

**CHARTERED INSTITUTE FOR ARCHAEOLOGISTS**

**BUILDINGS ARCHAEOLOGY GROUP (BAG)**

Monday 19 March 2018, via Skype  
(Postponed from Tues 27 Feb 2018, at Somers Town Coffee House, London, NW1 1HS,  
Due to snow and rail disruption)

**MINUTES**

**PRESENT:** Lottie Adcock (LA, Newsletter editor), Tim Murphy (Chairman), Nigel Neil (NN, Secretary), Dr Gillian Scott (GS, Standards and guidance), Esther Robinson Wild (ERW, Treasurer).

1.	<b>Apologies.</b> Lianne Birney (LB; ClfA HQ), Norma Oldfield (NO), Jess Tipper (JT), Anna Welch (AW, ClfA HQ)	<b>Action</b>
2.	<b>Minutes of meeting on 27 Sept 2017.</b> Approve or amend. Re. Item 4, ERW noted an error re. the first sentence, and asked for the following to be deleted: “... there had been discussion ... [up to and including] ... was being closely monitored.” NN agreed to revise the minutes, then send them to LB for uploading onto the ClfA website.	<b>NN</b>  <b>LB</b>
3.	<b>Matters arising</b> None	
4.	<b>Chartered Archaeologists:</b> BAG group view on principles, & future evaluation of candidates  AW (ClfA HQ) had e-mailed TM, suggesting a face-to-face meeting with BAG representative(s) during Conference. ERW had received the draft Competence Matrix, but the ‘Top level descriptions’ and Criteria for Assessing Ethical Competence were awaited. TM to check with LB as to whether ERW was permitted to share these papers with the BAG committee. ERW stated that the Competences as presently formulated were not well suited to academic members of ClfA. No deadlines had been set / received for progress on the Chartered Archaeologist documentation.	<b>TM, LB, ERW</b>
5.	<b>Advisory Council meeting feedback</b> (and see Item 8 re. Building Recording Standards & Guidance)  As stated in Item 4, ERW reported that the Advisory Council had discussed the draft paper on Competences for Chartered Archaeologist status.  <i>ClfA logo:</i> the AC had agreed that the logo could be used by members, with certain restrictions. NN to e-mail Kate Geary (KG) for details.	<b>NN</b>

6.	<p><b>Proposed BAG session(s) at CIFA conference 2018</b></p> <p>ERW and Suzanne Lilley’s session will be at 09.30 till 13.00 on Thurs 26 April. The workshop will use ‘heavily redacted’ Heritage Statements and appeal cases and will summarise relevant legislation. TM suggested trying to get an Essex conservation officer to participate, focussing on the key information that HS writers needed to convey (conservation officers too busy to read long documents). The message for participants to take away from the workshop should be that it is the archaeologist’s duty to present a credible statement of the impact of the proposed development on the historic environment NOT just what your client wants to hear/see. TM said that it was possible that there was a need to test in a ClfA accreditation situation as to whether archaeologists were <i>too ready</i> to accept their client’s view.</p> <p>It was agreed that there would be no BAG pecha-kucha session at the 2018 conference, though it was noted that Research Impacting Practice (Thurs pm) was using that format, and it would be interesting to see how well it was delivered and received.</p>	ERW, SL
7.	<p><b>BAG AGM. Nominations for committee and proposed agenda.</b></p> <p>TM had confirmed with LB that the <b>BAG AGM would be held at 13.15 on Wed 25 April</b>, during Conference. GS has sent a nomination form to Tiffany Snowden (who works with GS’s husband); TS is still keen to join. If Jess Tipper completes and a sends a nomination form, he too will be available to be voted-on. TM agreed also to approach Megan Lloyd-Regan who works with him on buildings and landscapes [NN post-meeting: nomination forms received from JT and ML-R]. A proposer and two seconders are required for each nomination.</p> <p>NN to contact NO to confirm that she is willing and able to be re-elected.</p> <p>TM can serve 2 more years before he is required to step down from the BAG Committee. It was noted that former members would be eligible again at the AGM, having stood down for a year, but it was felt that the committee should encourage early career members. ERW would ask LB to put out a call for nominations, and ERW and/or LA to put the request on Facebook, LinkedIn, and Twitter.</p> <p>[Post-meeting: e-mail and Tweet have gone out to BAG members advertising the AGM]</p> <p>TM e-mailed LB to locate the BAG pop-up banner. LB replied that it is at ClfA HQ and will be brought to Conference. ERW/NN to collect for AGM and Thurs session.</p> <p>LA was asked to contact Gill Chitty at CBA about encouraging new graduates to join ClfA and BAG.</p>	<p>NN, TM</p> <p>NN, NO</p> <p>LB, ERW, NN</p> <p>LA</p>
8.	<p><b>Building recording Standards and Guidance update</b></p> <p>The Advisory Council (Item 5) had accepted that <i>outsourced</i> revision was required. KG was to discuss the matter with Suzanne Lilley (CBA), but the matter was to be ‘parked’ until funding could be sourced. TM suggested</p>	SL

