



## Annual Report of the West of Scotland Archaeology Service 2019/2020

### Summary

This annual report covers the period from 1 April 2019 to 31 March 2020.

During the report period, the Service dealt with 1978 new casework items, 60 more than in the previous year. This modest 3% overall increase in casework continues an underlying trend across Council areas over the past three reporting periods.

A total of 594 weekly lists of planning applications registered with the Councils and with the Loch Lomond & The Trossachs National Park Authority were monitored for potential archaeological impacts. This essential element of the Service's work identifies applications raising potential archaeological issues which have not been fully dealt with at the pre-application stage so they can be considered further. This monitoring of the weekly lists, along with direct consultations from planning officers, identified 1014 new planning applications which required additional detailed assessment, a 9% increase on the previous year.

A further 370 new casework items in other categories also arose in the reporting period.

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

### New Casework 1 April 2019 to 31 March 2020

Council Area	Total of New Casework Items	Weekly lists	Planning Applications	Other
Argyll & Bute	392	51	235	106
East Ayrshire	154	51	90	13
East Dunbartonshire	113	49	44	20
East Renfrewshire	90	51	32	7
Glasgow	150	49	69	32
North Ayrshire	123	47	52	24
Renfrewshire	112	49	47	16
South Ayrshire	157	46	74	37
South Lanarkshire	282	52	179	51
West Dunbartonshire	84	50	21	13
West Lothian	175	49	101	25
National Park Authority	141	50	70	21
General/Multi-Council	5			5
<b>Total</b>	<b>1978</b>	<b>594</b>	<b>1014</b>	<b>370</b>

## Planning Application Casework 2019-2020

The number of new planning applications identified as potentially raising archaeological issues was 9% greater than in the previous reporting period. After allowing for the increase resulting from the integration of East Dunbartonshire Council to the Joint Service two years ago, this is nevertheless a statistically significant increase on the averaged five-year trend in the number of applications made to member Councils.

Of the combined total of 1014 applications which the Service staff examined in detail, 493 (49%) were assessed as raising potentially significant historic environment issues which would justify some form of archaeological intervention. This proportion has remained fairly stable in the six years since the introduction of the Service's award-winning archaeological impact mitigation system. This streamlined working method continues to deliver better use of officer time within the Service, and within the planning services of member authorities.

The casework response of the Service during the final part of the reporting period was affected by the government's response to the Covid-19 coronavirus pandemic. In the 21 days prior to the end of the reporting period a total of 25 planning applications were identified as raising potentially significant archaeological issues, but the start of the UK-wide lockdown on 23 March interrupted work on these cases, meaning that making a response to 20 of the applications was impossible within the Service's Performance Standard response period.

The health crisis lockdown's interruption to the work of the Service therefore had a small, but significant adverse impact on the performance statistics for the year (see Appendix 1), lowering total planning application performance scores by approximately 2%.

### Summary Table of New Planning Applications 2014-2020

	Numbers of applications identified for detailed further assessment						Numbers of these then assessed as raising significant archaeological issues					
	14/15	15/16	16/17	17/18	18/19	19/20	14/15	15/16	16/17	17/18	18/19	19/20
Argyll & Bute	208	159	160	184	222	235	112	95	101	105	137	145
East Ayrshire	84	99	94	89	86	90	38	40	43	35	26	40
East Dunbartonshire	-	-	-	-	43	44	-	-	-	-	20	12
East Renfrewshire	27	22	24	29	36	32	12	11	9	18	18	14
Glasgow	52	48	63	66	59	69	16	18	31	29	25	32
North Ayrshire	50	55	58	52	46	52	25	32	30	31	23	30
Renfrewshire	44	41	43	42	40	47	21	26	24	26	18	22
South Ayrshire	108	72	92	87	96	74	39	24	34	36	35	37
South Lanarkshire	122	154	140	132	125	179	66	68	67	76	54	83
West Dunbartonshire	33	23	26	40	18	21	10	11	12	13	6	8
West Lothian	104	128	66	92	94	101	57	57	28	53	47	47
National Park	54	65	52	64	65	70	21	31	24	29	26	23
<b>Total</b>	<b>886</b>	<b>866</b>	<b>818</b>	<b>877</b>	<b>930</b>	<b>1014</b>	<b>417</b>	<b>413</b>	<b>403</b>	<b>451</b>	<b>435</b>	<b>493</b>
(% raising issues)							(47%)	(48%)	(49%)	(51%)	(47%)	(49%)

