

Buildings Archaeology SIG
Thursday 21 March, 9.30am
By Zoom

AGM Minutes (delayed 2023)

Committee attendees: Catherine Bell (CBA; Advisor), Lianne Birney (LB, ClfA staff), Amir Bassir (AB, OCM), Catherine Coutts (CC, OCM), Jeremy Lake (JL, Chair), John Mabbitt (JM, Secretary), Lorna Goring (LG, OCM), Alison Dickens (AD, OCM, Newsletter editor), Franki Webb (FW, OCM).

Other attendees: Amber Patrick, Colin Forrestal, David Lakin, Diana Sproat, Emma Trevarthen, Jane Phimester, Janine Buckley, Jenny Snook, Jessica Butt, Leanne Tindle, Liam McQuillan, Liz Govier, Mark Knighton, Mark Gardiner, Martin Locock, Michael Lobb, Myrto Kritikou, Natalie Aldrich, Richard Pougher, Thomas Piggott, Mark Gardiner.

Agenda Point		Action (Initials)
1.	Apologies for absence Amelia Allen	
2.	Minutes of last AGM Minutes of last AGM reuploaded to website and agreed	
3.	Matters Arising Colin Forrestal noted that attendance was not recorded in 2022 minutes – JL confirmed that it was quorate and would pick up with LB re attendance register. Action JM to update previous AGM minutes with attendance from records.	JM
4.	Chair's Welcome and AGM Report Jeremy Lake (JL) noted practical/ family difficulties in 2023 resulting in committee not being quorate for a period in the first half of the year, but that the Committee are keen to start 2024 year positively. Working on a theme of what buildings archaeology is and how it contributes to the wider discipline and to built heritage conservation more widely, the BAG committee are planning a series of events. The initial events will focus on understanding significance, and dates for online tea break sessions will be circulated, with the aim to develop in person sessions. JL also noted planned BAG involvement in the Festival of Archaeology – some committee members have personal involvements but are there things that BAG members may want to help, and any members with suggestions are encouraged to come forward. An area we are also looking to improve and develop is communication – primarily through Linked In and the ClfA website, but also through a revival of the much-missed newsletter, the first of which was issued earlier this week. On this point, CF suggested that the committee look into the use of K-Hub, which is used by other ClfA SIG committees. Action JL to contact CF and look at digital comms with FW.	JL
5.	Secretary's Report JM set out that membership currently stand at 939 members, 3 non-ClfA group members. As noted by JL, the first half of the year was quiet, and committee had difficulty achieving a quorum. Committee met on 30 November 23 and 8 February 24.	

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	<p>Committee provided responses to consultations on:</p> <ul style="list-style-type: none"> • CifA ethical code • Specialist competence matrix updates <p>JL and Esther Robinson Wild organised sessions at an RTPI CPD and JL represents the BAG on CifA Advisory Council.</p> <p>More recently, the BAG Newsletter has made a welcome return, with interest from members for other articles, and dates have been fixed for Committee meetings for May, August and November.</p>	
6.	<p>Treasurer's Report</p> <p>Vacant position.</p> <p>Budget 23/24 was agreed at £800. Nothing was spent and there is £40 income from non-member group member subscriptions (4 people).</p>	
7.	<p>Elections to Group Committee and Advisory Council representative</p> <p>Election of existing members for a second term: Amir Bassir, Lorna Goring, duly elected</p> <p>New members: Amelia Allen, Franki Webb and Seth Price, duly elected</p> <p>Advisors: Helen Wallbridge, Cathy Coutts (standing down as OCM), Patrizia Pierazzo</p> <p>JL to remain as Advisory Council Representative.</p>	
8.	<p>3-Year Plan review</p> <p>3 year plan to be reviewed and sent to Board</p>	Committee
9.	<p>Additional items</p> <p>Newsletter – JL asked should we continue in existing format? Members have come forward with suggestions, FW queried what format the Newsletter should have – try to reduce to more of a newsletter, open to suggestions from members. Key is to produce things regularly and lighten the load on the compiler.</p> <p>Tea break session in May, subsequent being set.</p> <p>JL noted a plan for an online workshop, with an option of an in-person workshop where demand exists. JM noted the geographical diversity of the group, which had in the past hindered the committee's ability to plan and set out the need for members to come forward and say what they want, to participate and even help organise events.</p> <p>NA asked whether there was a possibility that regional sub-groups or events could be set up. NA also asked that committee publish dates for submissions to Newsletter and whether there would be opportunities for out-of-sequence updates e.g. on issue of new policy/guidance (Action FW) and asked whether there was an opportunity to link to IHBC or national amenity societies? JM asked for quick show of hands for members who were also IHBC members, and 5-6 members confirmed. Action on Committee to explore possible contacts through CifA/IHBC MoU and existing contacts.</p> <p>CF asked whether Committee could advise on a process to request updates to listed buildings descriptions – Catherine Bell (CB) provided a link to find contact details</p>	

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	<p>for regional and national (https://historicengland.org.uk/about/contact-us/enquiries-about-the-list/) listing team and minor amendments email address (minoramendmentstothehist@HistoricEngland.org.uk).</p> <p>CF also asked how to get LPA to deal with their duty of care for Conservation Areas. JL noted that while individual committee and BAG members are working on this area, LPAs are severely under-resourced, and it is very difficult to address as individual cases. JL to supply link to guidance, which in summary is:</p> <ul style="list-style-type: none">• https://historicengland.org.uk/advice/planning/conservation-areas/• https://cadw.gov.wales/advice-support/historic-assets/conservation-areas/understanding-conservation-areas#:~:text=If%20you%20live%20in%20a,area%20appraisals%20and%20management%20plans.• https://www.gov.scot/publications/guide-conservation-areas-scotland/• https://www.nidirect.gov.uk/articles/conservation-areas-and-advice <p>Mark Gardiner (MG) drew members’ attention to possible publication through the Vernacular Architecture Group’s journal, Vernacular Architecture (VA), which is open to submissions from buildings archaeology. VA would not usually publish single building reports but may consider such reports where a structure is an important example of a site type. JL noted that this also shows up a wider problem with publication and accessibility of survey reporting. A wider discussion followed, Action on Committee to consider how BAG can support wider dissemination of survey reporting?</p> <p>Martin Locock (ML) asked whether, as HERs are now statutory, is this the right moment to advocate for recognition of historic buildings both in terms of inclusion and us as a reference? FW noted that – buildings recording was being done not just by buildings archaeologists, but by architects, surveyors and other professionals in formats that did not often reach HERs. JM often gets asked to assess effects on NDHAs in EIA, and with no local list or consistent HER records this can be a major task. Amir Bassir noted that local lists are often hidden and information not useful, JM and JL find that historic buildings information in HERs is often very patchy.</p>	
10	AOB JL thanked the group.	
11.	Date of the next committee meeting, and future events. TBC AGM November 2024	