	<p>that BAG committee should talk to ClfA HQ about creating a scoping document and fixing an approximate cost (those present agreed that £6k to £8k was an appropriate amount). Those present preferred that the S&amp;G revision was not undertaken by the academic sector, but it was perceived that ClfA might wish to go down that route. The revised S&amp;G document clearly needed to be 'future proofed'. The National Planning Policy Framework (NPPF) was currently being updated, as was Historic England's <i>Understanding historic buildings</i> (again), and this process was expected to be applied to other documents to which the S&amp;G referred. Whilst Heritage Statements should of course be included in the S&amp;G, it was important to stress that all project archives and 'grey literature' reports must be made publicly accessible.</p> <p>There was discussion as to whether ClfA links with IHBC were proving to be as positive as had been hoped. GS reported that ClfA is working with IHBC on the production of cultural heritage impact assessment guidance, but not specifically heritage statement guidance. Kirsten Holland is a useful point of contact for this.</p> <p>TM said that the revised S&amp;G should be 'process' guidance, with sub-sections about way-finding / links to ClfA and government policy, the role of and content of Written Schemes of Investigation, through to archiving and reporting, but should NOT include discussion of local planning policies, but rather reference to NPPF only.</p> <p>ERW agreed to circulate a link to a comparison of old and new versions of NPPF. ERW agreed to contact KG (GS not at Conference) re. having a meeting (NN could also attend) re. moving S&amp;G forward. AW e-mailed during the meeting to say that she and KG could try to attend a BAG meeting if one was held during Conference, to discuss the S&amp;G and Chartered Archaeologist ethical competence criteria.</p>	<p>GS</p> <p>ERW</p> <p>ERW, NN</p>
<p>9.</p>	<p><b>HistBeke Workshops: historic buildings research agenda</b></p> <p>The session in London (ERW) was considered to have been rather 'academic', and that in Manchester (NN) 'more aspirational and theoretical, than practical'. GS considered that the Newcastle session on the proposed network and the summary report recently received from Stella Jackson could have given more consideration to the constraints of time imposed on public sector workers for inputting into such a system, and the difficulties for them around commenting/giving advice outside of a formal pre-application consultation. It was noted that, in most areas of the country, meetings with planning / conservation officers did not now take place except through a formal pre-application system. TM said that (e.g.) Essex County Council have FAQs and design guidance online.</p> <p>Although the BAG committee have reservations, we are keen to see how HistBeke develops. We unanimously agree with the need for such a knowledge exchange framework, and will support and help to publicise it, if it can be implemented. Collectively, the committee will continue to support the development of the framework by responding to questionnaires and possibly attending future events/workshops.</p>	

10.	<p><b>Any other ClfA Guidance and consultations</b></p> <p><i>NPPF revision.</i> Comments were being coordinated by Rob Lennox for a ClfA response, on or before 10 May. <i>Welsh planning reform and proposal to remove Listed Building Consent:</i> other ClfA officers were responding.</p>	
11.	<p><b>Future BAG Events, committee meetings, and venues</b></p> <p>There would be no BAG event before the AGM, but TM suggested quickly arranging a CPD workshop + visit at Cressing Temple Barns, Braintree, Essex, CM77 8PD, in time to advertise it at the AGM [<b>the CPD event was subsequently arranged for Friday 22 June</b>]. This would be a joint event/workshop with OASIS and ADAS re. uploading reports and archiving. TM to contact Mark Barratt, Oasis Project Officer at Historic England and Louisa Matthews, Collections Development Manager at the Archaeology Data Service. Lunch could be provided.</p> <p>It was recommended that we take up LB's offer ASAP of a flyer for the AGM delegate pack, with an advertisement for this event on one side, and the AGM + ERW's and SL's Conference workshop on the other. ERW to discuss costs with LB. [Post-meeting comment – ERW sent flyer to LB on 5 April for printing]</p> <p>TM suggested a BAG /IHBC meeting / visit, perhaps in East Anglia. TM to discuss with Sean O'Reilly (IHBC Director) or Heather Jermy.</p> <p>It was suggested that those members attending Conference have an informal committee meeting (?Tues 24 evening). [TM later found that he would not be attending Conference due to work commitments]</p>	<p>TM</p> <p>ERW, LB</p> <p>TM</p> <p>NN, ERW</p>
12.	<p><b>BAG Newsletter and other publicity</b></p> <p>LA reported that the Newsletter was at a preliminary stage but hoped to finish it before the Conference and AGM.</p> <p>The Newsletter would include links – aimed at early career and wider building recording membership – to 'Need to Know' standing buildings documentation, Historic England and other standards and guidance, Listed Building applications, Historic England planning bulletin.</p>	LA
13.	<p><b>AOB</b></p> <p>ERW has signed up to the European Association of Archaeologists and has persuaded them to add 'Archaeology of Buildings' as a professional sub-discipline. Prior to this 'Architecture' was the closest sub-discipline describing what we do.</p> <p>TM agreed to forward details of Essex County Council CPD courses.</p>	TM
12.	<p><b>Date of next meeting</b></p> <p>No date was agreed on 19 March, but a Skype meeting was subsequently arranged for Friday 1 June 2018, at 09.00.</p>	ALL, LB, SL