

**Minutes of the Directors Meeting of
The SCAPE Trust**
National Trust for Scotland Headquarters, Charlotte Square, Edinburgh
Thursday, 13th October 2005, 10:30 am

Present:

Barbara Crawford (BC)
Ben Ferrari (BF)
Neil Galbraith (NG)
Colin Martin (CM)
Anna Ritchie (AR)
Chris Smout (TCS) (Chairman)
Robin Turner (RT) (Vice Chairman)

Rod McCullagh (RMcC) (observer – Historic Scotland)
Katinka Stentoft (KS) (observer)
Tom Dawson (TD) (observer)

Apologies:

Jim Hansom
George McQuitty
John Scott
Richard Tipping

1. Minutes of Last Meeting

The minutes of the last meeting of the directors of the SCAPE Trust, held on 24th June 2005, were approved.

2. Matters Arising

2.1 Information on changes to law regarding volunteering (2.2)

NG noted that he was still awaiting a response on changes to the law regarding volunteering.

Action Point

NG to continue trying to obtain information on changes to the law regarding volunteering.

2.2 Effectiveness of Shorewatch and other training (4.1)

TD noted that an evaluation of the training given to Shorewatch groups was underway. *GUARD* had also produced evaluation forms for volunteers that had attended the Unst project.

2.3 Feedback on aspects of Coastal Zone Assessment Surveys (4.1)

TD noted that he was in discussion with Historic Scotland over the production of a document giving feedback on aspects of Coastal Zone Assessment Surveys. He further noted that he had been in close contact with English Heritage and with Wessex Archaeology (who have managed several of the recent English Heritage Coastal Zone Assessment Surveys). English Heritage are currently reviewing and updating their methodology for coastal surveys, and *TD* is to meet with them in the New Year.

Action Point

TD to meet with English Heritage and others to discuss Coastal Zone Assessment Surveys.

2.4 Meeting between SCAPE, Historic Scotland (HS) and Western Isles Archaeologist to discuss previous and future projects (4.2)

KS reported that she and *TD* had met with Mary MacLeod, (Western Isles Archaeologist) and *RMcC* (HS). They had visited sites and prepared plans for future projects. This resulted in

funding applications being prepared by *KS* and *TD* (three further surveys in the Uists and two excavations of sites in North Uist). The bids had been submitted to HS and preliminary results should be known by the New Year.

RMcC noted that a preliminary sift of bids would be happening shortly, leading to the rejection of some. He noted that it would be possible to ask him how the SCAPE bids were progressing.

2.5 Internet publication of CZAS (5)

TD noted that HS had been in discussion with the Ordnance Survey, and it was agreed that the surveys should carry the HS copyright statement.

KS noted that this would involve changing most of the documents, and that CFA Archaeology had agreed to change some of their reports by editing the source documents. Most of the other digital reports only exist as .pdf files, and it will be the .pdf documents that need to be changed, which is a time consuming job. She noted that two sets of .pdf documents exist for each report – the master document (which is a huge file), and the same report split into chapters. She has made an initial assessment of the amount of time that it will take to edit the .pdf documents, and it is not something that can be done without additional resources.

BF queried whether further discussions should be held with the Ordnance Survey to check whether a single statement on the first page of each report on the website would suffice, instead of changing every map.

NG thought that it might be better for SCAPE to protect itself by placing a statement on every page, just in case there are future complications (for example, if SCAPE distributes versions of the reports on compact disk).

Action Point

TD/KS to apply for funding from HS to place a corrected copyright statement on every Ordnance Survey map within the reports.

2.6 Launch of the SCAPE website (5)

TD noted that the launch will have to wait until the problem with the copyright statement has been resolved. It was decided to aim for a launch early in the New Year.

Action Point

TD/KS/RMcC to jointly organise the launch of SCAPE website after the copyright problem has been resolved.

2.7 Re-publication of previous Conference Proceedings (6.1)

TD noted that he had been through the publication, but had found so many errors that he did not feel that an erratum slip would be appropriate, but felt that the publication should be withdrawn. He was urged to write a letter to HS expressing his dissatisfaction.

Action Point

TD to write a letter to HS to express his dissatisfaction

2.8 Future funding applications – Crown Estate (7.1)

KS noted that she had submitted a funding application to the Crown Estate for continuation funding for her position. The bid would only cover half of her wages, as the Crown Estate had indicated that they would not be able to provide a larger sum of money for a single bid.

2.9 Photographic competition (7.2)

KS noted that the organisation of a photographic competition was one of the deliverables for the Crown Estate application. She further noted that she had been in discussion with the Kelvingrove Museum about setting up an exhibition of winning photographs in one of their new exhibition galleries.

2.10 Other funding sources (7.3)

RMcC noted that the conference on the Aggregate Levy Scheme had passed. **BF** noted that in England, Wessex Archaeology had done very well from the Aggregate Levy Scheme. **TD** and **RMcC** pointed out that they thought that the spending regime in Scotland was different than in England.