### Continuing Casework 2019-2020

In addition to working on the identification of new casework and responding to consultations from planning officers during the reporting period, the Service also carried forward work on 341 planning application cases which had been initiated in previous years.

The majority of these applications had been granted consent with archaeological conditions which required the submission of detailed project design documents for the planning

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

authority's approval before development could commence. The Service facilitates this process by providing detailed advice to developers and their agents and archaeological contractors, and to Council planning staff on the appropriate scale of fieldwork and standards of reporting which should be required to conform to the Councils' historic environment policies and so satisfy the attached archaeological conditions.

Typically, around 40% of these cases involve project planning discussions and agreements ahead of fieldwork or are related to setting the scope of post-fieldwork analysis or reporting requirements, while a greater number involve facilitating the commercial archaeological fieldwork required to implement conditions, and providing comments on the resulting reports and analysis.

The Service also monitors the 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 to the developers.

### **Other New Casework 2019-2020**

In addition to casework items generated from weekly lists and planning applications, a further 370 items of other new work of various types were initiated in the report period. (See table below, figures for the previous year in brackets).

Pre-application planning enquiries	90 (105)
Permitted Development enquiries	27 (36)
Development Plan consultations	1 (1)
Policy liaison matters	4 (10)
Historic Environment Record information management matters	87 (74)
General or Historic Environment Record enquiries	45 (36)
Other Archaeological Consultations	24 (18)
Scottish Rural Development Programme audits and other agri-environment matters	92 (115)
Other (includes items sent in error)	0 (0)
<b>Total</b>	<b>370 (395)</b>

As has been the case in previous years, the numbers of new casework items in the different categories have varied in comparison to the earlier reporting periods. After last year's modest increase in the total cases covered by these categories of work, the overall number of cases in the current reporting period has returned to around the average level recorded in recent years.

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

The substantial rise in pre-application enquiries to the Service reported in the last reporting period has not been sustained, and the number of cases recorded has returned to the level recorded over the previous two years. Conversations with commercial archaeological contractors indicates that some of this apparent fall in demand for pre-application advice is a result of the contractors' growing familiarity with the likely policy requirements of Councils within the Service area, particularly with regard to greenfield developments and householder applications, and because of the provision of improved procedural guidance by the Service.

#### **Permitted development enquiries**

Following the 22% fall in advance enquiries from statutory undertakers recorded in last year's report, the number of requests for advice on how to implement their own policies for the

protection of the historic environment fell by a further 25% in the current reporting period. While this number of enquiries is still within the normal range recorded in previous years, it now lies close to the lower margin of variation. It is not yet known whether this represents a long-term shift in project preparation practice within the organisations, or whether it is a temporary effect caused by fluctuations in advance project planning by the major infrastructure providers.

As will be apparent, the number of pre-application planning enquiries and permitted development enquiries, and the fee income generated by them through the Service's approved *Access to Information and Charging Policy* varies according to the timing and scale of the projects brought forward by developers or through the infrastructure providers' capital investment programmes.

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

During the reporting period, the Service continued to be consulted, and to comment on Scottish Government proposals for the future of the planning system, including consultation on the review of the Planning Advice Note dealing with Planning and Archaeology.

