

Historic Environment Information & Advice for Forest and Woodland Managers in Scotland

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Introduction

This volume presents a guide to the resources available to forest and woodland managers relating to the historic environment of Scotland. It has been designed as a route map to the most pertinent available information and advice.

The guide first identifies the core policy documents and explores the main definitions of the historic environment. The following section identifies the designations and legislation that may apply to the historic environment and provides links to the legislation and guidance on these designations. Following this the guide identifies the core guidance which draws the consideration of the historic environment into forestry operations and licensing and then forestry and planning. This sequence of sections then concludes with the key links for early consultation.

The next sequence of sections looks through the core sources of information on the National, Regional and Local levels for the identification of historic environment sites. The following section provides a framework for archaeological survey in support of Forest Plans in Scotland. It aims to inform and guide all concerned in new data gathering works - the forester / land manager, the FCS Conservancy, the Local Authority Archaeology Service and the commercial historic environment professional.

The first three annexes at the rear of the guide provide links to, and summaries of, resources held by: national organisations, Local Authority Archaeology Services, and other bodies. The next annex provides guidance on sourcing commercial historic environment consultants. The final annex is a glossary of commonly used terms and acronyms.

As with any guide, it is not possible to explore every circumstance that may arise and direct consultation with a historic environment professional remains essential. Some of the resources referred to were not compiled specifically for application to forest and woodland management. Take care to understand the limitations of the resources consulted and their appropriateness to your proposal.

Historical context

The historic environment results from the accumulated traces of human activity which build up over millennia. In many cases, these have only survived to the present day through the intentional, or accidental, protection by successive land managers. Until the eighteenth century this evolution of the landscape occurred in a predominantly unwooded landscape, with Scotland's woodland cover estimated to have fallen as low as 4%. Throughout the nineteenth and twentieth centuries woodland cover has steadily increased, predominantly as a result of commercially driven afforestation in the mid and later twentieth century, rising to some 17% of Scotland's land cover.

The potential for adverse impacts on the historic environment from forestry, and agricultural land use, has long been recognised. During the mid 1950s the Royal Commission on the Ancient and Historical Monuments of Scotland instigated the Marginal Land Survey to record important monuments prior to their loss or damage through land use change. The impact of mechanised afforestation during the 1970s led to archaeologists highlighting the unmitigated impact on our Historic Environment¹. As the scale of the issue became apparent a number of survey programmes² and co-operative agreements between central government, local government and the forestry industry evolved.

In recognition of the responsibility incumbent on forest managers, the Forestry Commission established sound guidance for handling archaeological sites within forestry. This has either been delivered through targeted technical advice (*Forests and Archaeology Guidelines*) or planting design guidance encompassing archaeological and historical sites (*Forest Design Planning*) or strategy documents (*Scottish Forestry Strategy*).

Underlying this has been a programme of research and academic dissemination³. In particular, work has been conducted to explore the differing character of the relationship between forestry and the historic environment⁴. While poorly managed afforestation can have serious adverse impacts, other forestry and woodland regimes can create relatively benign environments which protect monuments in the longer term.

The success of agri-environment schemes from the 1990s onwards was constrained by the difficulty of defining the Historic Environment resource. Land managers rely upon access to baseline information that incorporates extent information, data which was rarely readily available from Historic Environment Records of that time. Indeed, provision of advice from local authorities was unfunded and fragmentary⁵, while countryside advisors were rarely familiar with the issues surrounding the definition and management of such sites. These issues continue to have a relevance to the efficacy of grant schemes and licensing regimes.

1 See Jackson, AM 1978 *Forestry & Archaeology*, RESCUE; Proudfoot, EVW (ed) 1989 *Our vanishing heritage: Forestry and archaeology* CSA Occasional Paper 2.

2 RCAHMS Afforestation Land Survey programme (1989 - 1998) and the Historic Scotland Forestry Survey contract.

3 See Yarnell, T 1993 'Archaeological Conservation in Woods and Forests' in *Rescuing the Historic Environment*, RESCUE and Forestry Research 2004 *Trees and Forestry on Archaeological sites in the UK: A review document*.

4 See Crow 2004 *Trees and Forestry on Archaeological sites in the UK; a discussion document*, Forest Research.

5 See Swanson, CB 2001 *Scottish Environment Audits No.4*, Scottish Environment LINK, Perth.

In 2008 there was a dramatic clarification of policy position and improvement of the resource base, with the publication by the Scottish Government of the *Scottish Historic Environment Policy*, updated in 2009. Further, all local authorities in Scotland, for the first time, had access to an archaeological service and a concordat has been reached between RCAHMS and the Local Authority Archaeology Services (LAAS). Subsequently the appropriate treatment of the Historic Environment was confirmed as a nationally important land use planning matter in the Scottish Planning Policy, published in early 2010.

Policy

The United Kingdom is a signatory of a sequence of international treaties and charters which establish the underlying principles for government policy on the treatment of the Historic Environment. Key within these are the European Convention on the Protection of the Archaeological Heritage (the Valletta Convention of 1992), the World Heritage Convention of 1972 and the Burra Charter (1999) of the International Council on Monuments and Sites.

With regard to forestry, the UK adopted the Helsinki 1993 Guidelines for the Sustainable Management of Forests in Europe and continues to engage with Ministerial Conference on the Protection of Forests in Europe.

Scottish Historic Environment Policy

Scottish Government policy is laid out in the *Scottish Historic Environment Policy*⁶ which explores the interrelationship between the Historic Environment and the interests of the people of Scotland. One of the critical elements of the policy is that:

The protection of the historic environment is not about preventing change. Ministers believe that change in this dynamic environment should be managed intelligently and with understanding, to achieve the best outcome for the historic environment and for the people of Scotland. Such decisions often have to recognise economic realities.

Source: Scottish Historic Environment Policy, July 2009

Forestry Commission Scotland Policy

The *UK Forestry Standard* and supporting guideline series sets out standards for the sustainable management of all forests and woodlands in the UK. It is the centrepiece of a system to guide and monitor forestry.

Forestry Commission Scotland serves as the forestry directorate of the Scottish Government, responsible to Scottish Ministers, and has defined its own policy to meet

⁶ See Historic Scotland 2009 *Scottish Historic Environment Policy, July 2009* available from website, see Annex 1.

the aspirations of the *Scottish Historic Environment Policy*. This is principally through their policy document *Scotland's Woodlands and the Historic Environment*⁷ although delivery of the policies can be through independent certification such as UK Woodland Assurance Standard.

Forestry Commission Scotland promote the economic, environmental and social benefits of Scotland's forests and woodlands through the *Scottish Forestry Strategy 2006* which presents the government's strategy for taking forestry forward.

What is the Historic Environment?

The historic environment is clearly defined within the *Scottish Historic Environment Policy*, which is restated in *Scotland's Woods and Historic Environment*:

Our whole environment, whether rural or urban, on land or under water, has a historic dimension that contributes to its quality and character. It has been shaped by human and natural processes over thousands of years. This is most obvious in our built heritage: ancient monuments; archaeological sites and landscapes; historic buildings; townscapes; parks; gardens and designed landscapes; and our marine heritage, for example in the form of historic shipwrecks or underwater landscapes once dry land.

We can see it in the patterns in our landscape – the layout of fields and roads, and the remains of a wide range of past human activities. Importantly, it also includes our buildings erected before 1919 (see Note 1.1). Although the majority of older buildings are not listed, most provide flexible and often spacious domestic and non-domestic accommodation.

A huge investment of money, energy and materials went into these buildings – it would be poor stewardship of this inheritance to neglect it.

The context or setting in which specific historic features sit and the patterns of past use are part of our historic environment. The historical, artistic, literary, linguistic, and scenic associations of places and landscapes are some of the less tangible elements of the historic environment. These elements make a fundamental contribution to our sense of place and cultural identity.

Further, *Scotland's Woodlands and the Historic Environment* recognises that our understanding of what the historic environment comprises has changed with time:

⁷ See Forestry Commission Scotland 2008 *Scotland's Woodlands and the Historic Environment* available from website, see Annex 1.

In recent years, there has been increasing awareness and appreciation that the historic environment is of greater significance to society than the discovery and recognition of individual archaeological features. Groups of archaeological features, landscape features and types, ancient vegetation types and indicators all form part of and contribute towards our understanding of the wider historic environment.

As such these definitions recognise that our historic environment is a holistic term recognising that the modern landscape is a composite from the actions of human activity since the end of the last ice age. Individual elements or associations within this landscape can be identified but there is a wider interaction and inter-relationship between all these 'sites' which needs to be considered.

Responsibilities of Woodland and Forest Managers

Woodland and Forest Managers, whether managing publicly owned or private land, have a set of responsibilities. Some of these are linked to legislation and Scots common law; some derive from the appropriate release of development rights through the planning process; while others derive from UK government and Forestry Commission Policy and Standards as enacted through grant schemes and licensing regimes.

However, all of these responsibilities from whatever source seek to encourage and support a simple principle: that the historic environment is a fragile and finite resource that should be understood, protected and sustained for the benefit of Scotland.

To help those actively managing woodlands to investigate, identify and record the historic environment Forestry Commission Scotland has produced a fully illustrated Practice Guide 'Identifying the historic environment in Scotland's forests and woodlands'⁸

Types of Historic Environment sites

Generally speaking, seven categories of historic environment sites are encountered on land in Scotland⁹:

- Upstanding remains: built features (such as buildings and engineering structures), elements of water-management systems (such as lades and dams), field boundaries and features such as funerary cairns, standing stones and stone circles;
- Earthworks: soil covered remains that can be seen as surface undulations at ground level. These can include ruined buildings or their foundations, banks, clamp kilns, mounds, ramparts, ditches, gullies and hollows;
- Buried features: soil covered remains, which have no visible trace at ground level (possibly revealed by aerial photography);

⁸ See FCS guidance for more detail [http://www.forestry.gov.uk/pdf/FCPG101.pdf/\\$FILE/FCPG101.pdf](http://www.forestry.gov.uk/pdf/FCPG101.pdf/$FILE/FCPG101.pdf)

⁹ See Archaeology Scotland in Annex 2 for their guide *Identifying Archaeological Features within Scotland's Historic Landscapes: A Guide to Recognising the Past in Scotland's Countryside*.

- Artefact scatters: scatters of potsherds, flaked stone tools, metal objects, animal bones and worked coarse stone;
- Managed woodland: hedgerows, coppices, pollard trees¹⁰, veteran trees, wood pasture and policy woodland;
- Palaeo-environmental deposits: raised mires, mire and blanket bog; and
- Historic locations: these are locations that have strong historical or cultural associations but which often have minimal physical remains, such as battlefields and covenanter preaching sites.

The comprehension of the character of individual sites should not neglect the fact that they are all elements of landscapes which reflect the linkage and inter-relationship between them. Every site is an element of a larger whole.

Historic Environment Designations and Legislation

The UK government has passed a range of legislation for the conservation and protection of the historic environment¹¹. This legislation has generated a range of statutory designations that are relevant in any consideration of the historic environment. The Historic Environment (Amendment)(Scotland) Act 2011 received Royal Assent on 23 February 2011 but its provisions await commencement at the time of writing. It is an amending Act which harmonises the existing legislation protecting our buildings and monuments. The text which follows makes it clear where the Act's provisions would affect what is described, once commenced.

Other, non-statutory designations are also described in this section. In addition, Scots common law has an influence on the treatment of specific aspects of the historic environment.

The designations identified below do not encompass the full scope of the historic environment. Rather they are those notable elements which have been explicitly identified.

World Heritage Sites

World Heritage Sites are described by UNESCO as exceptional places of 'outstanding universal value' and 'belonging to all the peoples of the world, irrespective of the territory on which they are located'. Scotland currently has five cultural World Heritage

¹⁰ See Forestry Commission Annex 1 for their *An illustrated guide to ancient wood pasture in Scotland*

¹¹ UK Government legislation is distributed by OPSI and available on the web, see Annex 3.

Sites. Once a World Heritage Site is inscribed, under the Convention, member states have a duty to protect, conserve and present such sites for future generations.

Although this designation is non-statutory, it is recognised internationally and is addressed by all relevant policy and guidance. Further details are published in Scottish Planning Policy and the *Scottish Historic Environment Policy*.

Scheduled Monuments

Under the *Ancient Monuments and Archaeological Areas Act 1979*¹², the Scottish Ministers are required to compile and maintain a Schedule of monuments assessed to be of national importance. Historic Scotland has a scheduling team dedicated to this process. Criteria for and guidance on the determination of national importance for scheduling are included within *Scottish Historic Environment Policy* (see Annex 1).

The statutory consent of the Scottish Ministers is required before any works are carried out which would have the effect of demolishing, destroying, damaging, removing, repairing, altering, adding to, flooding or covering up a Scheduled Monument. Historic Scotland¹³ administers this system on behalf of Scottish Ministers and provides a range of guidance on the consequences of and appropriate treatment of Scheduled Monuments.

Planning authorities and the Scottish Ministers are required to have special regard for the desirability of preserving Scheduled Monuments including their settings.

Listed Buildings and Conservation Areas

Under the *Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997*¹⁴, the Scottish Ministers are required to compile a list of buildings of special architectural or historic interest. Historic Scotland has a listing team dedicated to this process. Such buildings are classified into non-statutory Categories A, B and C(S), in decreasing order of importance. Sustainable development is the principle underlying Government policy towards the historic environment. Planning authorities and the Scottish Ministers are required to have special regard for the desirability of preserving Listed Buildings or their settings and any features of special architectural or historic importance they possess.

The term 'setting' has no definition in the Act, although the *Scottish Historic Environment Policy (SHEP)* advises planning authorities to interpret the term broadly and Historic Scotland has published guidance on *Setting*¹⁵. SHEP goes on to state that a

12 Some aspects amended by the Historic Environment (Amendment)(Scotland) Bill 2010

13 See Annex 1 for contact details for Historic Scotland.

14 Some aspects (though none mentioned in the text of this document) have been amended by the Historic Environment (Amendment)(Scotland) Act 2011

15 See *Setting* part of the *Managing Change in the Historic Environment* series from Historic Scotland

Listed Building should at all times remain the focus of its setting, and that attention should not be distracted from it by the presence of any new development. Government policy and guidance is also stated in *Scottish Planning Policy*.

In addition, under the 1997 Act, areas of special architectural or historic interest can be designated as Conservation Areas, the character or appearance of which it is desirable to preserve or enhance. Planning authorities are required to consider planning applications affecting the appearance, character or setting of Conservation Areas. Policy on the criteria for establishing Conservation Areas is presented in *Scottish Historic Environment Policy* while guidance for the management of Conservation Areas is presented in *PAN 71 Conservation Area Management*.

Inventory of Gardens and Designed Landscapes

Currently, Historic Scotland, on behalf of Scottish Ministers, compiles and maintains a non-statutory inventory of gardens and designed landscapes (currently there are 386 sites included in the inventory). The purpose of the inventory is to identify gardens and designed landscapes of national importance. Inclusion of a site on the inventory means that it receives recognition and a degree of protection through the planning system, as a material consideration in the determination of a planning application and in Forestry Commission Scotland licensing and grant procedures.

Under the provisions of the *Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2008*, planning authorities must consult Scottish Ministers¹⁶ on any proposed development that may affect a site contained in the Inventory. Further details are published in *Scottish Planning Policy* and the *Scottish Historic Environment Policy*. Planting within designed landscapes is subject to specific issues¹⁷.

The 2011 Act will amend the 1979 Act, so as to make it a statutory requirement for Historic Scotland to compile and maintain the inventory. The new provision does not change the level of protection for gardens and designed landscapes or battlefields which will continue to be afforded the same level of protection in the planning regime as currently exists under the Development Management Regulations.

Inventory of Battlefields

In 2008, Scottish Ministers consulted on historic battlefield policy and concluded that nationally important battlefield sites should be afforded additional protection through the creation of an inventory of historic battlefields along similar lines to that already

¹⁶ In effect this means Historic Scotland on their behalf.

¹⁷ See Forestry Commission Practical Advice Note Woodlands in Designed Landscapes.

established for gardens and designed landscapes . As with the gardens inventory, the purpose of the battlefields inventory is to identify sites of national importance and to provide information on them as a basis for the sustainable management of change through the planning system.

The 2011 Act will amend the 1979 Act, so as to make it a statutory requirement for Historic Scotland to compile and maintain the inventory. It is the Scottish Government's intention to provide the inventory of battlefields with a similar level of protection as exists for the inventory of gardens and designed landscapes by amending the Development Management Regulations to take account of the new inventory.

Further guidance will be provided through *Battlefields* a volume in the *Managing Change in the Historic Environment* series.

National Scenic Areas

National Scenic Areas (NSA's) are Scotland's only national landscape designation¹⁸ delivered under provisions in section 263A of the *Town and Country Planning (Scotland) Act 1997* (inserted by section 50 of the *Planning etc. (Scotland) Act 2006*). They are those areas of land considered of at least national significance on the basis of their outstanding scenic interest which must be conserved as part of the country's natural heritage. Historic and cultural attributes are recognised special qualities of NSAs.

There are currently 40 NSAs in Scotland, covering a total land area of 1,020,500 ha and a marine area of 357,900 ha. Government policy and guidance is also stated in *Scottish Planning Policy* which requires consultation with Scottish Natural Heritage.

