

## CHARTERED INSTITUTE FOR ARCHAEOLOGISTS

### BUILDINGS ARCHAEOLOGY GROUP (BAG)

Wednesday 25 April 2018, at 13.15  
The Paddock Box, Brighton Racecourse

#### AGM Minutes

**Present:** Charlotte Adcock (Newsletter, **CA**), Lara Band, Maria-Elena Calderón, Nigel Neil (Secretary, **NN**), Esther Robinson Wild (**ERW**, Treasurer)

**NN** chaired the meeting.

1.	<b>Apologies</b> Tim Murphy ( <b>TM</b> , Chair), Norma Oldfield ( <b>NO</b> , Events & Outreach), Dr Gillian Scott ( <b>GS</b> , Standards & Guidance)	<b>Action</b>
2.	<b>Minutes of last AGM</b> Minutes of the meeting held at the Newcastle ClfA conference on 20 April 2017 were agreed as a correct record, and proposed by <b>CA</b> , seconded by <b>ERW</b> .	
3.	<b>Matters Arising</b> <b>ERW</b> noted that a Treasurer's report (not available at the 2017 AGM) had been provided at the first committee meeting after the 2017 AGM (30 May). <b>NN</b> informed the meeting that at the 30 May <b>TM</b> had changed roles and became Chair, while <b>ERW</b> became Treasurer and ClfA Advisory Council representative. At the same meeting, <b>GS</b> (who had been voted-on at the AGM) took on Standards and Guidance, <b>NO</b> was co-opted and became Events and Outreach, and <b>CA</b> continued as Newsletter editor.	
4.	<b>Chair's welcome and opening remarks</b> <b>TM</b> sent the following message, which was read out by <b>ERW</b> :  The past twelve months have witnessed a complete reorganisation of the committee with mostly new faces bringing a renewed enthusiasm and ideas to the group. The next year looks promising as new committee members join us (hopefully during this AGM) to assist in provision of events, publication of newsletters and promotion of good practice in our sector.  I hope over the coming year we will have more feedback from the sector (public/private/academic) about the projects they are involved, which we can publish in our newsletters and showcase some of the great work which is being undertaken.  For those of you coming along, see you at the upcoming BAG event in Essex which will be both interesting and relevant to the future of archiving and dissemination of material derived from schemes of archaeological building	

	recording - also a great lunch in a fantastic venue!	
5.	<p><b>Secretary's Report</b></p> <p><b>NN</b> detailed the Committee's activities during the year. Three committee meetings had been held (meetings in May and September 2017; Skype meeting on 19 March <i>in lieu</i> of cancelled meeting in London on 27 Feb. Whilst a lot of progress was achieved by e-mail correspondence, the geographical spread of its members meant that venue meetings could prove a drain on the restricted budget. The committee would review the holding of meetings, use Skype again in order to progress tasks, and seek to hold its meetings to coincide with group events.</p> <p>Unfortunately, the proposed Events at House Mill in London, and in Stockport, Greater Manchester, had had to be postponed for various reasons including lack of take-up.</p> <p>Only one Newsletter had been published, but <b>CA</b> was now in a better position regarding availability of time and hoped to produce 4 Newsletters in 2018-19.</p> <p><b>ERW</b> said that BAG had requested statistical information from ClfA, using the newly re-configured database. It was hoped that a better understanding of the professional profiles of the membership would allow better targeting of CPD events and might identify which group members are actively involved in buildings archaeology on a regular basis. Whilst the group is technically a 'special interest group', the initial impression is that the majority of members seem NOT to be specialists, but archaeologists in a wide range of disciplines who have a passing interest in buildings. This opens a valuable CPD role for the group, but potentially puts it in a weaker position than its membership numbers would suggest when it comes to responding to consultations.</p> <p><b>Lara Band</b> asked whether the committee would consider using a questionnaire / Survey Monkey to enhance the statistical information from ClfA HQ. It was agreed that this had potential, and <b>NN</b> agreed to raise the idea at the next committee meeting.</p> <p><b>ERW</b> detailed some of the consultation work in which the committee had been involved. Buildings Information Modelling (BIM) was seen as an important initiative, on which Historic England had issued Guidance.</p> <p><b>ERW</b> said that it was the committee's intention that BAG should to take a strong role regarding the Building Recording Standards &amp; Guidance revision/re-write and would like to actively promote the use of BIM in historic building reuse and repair projects, and of CPD to widen the skills level of the buildings archaeology community.</p> <p><b>NN</b> said that the committee remained concerned that the way standing buildings were handled in the planning process varied greatly across the country, exacerbated by the loss of many experienced curatorial sector staff in local authorities, and depending on whether an archaeologist, a conservation officer, or another planning officer handled the case. The use and scoping of Heritage Statements, imposition of planning conditions,</p>	<p><b>All</b></p> <p><b>CA</b></p> <p><b>NN</b></p>

	<p>specifications for survey, and requirements to adhere to appropriate guidance and standards, varied greatly across the sector. It was hoped that the opportunity to revise the Building Recording Standards &amp; Guidance <i>might</i> offer opportunities to define what constituted good practice.</p>	
6.	<p><b>Treasurer's Report</b></p> <p><b>ERW</b> said that BAG had an annual budget of £800 from ClfA. The Committee hoped to be able to reduce expenditure, particularly by reducing the number of round-table meetings and having some meetings by Skype, which was successfully trialled in March 2018.</p> <p>The £140 left in the budget as the financial year closed was used to print the flyer (in the Conference Welcome packs) for the Crossing Temple Barns CPD event in June.</p>	
7.	<p><b>Elections to committee</b></p> <p>The BAG is allowed three officers and six ordinary committee members.</p> <p><b>Officers:</b> Tim Murphy (Chair), Nigel Neil (Secretary), Esther Robinson Wild (Treasurer) <b>were confirmed unanimously as officers.</b> Charlotte Adcock (Newsletter), Gillian Scott (Standards and Guidance), and Norma Oldfield (Events and Outreach) <b>were confirmed as ordinary members.</b></p> <p><b>Dr Jess Tipper</b> and <b>Megan Lloyd-Regan</b> provided nomination forms and <b>were voted on as ordinary committee members.</b></p> <p>There is one further vacancy for an Ordinary Member on the committee. <b>Lara Band</b> (a former member of the committee) offered to be co-opted, and this offer was accepted, subject to confirmation at the next committee meeting.</p>	
8.	<p><b>AOB</b></p> <p><b>Lara Band</b> suggested that the group should try to enhance the ClfA HQ statistical information using a questionnaire, in order to better understand the profile of the membership.</p> <p><b>The following further topics were raised.</b> Paul Bryan from Historic England to provide CPD on BIM for the group. Closer involvement with the Twentieth Century Society and Society for Post-Medieval Archaeology (<b>ERW</b>), to research and safeguard First World War and Cold War remains.</p>	All
	<b>The meeting closed at 1.58pm</b>	