



**MINUTES FROM THE FOURTH MEETING OF THE PROJECT BOARD FOR  
THE GREATER YORK COMMUNITY ARCHAEOLOGY PROJECT  
Monday 27<sup>th</sup> November 2006, 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)

**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.

**3. Community Archaeologist's Report**

JK took up post on 6<sup>th</sup> November. He is currently working on a part-time basis (50%) until his notice expires with the University of York on 24<sup>th</sup> December.

**a) Report on study days**

JK reported that the study days were now running to time table again, having missed two in September and October during the gap between Eliza's departure and JK's start.

The November study day was carried out by Andrew Morrison (on archiving and storing artefacts) from the Yorkshire Museum. JK has already thanked Andrew.

**Action:** JK to circulate feedback forms to attendees.

The December study day on Computers in Archaeology will be led by Michael Charno (ADS) and Mike Berry (University of York). The day will take place at the King's Manor.

The January (20<sup>th</sup>) session is on maps and documents at the York City Archives. Eliza's original contact is on long term sick leave but JK has contacted Joy Cann, Rita Freedman and Anna Wheeler at the archives. He will meet with them to discuss what archives the session will look at and to see the size of the venue. It is very small and can only take 12 – 15. **Agreed:** The session should be kept at the beginners level and a more advanced session could be considered for next year (2007 – 08).

**Specialist Courses:** The possibility of facilitating groups that might want to run longer specialist courses (along the lines of WEA) was discussed. **Agreed:** JK and Ted Kendall from the Poppleton group will continue to develop a list of speakers and resources, as agreed at the last TIMELINE meeting. The project will not fund longer courses but JK will support running them through the WEA or similar organisations.

The final study day of the 2006 – 07 year is to be in February (17<sup>th</sup>), it will be by Charlie Dean on 'Environmental Archaeology – Bogs, Bones and Shells'.

**Advertising: Action:** CA will advertise the final two sessions in the TIMELINE meeting minutes.

**Programme for 2007 – 08:** JK reported that he had started to put together this programme. He has lined up Ian Panter and the YAT conservation team to run a finds identification and conservation session in April. He has also booked a session on Hedge Rows and Landscape with Barry Wright. JO suggested that a session on HERs would be possible when the new City HER system has been installed.

**Agreed:** It would be a good idea to involve representatives from groups in study days where they had already done similar work. This will help to foster a sense of confidence in people new to studying their local historic environment.

The programme was discussed further and a number of actions were suggested:

**Actions:** JK to do some background work on Barry Wright as the issue of hedgerow dating is controversial. JK to re timetable the conservation session in April to allow for an annual 'start the year' beginners (interdisciplinary) study day. JK to use Eliza's study day feedback forms to evaluate what has been popular and what we might offer in the future.

### **b) Reaching the younger audience**

JK reported on the outreach work that Eliza had done with York schools. JK will continue this work and will consider ways in which schools can be involved at Hungate (See below re Hungate).

**Opportunities:** JO reported that there may be work carried out at Joseph Rowntree's school that will prove an opportunity. The development will cover a large area and the evaluation will want to involve the school. There are other schools undergoing work in the coming years that may also present outreach opportunities.

**Action:** JO to send details to JK.

**Handling Collections:** Eliza's work with schools did not utilise handling collections but Eliza was looking into these. YAT has its own handling collections, JK also reported that the Yorkshire Museum's Trust had just appointed Dave Evans (formerly of PAS) as community archaeologist. His role will be in outreach taking the museum collections to a wider audience.

**Action:** JK to contact Dave Evans to ensure that we work with each other rather than in competition.

### **c) Archiving issues**

The discussion at the last TIMELINE meeting demonstrated that this is still a current issue; the November study day was considered positively in this regard. The main issues are the physical storage and location of material, documents and artefacts. Awareness of the needs for digital storage are also becoming apparent to some group members.

**Action:** JK and CA will work together on this to create a short report on the current situation.

### **d) Conferences**

JK reported on the conferences at UCL and Manchester. JK has been approached by one group member about the possibility of running a York conference. This might run as a big one off event in 2008, be a local event or indeed would involve taking a set of group projects to the local CBA Yorkshire event each year.

**Action:** JK to gauge better what the local groups feel.

### **e) Thoughts for the future**

Discussion of conferences led onto the discussion of **Project Evaluation** and **Sustainability**. To demonstrate the value of the project it will need to be evaluated to show how the community is involved and that the City has benefited from the project's actions.

Eliza has already used feedback forms to generate data to allow us to evaluate the study days. JK has experience in writing evaluation strategies. Such strategies would allow us to study what we have already achieved and what we can achieve in the future. This will be an evaluation tool that will support any bid for funding beyond Feb 2010.

Data from the evaluation process will be useful in demonstrating public benefit when making section 106 bids to the City Council. Should be seen as public benefit in 'public understanding of the past'.

**Action:** JK to develop an evaluation strategy using his work carried out for the Parks & Gardens UK project (also HLF funded).

**Informal Sustainability Action:** In demonstrating the public benefit of Community Archaeology in York there is a need to show our worth at Ward level in the City. Each Ward is asked about funding issues and there are opportunities here for Community Archaeology to be seen in a positive light. **Agreed:** That JK should include a sustainability section in the Project Board agenda so that we keep focussed on this issue.

**Other Community Archaeology Projects:** The board recognised the need to understand what Community Archaeology is on a national stage. How are other projects funded? What do they offer? The CBA is also interested in answering these questions so that they can support Community Archaeology.

**Action:** JK to liaise with Dan Hull at the CBA to help develop this research and access the final outcome. The CBA have a placement student working on the issue.

**CBA Support:** CA reported that the CBA was currently working on ways to support Community Archaeology and that they will launch the Community Archaeology Forum [www.britarch.ac.uk/caf](http://www.britarch.ac.uk/caf) on 4th December. This will allow community groups to post site reports and news online and allow them to discuss issues.

**Other Internet Resources:** JK commented that before TIMELINE get a web site online groups may want to put material on CAF. It is also possible that the Community Archaeology Project could set up a Wiki on which to distribute news and allow discussion amongst TIMELINE members. **Action:** JK to look further into wikis.

**Other Outreach Work:** JK reported that the project might wish to develop outreach beyond schools to take in other priority groups in the City. This might involve taking educational packages to sheltered schemes etc. It may also involve working with special needs. **Agreed:** JK should look further into links with these groups and what might be offered.

**Hungate as a Community Archaeology Resource:** JK reported that work at Hungate was now beginning and he had held preliminary talks with Pete Connelly and Toby Kendall. A section of the site will be available to community archaeology outreach work and we need to use it as best we can.

It will be possible for Hungate to offer opportunities for community groups, both from the TIMELINE groups and others contacted through outreach work to work on selected areas. The Community Archaeologist will have to administer this work but must not allow it to stop us doing what we already do. **Agreed:** JK not to spend more than 2 days per week on Hungate community archaeology activity.

**Action:** JK to develop a document detailing the extent and breadth of what can be offered at Hungate and what JK will do as part of this.

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

CA reported that she now works as Publications Manager at the CBA and would have a dual role on the Project Board. **Agreed:** This dual role was not a conflict of interests and would only strengthen the board.

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

The next meeting of the Project Board will be on Monday 30<sup>th</sup> April 2007 at 12pm at York Archaeological Trust, 47 Aldwark.

RH thanked everyone for coming. The meeting closed at 13.30pm.