



CLASP

Community Landscape & Archaeology Survey Project

Please reply to Roger Penny The Secretary, Organising Committee, CLASP,
rogerjohnpenny@gmail.com

Organising Committee Meeting Minutes
Monday 25th November 21013
Baptist Rooms, The Green, Nether Heyford

1. Attendance

1.1. Angela Evans (Trustee and Treasurer), David Adams (FODM), Rob Close (BHAP), Gina Boreham (TDLHS), Dave Derby (NARC), Jim Aveling (Blisworth Heritage Society), Bill Wiggins (NNPAST), Steve Jowers (TLHS), Keith Anderson (FHS), Alan Kent (Bugbrooke History Society), Julia Johns (Weedon Bec History Society), Tony Kesten (Trustee), Norman Garnett (Whitehall Roman Villa Project), Jennifer Smith (Harpole Heritage Group), Stephen Young (Archaeological Director), Dave Hayward (Chair), Roger Penny (Secretary)

2. Apologies

2.1. None received

3. Approval/Changes to Previous Minutes

3.1. Further changes were requested. **Action RJP to produce further issue(s) of the last COC meeting minutes, complete.**

4. Review of actions arising

5. New Business

5.1. Archaeological Director and Leicester University. Stephen has been appointed as an Honorary Research Fellow at Leicester University

5.2. Welcome to Keith Anderson as FLORE member

5.2.1. Keith was welcomed

5.3. Vote of thanks to Brian Culling, outgoing FLORE member

5.3.1. It was agreed that a letter of thanks should be sent to Brian for his years of service to CLASP and the Whitehall Villa project.

5.4. Adoption of our new 'Roadmap'

5.4.1. There was frank and prolonged discussion on the Roadmap and the associated Strategic Plan. While there was general agreement on the need for a roadmap leading to the future, provided that due attention was paid to the need to get buy-in from the membership there was concern about who would do the work and it was suggested that the priorities be identified and that there would be no attempt to rush the actions and activities included in the roadmap. The Chair explained that some of this work was already underway and gave the example of the work being undertaken by Grenville Hatton and Stephen Young to identify compatibility between MapInfo and QGIS freeware mapping programme.

5.4.2. There was also frank discussion on the Strategic Plan, once again there was criticism of the way the Trustees had handled the agreement to the plan and the lack of visibility to the membership. Plan. **Action. DH to ensure that the Plan was placed on CLASPWEB.**

- 5.4.3. The House Style, which will form an integral element of the Roadmap, was agreed with little discussion. The COC awaits sight of the proposed designs. Action. GH to finalise, present and circulate the proposed House Style.
- 5.4.4. Following the comments about slow progress on many issues and initiatives the Chair acknowledged that this was an issue that was a major concern. He stated that he hoped the Trustees would act with greater promptness. The Chair also gave the commitment that he and the COC Secretary would ensure that issues were progressed and were not forgotten. The Chair agreed with the request to generate a comprehensive procedure guide to correct obvious weaknesses in the way in which CLASP operates. **Action DH to poll members to identify the priorities for procedures.**
- 5.4.5. SY drew attention to the forthcoming Induction package, which would answer at part of the need for common knowledge practices and procedures. **Action. RJP to poll members for topics to cover and have a draft available by the 10th February meeting.**
- 5.5. Milton Keynes Archaeology Day, TK's report
- 5.5.1. TK described the day, circulated photographs and a location map of the CLASP stand and thanked Alan Standish for his help in setting up the stands and to GH for materials. Visitors took 20 CLASP leaflets.
- 5.6. 2014 Centenary and possible CLASP involvement
- 5.6.1. The possibility of CLASP involvement in the 2014 events was discussed. The consensus was that CLASP was an inappropriate organisation to get involved and that it should be left to the individual societies to get involved. **Action RJP to find out more about activities in Northamptonshire and circulate an aide memoire to COC members.**
- 5.7. Future CLASP meetings, seminars and talks
- 5.7.1. Nothing to report
- 5.8. Cross-attendance at member organisations events
- 5.8.1. It was proposed that members of the various CLASP organisations attend each other's meetings and talks so as to cross-fertilize and extend the common ground within CLASP
6. Standing Items
- 6.1. AGM and Public Open Meeting
- 6.1.1. There was frank comment on the organisation and preparation of the last AGM. The Chair stated that the AGM was a matter for the Trustees but agreed that there were issues with the running of the last meeting and how it impacted on the Open Meeting that is organised by the COC. **Action. DH and the other Trustees present to address these issues during the next Trustee meeting**
- 6.1.2. It was proposed that the speaker at the AGM should talk on WWI and the Centenary rather than an archaeological topic. **Action RJP to find a suitable speaker via The Western Front Organisation.**
- 6.2. Annual Report
- 6.2.1. Concerns were expressed by various members of the Committee that they had still not seen a copy of this document. **Action. DH to check that it was on the website.**
- 6.3. Archive
- 6.3.1. No further developments, discussions continue
- 6.4. External Liaison and other activities
- 6.4.1. DH responded to a CBA request for opinions, in the form of a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis, as part of the CBA 'Forum on the role of local societies in the 21st Century'
- 6.5. Finance
- 6.5.1. Treasurer

