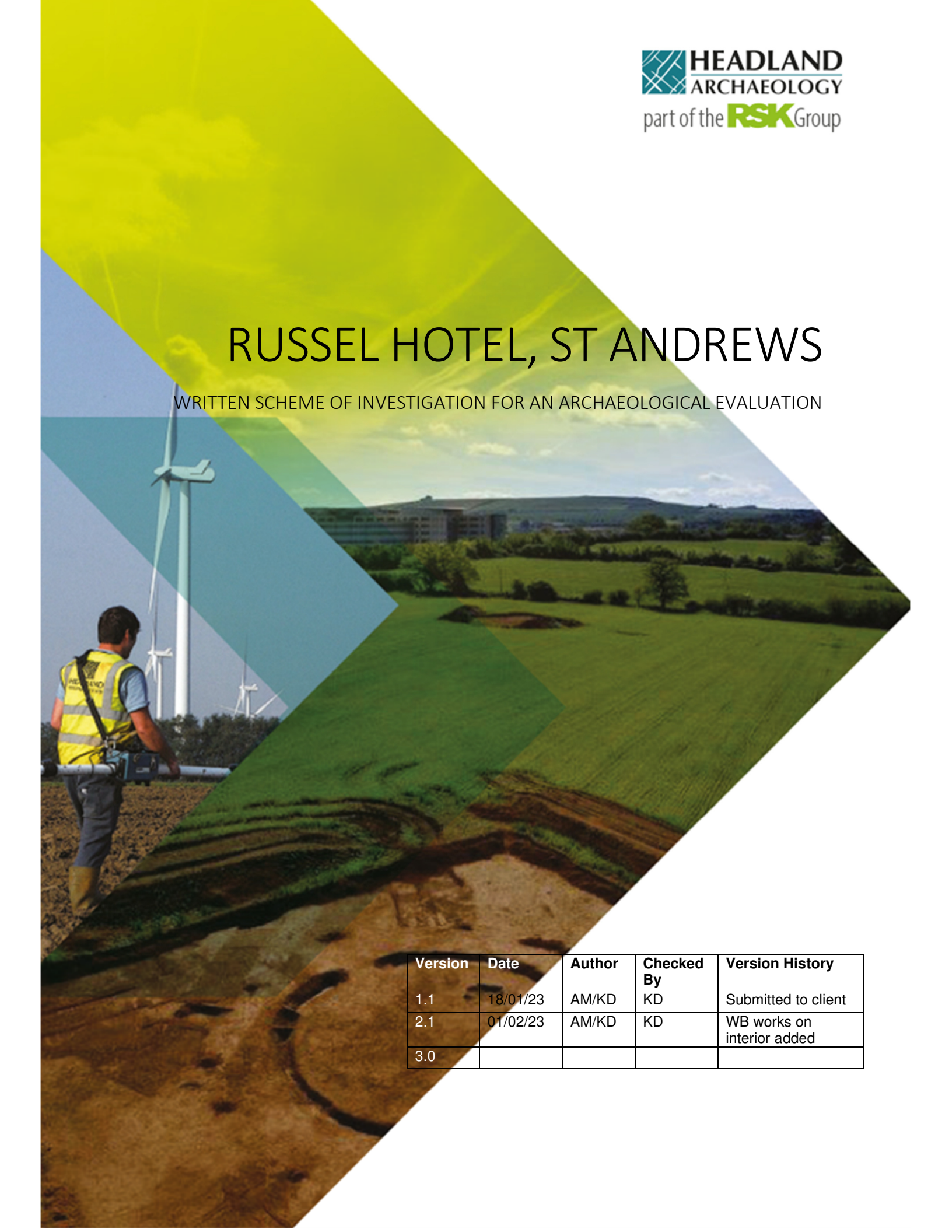


RUSSEL HOTEL, ST ANDREWS

WRITTEN SCHEME OF INVESTIGATION FOR AN ARCHAEOLOGICAL EVALUATION



Version	Date	Author	Checked By	Version History
1.1	18/01/23	AM/KD	KD	Submitted to client
2.1	01/02/23	AM/KD	KD	WB works on interior added
3.0				