National Parks

Scotland's National Parks have been designated as such because of the national importance of their natural and cultural qualities. The Parks have four statutory aims which are set out in Section 1 of the *National Parks (Scotland) Act 2000* and the National Park Authorities have responsibility for ensuring that these aims are achieved in a coordinated way. The aims are: to conserve and enhance the natural and cultural heritage; to promote sustainable use of natural resources; to promote understanding and enjoyment; and to promote sustainable economic and social development.

The aims have equal status but where there is conflict between them, the Park Authorities must give greater weight to the first aim of conserving and enhancing the natural and cultural heritage of the area.

¹⁸ See Scottish Natural Heritage in Annex 1 and NSA Policy Paper <http://www.snh.org.uk/pdfs/polsum/NSA.pdf>

Ancient Woodlands

Scottish Natural Heritage maintains an Inventory of Ancient Woodlands¹⁹, primarily for their Natural Heritage value, although they are also an intrinsic part of our historic environment. There are three main historic groups: Ancient woods of semi-natural origin (ASNO) appear as semi-natural woods on maps from 1750 or the mid-1800s, and have been continuously wooded to the present day. Where such woods have subsequently been planted for timber they are known as Plantations on Ancient Woodland Sites (PAWS). Long-established woods of plantation origin (LEPO) appear as plantations on maps from 1750 or the mid-1800s and have been continuously wooded to the present day.

Although these designations are non-statutory they are addressed by all relevant policy and guidance, in particular *Scottish Planning Policy*²⁰. This seeks to protect and enhance these woodlands.

Scots Law

Crimen Violati Sepulchre - Violation of Sepulchre

Sites with the confident potential to contain buried human skeletal material are protected. The removal of a body from the grave is not considered theft; rather Scots common law recognises the offence of *crimen violati sepulchre* (violation of sepulchre). In essence, the crime is the disturbance of the corpse without permission of the relatives, executor or authority otherwise in charge.

The consequence for the management of sites which may contain human remains is covered in the *Historic Scotland Operational Policy Paper 5: The Treatment of Human Remains in Archaeology*²¹. Of particular note is Policy 3.4 whereby any:

... accidental discoveries of human remains (whether during an archaeological excavation or otherwise) must be reported to the police immediately. If requested subsequently (by the police directly or, with police agreement, by local or regional archaeologists or other interested parties), we will initiate an investigation by competent archaeologists as a matter of urgency. Their findings will normally be reported back to the local Procurator Fiscal's office within 48 hours of the initial discovery.

19 See SNH *Information and Advisory Note Number 95, August 1997* for origins of designation <http://www.snh.org.uk/publications/on-line/advisorynotes/95/95.html>

20 See Natural Heritage section in Subject Policies of SPP

21 Historic Scotland prepares and distributes their Operational Policy Papers, see Annex 1.

Bona Vacantia – Ownerless Goods

Under the *regalia minora* common law rights of the Crown in Scotland, it is the prerogative of the Crown to receive all lost and abandoned property which is not otherwise owned. There is a narrow definition of treasure trove *per se*, involving precious items which have lain concealed, but in practice this is overridden by and subsumed within the wider legal concept of *bona vacantia* (or ownerless goods).

Scots common law recognises *quod nullius est fit domini regis* (that which belongs to nobody becomes our Lord the King's [or Queen's]). Thus all objects whose original owner or rightful heir cannot be identified or traced are the property of the Crown. It does not matter whether objects were lost or intentionally hidden, or what material the objects are made from.

The Crown Office in Scotland has the duty, overseen by the Scottish Government, to claim *bona vacantia* on behalf of the nation. Archaeological finds and historic objects must be reported to the Treasure Trove Unit²² for assessment.

Forestry Operations

Licensing and Grant Schemes

Forestry Commission Scotland implements UK and Scottish policy on forestry through controls on changes to the woodlands and forests. These controls run through the mechanisms for granting forestry approvals. This is effective because within most private woodland tree planting and natural regeneration takes place with the assistance of grants.²³ Further, with certain exceptions, it is illegal to fell trees without prior approval.

Forestry Commission Scotland delivers support and advice for the historic environment through their five Conservancies; who promote sustainability in their areas.²⁴ Before granting approval for any forestry proposal the conservancy office will review the potential impact on the historic environment.

Further, all proposals for felling or for the creation of new woodland are circulated on a Register of New Planting and Felling.²⁵ Weekly updates are sent to consultees, including local authorities and other statutory bodies, who are also sent details of proposals for

22 See Treasure Trove Unit website for more procedures and legislative position, detailed in Annex 3.

23 See Forestry Commission 2004 *The UK Forest Standards, The Government's Approach to Sustainable Forestry* for more detailed discussion of UK regulatory framework for forestry.

24 See Forestry Commission Scotland *Scotland's Woodlands and the Historic Environment*

25 The Register is available on the Forestry Commission website, see Annex 1 and

<http://www.forestry.gov.uk/forestry/hcou-4u4j2q>

formal consultation and notification procedures²⁶. If it is not possible to resolve a statutory consultee's objection, Forestry Commission Scotland cannot give a decision without first referring the matter to the appropriate forestry minister.²⁷

Environmental Impact Assessment

The *Environmental Impact Assessment (Forestry) (Scotland) Regulations 1999* requires proposals for new planting, deforestation, forest road construction and quarries that might have significant environmental impacts to undertake an Environmental Impact Assessment. Forestry Commission Scotland are the competent authority who decide whether a project will require an EIA. Should they decide that an EIA is required, proposers must prepare an Environmental Statement (ES). The ES will be taken into account when Forestry Commission Scotland determine whether to grant approval to the scheme. Guidance on the preparation of an Environmental Statement is available from the Forestry Commission²⁸.

The historic environment is a key element of the environment that must be considered by any such study with all impacts identified and quantified within the Environmental Statement. The Environmental Statement is subject to consultation with environmental authorities and any comments received are taken into account when Forestry Commission Scotland make their decision.

CRITICAL RESOURCE 1: Land Information Search

The Land Information Search (LIS)²⁹ is a map-based web tool on the Forestry Commission Scotland website that allows you to search for details about a chosen area of land. It enables the overlay of a number of Historic Environment designations including Historic Scotland Datasets (Scheduled Monuments) and Scottish Natural Heritage datasets (National Scenic Areas, Ancient Woodlands).

Web: <http://www.forestry.gov.uk/forestry/inf-d-645j4t>

Construction in forests and the Planning system

The use of land for woodland or forestry does not constitute development, as defined by the *Town and Country Planning (Scotland) Act 1997*. However building, excavation and engineering works in connection with such uses is classified as development, with specific guidance provided by *PAN 39 Farm and Forestry Buildings*. In specific circumstances planning consent must be applied for through the conventional process, although in most cases planning permission is deemed to be granted under the

26 See Forestry Commission *How we consult about woodland planting and tree felling* on web at [http://www.forestry.gov.uk/pdf/consult.pdf/\\$FILE/consult.pdf](http://www.forestry.gov.uk/pdf/consult.pdf/$FILE/consult.pdf)

27 The *UK Forestry Standard* identifies, through a descriptive process, the forestry practices which are appropriate (or inappropriate) in particular situations.

28 See [http://www.forestry.gov.uk/pdf/wgseia.pdf/\\$FILE/wgseia.pdf](http://www.forestry.gov.uk/pdf/wgseia.pdf/$FILE/wgseia.pdf)

29 See Forestry Commission Scotland in Annex 1 and <http://www.forestry.gov.uk/forestry/inf-d-645j4t>

provisions of the *Town and Country Planning (General Permitted Development) (Scotland) Order 1992*.

The order requires the developer to notify the planning authority of a proposal before deemed planning permission can be exercised. Formal submissions can be required in cases where the planning authority considers that a proposal is likely to have a significant impact on its surroundings. This includes the desirability of preserving ancient monuments and their surroundings, known archaeological sites and the settings of listed buildings.

Where planning applications are appropriate, planning guidance³⁰ establishes the appropriate treatment of the Historic Environment. In addition the adopted Development Plan³¹ defines specific historic environment policy.

Historic environment sites and monuments without statutory protection are curated within the planning process by the planning authority. *Scottish Planning Policy* deals with all aspects of the Historic Environment setting policy in relation to the historic environment with a view to its protection, conservation and enhancement. For archaeological sites *PAN 42 Archaeology* indicates that the principle that should underlie all planning decision-making is the preservation of cultural resources, *in-situ* where possible, and by record if destruction cannot be avoided.

All potential historic environment remains identified or postulated within a development area should be dealt with in keeping with the issued planning guidance, and hence through close negotiation with the planning authority and their advisors³².

Forestry and Woodland Strategies

In May 2010 Forestry Commission Scotland published its Advice note '*The right tree in the right place*'³³. This guidance provides Scottish Government advice to planning authorities on the multiple benefits that can be derived from well-planned and well-managed woodlands and encourages them to prepare new forestry and woodland strategies to guide future woodland expansion.

Part 3 of this guidance replaces Circular 9/1999 on Indicative Forestry Strategies (IFS) which is now withdrawn. It also provides encouragement and advice on how to prepare a

30 All Scottish Planning Policy and Planning Advice Notes are distributed by the Scottish Government and available on the web, see <http://www.scotland.gov.uk/Topics/Built-Environment/planning/National-Planning-Policy/newSPP>

31 See Planning Authority or National Parks Authority website for details of the relevant Development Plan, commonly through their Planning Service web pages.

32 See Annex 2 for details of each Local Authority Archaeology Service.

33 See [http://www.forestry.gov.uk/pdf/fcfc129.pdf/\\$FILE/fcfc129.pdf](http://www.forestry.gov.uk/pdf/fcfc129.pdf/$FILE/fcfc129.pdf)

new strategy and how forestry and woodland considerations can be incorporated into development planning and management.

Section 3.3.2 *Land categories* makes clear that forestry and woodland strategies should continue to divide land into categories, defined as Preferred, Potential and Sensitive. However, now authorities are to also identify how the categories apply to different woodland types. As before, these categories are based on the various sensitivities affecting the land, such as built heritage and archaeological interests.

Consultees

Where there is an overlap between a proposal and historic environment sites it is important to seek early guidance from the relevant authority. This can enable adverse impacts to be avoided and the beneficial aspects of any scheme to be recognised and developed. Consultees may also be able to clarify the character of the historic environment site and the ability of that site to accommodate change.

| Historic Environment Site | Relevant Authority | Full Scotland Cover |
|--|---|---------------------|
| Scheduled Monuments, Inventory of Gardens and Designed Landscapes, Inventory of Battlefields | Historic Scotland; Local Authority Archaeology Service | Yes ³⁴ |
| Ancient Woodlands, National Scenic Areas | Scottish Natural Heritage | Yes |
| Undesignated archaeology | Local Authority Archaeology Service | Yes ³⁵ |
| Listed Buildings, Conservation Area | Historic Scotland for A- and B-listed buildings and demolition requests for C(S) listed buildings; Local Authority Conservation Officer | Yes |

Table 2: Consultees

Failure to consult early may lead to proposals being developed which may subsequently be referred back in the decision making process for grants and licences.

³⁴ See Annex 2 for details of engagement between Local Authority Archaeology Services and Forestry and Woodland proposals.

³⁵ See Annex 2 for details of engagement between Local Authority Archaeology Services and Forestry and Woodland proposals.

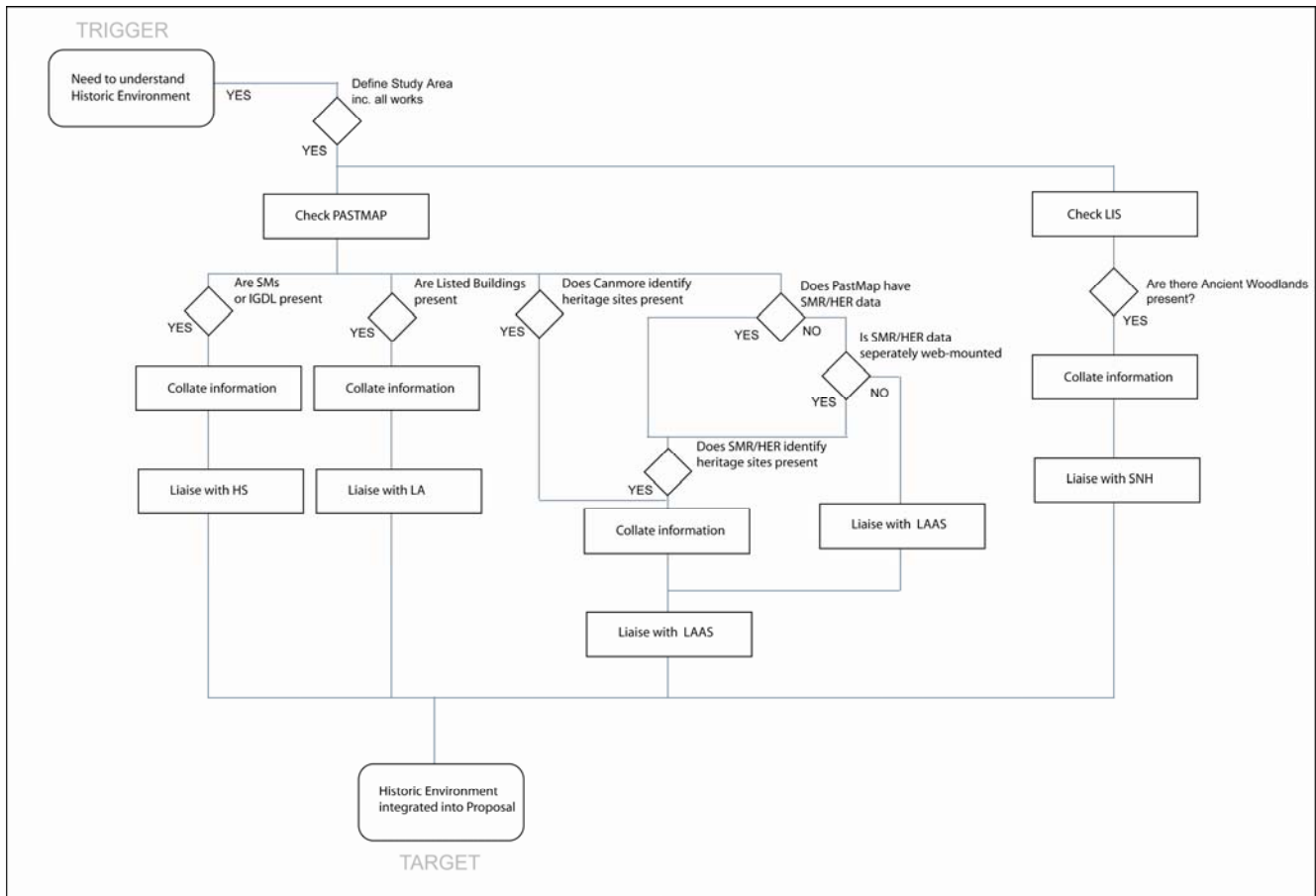


Figure 1: Flowchart of readily available Historic Environment information

CASE STUDY 1: Broxburn

Constraints mapping by the Central Scotland Forest Trust for a proposed amenity and leisure planting at Broxburn identified a Scheduled Monument within the proposal’s area, overlying the main access point.

Early discussions with Historic Scotland led to the exclusion of the scheduled area and an appropriate buffer from the new planting proposals. After inspection of the current access track it was agreed that, so long as that track was maintained, it was sufficiently robust to protect underlying archaeology and could continue as the access route.

Following the precautionary principle, an archaeological survey was commissioned by Central Scotland Forest Trust to ensure no related archaeological remains were identifiable in the balance of the planting area.

CRITICAL RESOURCE 2: HAGGIS

The purpose of the Heritage Asset Group GIS is to provide easy access to Historic Scotland data and information about Historic Environment designations of national and international importance across Scotland. You can view the extent of designated site boundaries, find out the important features of sites and download supporting documents. Additional layers that can be viewed include a full sequence of historic Ordnance Survey mapping as well as modern aerial imagery.

Web: <http://sedsh13.sedsh.gov.uk/HAGGIS/>

National Information Resources

There are a range of resources which provide information on the historic environment at a National level. These resources either provide all-Scotland coverage or are resources which are in the process of being developed with the intention of national coverage.

Even when a resource has national coverage, this does not necessarily mean that the data held is of a consistent level across the resource.

Royal Commission on the Ancient and Historical Monuments of Scotland

The Royal Commission on the Ancient and Historical Monuments of Scotland (RCAHMS) maintains extensive and detailed holdings on the historic environment of Scotland. These collections, until recently known as the National Monuments Record of Scotland, provide an unparalleled national information base to identify and clarify the character of the historic environment.

Canmore

This is a public archive and database, compiled and held by the RCAHMS³⁶. It forms a record of the historical environment in Scotland and can be accessed from the web via Canmore³⁷.

Canmore provides an online searchable tool enabling users to access information held in the database system of the RCAHMS Collections, this is also provided through PastMap. The character of the work of RCAHMS has shaped and defined the scope and quality of the information held within this system.

