief condition required	48	3	51
Standing buildings survey condition	1		1
Avoidance/protection within, or to side of development	8		8
Refer to Historic Environment Scotland (Scheduled or Listed asset)	3		3
No issue, or no action possible	75	10	85
Totals	188	34	222

Altogether, 137 of the 222 planning applications (61.7%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

#### Casework examples

- 3.3 Refusal of the submitted planning application was recommended in three cases, one of which was for a small hydro-electric scheme partly within a Scheduled Monument in Appin. Two other applications, in Kilmartin and Kilfinan, had not been supported by appropriate assessments of their likely impact on nearby Scheduled Monuments, so the Council was unable to make a fully informed decision respecting heritage policies.
- 3.4 The continuation of archaeological work in advance of the major housing development at Dunbeg near Oban revealed further evidence of a well-preserved Bronze Age village there. Evidence of smaller-scale prehistoric settlements or farmsteads were discovered throughout the Council area, with good examples being found at Tighnabruich, and at Ardardan on the banks of the Clyde near Helensburgh.

#### Other Advice within the Council's Area

- 3.5 During the report period advice was provided to a variety of clients, including Council staff, in respect of 100 other items of casework, including 11 pre-application enquiries, 8 HER site information queries or public enquiries, and 18 enquiries from statutory undertakers.
- 3.6 The Service liaised with and provided advice to Police Scotland in connection with reported finds of skeletal material on the Isle of Colonsay. In response to a report passed on by the local GP, the Service was able to verify that the bones had eroded from a prehistoric burial site. Following the police report to the Procurator Fiscal, an archaeological intervention to recover remains was arranged using a notification and call-out contract system set up and funded by Historic Environment Scotland.

## 4 Advice to East Ayrshire Council

### Development Management Advice

- 4.1 Over the report period 50 weekly lists of planning applications from the Council were monitored by the Service and 86 new planning applications were identified as raising potential archaeological issues, 25 by the Archaeology Service and 61 by Council staff. In addition further work was done in respect of 36 planning applications which had been submitted in previous years.
- 4.2 The 86 new planning applications were assessed by the Service in terms of the policy and guidance contained in Scottish Planning Policy and Planning Advice Note 2/2011. Of the 86 applications, 83 (96.47%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

Potential issues first identified by:	WoSAS	Council	Total of cases
Archaeological assessment or evaluation prior to determination required	5	6	11
Negative suspensive condition requiring archaeological excavation	4	6	10
Archaeological watching brief condition required	1	4	5
No issue, or no action possible	15	45	60
Totals	25	61	86

Altogether, 26 of the 86 planning applications (30.2%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

### Casework examples

- 4.3 An archaeological evaluation of farmland north of Kilmarnock was carried out a condition of consent for a housing development. Two ploughed-out areas of intense burning were identified, and a subsequent excavation revealed that these were likely to have been large kilns or furnaces for light industrial use. Late medieval and post-medieval pottery fragments were recovered nearby, as was a fragment of metallic slag. Although it was not possible to determine the purpose of the features with any certainty, as there had previously been no evidence of any earlier use of the fields for any non-agricultural purpose, it may be assumed that the industrial activity pre-dated the 18<sup>th</sup> century Agricultural Revolution.
- 4.4 Archaeological works carried out in advance of redevelopment of the Cumnock Academy campus revealed evidence of the 18<sup>th</sup>/19<sup>th</sup> century mill which had occupied the site. Despite heavy disturbance to the site during the building of the school complex in the later 20<sup>th</sup> century, which had removed all evidence of the mill buildings mapped in 1860, stonework and earth-cut features of the mill's wheel-house and head-race had survived, allowing characterization of the structural form of a small corn mill from that period in rural Ayrshire.

### Other Advice within the Council's Area

- 4.5 During the report period advice was provided to a variety of clients, including Council staff, in respect of 23 other items of casework, including 7 pre-application enquiries, 5 HER site information queries or public enquiries, and 1 enquiry from a statutory undertaker.