Action Point

TD to look into funding from the Aggregate Levy Scheme for projects in Scotland

BC noted that the report from the Oslo conference concerning funding opportunities had only just been completed. She agreed to pass it on to **TD**.

Action Point

BC to send the report from the Oslo conference to TD

2.11 Western Isles Coastal Strategy Paper (8)

KS queried whether the production of this report to publication standard should be a priority, given her workload. It was agreed that it would be a good idea to publish the paper at some point, but given the time elapsed since the January storm, it might be better to wait until the next major storm, (should there be one).

Action Point

KS to keep her strategy paper ready for publication in the event of another large storm

KS further noted that she had not attended the European Association of Archaeologists conference held in Cork as it followed swiftly from the previous meeting.

2.12 The SCAPE Trust / Advisory Committee (9)

It was noted that the SCAPE Trust have begun to meet quarterly.

None of the SCAPE directors had asked **ARIA** to nominate a representative to attend SCAPE meetings as it was unclear from the previous minutes who was to take on the task. **TCS** agreed to invite **ARIA** to nominate a representative.

Action Point

TCS to ask ARIA to nominate a representative to attend SCAPE meetings

2.13 Meeting between HS Chief Executive and SCAPE (10)

TCS noted that a meeting had been held between Malcolm Cooper (HS Chief Inspector), **RMcC** (Historic Scotland), **TD** and himself. He noted that the meeting had been very positive, and had been followed up with a letter, which would be discussed later (item 5).

2.14 Leaflet/Annual Report (11)

TD noted that the Annual Report had been completed and distributed copies to the directors.

2.15 New Director (12.1)

TCS noted that he had invited Jim Hansom to become a director of SCAPE, and that the invitation had been accepted.

2.16 Publicity, SCAPE and Historic Scotland (12.2)

TD noted that he had looked into the terms of Historic Scotland contracts with regards to contact with the media. He noted that a press release had been prepared about the Unst discoveries, and that this was to be released by the HS press office.

2.17 Advertise AGM and post minutes on the SCAPE website (12.3)

KS noted that she had posted all AGM minutes onto the website, and was preparing the directors' meeting minutes. The delay had been due to seeking clarification about the last set of minutes.

3 Report on the activities of the SCAPE Project Officers (*TD* and *KS*) since the last meeting (three months report)

As usual, much time was spent by both *TD* and *KS* undertaking administrative work and answering enquiries.

TD had spent one month in Unst, Shetland, managing and co-directing the excavation of an eroding site with GUARD and members of the local community and Shorewatch groups. He had subsequently worked with GUARD to produce a website dedicated to the excavation (www.shorewatch.co.uk/unst), and had designed the image gallery and project team pages. He had also helped prepare articles about the excavation for publication. *TD* had also co-ordinated the tender process for the Brora project, the contract for which had been awarded to CFA Archaeology Ltd. He thanked the directors who had helped in the award of the tender.

KS had made four trips to visit Shorewatch groups in the west (Islay, Arran, Campbeltown and North Uist). She had also undertaken a monitoring visit to Brora once the fieldwork had started. She had updated the Shorewatch website, and had started to work on the finds protocol. She had also worked on resolving the problem with the copyright statements on the digital versions of the CZAS.

TD and *KS* had submitted eleven funding applications to HS. Projects included six CZAS; three excavation projects; continuation of the Loch Hourn survey; and an application for funding for the Shorewatch Project.

4 Letter from Malcolm Cooper, Chief Inspector, Historic Scotland

RMcC was asked to leave the room whilst the directors discussed item 4.

TCS explained the background to the letter from Malcolm Cooper, (Chief Inspector, HS) noting that it followed on from the meeting held between Malcolm Cooper, *RMcC*, *TD* and himself. He noted that in the meeting, there had been a lot of discussion about securing funding for the continuation of *KS*'s post. He further noted that the preparation of a review of HS involvement in coastal archaeology, with recommendations for further work, was also discussed in detail. At the end of the meeting, it was agreed that HS would send SCAPE a letter outlining ways in which it and SCAPE might work together in the future.

TCS distributed the letter received from HS and his draft response.

The directors made comments on the HS letter and on SCAPE's response. The general feeling was that:

- it would be difficult to complete the report asked for by HS in one month
- it would not really be possible for *TD* to drop all other activities so that he could prepare the report (as suggested in the letter), and that report preparation would therefore involve a lot of overtime
- that despite this, there was still very little time to get this document prepared before the Christmas deadline, particularly if *TD* had to spend time preparing funding applications for *KS*'s continued position.

