



Annual Report of the West of Scotland Archaeology Service 2017/18

Summary

This annual report covers the period from 1 April 2017 to 31 March 2018.

During the report period, the Service dealt with 1774 new casework items, 42 more than in the previous year. This modest 2.4% increase in new casework returns the Service workload to the average demand levels experienced in recent years. Last year's reported fall in the number of planning applications identified as potentially raising archaeological issues has been reversed, returning to a level within the normal range experienced in previous years.

Monitoring the weekly lists of planning applications received from the ten member Councils and from the Loch Lomond & The Trossachs National Park Authority constituted 549 of the new work items. This essential element of the Service's work ensures that applications which raise potential archaeological issues which have not been fully dealt with at the pre-application stage can be identified for consideration. The monitoring of the weekly lists, along with direct referrals from planning officers, identified 877 new planning applications which might raise archaeological issues and required further assessment.

A further 348 new casework items in other categories also arose in the reporting period.

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

New Casework 1 April 2017 to 31 March 2018

Council Area	Total of New Casework Items	Weekly lists	Planning Applications	Other
Argyll & Bute	346	52	184	110
East Ayrshire	155	49	89	17
East Renfrewshire	87	53	29	5
Glasgow	142	50	66	26
North Ayrshire	130	52	52	26
Renfrewshire	105	48	42	15
South Ayrshire	155	45	87	23
South Lanarkshire	234	49	132	53
West Dunbartonshire	102	53	40	9
West Lothian	176	47	92	37
National Park Authority	132	51	64	17
General/Multi-Council	10			10
Total	1774	549	877	348

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

Planning Application Casework 2017-2018

The increase in new planning applications identified as potentially raising archaeological issues appears to have confirmed that the corresponding slight fall in numbers during year 2016/17 was a statistical 'blip' when compared to the average calculated for a five-year trend. During 2017/18, 877 such cases (an increase of 59) were subject to detailed examination by the Service. Of those 877 applications which the Service staff examined in detail, 451 (51%) were assessed as raising potentially significant historic environment issues.

The incremental rise in the percentage of potential cases which were identified as raising significant issues appears to confirm the advantages of the Service's archaeological impact mitigation system. Since its implementation in 2014, this award-winning revised working method has successfully streamlined the identification and assessment of planning applications, allowing the Service to make better use of officer time within the Service and within the planning services of member authorities.

At the same time, initiatives to improve access to and availability of external historic environment data has allowed easier integration of relevant new information into the Historic Environment Record (HER), enhancing the quality of Development Management advice and improving the Service's response time.

The benefits of this casework handling system on the speed of processing planning applications can be seen in the Annual Performance Statistics set out in Appendix 1, but the enhanced performance is heavily dependent on reliable access to planning application documents on member councils' online services. Where localised disruption to the *eplanning* system has occurred, adverse impacts have been mitigated by the temporary reintroduction of precautionary casework consultation referrals to the Service from non-archaeological staff within the member Councils, and by targeted requests from the Service to member Council staff for further details on applications potentially raising significant issues.

Summary Table of Planning Applications 2012-2018

	Numbers identified for detailed further assessment						Numbers of these then assessed as raising significant archaeological issues					
	12/13	13/14	14/15	15/16	16/17	17/18	12/13	13/14	14/15	15/16	16/17	17/18
Argyll & Bute	244	316	208	159	160	184	80	115	112	95	101	105
East Ayrshire	51	62	84	99	94	89	25	24	38	40	43	35
East Renfrewshire	32	21	27	22	24	29	8	6	12	11	9	18
Glasgow	39	51	52	48	63	66	10	16	16	18	31	29
Inverclyde	15	-	-	-	-	-	9	-	-	-	-	-
North Ayrshire	45	55	50	55	58	52	22	30	25	32	30	31
Renfrewshire	28	24	44	41	43	42	9	11	21	26	24	26
South Ayrshire	94	103	108	72	92	87	36	36	39	24	34	36
South Lanarkshire	134	134	122	154	140	132	65	58	66	68	67	76
West Dunbartonshire	14	17	33	23	26	40	8	7	10	11	12	13
West Lothian	83	79	104	128	66	92	33	36	57	57	28	53
National Park	54	64	54	65	52	64	27	30	21	31	24	29
Total	833	926	886	866	818	877	332	369	417	413	403	451
(% raising issues)							(40%)	(40%)	(47%)	(48%)	(49%)	(51%)

In addition to identifying and initiating new casework during the reporting period, the Service also carried forward work on 301 planning application cases which had been initiated in previous years. While one of these cases required the Service to provide an archaeological expert witness for East Ayrshire Council's representation at a major Public Local Inquiry, the

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majority of the Service's work on these cases consisted of providing advice to developers and to Council planning staff on the appropriate scale of fieldwork and standards of reporting required to satisfy archaeological conditions on consents which had been granted in earlier years and were being implemented during the reporting period. Rather more than half of these cases (c. 55%) involved new commercial archaeological fieldwork during the reporting period, while the remainder involved pre-fieldwork planning discussions or post-fieldwork analysis or reporting matters.

The Service monitors fieldwork carried out by commercial archaeological organisations in response to planning conditions to ensure appropriate compliance. This monitoring role also provides a measure of independent quality assurance for the developers. The scale and spread of such fieldwork activity has provided a proxy measure of development activity on the ground in previous years. The total of 171 such cases carried forward in the reporting period was similar to that in the preceding year, but appears to show a slight slowing down in development activity compared to recent years. However, the degree of change in the reporting period is not so great as to be currently of statistical significance on its own.

