



CLASP Trustees Meeting 3:00pm, 3 April 2014, Nether Heyford

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

1) Apologies:

RP, (and SD for the first half hour of the meeting)

2) Minutes of last meeting

Adoption of the previous minutes proposed by GH, seconded by DH, approved accordingly.

3) Matters Arising

Reported below under item 5, since the only comments arising related to the Weedon Depot

4) CLASP Strategy Document

Some revisions to the draft prepared by DH are still outstanding from SY. DH and SY will meet on 13/4/2014 to finalise the text. DH proposed that as soon as the text is finalised, the document should be put into CLASP House Style – this was approved accordingly.

5) Storage requirement and Weedon Depot

- a) SY briefly summarised developments since the last meeting, regarding the plan for the site. This is still highly confidential, but can be summarised thus:
 - The current owners of the site no longer wish to develop it in the manner previously discussed with DDC. They are looking to dispose of their interests and terminate their involvement.
 - This does not mean the project is dead – but it is being reviewed. The buildings may be sold to new owners, this cannot be reported more fully at present.
 - However, any such new owners would be more heritage-minded, and would intend to pursue the plan in some form; and CLASP will still be asked to be part of such a revised plan.
- b) Members of CLASP have done some work since the last meeting (viz., seeing the need to set up a small “team” reporting to the Trustees to work on CLASP’s proposal for the Weedon project; enlisting assistance from an external chartered engineer with project management experience; enlisting assistance from Rob Close to work with him; and producing a detailed specification clearly defining the storage requirement). None of this work will be wasted, it is all part of the work that must be done in order to evaluate any site proposed for a CLASP archive.
- c) The storage requirement specification was then discussed specifically. SY said that there is at least one additional set of items that need to be stored – he will specify the details to GH, so that the requirement specification can be updated.
- d) It is not possible at present to visit Weedon Depot (to assess and measure it so as to compare it with our requirement), due to the revised situation – but it was agreed that such a visit will take place as and when a plan for the site is known.



- e) It was acknowledged that “promotion and displays and exhibitions” is a secondary part of the requirement, and should be considered as an optional extra rather than part of the basic essential requirement. That said, it is nevertheless essential to look to the future and recruit new members so that CLASP can have future continuity – but this should not be confused with the basic storage and research requirement. SY suggested that a further document should be prepared, addressing our marketing and promotional and recruitment requirements. GH offered to try to produce a preliminary draft for discussion.

6) Other possible sites for storage

Milton Keynes Museum

TK's report of his meeting at MK on 21.03.2014 was discussed.

- a) The meeting produced some useful data – and a follow-up meeting has been proposed.
- b) General feeling among Trustees is that this site is geographically relatively far from our main area of activity. We would also need to be assured of having easy access to our archive whenever we require it.
- c) Suggestions were made for points to be raised in TK's follow-up meeting at MK:
 - We need to get a copy of MK's “rationale statement” for their proposed museum/archive facility; from the documentation that they submitted in order to obtain their £8m grant, it is important that we understand their view of the purpose and aim of the venture, so that we can assess whether it matches our own aims.
 - In return, we can give them a copy of our own Storage Requirement specification.
 - Does their plan include for providing the kind of “support facilities for research, document library, etc” that we have identified as essential in our own Storage requirement?
 - How would we get access to our archive, and would there be any restrictions?
 - We would need an assurance that no part of our archive could be disposed of without our agreement.
 - They are keen for a ‘story’, so we need to know exactly what they mean by this ie does it have to fit in with the story they are telling, or do we have our own story to tell, and is it likely to have to be changed at regular intervals.

7) The new archaeological site

This topic was deferred until the next meeting.

8) AOB:

Issue of documents in House Style

- a) As noted above, the Strategy Document will be issued in CLASP House Style.
- b) DH made the point that GH has converted several existing CLASP standard documents to the new House Style (eg., Barbara's Field-walking Guidance Notes), and suggested that these should now be issued formally. Proposed, and agreed by all, that GH will circulate these documents to Trustees in a post-meeting email.
- c) The existence of a bundle of such “CLASP Standard Instructions” will simplify the creation of a Starter Pack for new members (NB: creation of this Starter Pack is an existing task, currently being progressed by the COC).

It was noted that since there were two sets of buildings called "Whitehall" - the house and the farm - it was important to distinguish between them.



9) Date of next meeting: – to be advised.