## 5 Advice to East Dunbartonshire Council

### Development Management Advice

- 5.1 Over the report period 38 weekly lists of planning applications from the Council were monitored by the Service and 43 new planning applications were identified as raising potential archaeological issues, 28 by the Archaeology Service and 15 by Council staff. In addition further work was done in respect of 1 planning application which had been submitted in a previous year.
- 5.2 The 43 identified planning applications were assessed by the Service in terms of the policy and guidance contained in Scottish Planning Policy and Planning Advice Note 2/2011. Of the 43 applications, 39 (90.7%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

Potential issues first identified by:	WoSAS	Council	Total of cases
Archaeological assessment or evaluation prior to determination required	4	4	8
Negative suspensive condition requiring archaeological excavation		1	1
Archaeological watching brief condition required	8	1	9
Avoidance/protection within, or to side of development		1	1
Refer to Historic Scotland (scheduled monument or listed building)		1	1
No issue, no action possible, including no issue after further work	16	7	23
Totals	28	15	43

Altogether, 20 of the 43 planning applications (46.5%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

### Casework example

- 5.3 Following an application to convert a former farm steading to housing, the Service recommended pre-determination field evaluation of the site as the farm lay on or close to the mapped line of the Antonine Wall Roman frontier, now a World Heritage Site. Although the Historic Environment Scotland mapping of the Roman frontier skirted to the north of the site, the location of the early modern farm, and the local topography had led Roman-period experts in the past to suggest that there may have been a small Roman military installation on or near the farm site. The evaluation of the farm yard and an open area proposed for new parking revealed relatively well-preserved evidence of the Antonine Wall ditch, and the stone facing of the wall-base itself running through the farm on a line to the south of that previously suggested. Following discussions with the planning service, the design and timetabling of the development was amended to avoid disturbance to the surviving elements of the Roman frontier, and to allow further examination of the site during conversion of the farm buildings and the rest of the new development.

### Other Advice within the Council's Area

- 5.4 During the report period advice was provided to a variety of clients, including Council staff, in respect of 19 other items of casework, including 5 pre-application enquiries, 2 enquiries from statutory undertakers, and 1 HER site information query.
- 5.5 During the report period the manager of the Service also represented the Council on the Antonine Wall Research Group and contributed to discussions on revisions to the Supplementary Planning Guidance for development management in and around the Antonine Wall World Heritage Site.

## 6 Advice to East Renfrewshire Council

### Development Management Advice

- 6.1 Over the report period 51 weekly lists of planning applications from the Council were monitored by the Service and 36 new planning applications were identified as raising potential archaeological issues, 32 by the Archaeology Service and 4 by Council staff. In addition further work was done in respect of 17 planning applications which had been submitted in previous years.
- 6.2 The 36 new planning applications were assessed by the Service in terms of the policy and guidance contained in Scottish Planning Policy and Planning Advice Note 2/2011. All 36 applications (100%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

Potential issues first identified by:	WoSAS	Council	Total of cases
Archaeological assessment or evaluation prior to determination required	3		3
Negative suspensive condition requiring archaeological excavation	4		4
Archaeological watching brief condition required	3	2	5
Standing buildings survey condition	1		1
Avoidance/protection within, or to side of development	5		5
No issue, no action possible, including no issue after further work	16	2	18
Totals	32	4	36

Altogether, 18 of the 36 planning applications (50%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

### Casework example

- 6.3 The archaeological mitigation measures put in place when determining in favour of the large-scale housing development at Maidenhill Farm, Newton Mearns continued into the reporting period. The early phases of work on the large, sloping and occasionally rocky site had revealed 32 features of significance, including the remains of hearths and storage/waste pits. Three of the hearths contained pottery dating to the Neolithic and Early Bronze Age. Three ditch features which appeared to be associated with late medieval or post-medieval agricultural activity were also found. The later phases of work in the summer of 2018 revealed a further 168 features of archaeological interest. These included prehistoric pits, a posthole alignment, hearths and possible structural remains. Parts of the site, despite having shallow soils and outcrops of bedrock, contained structural remains with rock-cut postholes, a prehistoric cist and possible pit burials and other pits of probable prehistoric. Artefacts included prehistoric pottery of Early Neolithic and Bronze Age date, Arran pitchstone flakes and flint tools. Along with other sites excavated nearby, this site is evidence that prehistoric occupation was not limited to low-lying areas with good, light soils, and is likely to have been more widespread across the landscape than previously thought.

### Other Advice within the Council's Area

- 6.4 During the report period advice was provided to a variety of clients, including Council staff, in respect of 8 other items of casework, including 1 enquiry from a statutory undertaker, and 1 HER site information query.

