

**Minutes of the
Directors and Advisory Committee Meeting of The SCAPE Trust**
Wemyss House, 28 Charlotte Square, Edinburgh
2:0PM Wednesday 17th December 2003

Attending:

Patrick Ashmore (PA)	Assessor
Tom Dawson (TD)	Co-ordination Officer
Neil Galbraith (NG)	Director
Colin Martin (CM)	Director
Diana Murray (DM)	Director
Rod McCullagh (RM)	Assessor
George McQuitty (GMQ)	Director
Anna Ritchie (AR)	Director
Professor Chris Smout (CS)	Chairman
Richard Tipping (RTi)	Advisory Committee
Robin Turner (RTu)	Director
Captain Tony Wilks (TW)	Director

Apologies:

Professor Kevin Edwards (KE)	Director
Ben Ferrari	Director
Julie Gibson	Advisory Committee
Jim Hansom	Advisory Committee
Professor Chris Morris	Director
John Scott	Director
Val Turner	Advisory Committee

1. Welcome and Apologies

CS welcomed the directors, Advisory Committee members and observers to the meeting. He was especially pleased to welcome the two new directors, Diana Murray and Anna Ritchie.

CS also welcomed Rod McCullagh to his first SCAPE meeting as an observer, noting that **RM** will be taking over **PA**'s duties concerning coastal archaeology at Historic Scotland in the new financial year.

2 Minutes of Last Meeting

The minutes of the last meeting were presented to the meeting. The minutes were accepted and signed by the chairman.

3 Matters Arising

3.1 Interim Reports (5.1)

TD reported that the first interim report for the Heritage Lottery Fund (HLF) is due at the end of this month. Once prepared, it will be placed on the SCAPE website. He reported that the website is under construction and that the domain name is www.coastarch.co.uk

3.2 MSC Scheme (7.2)

TD reported that he had not been able to find any published information on the failures of the MSC scheme with regards to archaeology. He asked the meeting whether they knew of any information that had been published.

PA stated that he did not think there were any formal reports. He continued that the main problem with the scheme had been that not enough money was allocated for post-excavation reporting. The primary intention of the programme had been to give people work.

PA noted that the main lesson to learn from the scheme was to allocate sufficient funds for both the fieldwork and the post-excavation. He added that community projects should be set up with professional archaeologists taking the lead from local groups. They should work together on threatened sites, with the professionals training members of the local groups.

RTu noted that there were huge numbers of threatened sites and a very limited pot of money. He added that full post-excavation reporting was costly and that cheaper alternatives needed to be explored. He questioned whether it was preferable to lose sites due to erosion rather than to undertake an excavation of a lower standard than normally expected.

TD noted that one of the projects submitted to HS by SCAPE was a community-led pilot project that would test the methodology for such fieldwork. This is discussed below (4.2).

3.3 Membership of BEFS (7.3)

TD reported that he was waiting for advice from the directors on which level of BEFS membership SCAPE should apply for.

RTu stated that SCAPE would be eligible for either full membership or could become a subscriber. Full membership gave voting rights and cost £100. Subscriber membership costs £80.

NG suggested that SCAPE applies for full membership and the directors agreed.

TD to apply for full membership of BEFS.

3.4 Top Three Eroding Sites from ARIA Members (7.4)

TD reported that over half of the relevant ARIA members had responded to Julie Gibson's request for their top three eroding sites. The directors requested to see this list of sites

TD to distribute the list of sites to the members of SCAPE.

3.5 Archaeological Excavation (7.5)

TD noted that this topic will be discussed under item 4 - Priorities Identified in the Advisory Committee Report.

3.6 Internet Publication of Coastal Zone Assessment Surveys (7.6)

TD reported that talks were held with RCAHMS on working in partnership to publish the coastal zone assessment surveys on the internet, and to enhance CANMORE with records from the surveys. A bid has been submitted to HS and to the EU as part of an Interreg project. The results of these applications are not yet known, but if successful, a person will be employed for one year within the RCAHMS to undertake this project.

3.7 Appointment of New Directors (8)

As noted by the chairman in his welcome, Anna Ritchie and Diana Murray have been appointed as directors of the SCAPE Trust.

4 Priorities Identified in the Advisory Committee Report

CS introduced the discussion on the Priorities identified in the Advisory Committee Report and asked the meeting for comments on the discussion paper.

