



CLASP

Community Landscape & Archaeology Survey Project

Please reply to D.F. Hayward MBE, The Secretary, Organising Committee, CLASP,
29, Winston Close, Nether Heyford, Northampton NN7 3JX

Organising Committee

Minutes of Meeting

14th March 2005

1. **Attendance:** Mr. J. Cooper; Mrs. A. Evans; Mr. D. Hayward; Mr. B. Ives; Mrs. J. Johns; Mr. A. Priestley; Mr. A. Shaw; Mrs. J. Smith; Mrs. K. Weaver; Mr. D. Wilcock; Mr S. Young
2. **Apologies:** None received.
3. **Minutes of Last Meeting** With the following amendments the Minutes of the meeting on 17/01/05 were accepted: -
 - 3.1 In paragraph 5.5.1-amend Cummings to Culling.
 - 3.2 In paragraph 9.2-delete reference to Mr. A. Priestley progressing enquiries with Northampton Central Museum.
4. **Matters Arising**
 - 4.1 **Coin Analysis Harpole**

The Archaeological Director reported that he anticipated the analysis of the coins from Harpole would be completed by mid May.
 - 4.2 **Bugbrooke Finds**

The Archaeological Director reported that all the recently found finds at Bugbrooke had been cleaned and will notify Mr Curtis accordingly.

Archaeological Director
 - 4.3 **Harpole Donation**

Mrs Smith reported that whilst Harpole parish council had not yet made their promised donation they would be in the format of two £500 payments, one in April and one in October. She stressed that this money must be utilised for Harpole projects only. It was **agreed** that the treasurer would send a letter of

appreciation together with a breakdown of expenditure to date on Harpole projects.

Treasurer

4.4 Bannaventa

4.4.1 Letter

The secretary reported that he had received a letter from Mr M. Goodman, the Chairman of NNPASt expressing concern that his members had not been identified for thanks in the minutes of the last meeting. Both the Secretary and the Archaeological Director reported that they had spoken to him and explained that no offence had been meant. His members were all CLASP members and therefore included in the overall thanks that had been minuted. The reason for two persons being singled out for specific thanks was that they had undertaken a new type of work for CLASP. The Committee stressed however that it was of great benefit to have NNPASt 'onboard' as not only had their work at Bannaventa been invaluable and of a high quality but also they were an essential part of the CLASP team for the future. The Secretary undertook to write to Mr. Goodman to relay the Committee's view. The Archaeological Director stated that he was attending the next meeting of NNPASt.

Secretary

4.4.2 Coins

Mr Ives enquired as to the current situation with the coins located during the survey and where they would finally be held as those working at the metal detecting survey had expressed a wish to see them. The Archaeological Director stated that he intended to have them examined by R. Mark Curteois when funds were available. As the funding for this work had been budgeted into the second phase grant from the LHI the Committee felt unable to authorise this work until the Countryside Agency had made a decision regarding this application. The Committee did however **agree** a payment of a £100 gratuity to Dr Curteois to do some initial work with these coins and undertook to consider further funding when Phase Two was agreed. With regard to a display of the coins it was acknowledged that the Archaeological Director would ensure that they were

displayed at the next meeting of NNPASt. Mr Cooper also undertook to produce a CD with a photographic display of the coins. After some debate it was felt that the coins should initially be retained centrally for archiving and research purposes until a final decision could be reached with the landowner and English Heritage.

**Archaeological Director
Mr. Cooper**

4.5 Towcester and District Local History Society

The Secretary formally reported that a donation had been received from this society and intimation that they wished to join CLASP as a participating organisation. The Committee welcomed this application. Mr. D. Wilcock circulated a programme of a programme of his society's activities for the year commencing April 2005; a copy is attached to these minutes.

5. Trustees

The Committee noted that the Trustees, to be named the Executive Committee, were scheduled to hold their inaugural meeting at 18.00hrs this day. Mr. Cooper stated that they would be discussing the Rules of the Organising Committee, the procedure for authorisation of expenditure and other administrative issues. It was anticipated that any two Trustees would sign cheques. Theirs would very much be a strategic and overseeing role enabling the Organising Committee to progress more technical and day to day issues.

6. Technical Work In Progress

6.1 Initial Document

The Committee noted Agenda Paper 'B', the tabulated Work In Progress. With some minor amendments to the project titles the paper was **agreed** and should be published on the CLASP website.

