



Fieldwork Committee Meeting Minutes

Meeting held Saturday 14th May 2016

Venue: Society's Library, Maidstone Museum, St Faiths Street, Maidstone, Kent ME14 1LH

As agreed by those present from the Fieldwork Committee at the Society's Office in Maidstone Museum, Maidstone, Kent, on Saturday 22nd October 2016 these minutes are a true and complete record of the meeting held on Saturday 14th May 2016 and it is agreed that the Chair Mr Keith Parfitt is duly authorised to sign this document as such.

Mr Keith Parfitt (Chair) Fieldwork Committee.

Saturday 22nd October 2016.

Fieldwork Committee

Minutes

1: Attendance and Apologies

Attendances

Present

Keith Parfitt	KP	Chair
Clive Drew	CD	Secretary
Jennifer Jackson	JJ	
Chris Blair-Myers	CBM	
Gerald Cramp	GC	
Vince Burrows	VB	
Richard Emmett	RE	
Steve Willis	SW	
Rod LeGear	RL	
Cliff Ward	CW	
Andrew Mayfield	AM	
Kevin Fromings	KF	
Pat Reid	PR	

Absences & Apologies

Bob Cockcroft
Mike Clinch
Emma Boast
Lis Dyson
Geoff Burr
Mike Eddy
Shiela Broomfield
Albert Daniels
Richard Taylor
Andrew Richardson

2: Minutes 24th January 2016 Committee Meeting

The minutes were agreed by the committee and signed by **KP**.

3: Matters Arising / Action List

The Action List as at Appendix 2 was reviewed and cleared down.

4: Grant Applications

	Applicant	Recommended	Conditions
a	Mesolithic Addington	Yes	Provide Newsletter/Arch Cant Content. Lecture Possible
b	KCC/CAT Community Liaison Post	Yes	KAS must be the point of initiation KAS must have significant branding throughout this process The project is for 3 years but there will be a 12 month review to decide on the following 24 months funding

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	Applicant	Recommended	Conditions
			Detailed and regular reporting on work undertaken and its outcomes KAS PR to generate press release to local news and the archaeology community
c	Discover Roman Otford Project	Yes	Volunteer opportunities for KAS Membership Provide Newsletter/Arch Cant Content. Will be speaker at 2016 Fieldwork Conference
d	Historic Research Group Sittingbourne	Yes	Unconditional
e	CAT/East Wear Bay	Yes	Volunteer opportunities for KAS Membership Provide Newsletter/Arch Cant Content. Lecture Possible

Emergency Small Grants: The Committee approved the rules and the application form as attached at Appendix 4. The subcommittee to manage this process will comprise **KP PR SB CBM AM** and **VB**. Five members must manage any application to be quorate and Office 365 has to be used to maintain, track and log the application process. A discussion took place about what constituted an “Emergency”, it was agreed that there was no clear cut definition but as the grant giving processes evolves then the term “Emergency” would itself become defined in relation to this process. **CD** will organise Public Relations to contact the membership and our affiliate Societies and inform them of this facility.

5: Budgets:

Nil

6: Conferences:

- a. **Anglo Saxon Conference 2015:** **SW** submitted a report to the meeting setting out the candidate selected to be in receipt of the bursary granted to the University as acknowledgement for their hosting of our conference. (Appendix 5)
- b. **2016: Roman Villas in the Landscape:** **CBM** confirmed that this conference will be held on Saturday 26th November 2016. **CBM** noted that there are some difficulties finalising the speaker list as parties that have been invited to talk are delaying their decision until after the Society elections.

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- c. **2017: South East Regional Industrial Archaeology Conference (SERIAC):** After the 2016 conference has been finalised discussions must take place with the Industrial Archaeology Committee to understand their needs reading this conference and its venue.
- d. **2018: Regional Aspects of Anglo Saxon and Monastic Sites in Kent** Agreed but to be worked on in future years.

7: Fieldwork Projects:

Reports were submitted by:-

Canterbury Hinterland Project
Crop Mark Mapping
Kent County Council (Community/Randall Manor)
Kent Archaeological Metal Detecting Support Unit (KAMSU)
West Kent Archaeological Society (WKAS)
Discover Otford Roman Project (DROP)
Otford and District Archaeological Group (ODAG)
Fawkham and Ash Archaeological Group (FAAG)
Canterbury Archaeological Trust (CAT):
Alkham Valley Historical Research Group (AVHRG)

These reports to the committee as well as documentary reports submitted form an attachment to these minutes under the heading Reports and are issued separately, but remain an integral part of these minutes.

8: Any Other Business:

a. KAS Elections:

There was a small window of opportunity for members wishing to cast their votes and have the ballot returned by 17th May or alternatively bring their completed ballots along to the AGM on 21st May.

b. Portable Antiquities Scheme:

JJ informed the meeting about the budget constraints that have been placed on her work in particular cuts to her travel budget. This has resulted in prioritising the PAS engagements so surgeries have been reduced from 4 to 3 per year which will be based in libraries which has opened the scheme up to a wider audience.

c. KAS2022:

Lees Court Estate: A presentation was given by **CBM** and **CD** together with Estate mapping and finds as a result of fieldwalking. The initial conclusion drawn was that there appears to be some very significant and possibly important prehistoric activity on the Estate with ring ditches and barrows being identified. It was agreed that **CD** **CBM** **SW** and **AM** will make arrangements to visited and discuss the next steps with our Patron.

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- d. **Social Media Trial and Fieldwork Committee Secretary** was not discussed due to time constraints on those members present

9: Next Committee Meeting:

It was agreed that the next committee meeting will take place as follows:
Saturday 22nd October 2016 at 10:30hrs in KAS Library, Maidstone Museum

There being no further business **KP** closed the meeting at 14:45hrs.

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FWC Action List 14 th May 2016			
Item	Action		Follow Up
1	Emergency Small Grants: Go Live Office 365 Website Forms PR via Paul Tritton	CD	
2	Discuss with Industrial Archaeology Committee and sot out 2017 Conference	CD/M Clinch	
3	Provide content and articles for the KAS Newsletter and Archæologia Cantiana whenever and wherever appropriate	ALL	

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Appendices & Reports

Appendix	1	Agenda
Appendix	2	Action List 23 rd January 2016
Appendix	3	Grant Application Bundle
Appendix	4	Emergency Small Grants Process/Rules/Application Form
Appendix	5	Report from Dr S Willis re Conference Bursary

Reports Fieldwork Projects