## 7 Advice to Glasgow City Council

### Development Management Advice

- 7.1 Over the report period 51 weekly lists of planning applications from the Council were monitored by the Service and 59 new planning applications were identified as raising potential archaeological issues, 42 by the Archaeology Service and 27 by Council staff. In addition further work was done in respect of 26 planning applications which had been submitted in previous years.
- 7.2 The 59 new planning applications were assessed by the Service in terms of the policy and guidance contained in Scottish Planning Policy and Planning Advice Note 2/2011. Of the 59 applications, 55 (93.2%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

Potential issues first identified by:	WoSAS	Council	Total of cases
Archaeological assessment or evaluation prior to determination required	3	3	6
Negative suspensive condition requiring archaeological excavation	14	2	16
Archaeological watching brief condition required	1	1	2
Refer to Historic Environment Scotland (Scheduled or Listed asset)		1	1
No issue, no action possible, including no issue after further work	24	10	34
Totals	42	17	59

Altogether, 25 of the 59 planning applications (42.4%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

### Casework example

- 7.3 The re-development of a large area in the south of the Gorbals, to the north of the M74 was preceded by archaeological evaluations. A retail development will occupy part of the site which was formerly the Malleable Iron Division of the Govan Iron Works, other divisions of which were excavated before construction of the motorway. A residential development will occupy a more northerly area which formerly held the Iron Works blast furnaces and tenemental housing. Despite intensive redevelopment of the area in the 1970s and 1980s, the evaluation revealed significant surviving structures, although deliberate recycling of building materials by the Iron Works company from the 1870s until the 1920s had removed most of the early Iron Works structures. Targeted excavation of the localised surviving elements of the Malleable Iron Works were completed, freeing the larger area for the retail development. Alongside the archaeological fieldwork, the post-excavation analysis and reporting will tie together historical material from other sources to provide a concise history of the Iron Works site and its important role in Glasgow's industrial heritage. Area excavation of the blast furnaces and a representative sample of tenement types within the northern part of the site has been agreed, but has yet to take place.

### Other Advice within the Council's Area

- 7.4 During the report period advice was provided to a variety of clients, including Council staff, in respect of 26 other items of casework, including 12 pre-application enquiries, 3 HER site information queries or public enquiries, and 4 enquiries regarding statutory undertakings.
- 7.5 During the report period the manager of the Service represented the Council on the Antonine Wall Research Group and contributed to discussions on revisions to the Supplementary Planning Guidance for development management in and around the Antonine Wall World Heritage Site.

The Archaeology Service of the Councils of Argyll and Bute, East Ayrshire, East Dunbartonshire, East Renfrewshire, Glasgow City, North Ayrshire, Renfrewshire, South Ayrshire, South Lanarkshire, West Dunbartonshire, and West Lothian, and of the Loch Lomond & the Trossachs National Park Authority.

## 8 Advice to North Ayrshire Council

### Development Management Advice

- 8.1 Over the report period 47 weekly lists of planning applications from the Council were monitored by the Service and 46 new planning applications were identified as raising potential archaeological issues, 30 by the Archaeology Service and 16 by Council staff. In addition further work was done in respect of 14 planning applications which had been submitted in previous years.
- 8.2 The 46 new planning applications were assessed by the Service in terms of the policy and guidance contained in Scottish Planning Policy and Planning Advice Note 2/2011. All 46 applications (100%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

Potential issues first identified by:	WoSAS	Council	Total of cases
Archaeological assessment or evaluation prior to determination required	1	2	3
Negative suspensive condition requiring archaeological excavation	8	4	12
Archaeological watching brief condition required	4	3	7
Refer to Historic Environment Scotland (Scheduled or Listed asset)		1	1
No issue, no action possible, including no issue after further work	17	6	23
Totals	30	16	46

Altogether, 23 of the 46 planning applications (50%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

### Casework example

- 8.3 In 2017, evaluation of the Lamash Cemetery Extension on Arran, close to the ruins of a medieval chapel first mentioned in 1357. No medieval remains were encountered, but several small pit and post-hole features and a series of dark silt spreads were found, along with fragments of Arran Pitchstone, a local material traded widely in prehistoric times for its desirability in tool-making and decorative value. Further work to recover the prehistoric remains before the establishment of the cemetery extension was recommended, and was carried out in this reporting period. Again, no late medieval remains contemporary with the surviving medieval building were found, but a deep prehistoric occupation layer lay on the sloping site, later cut through by ditches which may be associated with an early Christian enclosure close to the chapel site, and which may be evidence for Dark Age occupation. Other features encountered include a possible standing stone and the possible remains of a prehistoric stone circle. Full analysis of the results has yet to be completed, but may reveal rare evidence of a prehistoric ritual site which was superseded by a Christian settlement and early church site, as has been postulated in a number of places elsewhere in Scotland in the past.

