Extracting Warwickshire's Past: Neighbourhood Outreach Strategy

Updated Project Design

Revision A

Warwickshire County Council

Working for Warwickshire

CONTENTS

Summary

This is an updated project design (UPD) for the second stage of an Aggregates Levy Sustainability Fund (ALSF) Objective 3 project: reducing the local effects of aggregate extraction. The project will produce a strategy for delivering an Historic Environment Record (HER) outreach programme for the aggregate producing areas of Warwickshire. This strategy will incorporate information on how to deliver successful, exciting and effective outreach projects.

The following pilot projects will be included within the programme of work:

- Investigation of a community archaeological network which will include training, research, fieldwork and reporting

- The creation of exhibition material: for inclusion within an E-Gallery and an 'On the Road' travelling exhibition

- Targeted enhancement of the HER for areas of potential aggregates extraction

- Production of a school package aimed at young people in Key Stage 3

The project will be completed in two stages: Stage One (strategy design and pilot project planning, now undertaken), and Stage Two (pilot project delivery and strategy revision which is the subject of this document).

Introduction

This document is the Updated Project Design for the creation of an archaeological outreach strategy and has been written as one of the outputs of Stage One. Detailed within it are the five pilot projects that are planned to test the proposed strategy and the timetabling of key events.

This document should be read in conjunction with the draft strategy report (WCC, 2006a) which describes the pilot projects in greater detail. Within this report, extra activities have also been identified which could further enhance the five pilot projects. It is hoped that these activities might be funded through sponsorship.

Background

Aggregate Extraction in Warwickshire

Soft aggregate extraction has taken place across Warwickshire in areas of glacial or terrace gravels. Extraction has taken place on the glacial gravels of:

- The Coleshill area
- The river gravels of the River Tame east of Birmingham
- The Baginton Sand
- The Baginton – Lillington Gravel and the terraces of the River Avon at Brandon
- The glacial deposits such as those of the Dunsmore plateau and on the Leicestershire border
- At Barford and at Charlecote/Wasperton in the Avon valley
- In the Wolvey area to the west of Rugby.

Small pits have also been operated on sites around Warwick, at Stretton on Fosse and at Warton (near Polesworth) and at other sites in Warwickshire.

Hard aggregate extraction has exploited the Cambrian Quartzite of Hartshill and the adjoining igneous intrusions; these are hard rocks which are worked in a chain of large and deep quarries from Mancetter to Bedworth, the material being used primarily for road construction. Triassic sandstones close to the Cotswold escarpment in the south of the county have also been exploited for aggregates.

Archaeology of Warwickshire and the HER

There is a close correlation between aggregates extraction and known archaeology, particularly due to the visibility of cropmarks on gravels, but it is accepted that this may represent a bias in the archaeological record in favour of these sites. Despite these biases, there is scope to illustrate Warwickshire's archaeology through sites in aggregate areas.

Recent archaeological research has been undertaken in a number of these areas as a result of quarrying programmes of work at Ling Hall, Bubbenhall, Marsh Farm, and High Cross. There is currently a University of Birmingham research project investigating the prehistoric landscape of Wolvey. There has also been amateur involvement including the collection of Palaeolithic and later Stone Age material over many years by Mr Ron Waite mainly in the north of the County. Mr Waite has donated many of his finds to the County Museum. An archive, consisting of notes and correspondence, accompanies these finds, although this material has not been assimilated with the HER.

The Warwickshire HER (formally SMR) has a long, well established policy relating to outreach activity. In 2003 the Warwickshire HER went online as the result of a project funded by the HLF: www.warwickshire.gov.uk/timetrail. Warwickshire Museum Field Services now wish to use their experience, and the online HER, to develop a strategy for targeted outreach in areas affected by aggregates extraction in the County.

Policy context

English Heritage (EH): ALSF Outreach Priorities

The strategy will provide a framework for delivering outreach in areas affected by aggregates extraction. Elements of the project also fulfil EH's priorities as stated in its outreach guidance for ALSF projects: "to promote access to, and understanding and enjoyment of the historic environment" (EH 2004). The guidance specifically lists the following elements as desirable objectives for outreach programmes:

1) To work towards an enhanced sense of place and identity, increasing the value that communities place on their local environment and the sense of pride and ownership in the place where they live
2) To enable people better to understand and value the historic environment so as to ensure its long-term future
3) To engage people directly in caring for the historic environment in a sustainable way thus ensuring its long term future
4) To engage and meet the needs and priorities of both internal and external groups.
5) To teach new skills which can be sustained beyond the life of the project

"Benchmarks for Good Practice"

Historic Environment Records: Benchmarks for Good Practice (EH/ALGAO, 2002) includes performance measures specifically linked to User Service and Access. We are confident that on completion of this project the Warwickshire HER will achieve the higher level target in relation to user services. This project is particularly relevant with regard to the following section: Reaching New Audiences: Development of Outreach 1.4.b, "*Developed programme of activities based on user responses and market research. Resources for use in education should be a priority. These might range from new media and data formats (for presentation of interpreted information for specific user groups/topics e.g. through NGFL) to exhibitions, leaflets, trails, open days, field programmes, etc.*"

Warwickshire Museum Service Plan

The Warwickshire Museum Service was the subject of a Best Value Review in 2002 (WCC, 2002) from which emerged a framework for its future development based on four inter-linked strands:

- Localised service delivery through a network of partners
- Development of a 'virtual' network of service provision
- A clear focus on learning
- Refocused central services and resources

This ALSF bid would further the first three of these strands.

Project Area

The project area covers the modern county of Warwickshire (post 1974 authority area). Pilot projects fall within areas of potential, current and past aggregates extraction. The British Geological Survey map showing Mineral Resources at a scale of 1:100,000 has been used to identify areas that meet the ALSF criteria (British Geological Survey 1999).

Aims and Objectives

The project meets ALSF Objective three which endeavours to reduce the local effects of aggregate extraction.

Aim

> **To promote public and aggregate industry understanding and appreciation of past human activity within past, current and potential future aggregate extraction areas of Warwickshire.**

Objectives

Each pilot project has been assigned one main objective although there is obviously some degree of overlap between pilot projects and the objectives.

> **Objective 1: To produce a strategy for delivering an HER outreach programme and related resources for the aggregate producing areas of Warwickshire**
>
> **Objective 2: To encourage participation by quarry companies in community activities**
>
> **Objective 3: To test assumptions made in the strategy using a series of pilot studies initiated in Stage 2 of the project**
>
> **Objective 4 (PP1): To create links between the HER and local communities in areas of potential aggregate extraction (EH objective 1, 2, 3, 4 and 5)**
>
> **Objective 5 (PP2): To encourage local groups and individuals to become aware of issues relating to aggregates extraction and engage in active management of their local environment (EH objectives 1, 2, 3 and 4)**
>
> **Objective 6 (PP3): To investigate ways for the HER and its staff to participate in existing Museum exhibition services more effectively (EH objectives 1, 2, 3 and 4)**
>
> **Objective 7 (PP4): To improve the representation of sites and finds from potential aggregates producing areas in the HER (EH objectives 1 and 4)**
>
> **Objective 8 (PP5): To increase use by secondary schools of the information held in the HER (EH objectives 1, 2, 3, 4 and 5)**
>
> **Objective 9 (PP5): To demonstrate the process of measuring relative heritage importance through Leading Learning (EH objectives 1, 2, 3, 4 and 5)**

> **Objective 1: To produce a strategy for delivering an HER outreach programme and related resources for the aggregate producing areas of Warwickshire.**

This strategy will provide a framework for developing outreach projects in potential aggregate producing areas. It will test different approaches to outreach delivery and will build resources enabling continuation of the programme beyond the life of the project.   The draft strategy (see WCC, 2006a) created during stage 1 of the project will be further refined at the conclusion of stage 2 to create a final strategy document.

> **Objective 2: To encourage participation by quarry companies in community activities.**

To encourage participation by quarry companies in community activities the strategy will include advice and ideas for approaching extraction companies to help with sustaining the activities beyond the life of this project.

Objective 3: To test assumptions made in the strategy using a series of pilot studies initiated in Stage 2 of the project:

Pilot Project Number	Title
PP1	Archaeological Network
PP2	E-Gallery
PP3	Exhibition "On the Road"
PP4	HER Enhancement
PP5	School Package

Objective 4 (PP1): To create links between the HER and local communities in areas of potential aggregate extraction (EH objective 1, 2, 3, 4 and 5)

Pilot Project One (The Archaeological Network) will be designed to investigate the potential for creating an archaeological research and reporting network for local communities within Warwickshire. The feasibility of conducting fieldwalking, geophysical surveying and documentary research will be examined and public events organised. Results will then be fed back to the HER.

By conducting various events during the project the strategy will include guidelines for setting up and running community fieldwork projects, including; motivation and recruitment of local volunteers, training, negotiation with landowners and dealing with the resulting material and archive.

Objective 5 (PP2): To encourage local groups and individuals to become aware of issues relating to aggregates extraction and engage in active management of their local environment (EH objectives 1, 2, 3 and 4)

Pilot Project Two (The E-Gallery) be designed as an extension to the existing HER website. This Gallery will consist of high impact images and other graphics to depict the story of extraction and related archaeology through a number of small exhibitions. It will be a resource that members of the public can view and contribute to. It is hoped that this resource will enthuse people and provide them with the opportunity to view archaeological finds and become interested in Warwickshire's Heritage.

Objective 6 (PP3): To investigate ways for the HER and its staff to participate in existing Museum exhibition services more effectively (EH objectives 1, 2, 3 and 4)

Pilot Project Three ('On the Road' exhibition) will link to Warwickshire Museum's exhibition programme through the implementation of an "on the road" module. As part of this programme, the project aims to design and create an exhibition suitable for touring local libraries.