³⁶ See Annex 1 for more information on RCAHMS and their collections

³⁷ The Canmore database can be accessed at www.rcahms.gov.uk/

CRITICAL RESOURCE 3: PASTMAP

PASTMAP³⁸ is a map-based web tool, developed by Historic Scotland, Scottish Natural Heritage and RCAHMS, which displays the location of: listed buildings; the boundaries of Scheduled Monuments; the boundaries of designed landscapes and gardens; point locations are provided for every site, building, maritime feature or find recorded in Canmore. The query system will link the map depiction of each mapped element through to the underlying data explaining what each element represents. It also includes information from a number of local authority Sites and Monuments Records (SMRs) and Historic Environment Records (HERs).

Web: <http://www.pastmap.org>

Historic Landuse Assessment

The Historic Landuse Assessment project is another aspect of the work of RCAHMS. Developed as a map-based analysis of past and present-day land use throughout Scotland, this resource provides a categorisation system for landscape history. To date this project has categorised and web-mounted³⁹, some 71% of Scotland (April 2009), although the project is ongoing and by its completion in 2014 will cover all Scotland.

Each area with similar origins has been given one of 55 Historic Land-use Types, which also allocates it a Category group, or a Period of origin. Wherever past land-use is detected it is recorded as a Relict Category, Period and Type. This categorisation is largely based on cartographic sources; while ground testing is undertaken to support the assessment where map-based research proves inconclusive, general survey is not carried out.

The National Collection of Aerial Photography

RCAHMS also maintains The National Collection of Aerial Photography which covers both vertical and oblique imagery of Scotland. AirPhotoFinder⁴⁰ is a web-mounted application hosted by RCAHMS in order to help users locate and order aerial photographs held in their collections. This is being supplanted by a newer portal to the collection⁴¹ that enables flight plots to be viewed through Google earth with scanned copies of aerial photographs available for review.

Scran

The RCAHMS also host Scran (Scottish Cultural Resource Access Network)⁴² which is a national resource of digital materials representing the material culture and history of

38 See RCAHMS in Annex 1 and <http://jura.rcahms.gov.uk/PASTMAP/start.jsp>

39 See RCAHMS entry in Annex 1, or access the website at <http://jura.rcahms.gov.uk/HLA/start.jsp>

40 <http://www.airphotofinder.com> The system is not yet comprehensive and it is always recommended that users contact info@rcahms.gov.uk to check whether additional aerial photographs are available.

41 <http://aerial.rcahms.gov.uk/>

42 <http://www.scran.ac.uk>

Scotland. In total Scran has worked with over 300 partners to provide a resource service hosting some 360,000 images, movies and sounds from museums, galleries, archives and the media. Many of these materials will relate to specific historic environment sites or areas.

Historic Maps

Historic maps of Scotland exist from the early Pont and Blaeu maps to the 19th century Ordnance Survey editions. In addition material is often available, typically comprising surveys commissioned by individual landowners at the estate or local level. For example, surveys were often commissioned by those planning improvement to their properties in the eighteenth and nineteenth centuries. Individual historic maps may show settlements, field boundaries, roads and tracks, land-use and natural features. While there are a broad range of cartographic sources available⁴³ two prominent national survey programmes are particularly rich information sources.

The Military Survey of Scotland was the first systematic survey of mainland Scotland⁴⁴ and is an excellent source for research. The maps show settlements, cultivation, woodland, parkland, roads and tracks in colour at a scale of one inch to 1000 yards (1:36000). This is an important source as it records the pre-improvement landscape, but it should be used with caution as the mapping can be inaccurate and inconsistent while the Gaelic place names can be unreliable.

The Ordnance Survey (OS) began mapping Scotland in 1843, at a scale of six inches to the mile (1:10560). This scale is large enough to show individual buildings, roads and field systems. The country was surveyed by county, with each county then re-surveyed on two occasions.

| Source | Dates | Web Mounted |
|---|------------|------------------------------|
| Military Survey of Scotland | 1747-1755 | National Library of Scotland |
| 1 st edition Ordnance Survey | 1843-1878 | National Library of Scotland |
| 2 nd edition Ordnance Survey | 1892-1909 | HAGGIS |
| 3 rd edition Ordnance Survey | 1904-1930s | HAGGIS |

Table 3: Web-mounted key National Map Sources

A comprehensive collection of historic maps including OS maps is held in the National Library of Scotland who have web-mounted many of these; the more recent historic OS maps have also been mounted by HAGGIS⁴⁵ (see Annex 3).

43 Forming part of the NLS is the National Map Library of Scotland holds the most important maps of Scotland produced between 1560 and 1928. Many of these are now web-mounted see Annex 3.

44 In general Roy did not survey islands, although there were exceptions such as Isle of Bute.

45 HAGGIS is a resource maintained by Historic Scotland (see Annex 1) and is a free service.

National Academic Journals

One of the roles of RCAHMS is to collate, synthesise and integrate information derived from academic journals and include it within the National Monuments Record of Scotland. However, this is not a verbatim transfer of information and more data is almost invariably retained in the primary source, which are referenced from the Canmore entries.

A number of journals exist which have direct relevance to the study of the historic environment in Scotland⁴⁶. These often have extensive runs but can be difficult to source:

- Proceedings of the Society of Antiquaries of Scotland (1792 - present);
- Archaeology Scotland's (formerly Council for Scottish Archaeology) Discovery and Excavation in Scotland (1947 - present);
- Scottish Archaeological Journal (1969 - present);
- Scottish Archaeological Forum Monographs (1969 - 1981); and
- Vernacular Buildings, Scottish Vernacular Buildings Working Group Journal (1975 – present).

To date, the only national archaeological journals with direct relevance to the Scottish historic environment to be web-mounted for ease of disseminating their accumulated information are the Proceedings of the Society of Antiquaries of Scotland⁴⁷ and Discovery and Excavation in Scotland.⁴⁸

There are also a range of United Kingdom (or International) journals that can include articles directly relating to the archaeology and/or built heritage of Scotland, and its place in a wider national or even international context.

Other National Resources

In certain circumstances detailed information on individual historic environment sites or the substance of specific estates or businesses can be sourced from other national resources.

⁴⁶ The National Libraries of Scotland is the primary source of reference material for background reading relating to the historic environment, including the relevant journals and publications. Its Rare Book Collections also include works pertinent to Scotland's history and built environment.

⁴⁷ These can be accessed via the Archaeological Data Service Website (see Annex 3) at <http://ads.ahds.ac.uk/catalogue/ARCHway/volumeSelector.cfm?rcn=1340>

⁴⁸ These can be accessed via the Archaeological Data Service website (see Annex 3) at <http://ads.ahds.ac.uk/catalogue/library/des/index.cfm>

Registers of Scotland

The Registers of Scotland maintain registers relating to property and other legal documents⁴⁹ which can provide information on land ownership. Deeds relating to rights in property were originally held in the Register of Sasines, which was established in 1617; this was the system in place until 1979 when the Land Register of Scotland was introduced to replace it.

National Archives of Scotland

The National Archives of Scotland make available the historical records created by businesses, landed estates, families, churches and other corporate bodies. The material held is searchable through the NAS On-Line Catalogue and accessible (free of charge to examine) both in person at NAS search rooms (after reader pass application procedures) and in certain circumstances through other methods such as by post.

Specialist National surveys

There have been, or continue to be, a number of critical national specialists syntheses or surveys that provide a valuable source of information at the national level as to the character of the historic environment.

- Pevsner's Buildings of Scotland⁵⁰ - detailing the architectural history of the regions of Scotland;
- Castellated and Domestic Architecture of Scotland – a 19th century series authored by architectural historians MacGibbon and Ross which is still the definitive guide to medieval and early post-medieval buildings in Scotland;
- Ecclesiastical Architecture of Scotland – as Castellated & Domestic Architecture (above), but devoted to churches, cathedrals and other religious buildings of medieval and early post-medieval date;
- Statistical Accounts – two historic surveys delivering parish based accounts of society, agriculture and industry. First (Old) account covers 1791-9 while the second (New) account covers 1834-45⁵¹;
- Ordnance Gazetteer of Scotland - the best Scottish gazetteer is by FH Groome (1882-1885) with the second edition (1892-1896) digitised⁵² available on-line; and
- the Name Book,⁵³ in which surveyors recorded the authorities used for every name which appeared on the map sheet of the 1st edition Ordnance Survey. A short description of each feature is included along with the name of the proprietor.

49 See Annexe 3

50 For further details, see <http://www.pevsner.co.uk/>

51 See Annex 3 for details of Edina. The web-mounted resource can be accessed at <http://stat-acc-scot.edina.ac.uk/sas/sas.asp?action=public>

52 This resource can be accessed at <http://www.electricscotland.com/history/gazetteer/>

53 All Scotland's Name Books survive except Perthshire, where some books have been destroyed, and microfiche copies are held by the RCAHMS, see Annex 1, originals in National Archives of Scotland.

Regional and Local Information Resources

There are a range of information resources available held at the regional and local level, which can provide insight into the presence of historic environment sites and their character. As with all information resources: some are designed for ease of access and interrogation of synthesised information (eg SMRs); while others are archives of primary data which may be more challenging to consult.

SMRs and HERs

All local authorities in Scotland (including National Parks) have access to an Archaeology Service, predominantly staffed by archaeologists. These services may be located within the council, or within a council-owned organisation, or charitable Trust, or they may be commercially provided. Some services cover multiple local authorities, not always geographically contiguous⁵⁴.

Such services typically have two core aspects to their remit: the maintenance of the Sites & Monuments Record (SMR) or Historic Environment Record (HER) and the provision of guidance and advice. The scale of the guidance and advice provided, and any associated fees, depend on locally-set priorities which will change with time.

Nearly every SMR and HER originated from a base of the RCAHMS data. From this base the level of enhancement, refinement and broadening of remit has depended on locally-set priorities and resourcing. Many SMRs and HERs have refined their data through:

- attribution of likely date ranges to sites;
- enhancement of aspects of the historic environment (such as industrial archaeology);
- incorporation of condition data for sites;
- ascribing significance at regional or local levels;
- separating designations from sites from events (such as archaeological projects) and managing them as separate datasets;
- polygonisation of site extent or consultation trigger⁵⁵ (all Canmore web mounted data is point data); and
- polygonisation of designations such as listed buildings to propose limits to issues such as curtilage.

54 See Annex 2 for full details of the Local Authority Archaeology Services.

55 When a site has been polygonised each SMR/HER has their own definition of what is represented, it may be the inferred physical limit of a site, the likely extent of the site or a trigger distance for consultation as there is the potential for the site to be present.

The SMR or HER is not limited to the digital system; each service also has reports from archaeological projects undertaken in their area and copies of historic sources.

Much of the resultant data is held in the database and GIS system, many of which have been web-mounted, either directly by the service or through the PASTMAP website. While some SMR and HERs web-mount summaries or full datasets of their digital holdings, they will all hold additional information in their records which may not appear within their publically visible database.

| Provider | Councils | PASTMAP mounted data | SMR on web | Searchable by area |
|---|--|-----------------------------|-------------------|---------------------------|
| Aberdeen City Council Archaeological Unit | Aberdeen City | No | Partial | No |
| Aberdeenshire Council Archaeology Service | Aberdeenshire, Angus & Moray | Yes | Yes | Yes |
| West of Scotland Archaeology Service | Argyll & Bute, East Ayrshire, East Renfrewshire, Glasgow City, Inverclyde, North Ayrshire, Renfrewshire, South Ayrshire, South Lanarkshire, West Dunbartonshire and West Lothian | Yes | Yes | Yes |
| Stirling Council Environmental Services | Clackmannan & Stirling | Yes | Yes | Yes |
| Western Isles Archaeology Service | Comhairle nan Eilean (Western Isles) | Yes | Yes | Yes |
| Dumfries & Galloway Archaeology Service | Dumfries & Galloway | No | No | No |
| Rathmell Archaeology Ltd | Dundee City & East Dunbartonshire | No | No | No |
| East Lothian Council Archaeology Service | East Lothian & Midlothian | Yes | No | No |
| Edinburgh City Archaeology Service | Edinburgh City | No | No | No |
| Falkirk Council Museums Service | Falkirk | No | No | No |
| Fife Council Archaeology Unit | Fife | No | No | No |
| Highland Council Archaeology Unit | Highland | Yes | Yes | Yes |
| North Lanarkshire Council, | North Lanarkshire | No | No | No |

| Provider | Councils | PASTMAP mounted data | SMR on web | Searchable by area |
|---|------------------|----------------------|------------|--------------------|
| Strategic Planning | | | | |
| Orkney Archaeological Trust | Orkney | No | Yes | Yes |
| Perth and Kinross Heritage Trust | Perth & Kinross | Yes | Yes | Yes |
| Scottish Borders Countryside and Heritage | Scottish Borders | Yes | No | Yes |
| Shetland Amenity Trust | Shetland | No | No | No |

Table 5: SMR/HER Services on-line

Conservation Officers and Built Heritage Teams

Conservation Officers (often within Built Heritage Teams) provide local authorities with guidance to protect and enhance historic buildings and the built environment. They are normally based within the planning department. They report and advise on buildings and areas of special historic or architectural interest for their preservation, conservation, care and curatorship. They can guide development proposals to maintain the distinctive character of an area and can also be involved in regeneration projects that have community, economic and environmental benefits.

Some Conservation Officers work in conjunction with their local authority's Archaeology Service, maintaining a common set of records (usually termed an HER – see above); in other cases separate records are kept. The Conservation Officers are the appropriate initial point of contact for information on Listed Buildings and Conservation Areas.

Regional Journals

A number of regional journals exist which have direct relevance to the study of the historic environment. These often have extensive runs but can be difficult to source and none are web-mounted. The key journal runs are:

- Tayside and Fife Archaeological Journal and Monographs (1995 - present);
- Transactions of the Dumfries and Galloway Natural History and Antiquarian Society (1863 - present);
- Glasgow Archaeological Journal & Transactions of the Glasgow Archaeological Society (1868 - 1999); and
- Ayrshire Archaeological & Natural History Collections & Transcriptions (1878 - 1986).

There are also numerous smaller journal runs that are produced by local societies, and there are historic runs of journals from societies that are either now defunct or no longer

publish. Typically these journals can be sourced from local history sections of libraries, the National Library of Scotland, the National Museums of Scotland or the RCAHMS⁵⁶.

Local Archaeological and Antiquarian Societies

There are a number of special interest groups operating at regional and local levels. Most organise monthly meetings with visiting speakers, with some taking a more active interest in undertaking practical archaeological fieldwork, organising field surveys or even excavations of local sites.

Many have a long history, owing their origins to the activities of 19th century antiquarians. All of the journals listed above are the product of such groups (e.g. Dumfries & Galloway Natural History and Antiquarian Society, Glasgow Archaeological Society) Some of the more prominent local societies have websites, and in some cases these can be accessed via the Archaeology Scotland website.⁵⁷

Local History Sections

Local libraries often stock a range of books relating to the history and archaeology of their particular area, often in dedicated local history sections. These often include books by local authors which provide detailed information relating to the parish, village, etc. in question.

Written and compiled by individuals who possess in-depth local knowledge, they can contribute to an understanding of such aspects as the history of prominent local families, the history of local industries, and long-term changes occurring in local communities, both in terms of their built heritage and their social history. Copies of historic Ordnance Survey maps are also widely available in local studies libraries and archives.

Image Libraries

Local photographic collections are excellent sources for finding historical images of landscapes, townships, farmsteads and rural life. These can inform on the character and extent of these historic environment sites. Local studies libraries, archives and museums often have very good photographic collections, but others may still be held in private hands.

Many of the larger collections have been digitised and are available on-line through Scran (see above). Some of the local sites that have not provided material to Scran are

⁵⁶ See Annex 3 and 2 respectively for details of these.

⁵⁷ For Archaeology Scotland, see Annex 3. A web-mounted page containing links to various local societies is available at <http://www.scottisharchaeology.org.uk/?q=node/212>

web mounted such as AM BAILE (hosted by Highland Council⁵⁸) and the University of Aberdeen Photographic Archive⁵⁹.

Information gaps

The presence or absence of large scale and systematic historic environment fieldwork has a consequence on the comprehensiveness and comparability of the archaeological record for any individual piece of ground.

The historic environment record is effectively a composite of antiquarian, natural history and archaeological interest which has accumulated through time. It should not be considered complete - and fieldwork regularly adds new information and sites to the public records. Good practice should always be encouraged and desk based assessments and/ or ground survey should be considered where appropriate. Copies of such reports and surveys should also be lodged with RCAHMS and relevant Local Archaeology Service.

CASE STUDY 2: Torrs

This planting proposal went to the Public Register without any historic environment issue having been raised in screening by the Conservancy or constraint identified by Central Scotland Forest Trust.

However, the Falkirk Council archaeologist (the Local Authority Archaeology Service) responded to the entry on the Public Register with a previously unrecorded archaeological site. The Falkirk Council archaeologist had been made aware of a relict road or track running through the site. This was not included in any the available archives and hence had not been picked up by screening.

In response to the notification the proposal was amended to exclude planting from this significant historic environment site and the planting proceeded.

Constraints Mapping and Corporate GIS

Many larger landowners and consultancies choose to maintain in-house GIS systems for constraints and opportunities mapping. This provides them with a mechanism for both (i) evaluating the feasibility of individual schemes prior to contact with regulatory bodies and (ii) tracking opportunities on land they manage to ensure their goals of sustainable forestry are met.