Other Casework 2017-2018

In addition to casework items generated from weekly lists and planning applications, a further 348 items of other new work were initiated in the report period. (See table below, figures for the previous year in brackets).

Pre-application planning enquiries	67 (94)
Permitted Development enquiries	46 (27)
Development Plan consultations	2 (2)
Policy liaison matters	7 (10)
Historic Environment Record information management matters	97 (86)
General or Historic Environment Record enquiries	30 (26)
Other Archaeological Consultations	10 (11)
Scottish Rural Development Programme audits and other agri-environment matters	96 (100)
Other (includes items sent in error)	1 (0)
Total	348 (356)

As is to be expected, the numbers of new casework items in the different categories have varied, but the overall total is within the range of normal annual fluctuations recorded over recent years.

Pre-application planning enquiries

Pre-application enquiries continue to be an important area of Service casework, as they provide an opportunity to ensure that archaeological matters are identified at as early a stage in the planning process as possible. Nevertheless, there has been a further reduction in the number of such early enquiries from developers and their agents during the reporting period.

Without a more detailed breakdown of user statistics for the Service website It is not possible to determine whether this is as a result of agents for the developers making use of the freely-available online information without consulting the Service for the relevant planning advice, or whether it constitutes an early sign of decreased development activity or confidence going forward in the medium-term. Taken together with the modest down-turn in numbers of new fieldwork projects referred to in the Planning Application Casework section above, this

continued fall in pre-application enquiries may reflect developers' caution in project planning in the current economic and political environment.

Permitted development enquiries

There were 46 requests for assistance in connection with Scottish Water, Scottish Water Solutions, Scottish Power, Scottish and Southern Electricity, Transerve, and Transport Scotland proposals during the reporting period. These requests to assist the statutory undertakers in implementing their own policies for the protection of the historic environment have contributed to the fee income generated through the approved WoSAS Access to Information and Charging Policy. The substantial increase in this category of casework was largely a result of a greater number of enquiries from one of the electricity companies.

Policy matters, professional standards, and liaison with other bodies

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

The Service continued to represent the interests of the member councils on an Association of Local Government Archaeological Officers (ALGAO:Scotland) workgroup on the delivery of the aims of Historic Environment Scotland's *Scotland's Archaeology Strategy*.

During the reporting period, the Service continued to contribute to the measures included in Scotland's Historic Environment Data Strategy (SHED Strategy), the collaborative national strategy for the collation, management and exchange of historic environment data.

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

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

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

Historic Environment Record matters

As in previous recent years, the sustained high levels of planning application casework has limited staff time which could be available for updating the Historic Environment Record. However, some external assistance was provided by a volunteer HER assistant in the current reporting period. During the reporting period 260 new site records were added to the Historic Environment Record database, and amendments or additions were made to 428 existing site records, partly with the assistance of our volunteer. In addition, 270 cross-referenced archive records were created within the HER following the receipt of completed reports on archaeological projects.

During the reporting period 239 archaeological event records were created, once again falling slightly from the exceptional number recorded in 2015/16, but still on-trend with the higher levels of activity recorded since 2014. This record-creation work by the Service largely reflects the quantity of post-excavation analysis and reporting work which has been completed by commercial archaeological contractors following past fieldwork, and can be taken as a proxy measure of the overall scale of archaeological work initiated by development management casework undertaken by the Service in previous years.

Public engagement, training, and research assistance

During the reporting period, the Service assisted or liaised with three local amateur archaeological or historical groups in the preparation of local heritage fieldwork projects or funding bids, and assisted five PhD candidates with the provision of data for their theses, or by responding to requests for interviews or research survey responses.

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

Over the reporting period, the Service received more than 60 working days' assistance from a volunteer member of the public, working on the HER. The volunteer, a post-graduate archivist, wished to extend her skill-set to include digital data management and, after targeted induction training on HER systems, has completed several pilot studies in data concordance and data entry tasks which will assist the Service in planning future collaborative work with national agencies.

WoSAS staff accepted an invitation to speak at a UK seminar in York arranged by Historic England to discuss the treatment and management of archaeological issues in major infrastructure projects.

The Service provided the 'Archaeology in the Planning System' element of a professional practitioners' training day organized by the Chartered Institute for Archaeologists (CIfA).

The Service engaged with Dumfries and Galloway Council Museums Service and the Dumfries and Galloway Council Archaeologist and two archaeological researchers regarding proposals to jointly develop a Regional Archaeological Research Framework for South-west Scotland.

Agri-environment matters

The apparent stability in the level of agri-environment casework carried out over the current reporting period and the last disguises the fact that the majority (72%) of the cases were consultation requests from Forestry Commission Scotland Conservancy offices to comment on forestry applications they had received. The remaining cases were scoping requests from forestry agents or landowners preparing new forestry proposals or felling licence applications, and in only one case was a follow-up request for fee-chargeable HER information and land management advice received.

A further recorded fall in the proportion (64.6%) of cases which meet the Service's performance standard for Forestry Casework (80% responses within 21 days) results from the Service's decision to prioritise resourced casework. The consultation response timetable for Forestry Commission Scotland Conservancy offices allows a four-week period for replies, and it is this timetable which the Service has adopted to provide greater flexibility in managing responses to this un-resourced workload.

