

**Specification for
DESK-BASED ARCHAEOLOGICAL ASSESSMENT
Beinn Thulabaigh Wind Turbine, Pentland Road, Isle of Lewis.**

1.0 Site Location

1.1 The location of this development is on the northern slope of Beinn Thulabaigh, a shallow sloping hillside comprising of peat moorland. A location plan for this development has been attached to this brief.

2.0 The Development

2.1 The client for this work is Knock and Swordale Community Company Ltd. This specification refers to planning application reference number **16/00024/SCR_L** and is prepared in response to the need for an archaeological desk-based assessment. The scope of the report should also include recommendations for locations from which photographic images should be taken to facilitate an assessment of the potential visual impact on the historic environment through the use of ZTV and photomontage visualisations. The ZTV and photomontage visualisations will be carried out later as part of the planning application.

2.2 The report for the archaeological assessment will be submitted to the Comhairle Archaeology Service for the above works, and will inform any future investigations required to mitigate any impact on archaeological remains. Any further works required to mitigate the impact of the proposed development may be dealt with under a separate brief and all works will be done before the determination of the detailed planning permission application.

3.0 Historical Background

3.1 There are no known archaeological sites within the proposed development area. However, there are numerous shieling sites in the environs and other more sensitive assets at a greater distance. The assessment will consider both upstanding features and the potential for buried remains. The predicted impacts of the development should be assessed and appropriate mitigation strategies outlined.

3.2 The Western Isles Sites and Monuments Record (SMR), indicates that most recorded sites around the development area date from the post-medieval period. However, the potential for unknown archaeological features beneath the peat must be considered. Any archaeological material buried by the peat is likely to date to the Neolithic or Early Bronze Age periods.

4.0 The Archaeological Brief

4.1. This brief sets out which archaeological works are required in order to identify known and unknown archaeological remains on the site, and how they must be carried out.

4.2. A desk-based assessment must be conducted to Institute for Archaeology (CIfA) standards as set out in Standards and Guidance for Archaeological Desk-Based Assessments (2017).

4.3. A search of pertinent and accessible documentary and cartographic records for, at a minimum, 1km must be carried out. Any relevant archaeological interventions in the locality should also be referred to. The Western Isles Sites and Monuments Record (HER) must be considered as the starting point for such research.

4.4. The on-line SMR may be referred to but must not be used as the primary source of information. Information should be requested from the Archaeology Service.

4.5. Map regression showing the site over time must also be completed. The context of the site in the wider historic environment must be discussed.

4.6. A variety of sources must be used, including information which comes to light during research. It is suggested that as a bare minimum the following must be consulted:

- Comhairle nan Eilean Siar Archaeology Service

- National Monument Record Scotland
- local/national historical and archaeological journals and publications referred to on the HER.

4.7. The archaeological potential of the surrounding area should be considered at all times when researching the site.

4.8. A search and interpretation of existing aerial photographic surveys which include the site should be made.

4.9. The search must make reference where appropriate to both local and national collections including those held by:

- Comhairle nan Eilean Siar Archaeology Service • NMRS
- Google Earth

4.10. Copies of aerial photographs which provide evidence of archaeological features must be included within the report together with a transcription of those features.

4.11. The results should be identified at a scale of no larger than 1:10000 using OS mapping as the base document.

5.0 The Report

5.1 The assessment report must include the following:

- executive summary
- a site location plan with NGR references at an appropriate scale to show both the site location within the wider area and specifically/detailed site location.
- OASIS reference number.
- contractor's details including dates work carried out.
- nature and extent of the proposed scheme, including client details.
- description of the site location and geology.
- discussion of the known and potential archaeological sites within the area.
- discussion of potential impacts of the scheme on known and potential archaeological sites and the historic landscape character.
- discussion on the impact on the settings of listed buildings, scheduled ancient monuments.
- proposed camera locations for ZTV and photomontage visualisations demonstrating the potential impact of the development on archaeology. The ZTV and photomontage visualisations will be undertaken as a separate and wider piece of work to be included in the planning application.
- suggestions regarding the need for, and scope of, any further archaeological work.
- list of sources consulted.
- copies of historical maps cross-referenced to the text.
- gazetteer of all known and potential archaeological sites. This must be cross-referenced to a map.
- all aerial photographs within the detailed study area and immediate environs, quoting the reference number, date, and cross-referenced to the gazetteer where appropriate.
- photographs, maps and plans to illustrate the report as necessary.
- references.
- bibliography.

5.2 The report must be presented in an ordered state and contained within a protective cover/sleeve or bound in some fashion (loose-leaf presentation is unacceptable). The report must contain a title page listing site/development name, Parish and Island together with a general NGR, the name of the archaeological contractor and the developer or commissioning agent, as well as the OASIS reference number. The report must be page numbered and supplemented with sections and paragraph numbering for ease of reference. All maps, figures and photographs must be cross-referenced to the text.

6.0 The Tender

6.1 Tenders for the work must include the following information set out in a clearly understood fashion.

6.2 Brief details of the organisation, including track record of archaeological reporting, and the number of staff who are proposing to carry out the work including any relevant specialisms, qualifications and experience, as well as insurance arrangements.