### Other Advice within the Council's Area

- 8.4 During the report period advice was provided to a variety of clients, including Council staff, in respect of 30 other items of casework, including 11 pre-application enquiries, 7 HER site information queries or public enquiries, and 3 enquiries from statutory undertakers.

## 9 Advice to Renfrewshire Council

### Development Management Advice

- 9.1 Over the report period 51 weekly lists of planning applications from the Council were monitored by the Service and 40 new planning applications were identified as raising potential archaeological issues, 32 by the Archaeology Service and 8 by Council staff. In addition further work was done in respect of 17 planning applications which had been submitted in previous years.
- 9.2 The 40 identified planning applications were assessed by the Service in terms of the policy and guidance contained in Scottish Planning Policy and Planning Advice Note 2/2011. Of the 40 applications, 39 (97.5%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

Potential issues first identified by:	WoSAS	Council	Total of cases
Negative suspensive condition requiring archaeological excavation	8	2	10
Archaeological watching brief condition required	5	1	6
Standing buildings survey condition	1		1
Avoidance/protection within, or to side of development	1		1
No issue, no action possible, including no issue after further work	17	5	22
Totals	32	8	40

Altogether, 18 of the 40 planning (45%) applications identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

### Casework examples

- 9.3 Routine field evaluation of a proposed housing development on farmland near Inchinnan identified widespread evidence of past human activity. Consent for the development was granted subject to a condition requiring excavation of the extensive plough-truncated prehistoric remains. Several complex wooden roundhouses were found, along with other simpler circular structures. Other features, such as enclosures and pits were identified, along with Bronze Age pottery fragments, which appear to give some evidence of the period of occupation, although its full range is still unknown. In other parts of the site burial cists were found with ceramic vessels containing cremated human remains. Full analysis will take some time to complete, but it can already be said that this site is the most important prehistoric excavation in Renfrewshire in modern times, and will considerably improve our understanding of prehistoric life in the county, and more widely in lowland Scotland.
- 9.4 Other prehistoric material was recovered during the archaeological evaluation of a built-up site in Wellmeadow Street, Paisley. A ditch of possible prehistoric date containing a fragment of a quern stone and a perforated stone tool was found during work prompted by the proximity of a medieval chapel. The survival of prehistoric material in such a developed urban context was very unusual and unexpected.

### Other Advice within the Council's Area

- 9.5 During the report period advice was provided to a variety of clients, including Council staff, in respect of 13 other items of casework, including 4 pre-application enquiries, 1 HER site information query, and 1 enquiry from a statutory undertaker.
- 9.6 The Service continued to advise on the historic environment implications of the council's new City Deal projects, and continues to liaise with design teams in order to minimise risks of delays or unforeseen archaeological costs.

## 10 Advice to South Ayrshire Council

### Development Management Advice

- 10.1 Over the report period 47 weekly lists of planning applications from the Council were monitored by the Service and 96 new planning applications were identified as raising potential archaeological issues, 44 by the Archaeology Service and 52 by Council staff. In addition further work was done in respect of 23 planning applications which had been submitted in previous years.
- 10.2 The 96 new planning applications were assessed by the Service in terms of the policy and guidance contained in Scottish Planning Policy and Planning Advice Note 2/2011. All 96 applications (100%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

Potential issues first identified by:	WoSAS	Council	Total of cases
Refusal of planning application recommended	1	0	1
Archaeological assessment or evaluation prior to determination required	3	4	7
Negative suspensive condition requiring archaeological excavation	5	4	9
Archaeological watching brief condition required	5	4	9
Standings buildings survey condition	2	3	5
Avoidance/protection within, or to side of development	4		4
No issue, no action possible, including no issue after further work	24	37	61
Totals	44	52	96

Altogether, 35 of the 96 planning applications (36.5%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