1 Running the Service

- 1.1 The Service's Joint Committee met on three occasions, on 21 September 2017, on 17 August 2017, and on 15 March 2018. The August 2017 meeting was the first of the new Committee following Local Government elections, and included consideration of the pre-audited annual accounts for 2016/17, as set out in governance procedures previously agreed with Audit Scotland.
- 1.2 The Service's Steering Group met four times during the year to consider various matters in connection with the running of the Service, including the ongoing assessment of alternative future service delivery models and the development of proposals for the implementation of a preferred model.
- 1.3 During the reporting period, the Service carried out a cost-neutral office relocation within the same building. The Service staff now sit within the Development Plan & City Design group, and on the same floor as Development Management colleagues. The office move has greatly improved informal networking contacts with a range of planning service colleagues and has provided a much improved working environment for Service staff.
- 1.4 The balance in the Service's reserve account at year end stood at £105,318 (see Appendix 2). The level of financial reserves at the financial year end was higher than had been predicted because of lower salary and employee-related costs following a temporary change to staff work rostering, and because projected contingency spending was not required. The level of financial reserves remains within the range specified in the Service's approved Reserves Policy.
- 1.5 The amount of external income generated by the Service over the report period continued to be sustained close to previous years' levels. An annual review of the revised Access to Information and Charging Policy approved by the Joint Committee in March 2015 suggest that there is no immediate need to review its provisions or charging rates. Over the reporting period, the Service received £14,500 for the provision of archaeological information and advice to developers and their agents.
- 1.6 Continuing a pattern reported on in the preceding two years, there has been no significant uptake from forestry agents for archaeological information and advice since centrally funded transitional payments for the provision of such advice and information were phased out.
- 1.7 In each of the last three years there has been a small increase in the proportion of planning applications assessed as raising archaeological issues after being examined in detail. A further increase has been recorded in the latest reporting period, taking the proportion of cases examined which raise identifiable issues above 50% for the first time. It is likely that this incremental rise in cases assessed as raising potential archaeological issues is a result of improvements in several areas; the introduction of a streamlined system of identifying and assessing relevant planning applications, the linked reduction in the number of precautionary casework referrals to the Service from the Councils, and enhancements to the HER which facilitates informed assessment of casework.
- 1.8 During the reporting period, the Service was approached by the planning service of East Dunbartonshire Council to discuss the provision of curatorial archaeological advice and HER services to the Council.

2 Historic Environment Record Maintenance and Development

- 2.1 During the report period 260 new site records were added to the Historic Environment Record (HER) database, 428 existing site records were amended, 239 archaeological events records were added, and the HER was informed of the commencement of 171 new fieldwork events. Following the receipt of reports on previous archaeological projects 270 archive records (indexed and cross-referenced hyperlinks to the reports received by the Service in digital format) were created.
- 2.2 The Service's website (<http://www.wosas.net>) was not updated regularly over the report period, as available staff time has been directed towards a re-design to allow a re-launch bringing the online content up to date with procedural changes and the requirements of the Scottish Historic Environment Data Strategy. Nevertheless, during the same period, there were over 650,000 "hits" on the existing website.
- 2.3 The Service continued its liaison role with the national heritage agencies as the member Councils' representative on the Association of Local Authority Archaeological Officers (ALGAO:Scotland), and the associated SMR Forum Scotland, in the discussions on the development of links with other data providers. WoSAS continued to contribute to national initiatives on a cost-neutral basis to ensure that the shared data sources which are being developed under the Scottish Historic Environment Data Strategy (SHED Strategy) meet the needs of the WoSAS member Councils. During the reporting period, two data exchanges with Historic Environment Scotland were completed.
- 2.4 Early engagement with the Spatial Information team of the local authority Improvement Service has ensured that the WoSAS HER meets with the nationally-established protocols required to comply with the INSPIRE (Scotland) 2009 Regulations concerning public access to spatial data. During the reporting period, the Improvement Service's new Spatial Hub website was launched and spatial data on the historic environment for all the WoSAS member Councils was mounted on the portal at its launch. The Spatial Hub is designed to allow local authorities to meet their statutory responsibilities for spatial data access without having to set up their own INSPIRE-compliant portals. By providing collated and curated HER data to the Spatial Hub on an agreed six-monthly basis, WoSAS will assist member councils to meet this legal requirement without the need for additional resources.
- 2.5 Throughout the reporting period, the Service engaged in the 'OASIS validation' of draft archaeological reports received by the HER following data entry or editing by the authors. OASIS is a UK-wide national archaeological data repository set up at the University of York with funding from national agencies. It is designed to hold archaeological reports and information from across the heritage sector. Local authorities have been given a major role in the validation of the reports generated, and in integrating the finalised and validated information into local HERs so it remains available for local researchers and the commercial sector in future. Discussions are underway to update and improve the OASIS reporting system, and the WoSAS HER has contributed to these discussions to ensure the final version is fit for purpose in the modern planning system.
- 2.6 Over the reporting period, the Service received more than 60 working days' assistance from a volunteer member of the public, working on the HER. The volunteer, a post-graduate archivist, wished to broaden her areas of knowledge and expertise, and to extend her skill-set to include digital data management. Following brief targeted induction training on general HER systems, and on the specific structure of the WoSAS HER, the volunteer completed several pilot studies in data concordance and data entry tasks, the results of which will assist the Service in

quantifying the scale of resources needed to engage with possible future collaborative projects with national agencies.

- 2.7 During the reporting period, the Service assisted or liaised with three local amateur archaeological or historical groups in the preparation of local heritage fieldwork projects or funding bids, and dealt with more than 20 short-duration telephone enquiries regarding HER information on specific sites or areas.
- 2.8 Service staff assisted five PhD candidates with the provision of data for their theses, or by responding to requests for interviews or research survey responses.
- 2.9 The Service engaged with Dumfries and Galloway Council Museums Service and the Dumfries and Galloway Council Archaeologist to compare HER data standards and provide an assessment of the feasibility of using the combined Local Authority data to bring forward a funding bid for a project to jointly develop a Regional Archaeological Research Framework for South-west Scotland.

