



## **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**

**12<sup>th</sup> February 2007**

#### **Baptist Church Rooms - Nether Heyford**

- 1. Attendance** Gillian Biddle (Independent Members Representative), Angela Evans (Treasurer - Trustee), Georgina Boreham (Towcester District Local History Society), Jeremy Cooper (Co-opted), Brian Culling (Whitehall Villa and Landscape Project Representative), 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 (Flore Heritage Society - Trustee), Andrew Shaw (Brington History Society), Jennifer Smith (Harpole Heritage Group), Stephen Young (Archaeological Director - Trustee)
- 2. Minutes of Last Meeting - 6<sup>th</sup> November 2006**  
These were accepted as a true record of the meeting.
- 3. Welcome to New Member**  
The Committee welcomed Mr Brian Culling to the Committee as the new representative of the Whitehall Villa and Landscape Project.
- 4. Matters Arising**
  - 4.1 Mr Mrs M. Weaver (4.1)**  
The Committee noted that the Secretary had written to Mr. & Mrs Weaver thanking them for their service to CLASP and that they both wished to remain as individual members. Mr. Weaver had indicated that he would remedy any conservation work he had previously undertaken for CLASP.
  - 4.2 Committee Chair (4.2)**  
The Secretary stated that he had received no nominations for the position of Chair. After discussion it was **agreed** that the option of co-opting an appropriate person to the Committee to act as Chair

should be considered. All representatives were therefore requested to identify appropriate and willing persons from the wider membership, both individual and associate, to serve in this role and bring suggestions to the next meeting.

#### All representatives

### 4.3 CBA Regional Membership (7.1)

The Archaeological Director stated that he understood we needed to contact the CBA nationally and request that they facilitate the Regional Membership. The Secretary was requested to undertake this.

#### Secretary

### 4.4 Newsletter (10.1)

#### 4.4.1 Editor

Mrs Johns reported that her husband, Tony Johns, had agreed to edit and produce future editions of the CLASP newsletter. There were a number of requests that he made as to submission of data for publication, format and method of circulation. These included the following points: -

#### Submission

Text: By post, floppy disc, CD-ROM or email. In electronic formats he prefers WORD format but RTF or plain text is acceptable. He would hope that written text would be typed.

Photographs: Either 'real' photographs or digital files in jpg, tiff or bitmaps for line drawings would be acceptable. Where a picture forms part of the text of a Word document he requested an additional copy as a separate file.

#### Distribution

By post as now but as far as possible by way of email in pdf format to all members with access to email. It could also be put on the website in the members' only area to comply with the Data Protection Act.

#### Deadline

Mr Johns requests that the deadline for copy be three weeks prior to publication. To that effect the Committee **agreed** that the closing date for copy for the summer edition should be the 23<sup>rd</sup> June with publication on the 14<sup>th</sup> July.

#### Format and Printing Costs

Mr Johns advised that it would be preferable to publish the Newsletter on white A4 paper for economy, photo reproduction and domestic storage capability. The Committee **agreed** this. Printing costs would be 5p per side of A4 white paper.

The Committee **agreed** that Mr. Cooper would resolve technical issues with Mr. Johns.

**Deputy Chair**

#### 4.4.2 CLASP Mailing Group Submissions

It was suggested that relevant submissions to the CLASP Mailing Group could be included on the Newsletter to ensure all members were made aware of content on the Newsgroup. This was **agreed**.

**Secretary**

#### 4.4.3 Letter of Thanks

The Committee considered it appropriate that a letter of thanks be sent to Mrs Jane McCarthy to thank her for her contribution of the production of the Newsletter over recent years.

**Secretary**

#### 4.5 Burnt Walls (14)

The Secretary stated that he had written to WNDC but to date had received no reply apart from an acknowledgement of receipt. He also established that there might be an additional Romano-British site to the south of the A45 in this area, in the vicinity of what is known as Wood Farm. He wished to return to this later in the meeting. (12.3 below)

### **5. Intellectual Rights and Management of Artefacts**

The Archaeological Director has as yet not prepared a paper; this will be done for a future meeting.

**Archaeological Director**

### **6. Annual General Meeting**

The Secretary reported that this had been arranged for the 18<sup>th</sup> September 2007 at the Riverside Centre at Towcester. Her AGM will commence at 19.00hrs followed by the Public Open Meeting at 19.30hrs. He further stated that he was making enquiries with regard to a prominent speaker and hoped to finalise this shortly. He also suggested that a second speaker should be a CLASP member who has

achieved knowledge through working with the organisation. The Committee **agreed** all these arrangements.

**Secretary**

### **7. Display Cabinets and Boards**

Ms Biddle reported that she was currently awaiting response for quotes she had sought for the provision of suitable cases. She had also met successfully with Mr Sharp from Daventry Museum and would be progressing an arrangement for loan of materials for exhibition in due course. The Secretary reported that the Trustees had not as yet considered the question of purchasing new display boards. He would ensure that this was done at their next meeting.

**Ms Biddle**  
**Secretary**

### **8. Metal Detecting Standards**

The Deputy Chair reported that this report had still not been completed but requested that it remained on the Agenda.

### **9. Repository**

The Archaeological Director reported that the Trustees had agreed the Project Group but a meeting had not yet been held. English Partnerships PLC were considering whether we are an appropriate group for them to work with regarding the possible site at Harpole.

**Archaeological Director**

### **10. Technical Work Update**

#### **10.1 Harpole**

Mrs Smith reported that the Flaxlands field is scheduled to be put to grass after this year's harvest. She will therefore fix a date with the farmer to enable field walking and metal detecting surveys to be carried out before this is done.