Objective 7 (PP4): To improve HER content re: sites and finds from potential aggregates producing areas in the HER (EH objectives 1 and 4)

Pilot Project Four (HER Enhancement) will primarily consist of the assessment of the Waite Collection archive. Information from this archive can then be added to the HER database and inform future research designs/project. At the same time this assessment will improve the quality of data available to the public via the HER online.

Objective 8 (PP5): To increase use by secondary schools of the information held in the HER (EH objectives 1, 2, 3, 4 and 5)

Objective 9 (PP5): To demonstrate the process of measuring relative heritage importance through Leading Learning (EH objectives 1, 2, 3, 4 and 5)

Pilot Project Five (Key Stage 3 School Pack) will investigate opportunities for developing cross-curricular approaches to providing educational resources. Accompanying material will support and enhance the learning objectives of the pack and provide activities for children of all abilities.

Audiences Targeted and Project Consultees

The target audience for the project as a whole is anyone residing, or with an interest, in the aggregate producing areas of Warwickshire. More specific target groups have been defined for each pilot project; these are also classified according to EH ALSF outreach guidelines and are cross-referenced in the table below:

ALSF Pilot Project	ALSF Target Audience	WCC HER Target Audience
Archaeological Network (PP1)	• The aggregates industry, the wider archaeological community including scientific, specialist, and amateur groups, • Local communities in aggregate producing areas • Young people	• Community groups, archaeological, historical, parish councils, youth groups • Aggregates industry
E-Gallery (PP2)	• The aggregates industry • The wider archaeological community including scientific, specialist, and amateur groups • Local communities in aggregate producing areas • Young people	• All audiences (local and non-local) • Aggregates industry
Exhibition "On the Road" (PP3)	• The aggregates industry • The wider archaeological community including scientific, specialist, and local groups • Local communities in aggregate producing areas • Young people	• Local audiences • Aggregates industry
HER Enhancement (PP4)	• The wider archaeological community including scientific, specialist, and other groups	• Archaeologists • Planners • Non-specialist HER users
School Package (PP5)	• Young people	• School students at Key Stage 3

Methodology

This Updated Project Design contains a detailed methodology for the pilot projects and an assessment of the Waite Collection archive, as part of the methodology for Pilot Project Four.

Outline

All pilot projects will be undertaken in areas potentially affected by aggregates extraction. These areas have been identified during Stage One of the project by using the Minerals Resources Map for Warwickshire and the West Midlands, created by the British Geological Survey (1999).

This ALSF project is a two stage project: **Stage-One Design** (which comprised of the completion of tasks 1-14, see appendix b) and **Stage Two-Delivery**

Summary of the results of the Pilot Study (Stage One)

Consultation with local communities in Warwickshire

One of the first tasks carried out in Stage One of the project was the consultation with community groups in Warwickshire. These consultations provided an opportunity to meet people, introduce the project and ask groups what they wanted from an archaeological outreach project. The following groups were consulted

- Atherstone Civic Society
- Burmington community group
- Coventry and District Archaeology Society
- Coventry Heritage Metal Detecting Group
- Hinckley fieldwalking
- Kenilworth Heritage and Archaeology Society
- North Warwickshire Heritage Forum
- Nuneaton and Bedworth Heritage Forum
- Polesworth Young Archaeologists (PARC)
- Tysoe Local History Society
- Warwickshire Geological Conservation Trust
- Wellesbourne group
- Wolvey Local History group

Archaeological Network (Pilot Project One)

Contact database

The original intention was to collect contact details of interested parties and store these on a database. This database had the potential to become a public resource at a later date. During Stage One, it became apparent that this could become a major task with a number of logistical and legal issues. Another major concern was the fact that a database created by the project would need to be regularly monitored and updated. The need for the database to be regularly overseen meant that the sustainability of the database might be put at risk after the project ends in February 2007.

Further research into the issue of the Network Database identified a potential solution to the problem. Warwickshire County Council has recently launched a website called 'Warwickshire Communities.' This website offers a free web hosting service with simple software to help create web pages. The project is aimed at clubs, groups and communities in Warwickshire and has the potential for becoming a useful tool for our project.

<u>Fieldwork</u>

During Stage One a number of potential sites were investigated which would be suitable for staging public events. These sites needed to be located on aggregate producing areas and in locations which were easily accessible and safe teaching environments. The most important issue remained gaining permission from landowners. Sites investigated included Burmington, Fillongley, Wolvey, Long Compton, Stretton Baskerville, Polesworth and Barford. Landowners were approached in Burmington, Fillongley and Stretton Baskerville. For the Wolvey area discussions were held with Paul Garwood (Birmingham University) who has contacts in the area.

<u>Local studies toolkit</u>

During Stage One meetings were held with Della Hooke (sub-contractor), Rob Eyre (WCC Senior Archivist) and Lesley Kirkwood (WCC Local Studies Librarian). It became apparent that the most appropriate approach would be to create a document that taught the basics of documentary research. Specifically it would be aimed at people who have never conducted this type of research before. Annotated images would be used and the document would be split into specific areas. These would include the following sections

- Warwickshire's History and Landscape
- Primary Sources
- Secondary Sources
- Hints and Tips
- Bibliography
- Glossary

The E-Gallery (Pilot Project Two)

During Stage One meetings were held with Kari Gordon (Heritage Education) and Beattie New Media. Research was conducted into other gallery style exhibitions accessible via the Internet. The majority of exhibitions accessed followed the same format. This format comprised of small icons arranged in rows which the viewer can click on to see a larger image and accompanying information. The project manager discussed this format with Beattie New Media and asked whether any other options were available to the project team within the project budget. It was agreed that the E-Gallery should be as interactive as possible and Beattie New Media would provide several possible options at the beginning of Stage Two.

Discussions with Kari Gordon supported the idea of an E-Gallery and that children and adults alike will benefit from being able to interact with an online exhibition. It was agreed that the supporting text for exhibitions should be aimed at a reading age of twelve. This reading age is used by the majority of tabloid newspapers and will ensure that the exhibitions can be understood by everyone.

Themes for the E-Gallery exhibitions have been discussed and it was agreed that they should compliment the 'On the Road' Exhibitions (see Pilot Project Three). Themes agreed are as follows

- The history of quarrying in Warwickshire
- The archaeology of aggregate areas in Warwickshire

The 'On The Road' Exhibition (Pilot Project Three)

During Stage One meetings regarding the 'On the Road' exhibition were held with Pete Spring (Museum designer), Sara Wear (Keeper of Archaeology) Lesley Kirkwood and Jane Sutton (Local Studies Librarians).

From the meetings held with Lesley Kirkwood and Jane Sutton it became apparent that the available space in Warwickshire libraries for exhibitions was significantly smaller than the project team had expected. Since the introduction of the People's Network, which has provided free Internet access to the general public, available space in libraries has decreased, due to the need to provide dedicated

areas for IT equipment. This lack of space means that the size of the exhibition is crucial. Originally the project team thought that the exhibition would consist of eight A1 size panels but it quickly became apparent that the exhibition would actually need to be only four A1 sized panels.

Meetings with Pete Spring provided an opportunity to see previous 'on the road' exhibition panels and identify key issues. There are three main issues regarding creating an exhibition panel. These are as follows

- The A1 display panels should have no more than 200 words on them
- There should be no more than 12 or 13 images per panel
- All the text should be checked and approved by Heritage Education for readability (see E-Gallery above) and compliance with the Disability Discrimination Act (1995)

The project team have identified two themes for the exhibitions and a potential third

- The history of Aggregate Quarrying in Warwickshire
- The Prehistoric Archaeology of aggregate areas in Warwickshire
- Exhibition to be created by local group (potential)

HER Enhancement (Pilot Project Four)

Archaeological Collections

In Stage One Anne Graf (formerly Planning Archaeologist in Leicestershire who has been working with Mr Waite) was consulted regarding the Waite Collection held by Warwickshire HER and Museum. From these discussions, and spending time looking at the paper archive, it became apparently that there were a number of significant areas of concern in regards to the paperwork held by the HER. This ranged from the terminology used by Mr Waite to the grid reference system he employed. It is not altogether clear whether these problems have been noted before and it would seem highly unlikely that the majority of people studying his work would have been aware of these problems

After the consultation with Anne Graf, the project team approached Dr Jenni Chambers from the National Ice Age Network for advice. Discussions with Jenni identified that NIAN had been looking at the private Waite collection held at Leicester Museum and the results were to be incorporated into the NIAN GIS enhancement project. This meant that there was a potential risk of overlap between this project and the NIAN project.

As a result of these various meetings it was decided that the most appropriate way to enhance the HER and increase our knowledge of the Waite Collection was to study the material held by the Warwickshire Museum.

Online form

During Stage One discussions were held with ADS (regarding the OASIS form), the HER officer and Beattie New Media. Initially research was conducted into other HER online forms and the structure of the HER database (which the online form would need to be compatible with).

Brief discussions were held with ADS regarding the OASIS form and its suitability to use with non-experienced local groups. ADS felt that the OASIS form was suitable for anyone to use from professional archaeologist to local group. At this stage the project team feel that this is not the case and the groups working within Warwickshire would struggle with the OASIS form. The project team feel that it would be appropriate to arrange a meeting with ADS in stage two to discuss this issue further.

Beattie New Media provided advice to the project team about the creation of online forms and the various options that were available. These included hover boxes, drop down menus and various 'backroom facilities.' Ideas for the form were created by the project manager and these were sent to

Beattie New Media for comment. Once comments were received an outline specification for the reporting mechanism was created.

Key Stage Three School Pack (Pilot Project Five)

During Stage One meetings were held with Heritage Education to discuss the potential content of the school pack and how it links into the National Curriculum. Discussions were held concerning which resources would need to be incorporated into the school pack and what type of sources would be required to gain that information. It was agreed that there should be

- Ordnance Survey Maps
- Noise reports
- Aerial photographs
- An Historic Environmental Record search
- An Habitat Biodiversity Audit search
- A Warwickshire Biological Records Centre search
- Letters of correspondence from members of the public.