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PROJECT NAME	Russel Hotel, St Andrews		
PLANNING REF	22/01675/FULL	HEADLAND REF	P23-0015
NGR	NO 5075 1700		
HEADLAND PROJECT CODE	RHSA22		
WORK STAGE	Trial Trench Evaluation of southern portion of site Watching Brief on lift pit within original hotel building		
PURPOSE OF WORK	To undertake a trial trench evaluation comprising a 10% sample of available ground within the footprint of a demolished extension of a hotel. The works will establish the presence, absence, location, extent, nature and date of potential sub-surface archaeological features. The results will be presented in a report to allow decisions about further requirements for work to be decided within this area. For the interior of the building, consultation with the Fife Council Archaeologist has identified that the only works required will be a watching brief on the excavation of the lift pit.		
AUTHOR	Angus Milne and Kirsty Dingwall		
PROJECT MANAGER	Kirsty Dingwall		

1 INTRODUCTION

- 1.1 An application for development (22/01675/FULL) by WT The Scores Ltd at the Russel Hotel, St Andrews, has been approved by Fife Council. The application proposes the demolition of an extension to the main part of the hotel building and conversion of the hotel into flatted dwellings, to include rebuilding on the footprint of the old extension.
- 1.2 Planning permission has been granted subject to a number of conditions. Condition 2 relates to archaeology and states:
- 1.3 *BEFORE ANY WORKS START ON SITE, the developer shall secure the implementation of a programme of archaeological work in accordance with a detailed written scheme of investigation which has been submitted by the developer and approved in writing by this planning authority.*
- 1.4 *Reason: In order to safeguard the archaeological heritage of the site and to ensure that the developer provides for an adequate opportunity to investigate, record and rescue archaeological remains on the site, which lies within an area of archaeological importance.*
- 1.5 This Written Scheme of Investigation (WSI) defines the scope of the work and is submitted for agreement from the archaeological advisor to the planning authority (Fife Council). If the results of the trial trenching warrant further work, the specification for this will be encapsulated within supplementary Written Schemes of Investigation for those phases of work.
- 1.6 The site investigations will provide information about the archaeological resource, to enable appropriate decisions to be reached regarding any requirement for further mitigation works.
- 1.7 The second part of the works comprise a watching brief at a specific location within the main building. The agreement of the need for a watching brief at this location does not impact on whether or not further works are required within the southern portion of the site.
- 1.8 This WSI takes into account relevant Chartered Institute for Archaeologists (CIfA) Standards and Guidance.

2 DESCRIPTION OF THE SITE

- 2.1 The site is located on a plot on the south side of The Scores in St Andrews (NGR NO 5075 1700). The front of the development area is occupied by what was until recently the Russel Hotel. The building was constructed in the early 20th century, and this will be converted into flats as part of the development. The rear of the site (115m²) is currently occupied by a relatively modern (second half of the 20th century) extension, which will be demolished as part of the current development.
- 2.2 The bedrock within the site is part of the Strathclyde Group of sedimentary deposits, and is overlain by raised marine deposits of clays, silts, sands and gravels (BGS 2023). The site lies around 15.2m above Ordnance Datum.

3 ARCHAEOLOGICAL & HISTORICAL BACKGROUND

- 3.1 The settlement of St Andrews dates to at least the 8th century. In c940 Constantine, King of Scots, abdicated and became Abbot of the monastery in St Andrews (at the time named Kilrimont). St Andrews Cathedral was founded c 1160 and St Andrews Castle was built c1200 as the residence of the bishops of St Andrews (Simpson & Stevenson 1981). The medieval burgh developed as a small

settlement around the fringes of the ecclesiastical centre. This secular settlement was succeeded by a planned settlement based on a north-south main street – the modern streets of Abbey Street, South Castle Street and North Castle Street. This layout was maintained until the creation of two large thoroughfares – North Street and South Street – at the instigation of Bishop Robert, which probably date to the 12th century (Moloney & Baker 2001, 79).