6.3 Demonstrate a track record of working with local authorities and communities on developing wind energy projects.

6.4 Knowledge of the Isle of Lewis, its archaeology and planning issues.

6.5 The earliest date at which the work can be commenced.

6.6 Statement agreeing to complete the OASIS forms on completion of the assessment.

6.7 An estimate of how long the work will take broken down by time and cost attributable in terms of data collection and report production. The tender should include a breakdown of costs attributable to:

- travelling and subsistence
- Desk-based research
- fieldwork
- report production
- administration
- archiving
- other

7.0 Submission of Report

7.1 Tender submissions should meet the following requirements.

Knowledge/experience/skills	Scoring
Demonstrate that all elements of the tender will be met	30
Details of relevant experience and similar studies undertaken.	15
Relevant archaeological qualifications.	15
Knowledge of the local area and planning issues.	10
Value for money	30

7.2 Hard & digital copies of the report must be sent to the Archaeology Service, Comhairle nan Eilean Siar. All spatial data must be supplied in digital shapefiles (or equivalent) for inclusion into the Sites & Monuments Record.

7.3 Additionally two bound copies and an electronic copy of the report must be submitted to the client.

7.4 The Report document will be the intellectual property of the Knock and Swordale Community Company Ltd.

8.0 The Archive and Submission

8.1 A copy of the report should be deposited in the NMRS, on the completion of all relevant work. The project archive should contain all relevant details in connection with the planning and execution of the project including this brief.

8.2 Contractors must ensure that suitable costs to cover any archiving requirements are included in the original tender document.

8.3 Archiving must meet the relevant standards set out in Guidelines for the Preparation of Excavation Archives for long-term storage (UKIC 1990) and Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation (AAF 2011). The archive must be deposited with Historic Environment Scotland in accordance with their Guidelines for Archiving Archaeological Projects, including the transfer of ownership of the archive to HES.

9.0 Discovery and Excavation in Scotland

9.1 A brief summary of results must be prepared and submitted for inclusion in Discovery and Excavation in Scotland. A draft of the text must be forwarded to the Western Isles Archaeology Service prior to submission for comment.

10.0 OASIS

10.1 The Western Isles Archaeology Service supports the Online Access to Index of Archaeological Investigations (OASIS) Project. The overall aim of the OASIS project is to provide an online index to the mass of archaeological grey literature that has been produced as a result of archaeological assessments/evaluations.

10.2 The archaeological contractor must therefore complete the online OASIS form at <http://oasis.ac.uk/form/> within 3 months of completion of the work. Contractors are advised to ensure that adequate time and costings are built into their tenders to allow the forms to be filled in.

10.3 Technical advice must be sought in the first instance from OASIS (oasis@ads.ac.uk) and not from the Western Isles Archaeology Service.

10.4 Once a report has become a public document by submission to or incorporation into the SMR, The Western Isles Archaeology Service will validate the OASIS form thus placing the information into the public domain on the OASIS website.

10.5 The archaeological consultant or contractor must indicate that they agree to this procedure within the tender document.

11.0 Health and Safety Policy

11.1 Contractors are expected to abide by the 1974 Health and Safety Act and the Construction and Design Management Regulations 2015 and any subsequent amendments. Appropriate provision of first aid, telephone and safety clothing as described in the SCAUM manual on archaeological health and safety must be followed.

11.2 Any work being undertaken by the appointed contractor must ensure that the weather and conditions on site meet relevant safety requirements.

11.3 The undertaking of a risk assessment prior to the commencement of works is required; a copy of the risk assessment must be circulated to the client. Contractors must ensure that all staff working on the site are fully briefed on all health and safety issues relating to the assessment.

12.0 Variations to Contract

12.1 Given the nature of the project involved, it is possible that unforeseen additional work may be required during the course of the consultancy, or that the requirements are reduced. This may give rise to a requirement for a variation in agreed works or a contract extension. The successful consultancy would be expected to quantify its charges for any additional work, which would then be subject to formal approval prior to any further work being undertaken. Any reduction in contract work will be agreed prior to implementation.

13.0 Bibliography

Archaeological Archives Forum 2011 Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation.

Institute of Field Archaeologists

Health and Safety Executive Health and Safety Executive.

14.0 Further Guidance

2017 Standard and Guidance: Archaeological Desk-Based Assessment

1974 Health and Safety Act

2015 Construction and Design Management Regulations

14.1 Further guidance or queries regarding the archaeological aspects of this Brief should be directed to the nominated contact for Knock and Swordale Community Company Ltd and also to:

Caoimhín ÓMurchadha (Kevin Murphy)| Arc-eolaiche (Archaeologist) | Seirbheas Arc- eolais (Archaeology Service) | 6 Sraid Choinnich (6 Kenneth Street) | Steornabhagh (Stornoway) | Eilean Leodhais (Isle of Lewis)| HS1 2DP | kevin.murphy@cne-siar.gov.uk| 01851 822758 |

15 Closing Date

The deadline for submission of tenders is 12 noon on Thursday 22nd March 2018. Tenders should be in hard copy and marked, “Knock and Swordale Community Company Ltd: Beinn Thulabaigh Project”. The contact name and address is:

Angus Macdonald

Knock and Swordale Community Company Ltd

20 Swordale

Isle of Lewis

HS 2 0BP

An electronic copy should also be emailed to: aonghasd@gmail.com

Contract award is dependent on funding approval.