A brief was completed for the employment of a heritage education group leader. This person will be responsible for the creation of the school pack, the school trials and subsequently teaching other group leaders to use it in schools.

For the purpose of trialling the school pack the project team contacted Mr Addison (Head of History) at Polesworth High School and Mr Nallen, (deputy head teacher) at St Benedict's Catholic High School in Alcester. After this initial contact, the project manager attended a meeting with Mr Addison to discuss the project and specifically the school pack further. Mr Addison proved to be very supportive of the school pack and thought it would be very successful in a Year Nine group.

It still has not been possible to arrange a meeting with Mr Allen, but he is confident that we will be able to trial the pack in his school. Dates for trialling have been confirmed for September.

Discussions have also been held with Beattie New Media to discuss the potential for incorporating the school pack within the online SMR. Unfortunately this task would be too expensive within this project and it was decided that the school pack would be made available in other ways.

The Strategy Report

The final strategy will be drafted after a series of liaison meetings with interested groups and individuals. These meetings will include the Project Team (See Project Management) and other WCC staff such as the Community Museum Officer and the Keeper of Archaeology.

To date a draft strategy (WCC, 2006a) has been created and circulated to the Project Team for comments and suggestions and submitted to English Heritage. This draft strategy incorporates a framework for discussion and revision and details the contents of all the pilot projects. At the beginning of Stage Two the draft will be circulated outside the WCC Museum Service for additional comment (CBA West Midlands and the Portable Antiquities Scheme). Towards the end of Stage Two the Strategy will be revised in the light of the results of the pilot project.

Tasks relating to the updating of the draft strategy report

Task Number	Task	Number of paid days
15.1	Project Manager to summarise the evaluation of the pilot projects and incorporate within Strategy Report	15
15.2	Strategy Report to go to Project Team for comments	5

15.3	Project Manager to make amendments and discuss comments with Project Team. Address any issues raised and complete further research as necessary.	10
15.4	Strategy Report to go to Helen Maclagan (Head of Museum Services) for comments	5
15.5	Strategy Report to go to English Heritage for comments	5
15.6	Project Manager to make amendments and create Final Strategy Report	5
15.7	HER Officer to publish Strategy Report. We envisage this to include • Hard copies of the report (number to be agreed) • The creation of a pdf document to be placed on the WCC website and sent to ADS for archiving/mounting on the ALSF website • A form of publication in West Midlands Archaeology (CBA)	3

Publicity and Project Management

In Stage One the Project Manager began to generate local interest through the media. These included an introductory postcard (see appendix C) and articles in:

- Newspapers throughout Warwickshire
- WCC publications
- Local society newsletters
- National and regional archaeological publications, which included Current Archaeology magazine and (CBA) West Midlands Archaeology.

Local society meetings and events organised by the Portable Antiquities Scheme were also attended.

In Stage Two further publicity will be created for the project as a whole and for specifically organised events. The introductory postcard, which was created during Stage One, will be updated and provide further detail about the project. It is hoped that by this stage we will have sponsorship from an aggregate company and their logo will also be on the updated postcard.

As well as the postcard, a programme of press releases will be created. These will include

- A general article about the project
- Articles before organised events
- Articles after organised events
- Articles identifying launches of the pilot projects, e.g. the online form going live on the HER website.
- An article to be placed on the 24hourmuseum

The Project Manager will attend two conferences during the project, both to promote the Outreach work of the HER (with specific reference to the support of the English Heritage ALSF) and to gain ideas for inclusion within the Final Strategy Report.

The two conferences will be

- Archaeology in the Community (UCL) on the 10th and 11th June 2006.
- Engaging New Audiences with Heritage (Manchester) on the 2nd and 3rd November 2006.

Tasks relating to the creation of publicity

Task Number	Task	Number of paid days
16.1	Project Manager to prepare web pages on WCC website detailing the project and regularly update pages. Create links to other websites to allow for sustainability. This will also include submitting images and web links to WCC website department for authorisation to use on Council website	4
16.2	Graphic designer to design publicity	2
16.3	Project Manager to update the publicity created in Stage One and send out publicity advertising stage two	4
16.4	HER Officer to develop sponsorship with key industrial partners. This will involve arranging meetings with aggregate company representatives and attending Quarry Liaison group meetings.	5
16.5	Project Manager to maintain sponsorship with key industrial partners. This will include attending Quarry Liaison group meetings, maintaining communication between all of the relevant people and addressing any issues that arise	5
16.6	Project Manager to publicise organised events and attend two conferences • Archaeology in the Community (UCL) • Engaging New Audiences with Heritage (Manchester)	8
16.7	HER Officer to attend conferences	4

The Five Pilot Projects

The Archaeological Network (Pilot Project One)

The strategy report (WCC, 2006a) has identified the objective of creating links between the HER and local communities in areas of potential aggregate extraction. To achieve this an Archaeological Network will be created. The Archaeological Network will be designed to investigate the potential for creating an archaeological research and reporting network for local communities within Warwickshire. The feasibility of conducting fieldwalking, geophysical surveying and documentary research will be questioned and public events organised. Results will then be fed back to the HER.

During the pilot phase of the Archaeological Network all event locations are limited to aggregate areas within Warwickshire. These areas either lie on or close to areas that are being or will be exploited in the future. In addition, each site will be within area that is deemed safe and accessible to create a suitable teaching environment for local groups and individuals.

Public events will be undertaken in Burmington (South Warwickshire), Wolvey (East Warwickshire) and Stretton Baskerville (North Warwickshire). These locations have been chosen primarily to enable us to provide events across the county. Each location has other specific reasons and these are detailed below.

Main objectives of the three outlined public events

Objective 4 (PP1): To create links between the HER and local communities in areas of potential aggregate extraction (EH objective 1, 2, 3, 4 and 5)

- To teach local groups in Warwickshire new skills which can be sustained beyond the life of the project.
- To equip local communities with the skills and capacity to understand their historic environment and engage with the HER.
- To encourage people to use their new found skills (e.g. fieldwalking and documentary research) in areas of potential aggregate extraction, such as those identified on the Minerals Local Plan and the Warwickshire assessment of the archaeological resource in aggregate areas.
- To provide local groups with the tools to investigate the Historic Environment and enable groups (through the introduction of the online form PP4) to improve the baseline data held by the HER.
- To showcase and develop skills which are all designed to provide baseline data for the HER

By providing people with the opportunity to learn new skills useful in archaeological and historic research we will be igniting an interest in their historic environment. This can then feed into the English Heritage cycle of understanding, valuing, caring and enjoying. Once this cycle has been established the Warwickshire HER can use this enthusiasm to target aggregate extraction landscapes to further the archaeological record. This research can subsequently be fed into the HER and improve the quality of the baseline data and thereby future curatorial responses.

Outline of the Burmington public event

Burmington is a small village in the south of Warwickshire, situated on River Terrace Gravels, within the Stour Valley. Within the village is Burmington Manor House, a building which dates from the Medieval period and has later 16th Century alterations. In the grounds of the property a potential deserted medieval settlement is located. Within Burmington there is a local community group who are researching the history of the village. The group approached the Warwickshire Historic Environment Record for guidance in undertaking this task.

The public event organised at Burmington will be a local history and archaeological fair which will include resistivity surveying in the grounds of the manor house. The fair will provide the HER with an opportunity to bring together a number of experts from the fields of local history, archives and archaeology. These experts will provide the Burmington group and other visitors to the event with information and advice about how to conduct desk based research. In addition, a team comprising of Museum Field Service staff and members of a local archaeology group (which is likely to be the Kenilworth Archaeology and History Society) will conduct and teach resistivity surveying in the grounds of the manor.

Objectives of the Burmington public event

- To introduce members of the public to the various organisations and groups who can help them conduct documentary research
- To introduce people to the Local Studies Toolkit
- To build the capacity and enthusiasm for documentary research which can be used in surrounding aggregate areas
- To explain various techniques (such as resistivity surveying, earthwork surveying and cartography) which people can undertake as valid research methods which is not destructive of the archaeological resource
- To enhance the knowledge held by the HER about the aggregate producing areas in the Burmington vicinity.

- To introduce people to the HER Online Form, which they can use to contribute to the HER baseline data

Outline of the Hyde Pastures public event

Hyde Pastures is situated in the north of the county on Anker Sands and Gravels. The Hinckey Fieldwalking group have begun to field walk this area and have already recorded a significant amount of medieval pottery. The HER identifies this area to be the location of a deserted medieval village

The public event organised at Hyde Pastures will provide members of the public, and specifically a local community group in the vicinity, with an opportunity to learn the skills of fieldwalking. The event will be supported by the Hinckley Fieldwalking Group and the Portable Antiquities Scheme. People will be taught how to set up a fieldwalking project and how to record surface scatters in a systematic fashion.

Objectives of the Hyde Pastures public event

- To introduce members of the public to the various organisations and groups who can help them conduct fieldwalking projects
- To introduce people to the HER Online Form, which they can use to contribute to the HER baseline data
- To provide people with basic finds identification and fieldwalking skills
- To build the capacity and enthusiasm for fieldwalking and finds identification which can be used in surrounding aggregate areas to increase the quality of baseline data in the HER

Outline of the Wolvey public event

The organised event at Wolvey will be in collaboration with the University of Birmingham research project based in the area and the Wolvey local history society. Paul Garwood has been directing the Wolvey Project (http://www.arch-ant.bham.ac.uk/research/fieldwork_research_themes/projects/wolvey /wolvey.htm) since 2000. It is a long-term research initiative designed to investigate the changing cultural landscape in the Wolvey area and provides training for undergraduates, focusing on an important group of Late Neolithic/Early Bronze Age funerary monuments and their landscape setting.

During the project Paul Garwood has provided numerous local community groups with talks and tours of the site. These have been extremely popular and created a strong interest in the archaeology of the area and the work carried out by Birmingham University. As a result of this interest it has been decided that the Wolvey area would be an obvious area to conduct one of the field survey projects.