### Casework examples

- 10.3 Refusal of the submitted planning application was recommended where the proposed large greenfield housing development would have completely surrounded a Scheduled Monument and would have required the destruction of another monument likely to be of national importance in Monkton, near Prestwick. Following discussion with the Council, the application in its original form was withdrawn.
- 10.4 The post-excavation analysis following archaeological work on the brownfield site of the Craigie Campus of the new Ayr Academy revealed that a pattern of 26 closely spaced fire pits which had been excavated had been the field ovens of a Roman marching camp. Evidence of re-use suggested that these ovens had serviced a temporary campaign base rather than an enclosure for an overnight halt. Although no Roman artefacts were found in the features, radiocarbon dating of the charcoal from the fires dated the site to the Flavian period in the late 70s and 80s AD, when Agricola, the Roman Governor of Britannia, was attempting to subdue the northern British tribes in a series of seasonal campaigns. The site lay on the north bank of the River Ayr, near what would have been a fording point, close to the coast and a naval supply route, and a day's march north of already recorded temporary camps near Girvan. The results from this site make a major contribution to our understanding of Roman military activity in Scotland and are of international significance.

### Other Advice within the Council's Area

- 10.5 During the report period advice was provided to a variety of clients, including Council staff, in respect of 41 other items of casework, which included 22 pre-application enquiries, 3 HER site information queries or public enquiries, and 2 enquiries from statutory undertakers.

The Archaeology Service of the Councils of Argyll and Bute, East Ayrshire, East Dunbartonshire, East Renfrewshire, Glasgow City, North Ayrshire, Renfrewshire, South Ayrshire, South Lanarkshire, West Dunbartonshire, and West Lothian, and of the Loch Lomond & the Trossachs National Park Authority.

## 11 Advice to South Lanarkshire Council

### Development Management Advice

- 11.1 Over the report period 53 weekly lists of planning applications from the Council were monitored by the Service and 125 new planning applications were identified as raising potential archaeological issues, 65 by the Archaeology Service and 60 by Council staff. In addition further work was done in respect of 56 planning applications which had been submitted in previous years.
- 11.2 The 125 new planning applications were assessed by the Service in terms of the policy and guidance contained in Scottish Planning Policy and Planning Advice Note 2/2011. Of the 125 applications, 118 (94.3%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

Potential issues first identified by:	WoSAS	Council	Total of cases
Refusal of planning application recommended		1	1
Archaeological assessment or evaluation prior to determination required	9	4	13
Negative suspensive condition requiring archaeological excavation	14	6	20
Archaeological watching brief condition required	8	10	18
Refer to Historic Environment Scotland (Scheduled or Listed asset)	1	1	2
No issue, or no action possible	33	38	71
Totals	65	60	125

Altogether, 54 of the 125 planning applications (43.2%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

### Casework examples

- 11.3 The Service represented the Council at a Public Inquiry Hearing Session on a Wind Farm application appeal case at Priestgill, near Abington, on the edge of the existing Clyde Wind Farm undergoing assessment by the DPES Reporters' Unit, and at a full Inquiry Session on the landscape and historic environment matters raised by the Harryburn Wind Farm application because of its predicted adverse impacts on nationally important heritage assets within the Lowther Hills.
- 11.4 Archaeological advice was provided regarding development proposals within the designated nationally important site of the Battle of Bothwell Bridge. Although heavily developed in subsequent centuries, evidence of the battle has previously been found in earlier interventions to the north of the Clyde, and the new work examined an area on the south bank through which defeated Covenanters were said to have fled. A metal detector survey and trial trenching revealed nothing conclusive for the small area covered. The Council's other designated Covenanting battlefield at Drumclog was also considered during the reporting period, as a local farmer proposes to erect a large wind turbine close to the designated site as part of the diversification of his business. Detailed advice and discussions on impacts on the landscape setting of the battlefield resulted in an amended set of proposals coming forward.

### Other Advice in the Council's Area

- 11.5 During the report period advice was provided to a variety of clients, including Council staff, in respect of 61 other items of casework, including 16 pre-application enquiries, 5 HER site information queries or public enquiries, and 3 enquiries from statutory undertakers.