3 Advice to Argyll and Bute Council

Development Management Advice

- 3.1 Over the report period 52 weekly lists of planning applications from the Council were monitored by the Service and 184 new planning applications were identified as raising potential archaeological issues, 168 by the Archaeology Service and 16 by Council staff. In addition further work was done in respect of 64 planning applications which had been submitted in previous years.
- 3.2 The 184 new planning applications were assessed by the Service in terms of the policy and guidance contained in Scottish Planning Policy and Planning Advice Note 2/2011. Of the 184 applications, 179 (97.28%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

Potential issues first identified by:	WoSAS	Council	Total of cases
Refusal of planning application recommended	2		2
Archaeological assessment or evaluation prior to determination required	10	5	15
Negative suspensive condition requiring archaeological excavation	30	1	31
Archaeological watching brief condition required	47	1	48
Standings buildings survey condition	1	1	2
Avoidance/protection within, or to side of development	2		2
Refer to Historic Environment Scotland (Scheduled or Listed asset)	4	1	5
No issue, or no action possible	72	7	79
Totals	168	16	184

Altogether, 105 of the 184 planning applications (57.1%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

Casework examples

- 3.3 Refusal of the submitted planning application was recommended in two cases, the first of which was for the erection of a single wind turbine close to nationally important Scheduled Monuments near Benderloch, where the application had been supported by an archaeological and cultural heritage assessment which was found to be factually incorrect and seriously misleading. A proper assessment of the potential impacts on the landscape settings of 29 nationally important sites had not been undertaken, and so it was impossible for the Council to make a fully informed decision on the application. A further application was for the erection of a small telecoms mast on Colonsay,
- 3.4 Proposals to erect buildings for a fish hatchery at Machrihanish were identified as threatening the extant remains of a historically important telegraph and early wireless station. Following additional research, and liaison with Historic Environment Scotland regarding their assessment of the site against the criteria for designation as a Scheduled Monument, the Service advised refusal of plans as currently constituted, but said that it might be possible to redesign the development layout to preserve the significant elements of the radio station *in situ* and address the issue of direct impact on sub-surface remains through the attachment of conditions on any consent for a revised proposal.
- 3.5 The continuing archaeological work in advance of sand and gravel quarrying at Kilmartin Quarry has uncovered remains of a Neolithic domestic settlement, in contrast to the extensive ritual remains found previously. In addition to the 4,000 year-old settlement, evidence of medieval occupation of the site and a slightly later

clamp kiln were also found, showing that the large area excavation will reveal more of the lives of the people who lived there from deep prehistory to the recent past.

Other Advice within the Council's Area

- 3.6 During the report period advice was provided to a variety of clients, including Council staff, in respect of 110 other items of casework, including 9 pre-application enquiries, 8 HER site information queries or public enquiries, and 21 enquiries from statutory undertakers.

4 Advice to East Ayrshire Council

Development Management Advice

- 4.1 Over the report period 49 weekly lists of planning applications from the Council were monitored by the Service and 89 new planning applications were identified as raising potential archaeological issues, 31 by the Archaeology Service and 58 by Council staff. In addition further work was done in respect of 25 planning applications which had been submitted in previous years.
- 4.2 The 89 new planning applications were assessed by the Service in terms of the policy and guidance contained in Scottish Planning Policy and Planning Advice Note 2/2011. Of the 89 applications, 87 (97.75%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

Potential issues first identified by:	WoSAS	Council	Total of cases
Archaeological assessment or evaluation prior to determination required	2	1	3
Negative suspensive condition requiring archaeological excavation	7	9	16
Archaeological watching brief condition required	6	7	13
Standings buildings survey condition		2	2
Refer to Historic Environment Scotland (Scheduled or Listed asset)	1		1
No issue, or no action possible	15	39	54
Totals	31	58	89

Altogether, 35 of the 89 planning applications (39.3%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

Casework example

- 4.3 The Service continued its support for the council in its objection to the major leisure and tourism development proposed within the nationally important designated Garden and Designed Landscape surrounding Loudoun Castle, near Galston. An archaeological expert witness from the Service appeared at the Public Local Inquiry as part of the Council's team of specialists. While in favour of the principle of the development, the council remains of the view that the applicant has not provided sufficient information to accurately assess whether or not the project could succeed in its stated aims regarding the castle, a ruined 'A' Listed ruined mansion, without detriment to the equally important Designed Landscape and other heritage assets.

Other Advice within the Council's Area

- 4.4 During the report period advice was provided to a variety of clients, including Council staff, in respect of 17 other items of casework, including 10 pre-application enquiries, and 2 HER site information queries or public enquiries.