- 3.2 The properties of the medieval burghs were laid out in burgage plots, typically a long narrow linear strip of land with a dwelling close to the street. The areas behind the house are known as the backlands, where middens and wells might be located, and where the growing of vegetables and fruit and craft / industrial activities might occur.
- 3.3 Various archaeological investigations have taken place in the vicinity of the development area. Works during construction of an extension to a property immediately to the south of the Russel Hotel revealed deposits interpreted as original medieval soil from around the 13th century onwards, and an imported soil dating from a few centuries later. Sherds of white gritty ware confirmed the medieval date and the interpretation was that this part of the burgh was not intensively utilised in the medieval period (Canmore ID 354716). A watching brief on the excavation of a service trench some 80m to the south-east of the site encountered two drains, a wall and a linear feature which are thought to be post-medieval in date (Canmore ID 369753).
- 3.4 A number of excavations have taken place along North Street, to the south of the development area. Medieval remains have been identified through excavations at 104, 106 and 108 North Street, which included a series of medieval buildings including timber houses dating to the 13th and 14th centuries and a stone house dating to the 15th century (Canmore ID 254447). More recent work at 100 North Street revealed six phases of activity spanning 700 years and representing evidence of the broad development of the burgh (Franklin & Cox 2022).

4 OBJECTIVES

- 4.1 The archaeological objectives are:
 - To evaluate the archaeological potential of the development site and determine the location, character, extent and quality of any archaeological remains identified within it
 - To provide information about the archaeological resource, to enable appropriate decision to be reached regarding any requirement for further mitigation works.
 - To mitigate the loss of any archaeological resource within the interior of the existing building
- 4.2 The resulting archive (find and records) will be organised and deposited in the National Record for the Historic Environment to facilitate access for future research and interpretation for public benefit.

5 PROJECT TEAM

- 5.1 Headland Archaeology (UK) Ltd is a Registered Organisation and abides by the Codes of Conduct and Approved Practice and Standards of the Chartered Institute for Archaeologists (CIfA). The company has all the necessary technical and personnel resources for the satisfactory completion of the work.

- 5.2 The project will be managed for Headland Archaeology by Kirsty Dingwall (Project Manager). The project team will consist of a suitably experienced Project Officer. CVs of key personnel can be provided on request.
- 5.3 The project team will familiarise themselves with the background to the site and will be aware of the project's aims and methodologies.

6 STRATEGY

- 6.1 Trial trenching will be undertaken post demolition of the currently upstanding extension to the south of the main building of the Russel Hotel. The demolition contractors will be instructed not to remove deep foundations or basement floors/walls during the demolition of the extant structures. If necessary these will be removed under archaeological supervision with a toothless ditching bucket during the evaluation.
- 6.2 The trenching will comprise a single trench 7m long and 1.6m wide representing a 10% sample of the site currently under the extension. The trench will be located to provide suitable coverage across the area to establish the archaeological potential of the site. If possible, and allowing for services, one end of the trench will be located as close as feasible to the street frontage to establish the depth, complexity and preservation of archaeological deposits adjacent to the original plot edge.
- 6.3 The results of the trench will be reported to Fife Council's archaeologist to allow decisions about the need for and scope of any further work to be made.
- 6.4 The watching brief will be focussed solely on the excavation of a lift pit and associated workings within the original hotel building at the north of the site.

7 METHODOLOGY

FIELDWORK – TRIAL TRENCHING

- 7.1 Trenches will be opened with a mechanical excavator, suitably equipped with a toothless ditching bucket of adequate width under direct archaeological supervision to remove topsoil and deposits of modern make-up. The trench will be excavated in controlled spits. Machine excavation will terminate at the top of the natural geology or the first significant archaeological horizon, whichever is encountered first. Spoil will be stored beside the trench.
- 7.2 Excavation of archaeological deposits and features required to satisfy the objectives of the evaluation will continue by hand (except where agreed otherwise with Fife Council's Archaeologist). On completion of machine excavation, all faces of the trench that require examination or recording will be cleaned using appropriate hand tools where required. The stratigraphic sequence will be recorded in full, even where no archaeological deposits have been identified.
- 7.3 A sufficient quantity (to adequately evaluate the site) of identified features will be investigated and recorded. This will typically involve excavation of 50% of discrete features, and a 1m slot of linear features. Where features form a definite arrangement a sample of features within the arrangement will be sample excavated. Features not suited to excavation in evaluation trenches will be investigated in plan only. This would typically apply to areas of complex, intercutting features such as structures with in-situ floor surfaces, kilns and other 'special' features, all of which benefit from open area investigation and suffer when excavated during trial trench evaluations. No features will

be wholly excavated; similarly, structures and features worthy of preservation will not be unduly excavated.