## 12 Advice to West Dunbartonshire Council

### Development Management Advice

- 12.1 Over the report period 51 weekly lists of planning applications from the Council were monitored by the Service and 18 new planning applications were identified as raising potential archaeological issues, 8 by the Archaeology Service and 10 by Council staff. In addition further work was done in respect of 24 planning applications which had been submitted in previous years.
- 12.2 The 18 identified planning applications were assessed by the Service in terms of the policy and guidance contained in Scottish Planning Policy and Planning Advice Note 2/2011. Of the 18 applications, 16 (88.9%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

Potential issues first identified by:	WoSAS	Council	Total of cases
Negative suspensive condition requiring archaeological excavation	2	1	3
Archaeological watching brief condition required		3	3
No issue, no action possible, including no issue after further work	6	6	12
Totals	8	10	18

Altogether, 6 of the 18 planning applications (33.3%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

### Casework examples

- 12.3 The Service recommended the attachment of conditions requiring field evaluations, followed by further excavation should significant remains be found, for two development sites in the Vale of Leven. The first development, for housing in Bonhill was close to a church site in use since the 14<sup>th</sup> century, while the second was for clay extraction on farmland above Jamestown, where prehistoric settlement may have taken place. For comparison, a much less intensive archaeological intervention was recommended for a small scale domestic development just outside the site of the Roman fort at Old Kilpatrick just inside the line of the Antonine Wall Roman frontier, as Roman remains had previously been found in similar circumstances nearby.

### Other Advice within the Council's Area

- 12.4 During the report period advice was provided to a variety of clients, including Council staff, in respect of 8 other items of casework, including 3 pre-application enquiries, and 1 HER site information query.
- 12.5 The Service was able to advise Council staff on an underground masonry feature in Levensgrove Park, Dumbarton, which was exposed by a wind-thrown tree during an autumn storm. Information in the HER allowed the early identification of the feature as one of the main elements of an engineered water supply for the burgh of Dumbarton dating to 1714, which is believed to be the earliest such system in Scotland. The Service also advised on the subsequent archaeological investigation and recording of the feature, and on its public interpretation after the Council secured funding to allow it to be consolidated *in situ* and safely displayed within the park.
- 12.6 During the report period the manager of the Service also represented the Council on the Antonine Wall Research Group and contributed to discussions on revisions to the Supplementary Planning Guidance for development management in and around the Antonine Wall World Heritage Site.

## 13 Advice to West Lothian Council

### Development Management Advice

- 13.1 Over the report period 51 weekly lists of planning applications from the Council were monitored by the Service and 94 new planning applications were identified as raising potential archaeological issues, 51 by the Archaeology Service and 43 by Council staff. In addition further work was done in respect of 21 planning applications which had been submitted in previous years.
- 13.2 The 94 new planning applications were assessed by the Service in terms of the policy and guidance contained in Scottish Planning Policy and Planning Advice Note 2/2011. Of the 94 applications, 90 (95.7%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

Potential issues first identified by:	WoSAS	Council	Total of cases
Archaeological assessment or evaluation prior to determination required	5	3	8
Negative suspensive condition requiring archaeological excavation	7	19	26
Archaeological watching brief condition required	7	4	11
Avoidance/protection within, or to side of development	1		1
Refer to Historic Environment Scotland (Scheduled or Listed asset)	1		1
No issue, no action possible, including no issue after further work	30	17	47
Totals	51	43	94

Altogether, 47 of the 94 planning applications (50%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

### Casework example

- 13.3 An archaeological condition was attached to consent for a mixed-use development of the former Victoria Halls in Linlithgow, a late 19<sup>th</sup> century building on the High Street. Because of the possible survival of evidence of earlier buildings or other uses of the site monitoring was required during ground disturbance. While demolition work was progressing, a member of the public informed the Service that it appeared that a "Time Capsule" had been discovered. Following this, the Service liaised with the planning officer, and a series of complex discussions commenced between the Council as advised by this Service, and the main contractor, the demolition contractor, and Police regarding the legal status and ownership of the materials found, and the original inventory of the capsule and when it was first discovered. The developer has intimated that papers from within the capsule will be offered to the Council's Local History Library.

### Other Advice within the Council's Area

- 13.4 During the report period advice was provided to a variety of clients, including Council staff, in respect of 26 other items of casework, including 9 pre-application enquiries, 2 HER site information queries or public enquiries, and 1 enquiry from a statutory undertaker.