5 Advice to East Renfrewshire Council

Development Management Advice

- 5.1 Over the report period 53 weekly lists of planning applications from the Council were monitored by the Service and 29 new planning applications were identified as raising potential archaeological issues, 11 by the Archaeology Service and 18 by Council staff. In addition further work was done in respect of 12 planning applications which had been submitted in previous years.
- 5.2 The 29 new planning applications were assessed by the Service in terms of the policy and guidance contained in Scottish Planning Policy and Planning Advice Note 2/2011. Of the 29 applications, 27 (93.1%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

Potential issues first identified by:	WoSAS	Council	Total of cases
Archaeological assessment or evaluation prior to determination required	1	0	1
Negative suspensive condition requiring archaeological excavation	1	5	6
Archaeological watching brief condition required	4	6	10
Avoidance/protection within, or to side of development	0	1	1
No issue, no action possible, including no issue after further work	5	6	11
Totals	11	18	29

Altogether, 18 of the 29 planning applications (62.1%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

Casework example

- 5.3 The way in which the modern planning system deals with archaeological issues without adversely affecting the aims of supporting sustainable development was illustrated by the progress of a large-scale housing development at Maidenhill, Newton Mearns. As the need to address potential archaeological issues had been flagged up at an earlier stage, the developer in this case arranged for the field evaluation of four areas to be undertaken before the submission of the detailed applications. The scope of the extensive evaluations was agreed with WoSAS in advance, and following professional best practice, the developer commissioned further excavation to record surviving but vulnerable archaeological remains which were identified. Although the fieldwork elements of the archaeological mitigation well already well advanced when the application was determined, archaeological conditions were attached to planning consent to ensure that the Council retained the necessary powers to ensure that the agreed post-excavation analysis and reporting was completed to a satisfactory standard.

Other Advice within the Council's Area

- 5.4 During the report period advice was provided to a variety of clients, including Council staff, in respect of 5 other items of casework, including 1 pre-application enquiry, and 1 HER site information query.

6 Advice to Glasgow City Council

Development Management Advice

- 6.1 Over the report period 50 weekly lists of planning applications from the Council were monitored by the Service and 66 new planning applications were identified as raising potential archaeological issues, 50 by the Archaeology Service and 16 by Council staff. In addition further work was done in respect of 24 planning applications which had been submitted in previous years.
- 6.2 The 66 new planning applications were assessed by the Service in terms of the policy and guidance contained in Scottish Planning Policy and Planning Advice Note 2/2011. Of the 66 applications, 56 (84.8%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

Potential issues first identified by:	WoSAS	Council	Total of cases
Refusal of planning application recommended	1	0	1
Archaeological assessment or evaluation prior to determination required	10	1	11
Negative suspensive condition requiring archaeological excavation	10	1	11
Archaeological watching brief condition required	0	1	1
Standings buildings survey condition	2	0	1
Refer to Historic Environment Scotland (Scheduled or Listed asset)	3	0	3
No issue, no action possible, including no issue after further work	24	13	37
Totals	50	16	66

Altogether, 29 of the 66 planning applications (43.9%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

Casework example

- 6.3 The Service recommended the refusal of the submitted planning application for a mixed use development on the site of the Govan Graving Docks, on the south side of Clyde close to the city centre. The historical importance of the Govan Graving Docks is reflected in their designation as an 'A' Listed structure. The Service's pre-application advice and recommendations to the developer regarding the critical elements of the Graving Docks site which should be respected in new proposals appeared not to have been incorporated into the final submitted design. Although supporting documents correctly stated that it would be possible to mitigate direct archaeological impacts through building recording and archaeological monitoring work, the overall assessment did not address the likely impacts on the setting of the docks. Several tall towers would visually overwhelm and overshadow the generally low-lying dock infrastructure, and remove its connection with its historical surroundings in views in to the site from nearby viewpoints.

Other Advice within the Council's Area

- 6.4 During the report period advice was provided to a variety of clients, including Council staff, in respect of 26 other items of casework, including 8 pre-application enquiries, 4 HER site information queries or public enquiries, and 3 enquiries regarding statutory undertakings.
- 6.5 During the report period the manager of the Service represented the Council on the Antonine Wall Research Group and contributed to discussions on revisions to the Supplementary Planning Guidance for development management in and around the Antonine Wall World Heritage Site.

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7 Advice to North Ayrshire Council

Development Management Advice

- 7.1 Over the report period 52 weekly lists of planning applications from the Council were monitored by the Service and 52 new planning applications were identified as raising potential archaeological issues, 40 by the Archaeology Service and 12 by Council staff. In addition further work was done in respect of 21 planning applications which had been submitted in previous years.
- 7.2 The 52 new planning applications were assessed by the Service in terms of the policy and guidance contained in Scottish Planning Policy and Planning Advice Note 2/2011. Of the 52 applications, 49 (94.2%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

Potential issues first identified by:	WoSAS	Council	Total of cases
Archaeological assessment or evaluation prior to determination required	6	0	6
Negative suspensive condition requiring archaeological excavation	9	5	14
Archaeological watching brief condition required	9	2	11
No issue, no action possible, including no issue after further work	16	5	21
Totals	40	12	52

Altogether, 31 of the 52 planning applications (59.6%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

Casework example

- 7.3 During the reporting period, details of the post-excavation findings from the extensive archaeological works at Hunterston Power Station were disseminated. Analysis of the records made on site, and of the finds and samples recovered have revealed that this was an important multi-phase coastal site where a Neolithic settlement enclosure was replaced in the Early Bronze Age, and then further elaborated with entrance fortifications in the Late Bronze Age. A series of palisaded circular features were then constructed within it from this period until the end of the Iron Age. All of this is on the same site, providing a rare occurrence of continuity on a single site across several centuries. Evidence for early iron working evidence was found in these later phases covering the critical boundary between the Bronze and Iron Ages, a critical time for human development in Europe.

Other Advice within the Council's Area

- 7.4 During the report period advice was provided to a variety of clients, including Council staff, in respect of 26 other items of casework, including 4 pre-application enquiries, 2 HER site information queries or public enquiries, and 6 enquiries from statutory undertakers.

