



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

03 April 2006

Nether Heyford Village Hall

1. **Attendance** Gillian Biddle (Independent Members Representative), Angela Evans (Treasurer - Trustee), Jeremy Cooper (Co-opted), David Hayward (Independent Members Representative - Secretary Organising Committee), Brian Ives (Norton Northampton Portable Antiquities Search Team), Alan Kent (Bugbrooke History Society), Alan Priestly (Flore Heritage Society - Trustee), Andrew Shaw (Brington History Society), Jennifer Smith (Harpole Heritage Group), Kate Weaver (Whitehall Roman Villa and Landscape Project - Chair Organising Committee), Stephen Young (Archaeological Director - Trustee)
2. **Apologies** Julia Johns (Weedon Bec History Society)
3. **Minutes of Last Meeting - 13th February 2006**
These were accepted as a true record of the meeting.
4. **Matters Arising**
 - 4.1 **Wicken Visit(13)**

The Secretary reported that he had been in communication with Dr Jones regarding his offer of a visit to his excavation at Wicken for CLASP members during July this year. It was **agreed** that probably the 24th July would be appropriate. This visit was for all CLASP members; representatives to please ascertain numbers likely to attend from their organisations before the date. He further reported that Dr Jones had requested that he be allowed to bring a group from his excavation to the Whitehall Excavation. Whilst this was a Whitehall matter it was **agreed** that the 11th July would be an acceptable date. The Secretary undertook to inform Dr Jones of these dates.

All Representatives
Secretary

4.2 Northamptonshire County Council Budget

The Archaeological Director reported that the fifteen-person county archaeology team was to be reduced to five. The SMR is to be transferred to the County Record Office with one member of staff, there will be not be a County Archaeologist. Responsibility for storage of artefacts and other technical issues will in future be left to District Councils. Whilst a letter expressing our concerns had not yet been sent to NCC it was still felt appropriate to do it.

Archaeological Director
Secretary

4.3 Institute of Archaeology Conference, UCL

'Archaeology in the Community' June 2006 (11)

The Archaeological Director stated that two CLASP members, Barbara Evans-Rees and Martin Weaver had stated that they wished to attend and participate in this conference if possible. He is progressing this with the Conference organisers at UCL. Mr Cooper also stated that he would attend and assist with a 'presence' for the 'Local People-Local Past' project website and also the Whitehall Website.

Archaeological Director
Mr. Cooper

5. Trustees Meeting 9th March 2006

5.1 Communication with Landowners and Tenants

The Trustees Chair suggested that there should be a formal system established to ensure consistent communication between CLASP and Landowners. The Organising Committee **agreed** with this; the Secretary stated that he would maintain a database of names and addresses of relevant persons and write when necessary. He requested that all representatives bring details of landowners and tenants in their areas to the next meeting.

Secretary
All Representatives

5.2 Insurance

The Treasurer drew the attention of the Committee to what she saw as a potential weakness with the current insurance policy as it did not appear to protect the Trustees against claims. She stated that she would investigate appropriate cover. Whilst it was **agreed** that this needs to be rectified and appropriate cover obtained both the Chair and the Secretary felt that the current policy was the best one for cover for

CLASP for its actual archaeological activities. This policy is a tailored policy obtained through the CBA.

Treasurer

6. Work in Progress

6.1 Website Update

The Secretary reported that the Work in Progress had now been updated on the website, he expressed his thanks to Mr Cooper for placing the update on the site.

6.2 Norwood

Mrs Smith reported that she had heard reports that the area known as Norwood, adjacent to Sandy Lane at Harpole was scheduled for building in the future, this could be in conjunction with the new proposed ring road that is scheduled to pass through the area.

6.3 Bannaventa

The Archaeological Director stated that a geophysical survey was scheduled to be undertaken on the Thrupp area during the next fortnight with their subsequent report due in about three months. This covers the perceived principal area of Bannaventa. Mr. Ives mentioned that seven hectares need to be investigated to the east of Watling Street, liaison had been made with the landowner, Mr & Mrs Forman - Hardy, regarding this. The Chair stated that a letter had recently been written and that reply was still awaited. Some work had already been done in this area leading to the discovery of some twenty-five coins and pottery.

7. Local People - Local Past Project

The Archaeological Director reported that this was now virtually completed. All that is now outstanding are the analysis and interpretations. He further stated that he had liased with Jean Rider regarding the application for Stage Two of the Project. He envisaged that this would be for £15,000. The Committee welcomed these developments, the Secretary offered to assist with the application if required. Mr Cooper requested that persons accessing the Local People - Local past website use the web address: -

www.localpeople-localpast.co.uk

Archaeological Director

8. Repository

The Secretary drew the attention of the Committee to the Agenda Paper relating to a consultation exercise currently being undertaken by Daventry District Council (DDC) regarding the storage of archaeological artefacts in their area. Members of CLASP had

recently been requested to respond to this consultation as individuals; the Chair expressed her thanks for everybody who had so done. The Secretary invited comments regarding a draft corporate response to DDC inviting them to join with CLASP and possibly other partners at our proposed repository. This response had also been circulated to the Trustees for their comments. After some discussion the Committee **agreed** with the principal of partnership and that the letter, following minor amendment by the Archaeological Director, should be sent. The Archaeological Director stated that he had recently arranged a visit to the site by an architect, Jim Dunkley, to give an architectural perspective. His initial response is that financially the proposed project would cost about £150,000.

