Agenda

Project title
Geological Society Periglacial and Glacial Engineering Geology Working Party

Meeting name and number
01/2012

Location
Arthur Holmes Room, Burlington House

Time and date
10:00 for 10:30 27th February 2012

Purpose of meeting
First meeting of Periglacial and Glacial Engineering Geology Working Party

Attendance
Jim Griffiths (Editor)
Chris Martin (Chair)
Anna Morley (Secretary)
Sven Lukas (Author Ch 2 Quaternary Setting)
Dave Giles (Author Ch 3 Geomorphological Framework)
Julian Murton (Author Ch 5 Periglacial Conceptual Ground Model)
Laurance Donnelly (Author Ch 6 Geohazards and Problematic Ground Conditions)
Mike de Freitas (Author Ch 7 Engineering Investigation & Assessment)
Martin Culshaw (Author Ch 8 Engineering Behaviour & Properties)
Mike Winter (Author Ch 9 Design & Construction Considerations) by telecon

Apologies
Dave Evans (Author Ch 4 Glacial Conceptual Ground Model)

Circulation
Those attending
EGGS committee

Action

1. **Introductions**
   - Circulate contact details.

2. **Chairman’s introduction and review agenda**
   Meeting priorities:
   - Ratify Terms of Reference;
   - Agree WP Schedule;
   - Review Table of Contents;
   - Confirm lead authors and identify co-authors.

Prepared by
Chris Martin / Anna Morley

Date of circulation
14th February 2012
3. Terms of Reference

4. Proposed Working Party Schedule
   - 2012 Q1 - Establish Working Party; Ratify ToR; Agree Schedule; Review ToC; Confirm lead authors and identify co-authors.
   - 2012 Q2 - Agree ToC; Confirm co-authors; Agree page count, figures, etc.
   - 2012 Q3 - Start drafting text.
   - 2012 Q4 - Complete first draft.
   - 2013 - Internal review and revision of draft report.
   - 2014 - External review, leading to final draft.

--------------------------------------------LUNCH------------------------------------------

5. Report Table of Contents

6. Lead and co-authors

7. Correspondence
   - Links with Institute of Archaeology (David Shilston / Matt Pope, 14/01/12).
   - Links with QRA (Dave Evans / Sven Lukas).
   - Laurance Donnelly / Martin Culshaw feedback on Ch 6 & 8.
   - Mike de Freitas feedback on Ch 7.

8. Expense claims

9. AOB
   - Review Publishing House ‘Letter of Agreement’

10. Date of Next Meeting(s):
    - 22nd May
    - 4th October (TBC) – September is a busy month for all
    - Tuesday 22nd November 2011 (before the EGGS Forum) or 12th December (TBC)

Attachments:
   - Working Party contacts list.
   - Publication Proposal (Draft 3)
   - Correspondence (Section 7 and Section 9)
Hi Jim

There is no second page – acceptance by email is what I expected.

One copy for sponsors is standard – the list price is going to be in the region of £100, so it’s not that stingy. We could revisit sponsor incentives when you have a better idea of who is paying what. The main benefit to the sponsors is the logo on the back cover (i.e. advertising).

Best wishes
Angharad

Dear Ang and Chris

I am happy with the document provided, except perhaps that sponsors who give £5000 only receive a single free copy of the book (does appear a little stingy).

The document sent (attached) did not have anywhere for Chris and I to sign – is there a second page?

Best wishes
Jim
I am pleased to confirm formal acceptance of your Working Party Report as an Engineering Geology Special Publication. I have attached a letter of agreement, which you as Chairman and Jim as Editor need to read then confirm your acceptance of the terms.

I have left the statement about colour a bit vague because submission of the final version is 3-4 years away. The print industry is going through a lot of changes in response to developments in technology as well as falling print runs. We don’t know how this will affect printing prices in the future, but our guess is that they will go up, rather than down. I’m assuming you will want a deal for full-colour throughout (which works out cheaper than pricing per figure). We can confirm colour costs at a later stage. At the current time, it works out about £1000 per 50 pages – that is intended as a rough guide and is not a quotation. By ‘external funding’ I mean sources other than the Geological Society Publishing House and that the Working Party is responsible for seeking such funds.

I will send you some appropriate instructions when you have decided whether to use online submission or not. (I will need to set it up in the online system before authors can submit that way.)

Nick Robins is the member of the Books Editorial Committee assigned to this project – he will act in an advisory capacity if needed.

Let me know when you’ve decided on submission route, and if you have any questions.

Best wishes

Angharad

---

From: Martin, Christopher James [mailto:Christopher.Martin@uk.bp.com]
Sent: 24 November 2011 14:45
To: Angharad Hills
Cc: Jim Griffiths; Anna Morley; John Charman
Subject: RE: Engineering Group Working Party

Angharad

Please find attached a copy of the draft Publication Proposal for the proposed ‘Periglacial and Glacial Engineering Geology’ Working Party.

This contains an outline of the proposed WP Terms of Reference, Publication Table of Contents, authors, and the proposed running costs and programme.

