

Protocol for the Operation of the Buckinghamshire Emergency Archaeological Recording Fund by the Countywide Archaeological Advisory Committee (CAAC)

1. Purpose

The purpose of the fund is to enable the emergency recording of important archaeological remains (including above and below ground features, artefacts and associated environmental deposits) which are unavoidably under imminent threat of significant damage or destruction without adequate provision for their recording. The fund covers the administrative areas of Aylesbury Vale District Council, Chilterns District Council, Milton Keynes Council, South Bucks District Council and Wycombe District Council.

2. Criteria

To be eligible for funding the following criteria must be met:

1. Where applicable, the procedures for obtaining archaeological advice set out in Planning Policy Guidance 16 must have been followed and appropriate safeguards secured through the planning process.
2. There must be good reason to believe that the remains are likely to be of more than local importance (as defined in the Buckinghamshire Archaeological Management Plan).
3. There must be an imminent threat of significant damage or destruction and all reasonable efforts must have been made to avoid or minimise that threat.
4. The cost of the proposed work should be no more than is necessary to record, and where appropriate recover, the threatened remains. *Wider survey to establish the context of discoveries is not covered. All reasonable efforts should be made to ensure that the work is undertaken in a cost-effective manner. Projects costs should include the consolidation of the archive and preparation of a summary report but not full analysis and publication which should be the subject of a post-excavation assessment submitted to the CAAC (see below).*
5. All reasonable efforts must have been made to secure funding or "contributions in kind" from the developer and other sources (e.g. English Heritage for remains of national importance). *In some cases the fund might be used to provide "match funding". Public bodies and utilities with legal obligations to the environment will be expected to discharge their legal and ethical obligations in full.*

3. Procedure for release of funds

Funds may be released by the Treasurer on request from the relevant Archaeological Officer or, for portable antiquities, Museum Officer to the Treasurer. The Treasurer will consult the Chair, or in their absence the Vice-Chair, of the Countywide Archaeological Advisory Committee prior to any expenditure exceeding £1000. A written report must be submitted to the next CAAC meeting explaining:

- The circumstances of the investigation

- Its outcome, including an assessment of importance
- The justification for the expenditure in relation to the criteria specified in section 2 above
- Any proposals for further analysis and publication with appropriate justifications and costings

4. Procedure for the maintenance of the fund

The fund is to be a rollover fund administered by the Treasurer of the CAAC. The Treasurer should seek to maintain the fund between upper and lower limits defined by the CAAC. The treasurer should report to each CAAC meeting on:

- The current level of the fund
- The need for additional contributions to the fund
- The suitability of the current upper and lower limits

The failure of any voting organisation on the CAAC to contribute to the fund may, at the discretion of the CAAC, lead to a review of this protocol.