

# Agenda



The  
Geological  
Society

*serving science & profession*



---

<b>Project title</b>	Geological Society Periglacial and Glacial Engineering Geology Working Party	
<b>Meeting name and number</b>	01/2012	
<b>Location</b>	Arthur Holmes Room, Burlington House	<b>Time and date</b> 10:00 for 10:30 27th February 2012
<b>Purpose of meeting</b>	First meeting of Periglacial and Glacial Engineering Geology Working Party	<b>Page 1 of 2</b>
<b>Attendance</b>	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	
<b>Apologies</b>	Dave Evans (Author Ch 4 Glacial Conceptual Ground Model)	
<b>Circulation</b>	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

<b>Project title</b>	<b>Date of Meeting</b>
Periglacial and Glacial Engineering Geology Working Party (PGEG WP)	27th February 2012

---

**Action**

**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):**

- 22<sup>nd</sup> May
- 4<sup>th</sup> October (TBC) – September is a busy month for all
- Tuesday 22<sup>nd</sup> November 2011 (before the EGGS Forum) or 12<sup>th</sup> December (TBC)

**Attachments:**

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

## Anna Morley

---

**From:** Angharad Hills [angharad.hills@geolsoc.org.uk]  
**Sent:** 09 January 2012 11:56  
**To:** Jim Griffiths; Martin, Christopher James  
**Cc:** Anna Morley; John Charman; Nick Robins  
**Subject:** RE: Periglacial and Glacial Engineering Geology

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

---

**From:** Jim Griffiths [mailto:jim.griffiths@plymouth.ac.uk]  
**Sent:** 09 January 2012 11:43  
**To:** Angharad Hills; Martin, Christopher James  
**Cc:** Anna Morley; John Charman; Nick Robins  
**Subject:** RE: Periglacial and Glacial Engineering Geology

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



---

**From:** Angharad Hills [mailto:angharad.hills@geolsoc.org.uk]  
**Sent:** 04 January 2012 14:25  
**To:** Martin, Christopher James  
**Cc:** Jim Griffiths; Anna Morley; John Charman; Nick Robins  
**Subject:** Periglacial and Glacial Engineering Geology

Dear Chris

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](mailto: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

---

**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



---

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](mailto: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:** PGEGWP

Final drafts delivered by	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.
Volume format	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.
Scope	Contents will be as submitted in the proposal
Length	9 chapters comprising 240,000 words of text plus approximately 200 illustrations (total printed length not to be more than 480 printed pages).
Style	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.
Quality	Text and figures to be in final publishable form with minimal copyediting required.
Text files:	Word or rtf files. Authors must follow house style and other instructions on the Society's website.
Tables files:	Word or Excel files in accordance with the online instructions.
Illustration files:	Print-quality files (not PowerPoint) in accordance with the online instructions.
Text box files:	Text, tables and illustrations to be provided separately according to instructions for each type of material.
Copyright	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.
Colour printing	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.
Sponsorship	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.
Editor and author copies	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.
Offprints	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.

## Anna Morley

---

**From:** Martin, Christopher James [Christopher.Martin@uk.bp.com]  
**Sent:** 07 February 2012 19:29  
**To:** Anna Morley  
**Subject:** FW: Geol Soc Working Party on Glacial and Periglacial Engineering Geology

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 0PY  
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 | Tel: +44 (0) 1372 754409  
Email: [david.shilston@atkinsglobal.com](mailto:david.shilston@atkinsglobal.com) | Web: [www.atkinsglobal.com](http://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 10<sup>th</sup> 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](http://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.**

---

This email and any attached files are confidential and copyright protected. If you are not the addressee, any dissemination of this communication is strictly prohibited. Unless otherwise expressly agreed in writing, nothing stated in this communication shall be legally binding.

The ultimate parent company of the Atkins Group is WS Atkins plc. Registered in England No. 1885586. Registered Office Woodcote Grove, Ashley Road, Epsom, Surrey KT18 5BW. A list of wholly owned Atkins Group companies registered in the United Kingdom and locations around the world can be found at <http://www.atkinsglobal.com/site-services/group-company-registration-details>

Consider the environment. Please don't print this e-mail unless you really need to.