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

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

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

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

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

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

During the reporting period, the Service also met with the Dumfries and Galloway Council Museums Service and Planning Archaeology Service officers to further develop a funding bid for a joint project to deliver a Regional Archaeological Research Framework for South-West Scotland.

## **Historic Environment Record matters**

Continuing high levels of planning application casework have again limited the time which the Service's permanent staff could devote to updating the Historic Environment Record (HER). Despite this, a total of 332 new site records were added to the HER database, and amendments or additions were made to a further 115 existing site records. In addition, 269 cross-referenced archive records were created within the HER following the receipt of reports on completed archaeological projects.

During the reporting period 228 archaeological event records were created. The incorporation of such records into the HER partly depends on the regularity of notifications of new fieldwork by commercial archaeological contractors and academic and amateur researchers submitted to the nationwide 'OASIS' archaeological activities reporting system, in which local Authority HER services have an important data verification and validation role.

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

During the reporting period, the Service provided two training seminars to West Lothian Council, the first to Development Management Planning Officers and the second to Elected Members.

In December 2019, the Manager of the Service gave a presentation on the value of developer-funded archaeological research to a Chartered Institute for Archaeologists (CIfA) Training Workshop on the future of archaeology in Scotland.

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

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

The Service also assisted two PhD candidates with the provision of data for a thesis, and by agreeing to be interviewed for a research survey.

## **Agri-environment matters**

While there were a substantial number of recorded agri-environment casework items during the current reporting period, the overwhelming majority of the cases were consultation requests from Forestry Commission Scotland Conservancy offices inviting comments on the historic environment impacts of forestry grant applications they had received. Responses have been provided through each planning authority's consultation response process, when requested by the member council. Separate consultation responses from the Service have not been provided as these would require a considerable expenditure of un-resourced staff time.

Other requests for information and advice from commercial forestry companies have been dealt with where the chargeable fee has been accepted in line with the relevant forestry industry guidance.

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

## 1 Running the Service

- 1.1 The Service's Joint Committee met on 19 September 2019, and prior to this on 26 August 2019, the Convenor had met with the Manager of the Service to consider the pre-audited annual accounts for 2018/19, as set out in governance procedures previously agreed with Audit Scotland. The Joint Committee meeting due to be held on 26 March 2020 was postponed as a result of the UK-wide Covid-19 health emergency lockdown.
- 1.2 The Service's Steering Group met twice 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 The balance in the Service's reserve account at year end stood at £149,797 (see Appendix 2). The level of financial reserves at the financial year end was higher than had been predicted in budget forecasts. Once again, this was largely because of reduced salary and employee-related costs as a result of a continuing temporary change to staff work rostering, and because projected contingency spending was not required. The level of financial reserves is kept under annual review as specified in the Service's approved Reserves Policy.
- 1.4 The previous year's increase in the amount of external income generated by the Service's *Access to Information and Charging Policy* was sustained at the same level over the report period, further validating the findings of a review of the revisions to the policy approved by the Joint Committee in March 2015. Over the current reporting period, the Service received £17,200 for the provision of archaeological information and advice to developers and their agents. Consequently, there would appear to be no immediate need to review its provisions or charging rates.
- 1.5 Continuing a pattern reported on in the preceding three years, there has been no significant uptake from forestry agents for archaeological information and advice since centrally funded transitional payments for the provision of such advice and information were phased out. Similar outcomes have been noted by other local authorities across Scotland who are unable or unwilling to undertake this work without additional external resources. This diminution in the range of mediated information available for planning environmentally sustainable forestry operations is a matter of concern which has been raised with national agencies.