Wolvey is situated on the Dunsmore gravels (a glacial deposit) and within an area which was identified in the draft area minerals local plan produced by the Minerals planning department at Warwickshire County Council. This area did not make it into the final local plan but it is likely to be reconsidered when the minerals local plan is revised in 2010.

In conjunction with Birmingham University, this project will create a public event which will enable people to contribute to the research being carried out in this area. To compliment the work already carried out by Paul Garwood, we will be providing people with the opportunity to learn how to field walk. Like the Hyde Pastures event, these exercises will be supported by the Hinckley Fieldwalking Group (who excavate this site every summer with Paul Garwood), Birmingham University and the Portable Antiquities Scheme.

Objectives of the Wolvey public event

- To introduce members of the public to the various organisations and groups who can help them conduct fieldwalking projects
- To introduce people to the HER Online Form, which they can use to contribute to the HER baseline data
- To provide people with basic finds identification and fieldwalking skills

- To collaborate with the University of Birmingham on an archaeological outreach project
- To enhance the knowledge held by the HER about the aggregate producing areas around Wolvey.
- To build the capacity and enthusiasm for fieldwalking and finds identification which can be used in surrounding aggregate areas to increase the quality of baseline data in the HER

The Archaeological Network will be created as follows:

<u>General tasks relating to all organised archaeological activities</u>

Task Number	Task	Number of paid days
17.1	Assistant Project Officer to implement the contact database, make contacts and add to the database. This will include • Meeting with Paul Inman (responsible for the website Warwickshire Communities) and discussing how the website can help our project. • Putting Extracting Warwickshire's Past on the Warwickshire Communities website • Speaking to local archaeology and history groups to introduce them to the website and putting links from their websites to it. • Providing advice and assistance to local groups who are having problems • Promoting the website to groups	10
17.2	Project Manager to finalise sites for community fieldwork We envisage these to be • Burmington Manor Site • Hyde Pastures, Stretton Baskerville • The Wolvey Area	3
17.3	Project Manager to meet with local groups and agree dates and times for fieldwork	4
17.4	Project Manager to talk to landowners	2
17.5	Project Manager to agree fieldwork methods and collate material for event handouts We envisage these to be related to • Fieldwalking • Resistivity Surveying • Finds Identification	5
17.6	Assistant Project Officer to address issues relating to the ownership of finds, public liability, insurance etc.	2
17.7	Community Museums Officer to provide advice on all aspects of community activities	3

Tasks relating to preparation for fieldwork (an element of Pilot Project One)

Task Number	Task	Number of paid days
18.1	Assistant Project Officer to order equipment required for fieldwork (fieldwalking and resistivity surveying).	1
18.2	Assistant Project Officer to visit sites and identify issues to be addressed. This will include checking fields for crops/availability, accessibility. Attending sites in advance to put up signs	6
18.3	Project Manager to visit sites and identify issues relating to health and safety and the creation of risk assessments. Conversing with police regarding traffic related issues for events. Dealing with logistics	4
18.4	Project Manager to define the requirements for reporting back of results	4
18.5	Project Manager to liaise with external advisors to confirm their availability at appropriate times.	2
18.6	Project Manager to design and implement training sessions as appropriate	10
18.7	Finds Liaison Officer to assist with finds related training	5
18.8	Field Officer to provide advice to Project Manager	1

Tasks related to undertaking fieldwork (an element of Pilot Project One)

Task Number	Task	Number of paid days
19.1	Project Manager to facilitate and attend fieldwork events	15
19.2	Assistant Project Officer to attend events	10
19.3	Finds Liaison Officer to attend all or part of one or more events	0
19.4	WCC Local Studies Librarian to attend event	3
19.5	WCC Record Office Staff member to attend event	3
19.6	Field Technician to help and assist at events	15
19.7	Project Manager to ensure that all fieldwork records are correctly archived. The archaeological archive arising from the work will be deposited in an appropriate local institution, in a format to be agreed with that institution. The County Sites and Monuments Record will be notified of the arrangements made.	5
19.8	Project Manager to guide the groups concerned to ensure fieldwork is written up and published appropriately (e.g. West Midlands Archaeology)	15
19.9	Assistant Project Officer to ensure results are provided to the HER using the web reporting mechanism	6

Task Number	Task	Number of paid days
19.10	Field Officer to advise Project Manager on archaeological methods and techniques	2
19.11	Finds specialist to advise Project Manager on specialised finds (e.g. identification, conservation, publication)	6

The Local History Study Toolkit (An Element of Pilot Project 1)

As part of the Archaeological Network a Local Study Toolkit will be created (see the Outreach Strategy Report, WCC, 2006a). This toolkit will provide practical guidance for people who would like to conduct documentary research within their local area. The toolkit will publicise the HER, Warwickshire Record Office and local studies area of libraries, to people who had previously not known about them. It is predicted that this will increase the number of people using the HER and contributing to it.

Objectives of the local history study toolkit

- To improve the quality of baseline data for Warwickshire's post medieval and modern landscapes (currently under represented in the Warwickshire HER)
- To provide people, who have no experience of documentary research, the skills needed to investigate their local history.

Documentary research is essential to increasing the HER's knowledge about aggregate areas. The toolkit will enable communities and individuals to look at environs where past extraction has occurred and the development of Warwickshire's post medieval landscapes. The results of this research can then be used to compliment other skills people have learnt in Pilot Project One, such as fieldwalking. All of the information gained from documentary research can be fed into the provision of baseline data and in turn enhance the understanding of curatorial responses and management of the HER.

Tasks relating to the preparation of the local history study toolkit (an element of Pilot Project One)

Task Number	Task	Number of paid days
20.1	Assistant Project Officer to identify potential sources and collect supporting information. We envisage using the following sources: • Ordnance Survey Map (1st edition) • Tithe Map • Aerial Photograph • HER search • Census • Newspapers • Trade Directory • Victoria County History • Dugdale's Antiquities of Warwickshire • Pevsner's Buildings of Britain • Images of England website	6
20.2	Assistant Project Officer to create • Hints and tips page	4

	• A section identifying depositories and other useful places to visit for documentary research. • A Bibliography	
20.3	Della Hooke (sub-contractor) to create pages (3000 words) which provides a brief history of Warwickshire.	3
20.4	Project Manager to edit	1
20.5	Assistant Project Officer to make amendments	0.5
20.6	Assistant Project Officer to create a draft layout for the toolkit.	1.5
20.7	Draft toolkit to be sent to Project Team for comments	5
20.8	Assistant Project Officer to make amendments	1
20.9	Draft to be sent to Rob Eyre for comments (WCC Senior Archivist)	1
20.10	Draft to be sent to Della Hooke for comments	1
20.11	Draft to be sent to English Heritage	5
20.12	Assistant Project Officer to make amendments	0.5
20.13	Project Manager to create two laminated copies of the toolkit ready for trial. This will include binding.	1
20.14	Assistant Project Officer to trial toolkit with Burmington Community Group	0.5
20.15	Assistant Project Officer to review toolkit	0.5
20.16	Assistant Project Officer to trial toolkit with second community group	0.5
20.17	Assistant Project Officer to review toolkit	1
20.18	Final draft version of the toolkit to be sent to English Heritage for approval	5
20.19	Assistant Project Officer to create final Local Studies Toolkit and place on the HER website	1
20.20	ADS to archive/mount a pdf version of the toolkit on the ALSF website	1

Potential Extras

It has already been realised that this element of the project is proving to be very popular with a number of people showing interest. With this in mind a number of potential extras have been identified. At a later date, after this project, these may be followed up. The extras include:

- A revision or expansion of the toolkit to add different elements
- Applying for additional funding to allow for more sources to be identified and described
- Having hard copies created to be placed in all Warwickshire Libraries.
- Getting a graphic designer to design a more professional looking layout and final product.

The E-Gallery (Pilot Project Two)

The strategy report has identified the objective of encouraging local groups and individuals to become more aware of issues relating to aggregate extractions and engaging them in the active management of their local environment (see the Outreach Strategy Report, WCC, 2006a). One way to achieve this is to create an E-Gallery which will be linked to the HER website and be a resource that members of the public can view and contribute to. The E-Gallery will prove a successful way of engaging people's interest in aggregate extraction (which will be an integral theme of the exhibitions). The exhibitions will also allow the dissemination of knowledge about the history and archaeology of aggregate areas and will help people understand the various issues involved.

Objectives of the E-Gallery

> **Objective 5 (PP2): To encourage local groups and individuals to become aware of issues relating to aggregates extraction and engage in active management of their local environment (EH objectives 1, 2, 3 and 4)**

- To engage a wide and varied audience from both inside and outside of the county.
- To successfully disseminate knowledge about the history and archaeology of aggregate areas via aggregate related exhibitions
- To encourage local groups and individuals to become aware of issues relating to aggregates extraction and engage in active management of their local environment.
- To compliment the 'On the Road' exhibitions

Tasks relating to the creation of the E-Gallery

Task Number	Task	Number of paid days
21.1	Project Manager to create specification for E-Gallery	3
21.2	Project Manager to discuss 'look and feel' for the gallery and provide initial ideas	3
21.3	E-Gallery to be created by Beattie New Media. This will include a group of designers created two or three potential designs for the gallery which can be sent to the project team for discussion.	10
21.4	Project Manager to create text for online exhibitions	7
21.5	Assistant Project Officer to collect images for online exhibitions	5
21.6	Images and text to go to Project Team for comments	5
21.7	Images and text to go to English Heritage	5
21.8	Project Manager to make amendments	1
21.9	Text to go to Heritage Education (see pilot project five) for comments regarding readability	1
21.10	Project Manager to attend meeting with Beattie New Media	1
21.11	HER Officer to attend meeting with Beattie New Media	1

21.12	Beattie New Media to test and debug E-Gallery. Put on HER website	2
21.13	Project Manager to upload completed exhibitions on to E-Gallery	1

Potential Extras

If resources allow, it would be useful to work alongside a local group to create an exhibition that can be uploaded to the website. Ideally this created exhibition could be linked to research on an aggregate area or the results of one of the pilot projects. Working alongside a local group would also allow us to appreciate the potential of offering exhibitions to other members of the public.

