



## **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

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## **Organising Committee**

### **Minutes of Meeting**

**12<sup>th</sup> September 2005**

### **Nether Heyford Village Hall**

#### **1. Attendance**

Angela Evans (Treasurer - Trustee), David Hayward (Independent Members Representative - Secretary Organising Committee), Brian Ives (Norton Northampton Portable Antiquities Search Team), Julia Johns (Weedon Bec History Society), Alan Kent (Bugbrooke History Society), Alan Priestly (Flora Heritage Society - Trustee), Jennifer Smith (Harpole Heritage Group), Kate Weaver (Whitehall Roman Villa and Landscape Project - Chair Organising Committee), Stephen Young (Archaeological Director - Trustee)

#### **2. Apologies**

Gillian Biddle, Jeremy Cooper

#### **3. Minutes of Last Meeting - 11<sup>th</sup> July 2005**

These were accepted as a true record with the following amendment: -  
Para 6 "Barn Close had one tray of finds to be completed and the majority of Harpit finds remain to be completed"

#### **4. Matters Arising**

##### **4.1 Marc Fitch (11.3)**

The Archaeological Director reported that the application had been submitted and a response was currently awaited.

##### **4.2 Daventry History Society (14.3)**

The Secretary stated that he had written to this group inviting them to become a participating organisation. He had now received a response, this intimated that at this stage they felt their organisation was too new to become involved but would reconsider their position in due course. The Archaeological Director reported

that he had spoken to the Group and confirmed that this reflected the situation.

## **5. Trustees**

The Committee noted the minutes of the Trustees meeting held on 11<sup>th</sup> July 2005.

## **6. Work in Progress**

### **6.1 Bannaventa**

#### **6.1.1 Shawney Field**

The Archaeological Director reported that the metal detecting and field walking survey on Shawney Field, Bannaventa is nearly complete. A total of two hundred and ninety four coins, giving a total of five hundred and sixty six from the two sessions here, four or five brooches had been found. A total of three hectares had been field walked giving twenty thousand pottery shards to be analysed, five thousand five hundred from the last session alone.

#### **6.1.2 Manshead**

It was reported that the farmer intends to put this field down to permanent pasture this autumn. It will therefore be a priority to complete any work on this field prior to that event. The Archaeological Director further stated that if the opportunity arises it is hoped to excavate some trial trenches adjacent to this location later this year.

**Archaeological Director**

### **6.2 Sharoah, Brington**

The Archaeological Director reported that it was intended to commence walking this location later this week.

### **6.3 Harpole**

Work needs to be undertaken here in Mr B Smith's field adjacent to the boundary with the Harlestone 1 site, Rock Farm. No date for this work could yet be given however the Archaeological Director stated that he would contact Mr. Smith to appraise him of the situation. It was further noted that work needs to be completed on the possible additional building located at Harpit, including an exploration of the adjacent field. Mrs. J. Smith undertook to liaise with the farmer regarding this.

**Archaeological Director**

**Mrs J. Smith**

## **7. Whitehall Anglo-Saxon Cemetery - Human Bone Analytical Report**

The committee noted that this report had now been received from Northamptonshire Archaeology and was posted on the Whitehall Website [www.whitehallvilla.co.uk](http://www.whitehallvilla.co.uk)

## **8. Training**

### **8.1 Training Package for Minor Projects**

The Committee considered Agenda paper 'A' submitted to the Committee for consideration by the Secretary. After discussion it was agreed that the following phrase should be included into the sub paragraph on Module Two.

'Where does a proposal fit into the context of the archaeological needs of the area'

Mr Shaw stated that he considered that training should help members establish local projects. He took the view that the Organising Committee will have a decision-making role regarding prioritising projects. Once projects were agreed there must be commitment from those undertaking the project to progress and complete the work, including submission of interim and final reports, within an agreed timescale. Reports will have to demonstrate supporting documentary evidence where available. Whilst it is important that these procedures should not be seen as 'bureaucratic' they should be sufficient to improve our prioritisation. The committee agreed with these comments.

The Archaeological Director stated that the Trustees would have to understand and be involved in the prioritisation process because of their responsibility to manage finance.

After further discussion it was **agreed** spring 2006 to commence training was perhaps too ambitious and that a more reasonable date to commence would be in the autumn 2006 and that the Secretary should progress the training design to that end. It was further **agreed** that representatives should canvas their memberships to establish the potential degree of interest in this training.

**Secretary**

**All representatives of Participating Organisations**  
**Individual Members Representatives**

## **8.2 Co-option of Additional Member to Management Committee**

The Committee considered Agenda Paper B submitted by the Secretary inviting the Committee to consider creating the post of training officer, who if not already a member of the Committee would be co-opted to it. The Committee agreed with this proposal. It was then further considered that Mr. Neil Turner is asked to consider holding this position, this was also agreed. The Secretary to pursue this with Mr. Turner.