- 7.4 Due to Health and Safety considerations, excavations below approximately 1m below existing ground level will not be entered by site staff without suitable battering or stepping of trench edges. Localised stepping of trench edges may be undertaken to allow safe inspection and investigation of deep deposits sufficient to fulfil the objectives of the evaluation.
- 7.5 Trenches may be machine-excavated to depths greater than approximately 1 m and inspected from the surface. Test pits may be excavated to investigate deep depositional sequences; any such test pits will be located within blank areas of existing trenches, will not be entered by site staff, and will be backfilled immediately after excavation.

FIELDWORK – WATCHING BRIEF

- 7.6 The watching brief will comprise monitoring of all ground-breaking works associated excavation of the lift pit within the hotel building. This will include, but not be restricted to, all removal of overburden, associated drainage and service installation.
- 7.7 The main contractor will undertake all ground-breaking works within the lift pit under direct archaeological supervision. A toothed excavator bucket may be used to remove and hard surfaces/demolition deposits, but all soft deposits will be removed in spits using a flat bladed ditching bucket.
- 7.8 If archaeological sub-surface remains are encountered during the watching brief, they will be subject to a programme of excavation and recording. The level and duration of recording will be dependent on the significance of the remains encountered but in general should not exceed 2 hours per features identified. Significant or complex remains may take longer or require additional resources. Where archaeology is identified, the stripped surface will not be tracked over or removed until the archaeology has been dealt with.
- 7.9 If archaeologically significant sub-surface remains are encountered, they will be subject to a programme of excavation and recording. Should significant remains be encountered, Fife Council Archaeologist will be contacted, and the scope of the required works be agreed before they progress.

RECORDING

- 7.10 All recording will follow ClfA Standards and Guidance for conducting archaeological evaluations and watching briefs, as appropriate (ClfA 2014a and b). All contexts, small finds and environmental samples will be given unique numbers. All recording will be undertaken on pro forma record cards. Digital photographs will be taken; a graduated metric scale will be clearly visible.
- 7.11 A site plan including all identified features, areas of excavation and other pertinent information will be recorded digitally. The site plan will be accurately linked to the National Grid and heights to OD. Where appropriate, sections and stratigraphic sequences will be recorded digitally. Digital recording will be undertaken using a differential GPS or an EDM linked to a hand-held computer in order to allow data checking while in the field. If additional detailed recording of features and sections is required (ie. where their complexity means that archaeological information could be lost if recorded digitally) then plans and sections will be hand-drawn on permatrace at an appropriate scale (normally 1:20 or 1:50 for plans and 1:10 for sections).

- 7.12 Headland maintains a digitally-based library of guidance documents that includes information on field evaluation and recording. Relevant parts can be forwarded on request.

SAMPLES AND ARTEFACTS

- 7.13 Finds will be routinely recorded by context and recorded 3-dimensionally where appropriate (ie where their position within a context can provide further significant information or the find is of particular significance). Any artefacts retrieved during the evaluation will be cleaned using appropriate techniques and packaged and stored in accordance with First Aid for Finds (Watkinson & Neal 1998). All artefacts recovered during the evaluation will be cleaned, marked and catalogued. Headland's in-house finds specialists will be available to provide advice remotely or on site if necessary. Conservation will be undertaken by Scottish Conservation Studio (for metalwork) and AOC Ltd (for organics).
- 7.14 Deposits identified as archaeologically significant will be sampled for environmental material and other finds (eg bone, pottery etc). Bulk samples will be taken from selected deposits for wet sieving and floatation in order to recover any environmental material. A bulk sample will typically be 40 litres. However, where large deposits are encountered more than one bulk sample may be taken. Similarly, small deposits such as the fill of postholes may contain less than 10 litres of sediment and will be fully sampled. A representative proportion of samples taken on site will be processed and assessed with the results and recommendations for any further work included in the evaluation report.
- 7.15 Where waterlogged deposits are encountered (such as peat) appropriate sampling techniques will be employed so as to maximise the environmental information gained from such deposits. This may include the taking of monolith or core samples for pollen and non-pollen palynomorphs (eg testates and fungal spores) and large specialist samples for plant macrofossil, wood (including waterlogged wood) and insect analyses.
- 7.16 Headland's Environmental Manager Kate Turner will liaise with site staff to ensure an appropriate strategy for the recovery and sampling of environmental remains develops in tandem with fieldwork results.

MONITORING

- 7.17 Access to the site will be afforded to Fife Council's Archaeologist for monitoring purposes.