58 See Annex 3, or access the website at <http://www.ambaile.org.uk/en/>

59 Access the website at <http://www.culture24.org.uk/sc000216>

A consistent suite of national historic environment data assists constraint mapping exercises to produce reliable outputs. Data should be regularly renewed from the data provider to ensure that archaic data is not held.⁶⁰

| Designations | Format | Data Holder |
|--|---------|---------------------------|
| World Heritage Sites | Polygon | Historic Scotland |
| Scheduled Monuments | Polygon | Historic Scotland |
| Listed Buildings | Point | Historic Scotland |
| Inventory of Gardens and Designed Landscapes | Polygon | Historic Scotland |
| Inventory of Battlefields | Polygon | Historic Scotland |
| Conservation Areas | Polygon | Historic Scotland |
| Ancient Woodlands | Polygon | Scottish Natural Heritage |
| National Scenic Areas | Polygon | Scottish Natural Heritage |

Table 4: GIS National Historic Environment Designation Datasets

Some primary historic environment sources can also be licensed for corporate systems; in particular, historic and superseded Ordnance Survey mapping can be licensed from Ordnance Survey.⁶¹

Few of the regional datasets are available for inclusion within corporate GIS systems. Some Local Authority Archaeology Services will release GIS-based datasets under licence for defined periods of time. However, historic environment information gathered by the forest and woodland manager (see below) may form the basis of long term management plans.

A comprehensive historic environment audit of any given area (particularly one enhanced by professional archaeological survey) will provide baseline information for future use. Mechanisms need to be in place to ensure that any new information, feature or designation is updated - this could take the form of a 'health check' performed by the local authority archaeological service as part of the consultation process involving any renewed Forest Plan.

CASE STUDY 3: Langholm Afforestation

Development of a new planting proposal by Buccleuch Woodlands led to close liaison with the Dumfries Conservancy and Dumfries & Galloway Archaeology Service. The ground at Langholm was known to have been subject to modern detailed survey for historic environment sites and so the range of sites present was confidently known.

⁶⁰ See <http://sedsh13.sedsh.gov.uk/HAGGIS/> & http://gateway.snh.gov.uk/pls/htmlldb_ddtdb1/f?p=101:1:3331090434279599071

⁶¹ See <http://www.ordnancesurvey.co.uk/oswebsite/products/historicalmapdata/>

However, the limits of these sites were not sufficiently understood to define site extents and hence enable effective forestry design planning.

Buccleuch Woodlands commissioned, with Terms of Reference provided by the Archaeology Service, an archaeological survey of the known sites to define their extents and confirm their significance. The survey's report detailed the extent of the known sites and presented recommendations for retention of sites based on their significance. These recommendations detailed appropriate buffers and where larger clearings may be of benefit if they were compatible with the planting proposals. All survey data and recommendations were also delivered as GIS .shp files for inclusion in the Buccleuch Woodlands corporate GIS system and the Local Authority Archaeology Service SMR.

Gathering New Information⁶²

Effective information is required in order to properly manage the historic environment, but in some circumstances the existing information resources may not be adequate. The historic environment record is effectively a composite of antiquarian and archaeological interest through time, created by both amateurs and professionals - and as such can be fragmentary and partial. It should certainly not be considered complete - and new information may be required in order to properly evaluate the impact of any proposal and determine whether any design modifications are necessary.

The appropriate archaeological response depends on the detail of the proposal, the terrain in question and the quality of the existing information base. Professional guidance can be sought from the Forestry Commission Scotland Conservancy and the Local Authority Archaeology Service⁶³. The information gathered should influence the design of forest or woodland activities to ensure that the more significant sites are protected and an appropriate record is made before the potential loss of less significant sites⁶⁴.

To protect important sites a range of issues need to be considered, such as providing a protective buffer to exclude new planting and avoid inadvertent impact. On occasion the retention of a group of sites in a larger clearing area may be appropriate. Having accurate survey information is essential during planning - and marking-out surveys may also be needed to confirm the design strategy on the ground.

62 The layout of this section enables it to be used independently in order to aid discussion of (and specification for) archaeological works, informing and guiding the forester / land manager, the FCS Conservancy, the Local Authority Archaeology Service and commercial historic environment professionals.

63 Not all Local Authority Archaeology Services offer this guidance, see Annex 2 for details.

64 The UK Forestry Standard requires that 'important heritage features are protected' and evidence that 'archaeological sites are protected and damage is avoided' (2004, 18).

Where important sites are within existing woodland, necessary management (such as felling and restocking) may need specific responses (such as clearing or thinning significant historic environment features in advance of general felling). Having detailed site location and condition information is essential to enable planning and subsequent management.

Agreeing the works

Where substantive pieces of work need to be undertaken it is most appropriate for these to be undertaken by accredited historic environment professionals. There are a number of commercial suppliers of these services⁶⁵ - and the Local Authority Archaeology Services may be able to offer assistance in some circumstances.

Archaeological works must be planned to ensure they are fit for the intended use. Prior to any works commencing a Method Statement should be agreed between the forest or woodland manager and the historic environment professional undertaking the works. This Method Statement should detail:

- the area of ground to be covered and the nature of the terrain;
- the techniques to be used including the Standards⁶⁶ to be complied with;
- timescales and resources needed for completing the study; and
- the required format and scope of reports.

Anyone commissioning work should also ensure the professional competence of their contractor, compliance with Health & Safety legislation and insurance cover. The design of any programme of historic environment works can be aided by the Local Authority Archaeology Service and the Forestry Commission Scotland Conservancy.

It is important that the final product meets both the requirements of the client (supporting existing Forest Plan templates or corporate GIS for example) *and* the requirements of regulatory and certifying authorities (evidence that "important heritage features are protected"⁶⁷).

Choosing techniques

There are several established techniques that are used to determine and identify historic environment sites. Some of these allow the remote detection of sites (such as aerial photography) while others are used to make a more detailed record of upstanding surviving structures (such as archaeological survey).

65 See Annex 4 for guidance on how to locate commercial providers.

66 FCS recognise that the IfA maintain the most appropriate Standards and Guidance for archaeological tasks, see <http://www.archaeologists.net/codes/ifa>

67 UK Forestry Standard 2004, 29.

Evaluating an area deemed to be archaeologically sensitive usually requires a combination of techniques appropriate to the type of landform and potential archaeology that may be encountered. The most commonly used techniques are:

- **Desk-based assessment** – the identification of known or potential historic environment sites through examining existing records.
- **Prospective survey** – survey undertaken to locate and define upstanding historic environment sites. Surveys can take a variety of forms: the targeted inspection and definition of known sites; the prospective survey of ground of high potential to locate previously unidentified sites; and the comprehensive inspection of all ground covered by a proposal.
- **Protective and detailed survey** - survey undertaken to support agreed design solutions such as: a final walkover survey to mark out significant archaeological remains within the proposal and fully check the area identified for planting; or a detailed measured survey to record the landscape prior to planting.

Archaeology can deploy many additional techniques, but these are rarely used by forestry. It is unusual to undertake any intrusive evaluation (such as trial trenching), geophysical survey, metal detecting or excavation in response to forestry proposals.

The results from a combination of desk-based assessment and prospective survey will significantly enhance the historic environment record for a study area, providing an excellent evidence base for land management. This enables all future planting design to be integrated with the historic environment, with significant features avoided (or retained in open areas).

Desk-based assessment

Desk-based assessment seeks to identify the known or potential historic environment through the examination of archival sources. This can include all available documentary, cartographic and photographic evidence. A desk-based assessment should always be included in any new data gathering exercise; the scale of the assessment should be related to the potential of the study area and the planned forest or woodland management. At minimum this should gather data on the presence and extent of:

- historic environment designations⁶⁸ within and immediately adjacent to the study area; and
- known historic environment sites from national and local authority records.

More normally an intermediate response should be undertaken that would also include reviewing:

⁶⁸ See HAGGIS for Historic Scotland administered designations

- historic mapping (such as superseded Ordnance Survey maps and earlier estate maps);
- modern, detailed aerial imagery;
- modern sources (such as the Historic Land-use Assessment); and
- historic gazetteer and summary sources (such as the Statistical Accounts of Scotland).

In instances where significant known sites are present - and there is an active need to understand them in depth - then additional tasks may be incorporated that would also include reviewing:

- historic aerial photographic collections⁶⁹;
- archaeological archives⁷⁰; and
- local and national library history sections.

Where subsequent survey tasks are not anticipated a site visit to enable familiarisation with the landscape is appropriate. Desk-based assessments should include a description of the methodology employed (an analytical synthesis of the information gathered); and should also consider landscape character (geology, topography and hydrology) and the influence that this may have had on the historic environment.

In summary, the desk-based assessment should define the resource in order to enable management or agree the appropriate scale of subsequent survey work.

Prospective survey

On-site prospective survey is the best method for locating upstanding historic environment features. The purpose of prospective survey is to gain information about the resource within a given area or site including its presence or absence, character, extent, state of preservation and value.

Basic walkover prospective survey results in the enhancement of the historic environment record and provides an excellent evidence base for land management and conservation. Core historic environment features and areas are identified by the archaeological survey, with future planting design avoiding (or retaining in open areas) relevant significant features.

Systematic survey involves reconnoitring the target area by a survey team in order to ensure the close visual inspection of any surviving features. On level ground this may

⁶⁹ Typically unimproved ground is used for woodland and archaeological sites should be identifiable as upstanding remains especially on coverage from the 1940s

⁷⁰ Detailed records of past excavations and surveys commonly held by the RCAHMS

take the form of walking in a regular grid pattern; while on undulating or upland ground it is more usual to navigate by a contour-driven route of a local survey area bounded by landscape features, starting at a local high point. The intensity of survey used will depend on the intended use of the data and ground conditions of the study area:

- **Targeted** – to visit and record known historic environment features identified by the desk-based assessment work;
- **Predictive** – to identify areas of high potential in the landscape for the presence and survival of historic environment sites by researching known sites, landuse and environmental factors. These high potential areas (including the known sites) are then subject to systematic survey; and
- **Comprehensive** – the full study area is subject to systematic survey.

Landuse history should influence the choice of intensity; the two main factors are whether the ground has been improved (i.e. intensively ploughed) or afforested (i.e. intensive plantation with associated ploughing, not self-seeded or hand planted woodland). Both of these uses are highly destructive to archaeological sites with any surviving features often damaged or masked⁷¹. Where a modern wholly destructive landuse is known (such as mineral extraction, landfill sites and land reclamation) then this ground should be excluded from prospective survey.

Within all intensities of survey it is necessary to select which features will be recorded. The whole landscape has been formed or altered by human use so reasoned judgement should be exercised of the necessity and value of recording relatively minor relict features (such as relict fencelines, walls, tracks and modern cairns). The priorities for recording should have been defined in the Method Statement.

The record compiled for each individual site should characterise the surviving remains through a written description, site photography and dimensioned sketch plan(s). The description should encompass both the character of the visible remains and their current condition⁷²; where sites of potential national significance are surveyed the record should be competent to inform consideration of their wider setting⁷³ and the potential impact from any management proposal.

High-precision National Grid co-ordinates for each site should be recovered, normally through the use of Differential GPS. At minimum a centre point should be recorded, though more commonly a series of points should be recorded forming a bounding shape enclosing the whole site (and creating a known site extent polygon).

71 Masking may be through burial by introduced material or through the levelling of the ground's upper surface.

72 Including general stability, areas of erosion, vegetation cover and current management issues.

73 Historic Scotland have prepared guidance on Setting within their Managing Change in the Historic Environment series.

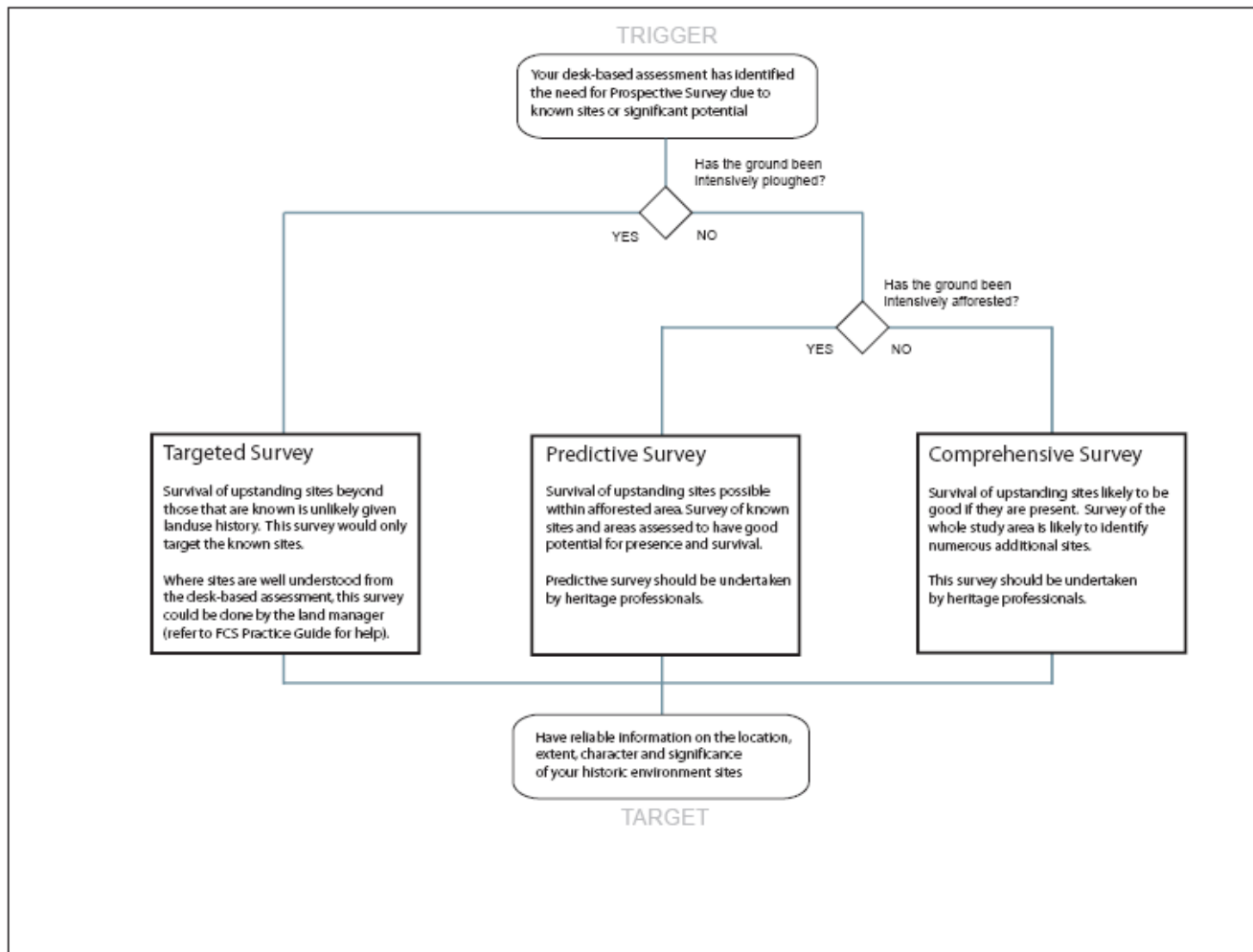


Figure 2: Flowchart describing the framework for levels of prospective survey.

This polygon should define all associated features visible on the ground (including buildings, banks and earthworks for example) or identifiable as extant from other sources (such as cropmarks visible on aerial photographs). The polygon should include areas where, by reasonable judgement, sub-surface elements related to the site may be expected to survive⁷⁴. The accurate survey of interior features is only appropriate where the Method Statement identified a management need for this information. For example, the boundaries of an area of early rig would be surveyed by Differential GPS while the orientation, interval and height of the rig would be within the description and sketch.

Care should be taken to define each site as the smallest possible set of coherent, related features. This will ensure sites can be attributed levels of significance that are relevant to the majority of the features within each site. Consideration must then be given to

⁷⁴ Protective buffers should never be included within the surveyed Site Extent; the appropriateness of buffers is a management decision based on the interplay of significance and potential impact.

aspects of group value and landscape - sites do not sit in isolation but have a range of relationships with the landscape (both physical and cultural) within which they were placed.

Some landscapes are planned rather than patterns of coincidental contemporary usage (such as designed landscapes or gardens). In these instances it is very important to discuss and interpret the differing 'sites' that make up this planned landscape. Where a relict or planned landscape extends beyond the study area, the relationship and hence significance between the sites within the study area and the balance of the landscape outwith should be explored. The historic value of existing trees and woodland (such as historic trees and planted elements of designed landscapes) should also be considered.

Protective and detailed survey

Prior to planting large or sensitive areas, a final walkover survey should be undertaken in order to mark out significant archaeological remains within the proposal and fully check the area identified for planting. This can also be accompanied by a full basic topographic survey to record the landscape prior to planting - measured plan(s) (likely at 1:5000) designed to provide a detailed record.

This approach ensures the protection of significant archaeology (by marking it out) and provides a useful detailed record (the measured plan) for future management use. It ensures protection *in situ* for significant historic environment features and a measure of preservation by record for landscape features of lesser importance. A measured plan further enhances the Historic Environment Record and can afford more flexibility in relation to the avoidance of visible field boundaries.