## 2 Historic Environment Record Maintenance and Development

- 2.1 During the report period 332 new site records were added to the Historic Environment Record (HER) database, 115 existing site records were amended, 278 archaeological events records were added, and the HER was informed of the commencement of 123 new fieldwork events. Following the receipt of reports on previous archaeological projects 269 archive records (indexed and cross-referenced hyperlinks to the reports received by the Service in digital format) were created.
- 2.2 The Service's website (<http://www.wosas.net>) was not updated regularly over the report period, as available staff time is being directed towards a re-design to allow a re-launch bringing the online content up to date with procedural changes and the requirements of the *Scottish Historic Environment Data Strategy* (SHED Strategy) which have still to be finalised. Nevertheless, during the same period, there were over 715,000 "hits" on the existing website.
- 2.3 The Service continued its liaison role with the national heritage agencies and data providers as the member Councils' representative on the Association of Local Authority Archaeological Officers (ALGAO:Scotland), and the associated HER Forum Scotland (formerly known as the SMR Forum Scotland). WoSAS continued to contribute to national initiatives on a cost-neutral basis to ensure that the shared data sources which are being developed under the SHED Strategy meet the needs of the WoSAS member Councils. During the reporting period, HER data was provided to Historic Environment Scotland for uploading to their *Pastmap* website, and information on chance finds was provided to the HER by the Treasure Trove Unit..
- 2.4 The Service has consolidated its engagement with the Spatial Information team of the local authority Improvement Service and their Spatial Hub website, which provides public access to environmental spatial data to ensure that Councils comply with the INSPIRE (Scotland) 2009 Regulations. The Spatial Hub is designed to allow local authorities to meet their statutory responsibilities for spatial data access without having to set up their own INSPIRE-compliant portals. By updating the Spatial Hub with collated and curated HER data in June 2019 and January 2020, WoSAS has assisted member councils to meet this legal requirement without the need for additional resources.
- 2.5 Throughout the reporting period, the Service engaged in the 'OASIS validation' of draft archaeological reports received by the HER following data entry or editing by the authors. OASIS is a UK-wide national archaeological data repository set up at the University of York with funding from national agencies. It is designed to hold archaeological reports and information from across the heritage sector. Local authorities have been given a major role in the validation of the reports generated, and in integrating the finalised and validated information into local HERs so it remains available for local researchers and the commercial sector in future. An improved update to the OASIS reporting system was agreed, and the WoSAS HER was invited to test and comment on the early release version of the revised system to ensure the final version is fit for purpose in the modern planning system.
- 2.6 During the reporting period, the Service assisted or liaised with four local amateur archaeological or historical groups and one university department in the preparation of local heritage fieldwork projects or funding bids, and dealt with more than twenty short-duration telephone enquiries regarding HER information on specific sites or areas.
- 2.7 Service staff assisted two PhD candidates with the provision of data for a thesis, and by agreeing to be interviewed for a research survey.

### 3 Advice to Argyll and Bute Council

#### Development Management Advice

- 3.1 Over the report period 51 weekly lists of planning applications from the Council were monitored by the Service and 235 new planning applications were identified as raising potential archaeological issues. In addition further work was done in respect of 73 planning applications which had been submitted in previous years.
- 3.2 The 235 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 235 applications, 217 (92.3%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

	Total of cases
Refusal of planning application recommended	1
Archaeological assessment or evaluation prior to determination required	37
Negative suspensive condition requiring archaeological excavation	43
Archaeological watching brief condition required	47
Standing buildings survey condition	2
Avoidance/protection within, or to side of development	13
Refer to Historic Environment Scotland (Scheduled or Listed asset)	2
No issue, or no action possible	90
Totals	235

Altogether, 145 of the 235 planning applications (61.7%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

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

- 3.3 During the report period advice was provided to a variety of clients, including Council staff, in respect of 106 other items of casework, including 9 pre-application enquiries, 16 HER site information queries or public enquiries, and 13 enquiries from statutory undertakers.
- 3.4 For the second time in two years, the Service liaised with and provided advice to Police Scotland in connection with reported finds of skeletal material on the Isle of Colonsay. The Service was able to verify that the bones appeared to have eroded from what appeared to be a rock-face shelter which may have been used in the early prehistoric period. Following the police report to the Procurator Fiscal, an archaeological intervention to recover the remains and investigate the site was arranged using a notification and call-out contract system set up and funded by Historic Environment Scotland.