## 14 Advice to the Loch Lomond & The Trossachs National Park Authority

- 14.1 Archaeological advice is provided to the National Park Authority planning service under the terms of a chargeable Service Level Agreement covering the whole of the National Park area. In the year 2018-19 the National Park Authority paid £16,667 to the Service for archaeological planning advice, and other historic environment advice.

### Development Management Advice

- 14.2 Over the report period 52 weekly lists of planning applications from the Council were monitored by the Service and 65 new planning applications were identified as raising potential archaeological issues, 20 by the Archaeology Service and 45 by Park Authority staff. In addition further work was done in respect of 25 planning applications which had been submitted in previous years.
- 14.3. The 65 identified planning applications were assessed by the Service in terms of the policy and guidance contained in Scottish Planning Policy and Planning Advice Note 2/2011. Of the 65 applications, 62 (95.4%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

Potential issues first identified by:	WoSAS	Council	Total of cases
Archaeological assessment or evaluation prior to determination required	2	2	4
Negative suspensive condition requiring archaeological excavation	5	6	11
Archaeological watching brief condition required	2	5	7
Standing buildings survey condition	1	1	2
Avoidance/protection within or to side of development	1	1	2
No issue, no action possible, including no issue after further work	9	30	39
Totals	20	45	65

Altogether, 26 of the 65 planning applications (40%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

### Casework example

- 14.4 An archaeological excavation in advance of housing development at Succoth, overlooking the head of Loch Long, identified a long sequence of prehistoric activity on the site from the Neolithic period onwards. The latest features on the site appeared to be part of a circular structure, but its date, and that of the earlier features could not be established accurately from the stratigraphic analysis. As is common with excavations on prehistoric sites, a full interpretation of the evidence recovered and recorded during fieldwork will only be possible when post-excavation analysis work has been completed.

### Other Advice within the National Park Authority's Area

- 14.5 During the report period advice was provided to a variety of clients, including National Park Authority staff, in respect of 25 other items of casework including 5 pre-application enquiries, 11 forestry consultations, 5 HER site information queries or public enquiries, and 1 enquiry from a statutory undertaker.
- 14.6 During the report period the manager of the Service also represented the National Park Authority in online discussions with other members of the National Parks Historic Environment Working Group and contributed to discussions on policy matters relevant to the Park.

## **15 Information and Advice to Developers/Agents and to Statutory Undertakers**

- 15.1 There were 105 requests for pre-application information and advice from developers or their agents, including 31 requests for Historic Environment Record digital extracts. In addition, detailed advice on the implementation of planning conditions was provided to archaeological contractors working for developers on 95 cases where planning permission had been granted in previous years.
- 15.2 There were 36 requests for assistance in connection with Scottish Water, Scottish Water Solutions, Scottish Power, Scottish and Southern Electricity, Transerve, and Transport Scotland proposals. These enquiries were generally in relation to advice to assist the statutory undertakers in implementing their own policies for the protection of the historic environment while operating under Permitted Development Rights. In those cases where archaeological information or advice was provided and where fieldwork interventions were recommended, relevant fees were levied by the Service through its approved *Access to Information and Charging Policy*.
- 15.3 During the reporting period the provision of assistance to developers and their agents in accordance with the WoSAS *Access to Information and Charging Policy* generated £17,100 income for the Service.

## **16 Agri-Environment Advice**

- 16.1 Changes to funding priorities and assessment criteria for national agri-environment schemes in 2014 resulted in less weight being attached to the importance of historic environment sites and the mitigation of adverse effects on them in decisions on the award of grants in the current scheme except with regard to forestry projects.
- 16.2 As has been reported previously, landowners and agents seeking forestry grants have appeared reluctant to secure archaeological information and advice from the HER as recommended in procedural guidance on the preparation of new forestry proposals. Despite Forestry Authority confirmation that local authorities' fee-charges for this archaeological service were eligible to be met from the existing public grant, the same reluctance has been increasingly evident across Scotland since centrally funded payments to local authority HERs to underwrite the costs of providing such advice and information were phased out.
- 16.3 Except in the Loch Lomond and the Trossachs National Park area where the National Park Authority has itself underwritten the costs of providing such advice to forestry agents planning new forestry projects or felling proposals, and in South Lanarkshire Council's area where the Council planning service has on occasion requested our input for a coordinated consultation response, any such consultations are treated as un-resourced work and removed from our priority work-load lists if the enquirer has not accepted the nominal fee as set out in the WoSAS *Access to Information and Charging Policy*. In the reporting period, the fee-charge was accepted by the enquirers in two requests for information and advice, and detailed responses were provided within each client's preferred timetable.
- 16.4 Where the Service's priority work-load has allowed, we have continued to respond to the Forestry Authority's consultation requests on the competency of forestry proposals, and where possible, in compliance with the requested timetable for response. However, these responses were limited to general advice and summary information, or drew attention to apparently incomplete or inadequate provisions for the historic environment within the proposals as set out.

