



**MINUTES FROM THE SIXTH MEETING OF THE PROJECT BOARD FOR THE  
GREATER YORK COMMUNITY ARCHAEOLOGY PROJECT  
Monday 5<sup>th</sup> November 2007, 12pm  
YORK ARCHAEOLOGICAL TRUST'S OFFICES, 47 ALDWARK, YORK**

**PRESENT**     Catrina Appleby (CA), Community Representative & CBA  
                  Richard Hall (RH), York Archaeological Trust (YAT)  
                  Cllr Janet Hopton (JH), City of York Council (CoYC)  
                  Jon Kenny (JK), Community Archaeologist  
                  John Oxley (JO), City of York Archaeologist  
                  Steve Roskams (SR), York Archaeological Forum (YAF)  
                  Elizabeth Smith (ES), Dringhouses Local History Group (Observer)

**1. Receipt of Apologies for Absence**

All members of the Project Board were present.

**2. Minutes of the last Project Board meeting**

The minutes were agreed.

**2.1 Matters Arising**

**Heslington East.** SR reported that funding for a community archaeologist at the Heslington East development had been obtained; the post will last for 5 years. The first 3 years will cover fieldwork and the last 2 on analytical work. It is anticipated that JK will have input on the development of community involvement and developing a volunteer team. This is a big opportunity to develop community involvement and will be a potential resource for outreach work.

**3. Community Archaeologist's Report**

**a) Contact with Community Groups**

JK reported that he is now in touch with 27 groups in and around York. Of those 14 have carried out archaeological fieldwork in the last year or are planning to do so this winter.

**b) Advisory Group / Timeline York Plus**

JK reported that the Timeline York Plus (TYP) group are happy to take on the advisory group role. This means that they will be encouraged to bring forward ideas for the development of the Greater York Community Archaeology Project. **Approved:** The project board approved this role for TYP.

JK reported that the Timeline group meeting on 27<sup>th</sup> October had agreed to get involved with the Book Fair in 2008 so that it can become a Community Archaeology, History and Book Fair. RH reported that the next fair is booked for Saturday 18<sup>th</sup> October 2008.

### **c) Study Days**

The board was pleased with the popularity of the study days.

**Recommended:** A study day covering how to keep physical and digital archives was recommended.

**Actions:**

- JK to provide a breakdown / summary of the responses from the feedback forms issued at study days.
- JK to continue including numbers attending study days.
- JK to include suggestions for further study days for discussion.

### **d) Reaching a Variety of Audiences**

JK reported the progress towards attaining targets for benefiting the following groups: Older people, people living in rural communities, people living in urban communities, volunteers and young children including school children.

There is still a need to progress benefits to minority ethnic communities, people on low income or unemployed and people with disabilities. JK has already entered into projects to benefit Young Offenders and pupils at a specific school (Hob Moor Community Primary School) in an area where there are more than average numbers of people on low income or unemployed. The board discussed and suggested other specific groups to contact:

**Minority Ethnic Communities:** There are no large ethnic communities in York. It was suggested that JK approach the York Mosque through contacts supplied by JH or SR. Particular groups based at the University may also prove fruitful.

**People with Disabilities:** People with learning difficulties can be accessed through schools; in particular, JK's contacts with Hob Moor Community Primary will help here. JH also suggested contacting Westfield Primary Community School. JH also noted opportunities at day centres such as 'York People First' at Yearsley Bridge, 'Sappy' and 'Crumbs'. It may be possible to make opportunities available at the Heslington East excavation when this gets under way.

**People with low incomes or unemployed:** Some will benefit from the resources and study days offered by the Community Archaeologist already. Following the last project board JK has begun to target particular parts of the City, so far working with Hob Moor Community Primary School.

**Action:** JK to follow up these links and to ensure that if numbers are not met the project will demonstrate quality and innovation in using archaeology to benefit the groups above.

### **e) Archiving Issues**

JK and CA are aiming to generate a report by the end of the project setting out the extent of this problem and possible answers. In the interim the archiving study day will give advice on how to keep data (physical and digital) safely. Local groups collect and generate material that needs archiving through archaeological work and local history studies. These data include archaeological project material (e.g. geophysical records or finds databases) and final reports (grey literature). The data also include historical material such as old photographs, newspaper clippings and historical documents with local significance and project notes etc. As a result of the analysis of the data there are also many reports, leaflets, booklets and books that tell describe local histories but exist as grey literature. RH suggested that this be a simple listing, readily achievable, of what has been done, when, where and by whom. A second level of information can indicate the main points or discoveries of each piece of work.

**Information going into the Historic Environment Record (HER):** It was felt that the community archaeology work should feed into the HER at the summary level of what, when and where things have been done. Historical material should feed into Local Libraries. The new online Sites and Monuments Records will allow people to look up the archaeological records. The historical material could also have an HER record but would need to be stored by the libraries.

**Physical Archives:** Advice is needed for physical storage until a suitable alternative can be negotiated. Some progress is being made in Poppleton and may show a way forward for other groups.

**Digital Archives:** Advice is also required for storing digital material. A long-term answer may be provided through the Archaeology Data Service at the University of York.

**Images and Documents:** A lot of images and documents are collected, some are stored by the local groups others are copied and returned to individuals. JO recommended the Portable Antiquities approach, copy and get a licence to use material when you have the chance. It is possible that these type of material form the bulk of the physical archives.

**Action:** JK and CA to continue investigating the extent of the issue and cost of possible answers. In the interim JK to arrange study day on archiving and moving from collecting data to publishing something.

### **f) Sustainability**

A very positive discussion of potential sources of funding beyond 2010 took place. This needs to be supported by publicising the work of the project at Ward level within the City Council, in Ward newsletters, in the local press, with the HER officers in North Yorks and East Yorks as groups in their areas also benefit from the project. There is also a need to improve press coverage, the best approach being finding a reporter to 'adopt'. Steven Lewis at the Evening Press has been very useful through his 'yesterday once more' column.

**Action:** JK to develop the above.

#### **4. Any other business**

JH reported that she has ceased to be a councillor. **Agreed:** JK to check the original bid for a commitment to have a councillor on the project board.

#### **5. Date for the next meeting of the Project Board**

The next meeting of the Project Board will be on Monday 28<sup>th</sup> April 2008 at 12pm at York Archaeological Trust, 47 Aldwark.  
RH thanked everyone for coming. The meeting closed at 14.00pm.