#### **4 Advice to East Ayrshire Council**

##### **Development Management Advice**

- 4.1 Over the report period 51 weekly lists of planning applications from the Council were monitored by the Service and 90 new planning applications were identified as raising potential archaeological issues. In addition further work was done in respect of 21 planning applications which had been submitted in previous years.
- 4.2 The 90 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 90 applications, 83 (92.2%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

	Total of cases
Archaeological assessment or evaluation prior to determination required	13
Negative suspensive condition requiring archaeological excavation	16
Archaeological watching brief condition required	8
Standing buildings survey condition	2
Refer to Historic Environment Scotland (Scheduled or Listed asset)	1
No issue, or no action possible	50
Totals	90

Altogether, 40 of the 90 planning applications (44.4%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

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

- 4.3 During the report period advice was provided to a variety of clients, including Council staff, in respect of 13 other items of casework, including 5 pre-application enquiries, 3 HER site information queries or public enquiries, and 1 enquiry from a statutory undertaker.

## 5 Advice to East Dunbartonshire Council

### Development Management Advice

- 5.1 Over the report period 49 weekly lists of planning applications from the Council were monitored by the Service and 44 new planning applications were identified as raising potential archaeological issues. In addition further work was done in respect of 12 planning applications which had been submitted in a previous year.
- 5.2 The 44 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 44 applications, 38 (86.4%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

	Total of cases
Refusal of planning application recommended	4
Archaeological assessment or evaluation prior to determination required	1
Negative suspensive condition requiring archaeological excavation	1
Archaeological watching brief condition required	6
No issue, or no action possible	32
Totals	44

Altogether, 12 of the 44 planning applications (27.3%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

### Other Advice within the Council's Area

- 5.3 During the report period advice was provided to a variety of clients, including Council staff, in respect of 20 other items of casework, including 2 pre-application enquiries, 6 HER site information queries or public enquiries, and 2 enquiries from a statutory undertaker.
- 5.4 During the report period the manager of the Service also represented the Council on the Antonine Wall Research Group and contributed to discussions on revisions to the Supplementary Planning Guidance for development management in and around the Antonine Wall World Heritage Site.

## 6 Advice to East Renfrewshire Council

### Development Management Advice

- 6.1 Over the report period 51 weekly lists of planning applications from the Council were monitored by the Service and 32 new planning applications were identified as raising potential archaeological issues. In addition further work was done in respect of 8 planning applications which had been submitted in previous years.
- 6.2 The 32 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 32 applications, 29 (90.3%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

	Total of cases
Archaeological assessment or evaluation prior to determination required	2
Negative suspensive condition requiring archaeological excavation	5
Archaeological watching brief condition required	5
Standing buildings survey condition	1
Avoidance/protection within, or to side of development	1
No issue, or no action possible	18
Totals	32

Altogether, 14 of the 32 planning applications (43.8%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

### Other Advice within the Council's Area

- 6.3 During the report period advice was provided to a variety of clients, including Council staff, in respect of 7 other items of casework, including 1 enquiry from a statutory undertaker, and 1 HER site information query.

## 7 Advice to Glasgow City Council

### Development Management Advice

- 7.1 Over the report period 49 weekly lists of planning applications from the Council were monitored by the Service and 69 new planning applications were identified as raising potential archaeological issues. In addition further work was done in respect of 33 planning applications which had been submitted in previous years.
- 7.2 The 69 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 69 applications, 56 (81.2%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

	Total of cases
Archaeological assessment or evaluation prior to determination required	7
Negative suspensive condition requiring archaeological excavation	16
Archaeological watching brief condition required	5
Standing buildings survey condition	2
Refer to Historic Environment Scotland (Scheduled or Listed asset)	2
No issue, or no action possible	37
Totals	69

Altogether, 32 of the 69 planning applications (46.4%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

### Other Advice within the Council's Area

- 7.3 During the report period advice was provided to a variety of clients, including Council staff, in respect of 32 other items of casework, including 13 pre-application enquiries, 8 HER site information queries or public enquiries, and 2 enquiries regarding statutory undertakings.
- 7.4 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.