8 REPORTING AND ARCHIVE

- 8.1 On completion of the evaluation and following completion of the watching brief Headland will produce a site archive and a draft report for each phase that includes all relevant specialist assessments of excavated material. An online OASIS report will be completed and will be accompanied by a PDF report and boundary file. A summary report will be submitted for inclusion in *Discovery and Excavation Scotland*.
- 8.2 Archive report contents and format will be in line with ClfA Standards & Guidance and Fife Council's requirements. Copies of the report will be sent to the client for onward transmission to the local planning authority; copies (paper & electronic) will also be submitted to Fife Council Archaeologist to be deposited in the HER. Draft reports will be submitted within 6 weeks of the completion of fieldwork.

- 8.3 The project archive will be compiled in accordance with the guidelines published by the ClfA on behalf of the Archaeological Archives Forum (ClfA 2014c). The documentary and digital archive will be submitted to HES within six months of completion of all work on this project. Any post excavation research design (PERD) will be submitted within 3 months of Fife Council's agreement to the DSR and any final publication will be complete within a year of Fife Council's agreement to the PERD. It is anticipated that any final publication will report the results of the project as a whole. All finds will be reported to the Scottish Archaeological Finds Allocation Panel, which will determine the ultimate destination of the material archive. Once this is determined, and within three months, arrangements will be made with the specified museum for transfer of material and title.

9 HUMAN REMAINS

- 9.1 If encountered human remains will not be excavated until reported to the client, curator and local police and a strategy for excavation agreed with all parties. None will be excavated during the course of the present program of work. If human remains are to be excavated during subsequent work all excavation and treatment of cremated and inhumed human remains will be undertaken in cognisance of ClfA Technical Paper Number 13 (Brickley & McKinley 2004) and relevant Historic Environment Scotland policy on the treatment of human remains.

10 HEALTH & SAFETY

- 10.1 All of Headland's work is undertaken in accordance with current Health & Safety legislation. A risk assessment and method statement will be prepared prior to the commencement of fieldwork. All staff will wear appropriate PPE and this will include high-visibility clothing, hard hats and safety footwear. Suitable site welfare facilities will be provided.
- 10.2 This WSI is submitted on the understanding that there will be unlimited access to all relevant areas of the development area.

11 INSURANCE & COPYRIGHT

- 11.1 Headland Archaeology (UK) Ltd is fully indemnified and all necessary insurances can be presented on request.
- 11.2 Copyright will be retained by Headland Archaeology (UK) Ltd. Headland will licence the client, Fife Council Archaeologist and other bodies as necessary for use in matters relating to the project and for use of the project archive by NRHE. This licence will also extend to non-commercial use.

12 REFERENCES

Brickley M & McKinley JI (eds) 2004 Guidelines to the Standards for Recording Human Remains (Paper No 7, BBAO, IFA: Reading) [7_Human_remains.pdf \(archaeologists.net\)](#) accessed 16/01/23

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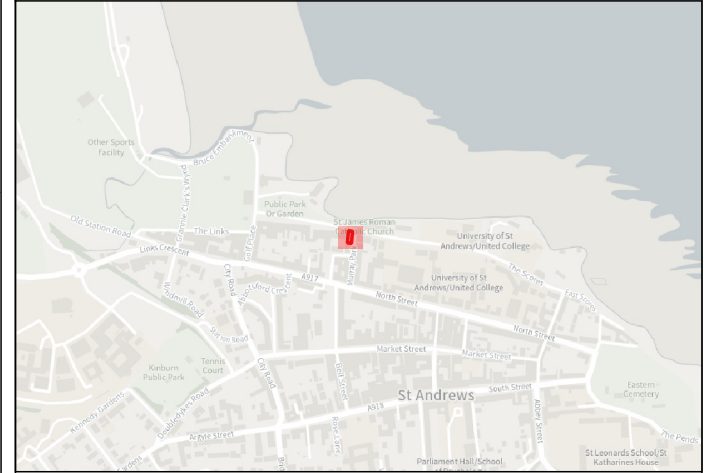
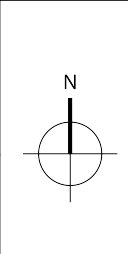
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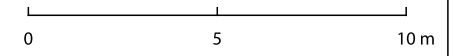
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- Key**
- Site Boundary
 - Proposed Trench



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