



Minutes of a meeting of the Trustees of CLASP held at the Baptist Church Rooms Nether Heyford at 7.30pm on Monday 24<sup>th</sup> February 2014

**Present:-** Alan Watson (chair) Stephen Young, Angela Evans, Sandra Deacon, Dave Hayward, Gren Hatton, Nick Adams

**Apologies:-** Tony Kesten, Roger Penny

**Minutes:-** The minutes of the previous meeting were read and approved

**1. Matters Arising:-**

AW had previously circulated the latest version of the Strategic Plan to the Trustees for approval. DH is to have a meeting with SY to clarify some issues regarding sub strategies. He asked any trustees who have any matters they feel need clarifying to send them to him prior to the meeting.

GH felt that the new document was much clearer and thanked both Dave Hayward and Georgina Boreham for their efforts in getting it to this stage. It is hoped that any revisions can now be incorporated so that it can be finally agreed by the Trustees at their next meeting.

**2. Microsoft word:-** There have been a number of emails circulating about computer software and operating systems for use by members and member organisations.

After a lengthy discussion the trustees agreed that members would use their own systems, and software but be sure to circulate information in the form of a PDF file.

**3. GPS:-** DH reminded the Trustees that Friends of Daventry Museum had offered us £1000 towards the purchase of a Total Station. SY felt that hand-held GPS units would be more useful for our purposes ( Tony Johns and Norman

Garnett and GH have been looking into the cost, accuracy and usefulness of these instruments)

Sy commented that GPS units have limited accuracy (3-5 meters under normal conditions), and are therefore unsuitable for some archaeological tasks (eg recording accurate locations within a specific dig, where accuracies of a few centimetres are required). However GPS accuracies are adequate for other archaeological tasks (eg wide area contour surveys), and he recommended that we should go ahead and get some experience with this technology. Before going ahead with the purchase of perhaps 2 or 3 of these units, we need to make sure that The Friends are happy for us to use the money for this purpose. With this proviso, the meeting agreed to proceed to acquire the funding and organise the purchase of suitable units.

**4. House Style:-** GH had circulated documents to the COC and the Trustees with a suggested style for documents, reports, letters etc. The COC had raised two issues

- 1) Copyright
- 2) Who raises the documents.

The Trustees discussed these and agreed that:-

1) Copyright:- With any material that originates from someone else, CLASP would need to seek their permission before including it .

And any material of our own is CLASP copyright. An exception would be a technical report, then the copyright is vested in the person who wrote it.

2) Any members of the COC or the Trustees

It was formally agreed to adopt the House Style, as proposed, for all official CLASP documents (eg letters, minutes procedural instructions, training material, promotional material, slide presentations, posters etc)

Post meeting note - Arrangements will be made to circulate the appropriate templates and fonts and assists members in using them.

**5. Piece Regen Ltd formerly Royal Ordnance Depot Weedon Bec:-**

SY gave the Trustees a presentation on his conversations with the above regarding the re-development of the depot into a heritage centre.

This is a major topic and therefore reported in relative detail here. In brief:-

- a) Daventry District Council and the owners of the Weedon Site are jointly applying for a £5M HLF grant, to cover refurbishment of the Weedon Ordnance Depot site (to include some housing, and some Heritage/Archive display element)
- b) SY has negotiated with Piece Regen on the basis that CLASP will take a 25 year lease on the two gatehouses, with the possibility of extending to one of the larger buildings, to use this as a combined archive store, analysis and research centre, and exhibition/conference/display facility,
- c) "The 44<sup>th</sup> Regiment of Foot" re-enactment society also wishes to take a part of the site as its base, this will be another part of the "heritage" aspect of the re-developed site.
- d) CLASP's total costs (over a 25 year period) have been estimated by SY as almost £500k. He produced a detailed breakdown of this preliminary and provisional costing, though we did not examine it in fine detail, since the subject was being discussed for the first time. This preliminary estimate will need to be examined in detail, and more accurate and complete costings will have to be adopted at an early stage if the project proceeds; and all risks (commercial and legal etc) must be fully identified and assessed.
- e) Other possible sites being considered for a CLASP artefact store are less viable (the farm-buildings site at Nether Heyford would cost upwards of a £100k to refurbish, and the site would still present problems of access and location; the proposed use of "C" station at the DIRFT/SUE site is still 10-15 years in the future, (that project is still in the planning stage) The Weedon Depot is therefore our best current option.(One drawback, however, is that it would involve us in creating far more than a mere artefact store and research centre - it would also have to be developed as a showplace, conference and exhibition centre - so this represents a lot of work of a type that CLASP has not previously considered)
- f) The total timescale is not entirely clear, as existing leases are still running in parts of the site. However, some points are clear; the big application for £5M HLF funding will be put together over the next few months; and the discussion so far has been on the basis that the grant would become available on 2015, and then the development of the site would take place over the ensuing 3 years (with CLASP's part proceeding to the same timescale)
- g) The immediate requirement is to put together an application to obtain £3-5K initial grant, to enable us to draw up a feasibility study and business plan of how

we would use £500k to develop our art of the site in the manner described. We must ensure that the initial £3-5k grant will NOT be conditional and that we will have no consequential liability (eg if our feasibility study shows the original plan is not achievable, or if we have to scale it down, or even give up the idea, we will not be liable to refund the initial grant, or liable for any costs consequential upon our backing out).

h) The Trustees will not be able to manage a project of this magnitude themselves. The meeting discussed this - and although no firm decision was made, the idea was floated that CLASP will need to recruit a Weedon Project Management team (with the experience to produce detailed estimates and plans, consider all the legal aspects, and manage the ensuing project), reporting to the Trustees.

i) This was just a first discussion, it could not consider all the implications of such a large project, it was noted that more frequent Trustees meetings will be required over the next few months to consider and pursue this specific topic, since the Weedon re-development project is moving ahead quite rapidly

j) SY will copy his preliminary proposal and estimate to all Trustees, describing the nature and extent of his proposal more fully. Another meeting will be required when all members have read and absorbed this document.

The meeting closed at 9.40pm

The next meeting TBA