## 8 Advice to North Ayrshire Council

### Development Management Advice

- 8.1 Over the report period 47 weekly lists of planning applications from the Council were monitored by the Service and 52 new planning applications were identified as raising potential archaeological issues. In addition further work was done in respect of 19 planning applications which had been submitted in previous years.
- 8.2 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, 48 (92.3%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

	Total of cases
Archaeological assessment or evaluation prior to determination required	13
Negative suspensive condition requiring archaeological excavation	14
Archaeological watching brief condition required	3
No issue, or no action possible	22
Totals	52

Altogether, 30 of the 52 planning applications (57.7%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

### Other Advice within the Council's Area

- 8.3 During the report period advice was provided to a variety of clients, including Council staff, in respect of 24 other items of casework, including 3 pre-application enquiries, 2 HER site information queries or public enquiries, and 4 enquiries from statutory undertakers.

## 9 Advice to Renfrewshire Council

### Development Management Advice

- 9.1 Over the report period 49 weekly lists of planning applications from the Council were monitored by the Service and 47 new planning applications were identified as raising potential archaeological issues. In addition further work was done in respect of 13 planning applications which had been submitted in previous years.
- 9.2 The 47 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 47 applications, 43 (91.3%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

	Total of cases
Archaeological assessment or evaluation prior to determination required	7
Negative suspensive condition requiring archaeological excavation	11
Archaeological watching brief condition required	3
Refer to Historic Environment Scotland (Scheduled or Listed asset)	1
No issue, or no action possible	25
Totals	47

Altogether, 22 of the 47 planning (46.8%) applications identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

### Other Advice within the Council's Area

- 9.3 During the report period advice was provided to a variety of clients, including Council staff, in respect of 16 other items of casework, including 7 pre-application enquiries, 1 HER site information query, and 1 enquiry from a statutory undertaker.
- 9.4 The Service continued to advise on the historic environment implications of the council's new City Deal projects, and continued to liaise with design teams in order to minimise risks of delays or unforeseen archaeological costs.

## 10 Advice to South Ayrshire Council

### Development Management Advice

- 10.1 Over the report period 47 weekly lists of planning applications from the Council were monitored by the Service and 74 new planning applications were identified as raising potential archaeological issues. In addition further work was done in respect of 28 planning applications which had been submitted in previous years.
- 10.2 The 74 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 74 applications, 67 (90.5%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

	Total of cases
Refusal of planning application recommended	1
Archaeological assessment or evaluation prior to determination required	6
Negative suspensive condition requiring archaeological excavation	17
Archaeological watching brief condition required	7
Standing buildings survey condition	2
Avoidance/protection within, or to side of development	3
Refer to Historic Environment Scotland (Scheduled or Listed asset)	1
No issue, or no action possible	37
Totals	74

Altogether, 37 of the 74 planning applications (50.0%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

### Other Advice within the Council's Area

- 10.3 During the report period advice was provided to a variety of clients, including Council staff, in respect of 37 other items of casework, which included 14 pre-application enquiries, 9 HER site information queries or public enquiries, and 3 enquiries from statutory undertakers.