Please let us know what your views of this are, or if you would like to discuss anything further.

Thanks and kind regards,

Chris

Chris Martin
Senior Geotechnical Engineer
Pipeline & Civil Engineering Team
Upstream Engineering Centre
T: +44 1932 775631
M: +44 7500 977186
F: +44 1932 764458
christopher.martin@uk.bp.com

BP Exploration Operating Company Limited
Chertsey Road, Sunbury on Thames, Middlesex, TW16 7LN
Registered in England and Wales, number 305943
Hi Jim

Thanks for letting me know. I look forward to getting your publication proposal in due course.

Best wishes
Angharad

From: Angharad Hills [mailto:angharad.hills@geolsoc.org.uk]
Sent: 21 June 2011 16:53
To: Jim Griffiths
Cc: Martin, Christopher James
Subject: RE: Engineering Group Working Party

Hi Jim

Thanks for letting me know. I look forward to getting your publication proposal in due course.

Best wishes
Angharad

From: Jim Griffiths [mailto:jim.griffiths@plymouth.ac.uk]
Sent: 21 June 2011 16:17
To: Angharad Hills
Cc: Martin, Christopher James
Subject: Engineering Group Working Party

Dear Ang,

I want to give you early warning that there is a new Engineering Group Working Party, this one is on Periglacial and Glacial Engineering Geology. The chair of the WP is John Charman, Chris Martin is the secretary and I have agreed to take on the role of editor.

I will be attending my first meeting next week, although there have been a few earlier meetings. Once I have an idea of the timescales the WP are working to I will get back to you with a firm proposal.

All the best
Jim

Professor James S Griffiths
University of Plymouth
Head of SoGEES
01752 684704 Work
07872 423967 Mobile
jim.griffiths@plymouth.ac.uk
Drake Circus
Plymouth PL4 8AA
Devon, UK
http://www.plymouth.ac.uk/research/cre

This e-mail has been scanned for all viruses by Star on behalf of The Geological Society. The service is powered by MessageLabs. For more information on this please contact Kevin Perry at kevin.perry@geolsoc.org.uk

This email is confidential and is intended for the addressee(s) only. If you have received it in error, please do
**Geological Society of London: agreement for producing an Engineering Geology Special Publication**

**Title:** Periglacial and Glacial Engineering Geology  
**Author:** Engineering Group Working Party Report  
**Editor:** J. S. Griffiths  
**Project reference:** PEGEGWP

<table>
<thead>
<tr>
<th>Final drafts delivered by</th>
<th>1 May 2015. If the book is not completed by 1 May 2017 the Society reserves the right to reconsider its commitment to this project.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volume format</td>
<td>The book will be printed and typeset in the standard format for the EGSP series, with the same page layout and text structure as EGSP25. Variations from the standard template cannot be accommodated.</td>
</tr>
<tr>
<td>Scope</td>
<td>Contents will be as submitted in the proposal</td>
</tr>
<tr>
<td>Length</td>
<td>9 chapters comprising 240,000 words of text plus approximately 200 illustrations (total printed length not to be more than 480 printed pages).</td>
</tr>
<tr>
<td>Style</td>
<td>The style will be concise and digestible by the non-specialist, yet be authoritative, up to date and extensively supported by data and collations of technical information. The use of jargon will be minimised and necessary specialist terms will be defined in an extensive glossary.</td>
</tr>
<tr>
<td>Quality</td>
<td>Text and figures to be in final publishable form with minimal copyediting required.</td>
</tr>
<tr>
<td>Text files:</td>
<td>Word or rtf files. Authors must follow house style and other instructions on the Society’s website.</td>
</tr>
<tr>
<td>Tables files:</td>
<td>Word or Excel files in accordance with the online instructions.</td>
</tr>
<tr>
<td>Illustration files:</td>
<td>Print-quality files (not PowerPoint) in accordance with the online instructions.</td>
</tr>
<tr>
<td>Text box files:</td>
<td>Text, tables and illustrations to be provided separately according to instructions for each type of material.</td>
</tr>
<tr>
<td>Copyright</td>
<td>The Working Party will be required to transfer all publishing rights to the Society. The Working Party, or its assigned officers, will be responsible for obtaining permission to use illustrations or other material from other publications or sources. Such permissions must allow for publication in paper, electronic, and facsimile formats, and for electronic capture, reproduction, and licensing in all formats, in whole or in part, now and in perpetuity, in the original and all derivative works.</td>
</tr>
<tr>
<td>Colour printing</td>
<td>An estimate of colour printing costs will be provided once the first draft is completed and an estimate of the length can be made. External funding will be required to cover any significant costs above normal black and white printing.</td>
</tr>
<tr>
<td>Sponsorship</td>
<td>Any organisations offering £5000 or more towards production costs will be entitled to have their logo and an acknowledgement on the back cover. Sponsors offering smaller sums can have their logo on the acknowledgements page. Wording of the acknowledgements page is the editors’ responsibility. Sponsors will be sent one free copy. Other offers or commitments to sponsors must not be made without the Society’s approval.</td>
</tr>
<tr>
<td>Editor and author copies</td>
<td>The editors will receive two copies. Contributing authors will each receive one copy. Additional copies can be purchased at the FGS price provided that they are for personal use (e.g. gifts) and not for resale. An additional 10% discount for orders of more than 5 copies can be made.</td>
</tr>
<tr>
<td>Offprints</td>
<td>Authors will be able to download free PDFs from the Lyell Collection (use subject to standard terms and conditions. Paper offprints will not be available for this project.</td>
</tr>
</tbody>
</table>
FYI