Reporting new information

A desk-based assessment or archaeological survey report should be clear and comprehensive. It should provide detailed information on important remains and provide a measure of preservation by record for field remains of lesser or no importance. In addition, the report should enable the forest or woodland manager to understand the general context of the historic environment within the relevant area and the details of planned management. Survey reports should form the long term historic environment foundation to a Forest Plan.

A typical report structure would contain sections on:

- Introduction & Non-Technical Summary;
- Methodology of Study;
- Background (the known sites located within the study area by the desk-based assessment and a brief introduction to the broader context);

- Survey results and discussion (highlighting significant sites by categorising sites in order of importance while including relevant plans and photography);
- Management recommendations (sensible and justifiable recommendations that are relevant to the current and proposed landuse); and
- Appendix: Site Gazetteer (tabular data on sites identified, location, character and condition where known).

By categorising sites in order of importance, the survey will contain prioritised results, with realistic mitigation strategies proposed. In some cases, particularly in regard to previous find spots, unlocated (but previously recorded) archaeology and some landscape-scale relict field systems of more recent date, the archaeological survey will provide preservation by record and allow forestry operations without associated restrictions.

The quality and standard of the report should reflect that it will often form the long-term historic environment foundation for the Forest Plan and is evidence of best-practice management for FC Woodland Officers and UKWAS auditors.

Whenever new data-gathering works are undertaken, whatever the outcome, information should be fed back into national and local authority records. As part of the reporting stage an entry should be submitted to Discovery and Excavation in Scotland⁷⁵ while the report should be submitted through OASIS⁷⁶. Where survey tasks have been undertaken, the archive from the works should be submitted to RCAHMS. Such reporting tasks will be the responsibility of the appointed accredited historic environment professionals.

Conclusion

Forests and woodlands are an essential element of the rural economy of Scotland; they also create a valuable biodiversity and leisure resource. There will always be a need to balance these potentially conflicting priorities with that of historic environment protection. This is the fundamental role and responsibility of forest and woodland managers, assisted by Forestry Commission Scotland and the historic environment community.

75 See <http://www.scottisharchaeology.org.uk/?q=node/36>

76 See <http://oasis.ac.uk/>

Acknowledgements

The authors wish to express their thanks to all the people and institutions that have assisted in the preparation of this guide. In particular we have benefited from the help and goodwill of Forestry Commission Scotland, the Royal Commission on the Ancient & Historical Monuments of Scotland, Historic Scotland and Archaeology Scotland and the Association of Local Government Archaeological Officers.

Interviews were conducted with Jane Brann, Piers Dixon, Douglas Worrell, Susan Casey, Peter McKeague, Zoe Laird and Mike Middleton who each gave generously of their time and experience. In a guide of this nature, many elements of the text derive from web-based or published sources; we have tried throughout to reference these sources and we apologise for any unintentional omissions.

Annex 1: National Bodies

Presented below are details of those curators operating at a whole Scotland level for the provision of information, advice or policy covering the historic environment. The information details include their contact details, website addresses, the character of the record or service they provide and how this can be accessed (inc. potential costs).

| | |
|-------------------|---|
| Title: | Forestry Commission Scotland |
| Address: | Silvan House, 231 Corstorphine Road, Edinburgh EH12 7AT |
| Tel: | 0131 334 0303 |
| e-mail: | fcscotland@forestry.gsi.gov.uk |
| Description: | <p>Forestry Commission Scotland offers advice on all aspects of woodland establishment and management, as well as funding the current grant systems that support the establishment of new woodland. Details of local Forestry Commission Scotland advisors can be obtained via website links.</p> <p>FCS operates through 5 regional Conservancies that carry out regulatory and grant support functions throughout Scotland. They provide advice and information on forestry and woodland areas. These Conservancies comprise: Highlands and Islands; Grampian; Central Scotland; Perth and Argyll; Southern Scotland.</p> <p>The national forest estate is managed by Forest Enterprise Scotland (FES), which is part of FCS. The estate is managed and maintained through 10 Forest Districts. Their tasks include planting, forest design, marketing timber and providing facilities and access for the public.</p> |
| Resource: | <p>Provides information relating to policy, and guidance on issues such as wildlife, as well as advice on how to develop historic sites, including gardens and designed landscapes. Documentation relating to policy and guidance can be downloaded free of charge.</p> |
| Public access: | Not Applicable |
| Charging policy: | Not Applicable |
| Service Website: | www.forestry.gov.uk/scotland |
| Resource Website: | www.forestry.gov.uk/forestry/infd-5xfls7 |
| Charging Link: | www.forestry.gov.uk/forestry/infd-67mk5w |

| | |
|---------------|---|
| Title: | Forest Research |
| Address: | Forest Research, Northern Research Station, Roslin, Midlothian EH25 9SY |
| Tel: | 0131 445 2176 |
| e-mail: | nrs@forestry.gsi.gov.uk |
| Description: | <p>A subsidiary of the Forestry Commission, Forest Research provides research services relevant to UK and international forestry interests and which informs and supports forestry's contribution to UK governmental policies. Their core roles are to provide the evidence base for UK forestry practices and to support innovation.</p> |
| Resource: | <p>Forest Research offer a broad portfolio of forestry related products and services. Some are fee-based and others are free. They also offer a wide selection of technical forestry</p> |

and environmental publications, many of which are available download free of charge. The Forest Research Photo Library has been running since the early 1950's and contains approximately 50,000 photographs covering a wide range of forestry subjects, including photographs of archaeological sites. Since 2003 a digitisation programme has been undertaken which allows many of the images to be viewed online.

Public access: The Forest Research library, based in their offices at Alice Holt Lodge, Suffolk, can be accessed by prior arrangement.

Charging policy: Forest Research levies a charge for work carried out for external clients, either as part of its core research programmes or through its additional advisory and consultancy projects. The same charging strategy is applied in both contexts, with the aim of recovering from the client full operating costs, including the costs of overheads and capital. The picture library operates on an order basis: if work is being undertaken in partnership with the Forestry Commission, images may be released free of charge, on the understanding that they will be used within any particular project and for no other purpose.

Service Website: www.forestry.gov.uk/fr/HCOU-5QJMBB

Resource Website: www.forestry.gov.uk/fr/infd-5stbpbk

Charging Link: www.forestry.gov.uk/website/forestresearch.nsf/ByUnique/INFD-5UWG34

Title: **Historic Scotland**

Address: Historic Scotland, Longmore House, Salisbury Place, Edinburgh EH9 1SH

Tel: 0131 668 8600

e-mail: hs.inspectorate@scotland.gsi.gov.uk

Description: Historic Scotland (HS) is an agency of the Scottish Government with responsibility for safeguarding and promoting the interests of the historic environment. The Agency comprises four operational directorates: Commercial; Conservation; Policy and Outreach; and Heritage Management, responsible for protecting and providing advice on the management of the most important parts of Scotland's historic environment, including listed buildings, scheduled monuments, wreck sites and gardens and designed landscapes. The Agency also gives grant-aid for the conservation and repair of historic monuments and buildings through its Finance Directorate.

The Policy and Outreach Directorate is responsible for all designations. Listing and Scheduling teams identify buildings of special architectural or historic interest, archaeological sites and monuments and wreck sites for statutory designation. The Directorate also compiles and maintains the Inventory of Gardens and Designed Landscapes and the Inventory of Battlefields.

The Heritage Management Directorate deals with all development-related casework, including listed building consent, conservation area consent and planning referrals from local authorities, scheduled monument consent applications and management agreements, environmental impact assessment (EIA), strategic environmental assessment (SEA), and the co-ordination of responses to consultations from local

authorities on their development plans. The archaeology programmes and grants advice team runs the ancient monuments and archaeology grants programmes.

Resource: As well as providing guidance on the management of Scheduled Monuments and Listed Buildings, Historic Scotland provides HE information relating to Listed Buildings (point data representing the locations of listed buildings in Scotland), Scheduled Monuments (polygon data representing the areas of scheduled sites in Scotland), Gardens and Designed Landscapes (polygon data representing the areas of sites listed in the Inventory of Gardens and Designed Landscapes), and Battlefields (polygon data representing the areas of sites listed in the Inventory of Battlefields) through its own website, and via PASTMAP and its own data website. Information on its Properties in Care (properties and sites managed by Historic Scotland on behalf of others, including Scottish Ministers), Designated Wrecks and World Heritage Sites (including buffer zones) is also available.

All information is web-mounted to facilitate easy and up-to-date access. Spatial datasets are intended for download and use within GIS. All data are updated twice a month and provided in a zipped ESRI shapefile format. All datasets are available to download as a national cover. Listed Buildings and Scheduled Monument datasets are also available for download by local authority area. The data provided is a replica of that available from PASTMAP.

Historic Scotland has recently launched the Heritage Asset Group GIS, a GIS driven website that provides access to Historic Environment designation overlain on a selectable range of modern Ordnance Survey maps, superseded historic Ordnance Survey maps (multiple scales) and high resolution vertical aerial imagery. Address Point is also a selectable layer, enabling the location of specific modern structure on historic mapping.

The Conservation Directorate within HS is responsible for the creation of a variety of publications relating to the management and care of the built heritage, including Technical Advice Notes on a variety of subjects ranging from the impact of burrowing animals and bracken on archaeology, to the care of Listed Buildings, to the treatment of human remains. They also produce a variety of smaller pamphlets.

HS also holds a substantial library, covering a variety of subjects including archaeology, architecture, history and related areas. The collection contains books, journals, multimedia and electronic resources, as well as over one million images.

Public access: Scheduling documents are available to anyone searching the Register of Sasines or the Land Register for the title to a property. These documents are also available online where they can be viewed and downloaded in Adobe's PDF. (See resource link below). Hard copies of scheduling documents will be provided free of charge to owners or occupiers of Scheduled Monuments or other interested parties on request. The Historic Scotland Library can be accessed by the general public upon request, though appointments must be made with a minimum of 24 hours notice.

Charging policy: Most requests under environmental information regulations will be free and can be dealt with in 20 working days. However, in exceptional circumstances, HS staff may take up to 40 working days to respond.

Service Website: www.historic-scotland.gov.uk/index.htm

Partner Website: www.PASTMAP.org

Resource Website: <http://data.historic-scotland.gov.uk> (to download data and browse Scheduled Monument documents)

<http://sedsh13.sedsh.gov.uk/HAGGIS> (web map of heritage assets)

Charging Link: www.historic-scotland.gov.uk/index/about/foi/other-rights-of-access.htm

Title: National Museums of Scotland

Address: Chambers Street Edinburgh, EH1 1JF

Tel: 0131 225 7534

e-mail: info@nms.ac.uk.

Description: National Museums Scotland is the country's national museum service. Their collections take in everything from Scottish and classical archaeology to decorative and applied arts; from world cultures and social history to science, technology and the natural world. They also provide advice, expertise and support to the museums' community across Scotland. Their work includes fieldwork and research and often involves collaboration at local, national and international levels. Their aim is to be a world class museums service that informs, educates and inspires.

Resource: Photographs of many items in the museum collections have now been web-mounted in association with SCRAN. The online collections database can be searched on a keyword basis, with photographs provided along with accompanying text. In addition, the NMS has developed a new website, www.scotlandsimages.com in partnership with four other national collections in Scotland. The new site offers easy access to a selection of our images, with instant downloads available and more images added daily.

The NMS also hosts the library of the Society of Antiquaries of Scotland, a comprehensive research collection which can be consulted by members of the general public. Its key specialisms include North European archaeology and world-wide decorative arts. Special collections include many pre-1800 printed books and manuscripts.

Public access: Items on display in the public galleries can be viewed during museum opening hours at their various facilities. Many more items in the museum's collections are held in their storage facilities at Granton, but these cannot currently be accessed by members of the public, though guided tours are sometimes provided. The Library is currently undergoing refurbishment, and so access will be restricted until works cease in 2010.

Charging policy: Copies of images can be ordered and arrangements made for reproducing images in publications, etc. A fee will normally be paid for this.

Service Website: www.nms.ac.uk/

Resource Website: <http://nms.scran.ac.uk/>

Charging Link: <http://nms.scran.ac.uk/help/copyright.php>

| | |
|---------------|---|
| Title: | Scottish Natural Heritage |
| Address: | Great Glen House, Leachkin Road, Inverness IV3 8NW |
| Tel: | 01463 725000 |
| e-mail: | enquiries@snh.gov.uk |
| Description: | <p>The role of Scottish Natural Heritage (SNH) is to look after the natural heritage, help people to enjoy and value it, and encourage people to use it sustainably. Established in 1992, SNH is a Government body responsible to Scottish Government Ministers and through them to the Scottish Parliament. Much of their work is done in partnership with others – local authorities, Government bodies, businesses, community groups, farmers and other land managers, and a wide range of representative bodies.</p> <p>Working nationally and locally, they develop policy, provide grants, carry out research, provide advice and information, handle a wide range of casework, look after designated sites, produce publications, provide licences and support interpretation. They also help to implement a number of national strategies, such as the Scottish Biodiversity Strategy which seeks to reverse biodiversity loss in Scotland.</p> |
| Resource: | <p>SNH has collected data and information on many aspects of Scotland's environment - on species, habitats, special sites (Sites of Special Scientific Interest, National Nature Reserves, Special Protection Areas etc.), landscapes, wild land, access, recreation, geology and landforms. Easy access to this information, both in terms of viewing and downloading, is available via the Scottish Natural Heritage Information Service.</p> <p>The most relevant information which can be accessed via SNHi in a woodland management context is contained in the Site Link and Natural Spaces sections. SiteLink allows users to find out about sites designated for their natural heritage value across Scotland. Its purpose is to provide easy access to data and information about sites of national and international importance across Scotland. Users can view the extent of designated site boundaries, find out the important features of sites and download supporting documents. SiteLink also supports the new Scotland Rural Development Programme and provides valuable information for those who may wish to apply for Rural Development Contracts. Natural Spaces offers downloads of Scottish Natural Heritage data as ESRI Shapefiles or the OGC standard formats GML and KML. Google Earth KML files can be viewed with Google Earth, a free download from Google. National Google Earth datasets have been simplified to ease loading, if a more detailed view is required then the relevant local authority extract should be selected. To use this data professionally, Shapefile or Geographic Markup Language datasets for use in GIS can be downloaded.</p> <p>Digital versions of the Inventories of Ancient Woodland have been produced by SNH and are available to SNH staff via the local GIS facility. The information held in the Inventories is currently under revision. Any organisations or individuals who are interested in obtaining a digital copy should contact the appropriate dataset manager. Paper-based versions will be printed once version 2 of the inventories has been produced. Copyright of inventory data is held by Scottish Natural Heritage and normal restrictions apply.</p> |

Public access: Not applicable

Charging policy: Information that relates to the environment is available under the Environmental Information (Scotland) Regulations 2004. Most is available free of charge. If users require many copies of documents or copies of documents that are no longer available on the SNH website there may be a charge for the cost of retrieval, photocopying, postage etc. SNH will indicate their intent to charge at the time of the request, with any charges payable in advance.

Service Website: www.snh.org.uk/

Resource Website: www.snh.org.uk/snh/

Charging Link: www.snh.org.uk/pdfs/about/freedomofinformation.pdf

Title: **The Royal Commission on the Ancient and Historical Monuments of Scotland**

Address: John Sinclair House, 16 Bernard Terrace, Edinburgh EH8 9NX

Tel: 0131 662 1456

Fax: 0131 662 1477

e-mail: info@rcahms.gov.uk

Description: The Royal Commission on the Ancient and Historical Monuments of Scotland (RCAHMS) is responsible for recording, interpreting and collecting information about the built environment. This information, which relates to buildings, sites, and ancient monuments of archaeological, architectural and historical interest (including maritime sites and underwater constructions), is then made freely available to the public. Established by Royal Warrant of 1908, revised in 1992, they are an executive non-departmental government body.

Resource: RCAHMS has developed various resources, many of which are web-mounted, which provide information relating to the historic environment. The material which populates these is drawn from the RCAHMS Collections, a series of public archives and databases which form a record of the archaeological and historical environment. It includes material relating to archaeological sites, monuments and landscapes; buildings, industrial sites and structures of all periods; building interiors including architectural details, decoration and fittings; gardens and designed landscapes; industrial sites, machinery and industrial landscapes; and underwater constructions and wrecks. This material includes photographic material, aerial photographs (The National Collection of Aerial Photography), topographical drawings and engravings, survey material including measured drawings and excavation records, student drawings, design material including sketches, perspectives and albums, archives including those from architects' offices and archaeological excavations, books and other published material, including sale brochures, trade catalogues and reports, portraits, manuscripts, annotated maps, microfilm, digital data, including electronic texts, databases, geophysics data, topographic and building survey, visualisation and geographical information systems (GIS), audio and video recordings; and material relating to the design process, including maquettes, models, drawing instruments and archaeological tools.

Canmore is the name of the main RCAHMS database. It contains details of c.300,000 archaeological sites, monuments, buildings and maritime sites in Scotland, together with an index to the drawings, manuscripts and photographs held in the RCAHMS Collections. Images of over 80,000 of the photographs or drawings in the collection are also available in Canmore. Search is by database query. The Conditions of Use make it clear that Canmore is for personal research and that it is not suitable for assembling information for Environmental Impact Assessments or agri-environmental schemes without professional guidance.