- 6.5.1.1. The Treasurer presented a full set of the accounts.
- 6.5.1.2.** The figures for BHAP magnetometer hire were questioned. **Action RC to provide usage and cost figures, completed**
- 6.5.2. Applications for Finance
 - 6.5.2.1. No applications received
- 6.6. Planning
 - 6.6.1. DIRFT III
 - 6.6.1.1. A successful meeting with Paul Chadwick, the consultant to the project has been held. Little archaeology has been revealed. A further meeting is scheduled for next March.
 - 6.6.2. Station Road, Long Buckby
 - 6.6.2.1. Permission has been given to field walk and metal detect. Action Bill Wiggins.
- 6.7. Newsletter
 - 6.7.1. Nothing to report
- 7. Reports
 - 7.1. Barby Hill
 - 7.2. Blisworth
 - 7.2.1. Nothing to report
 - 7.3. Brington
 - 7.3.1. Nothing to report
 - 7.4. Bugbrooke
 - 7.4.1. Nothing to report
 - 7.5. Friends of Daventry Museums
 - 7.5.1. The Primrose Hill development proposal has been passed. DA will handle enquires about archaeological work.
 - 7.6. Flore
 - 7.6.1. Nothing to report
 - 7.7. Harpole
 - 7.7.1. The series of talks has continued with one on canals
 - 7.7.2. The plaque for the Wellington bomber crew was placed onto the war memorial.
 - 7.7.3. The picture has been placed in the church and explains where the Wellington bomber crashed – Glassthorpe Hill – with the date and the names of the crew.
 - 7.7.4.** Barn Close. Action. **SY to liaise with JS**
 - 7.8. NARC
 - 7.9. NNPAST
 - 7.10. Tiffield
 - 7.10.1. Nothing to report
 - 7.11. Towcester
 - 7.11.1. Nothing to report
 - 7.12. Weedon
 - 7.12.1. A non-invasive survey of the churchyard will be carried out
 - 7.13. Whitehall.
 - 7.13.1.** The proposed and previously discussed ‘Ten Years at Whitehall Villa’ presentation is now scheduled for early 2014. **Actions. SY to prepare an outline of his speech, contact JC and discuss it with him and set a date. RJP to finalise discussions on the audio-visual recording and train the Dragon software on SY’s voice to enable the production of an instant document from the speech.**
 - 7.13.2. The Tuesday group continues to meet
 - 7.14. Lactodorum Hinterland Survey
 - 7.14.1. Fieldwalking continues, 50% of the pottery found is of a soft, pink grog type.

8. Projects and Research

8.1. Atlas of Iron Age Hillforts

8.1.1. A formal research proposal will be prepared for CLASP involvement in this project and will be ready for the next COC meeting.. GH has stated an interest in leading the activity.

8.2. Barby Hill

8.2.1. All planned magnetometer work for the year has been completed and has revealed more roundhouses than expected. Work on the trench has concluded. This revealed some postholes and some early IA artefacts but the ground had been badly disturbed by ridge and furrow farming.

8.3. Tiffield

8.3.1. Nothing to report

8.4. Landscapes of Governance

8.4.1. The Chair stated that he is still progressing this on a wider basis than originally conceived as he considered that this would be more beneficial to CLASP. Work has been delayed but is progressing

8.5. Local People- Local Past.

8.5.1. Nothing to report

9. Planning

9.1. A new South Northants local plan has been approved, this needs to be studied and is available at southnorthants@gov.uk/1128

10. Any Other Business

10.1. The CLASP Organisational Membership Questionnaire

10.1.1. Response has been excellent. Several had been emailed prior to the meeting, more were received during the meeting and the last few are expected soon. **Action RJP to circulate the results.**

11. Dates and Times of 2014 meetings

11.1. The following dates were agreed for next year:

11.1.1. 10th February

11.1.2. 28th April

11.1.3. 23rd June

11.1.4. 8th September

11.1.5. 10th November

11.2. Meetings would start at 15.00 on each occasion

11.3. The definitive meeting calendar will be published once the availability of the room has been confirmed

Executive Committee: Alan Watson (Chair), Sandra Deacon (Secretary), Angela Evans (Treasurer), Stephen Young (Archaeology Director), Nick Adams, Tony Kesten, Grenville Hatton.

Organising Committee: Dave Hayward (Acting Chair), Roger Penny (Minute Secretary), Julia Johns (Membership Secretary)

CLASP is grateful for support from:



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