8 Advice to Renfrewshire Council

Development Management Advice

- 8.1 Over the report period 48 weekly lists of planning applications from the Council were monitored by the Service and 42 new planning applications were identified as raising potential archaeological issues, 29 by the Archaeology Service and 13 by Council staff. In addition further work was done in respect of 15 planning applications which had been submitted in previous years.
- 8.2 The 42 identified planning applications were assessed by the Service in terms of the policy and guidance contained in Scottish Planning Policy and Planning Advice Note 2/2011. All 42 applications (100%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

Potential issues first identified by:	WoSAS	Council	Total of cases
Refusal of planning application recommended		1	1
Archaeological assessment or evaluation prior to determination required	2	0	2
Negative suspensive condition requiring archaeological excavation	7	6	13
Archaeological watching brief condition required	4	3	7
Standings buildings survey condition	3	0	3
No issue, no action possible, including no issue after further work	13	3	16
Totals	29	13	42

Altogether, 26 of the 42 planning (61.9%) applications identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

Casework example

- 8.3 Refusal of the submitted planning application was recommended in relation to an application for the erection of twelve houses with car parking and landscaping on part of Old Ranfurly Golf Club, Bridge of Weir. The proposed site lies close to the masonry remains of Ranfurly Castle, a late medieval tower-house and near the earthwork remains of its earth-and-timber predecessor on Castle Hill. Both sites are protected in law as Scheduled Monuments. The proximity of the important lordly residences, and some historical evidence of ancillary medieval activity and later industrial development within the site raised potential direct archaeological issues which could have been addressed through the attachment of suitable conditions. However, the predicted adverse impacts on the current landscape setting of the two castles were judged to be significant enough to warrant refusal of the application on historic environment planning policy grounds.

Other Advice within the Council's Area

- 8.4 During the report period advice was provided to a variety of clients, including Council staff, in respect of 15 other items of casework, including 4 pre-application enquiries, 1 HER site information queries or public enquiries, and 6 enquiries from statutory undertakers.
- 8.5 The Service continued to advise on the historic environment implications of the council's new City Deal projects, and continues to meet with design teams in order to minimise risks of delays or unforeseen archaeological costs.

9 Advice to South Ayrshire Council

Development Management Advice

- 9.1 Over the report period 45 weekly lists of planning applications from the Council were monitored by the Service and 87 new planning applications were identified as raising potential archaeological issues, 44 by the Archaeology Service and 43 by Council staff. In addition further work was done in respect of 31 planning applications which had been submitted in previous years.
- 9.2 The 87 new planning applications were assessed by the Service in terms of the policy and guidance contained in Scottish Planning Policy and Planning Advice Note 2/2011. Of the 87 applications, 84 (96.6%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

Potential issues first identified by:	WoSAS	Council	Total of cases
Refusal of planning application recommended	1	0	1
Archaeological assessment or evaluation prior to determination required	4	2	6
Negative suspensive condition requiring archaeological excavation	3	5	8
Archaeological watching brief condition required	14	5	19
Standings buildings survey condition	1	1	2
No issue, no action possible, including no issue after further work	21	30	51
Totals	44	43	87

Altogether, 36 of the 87 planning applications (41.4%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

Casework example

- 9.3 Refusal of the submitted planning application was recommended where the proposed development of a house lay adjacent to the nationally important ruins of the 12th century St Nicholas' church, Prestwick. Although a small-scale development, the location and detailed design raised very serious direct and indirect archaeological issues. Direct issues concerned the likelihood of any development disturbing medieval buried human remains, as the wall enclosing the modern graveyard around the ruined church is suspected to have been built within a larger pre-Reformation burial ground of more irregular shape. In addition, the proposed house would have completed the encirclement of the ruined church by modern development, and would have been of such a scale as to obscure the nationally important church ruins from view in the open aspect towards the nearby railway line and beyond that, the sea.

Other Advice within the Council's Area

- 9.4 During the report period advice was provided to a variety of clients, including Council staff, in respect of 23 other items of casework, which included 12 pre-application enquiries, 1 HER site information query, and 2 enquiries from statutory undertakers.

10 Advice to South Lanarkshire Council

Development Management Advice

- 10.1 Over the report period 49 weekly lists of planning applications from the Council were monitored by the Service and 132 new planning applications were identified as raising potential archaeological issues, 77 by the Archaeology Service and 55 by Council staff. In addition further work was done in respect of 56 planning applications which had been submitted in previous years.
- 10.2 The 132 new planning applications were assessed by the Service in terms of the policy and guidance contained in Scottish Planning Policy and Planning Advice Note 2/2011. Of the 132 applications, 127 (96.2%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

Potential issues first identified by:	WoSAS	Council	Total of cases
Refusal of planning application recommended	0	2	2
Archaeological assessment or evaluation prior to determination required	8	4	12
Negative suspensive condition requiring archaeological excavation	19	14	33
Archaeological watching brief condition required	18	10	28
Refer to Historic Environment Scotland (Scheduled or Listed asset)	0	1	1
No issue, or no action possible	32	24	56
Totals	77	55	132

Altogether, 76 of the 132 planning applications (57.6%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

Casework example

- 10.3 The Service recommended the refusal of two Wind Farm applications in the Upper Ward of Lanarkshire because of their likely adverse impacts on nationally important heritage assets. A number of contentious applications have been opposed in recent years, either through refusal of planning consent, or through formal objection by the Council to S36 applications to the Scottish Government under the Electricity Acts. A further appeal case at Priestgill, on the edge of the existing Clyde Wind Farm was undergoing assessment by the DPES Reporters' Unit during the reporting period. Through the submission of written statements arguing the Council's case against that of the appellant, it was possible for the Service to raise important points of principle about the roles and responsibilities of local authorities with regard to the management of landscape change affecting the historic environment. This formal exchange of views led to the historic environment issue being addressed in greater detail than other factors affecting the development, and prompted a decision by the Reporters to hold a Public Inquiry Hearing Session on the matter, to take place after the current reporting period.