**Secretary
Mr Cooper**

6.2 Update to WIP

The Archaeological Director circulated Geophysical Survey Reports for the Harlestone sites, Horestone Brook and Weedon. It was **agreed** that Mr. Cooper would enter them onto the website in PDF format. The Secretary, who would pass copies to the Brington and Weedon representatives, would retain the originals as previously agreed. Relevant data would be briefly entered onto the WIP.

Secretary

6.3 Minor Projects

Mrs Smith reported that whilst her society agreed with Project 01, Bannaventa to Duston in principle, there was nobody prepared to assist at this stage. Both Mr. Shaw and Mr. Ives reported that their respective societies were interested but requested additional information and guidelines before commencing work. The Secretary undertook to write to both with further information and thoughts.

Secretary

Mr. Ives

Mr. Shaw

7. Repository

7.1 Flore Corn Dryer

The Committee considered the previously circulated Agenda Paper 'C' from the Secretary outlining the offer of these premises to CLASP for use as a repository. The Secretary stated that he still awaited a response from DDC regarding Planning Permission. The Committee **agreed** the following recommendation: -

"That this Committee recommends to the Executive Committee, that they agree as policy that a Project Working Group be established to prepare an initial report on the viability of this project, including a full building survey. The Working Group would also need to raise funding to cover this initial work. The Working Group to refer their initial findings to the Trustees for consideration when completed. "

7.2 Whitehall Repository

The Committee also discussed the possibility of renting premises. It was decided that whilst this was a good idea, at least for the interim, it would not be viable as there were insufficient funds available to meet the rent and rates. It appears that Lottery funding cannot be utilised for current expenditure e.g. rents. The committee **agreed** that the previously authorised work to refurbish the second room in the outbuildings at Whitehall should proceed as this space was urgently required and could not await the outcome of 7.1 above.

8. Local People- Local Past

The Archaeological Director stated that he was still working on the report together with Mr. Cooper, this had involved outside visits and meetings in York in addition to deskwork. There was a discussion

regarding the remaining five percent of the funding for the first stage of the project. It appears this will not be paid until the report is written.

9. Treasurers Matters

9.1 Treasurers Report

The Committee considered an updated version of Agenda Paper 'D', the Treasurers Report. After some discussion on points of detail the report was accepted. Thanks were given to the Treasurer for her work in preparing the report.

9.2 Purchase Order

The Chair and Treasurer mentioned the need for a system of purchase orders with unique numbers for each item of expenditure authorised by the Committee. The Treasurer stated that she required this number to be supplied to the supplier at time of order, it must also be shown on invoices submitted for payment. Each purchase order would have a 'shelf life' of eighteen months. The figure authorised at each meeting would have a leeway of two percent to a maximum of twenty pounds. The Committee **agreed** these procedures.

9.3 Individual Membership

It was **agreed** that annual individual membership would run from AGM to AGM (September). It was noted that there were currently ninety individual members.

9.4 Insurance

The Committee **agreed** to renew the current Insurance Policy at a cost of £166.35. This permits excavations to a depth of two metres only. If we wish to dig to a greater depth an additional premium will have to be paid.

9.5 NALH

The Committee **agreed** authorised the annual renewal of this membership at a cost of £10.

9.6 Pottery Restoration

It was **agreed** that three pottery vessels recovered from the Harpole excavations should be totally restored at a cost of £50. Mr. Weaver would undertake this work. The vessels to be recreated were an amphora, a Samian cup and a pie dish.

9.7 Mark Fitch Institute

The Archaeological Director and the Secretary detailed to the Committee their intention to pursue an application to this charity for funding to support several areas of research and technical report needed to inform the interim report for the Whitehall

Villa project. They would prepare and submit this application in time for the second tranche of 2005 applications in August.

Archaeological Director

Secretary

10. Any Other Business - Temporary Stop Notice

The Secretary informed the Committee of Circular 02/2005 from the Office of the Deputy Prime Minister, copy attached. The Secretary took the view that this should be circulated throughout CLASP, both participating organisations and individual members. This would then indicate the correct course of action to be taken if members became aware of breaches of planning control that threatened the amenity of the area; this includes archaeological investigation required before work commences on a site.

11. Date of Next Meeting

As previously agreed: -

Committee Room Nether Heyford Village Hall 14.00hrs 09/05/05

Chair: K. Weaver

Secretary: D. Hayward