The 'On The Road' Exhibition (Pilot Project Three)

The strategy report has identified the need to get the HER and its staff to participate more actively and effectively in existing Museum exhibition services (see the Outreach Strategy Report, WCC, 2006b). Similarly, it is also important to promote further the HER in areas of Warwickshire where extraction takes place. To achieve this the project will design two travelling exhibitions which will become part of the Warwickshire Museum 'On the Road' Touring Exhibition. The exhibitions will be aimed at people who are unlikely to attend the project's organised events and perhaps also do not have regular Internet access. They will provide a different format for people to learn with and will spark an unknown interest in some people. This is the first touring exhibition that the HER has designed and will provide lessons for future exhibitions or collaborations with the Museum Services. Due to the format of the 'On the Road' Touring Exhibition once the panels have been created an email will be sent to all libraries in Warwickshire. This email will introduce the themes of the panels and invite libraries to request having them. Once this email have been sent, we will also be approaching specific libraries and other buildings to promote their availability.

Objectives of the 'On the Road' Exhibition

Objective 6 (PP3): To investigate ways for the HER and its staff to participate in existing Museum exhibition services more effectively (EH objectives 1, 2, 3 and 4)

- To engage a wide and varied audience.
- To successfully disseminate knowledge about the history and archaeology of aggregate areas to library visitors
- To encourage local groups and individuals to become aware of issues relating to aggregates extraction and engage in active management of their local environment.
- To compliment the E-Gallery

Tasks relating to the creation of the 'On the Road' Exhibition

Task Number	Task	Number of paid days
22.1	Project Manager to agree timetable of work with Graphic Designer	1.5
22.2	Assistant Project Officer to collect images and write accompanying text	5
22.3	Project Team to comment on contents	5
22.4	Heritage Education to comment on readability of text	1
22.5	Project Manager to liaise with Keeper of Archaeology about objects for the accompanying display case.	0.5

22.6	Project Manager to choose objects and identify availability	2
22.7	Graphic Designer to design panels	4
22.8	Draft of panel to be sent to Project Team	5
22.9	Draft of panel to be sent to English Heritage	5
22.10	Final panels to be created and installed by Graphic Designer	1
22.11	Assistant Project Officer to ensure appropriate venues for exhibitions.	1

Potential Extras

With a continuing exhibition such as the WCC Museum Services' 'On the Road' exhibition, there is always the potential for creating additional exhibitions. There are a number of themes that could be added to the two themes already identified. The two most obvious would be

- An exhibition detailing the results of this outreach strategy
- An exhibition created by one of the local community groups that trialled one of the pilot projects

Family Learning Exhibition Project: My Place in Time (an element of Pilot Project Three)

To compliment the 'On the Road' exhibitions a mini project has been created, which will target parents and carers of children in primary schools. This will be a family learning exhibition project which will be run in conjunction with Warwickshire County Council's Adult and Community Learning Service.

The project will take the form of a six week course created using material from the HER, Museum collection and County Record Office. This course will be designed to fulfil the current Family Learning agenda as promoted by Warwickshire County Council and the Dfes: ((http://www.dfes.gov.uk/readwriteplus/Family_Learning)

Family Learning is designed to improve the skills of both child and parent. In this instance, the children will be involved via home activities, which will be carried out during the course and reported back during sessions. All skills, which the adults use during this course, will be recorded and tracked by the adult tutor. These will include, speaking, listening and literacy skills. The adults taking part in the project will have a wide range of educational skills, ranging from barely literate to those with a higher educational background.

The resource material will be adapted to suit the needs of the learners in an inspiring, engaging way. Course tutors will facilitate group discussion in each session, each session will investigate a single theme. The product of each session will consist of a variety of written text, diagrams and graphics to illustrate the discoveries made and the conclusions reached.

The final outcome of the course will include a small display (1 or 2 A1 size panels) written and designed by the participants on the course. Display material will be generated using a laptop computer and printer. The display will remain with the group for display within the school or community venue.

This course will be appealing to participants because the source material will be derived from their locality. The archaeological sites and historical detail will be familiar to the people involved and it is believed that this familiarity will engage people's interest and enhance their learning.

This course will be carried out in a primary school situated within an aggregate producing area. The resource material will include archaeology that is found within specific aggregate extraction areas. Course participants will complete the course and have a better understanding about the archaeology of aggregate areas as well as meeting the Family Learning agenda. The course will illustrate the relationship between archaeology and aggregates extraction. It is hoped that this understanding leads to an interest in the archaeology of aggregate areas and a wish to take this interest further and approach the HER.

Objectives of the Family Learning exhibition project: My Place in Time

> **Objective 1: To produce a strategy for delivering an HER outreach programme and related resources for the aggregate producing areas of Warwickshire.**

- To engage a wide and varied audience.
- To create a successful partnership between the HER and the Adult and Community Learning Service
- To increase the public profile of the HER in regards to the information held about aggregate areas
- Help parents/carers to be more active in the support of their children's learning and development
- To compliment the 'On the Road' exhibitions
- To successfully disseminate knowledge about the history and archaeology of aggregate areas
- To increase the number of primary schools using the information held in the HER.

Tasks relating to the creation of the Family Learning exhibition

Task Number	Task	Number of paid days
23.1	HERO to liaise with Adult and Community Learning Tutor (ACLT)). This will include a discussion of the proposed project and the development of a firm course plan.	0.25
23.2	ACLT to liaise with HERO (see above)	0.25
23.3	ACLT to identify target school. This school will be within an aggregate producing area.	1
23.4	HERO to research and collate material from HER/CRT/Museum Collection	3
23.5	HERO to acquire copies of APs and other photographic material and address any copyright issues	1.5
23.6	HERO to research and acquire suitable maps	1.5
23.7	ACLT to rewrite information for target audience.	1
23.8	ACLT to compile written scheme of work. This will also include composing each teaching session over the six week duration of the course and designing a suitable evaluation form.	2
23.9	Written scheme of work to be sent to EH for comment	5
23.10	ACLT to advertise and publicise the course. This will include • Designing publicity • Liaising with a suitable school • Distributing publicity • Compiling a list of learners	0.25

23.11	ACLT to run the course. The course is comprised of six sessions. Each session runs for two hours. (NB: ACLT is paid for three hours work for each two hour session, thus total paid hours equals eighteen hours)	2.5
23.12	HERO to attend the course. This will be for two hours for the first two sessions and then one hour thereafter.	1.25
23.13	Crèche Worker to care for course participants' children during course	1.6
23.14	ALCT to evaluate outcome of course. This will include the production of a short report which details conclusions and recommendations	0.5
23.15	HERO to assist ACLT with the course evaluation, see above	0.5
23.16	EH to review course evaluation	2

HER Enhancement (Pilot Project Four)

The Online Form (An Element of Pilot Project Four)

The strategy report has identified the objective of improving the content of the HER in respect of sites and finds from potential aggregate producing areas (see the Outreach Strategy Report, WCC, 2006a). To achieve this an online form will be created which will allow members of the public the opportunity to provide information to the HER about their research and findings. This form will be linked to the existing Warwickshire County Council HER website. It is hoped that, after publicising the introduction of this form, the majority of local history/archaeology societies in Warwickshire will complete it and provide the HER with the results of their work. The online form will ensure that this information is provided to the HER in a structured fashion which will allow it to be integrated quickly and easily into the existing HER database.

The success of the online form will result in the HER being enhanced and as a result will improve the quality of the baseline data and the curatorial response. Once people begin to input their information into the HER via the form they will be more likely to become a user of the HER. Once people input and use the HER more frequently it will become much easier to promote the information held by the HER to a wider audience. This audience is likely to be those people who traditionally associate SMRs and HERs as the reserve of academics and professional archaeologists.

Objectives of the Online Form

Objective 7 (PP4): To improve the representation of sites and finds from potential aggregates producing areas in the HER (EH objectives 1 and 4)

- To improve the HER content in regards to the archaeology of Warwickshire, particularly extraction areas.
- To enhance the HER's understanding of the scale and character of the historic environment in aggregate producing areas.
- To provide the baseline information necessary for effective future management.
- To encourage local groups in Warwickshire to report their findings and gain recognition for their work.
- To gain a better understanding about the work being carried out by local groups in the county

Tasks relating to the creation of the Online Form:

Task Number	Task	Number of paid days
24.1	Project Manager and HER Officer to agree fields to include within the form	1
24.2	Project Manager to design online form, incorporating research from Stage One and the fields agreed in task number 24.1	4
24.3	Project Manager to send Fields and accompanying text to Beattie New Media	1
24.4	Beattie New Media to create draft form for trial. The form will include • An online form which will include a variety of interactive drop down menus and text fields. • An email which is automatically sent to the user once they have submitted a form and to HER staff to alert them that a form has been submitted. • A vetting database which will allow HER staff to view the contents of the form • A 'back office' – an area which is securely password protected and will allow HER staff to view the entries in the vetting database, amend the details and verify the archaeological data, before finally approving the record, which will then be added to the main SMR records database on the website.	6
24.5	Project Manager to attend meeting with ADS to discuss and review the form created.	1
24.6	Assistant Project Officer to trial with local group	2
24.7	Project Manager to review results of trial and amend form	0.5
24.8	Assistant Project Officer to review results of trial and amend form	0.5
24.9	Assistant Project Officer to trial with second local group	2
24.10	Project Manager to review results of trial and amend form	0.5
24.11	Assistant Project Officer to review results of trial and amend form	0.5
24.12	Project Manager to attend meeting with Beattie New Media	1
24.13	HER Officer to attend meeting with Beattie New Media	1
24.14	Beattie New Media to add amendments and test online form for bugs	2
24.15	Project Manager to advertise the online form at HER forum meeting	1
24.16	HER Officer to talk at ALGAO meeting detailing the online form	1
24.17	Online form to go to English Heritage for approval	3
24.18	Beattie New Media to complete final version of form	1.5
24.19	Beattie New Media to add final version of form to HER website	0.5

Potential Extras

The end product of the pilot project will be a complete online form that can be found on the HER website. Subsequently, it would be pertinent to advertise this new facility to people in Warwickshire and potentially to other HERs as a model.