Other Advice in the Council's Area

- 10.4 During the report period advice was provided to a variety of clients, including Council staff, in respect of 53 other items of casework, including 7 pre-application enquiries, 4 HER site information queries or public enquiries, and 7 enquiries from statutory undertakers.

11 Advice to West Dunbartonshire Council

Development Management Advice

- 11.1 Over the report period 53 weekly lists of planning applications from the Council were monitored by the Service and 40 new planning applications were identified as raising potential archaeological issues, 12 by the Archaeology Service and 28 by Council staff. In addition further work was done in respect of 18 planning applications which had been submitted in previous years.
- 11.2 The 40 identified planning applications were assessed by the Service in terms of the policy and guidance contained in Scottish Planning Policy and Planning Advice Note 2/2011. Of the 40 applications, 37 (92.5%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

Potential issues first identified by:	WoSAS	Council	Total of cases
Refusal of planning application recommended	0	1	1
Archaeological assessment or evaluation prior to determination required	0	2	2
Negative suspensive condition requiring archaeological excavation	1	1	2
Archaeological watching brief condition required	3	4	7
Refer to Historic Scotland (scheduled monument or listed building)	0	1	1
No issue, no action possible, including no issue after further work	8	19	27
Totals	12	28	40

Altogether, 13 of the 40 planning applications (32.5%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

Casework example

- 11.3 The Service recommended that development of a replacement agricultural building at Mount Pleasant Farm near Old Kilpatrick be resisted as the site lay directly on the line of the Antonine Wall Roman frontier, now a World Heritage Site. The Service advised that the submission of the proposals through the Agricultural Prior Notification process did not comply with national policies, and that a full planning application would be the more appropriate route to seek consent. Lengthy discussions and negotiations were initiated to find a compromise solution, which had not been resolved at the end of the reporting period. This case exemplifies the sometimes complex way in which historic environment issues interface with the planning system and the limitations of planning authorities' powers.

Other Advice within the Council's Area

- 11.4 During the report period advice was provided to a variety of clients, including Council staff, in respect of 9 other items of casework, including 1 pre-application enquiry, and 1 HER site information query.
- 11.5 During the report period the manager of the Service also represented the Council on the Antonine Wall Research Group and contributed to discussions on revisions to the Supplementary Planning Guidance for development management in and around the Antonine Wall World Heritage Site.

12 Advice to West Lothian Council

Development Management Advice

- 12.1 Over the report period 47 weekly lists of planning applications from the Council were monitored by the Service and 92 new planning applications were identified as raising potential archaeological issues, 47 by the Archaeology Service and 45 by Council staff. In addition further work was done in respect of 21 planning applications which had been submitted in previous years.
- 12.2 The 92 new planning applications were assessed by the Service in terms of the policy and guidance contained in Scottish Planning Policy and Planning Advice Note 2/2011. Of the 92 applications, 89 (96.7%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

Potential issues first identified by:	WoSAS	Council	Total of cases
Archaeological assessment or evaluation prior to determination required	7	2	9
Negative suspensive condition requiring archaeological excavation	12	14	26
Archaeological watching brief condition required	7	5	12
Standings buildings survey condition	1	0	1
Avoidance/protection within, or to side of development	2	0	2
Refer to Historic Environment Scotland (Scheduled or Listed asset)	2	1	3
No issue, no action possible, including no issue after further work	16	23	39
Totals	47	45	92

Altogether, 53 of the 92 planning applications (57.6%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

Casework example

- 12.3 The development of further car parking spaces at Beecraigs Country Park was preceded by archaeological excavation, as the previous phase of development on the hilltop site had identified a prehistoric timber circle and a ploughed-out burial mound, and hints of other, more domestic features. Fragments of two further circular prehistoric features were identified and fully excavated, despite earlier unauthorised disturbance to the site's development footprint.

Other Advice within the Council's Area

- 12.4 During the report period advice was provided to a variety of clients, including Council staff, in respect of 37 other items of casework, including 6 pre-application enquiries, 6 HER site information queries or public enquiries, and 1 enquiry from a statutory undertaker.

13 Advice to the Loch Lomond & The Trossachs National Park Authority

- 13.1 Archaeological advice is provided to the National Park Authority planning service under the terms of a chargeable Service Level Agreement covering the whole of the National Park area. In the year 2016-17 the National Park Authority paid £16,667 to the Service for archaeological planning advice, and other historic environment advice.

Development Management Advice

- 13.2 Over the report period 51 weekly lists of planning applications from the Council were monitored by the Service and 64 new planning applications were identified as raising potential archaeological issues, 24 by the Archaeology Service and 40 by Park Authority staff. In addition further work was done in respect of 14 planning applications which had been submitted in previous years.
- 13.3 The 64 identified planning applications were assessed by the Service in terms of the policy and guidance contained in Scottish Planning Policy and Planning Advice Note 2/2011. Of the 64 applications, 60 (93.8%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

Potential issues first identified by:	WoSAS	Council	Total of cases
Archaeological assessment or evaluation prior to determination required	5	4	9
Negative suspensive condition requiring archaeological excavation	3	4	7
Archaeological watching brief condition required	1	8	9
Standings buildings survey condition	1	2	3
Avoidance/protection within or to side of development	0	1	1
No issue, no action possible, including no issue after further work	14	21	35
Totals	24	40	64

Altogether, 29 of the 64 planning applications (45.3%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

Casework example

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

Other Advice within the National Park Authority's Area

- 13.5 During the report period advice was provided to a variety of clients, including National Park Authority staff, in respect of 17 other items of casework including 6 pre-application enquiries, 7 forestry consultations, and 2 enquiries from statutory undertakers.
- 13.6 During the report period the manager of the Service also represented the National Park Authority in online discussions with other members of the National Parks Historic Environment Working Group and contributed to discussions on policy matters relevant to the Park.