It was suggested that:

- finding funding for **KS**'s continued position must be a priority, as she will need to be given notice soon
- **SCAPE** should not agree to do more than it could achieve
- **SCAPE** should offer to prepare a 'draft report, not for external consumption'

If the report were to be produced, it could include the following elements:

- Outline of the scale of the problem of coastal erosion in relation to archaeology
- **HS** response to the problem to date
- List of projects **HS** has conducted
- Note on the effectiveness of different types of projects
- Note on the cost of projects
- List of things that still need to be done
- Options for moving forward.

Action Point

TCS to draft an amended response to the HS letter. Once KS funding problem resolved, TD to attempt to prepare report by Christmas.

5 Articles on the role of amateurs in coastal projects for Scottish Archaeological News

Two articles, one prepared by **RTu** and one by **TD** were presented. Both are intended for publication in Scottish Archaeological News (SAN).

RTu noted that the articles followed on from a **SCAPE** Advisory Committee meeting, where some members of the group reported that they did not fully support the idea of salvage archaeology by local groups at coastal sites. This had led **RTu** to the view that some form of accreditation for local groups undertaking such projects might be necessary. **RTu** further noted that this might not be popular with some members of amateur groups.

CM noted that much of the fun had been lost from archaeology, and that if archaeology becomes too much concerned with the acquiring of data, with little or no public benefit, then it has failed. He added that just because someone was a professional archaeologist, it didn't necessarily mean that they were a good one, and that amateurs could have a very positive and practical involvement in archaeological projects.

BF noted that the Shorewatch model encouraged the monitoring of an area, but the problem was that sites are still being destroyed, and this can lead to disappointment with groups. Groups should therefore be allowed to dig some sites.

TD responded that this was the reasoning behind the Unst and Brora Projects. He added that he and **KS** had submitted two funding applications for similar projects in the Western Isles.

CM noted that groups liked to have a product reflecting their work, and that the publication of reports was good for local groups. **TD** noted that **SCAPE** was publishing reports by local groups on the website.

Action Point

KS and TD to publish reports by local groups on the website

RMcC wondered whether there were enough amateurs to actually work on projects

TD noted that some Local Authority Archaeologists, such as Bidy Simpson in East Lothian, had extensive lists of people who would like to work on such projects.

RTu noted that he was happy to continue pushing the idea of amateur involvement and accreditation in practical projects. Although the driver would be coastal erosion, the result would be applicable to all fieldwork projects.

It was noted that when the SAN articles were published, they should be sent to heads of various HS departments.

Action Point

KS/TD to ensure that copies of the SAN article are sent to HS

6 Marine and Coastal National Parks

RTu noted that the decision had been made that there will be one or more Marine and Coastal National Parks in Scotland. It was probable that amongst criteria for choosing the location would be accessibility. He noted that he had been asked to sit on a stakeholder group, and that he was representing the cultural heritage, (in a wide sense, including language, place names, etc).

RTu further noted that a strategy on Scotland's Seas was currently being prepared, and he was sitting on one of the stakeholder groups working on the preparation of that document.

RTu explained that at present, no area for the National Park had been defined. A report is to be prepared by March 2006, after which, Ministers would look at the recommendations and instigate the next stage of consultation.

RTu noted that he was seeking input from a wide-range of people interested in the cultural heritage, and would like SCAPE to help him formulate ideas.

The directors discussed the notion of 'value-added' for an area in relation to the cultural heritage. It was noted that crofting landscapes are valued by local people. These landscapes are important, but not protected and are therefore vulnerable. It was further noted that we know very little about submerged landscapes. A further point was that coastal environments are home to changing activities, and that areas once important for commercial or industrial activities are now largely used for recreation. Archaeologists and others can flag up the importance of certain sites within areas such as these, thus helping to get them protected. This is as National Park plans can help to protect areas and sites that are not designated.

It was noted that any new National Park would probably encourage work with Shorewatch groups within its boundaries.

A debate on planning legislation in regard to maritime areas noted that much marine legislation is 19th century (or earlier), and that any new legislation could take several years to become law.

There was a debate on how far inland the boundaries of the proposed National Park should extend.

BF noted that the SNH document identifies a need, but does not indicate how this need should be serviced. As there are no science-specific outcomes, there is a danger that, despite proposals being submitted, no work will end up being funded. He wondered whether SCAPE could take an interest or lead in servicing the identified need, and whether a SCAPE director, (such as Richard Tipping), could help create a University consortia bid in regard to the National Park. A theme of drowned landscapes was suggested.

RMcC questioned whether SCAPE was sending representatives to meetings. It was noted that in addition to **RTu**, **TCS** would attend one of the stakeholders meeting and **KS** would attend a meeting organised by BEFS. **KS** would also attend a meeting organised by SNH.

RTu also noted that there was space on the SNH website to make comments.

It was agreed that SCAPE would submit a response to SNH in regard to the National Park by Christmas.

Action Point

TCS/RTu to co-ordinate a response to SNH Marine and National Park proposal.

7 Date of next meeting

Friday 27th January 2006, 11:00 am, St Andrews