4.1 Additional Staff and Funding Matters

CS emphasised the main area of concern, a lack of paid assistance for **TD**. He noted that discussions had been held with HS about obtaining core funding, but that SCAPE had been informed that it was not HS policy to provide this.

CS further noted that the submission of projects to HS in order to generate enough money for a second person would involve designing and managing a large number of projects, due to the

relatively small amount of money that could be obtained from each project. This is not something that **TD** has the time to do presently, given his other commitments.

PA asked whether SCAPE had thought of approaching the Scottish Executive directly for funding. He suggested preparing a briefing paper, perhaps based on the Priorities Document.

DM noted that a major frustration for organisations with no infrastructure or capital is that many funding bodies, such as HLF, do not pay overheads. Additionally, funding bodies are requiring increasing amounts of in-kind and match funding.

She agreed that an approach to the Scottish Executive would be a good idea. She also suggested that a second sensible route was to pursue partnership applications, such as the SCAPE/RCAHMS application to Interreg.

PA suggested using the Civic Amenity Trusts and the ways they had obtained funding as models for obtaining core funding.

PA/DM suggested that it should not be **TD** that approaches the Scottish Executive, but should be some of the directors directly.

DM noted that the SCAPE conference could be timed to coincide with the approach to be made for funding from the Scottish Executive.

TD to prepare a briefing paper which the directors can use to approach the Scottish Executive for core funding.

4.2 Fieldwork at Eroding Sites by Local Groups

PA noted that some amateur archaeology groups have done excellent work, and that their initial planning and site recording was of a high standard. The post-excavation was often the most problematic area. He noted that as long as they obtain assistance from professionals, these groups would be able to achieve a high quality of work.

TD gave details of a project proposal submitted to HS. It involves two sites on Unst, Shetland, identified by the Shetland archaeologist as under immediate threat. If successful, the project will span two seasons and involve professional archaeologists and members of all the Shetland's Past groups. The first season would evaluate the sites using survey techniques and tapestry excavation. One report would attempt to characterise the sites, as far as possible, from the results of this limited intervention. A second report would be written on how effective the use of the local groups was, with particular reference to attendance, effective archaeologist to community group member ratios, etc.

The second season would involve the excavation of the sites. One report would detail the results, including a comparison with the first season's results. A second report would be written on the use of the local groups on the excavation (which requires greater commitment of time from volunteers), with particular reference to staffing levels, problems associated with people attending for irregular periods, etc.

AR asked why Unst was chosen.

TD explained that there were several reasons, including the local group's recent experience of working on an archaeological site as part of a graveyard development, and the fact that the Shetland's Past groups, established by Bidy Simpson, have been running for several years. He stated that this was a pilot project, and if successful, could be extended to other areas, including Orkney and the Western Isles.

RTi asked how many people from the local community would take part.

TD noted that the project would be open to members of all of the Shetland's Past groups.

CS reported that the sub-committee (**KE**, **RTu**, and **TD**) to look into setting up a pilot project involving community groups had not been able to meet due to the sad circumstances surrounding Prof. Edwards. He noted that the group would meet in the New Year and offered to attend the meeting.

TD to arrange meeting of sub committee (CS, KE, RTu, and TD) to discuss the SCAPE pilot project.

4.3 Raising Awareness about Coastal Archaeology

TW noted that one of the key points identified by the Advisory Committee was to raise awareness about coastal archaeology. He noted that the strategy formulated by the Scottish Coastal Forum (SCF) included a paper on coastal archaeology, and that this paper was now out for consultation.

It was noted that although the paper was written by **PA** and **TD**, it would be a good idea to use this opportunity to make any necessary revisions, perhaps including some of the points that have arisen from the Advisory Committee discussions.

TW noted that the closing date for the consultation is 7th Jan 2004, but thought that if **SCAPE** registered an interest, the deadline could be extended.

TD noted that the paper on coastal archaeology was available on the SCF website.

TD to register SCAPE's interest in commenting on the SCF paper.

TW noted that **MSPs** were undertaking a survey of the Clyde, which would include looking at the archaeology. He will pass details about this survey on to **TD**.

4.4 Ways Forward

RTu noted that we need to decide upon how to take the Advisory Committee paper forward and to obtain funding for selected projects. Some projects are likely to interest funding organisations such as the HLF, others are more academic and would interest the Research Councils.

RTi noted that **UCARG** is now dormant. He stated that the idea behind **UCARG** was to bring together academics working on Scotland's coastal archaeology, preparing collaborative project applications.