14 Information and Advice to Developers/Agents and to Statutory Undertakers

- 14.1 There were 67 requests for pre-application information and advice from developers or their agents, including 32 requests for Historic Environment Record digital extracts. In addition, detailed advice on the implementation of planning conditions was provided to archaeological contractors working for developers on 75 cases where planning permission had been granted in previous years.
- 14.2 There were 46 requests for assistance in connection with Scottish Water, Scottish Water Solutions, Scottish Power, Scottish and Southern Electricity, Transerve, and Transport Scotland proposals. The substantial increase in this type of casework was largely a result of increased enquiries from one of the electricity companies. These enquiries were generally in relation to advice to assist the statutory undertakers in implementing their own policies for the protection of the historic environment while operating under Permitted Development Rights. In those cases where archaeological information or advice was provided and where fieldwork interventions were recommended, relevant fees were levied by the Service through its approved Access to Information and Charging Policy.
- 14.3 During the reporting period the provision of assistance to developers and their agents in accordance with the WoSAS Access to Information and Charging Policy generated £14,500 income for the Service.

15 Agri-Environment Advice

- 15.1 Changes in 2014 to funding priorities for national agri-environment schemes and to the treatment of historic environment assets within their site boundaries resulted in a weakening of the importance of historic environment factors in central government decision-making for the current scheme except with regard to forestry projects.
- 15.2 Continuing an established pattern which has been reported on in the preceding two years, in the current reporting period there has been no significant uptake from forestry agents for archaeological information and advice since centrally funded transitional payments for its provision were phased out. Despite renewed Forestry Authority guidance on the validity of local authorities' fee-charging for this archaeological service, and clarification that such fees were eligible to be met from the existing public grant, only one commercial request for information and advice was commissioned in the reporting period. Consultation with other local authority archaeological services indicates that similar procedural failings are beginning to be experienced across Scotland in increasing numbers and in more areas.
- 15.3 Except in the Loch Lomond and the Trossachs National Park area where the National Park Authority has itself underwritten the costs of providing such advice to forestry agents planning new forestry projects or felling proposals, any such consultations are treated as un-resourced work, and removed from our priority work-load lists.
- 15.4 As priority caseloads permit, the Service continues to respond to consultations on forestry proposals when these are sent as part of the Forestry Authority's Local Authority consultation process. However, responses are limited to general advice and summary information, or to drawing attention to what appears to be incomplete or inadequate provision for the historic environment within the proposals where this is apparent. As this is now not part of our priority work-load, we conform to the Forestry Commission's longer response timetable, which has led to a concomitant reduction in the proportion of cases which meet the Service's own, shorter, internal performance standard for Forestry Casework in "Other Work Areas" (see Appendix 1).

Appendix 1

Annual Performance Statistics 2017-18 (figures for the previous year in brackets for comparison)

Monitoring of Weekly lists of planning applications

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

Performance	100.00%	(99.82%)
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Planning and Listed Building Consultations

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

Planning Applications

Argyll & Bute	97.28%	(83.65%)
East Ayrshire	97.75%	(91.40%)
East Renfrewshire	93.10%	(95.83%)
Glasgow City	84.85%	(80.65%)
North Ayrshire	94.23%	(94.83%)
Renfrewshire	100.00%	(97.67%)
South Ayrshire	96.55%	(92.47%)
South Lanarkshire	96.21%	(91.43%)
West Dunbartonshire	92.50%	(88.89%)
West Lothian	96.74%	(95.39%)
Loch Lomond & The Trossachs	93.75%	(98.00%)
Overall Planning Application Performance	95.44%	(90.54%)

Other Work Areas

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

Pre-Application Enquiries	88.06%	(87.64%)
Permitted Dev't/Statutory Undertakings	86.96%	(76.92%)
General/HER Enquiries	90.00%	(100.00%)
Other Archaeological Consultations	100.00%	(87.50%)
SRDP/Forestry Casework	64.58%	(77.00%)
Overall Other Work Performance	79.52%	(83.47%)

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

Appendix 2

WEST OF SCOTLAND ARCHAEOLOGY SERVICE INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR TO 31 MARCH 2018

2016/17 £		2017/18 £
	<u>Income</u>	
128,095	Contribution from participating authorities	128,095
30,874	Fees & Charges	31,167
609	Interest on balances	449
<u>159, 578</u>	Total Income	<u>159, 711</u>
	<u>Expenditure</u>	
	<u>Employee Costs</u>	
150,841	Salaries, NI & Superannuation & Employee Related Costs	136,088
	<u>Administration Costs</u>	
140	Fees & Subscriptions	140
2,145	Travel & Subsistence	1,509
6,700	Rents	6,700
2,900	Equipment Purchase & maintenance	2,900
32	Catering	89
0	Building repairs and security	0
0	Purchase of services (miscellaneous)	0
1,880	Audit Fee	1,920
<u>13,797</u>		<u>13,258</u>
<u>164,638</u>	Total Expenditure	<u>149,346</u>
(5,060)	Surplus/(Deficit) for Year	10,365
100,013	Surplus Brought Forward	94,953
<u>94,953</u>	Accumulated Surplus	<u>105,318</u>

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