Secretary

## **9. Repository**

The Committee noted that Mr. M. Kerou from the Historical Environment Department of Northamptonshire County Council was arranging for a feasibility study to be undertaken to assess the suitability of the Flore Corn Dryers as a repository and establish how they would fit into wider proposals for the County. Although this was strictly a matter for the Trustees it was important that this Committee was kept appraised and involved with the ongoing situation.

## **10. Local People - Local Past**

The Archaeological Director stated that here had been no further progress. Following a query from the Secretary he stated that the analytical nature of the work that requires to be undertaken precluded assistance being given by other members. He further stated that he had appraised Mrs Rider at the Countryside Agency of the situation.

## **11. Treasurer**

### **11.1 Wildfire TV**

The Treasurer stated that a cheque for £3000 had been received from Wildfire TV supporting the recent Channel Four, Time Team Programme at Whitehall. This money had been paid to Whitehall but the cheque had not yet been cashed.

### **11.2 Balance**

The Treasurer stated that the account currently held a £1218.32 for CLASP general funds and a further £1200 ring fenced for Harpole.

### **11.3 Flore History Society**

Mr Priestly stated that this group had made a £20 donation to CLASP. The committee expressed its thanks.

### **11.4 Membership Fees, Donations and Gift Aid**

The Treasurer reported that £285 had been received in membership fees and £25 in donations. The Committee agreed that non-renewals should be progressed and approached after 1<sup>st</sup> November. It was further agreed that the Treasurer should investigate the situation with CLASP availing itself of the Gift Aid scheme.

Treasurer  
Membership Secretary

### **11.5 Harpole Parish Council Donations**

Mrs Smith reported that the second £500 for the current financial year would be received from Harpole Parish Council shortly. She further stated that she would shortly be making application for a further grant for the 2006/7 financial year.

Mrs Smith

### **11.6 Audit**

The treasurer informed the Committee that Mr. J. Fynan had audited the accounts and signed them 'off'. It was agreed that she should write a letter of thanks to him.

Treasurer

### **11.7 Membership Card**

It was agreed that a membership card should be produced for individual members. The Chair undertook to do this at no cost to the organisation. The Committee expressed its thanks.

Chair

### **11.8 Fund Raising Quiz**

It was agreed that CLASP should commence a fund raising quiz, entries to be sold at the price of £1 each. The Treasurer undertook to progress this.

Treasurer

### **11.9 Northants County Council Database**

The Secretary submitted a document he had received from Northants County Council outlining their policies regarding support to community projects and details of a database of like projects. It was agreed that this was now a policy issue regarding fundraising and was a matter for the Executive Committee. The Treasurer undertook to progress this at that venue.

Treasurer

## **12. Annual Report**

The Committee noted the Annual Report that had been circulated by the Secretary. It was agreed that a few 'hard' copies would be available for collection at the AGM, if these proved insufficient then orders would be taken for additional copies.

**Secretary**

## **13. Annual Public Open Meeting**

### **13.1 Speakers**

The Secretary formally notified the meeting that Dr Richard Jones was now unavailable to speak at the meeting. However Mr Steve Parry from the Northants Archaeological Unit had agreed to speak on his work at the Raunds Project, the Committee noted this. It was hoped that Dr Jones would be able to speak to us on a later date.

### **13.2 Administrative Arrangements**

The Committee discussed and **agreed** a series of staffing and administrative arrangements for the Open Meeting

## **14. Crick History Group**

The Archaeological Director reported that he had spoken to a representative from this group. It appears they are undertaking some work that may be compatible to that being carried out by CLASP. We may be able to become involved with this in due course; there was also a possibility that they may become a participating organisation in due course. The Committee **agreed** that he should progress this contact.

**Archaeological Director**

## **15. CLASP Mailing Group**

The Secretary stated that he felt we should be seeking to maximise this group as a means of communication to members. Following discussion it was **agreed** that a notice inviting members to join should be displayed at the AGM. It was important though that members who were not online were not left out of the 'information loop'

**Secretary**

## **16. Any Other Business**

### **16.1 Norwood**

Mrs Smith appraised the Committee of this location that was a possible additional site in Harpole parish, she undertook to progress this.

**Mrs. Smith**

### **16.2 Duston Map**

Mr Ives produced at the meeting a copy of a map he had received from Mr David Blackburn of St Luke's Archaeology Group that outlined work he had undertaken in the Duston area. Mr. Ives donated this map to CLASP for future reference.

*(Secretary's Note: Members are advised to visit the following website [www.duston.org.uk](http://www.duston.org.uk) - do a search on archaeology, this will reveal some interesting information on the Duston area, especially with the era that CLASP is currently researching)*

### **17. Date of Next Meeting**

14<sup>th</sup> November 2005 Committee Room, Nether Heyford, Village Hall.  
Please bring your diaries to fix 2006 meetings.

K. Weaver-Chair

D. Hayward- Secretary