## 11 Advice to South Lanarkshire Council

### Development Management Advice

- 11.1 Over the report period 52 weekly lists of planning applications from the Council were monitored by the Service and 179 new planning applications were identified as raising potential archaeological issues. In addition further work was done in respect of 69 planning applications which had been submitted in previous years.
- 11.2 The 179 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 179 applications, 169 (94.4%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

	Total of cases
Refusal of planning application recommended	1
Archaeological assessment or evaluation prior to determination required	19
Negative suspensive condition requiring archaeological excavation	37
Archaeological watching brief condition required	22
Refer to Historic Environment Scotland (Scheduled or Listed asset)	4
No issue, or no action possible	96
Totals	179

Altogether, 83 of the 179 planning applications (46.4%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

### Other Advice in the Council's Area

- 11.3 During the report period advice was provided to a variety of clients, including Council staff, in respect of 51 other items of casework, including 14 pre-application enquiries, 9 HER site information queries or public enquiries, and 3 enquiries from statutory undertakers.

## 12 Advice to West Dunbartonshire Council

### Development Management Advice

- 12.1 Over the report period 50 weekly lists of planning applications from the Council were monitored by the Service and 21 new planning applications were identified as raising potential archaeological issues. In addition further work was done in respect of 17 planning applications which had been submitted in previous years.
- 12.2 The 21 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 of the 21 applications (100.0%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

	Total of cases
Archaeological assessment or evaluation prior to determination required	1
Negative suspensive condition requiring archaeological excavation	1
Archaeological watching brief condition required	4
Refer to Historic Environment Scotland (Scheduled or Listed asset)	2
No issue, or no action possible	13
Totals	21

Altogether, 8 of the 21 planning applications (38.1%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

### Other Advice within the Council's Area

- 12.3 During the report period advice was provided to a variety of clients, including Council staff, in respect of 13 other items of casework, including 1 pre-application enquiry, 3 HER site information queries, and 1 enquiry from a statutory undertaker.
- 12.4 During the report period the manager of the Service also represented the Council on the Antonine Wall Research Group and contributed to discussions on revisions to the Supplementary Planning Guidance for development management in and around the Antonine Wall World Heritage Site.

### **13 Advice to West Lothian Council**

#### **Development Management Advice**

- 13.1 Over the report period 49 weekly lists of planning applications from the Council were monitored by the Service and 101 new planning applications were identified as raising potential archaeological issues. In addition further work was done in respect of 30 planning applications which had been submitted in previous years.
- 13.2 The 101 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 101 applications, 95 (94.1%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

	Total of cases
Archaeological assessment or evaluation prior to determination required	17
Negative suspensive condition requiring archaeological excavation	16
Archaeological watching brief condition required	10
Avoidance/protection within, or to side of development	4
No issue, or no action possible	54
Totals	101

Altogether, 47 of the 101 planning applications (46.5%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

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

- 13.3 During the report period advice was provided to a variety of clients, including Council staff, in respect of 25 other items of casework, including 15 pre-application enquiries, and 2 HER site information queries or public enquiries.

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

- 14.1 Archaeological advice is provided to the National Park Authority planning service under the terms of a chargeable Service Level Agreement covering the whole of the National Park area. In the year 2019-20 the National Park Authority paid £16,667 to the Service for archaeological planning advice, and other historic environment advice.

### Development Management Advice

- 14.2 Over the report period 50 weekly lists of planning applications from the Council were monitored by the Service and 70 new planning applications were identified as raising potential archaeological issues. In addition further work was done in respect of 18 planning applications which had been submitted in previous years.
- 14.3. The 70 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 70 applications, 68 (97.1%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

	Total of cases
Archaeological assessment or evaluation prior to determination required	1
Negative suspensive condition requiring archaeological excavation	9
Archaeological watching brief condition required	5
Standing buildings survey condition	5
Avoidance/protection within, or to side of development	2
Refer to Historic Environment Scotland (Scheduled or Listed asset)	1
No issue, or no action possible	47
Totals	70

Altogether, 23 of the 70 planning applications (32.9%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

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

- 14.4 During the report period advice was provided to a variety of clients, including National Park Authority staff, in respect of 21 other items of casework including 6 pre-application enquiries, 5 forestry consultations, and 9 HER site information queries or public enquiries.
- 14.6 During the report period the manager of the Service also represented the National Park Authority in online discussions with other members of the National Parks Historic Environment Working Group and contributed to discussions on national historic environment policy matters relevant to the Park.