Archaeological Collections (An Element of Pilot Project Four)

The strategy report has identified the objective of dealing with archaeological collections within Warwickshire to improve the HER content in respect of sites and finds from potential aggregate producing areas (see the Outreach Strategy Report, WCC, 2006a). To achieve this we are creating a strategy for dealing with archaeological collections. Assessing the Waite Collection (see the Outreach Strategy Report, WCC, 2006a) will test this strategy. This collection of flint and quartzite artefacts have national importance and came from aggregate areas in Warwickshire.

It is particularly important to include a strategy for dealing with archaeological collections. Working with an existing archaeological collection proves an inexpensive way of discovering significant information about an aggregate extraction area. Often these collections are archived or stored away in boxes and are inaccessible to people. By encouraging local groups to either work with their archives or those held by museum depositories lost information can be brought into the public arena and the HER and given value.

Objectives of HER Enhancement

- To inform a strategy which can be used to deal with archaeological collections held within the museum archive
- To target the enhancement of the HER to ensure finds of Palaeolithic and Mesolithic date are more adequately represented in the record.

By meeting the objectives detailed above it will allow a better predictive model of the cultural landscape to be produced for the Palaeolithic and Mesolithic periods. The aggregate producing areas of Warwickshire are especially relevant to the understanding of the early prehistoric period so this enhancement will improve the curatorial response to applications for extractions. This specific enhancement will help to reduce the impact of extraction in the future.

The Waite Collection will be assessed as follows:

Task Number	Task	Number of paid days
25.1	Project Manager to liaise with external advisors regarding the Waite Collection. These will include Sara Wear (WCC Keeper of Archaeology), the National Ice Age Network and Anne Graf.	2
25.2	National Ice Age Network to view and comment on the Waite Collection. This will involve NIAN visiting the WCC museum	10
25.3	Anne Graf (external advisor) to collaborate and advise on the Waite Collection. This will involve working alongside NIAN to identify, within the Warwickshire Museum Collection, un-worked from worked material. A very brief description of each artefact will be produced.	4
25.4	Assistant Project Officer to record information gained from external advisors. Due to WCC policy, a member of WCC staff has to be with external advisors	6

	at all times when they are in the Museum stores.	
25.5	Assistant Project Officer to be trained in entering data into HER database	1
25.6	HER Officer to provide training in entering information into HER database	1
25.7	Assistant Project Officer to add information to HER database.	5
25.8	Assistant Project Officer to compile summary of results	3

Potential Extras

Once the HER has completed a preliminary assessment of the Waite Collection in Warwickshire there are a number of potential options to continue further. These include

- The creation of a museum display
- Incorporation within existing academic research
- Identifying the potential for academic research
- Dissemination to local history and archaeological societies in Warwickshire
- Identification of areas for potential archaeological outreach activities, such as field walking.
- Incorporation within the ALSF funded 'Assessment of archaeology within aggregate areas study' (WCC, 2006b)

Key Stage Three School Pack (Pilot Project Five)

The strategy report has identified the objective of increasing the number of secondary schools using the information held in the HER (see the Outreach Strategy Report, WCC, 2006a). To achieve this a Key Stage Three School Pack will be created which links to Unit 21 of the National Curriculum. This unit is Citizenship: People and the Environment. The pack will facilitate a debate into whether a quarry company should be allowed to extend gravel extraction in an area close to the children's school. It is up to the children to discuss this issue and to decide whether it should be agreed. There is no correct answer to this conundrum and the children will soon realise that economic development comes at a cost. The value in the exercise lies in the lessons learnt through debate.

The school pack will be created with the support of the WCC Heritage Education department. This department provides advice and information about the educational use of museums, archives and sites in Warwickshire   Additionally, they create activities for schools, day projects and advice about using objects and documents in the classroom.

As mentioned above, the school pack is debating whether a quarry should be allowed to extend. This is likely to be seen by some as controversial. We believe this school pack is an exceedingly important element of this outreach project and as a result we are working with Ennstone Johnston Limited to create a balanced viewpoint and review the final document.

Objectives of the School Pack

> **Objective 8 (PP5): To increase use by secondary schools of the information held in the HER (EH objectives 1, 2, 3, 4 and 5)**

- To increase the number of secondary schools using the information held in the HER.
- To create a successful partnership between the HER and an aggregate company
- To get the children to appreciate that there is no simple answer to the conflict of trying to balance development pressures against environmental considerations.

- To try and provide Key Stage Three children with the skills needed to debate whether a quarry should be allowed to extend
- To provide non-biased information which details the many different issues relating to an aggregate planning application and those affected by it

The School Pack will be created as follows

Task Number	Task	Number of paid days
26.1	Project Manager to have meeting with Heritage Education staff to discuss contents and timetabling of school pack.	1
26.2	Assistant Project Officer to collect sources of information to give to Heritage Education to incorporate within the School Pack. We envisage using the following sources from the Middleton Hall Quarry planning file: - Environmental Statement - Ordnance Survey Maps - Noise reports - Aerial photographs - Historic Environmental Record search - Habitat Biodiversity Audit search - Warwickshire Biological Records Centre search - Letters of correspondence from members of the public.	5
26.3	Project Manager to study the material collected by the Assistant Project Officer to see whether there is copyright issues or if it is unsuitable for educational use. Project Manager to discuss any issues with Heritage Education and the planning department.	3
26.4	Heritage Education to employ Group Leader to create the school pack. This will include discussing the work brief and introducing the material collected by the Assistant Project Officer	0.5
26.5	Heritage Education Group Leader to create school pack. This will include the identification of specific resources necessary to support the Key Stage Three Citizenship Unit twenty one and suitable interactive handling resources	8
26.6	Project Manager to provide advice and support to the Group Leader, during the creation of the school pack.	3
26.7	Project Manager to devise questionnaire to be sent to a sample of secondary schools regarding the proposed materials	1
26.8	Project Manager to familiarise the school pack with the teachers who are willing to evaluate it.	2
26.9	Heritage Education Group Leader to test the school pack with the two trial groups	5
26.10	Project Manager to accompany the group leader in the trial of the school pack	5
26.11	Heritage Education to review and amend the school pack	1.5

26.12	Project Manager to review and amend the school pack	1
26.13	School pack to go to English Heritage for approval	5
26.14	Heritage Education Group Leader to train other group leaders in how to use the pack to allow for sustainability	5

Potential Extras

The final product will be a key stage three school pack which will have been successfully evaluated in two secondary schools in Warwickshire. If extra funding became available the following could be added to the pack

- A graphic design to create a professional looking end product
- Extra resources for the children to use during the classroom activities, such as extra laminated maps.
- A link to an online activity
- The training of additional group leaders to use the school pack.

Outcomes and evaluation

The Inspiring learning for Generic Learning Outcomes provides a framework for planning and evaluation of projects; it will be used through the planning, delivery and evaluation of this project (http://www.inspiringlearningforall.gov.uk/default.aspx?flash=true). Examples of outputs and evaluation methods are outlined below.

PP Number/ Title	Title	Output	Evaluation Method	Measure of Success
Strategy	Strategy	Published Document	Consultation on the strategy by Museum and EH staff	Positive feed back on content of strategy
PP1	Archaeological Network	Database of contacts Sites Investigated results Written training guidelines	Success of database Number of sites investigated and number of methods used Contact feedback forms	Size of network membership Data recovered Uptake of training Comments received in feedback
PP2	E-Gallery	Web gallery available online	Online feedback forms	Positive comments contained in feedback
PP3	Exhibition "on the road"	Exhibition panels and material generated	Visitor feedback forms	As above

PP4	HER Enhancement	New records added to the HER, existing records amended	Day to day use of record by Planners, Archaeologists and researchers and others	Quantification of new and enhanced records
PP5	School Package	Teaching resources available through WCC Heritage Education	Feedback from teachers and students; questionnaires incorporating Generic Learning Outcomes	Comments contained in feedback Number of new and repeat users

Project Management

Management Structure

The project will be overseen by the HER Officer. Most day-to-day tasks will be undertaken or supervised by the Project Manager who will be assisted by WCC staff and external contactors as specified. Regular progress reports will be produced by the Project Manager. Progress meetings will be held at key stages of the project, the meetings will be attended by Project Team and will include other people as appropriate; ensuring the project runs efficiently. A risk assessment procedure will be in operation and a problem reporting system will be used to make sure the Project Team deals with any issues/problems effectively.

Project Team

County Archaeologist

Jonathan Parkhouse

Role: Strategy editor and WCC monitor for the Project. Will ensure the Strategy and pilot projects are delivered on time and within budget. Jonathan Parkhouse maintains an overview of all activities undertaken by the archaeological services and is the Cost Centre Manager.

HER Officer

Emma Jones

Role: Overall supervision of the project, budget management, control of timetable and responsible for project risk management. Responsible for investigating sources of Quarry Company involvement / sponsorship.

Project Manager

Christina Evans

Role: Day to day management of the project, delivery of draft strategy and pilot projects. Supervision of the Assistant Project Officer.

Project Assistant

Sarah Glover

Role: Assisting with the day-to-day tasks of the project. Includes, preparation for fieldwork: investigating possibilities for fieldwork, order equipment, liaise with community groups and landowners prior to fieldwork, help with the origination of material for the e-gallery, exhibition and teacher's package.

English Heritage Staff

Linda Monckton, will be responsible on behalf of EH, for ensuring the project is completed in accordance with the agreed Project Design.

Buzz Busby, EH ALSF advisor to the project, will continue to have an involvement in the project, especially in respect of its relevance to other HERs.