**Mrs Smith**

#### **10.2 Archaeological Directors Report**

He stated that he was considering a possible programme of work at Gayton, Tiffield, Barn Close and The Mere at Harpole and Manshead at Bannaventa. At this stage though he was unable to give any specific arrangements or detail. He also reported that Myk Flitcroft, the 'county archaeologist' had left Northamptonshire for a full time position elsewhere.

**Archaeological Director**

#### **10.3 Whitehall**

Mr Priestly reported that he was undertaking a project to analyse the entire collection of tegula roof tile from the Whitehall

Project. The Secretary reported that he was interested in early pit lines in the 'approach' field to the Whitehall site. These have been detected by geophysical survey and provisionally appear similar to other pit lines along the Nene Valley to the east of Nether Heyford. He hoped to report on this in due course.

### **11. Events Diary**

The Secretary stated that he felt there was a need for an ongoing event diary for CLASP to ensure resources were allocated in advance and hopefully to prevent last minute rushes. The Committee **agreed** this. After discussion the following items were noted.

July	Harpole			Further details by Mrs Smith at next Meeting
1 <sup>st</sup> September	Towcester	TDLH 25 yr. Anniversary - Saxon v Viking Re-enactment	To be considered at later meeting	
25 <sup>th</sup> June - 21st July	Whitehall Farm Nether Heyford	Annual Excavation		
18 <sup>th</sup> September	Riverside Centre Towcester	CLASP AGM & Public Open Meeting		
June	Nether Heyford	Village Fete	To be considered at later meeting	

### **12. Treasurers Matters**

#### **12.1 Treasurers Report**

The Treasurer reported that there was currently £12,420 in the bank. This was divided as follows: -

Harpole - £804.25

Countryside Agency - £6874.44  
Roman Research Trust - £2500  
CLASP Monies - £2240.53  
Quiz - £85

## **12.2 Harpole**

Mrs Smith reported that Harpole Parish Council had made a further allocation of £1000 for the next financial year to CLASP. The Committee expressed its appreciation and **agreed** that the Treasurer should write a letter of thanks once the money was received. Mrs Smith requested that the Treasurer supply her with a copy of the accounts illustrating how the Harpole donations have been spent.

**Treasurer**

## **12.3 Application for Expenditure**

The Secretary reported that he had received an application from Mr. R. Whyte for reimbursement of costs of £90 to cover his expenditure for a course had attended at Leicester University on desk top assessment. After discussion it was **agreed** that the Committee would recommend to the Trustees that CLASP should meet fifty percent, £45, of these costs. It was further **agreed** that in future applications for expenditure for training should be made prior to the course. It was considered that this information should be disseminated by way of the Newsletter and the CLASP Mailing Group. The Secretary stated that he felt Mr Whyte could utilise his training as a matter of urgency to undertake an assessment on the Burnt Walls and Wood Farm area at Daventry (4.5 above), the Committee **agreed** that this would be appropriate. The Secretary undertook to progress this with Mr. Whyte.

**Secretary**

## **13. Flyer**

The Committee considered a draft copy of a revised flyer prepared by Mr. Cooper. After a discussion over a number of points of detail including accurate names for member societies it was **agreed** that production of a thousand copies of the revised flyer should commence. Mr Cooper undertook to progress this with 'Design to Print' and any suitable alternative printers. He would liaise with the Treasurer as to final cost.

Mr. Cooper

#### 14. Merchandiser

The Secretary stated that there was a need to identify a volunteer, not necessarily from the Committee, to act merchandiser for CLASP merchandise. It was agreed that representatives would approach their own members to attempt to identify a suitable person. The Secretary would advertise the position in the next Newsletter.

All Society Representatives  
Secretary

#### 15. Hunsbury Hill

The Secretary drew the attention of the Committee to circulation he had received from The Hunsbury Hill Project regarding a proposed renovation of the 'model' farm at that location. He acknowledged that it was outside the current scope of CLASP activities but felt it might be of interest to some representatives to deal with in their own organisations. It was agreed that the Secretary would pass all information he had to committee members.

Secretary

#### 16. Any Other Business

##### 16.1 Hours Input-Recording

Mrs Smith enquired as to whom was responsible for recording volunteer's hours for 'match funding' for the HLF grant. After a discussion it was agreed that the Treasurer would perform this role initially. All hours utilised for CLASP work including administration, meetings, recording of archaeological data in addition to physical non-intrusive archaeological work should be included, as should any donations of equipment etc. Hours should be submitted on a monthly basis.

All Representatives  
Treasurer

##### 16.2 Circulation Lists

It was agreed that various documents received by the Secretary and others should be circulated amongst Committee members by way of a circulation slip, each member having responsibility to forward items on as soon as possible and at least within a fortnight of receipt.

Secretary

### **16.3 Whitehall Storage**

Mrs Smith raised the question of the ongoing use of the outbuildings at Whitehall for storage of CLASP artefacts. It was acknowledged that we would require this facility for the foreseeable future. It was considered appropriate that we should write to Mr. Mrs. Powell, the owners of the site, and appraise them of the situation and thank them for the ongoing use of their property.

**Secretary**

### **16.4 Heritage Lottery Fund**

The Archaeological Director stated that he had received a survey of 'best practice' from the Heritage Lottery Fund. He would complete and return it

**Archaeological Director**

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

The Baptist Church Rooms, The Green, Nether Heyford, 14.30hrs  
16h April 2007

J. Cooper  
Deputy Chair  
March 2007

D.F. Hayward  
Secretary