## Appendix 1

**Annual Performance Statistics 2018-19 (figures for the previous year in brackets for comparison)**

### Monitoring of Weekly lists of planning applications

The performance standard in the WoSAS Service Level Agreement for this area of work is for **90%** to be monitored and actioned within 14 calendar days of receipt.

<b>Performance</b>	<b>99.49%</b>	<b>(100.00%)</b>
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### Planning and Listed Building Consultations

The performance standard in the WoSAS Service Level Agreement for this area of work is for **80%** to be actioned within 21 calendar days of receipt.

#### Planning Applications

Argyll & Bute	96.83%	(97.28%)
East Ayrshire	96.47%	(97.75%)
East Dunbartonshire	93.10%	(N/A)
East Renfrewshire	100.00%	(93.10%)
Glasgow City	93.22%	(84.85%)
North Ayrshire	100.00%	(94.23%)
Renfrewshire	97.50%	(100.00%)
South Ayrshire	100.00%	(96.55%)
South Lanarkshire	94.35%	(96.21%)
West Dunbartonshire	88.89%	(92.50%)
West Lothian	95.75%	(96.74%)
Loch Lomond & The Trossachs	95.38%	(93.75%)
<b>Overall Planning Application Performance</b>	<b>96.23%</b>	<b>(95.44%)</b>

#### Other Work Areas

The performance standard for this area of work is for **80%** to be actioned within 21 calendar days of receipt.

Pre-Application Enquiries	86.54%	(88.06%)
Permitted Dev't/Statutory Undertakings	88.89%	(86.96%)
General/HER Enquiries	90.91%	(90.00%)
Other Archaeological Consultations	81.82%	(100.00%)
SRDP/Forestry Casework	73.04%	(64.58%)
<b>Overall Other Work Performance</b>	<b>81.96%</b>	<b>(79.52%)</b>

The Archaeology Service of the Councils of Argyll and Bute, East Ayrshire, East Dunbartonshire, East Renfrewshire, Glasgow City, North Ayrshire, Renfrewshire, South Ayrshire, South Lanarkshire, West Dunbartonshire, and West Lothian, and of the Loch Lomond & the Trossachs National Park Authority.

## Appendix 2

### WEST OF SCOTLAND ARCHAEOLOGY SERVICE INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR TO 31 MARCH 2019

2017/18 £		2018/19 £
	<b><u>Income</u></b>	
128,095	Contribution from participating authorities	128,095
31,167	Fees & Charges	43,762
449	Interest on balances	855
<b><u>159,711</u></b>	<b>Total Income</b>	<b><u>172,712</u></b>
	<b><u>Expenditure</u></b>	
	<b><u>Employee Costs</u></b>	
136,088	Salaries, NI & Superannuation & Employee Related Costs	140,844
	<b><u>Administration Costs</u></b>	
140	Fees & Subscriptions	140
1,509	Travel & Subsistence	948
6,700	Rents	6,700
2,900	Equipment Purchase & maintenance	3,000
89	Catering	35
0	Building repairs and security	0
0	Purchase of services (miscellaneous)	1,085
1,920	Audit Fee	1,970
<b><u>13,258</u></b>		<b><u>13,878</u></b>
<b><u>149,346</u></b>	<b>Total Expenditure</b>	<b><u>154,722</u></b>
10,365	Surplus/(Deficit) for Year	17,990
94,953	Surplus Brought Forward	105,318
<b><u>105,318</u></b>	<b>Accumulated Surplus</b>	<b><u>123,308</u></b>

The Archaeology Service of the Councils of Argyll and Bute, East Ayrshire, East Dunbartonshire, East Renfrewshire, Glasgow City, North Ayrshire, Renfrewshire, South Ayrshire, South Lanarkshire, West Dunbartonshire, and West Lothian, and of the Loch Lomond & the Trossachs National Park Authority.