From: Pope, Matthew [mailto:m.pope@ucl.ac.uk]
Sent: 14 January 2012 09:11
To: Shilston, David T; Martin, Christopher James
Cc: SC@leapenvironmental.com; 'Ron Williams'; Holt, Simon J
Subject: RE: Geol Soc Working Party on Glacial and Periglacial Engineering Geology

Dear David and Chris,

It was a pleasure to meet you and the SERG this week, I felt it was a long overdue chance to show how important geology was to our understanding of early human behaviour.

I’d certainly be happy to work with you on the working party and can recommend colleagues who cross geology/archaeology disciplines very firmly and could usefully contribute.

We must never forget (and I wish I’d mentioned it more in my lecture) that beginning it was a partnership between the Geol Soc and the Antiquaries, the combination of John Evans and Joseph Prestwich, that started the formal study of Palaeolithic archaeology. Maybe we can encourage some productive traffic across the courtyard at Burlington House in the years ahead.

Yours,

Matt

Dr Matt Pope FSA
Senior Research Fellow (UCL)
Institute of Archaeology
31-34 Gordon Square
London, WC1H OPY
Mobile: 07801908734

Academia.edu profile

Archaeology South East

Quaternary Archaeology and Environments of Jersey
From: Shilston, David T [mailto:david.shilston@atkinsglobal.com]
Sent: 13 January 2012 10:26
To: Martin, Christopher James
Cc: SC@leapenvironmental.com; 'Ron Williams'; Pope, Matthew; Holt, Simon J
Subject: Geol Soc Working Party on Glacial and Periglacial Engineering Geology

Dear Chris,

Earlier this week, I spent a most enjoyable evening at the Geol Soc SE Regional Group's meeting on the ‘Geology and Archaeology of the Wealden Group’. The lecture was given by Dr Matt Pope of UCL’s Institute of Archaeology – it was excellent and I had a long chat with Matt after the meeting.

I think there are some interesting and potentially fruitful links between Matt and his colleagues' work on the Palaeolithic archaeology of southern England (which relies on a detailed understanding of Quaternary geology and geomorphological processes) and the topics that will be covered by your Glacial & Periglacial Engineering Geology Working Party. Can I suggest that you explore possibilities with him?

Regards,

David

David Shilston

President-designate, The Geological Society of London
Technical Director - Engineering Geology  ATKINS

Woodcote Grove, Ashley Road, Epsom, Surrey, KT18 5BW, United Kingdom  I Tel: +44 (0) 1372 754409
Email: david.shilston@atkinsglobal.com  I Web: www.atkinsglobal.com

From: Sarah Cook [mailto:SC@leapenvironmental.com]
Sent: 02 January 2012 12:58
To: Sarah Cook
Subject: SERG Meeting Geology and Archaeology of the Wealden Group - 10th January Bell Inn Godstone

Dear All,

Our next meeting will be held on Tuesday 10th January at The Bell Inn, Godstone.

Geology and Archaeology of the Wealden Region - Lecture by Matt Pope

The Wealden Region of South East England has a relatively poor record for human occupation in the Late Pleistocene. However significant sites, preserving evidence for Neanderthal archaeology and palaeoenvironmental remains, including megafauna, do exist and many wait to be discovered in the region. This talk covers recent research in Sussex and Kent and suggests new contexts which have been hitherto neglected and could offer new insights into the last hunters of the ice age. Detailed knowledge of local geomorphology and wider awareness will be essential in the search.
Dr Matt Pope is a human origins researcher at UCL’s Institute of Archaeology. During the past 20 years he has led and participated in major research excavations at Boxgrove, Beedings and La Cotte de St Brelade as well as publishing on the hunting and landscape use behaviour of ancient humans.

Further details are provided on the SERG section of the Geology Society website:
http://www.geolsoc.org.uk/gsl/groups/regional/serg/pid/11004

Please let us know if you plan to attend.

Kind Regards

Sarah Cook MSci
Senior Geoenvironmental Engineer

Leap Environmental Ltd
South Coast Regional Office, Premier House, Victoria Road, Burgess Hill, West Sussex, RH15 9LR
t.01444 230385 www.leapenvironmental.com

It's green to use the screen, so do your bit, and don't print it
This e-Mail and the information contained in it and in any attachments are confidential and may be privileged. If you have received this e-Mail in error please notify us immediately. You are not authorised to, and must not disclose, copy, distribute or retain this e-Mail or any part of it.

Registered in England No 6552502.

This message has been checked for all known viruses by MessageLabs.