Other Temporary Staff/Advisors

NB: *assistance to be provided as in-kind contribution by WCC shown in italics*. These are not identified on the task list but expertise from these individuals/departments will be called upon as required.

WCC Staff / abbreviation		Role
Community Museums Officer, Glynis Powell	CMO	Advice and support on creation of network. Number days involvement is expected to exceed those shown on the task list extra days will not be charged.
Graphic Designer	GD	Design and implementation of leaflet, posters and exhibition
Field Officer Warwickshire Museum Archaeological Projects Group	FO	Advice and support on setting up of field surveys
Field Technician Warwickshire Museum Archaeological Projects Group	FT	Practical assistance in setting up and running of field surveys
Local Studies Librarian, Lesley Kirkwood	LSL	Liaison with libraries re: exhibition and community profile raising for the project
Keeper of Archaeology, Sara Wear	KA	Identification and deposition of finds and archives
Senior Archivist, Rob Eyre (WCC Record Office)	RE	Advice and support with the local studies toolkit
Head of Heritage Education, Kari Gordon (HHE)	HE	Development of schools package
Staff in WCC Environment Directorate	ED	Links with relevant Environment Directorate projects
WCC Heritage Education Group Leader	HEGL	Delivery of School package
WCC IT services	CAMS	Web advice and corporate image
Adult and Community Learning Tutor	ACLT	Development of Family Learning exhibition project:

External Contracts		
Historian, Della Hooke	DH	Consultant for the history toolkit
Finds Specialist, Lithics, Anne Graf	AG	HER enhancement
Portable Antiquities Scheme Finds Liaison Officer, Angie Bolton	FLO	Developing links with metal detectorists and landowner
Additional Finds Advisors (will depend upon finds recovered)	AFA	Additional finds identification if required
Beattie New Media	BNM	Web developers.

Stage 2 Costs

Year 2006-2007

Unit Staff		Scale	Spinal Point	Per day	Days	Cost	Total
HER Officer	HERO	S01	31	£152.90	22	£3363.80	
Project Manager	PM	6	26	£131.00	170	£22270.00	
Assistant Project Officer	APO	4	21	£101.70	88	£8949.60	
Community Museums Officer	CMO	S01	30	£136.00	3	£408.00	
HE Group Leader	HEGL	S01	31	£140.00	18	£2520.00	
Heritage Education	HE	S01	31	£140.00	2	£280.00	
Field Officer	FO	S01	31	£152.00	3	£456.00	
Field Technician	FT	3	17	£89.09	15	£1336.35	
Record Office Staff member	RO	S01	31	£140.00	3	£420.00	
Local Studies Librarian	LS	S01	31	£140.00	3	£420.00	
Graphic Designer	GD	-	-	£200.00	7	£1400.00	
Crèche worker	CW	-	-	£52.50	1.6	£84.00	
Adult and Community Learning Tutor	ACLT	-	-	£105.00	7.5	£787.50	
Total salary costs for May 06 to February 07						Sub-total A	£42695.25

External Specialists

Beattie New Media	BNM	£400	22	£8800	
Della Hooke	DH	£300	4	£1200	
Anne Graf	AG	£300	4	£1200	
Finds Specialist	FS	£300	6	£1800	

Total specialist fees for May 06 to February 07	Sub-total B	£13000

Non-Staff Costs (see Appendix B for further breakdown)

Conferences (including travel and accommodation)	£1106.60
Mileage and other travel	£740.01
Subsistence	£150.00
Publicity: printing leaflets panels	£702.00
Discrete advocacy (publicity material)	£317.00
Misc Site Materials	£200.00
School Resource Material (to include replica objects, aerial photographs and map extracts and lamination etc.)	£500.00
Mobile toilet facilities for events	£315.00
Family Learning Exhibition Project Costs	£270.85

Total non-staff costs	Sub-total C	£4301.46

Overheads

Unit overheads (sub-total A & C) @ 25%	£11749.18
Overhead on external specialist fees (sub-total B) @ 10%	£1300.00
Total Overheads	£13049.18

Gross total for year 2006-07	**£73045.89**

Copyright

Copyright will rest with Warwickshire County Council as the commissioned organization but will be subject to a license agreement with English Heritage.

Health and Safety

The project will be undertaken in accordance with WCC Health and Safety policy, as stated in the Health and Safety policy documents prepared at County, Departmental and Service level and updated annually. All activities are subject to risk assessment. Copies of these policy documents and assessments will be supplied on request.

Accommodation and Facilities

The Project Officer and Project Assistant will be based at the WCC Museum Field Services Office in Warwick. Both members of staff will need to travel around the County, to liaise with people and attend meetings and organised events.

With the agreement of English Heritage any equipment purchased will remain the property of the WCC HER and will be used in future archaeological outreach activities.

References

British Geological Survey, 1999. Minerals Resources Map for Warwickshire and the West Midlands, created by the British Geological Survey.

EH/ALGAO 2002 Historic Environment Records: Benchmarks for Good Practice. English Heritage and the Association of Local Government Archaeological Officers.

English Heritage, 2004. English Heritage ALSF Programme: Outreach and Guidance. English Heritage

Warwickshire County Council, 2002. Warwickshire Museum Service Strategy Best Value Review. Unpublished

Warwickshire County Council, 2006a. Extracting Warwickshire's Past: Neighbourhood Outreach Strategy. Draft Strategy Report. Unpublished

Warwickshire County Council, 2006b. Assessing the Archaeological Potential of the Aggregate Areas of Warwickshire. Unpublished.

<u>Appendix A</u>

Gantt Chart

(see attached)

Appendix B

Breakdown of Non-Staff Costs

Conferences

UCL: Archaeology in the Community (10th and 11th June)

2 people at £40.00 attendance	£80.00
Train Travel from Warwick to London and return journey (2 people)	£50.60
Accommodation (2 people for 2 nights)	£344.00

Manchester: Engaging New Audiences with Heritage (2nd and 3rd November)

2 people at £200 attendance	£400.00
Train Travel from Warwick to Manchester (2 person)	£72.00
Accommodation (2 person)	£160.00

Total Conference Costs - £1106.60

Mileage

Organised event

	8 trips
4 days (event) + 4 days planning	
Average round trip is 36 miles	288 miles
Mileage is 54.4 per mile	£156.67

Three events will be organised, therefore

£156.67 x 3   = £470.01

Additional mileage for visiting groups, attending meetings etc

Estimated at £270.00

Total Mileage costs = £740.01

Subsistence

A total of £150 has been set aside for paying subsistence to members of staff attending events. Specialists who are attending events for free will also have their meals paid for.

Total Subsistence costs = £150.00

Publicity

The WCC Corporate Design Team charge £30 an hour. Estimated time required for design work = 6 hours

£180.00

Printing Costs

100 A3 posters	£74.00
2000 Postcards	£173.00
1 Banner	£275

Total Printing Costs = £702.00

Discrete advocacy (publicity material)

500 Post-it notes to act as form of publicity to handed out at events. To include contact details and web address for HER online.

Total Discrete Advocacy Costs = £317.00

Miscellaneous Site Equipment

To include

- Tape Measures
- Finds Bags
- Canes
- Permanent markers
- Recording Sheets
- Archive boxes

Total Site Equipment Costs = £200.00

Mobile toilet facilities

Mobile toilet facilities	£105.00 per weekend
Organised Events requiring toilet facilities	3

Total Toilet Facilities Costs = £315.00

School Resource Pack

Reproduction costs for a series of maps and aerial photographs (six sets)	£350.00
Purchase of replica archaeological objects	£100.00
Photocopying work sheets	£50.00

Total School Resource Pack Costs = £500.00

Family Learning exhibition project: My Place in Time
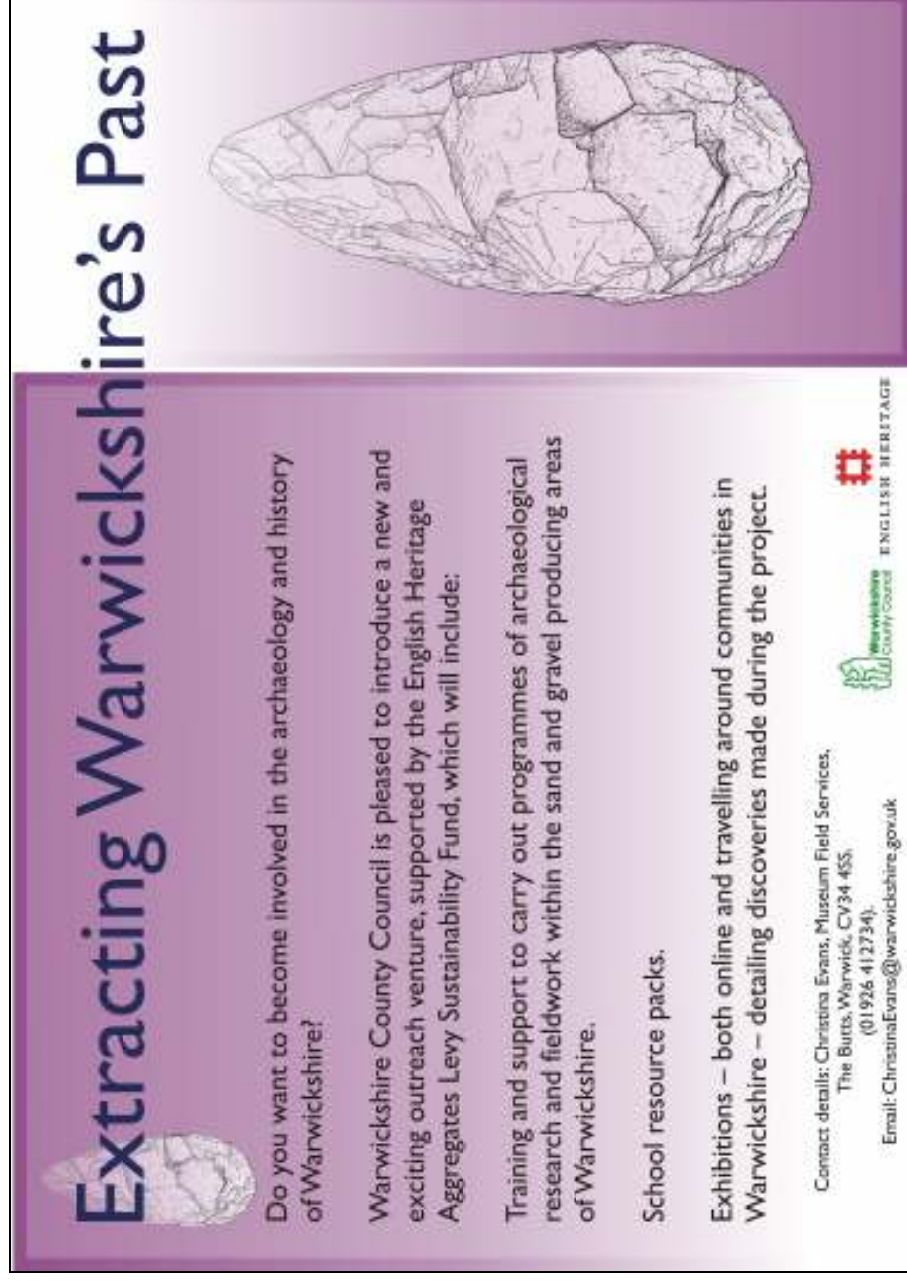
Foamboard for mounting display		£40.00
Photographic paper	£15.00	
Publicity material (printing and paper)		£20.00
Mileage six journeys of 60 miles round trip at 54.4p per mile		£195.84