PASTMAP is a separate website, produced jointly by Historic Scotland and RCAHMS, which brings together five main datasets: Canmore, Scheduled Monuments, Listed Buildings, Gardens and Designed Landscapes and SMR/HERS (where data has been provided, see LAAS entries). PASTMAP displays the location of: listed buildings; the boundaries of Scheduled Monuments; the boundaries of gardens and designed landscapes; point locations are provided for every site, building, maritime feature or find recorded in Canmore.

HLA Map - Historic Land-use Assessment is an analysis of past and present land-use which has been web-mounted. Each area with similar origins has been given one of 55 Historic Land-use Types, which also allocates it a Category group, or a Period of origin. Wherever past land-use has been detected it was recorded as a Relict Category, Period and Type. To date just over 71% of Scotland has been analysed, it is expected that all Scotland will be covered by 2014. The Disclaimers note that archaeological advice must be sought from the Local Authority Archaeology Service when using the data for Environmental Impact Assessments or agri-environmental schemes.

Scotlands Places – An information portal drawing together the archive resources held by the RCAHMS, elements of the National Archives of Scotland (NAS) collections and the National Library of Scotland (NLS). These resources are organised by pre-1975 counties and also by parish.

AirPhotoFinder - AirPhotoFinder is an application hosted by RCAHMS to help users locate and order vertical Aerial Photography in Scotland. It contains details of flight plots which illustrate where there will be vertical aerial photographic coverage. This is being supplanted by a newer portal to the collection that enables flight plots to be viewed through Google earth with scanned copies of aerial photographs available for review. The system is not yet comprehensive and it is always recommended that users contact info@rcahms.gov.uk to check whether additional aerial photographs are available.

Public access: The public search room is open to the public from Tuesday to Friday 9:30am to 5pm, except Thursday when 6pm. Users can consult RCAHMS' collection of photographs, drawings, reference books and maps. Two members of staff are on duty to help with any questions. Appointments are always required for consulting the National Collection of Aerial Photography.

Charging policy: The supply of information from Canmore in digital format or GIS information must be made in writing, but new ordering processes are being developed with images being

the first material class to be orderable over the web. The fee rates charged are highly mobile and review of the current charging policy is recommended. Enquiries may incur a charge for search time (£1 per minute) but customers will be notified in advance of the likely cost.

Service Website: www.rcahms.gov.uk/

Resource Website: www.rcahms.gov.uk/search.html

Partner Website: www.PASTMAP.org

Charging Link: <http://www.rcahms.gov.uk/order-images-and-data.html>

Annex 2: Local Authority Archaeology Services

Presented below are details of the Local Authority Archaeology Services for each authority (inc National Parks) across Scotland. Such services typically have two core aspects to their remit: the maintenance of the Sites & Monuments Record (SMR) or Historic Environment Record (HER) and the provision of guidance and advice. The scale of the guidance and advice provided, and any associated fees, depend on locally set priorities which will change with time.

A number of the Local Authority Archaeology Services cover more than one authority, the list is ordered alphabetically based on the first area covered by an individual service provider (not the host authority or organisation). The information details include their contact details, website addresses, the character of the record they hold, whether they provide advice to woodland and forest managers and how this can be accessed (inc. potential costs).

Council Areas: **Aberdeen City**

National Park Areas:

| | |
|--------------------|--|
| Contact Name: | Judith Stones |
| Title: | Keeper of Archaeology |
| Address: | Archaeological Unit, White Space, 60 Frederick Street, Aberdeen AB24 5HY |
| Tel: | 01224 523658 |
| Fax: | 01224 523666 |
| e-mail: | judiths@aberdeencity.gov.uk |
| Description: | Aberdeen City Council Archaeological Unit contributes to the care of the City's archaeological heritage in a variety of ways, both in the field and in a museum context . The Unit also maintains the SMR for Aberdeen City. The Unit does provide information for forestry and other agri-environment purposes. |
| SMR/HER character: | The SMR as maintained by the Archaeological Unit is GIS based and contains records on over 3500 known archaeological sites. Records are progressively going on-line. On-line SMR search is against mounted database with links to Google Maps to display individual site location and associated images. On-line system cannot be queried from a map display although grid reference based searches supported. On-line <i>Conditions of Use</i> explicitly exclude use to inform agri-environment purposes and directs enquiries to the Archaeological Unit. |
| Export formats: | shp; pdf; hard copy |
| PASTMAP: | SMR data is not mounted on PASTMAP. |
| Public access: | Public access to the SMR is not usually possible. |
| Charging policy: | A charge is normally made for provision of data and advice for commercial purposes. The current rate in 2009 is £25 per hour. |
| Service Website: | www.aberdeencity.gov.uk/localhistory/nc_loc/loc_archaeological_unit.asp |
| SMR/HER Website: | www.aberdeencity.gov.uk/App/SMR/xsm_Introduction.asp |

Charging Weblink: None

Council Areas: **Aberdeenshire, Angus & Moray**

National Park Areas: **Cairngorms National Park**

Contact Name: Bruce Mann

Title: Archaeologist

Address: Archaeology Service, Planning & Environmental Services, Aberdeenshire Council,
Woodhill House, Westburn Road, Aberdeen AB16 5GB

Tel: 01224 664726

Fax: 01224 664779

e-mail: bruce.mann@aberdeenshire.gov.uk

Description: The Archaeology Service examines all forestry applications within the council areas, and undertakes a search of all known sites within the scheme's boundary/management area. This includes reference to historic maps and vertical aerial photographs, and may also include a site visit if required/ requested.

SMR/HER character: The main facility is the SMR database, which comprises over 30,000 sites of archaeological and historical interest. The SMR is GIS based and includes a good set of Aerial Photographs and superseded Ordnance Survey map editions. Each separate council area has a summary SMR mounted on the web. On-line SMR search is against mounted database with links to council GIS display for individual site location (point data). A note on the website indicates that the on-line databases are not suitable as an information base for SRDP and Forestry applications. SMR in process of up-grading October 2009.

Export formats: shp; pdf; hard copy

PASTMAP: SMR data is mounted on PASTMAP. All sites are entered as points with a substantial number entered as polygons.

Public access: No public search facility available but appointments can be made for specific searches.

Charging policy: This Service has started a charging policy of £50 (+VAT) per hour for Forest Plan checks and for Utilities and other Commercial purposes (2009-10) to cover staff time. No charge is made for a site visit or scoping meeting.

Service Website: www.aberdeenshire.gov.uk/archaeology/

SMR/HER Website: www.aberdeenshire.gov.uk/archaeology/smr/index.asp

Charging Weblink: None

Council Areas: Argyll & Bute, East Ayrshire, East Renfrewshire, Glasgow City, Inverclyde, North Ayrshire, Renfrewshire, South Ayrshire, South Lanarkshire, West Dunbartonshire and West Lothian

National Park Areas: Loch Lomond & the Trossachs National Park

Contact Name: Dr Carol Swanson

Title: Service Manager

Address: West of Scotland Archaeology Service, Charing Cross Complex, 20 India Street, Glasgow G2 4PF

Tel: 0141 287 8333

Fax: 0141 287 9529

e-mail: enquiries@wosas.glasgow.gov.uk

Description: West of Scotland Archaeology Service employs four archaeologists to provide advice to its Member Councils and to the National Park Authority predominantly on planning matters under the terms of a Service Level Agreement. The Agreement requires the Service to charge in respect of all non-planning enquiries, including advice for agri-environment and forestry schemes. Site visits sometimes possible but at a charge.

Export formats: shp; database; pdf; hard copy

SMR/HER character: The SMR is GIS based and is searchable online free of charge. The SMR data is web-mounted on a GIS system within the South Ayrshire Council website (accessible from the Service website) while the underlying database can also be searched separately at the Service website. This is a comprehensive copy of the SMR and not a subset, on the GIS supported version it includes point and polygon data. No bulk download facility on the sites, but a digital extract can be obtained from the Service at a charge. However these extracts are time limited and are not suitable for integration to other GIS systems without a facility for regular update.

PASTMAP: The SMR data is mounted on the PASTMAP website. All sites are entered as points with some entered as polygons, the latter including both events and monuments. The PASTMAP data is not as up to date as the Service's own SMR search data.

Public access: Public access to the SMR is not usually possible.

Charging policy: A charge is normally made for the provision of data and advice requested for commercial purposes. The current charge rate is £70 + VAT per hour.

Service Website: www.wosas.net

SMR/HER Website: www.wosas.net/search.php

Charging Weblink:

http://www.wosas.net/web_pdfs/Access%20to%20Information%20and%20Charging%20Policy%202009.pdf

Council Areas: Clackmannan & Stirling

National Park Areas:

Contact Name: n/a

Title: n/a

Address: Environmental Services, Stirling Council, Viewforth, Stirling FK8 2ET

Tel: 01786 442752
Fax: 01786 443003
e-mail: archaeology@stirling.gov.uk
Description: Officers within Environmental Services advise Stirling and Clackmannanshire Councils on the conservation and management of the archaeological resource.
SMR/HER character: The SMR is GIS based and holds information on sites of archaeological or historical interest in the Stirling and Clackmannanshire Council areas. It currently contains details of around 6,300 known archaeological sites and some 780 recorded findspots. A summary SMR is available online which can be searched by a database query or through a GIS interface (coarse base map 1:50k). Some sites are polygonised, most remain point data. Not all data is held online and further detailed information can be obtained by contacting the Archaeology Service. A notice on the website indicates that it is not suitable for forestry purposes without further archaeological advice from Stirling Council's Archaeology Officer.
Export formats: shp; database; pdf; hard copy
PASTMAP: The SMR data is not mounted on the PASTMAP website; uploading of data is currently underway.
Public access: Public consultation of the SMR is possible by prior arrangement.
Charging policy: A charge may be made for the provision of data requested for commercial purposes eg to developers, land managers and/or their agents. The current charge rate is £50 + VAT per hour.
Service Website: www.stirling.gov.uk/index/services_homepage/planning/archaeology.htm
SMR/HER Website: www.stirling.gov.uk/index/services/planning/archaeology/sitesmonuments.htm
Charging Weblink: www.stirling.gov.uk/index/accessinformation/environ/environ_request.htm

Council Areas: Comhairle nan Eilean (Western Isles)**National Park Areas:**

Contact Name: Deborah Anderson
Title: Western Isles Archaeologist
Address: Western Isles Archaeology Service, Museum nan Eilean, Frances Street, Stornoway, Isle of Lewis HS1 2NF
Tel: 01851 709266
e-mail: deborah.anderson@cne-siar.gov.uk
Description: The Western Isles Archaeology Service maintains the SMR, and provides archaeological advice and information. Site visits are sometimes possible.
SMR/HER character: The SMR is GIS based running on Access database linked to MapInfo. A web-mounted version is available which can be searched by a database query or through a Google Maps interface (coarse base map 1:50k). Some sites are polygonised, most remain point data. The *Terms and Conditions* state that the web mounted records are for personal use only and not suitable for agricultural or forestry applications. If you wish to use the SMR information to compile resources for

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| Export formats: | commercial use, permission must be obtained in writing from the Western Isles Archaeologist. database; pdf; hard copy |
| PASTMAP: | The SMR data is not mounted on the PASTMAP website; uploading of data is currently underway. |
| Public access: | Public access is by appointment. |
| Charging policy: | A charge may be made for the provision of advice, but specific details of the pricing structure are not provided. <i>Terms & Conditions</i> for the online SMR state that a copyright reproduction fee may be charged for commercial use of data. Further consultations may be charged a search fee. Charging policy about to be agreed – in place by end of April 2009. |
| Service Website: | www.cne-siar.gov.uk/archaeology/ |
| SMR/HER Website: | www.cne-siar.gov.uk/smr/ |
| Charging Weblink: | http://www.cne-siar.gov.uk/servicepage.asp?snlid=3192&cnespage=/servicepage.asp&servicename=Environmental%20information%20regulations |

Council Areas: Dumfries & Galloway**National Park Areas:**

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| Contact Name: | Jane Brann |
| Title: | Archaeology Officer |
| Address: | Environmental Planning Dumfries & Galloway Council, Newall Terrace Dumfries DG1 1LW |
| Tel: | 01387 260154 |
| Fax: | 01387 260149 |
| e-mail: | jane.brann@dumgal.gov.uk |
| Description: | Dumfries & Galloway Council Archaeology Service maintains the SMR and provides information and advice to inform the long term management and conservation of the region's heritage. Prospective developers and land managers are encouraged to contact the Service at an early stage to discuss their proposals. For government funded land management schemes, including forestry, the Service can supply archaeology audits and advice to applicants to assist them to meet requirements. |
| SMR/HER character: | The SMR is GIS based using MapInfo, linked to an Access database and details some 20,000 sites; it also includes some aerial photographs and earlier OS map information. Requests for data extracts from the SMR can be made. The SMR is not web mounted in any form. |
| Export formats: | shp; database; pdf; hard copy |
| PASTMAP: | The SMR data is not mounted on the PASTMAP website. |
| Public access: | Public consultation of the SMR is possible by prior arrangement. |
| Charging policy: | Council policy is to charge for the time taken to service commercial enquiries. The current minimum charge is £50. |
| Service Website: | www.dumgal.gov.uk/index.aspx?articleid=2310 |

SMR/HER Website: None
Charging Weblink: www.dumgal.gov.uk/index.aspx?articleid=2309

Council Areas: Dundee City & East Dunbartonshire

National Park Areas:

Contact Name: Thomas Rees
Title: Consultant Archaeologist
Address: Rathmell Archaeology Ltd, Unit 8 Ashgrove Workshops, Kilwinning, Ayrshire KA13 6PU
Tel: 01294 542848
Fax: 01294 542849
e-mail: archaeology.dundee@rathmell-arch.co.uk
archaeology.eastdunbartonshire@rathmell-arch.co.uk
archaeology.northlan@rathmell-arch.co.uk

Description: Dundee City Council and East Dunbartonshire Council have appointed Rathmell Archaeology Ltd to provide an Archaeology Service to their planning authorities. This includes the maintenance of their respective HER and SMR but not the provision of advice to agri-environment and forestry schemes.

SMR/HER character: Separate SMRs are maintained for each Council, each is GIS based; they also include aerial photographs and earlier OS map information. The SMRs are not web mounted in any form.

Export formats: shp; database; pdf; hard copy

PASTMAP: The data from the two SMRs are not mounted on the PASTMAP website.

Public access: Public access to the SMR is not possible.

Charging policy: A charge will be made to developers, land managers and/or their agents to meet the cost in staff time for the extraction of data. If you wish to make a commercial enquiry on a specific site or area you should contact the Archaeology Service to discuss the matter.

Service Website: www.rathmell-arch.co.uk/CouncilServices.htm

SMR/HER Website: None

Charging Weblink: www.rathmell-arch.co.uk/CouncilEnquiries.htm

Council Areas: East Lothian & Midlothian

National Park Areas:

Contact Name: Bridget Simpson
Title: Heritage Officer
Address: Archaeology Services, John Muir House, Haddington, East Lothian EH41 3HA
Tel: 01620 827254
Fax: 01620 827038
e-mail: bsimpson1@eastlothian.gov.uk

Description: The Archaeology Service is maintained within East Lothian Council. The archaeology service is able to supply information and management advice and carry out site

visits for both forestry & agri-environment schemes. The Service also provides professional advice to landowners, public utilities, private developers, other land managers and the wider public. Professional advice and the most current information should be sought directly from the Archaeology Service before planning or undertaking work for development and land management purposes. Site visits may be possible for forestry.

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| SMR/HER character: | The HER covers both East Lothian and Midlothian; it is GIS-based with currently approximately 10,000 records. The HER is not web mounted and consultees are advised to contact the Service. Both point and polygonised GIS data is available |
| Export format: | shp; database; pdf; hard copy |
| PASTMAP: | The HER data is not mounted on the PASTMAP website. Point data, with a re-direct to the East Lothian Archaeology homepage will soon be uploaded to PASTMAP. |
| Public access: | Public access to the SMR is not possible. |
| Charging policy: | A charge may be made for the provision of data requested for commercial purposes eg to developers, land managers and/or their agents. The current charge rate is £50 + VAT per hour. The Archaeology Service Charging Policy is available in the downloads section of their website. It should be noted that this Charging Policy is due to be revised in the near future. |
| Service Website: | www.eastlothian.gov.uk/archaeology |
| SMR/HER Website: | None |
| Charging Weblink: | http://www.eastlothian.gov.uk/site/scripts/downloads.php?categoryID=844 |

Council Areas: **City of Edinburgh**

National Park Areas:

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| Contact Name: | John Lawson |
| Title: | Curator of Archaeology |
| Address: | Archaeology Service, 142 Canongate, Edinburgh EH8 8DD |
| Tel: | 0131 558 1040 |
| Fax: | 0131 558 1090 |
| e-mail: | john.lawson@edinburgh.gov.uk |
| Description: | The primary responsibility of CECAS is to provide Archaeological & Historic Built Environment conservation and planning advise and project management service to The City of Edinburgh Council. CECAS also provides a Museum Curatorial Service to the Council and provides professional advice to landowners, public utilities, private developers, foresters, other land managers and the wider public. Professional advice and the most current information should be sought directly from CECAS before planning or undertaking work for development and land management purposes. Site visits can be possible for forestry schemes, and agricultural grant applications |
| SMR/HER character: | The SMR is GIS based running on Access database linked to ArcGIS and also contains an extensive paper archive relating to archaeological excavations and sites |

and monuments within the Edinburgh Area. The SMR also holds RAF vertical Aerial Photographic coverage of the Lothians dating to the 1940 & 50's.