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

- 15.1 There were 90 requests for pre-application information and advice from developers or their agents, including 33 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 105 cases where planning permission had been granted in previous years.
- 15.2 There were 27 requests for assistance in connection with Scottish Water, Scottish Water Solutions, Scottish Power, Scottish and Southern Electricity, Transerve, and Transport Scotland proposals. These enquiries were generally in relation to advice to assist the statutory undertakers in implementing their own policies for the protection of the historic environment while operating under Permitted Development Rights. In those cases where archaeological information or advice was provided and where fieldwork interventions were recommended, relevant fees were levied by the Service through its approved *Access to Information and Charging Policy*.
- 15.3 During the reporting period the provision of assistance to developers and their agents in accordance with the *WoSAS Access to Information and Charging Policy* generated £17,200 income for the Service.

## **16 Agri-Environment Advice**

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

## Appendix 1

**Annual Performance Statistics 2019-20 (figures for the previous year in brackets for comparison)**

### Monitoring of Weekly lists of planning applications

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

<b>Performance</b>	<b>98.81%</b>	<b>(99.49%)</b>
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### Planning and Listed Building Consultations

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

#### Planning Applications

Argyll & Bute	92.34%	(96.83%)
East Ayrshire	92.22%	(96.47%)
East Dunbartonshire	86.36%	(93.10%)
East Renfrewshire	90.63%	(100.00%)
Glasgow City	81.16%	(93.22%)
North Ayrshire	92.31%	(100.00%)
Renfrewshire	91.49%	(97.50%)
South Ayrshire	90.54%	(100.00%)
South Lanarkshire	94.41%	(94.35%)
West Dunbartonshire	100.00%	(88.89%)
West Lothian	94.06%	(95.75%)
Loch Lomond & The Trossachs	97.14%	(95.38%)
<b>Overall Planning Application Performance</b>	<b>92.11%</b>	<b>(96.23%)</b>

#### Other Work Areas

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

Pre-Application Enquiries	91.11%	(86.54%)
Permitted Dev't/Statutory Undertakings	85.19%	(88.89%)
General/HER Enquiries	95.35%	(90.91%)
Other Archaeological Consultations	91.67%	(81.82%)
SRDP/Forestry Casework	44.09%	(73.04%)
<b>Overall Other Work Performance</b>	<b>75.72%</b>	<b>(81.96%)</b>

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

## Appendix 2

### WEST OF SCOTLAND ARCHAEOLOGY SERVICE INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR TO 31 MARCH 2020

2018/19 £		2019/20 £
	<b><u>Income</u></b>	
128,095	Contribution from participating authorities	138,090
43,762	Fees & Charges	41,334
855	Interest on balances	1,027
<b><u>172,712</u></b>	<b>Total Income</b>	<b><u>172,712</u></b>
	<b><u>Expenditure</u></b>	
	<b><u>Employee Costs</u></b>	
140,844	Salaries, NI & Superannuation & Employee Related Costs	141,122
	<b><u>Administration Costs</u></b>	
140	Fees & Subscriptions	150
948	Travel & Subsistence	870
6,700	Rents	6,700
3,000	Equipment Purchase & maintenance	3,000
35	Catering	100
0	Building repairs and security	0
1,085	Purchase of services (miscellaneous)	0
1,970	Audit Fee	2,020
<b><u>13,878</u></b>		<b><u>13,878</u></b>
<b><u>154,722</u></b>	<b>Total Expenditure</b>	<b><u>153,962</u></b>
17,990	Surplus/(Deficit) for Year	26,489
105,318	Surplus Brought Forward	123,308
<b><u>123,308</u></b>	<b>Accumulated Surplus</b>	<b><u>149,797</u></b>

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