

## Guide 5.03 Planning Work on or Near Archaeology and Historic sites

### 1 Identification

When preparing the forest plan managers should ensure that any sites of archaeological or historic interest are identified and recorded in the forest plan and clearly marked on the Hazards and Constraints Map. To do this you should first carry out a constraints check using the GIS streamed data sets, and the appropriate country's map search facility. The GIS and Mapping Department at Head Office offers a comprehensive constraints checking service using a wide range of available data both, archaeological and environmental.

	Map Search	Main Contact
Scotland	<a href="#">Pastmap - Map Search Scotland.</a>	<a href="#">Historic Environment Scotland - Contact Us</a>
England	<a href="#">Historic England Map Search</a>	<a href="#">Historic England - Contact Us</a>
Wales	<a href="#">Historic Wales Map Search</a>	<a href="#">Cadw- Contact us</a>
Ireland	<a href="#">Northern Ireland Environment Agency Map Search</a>	<a href="#">NIEA - Contact Us</a>

At the scoping stage ensure that the relevant country's historic environment agency and the local authority archaeologist should be consulted about the location and status of any known features.

Scoping should identify whether the site is scheduled or simply recorded in the historical environment register. Identify any protected zone around the site, and any proposed operations which may require further consultation or consent. The protected zone is either the Scheduled Area for a SAM (Scheduled Ancient Monument) or, for unscheduled features, the area identified by the scoping process in which work should not take place (or 20m for then last discernible feature if none is given).

Forest Plans folders should contain, as an appendix, a copy of the original schedule or historic environment record, which can normally be downloaded. The schedule will usually define the extent of the scheduled area although older versions may simply specify a point. The scheduled zone usually extends at least 20m beyond the last discernible feature. Seek specialist advice from the relevant agency to define the scheduled area. (see also UKFS, Forests and the Historic Environment). The constraints map (or if required for clarity a separate Archaeology Map) should show all relevant archaeological features.



*Burial Cairn*

## 2 Pre-Operational Planning.

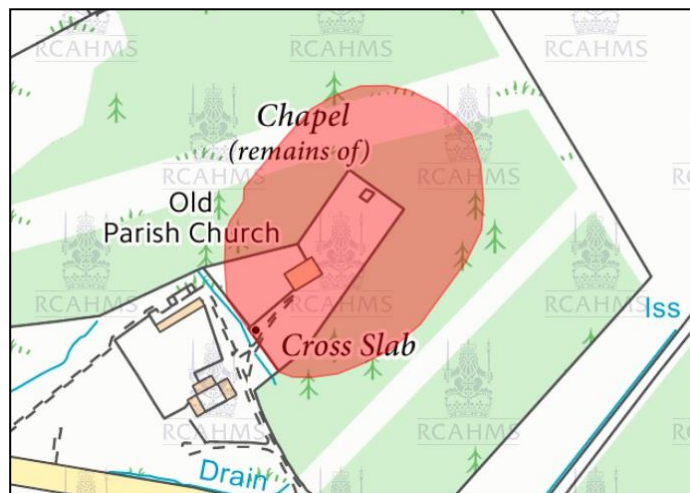
### 2.1 Identifying Site and Obtaining Consents

It is the Landowners responsibility to provide the financial resources to meet the cost of necessary environmental protection measures.