Export format: pdf, hardcopy

PASTMAP: The SMR data is not mounted on the PASTMAP website.

Public access: Public access to the SMR.maybe possible by prior arrangement

Charging policy: Enquirers seeking archaeological information, advice and assistance from the Archaeology Service will be charged for staff time, and any other expenses. Fee rates (2008/2009); £60 plus VAT for the first hour, reducing to £40 plus VAT for every subsequent hour, with a minimum charge of £60 plus VAT per enquiry.

Service Website: http://www.edinburgh.gov.uk/a_to_z/service/940695/archaeology_service

SMR/HER Website: None

Charging Weblink: http://www.edinburgh.gov.uk/info/707/freedom_of_information

Council Areas: **Falkirk**

National Park Areas:

Contact Name: Geoff Bailey

Title: Keeper of Archaeology & Local History

Address: Falkirk Council, Callendar House, Callendar Park, Falkirk FK1 1YR

Tel: 01324 503783

Fax: 01324 503771

e-mail: geoff.bailey@falkirk.gov.uk

Description: Geoff Bailey is employed by the Museum's Service of Falkirk Council and maintains an SMR for the Council area. Site visits may be possible.

SMR/HER character: The SMR is GIS based. The SMR database is accessible within Falkirk Museum sites, e.g. the Callendar House Library

Export formats: database; pdf; hard copy

PASTMAP: The SMR data is not mounted on the PASTMAP website.

Public access: Public access to the SMR database is readily available is through Falkirk Museum and appointments may be made with the archaeologist to view the mapping component.

Charging policy: No explicit Service policy on charging is available. Falkirk Council identifies that as with FOI, a fee may be charged for EIR requests, and there is a duty to advise and assist applicants.

Service Website: www.falkirk.gov.uk/services/community/cultural_services/museums/archaeology.aspx

SMR/HER Website: None

Charging Weblink: http://www.falkirk.gov.uk/services/chief_executive/governance/customer_and_development_services/freedom_of_information/environmental_information.aspx

Council Areas: Fife**National Park Areas:**

Contact Name: Douglas Speirs
Title: Fife Archaeologist
Address: Fife Council, Town House, 2 Wemyssfield, Kirkcaldy, KY1 1XW
Tel: 08451 555555 + Ext 473748
Fax: 01592 583638
e-mail: douglas.speirs@fife.gov.uk
Description: Douglas Speirs runs Fife Council's Archaeology Unit. The Archaeological Unit offers advice and audits to applicants into the Rural Stewardship Scheme and Woodlands Grant Scheme. There are charges for audits as per any commercial consultation of the FSMR.

SMR/HER character: The SMR details some 10,000 sites, has GIS capability and includes earlier OS and aerial photograph cover as additional layers on this system. The SMR is not web mounted. Copies of maps, detailed lists of sites and background information can be made available to any enquirer. A charge is made for these services when the information is for commercial purpose.

Export formats: shp; database; pdf; hard copy
PASTMAP: The SMR data is not mounted on the PASTMAP website.
Public access: Public consultation of the SMR is possible by prior arrangement.
Charging policy: Unit website makes clear that a charge is made for services when the information is for commercial purposes.

Service Website:
<http://www.fife.gov.uk/atoz/index.cfm?fuseaction=service.display&objectid=99FD88CB-5BB8-46E0-BBD01451F1DF4AD4>

SMR/HER Website: None
Charging Weblink:
<http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=service.display&pageid=31112DA0-F058-C848-3E5269ABA8F06E00&subjectid=7FFBDAF4-BB99-4341-AD5F6CBA1EED6C94&objectid=3104A2AD-B14E-0D0D-DCCAE65E7056F294>

Council Areas: Highland**National Park Areas:**

Contact Name: George Hamilton
Title: Countryside, Heritage and Natural Resources Manager
Address: Highland Council Archaeology Unit, Planning and Development Service, Highland Council HQ, Glenurquhart Road, Inverness IV3 5NX
Tel: 01463 702250
Fax: 01463 711455
e-mail: archaeology@highland.gov.uk
Description: Kirsty Cameron and Andrew Puls are the Archaeologists and Sylvina Tilbury is the HER Officer. Site visits are only occasionally possible. The Highland Council

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| | <p>Archaeology Unit compiles and maintains the Highland Sites and Monuments Record (SMR) containing information on all recorded cultural heritage sites in the highland area. They can provide information and advice upon request for inclusion in Environmental Assessments, forestry schemes, and agricultural grant applications.</p> |
| SMR/HER character: | <p>The HER is GIS based and is available online via the Highland Council website or by direct consultation. It contains information about tens of thousands of historic buildings and archaeological sites across the Highland area. The Service can supply digital information, photocopies and GIS information as required. The complete HER, including linked documents and images is available online and is fully searchable via either an interactive map (fine base map, 1:10k) or a database query. There is also a range of other resources available and opportunities for users to contribute and submit feedback. The <i>Term & Conditions</i> welcome the use of the information for agri-environment schemes, but advises the information should not be used in isolation and specialist advice from the Archaeology Unit should be sought.</p> |
| Export formats: | <p>shp; database; pdf; hard copy</p> |
| PASTMAP: | <p>HER data is mounted on PASTMAP. All sites are entered as point and polygon.</p> |
| Public access: | <p>Public consultation of the SMR is possible by prior arrangement.</p> |
| Charging policy: | <p>A charge may be made for advice required regarding the management of sites. The discretionary charge is for staff time, and any other incurred expenses, for the provision of curatorial advice. For enquiries requiring more than 15 minutes work, £50.00 is charged per hour of staff time (min £50.00 charge) plus any other related costs such as travel and subsistence.</p> |
| Service Website: | <p>http://www.highland.gov.uk/yourenvironment/conservation/archaeology</p> |
| SMR/HER Website: | <p>http://her.highland.gov.uk/</p> |
| Charging Weblink: | <p>www.highland.gov.uk/yourenvironment/conservation/archaeology/commercialchargingpolicy.htm</p> |
| Council Areas: | North Lanarkshire |
| National Park Areas: | |
| Contact Name: | <p>Patricia Beaton</p> |
| Title: | <p>Planning Assistant</p> |
| Address: | <p>Built Heritage and Design Team, Environmental Services, North Lanarkshire Council Fleming House, 2 Tryst Road, Cumbernauld, G67 1JW</p> |
| Tel: | <p>01236 618127</p> |
| Fax: | |
| e-mail: | <p>beatonp@northlan.gov.uk</p> |
| Description: | <p>The Built Heritage and Design Team maintain and develop the council's HER. North Lanarkshire Council have appointed Rathmell Archaeology Ltd to provide an Archaeology Service to their planning authority.</p> |
| SMR/HER character: | <p>The HER is being rapidly developed within the Council as a GIS based resource detailing the known information about sites of archaeological, architectural and</p> |

historical value within North Lanarkshire. The Service can supply digital information, photocopies and GIS information as required. This includes aerial photographs, historic images and earlier OS map information. The HER is not web mounted in any form.

Export formats: shp; database; pdf; hard copy
PASTMAP: The data from the HER is not mounted on the PASTMAP website.
Public access: Public access to the SMR is not possible.
Charging policy: No explicit Service policy on charging is available.
Service Website: <http://www.northlanarkshire.gov.uk/index.aspx?articleid=11928>
SMR/HER Website: None
Charging Weblink: <http://www.northlanarkshire.gov.uk/index.aspx?articleid=12655>

Council Areas: Orkney

National Park Areas:

Contact Name: Julie Gibson
Title: Orkney Archaeologist
Address: c/o Orkney College UHI, Weyland, Kirkwall KW15 1LX
Tel: 01856 569341
Fax: 01856 569001
e-mail: Julie.Gibson@orkney.uhi.ac.uk
Description: The regional archaeologist for Orkney is based in the Archaeology Department at Orkney College UHI and provides archaeological advice to the Orkney Islands Council planning department, including maintenance of the Sites and Monuments Record. Site visits usually possible.

SMR/HER character: The Orkney SMR contains details of over 3,000 archaeological sites in the islands of Orkney. It is a live database continuously being extended and updated by staff. The database from the SMR is web mounted searchable via database query or by basemap (coarse - whole Orkney). Download facility within on-line SMR, no restrictions on use applied.

Export formats: database; pdf; hard copy
PASTMAP: The SMR data is not mounted on the PASTMAP website.
Public access: Public consultation of the SMR is possible by prior arrangement.
Charging policy: No information given.
Service Website: www.oat.org.uk/main.html
SMR/HER Website: <http://www.library.uhi.ac.uk/smr/orksmr.php>
Charging Weblink: None

Council Areas: Perth & Kinross

National Park Areas: Loch Lomond & the Trossachs National Park

Contact Name:
Title: Heritage Officer
Address: Perth and Kinross Heritage Trust, The Lodge, 4 York Place, Perth PH2 8EP

Tel: 01738 477080
Fax: 01738 477084
e-mail: PKHT@pkc.gov.uk
Description: The Trust provides an archaeological advice service to Perth and Kinross Council and the Loch Lomond & the Trossachs National Park. Advice, information and site visits, including advice for vernacular building repairs, are available for SRDP Rural Development Contract – Rural Priorities applicants. All other agri-environment enquiries are carried out on a commercial basis.

SMR/HER character: A GIS-based Historic Environment Record, holding records of over 16,000 archaeological sites, historic buildings and findspots is maintained by the Trust. A summary version of the HER is web mounted and searchable. GIS mapping is provided for each individual record, linking to Streetmap.co.uk (moderate OS base map at 1:25k). Links are also provided to historic mapping (old-maps.co.uk) and PASTMAP.

Export format: shp; database; pdf
PASTMAP: The SMR data is mounted on the PASTMAP website with the majority of archaeological sites mapped as polygons.

Public access: Public consultation of the HER is possible via email, letter and telephone enquiry. Public consultation in person is not possible without prior appointment.

Charging policy: Requests for information and advice as part of SRDP Rural Development Contract – Rural Priorities applications are provided free of charge to the limit of the annual budget provided by Historic Scotland and as such the provision of advice will depend on resource availability. Commercial enquiries for archaeological information and advice will be charged for staff time, and any other expenses. Fee rates are currently £50 exc VAT per hour or part of hour. For site visits mileage at Trust rates will be charged in addition to the charge for staff time

Service Website: www.pkht.org.uk
SMR/HER Website: <http://www.pkht.org.uk/Record-Search/>
Charging Weblink http://www.pkht.org.uk/Resources/PKHER%20Access%20Charging%20Policy_16_06_2010_15_51_25.pdf

Council Areas: **Scottish Borders**

National Park Areas:

Contact Name: Dr Christopher Bowles
Title: Archaeology Officer
Address: Countryside and Heritage, Planning and Economic Development, Scottish Borders Council, Newtown St Boswells, Melrose TD6 0SA
Tel: 01835 826622
Fax: 01835 825158
e-mail: archaeology@scotborders.gov.uk

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| Description: | Dr Christopher Bowles, the archaeologist for Scottish Borders, is part of the Countryside and Heritage Team. The archaeologist is able to provide Planning and Development advice as well as information and management advice for Agri-Environment and Forestry enquiries. Some site visits may be possible. |
| SMR/HER character: | The HER, which is GIS-based, holds information on more than 14,000 sites. It also contains maps and aerial photographs. Many of the records are stored on computer, but these are backed up by a reference collection of manuscripts, photographs, drawings and maps. The HER is not independently web-mounted at present. |
| Export formats: | shp; database; pdf; hard copy |
| PASTMAP: | The HER data is mounted on the PASTMAP website. All sites are entered as points with some entered as polygons. These polygons are frequently precautionary buffers rather than defined site extents. |
| Public access: | There is currently no direct public access to the HER accept for limited information available through PASTMAP. |
| Charging policy: | If the request is for environmental information a reasonable charge may be applied to supply it. The amount is not specified. |
| Service Website: | www.scotborders.gov.uk/life/environment/archaeology/3564543.html |
| SMR/HER Website: | None |
| Charging Weblink | www.scotborders.gov.uk/council/yourcouncil/freedom/index.html |

Council Areas: Shetland**National Park Areas:**

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| Contact Name: | Val Turner |
| Title: | Shetland Archaeologist |
| Address: | Shetland Amenity Trust, Garthspool, Lerwick, Shetland ZE1 ONY |
| Tel: | 01595 694688 |
| Fax: | 01595 693956 |
| e-mail: | val@shetlandamenity.org |
| Description: | Shetland Amenity Trust employs two archaeologists on development/land management work, Val Turner and Chris Dyer (Assistant Archaeologist). They provide input and advice to forestry schemes. Site visits are usually possible for both forestry and agri-environment schemes. |
| SMR/HER character: | The Trust maintains the Shetland SMR with a GIS base. |
| Export formats: | database; pdf; hard copy |
| PASTMAP: | The SMR data is not mounted on the PASTMAP website. |
| Public access: | Public access to the SMR is restricted. |
| Charging policy: | No explicit Service policy on charging. |
| Service Website: | http://www.shetland-heritage.co.uk/ |
| SMR/HER Website: | None |
| Charging Weblink | None |

Annex 3: Other Resources

Presented below are details of a selected set of the voluntary sector organisations who have a role in the provision of information, advice or policy for our Historic Environment. The information details include their contact details, website addresses, the character of the record or service they provide and how this can be accessed.

Title: **Ambaile**
Website: <http://ambaile.org.uk/>
Description: Am Baile is a bilingual website (English & Gaelic), which aims to create a digital archive of the history and culture of the Scottish Highlands and Islands. It allows web-based access to photographs, illustrations, rare books and documents as well as short films, audio clips, interactive games and comics. The site was launched in May 2003 and is still growing, offering learning opportunities for users of all age groups, abilities and backgrounds by drawing together unique material which until now was difficult to access and presenting it in a user-friendly and often exciting way. The site can be used in Gaelic and English with an option of switching language at any time.
Role in Woodlands: An educational resource which allows access to a number of photographic collections featuring historic photographs, as well as some web-mounted maps and documentary sources. It also provides a portal to the Highland Historic Environment Record.

Title: **Archaeology Scotland (formerly Council for Scottish Archaeology)**
Website: www.scottisharchaeology.org.uk
Description: Archaeology Scotland is a membership-based organization, therefore much of its efforts go into representing members' views and supporting their interests concerning Scotland's archaeological heritage. It is also increasingly able to bring archaeology to a wider audience in Scotland through its educational and promotional activities. Archaeology Scotland has developed a particular role in promoting communication between the various organisations and individuals with an interest in Scotland's archaeological heritage. It works in partnership with all those involved in archaeology (either professionally or through local groups) to promote awareness, active participation and ownership of this unique resource. It also provides a central point for information and advice concerning all aspects of archaeology in Scotland, answering enquiries and responding to requests from the general public, professional archaeologists, environmental bodies, local government and the Scottish Executive. Responsible for the running of the 'Adopt-a-Monument' Scheme.
Role in Woodlands: Archaeology Scotland provides guidance which can be used by forest and woodland managers and has produced a variety of information notes and guides to help identify & manage archaeology in the Scottish countryside. These include the following: Policy & regulations, Identifying archaeology, Managing archaeology, Archaeological organisations & services and Archaeology Scotland Farming Advice Notes This literature can be accessed via the web and downloaded free of charge.

Title: Archaeology Data Service (ADS)Website: <http://ads.ahds.ac.uk/>

Description: The ADS supports research, learning and teaching with high quality and dependable digital resources. It does this by preserving digital data in the long term, and by promoting and disseminating a broad range of data in archaeology. The ADS promotes good practice in the use of digital data in archaeology, it provides technical advice to the research community, and supports the deployment of digital technologies.

Role in Woodlands: Provides free access on-line to a wide range of detailed literature relating to archaeology and the built environment throughout the UK and beyond. It provides in addition a portal which facilitates access to a wide range of HE information, allowing map-based or keyword searches, though the information currently available often duplicates that which can be retrieved through PASTMAP.

Title: Association of Local Government Archaeological Officers UK (ALGAO)Website: www.algao.org.uk/

Description: The Association represents archaeologists working for local authorities and national parks throughout the UK. Its members are senior professional archaeologists employed by local authorities to provide advice on archaeological conservation and management. The range of interest of ALGAO members embraces all aspects of the historic environment including archaeology, built environment and historic landscapes. Twenty eight of the thirty two local authorities are members of ALGAO Scotland, they are represented by thirteen of the sixteen Local Authority Archaeology Services.

Role in Woodlands: Provides up-to-date information concerning contact details about member local authority archaeologists and details of their service provision.

Title: The Battlefields TrustWebsite: www.battlefieldstrust.com/

Description: The aims of the Battlefields Trust are to save battlefields from destruction by motorways, housing developments etc; to provide a range of battlefield-related activities and information, including the quarterly journal 'Battlefield', battlefield walks and conferences; to liaise with local and national organisations to preserve battlefields for posterity, and to improve the interpretation and presentation of battlefields

Role in Woodlands: Their website provides historic environment information via the Battlefields Trust Resource Centre, which contains important information for those investigating or conserving battlefields. Included are maps, images, air photos. The resource is UK wide but includes a section on Scottish Battlefields.