Archaeological Director
Secretary

9. Treasurers Matters

9.1 Treasurers Report

The Treasurer reported that there was currently £2924.42 in the bank with £103.90 held in cash and £24.27 as petty cash. £1500 was already approved as expenditure from these sums for geophysical survey. A further £1000 is anticipated from Harpole Parish Council for the 2006/7 financial year.

9.2 Expenditure Bids

There were no expenditure bids

9.3 Fund Raising

The application for funding for a projector and other related equipment is being progressed by the Secretary to the Trustees. The results of the quiz are displayed on the CLASP website. The Chair will bring specimens of the tee shirt to the next meeting for society representatives to display to their society members.

Chair

10. Anthrax

The Secretary referred to a message he had received via the BritArch mailing group outlining an experience with anthrax and subsequently bacterial meningitis being caught from animal bones excavated during an archaeological excavation. He stated that to his knowledge this area had a history of anthrax and considered that in future CLASP must take proper steps to protect volunteers during its own excavations. It was **agreed** that in future gloves and masks would be made available for use whenever bones were located during

excavation. These precautions should also be take during finds processing that includes animal bones.

Chair

11. Annual General Meeting

The Archaeological Director stated that he had confirmed that Paul Middleton would speak on Romano-British wall plaster. He was also endeavouring to get Chris Martin to speak on villa status. It was agreed that reasonable expenses should be paid to cover the costs of the speakers.

Archaeological Director

11. Training

11.1 Training Paper - 'Thoughts for Committee Meeting'

The Committee received the paper on training submitted by Barbara Evans-Rees. This was well received and the Committee expressed its thanks to her effort. After a debate it was agreed that the courses of action shown below would be taken. There was a specific discussion on the need for Project Management Training and to ensure that training met the CLASP Aims and Objectives. The Committee will need to return to this latter topic at a future meeting after the results of the training needs questionnaire had been received and analysed, probably at the September meeting.

11.1.1 Questionnaire - Identification of Training Needs

A number of minor amendments to this were discussed, after these have been included the document will be circulated with the next Newsletter. Copies will also be made available for associate members through their society representatives. Expenditure of £25 to cover costs of photocopying etc was approved. The Chair undertook to organise the logistics of this survey.

Chair

11.1.2 Financial Implications

As the paper contains several significant financial implications relating to the funding of training provision and subsidising training for individuals this is a matter that should be considered by the Trustees. The paper was therefore referred to them for consideration re financial policy. The need for a possible future joint meeting between the Trustees and the Organising Committee, or at least parts of each, was considered relevant in the future.

Trustees

11.1.3 Library

This was considered to be a good idea for the future. Ms G. Biddle undertook to explore the feasibility of creating a library, initially by way of a pilot project involving the Whitehall membership.

Ms. G. Biddle

11.2 Training Manual

Following a suggestion from the Chair it was agreed that CLASP should consider the development of a Training Manual. The contents of this would be influenced by the outcomes of the training needs survey. It would need to be self-funding. She undertook to progress this.

Chair

12. Channel 4 TV Awards

The Secretary drew the attention of the Committee to the subject biennial awards that are due to be held this Year; the closing date for applications being 31st May. It was considered that the Local People - Local Past project and the CLASP website would be appropriate as entries. However following a debate it was agreed that strategically it would be best to wait for the 2008 Awards as our projects would be totally finished by that stage, hopefully including Phase Two of the Local People-Local Past project.

13. Any Other Business

13.1 Whitehall Open Meeting

The Chair, as Whitehall representative, informed the meeting that their Annual Open Meeting would be held in Nether Heyford Village Hall on 22nd May 2006 and that all would be welcome. Mrs Smith requested recent photographs of CLASP activities for the CLASP display on the evening.

13.2 NNPAST

13.2.1 Coins

The Archaeological Director informed the meeting that Francis Rodriguez-Veglio had kindly donated all of the coins he had located in the Bannaventa area to CLASP for research and display purposes. The Committee voiced it's appreciation of this most generous offer as it did to David Derby who has also made available the coins he has found at various locations across the CLASP area. It was acknowledged that unless specifically stated these coins remain the property of the respective landowner. The

Committee requested that the Secretary write to both of these persons expressing its thanks.

Secretary

13.2.2 Norton Village Open Day

Mr Ives mentioned the Norton Village Hall Open Day on 9th September 2006 and gave an invitation for all to attend. Mrs Smith stated that she would provide materials to Mr Ives for display at the meeting but would be unable to attend herself.

Mrs Smith

Mr. Ives

13.3 Portable Antiquities Scheme

The Secretary informed the meeting that the PAS would be holding surgeries at the following locations on the dates and times shown: -

South Northants Council Offices, Towcester

11.00 - 13.00hrs 04/07, 07/09 & 09/11

Daventry District Council Offices, Daventry

14.00 - 16.00hrs 04/07, 07/09 & 09/11

Northampton Museum

14.00 - 16.00 06/07, 07/09 & 09/11

13.4 CBA - South Midlands Region

The Chair noted that CLASP appeared to be omitted from the list of participating societies in CBA South Midlands's publicity. The Secretary undertook to investigate this.

Secretary

13.4 Council for Independent Archaeology (CIA) - Annual Conference

The Chair reported that Mike Rumbold, the Chair of the CIA, had approached her with a view to CLASP hosting their 2006 AGM on a Saturday in September. It was agreed that we should pursue this. The Chair will approach Mr. Rumbold with a view to fixing a date, venue and places for them to visit.

Chair

14. Date of Next Meeting

14.00hrs, 14th June 2006, Committee Room, Nether Heyford Village Hall

K. Weaver
Chair

D. Hayward
Secretary

11th April 2006