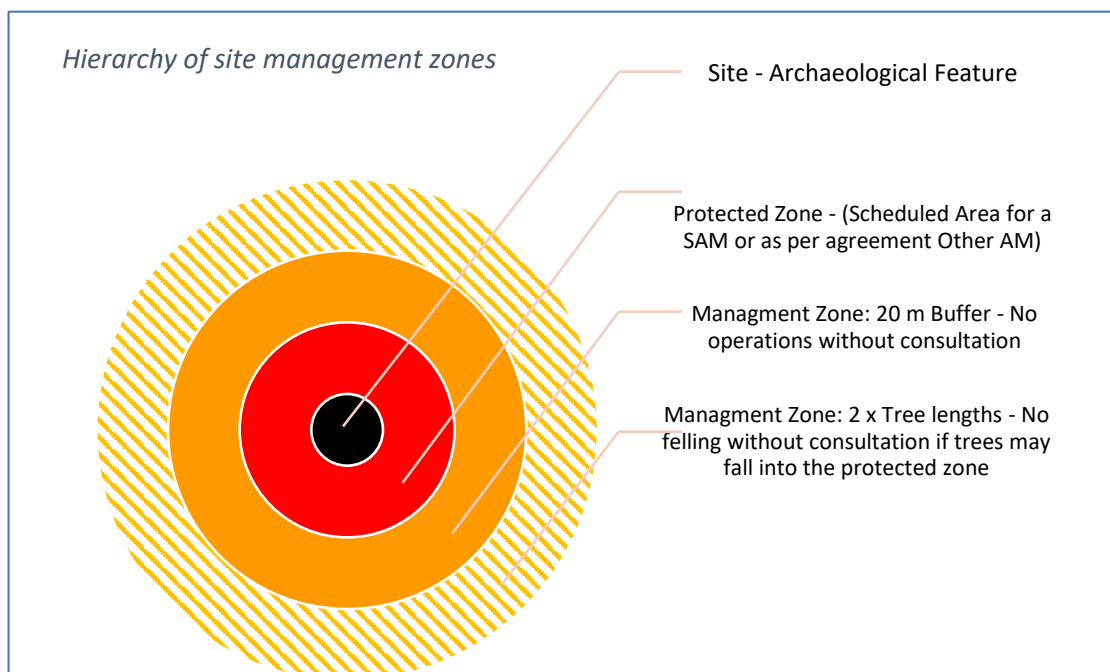
When planning forest operations, the manager must refer to the Constraints Map and re-check the information in the Forest Plan to determine if the site has been Scheduled and if the operation requires a Scheduled Monument Consent. Any operation carried out without the relevant consent could result in prosecution. For all sites, including unscheduled archaeology, the forest manager must have available all the relevant information from the forest plan and other sources before any operations are carried out as this may contain specific requirements agreed at Scoping.

Many operations on or around designated archaeology will be designed to improve the site condition and access in the long term. As far as possible there should be minimal negative impact on the site. Damage could result from operations on or near the site such as,

- Ground Preparation for new planting or restocking.
- Drainage works, including the potential downstream consequences of flooding to the site.
- Road Construction and associated excavation works.
- Installation of silt traps.
- Harvesting or extraction of timber.
- Or any operation within the vicinity of a scheduled site which will require consent



Pastmap extract showing scheduled area



Where operations are to take place within 20m of the boundary of a site or felling operations within two tree lengths of the boundary if this is greater, the manager shall contact the relevant historic heritage agency. Operations which do require work within this zone may not require specific consent, but the archaeological interest will still require protection as part of the site management protocols.

The site should be positively identified on the ground with, if necessary, assistance from archaeology specialists and any management zone clearly marked. The various historic environment agencies are usually more than happy to help identify sites on the ground. See also [Identifying the Historic Environment in Scotland's Forests and Woodlands](#).

## 2.2 Sharing Information:

During the planning phase of an operation the exchange of information between Landowner, Forest Works Manager (FWM) and if necessary Contractors should be in line with “[Guidance on Responsibilities for Environmental Protection in Forestry](#)” published by Confor. In many cases Scottish Woodlands may be fulfilling dual roles as Landowner and FWM. On Scottish Woodlands worked site the M&S manager will be the landowner and the Harvesting Manager the FWM. When an externally appointed FWM is in place on a standing sale the Scottish Woodlands manager will fulfil the Landowner role on behalf of the client.

In the case of ‘in-house’ harvesting, the Scottish Woodlands Forest Manager must inform the Harvesting Manager of the existence of any known scheduled or important archaeological sites by means of the Advanced Harvesting Planning Checklist and shall provide any associated material on the status, location, and extent of any important sites.

When tendering for outside work, the Scottish Woodlands Harvesting Manager shall request such information on protected site from the owner or agent issuing the tender as may be relevant or make provision within in the tender to collate the necessary information and obtain any necessary consent.

## 2.3 Management Zones and Licencing Requirements:

Managers must contact the relevant historic environment agency and, where necessary, apply for consent as appropriate. **Any operation carried out without the relevant consent could result in prosecution.** The management zone is the area within which special consideration must be given to the potential for damage to the archaeological site and any necessary mitigation or licencing and consent procedures agreed with the relevant natural heritage agency must be employed.

## 2.4 Mapping and Marking:

Site maps provided to contractors must clearly indicate all sites of archaeological interest, the management zone around it, and how this has been marked.