Title: British Archaeological Jobs ResourceWebsite: www.bajr.org/

Description: British Archaeological Jobs Resource provides information and services to the Heritage Industry and those who interact with them.

Role in Woodlands: Of particular relevance to woodland and forest managers is the Developer section of the BAJR website, which provides, free of charge, basic guidance to legislation, health & safety, archaeology in the planning process and a list of archaeological contractors, as well as a glossary and essential links.

Title: **Charting the Nation**

Website: www.chartingthenation.lib.ed.ac.uk

Description: The Charting the Nation image collection includes a wide variety of single maps and maps in atlases and other bound books, together with important manuscript and printed texts relating to the geography and mapping of Scotland from 1550 to 1740 and beyond.

Role in Woodlands: A resource which provides comprehensive coverage of early Ordnance Survey mapping.

Title: **EDINA**

Website: www.edina.ac.uk/

Description: EDINA is the Joint Information Systems Committee (JISC) national academic data centre based at the University of Edinburgh. Their mission and purpose is to 'enhance the productivity of research, learning and teaching' across all universities, research institutes and colleges in the UK. They do this by delivering first-rate online services and by working with support staff in university and colleges and with other partners in the academic community, and beyond, and by carrying out successful research and development projects.

Role in Woodlands: Their resources include web-mounted copies of the Old and New Statistical Accounts for Scotland (free of charge) and geological mapping (requires subscription).

Title: **Garden History Society**

Website: www.gardenhistorysociety.org/

Description: The main aims of the Society are: to promote the study of the history of gardening, landscape gardening and horticulture in all its aspects; to promote the protection and conservation of historic parks, gardens and designed landscapes, and to advise on their restoration; and to encourage the creation of new parks, gardens and designed landscapes. It has offices in London and Edinburgh.

Role in Woodlands: Its professionally qualified conservation officers may be consulted on a wide range of issues affecting historic parks and gardens, especially those listed in the English and Welsh *Registers*, and in the Scottish *Inventory*. Their charging policy is not explicitly detailed.

Title: **The Gazetteer for Scotland**

Website: www.scottish-places.info/

Description: The Gazetteer for Scotland is a geographical encyclopaedia, featuring details of towns, villages and glens. The first comprehensive gazetteer produced for Scotland since

1885, it includes tourist attractions, industries and historical sites, together with histories of family names and clans, biographies of famous Scots and descriptions of historical events associated with Scotland.

Role in Woodlands: A source of information linked predominantly through place-names to provide basic data relating to geography, geology, history, etc.

Title: **Groome's Gazetteer**

Website: www.electricscotland.com/history/gazetteer/

Description: First published in 1882, Groome's Ordnance Gazetteer of Scotland was a collection of six volumes which provided an authoritative gazetteer of Scotland. It can now be accessed via the web,

Role in Woodlands: A source of information relating to place-name origins and basic data relating to geography, geology, history, etc. arranged in alphabetical order. The information is broadly similar to that presented in the New Statistical Accounts, but more succinct in its presentation.

Title: **Historic Environment Local Management (HELM)**

Website: www.helm.org.uk/

Description: Historic Environment Local Management provides accessible information, training and guidance to decision makers in local authorities, regional agencies and national organisations whose actions affect the historic environment. The HELM programme was set up by English Heritage in 2004 with the aim of working with key partners to provide the tools to manage change in the historic environment with increased skill and confidence.

Role in Woodlands: The HELM website contains the latest English Heritage publications, information on Heritage Protection Reform, details of HELM and other training events, useful web links and news. There are searchable databases of good practice case studies and of local authority historic environment publications. These have been collected from across England to encourage the sharing of knowledge, experience and good practice across the sector.

The site also contains a wealth of information, policy statements and guidance, which are available to download free of charge.

Title: **Office of Public Service Information (formerly known as Her Majesty's Stationery Office)**

Website: www.opsi.gov.uk/advanced-search/index

Description: Operating from within the National Archives, the Office of Public Sector Information (OPSI) is at the heart of information policy, setting standards, delivering access and encouraging the re-use of public sector information. OPSI provides a wide range of services to the public, information industry, government and the wider public sector relating to finding, using, sharing and trading information.

Role in Woodlands: Copies of UK Legislation relating to archaeology and the built heritage can be obtained as free digital downloads from this site, including AMAA & TCP.

Title: **Institute for Archaeologists (IfA)**

Website: www.archaeologists.net

Description: The IfA advances the practice of archaeology and allied disciplines by promoting professional standards and ethics for conserving, managing, understanding and promoting enjoyment of heritage. It is a professional organisation for all archaeologists and others involved in protecting and understanding the historic environment. There are 2600 members, with membership open to practising archaeologists and members of allied disciplines in all fields, whether professional or amateur. Archaeologists are admitted to corporate membership after rigorous peer review of their experience and qualifications.

Role in Woodlands: Provides guidance on the professional standards expected of those employed in the heritage sector and carries a list of commercial organisations. This information can be accessed free of charge.

Title: **National Archives of Scotland**

Website: www.nas.gov.uk

Description: Based in Edinburgh, the National Archives of Scotland (NAS) exists to select, preserve, and make available the national archives of Scotland in whatever medium, to the highest standards; to promote the growth and maintenance of proper archive provision throughout the country; and to lead the development of archival practice in Scotland. The NAS also holds historical records created by businesses, landed estates, families, churches and other corporate bodies.

Role in Woodlands: A particularly useful resource for estate plans and documentation relating to landed families. While material may be viewed free of charge in the premises, charges are made for copying items.

Title: **National Library of Scotland**

Website: www.nls.uk/

Description: The National Library of Scotland is Scotland's largest library, which has its origins in the Library of the Faculty of Advocates, which was formally opened in 1689. Under the 1710 Copyright Act it was given the legal right to claim a copy of every book published in Britain. It currently holds (as of April, 2008); 14 million printed items, over 100,000 manuscripts, around two million maps, and 25,000 newspaper and magazine titles. Roughly 320,000 new items are added to its collections every year.

Its Rare Book Collections include one million books. Many of these are original printed volumes dating from 1455 to the present day; as well as microfilms and digital images of originals kept in other libraries. At the heart of this collection is Scottish material, particularly early books written by Scots, about Scottish topics, in Scottish languages, or published in Scotland. Records for most of these items are now accessible through

the Library's online catalogue, while the books themselves can be consulted in the reading rooms in the Library's building on George IV Bridge, Edinburgh.

Role in Woodlands: Its collections include many books and journal runs relating to archaeology, history and the built environment.

Title: **National Library of Scotland – Map Collections**

Website: www.nls.uk/collections/maps/index.html

Description: The National Library of Scotland has the largest map collection in Scotland and is one of the biggest in the world, with around two million cartographic items. The Library's holdings cover all parts of the world, through some 700 years, from medieval manuscript maps to current digital mapping. Public access is available, but over 4,000 high resolution images of early maps of Scotland and related texts are also available for consultation on the website. They also provide full screen overlays of OS large scale Scottish town plans (1847-1995) on modern Google and Visual Earth satellite and map layers.

Role in Woodlands: A particularly useful resource for viewing pre-Ordnance Survey maps of Scotland (16th to early 19th centuries).

Title: **Registers Direct**

Website: www.ros.gov.uk/index.html

Description: The website of the Registers of Scotland, who are responsible for compiling and maintaining registers relating to property and other legal documents. They hold the Register of Sasines, which was established in 1617 to record deeds relating to rights in property. This register was the mainstay of the Scottish system of land ownership and interests from the 17th Century until the introduction of the Land Register in 1979 on to which properties are now registered on creation or sale. The register was computerised in 1993 and in 1997.

Role in Woodlands: A useful educational resource which can be used to track the various owners of an area and thus improve our understanding of its history and development.

Title: **Scottish Archive Network**

Website: www.scan.org.uk/

Description: SCAN is a project whose partners are the National Archives of Scotland (NAS), the Heritage Lottery Fund (HLF), and the Genealogical Society of Utah (GSU). The project aims to revolutionise access to Scotland's archives by providing a single electronic catalogue to the holdings of more than 50 Scottish archives. To preserve fragile historical records and improve their accessibility SCAN digitises records on a huge scale.

Role in Woodlands: An educational resource which provides advice on the reading and interpretation of historical records, as well as providing a portal which allows access to an ever-growing number of these documents .

Title: **Scottish Cultural Resource Access Network**

Website: www.scran.ac.uk/

Description: Scran - part of the Royal Commission on the Ancient and Historical Monuments of Scotland - aims to provide educational access to digital materials representing material culture and history. This is provided through the wholly owned trading arm Scran Ltd. They are one of the largest educational online services in the UK supporting over 4,000 schools, libraries, colleges and universities. The learning resource service hosts 360,000 images, movies and sounds from museums, galleries, archives and the media. It can be used as a superior form of clip art or for particular learning applications. It uses an advanced licensing system in which the institution retains ownership of the digitised assets but makes these available under licence to Scran.

Role in Woodlands: Resource for obtaining contemporary and historic photographs, drawings, etc. Many of these feature historic buildings, archaeological sites or artefacts. Access to the resource is obtained via subscription.

Title: **Society for the Preservation of Ancient Buildings**

Website: www.spab.org.uk/

Description: The Society for the Protection of Ancient Buildings was founded by William Morris in 1877. Today it is the largest, oldest and most technically expert national pressure group fighting to save old buildings from decay, demolition and damage. Their role is to advise, educate and campaign where necessary in order to help preserve and enhance the historic built environment. They have a statutory role as adviser to local planning authorities, and are notified of listed building applications that involve total or partial demolition. While the website focuses on the activities of SPAB in England and Wales, there is an off-shoot of SPAB – SPAB in Scotland – which is active north of the border.

Role in Woodlands: They offer guidance to owners of historic buildings, both in the form of a series of web-mounted Technical Advice Notes, and also in the form of technical courses, aimed at a variety of levels, ranging from architects and surveyors, professionals in the building trade to homeowners.

Title: **Treasure Trove Unit**

Website: www.treasuretrovescotland.co.uk/

Description: The Crown can claim, on behalf of the nation, any object or coin found in Scotland under the laws of *bona vacantia*. These laws apply to all newly discovered finds and to all old finds which have not been reported, whether they have been found by metal detecting, by chance, by fieldwalking or by archaeological excavation. Finders have no ownership rights to any find they make in Scotland and all finds, with the exception of Victorian and 20th century coins, must be reported to the Treasure Trove Unit for assessment.

Role in Woodlands: Provides guidance on the correct procedures to be adopted following the discovery of archaeological finds (this can be downloaded free-of-charge) and provides a first point-of-contact for the reporting of any such material.

Title: **Woodland Trust**

Website: www.woodlandtrust.org.uk

Description: The Woodland Trust is the UK's leading charity dedicated solely to the protection of the native woodland heritage.

Role in Woodlands: The Trust responsible for the maintaining of a database of ancient woodlands originally established by the Nature Conservancy Council (NCC). These can take the form of Ancient Semi-Natural Woodlands (ASNO) or Planted Ancient Woodlands (PAWS). They also provide guidance on their management. Any policy regarding charging for the provision of guidance and/or advice is not made clear, though information is available to download from the web free of charge.

Annex 4: Historic Environment Consultants

There are a broad range of Historic Environment consultants who can act to collate information, undertake primary survey and develop guidance and advice in support of woodland and forestry proposals.

Those commissioning Historic Environment work are urged to satisfy themselves that the organisation or individual approached: has the appropriate skills and experience; can meet the required timetable; and has track record in undertaking work of a similar scale. One guide to the competence of the organisation or individual is whether they are professionally accredited within their specialism.

The following organisations provide information as to the commercial consultants providing services in any specific portion of Scotland. Please note that there are other sources of such information and that some of the services identified below may charge for the inclusion of details of the commercial organisations listed.

The British Archaeological Jobs & Resources

www.bajr.org

Archaeology Scotland

www.scottisharchaeology.org.uk

Yellow Pages

www.yell.com

The Institute for Archaeologists

www.archaeologists.net

It is advisable to require that all such consultancy work should meet the Policy and Standards of the Institute for Archaeologists where these are relevant.

Annex 5: Glossary

| Acronym | Full term | Description |
|---------|---|--|
| ADS | Archaeology Data Service | See Annex 3 |
| ALGAO | Association of Local Government Archaeological Officers | See Annex 3 |
| APC | Aerial Photograph Collection | Former term for NCAP, see RCAHMS Annex 1 |
| AS | Archaeology Scotland | See Annex 3 |
| ASNO | Ancient woods of Semi-Natural Origin | Semi-natural woods present on maps from 1750 or the mid-1800s, and have been continuously wooded to the present day |
| AW | Ancient Woodlands | General term used by Scottish Natural Heritage to cover ASNO, PAWS and LEPO. |
| BAJR | British Archaeological Jobs & Resources | See Annex 3 |
| CA | Conservation Area | Designated area under the terms of the Listed Buildings and Conservation Area Act (Scotland) 1997. |
| CSA | Council for Scottish Archaeology | See Archaeology Scotland |
| DMZ | De-Militarised Zone | Term for HS external web-site for sharing data |
| FCS | Forestry Commission Scotland | See Annex 1 |
| GHSS | Garden History Society in Scotland | See Annex 3 |
| GIS | Geographic Information System | GIS applications allow users to create interactive queries, analyse spatial information, edit data, maps, and present the results of these operations. |
| HAGGIS | Historic Asset Group GIS | See Annex 1 |
| HELM | Historic Environment Local Management | See Annex 3 |
| HER | Historic Environment Record | A database that contains all known built heritage sites and historical landscapes in a local authority area. |
| HLA | Historic Land-use Assessment | See Annex 1 |
| HRSG | Historic Rural Settlement Group | See Annex 3 |
| HS | Historic Scotland | See Annex 1 |
| IGDL | Inventory of Gardens and Designed Landscapes | See Annex 1 |
| IB | Inventory of Battlefields | See Annex 1 |
| IfA | Institute for Archaeologists | See Annex 3 |
| LAAS | Local Authority Archaeology | The professional archaeological advisor |

| Acronym | Full term | Description |
|---------|---|---|
| | Service | retained by a local authority, typically the manager of the HER or SMR. Detailed in Annex 2. |
| LB | Listed Building | Designated property under the terms of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997. |
| LEPO | Long-Established woods of Plantation Origin | Appear as plantations on maps from 1750 or the mid-1800s. These sites have been continuously wooded to the present day, and many have developed semi-natural characteristics. |
| LiDAR | Light Detection And Ranging | LiDAR uses an aircraft mounted laser which rapidly scans the terrain below produce detailed 3-dimensional models of the terrain surveyed. |
| LIS | Land Information Search | Land Information Search is a map-based web tool on the Forestry Commission Scotland web-site. |
| NCAP | National Collection of Aerial Photography | See RCAHMS in Annex 1 |
| NMRS | National Monuments Record of Scotland | A historic term for an archive that contains all known archaeological site and historical landscapes within Scotland managed by RCAHMS. The material known by this term is now an aspect of the RCAHMS Collections with data available through their services |
| NAS | National Archives of Scotland | See Annex 3 |
| NLS | National Library of Scotland | See Annex 3 |
| NMS | National Museums of Scotland | See Annex 1 |
| NSA | National Scenic Area | Nationally important areas of outstanding natural beauty. |
| NSR | Non-Statutory Register | Non Statutory Register of sites of schedulable quality that planning guidance requires to be treated as if they are scheduled; |
| OASIS | Online AccesS to the Index of archaeological investigationS | A delivery application allowing contractors and other archaeological researchers to report the results of fieldwork to RCAHMS and local authority archaeologists. Information is then made available through Canmore, and reports can be downloaded from the ADS ArchSearch site. |
| OPSI | Office of Public Sector | See Annex 3 |

| Acronym | Full term | Description |
|---------|--|--|
| | Information | |
| PAWS | Plantations on Ancient Woodland Sites | Where an ASNO has subsequently been planted for timber. |
| | Polygon | A polygon in a computer graphics (image generation) system is a two-dimensional shape that is modelled and stored within its database. |
| RCAHMS | Royal Commission on the Ancient and Historical Monuments of Scotland | See Annex 1 |
| SM | Scheduled Monument | Designated site under the terms of the Ancient Monuments and Archaeological Areas Act 1979. |
| SCRAN | Scottish Cultural Resource Access Network | See Annex 3 |
| SMR | Sites & Monuments Record | A database that contains all known archaeological site and landscapes in a local authority area. |
| SNH | Scottish Natural Heritage | See Annex 1 |
| SPAD | Scottish Palaeological Archaeological Database | See Annex 3 |
| SRP | Scotland's Rural Past | See Annex 3 |
| SVBWG | Scottish Vernacular Buildings Working Group | See Annex 3 |
| SWAD | Scottish Wetlands Archaeological Database | See Annex 3 |
| TCRE | Technical Conservation, Research and Education | Former element of Historic Scotland, functions now within Conservation Directorate see Annex 1. |
| WHS | World Heritage Site | Described by UNESCO as exceptional places of 'outstanding universal value' and 'belonging to all the peoples of the world'. |