CS wondered whether **UCARG** could be invigorated.

TD and **RTi** noted that there were several problems with the existing group. These included:

- lack of representation of academics working on the Scottish coast based at universities south of the border.
- inclusion of members of one of the competitive tendering organisations (**GUARD**) as it is affiliated with a university, but not of other units.
- problem of the breaking away of the **CFA** from the university of Edinburgh.
- lack of desire or ability of some members to initiate or be included in projects funded from certain academic sources.

On the positive side, **RTi** noted that the **UCARG** discussion group still exists.

It was noted that the list of research topics already identified by the Advisory Committee could be sent out to **UCARG**.

It was decided that **RTi** and **TD** should look into reinvigorating **UCARG**.

RTi and TD to meet in the New Year to look into restarting UCARG

TD noted that neither of the island representatives of the Advisory Committee were able to attend today's meeting, and that using video conferencing would be a way forward.

PA noted that video conferencing facilities were available at **HS**.

CS noted that they were also available at **St Andrews**.

TD to investigate using video conferencing for the next meeting of the Advisory Committee.

NG suggested that **TD** needs to have a work plan so that he can concentrate on specific items and not get stretched too far. He suggested that **TD** should draw up this work programme, and that it should include the projects that he is most interested in.

TD to draw up a work programme.

5 Current SCAPE Projects

TD gave a summary of current **SCAPE** projects.

5.1 sSea Project and Shorewatch

The **sSea** project was progressing well, and several new **Shorewatch** groups have been set up.

5.2 Argyll Islands Survey

The coastal assessment surveys of three of the Argyll Islands (Coll, Tiree and Islay) are now complete, and the final report (Islay) has been received. The high cost of printing the reports was noted by PA, and it was suggested that the reports be published on the SAIR website.

5.3 Clyde Survey

The Clyde surveys are underway. Although initial fieldwork has been started, it was noted that the surveys of the Inner Clyde were not undertaken under ideal tidal conditions, and it was suggested that the survey of the intertidal zone would need to be done when the tide was low.

CS further noted that there was some concern over the public outreach aspect of this season's project, one of the major factors used in awarding the contract from the tender documents.

TD will ensure that the terms of the tender document are met.

It was noted that the two seasons of work have been tendered separately and done by two different organisations.

TD asked whether there was a need to tender the third season of work. **PA** replied that it had to be sent out to tender.

NG asked when the third season would commence. **TD** stated that this would be after official confirmation from HS that there will be funding for the project.

5.4 Fishtrap survey

The fishtrap survey is progressing. **TD** noted that intertidal features are visible at different states of the tide, and that it is not necessarily low tide that is the most suitable, as features can be obscured by seaweed. Some sites are visible when the tide is half in, defined by weed floating in the water.

TD noted that local groups are ideally placed to locate intertidal sites.

6 SCAPE Project Applications

TD summarised the current project applications.

So far, there has been an indication that the Loch Hourn project has been accepted, subject to a confirmation of funding. The Clyde survey should also attract funding, subject to the same condition. It was not known how the other project applications have been received.

7 SCAPE Conference

CS led a discussion on the paper containing suggestions for a conference.

DM wondered whether the discussion might be more sensible after we had decided which option to follow.

TD explained that the decision on which option to follow depends upon funding. The decision about this will be received very soon, but the next meeting of the SCAPE directors will not be for six months.

Various suggestions on where to hold the conference were presented, including Edinburgh and St Andrews.

RTu noted that there is very little time to organise a conference this summer, and that the autumn may be better. He suggested that if it were in September, it could become part of Scottish Archaeology Month.

PA questioned whether there had been any thought of involving television in the conference.

RM noted that the Fife archaeologist, Douglas Speirs, was keen to promote a programme at the Wemyss caves.

It was decided to create a sub-committee to organise the conference. The sub-committee will comprise **NG, CS, RTi, AR** and **TD**.

TD to arrange a meeting of the conference sub-committee in the New Year.

8 AOB

CS suggested that **TD** undertake First Aid training, to be paid for by SCAPE.

TD to undertake First Aid training.

PA noted that there will be a conference on May 14th called 'Looking under the Sand'. The conference topic will be geophysical prospection on aeolian sites and the audience will be invited.

NG noted that a UK paper on the protection of the maritime heritage is being prepared. This is something that SCAPE may like to comment on.

9 Date of Next Meeting

The next meeting will be held in St Andrews at 10:30 AM on the 24th June.