The management zones around archaeological sites shall be marked **prior** to any work commencing on site and...

- Be done using high visibility tape, polypropene rope or using suitable barriers such as Heras fencing.
- Where there are no trees present or the existing trees are to be felled, markers or rope should be attached to stakes or other suitable support so that the marker is held clearly above ground level.
- On highly sensitive sites and on all small sites marking tape, rope or barriers should be continuous.



- On large sites markers must be clearly visible from one to the other when looking in both directions along the line of markers. Have 60cm or thereabouts of tape hanging free from the marked tree or post to ensure they can be easily seen and be no more than 15m apart.

## 2.5 Method Statements

Appropriate method statements shall be developed and where necessary agreed with the relevant historic environment agency for any work within the management zone. The contractor shall be invited to comment on the development of the method statement at this stage to ensure that they can deliver the proposed work in line with the budget and under the agreed conditions.

Where possible operations should avoid the use of machinery, particularly extraction machinery, entering the archaeological site. Forwarding and access routes shall be planned to avoid these areas.

## 3 Site management During Operations

### 3.1 Pre-commencement

As noted above the exchange of information between the Landowner, FWM and Contractors should be in line with [“Guidance on Responsibilities for Environmental Protection in Forestry”](#)

Damage or disturbance usually occurs to archaeological features on operational sites, when contractors either do not have the correct information, do not understand, or forget operational details. Scottish Woodlands, whether acting as the FWM or in the case of a standing sale as the Landowner, must ensure that the contractor and all operatives are inducted to the site at the pre-commencement briefing, to ensure that they understand the agreed method statements and that they must not remove, move or otherwise interfere with markers or enter the management zone or operate machinery within it without further instruction from the FWM. A Scottish Woodlands FWM must also ensure that operatives who arrive new to a site during operations are similarly fully briefed. Contractor, operatives or outside FWMs must contact Scottish Woodlands if they are unsure about any aspect of the management of an archaeological site or site and keep well away until this can be established.

When operations are required within the management zone, the main contractor (or outside FWM if appropriate) must contact Scottish Woodlands when operations reach the part of the worksite containing the feature and prior to any work within 20m of the management zone or within two tree lengths of it, whichever is greater. The Scottish Woodlands manager must then ensure that all operatives are re-briefed on the agreed method statement. Operatives must, have copies of and clearly understand the agreed method statement, and ensure that the agreed protocols are adopted at all times. If unsure as to what they are to do or if concerned about the viability of the agreed protocols, then they shall stop work and immediately contact the Scottish Woodlands manager for advice.

### 3.2 Site Supervision and Monitoring

The Contractor's must appoint a supervisor responsible for the environmental management of the site when they are not able on site themselves. In the absence of the contractor the supervisor must ensure that the agreed method statement is adhered to, checking that the marking for the site remains in place, and for reporting any problems. An appropriate and fully briefed supervisor must be on site at all times when a site is active.

The Scottish Woodlands Manager (at a frequency appropriate to their role as either Landowner or FWM) shall check and record on eWIFs that the method of working, marking and condition of the

archaeological site remain compliant during site visits, particularly when operations are ongoing near the site or under a Scheduled Monument Consent

During operations in the vicinity of a protected site, the Scottish Woodlands Manager must check that the site and any marking has not been damaged, and on completion arrange a site meeting to confirm no damage has occurred.

If the contractor causes accidental damage or disturbance or suspect that they may have damaged or disturbed the site, then they shall stop work immediately and contact the Scottish Woodlands manager who shall raise a SEAR on Capacity. Operations shall either be moved well away from the site or stopped completely. Operations shall not recommence in the area until the necessary consultation and mitigations have been agreed with the relevant historic environment agency.

If damage occurs to a Scheduled Site, then the Scottish Woodlands manager shall inform the relevant historic environment agency immediately and raise a SEAR on Capacity without delay.

### **3.2.1 Previously Unknown Sites**

If, during operations, operators suspect that they have discovered a previously unknown archaeological site, then they must stop work in that area immediately and inform the Scottish Woodlands Forest Works Manager. The Scottish Woodlands Forest Works Manager must inform the relevant historic environment agency immediately and should preserve the site and ensure that there is no further disturbance to it. Record as much detail as possible using photographs.