Total Family Learning Exhibition Project Costs = £270.85

Appendix C

Introductory postcard designed and distributed in Stage One

Extracting Warwickshire's Past

Do you want to become involved in the archaeology and history of Warwickshire?

Warwickshire County Council is pleased to introduce a new and exciting outreach venture, supported by the English Heritage Aggregates Levy Sustainability Fund, which will include:

Training and support to carry out programmes of archaeological research and fieldwork within the sand and gravel producing areas of Warwickshire.

School resource packs.

Exhibitions – both online and travelling around communities in Warwickshire – detailing discoveries made during the project.

Contact details: Christina Evans, Museum Field Services,
The Butts, Warwick, CV34 4SS.
(01926 412734).
Email: ChristinaEvans@warwickshire.gov.uk

ENGLISH HERITAGE

Appendix D

Integrated task list for Stage Two

Task No.	Task	Performed by	Days
1-15	See Stage One project design		
15.1	Project Manager to summarise the evaluation of the pilot projects and incorporate within Strategy Report	PM	15
15.2	Strategy Report to go to Project Team for comments	PT	5
15.3	Project Manager to make amendments and discuss comments with Project Team. Address any issues raised and complete further research as necessary.	PM	10
15.4	Strategy Report to go to Helen Maclagan (Head of Museum Services) for comments	HM	5
15.5	Strategy Report to go to English Heritage for comments	EH	5
15.6	Project Manager to make amendments and create Final Strategy Report	PM	5
15.7	HER Officer to publish Strategy Report. We envisage this to include • Hard copies of the report (number to be agreed) • The creation of a pdf document to be placed on the WCC website and sent to ADS for archiving/mounting on the ALSF website • A form of publication in West Midlands Archaeology (CBA	HERO	3
16.1	Project Manager to prepare web pages on WCC website detailing the project and regularly update pages. Create links to other websites to allow for sustainability. This will also include submitting images and web links to WCC website department for authorisation to use on Council website	PM	4
16.2	Graphic designer to design publicity	GD	2
16.3	Project Manager to update the publicity created in Stage One and send out publicity advertising stage two	PM	4
16.4	HER Officer to develop sponsorship with key industrial partners. This will involve arranging meetings with aggregate company representatives and attending Quarry Liaison group meetings.	HERO	5
16.5	Project Manager to maintain sponsorship with key industrial partners. This will include attending Quarry Liaison group meetings, maintaining communication between all of the relevant people and addressing any issues that arise	PM	5

16.6	Project Manager to publicise organised events and attend two conferences • Archaeology in the Community (UCL) • Engaging New Audiences with Heritage (Manchester)	PM	8
16.7	HER Officer to attend conferences	HERO	4
17.1	Assistant Project Officer to implement the contact database, make contacts and add to the database. This will include • Meeting with Paul Inman (responsible for the website Warwickshire Communities) and discussing how the website can help our project. • Putting Extracting Warwickshire's Past on the Warwickshire Communities website • Speaking to local archaeology and history groups to introduce them to the website and putting links from their websites to it. • Providing advice and assistance to local groups who are having problems • Promoting the website to groups	APO	10
17.2	Project Manager to finalise sites for community fieldwork We envisage these to be • Burmington Manor Site • Hyde Pastures, Stretton Baskerville • The Wolvey Area	PM	3
17.3	Project Manager to meet with local groups and agree dates and times for fieldwork	PM	4
17.4	Project Manager to talk to landowners	PM	2
17.5	Project Manager to agree fieldwork methods and collate material for event handouts We envisage these to be related to • Fieldwalking • Resistivity Surveying • Finds Identification	PM	5
17.6	Assistant Project Officer to address issues relating to the ownership of finds, public liability, insurance etc.	APO	2
17.7	Community Museums Officer to provide advice on all aspects of community activities	CMO	3
18.1	Assistant Project Officer to order equipment required for fieldwork (fieldwalking and resistivity surveying).	APO	1
18.2	Assistant Project Officer to visit sites and identify issues to be addressed. This will include checking fields for crops/availability, accessibility. Attending sites in advance to put up signs	APO	6

18.3	Project Manager to visit sites and identify issues relating to health and safety and the creation of risk assessments. Conversing with police regarding traffic related issues for events. Dealing with logistics	PM	4
18.4	Project Manager to define the requirements for reporting back of results	PM	4
18.5	Project Manager to liaise with external advisors to confirm their availability at appropriate times.	PM	2
18.6	Project Manager to design and implement training sessions as appropriate	PM	10
18.7	Finds Liaison Officer to assist with finds related training	FLO	5
18.8	Field Officer to provide advice to Project Manager	FO	1
19.1	Project Manager to facilitate and attend fieldwork events	PM	15
19.2	Assistant Project Officer to attend events	APO	10
19.3	Finds Liaison Officer to attend all or part of one or more events	FLO	5
19.4	WCC Local Studies Librarian to attend event	LS	3
19.5	WCC Record Office Staff member to attend event	RO	3
19.6	Field Technician to help and assist at events	FT	15
19.7	Project Manager to ensure that all fieldwork records are correctly archived. The archaeological archive arising from the work will be deposited in an appropriate local institution, in a format to be agreed with that institution. The County Sites and Monuments Record will be notified of the arrangements made.	PM	5
19.8	Project Manager to guide the groups concerned to ensure fieldwork is written up and published appropriately (e.g. West Midlands Archaeology)	PM	15
19.9	Assistant Project Officer to ensure results are provided to the HER using the web reporting mechanism	APO	6
19.10	Field Officer to advise Project Manager on archaeological methods and techniques	FO	2
19.11	Finds specialist to advise Project Manager on specialised finds (e.g. identification, conservation, publication)	FS	6
20.1	Assistant Project Officer to identify potential sources and collect supporting information. We envisage using the following sources: • Ordnance Survey Map (1st edition) • Tithe Map • Aerial Photograph • HER search • Census • Newspapers • Trade Directory	APO	6

	• Victoria County History • Dugdale's Antiquities of Warwickshire • Pevsner's Buildings of Britain • Images of England website		
20.2	Assistant Project Officer to create • Hints and tips page • A section identifying depositories and other useful places to visit for documentary research. • A Bibliography	APO	4
20.3	Della Hooke (sub-contractor) to create pages (3000 words) which provides a brief history of Warwickshire.	DH	3
20.4	Project Manager to edit	PM	1
20.5	Assistant Project Officer to make amendments	APO	0.5
20.6	Assistant Project Officer to create a draft layout for the toolkit.	APO	1.5
20.7	Draft toolkit to be sent to Project Team for comments	PT	5
20.8	Assistant Project Officer to make amendments	APO	1
20.9	Draft to be sent to Rob Eyre for comments (WCC Senior Archivist)	RE	1
20.10	Draft to be sent to Della Hooke for comments	DH	1
20.11	Draft to be sent to English Heritage	EH	5
20.12	Assistant Project Officer to make amendments	APO	0.5
20.13	Project Manager to create two laminated copies of the toolkit ready for trial. This will include binding.	PM	1
20.14	Assistant Project Officer to trial toolkit with Burmington Community Group	APO	1
20.15	Assistant Project Officer to review toolkit	APO	0.5
20.16	Assistant Project Officer to trial toolkit with second community group	APO	0.5
20.17	Assistant Project Officer to review toolkit	APO	0.5
20.18	Final draft version of the toolkit to be sent to English Heritage for approval	EH	5
20.19	Assistant Project Officer to create final Local Studies Toolkit and place on the HER website	APO	1
20.20	ADS to archive/mount a pdf version of the toolkit on the ALSF website	ADS	1
21.1	Project Manager to create specification for E-Gallery	PM	3
21.2	Project Manager to discuss 'look and feel' for the gallery and provide initial ideas	PM	3
21.3	E-Gallery to be created by Beattie New Media. This will include a group of designers created two or three potential designs for the gallery which can be sent to the project team for discussion.	BNM	10

21.4	Project Manager to create text for online exhibitions	PM	7
21.5	Assistant Project Officer to collect images for online exhibitions	APO	5
21.6	Images and text to go to Project Team for comments	PT	5
21.7	Images and text to go to English Heritage	EH	5
21.8	Project Manager to make amendments	PM	1
21.9	Text to go to Heritage Education (see pilot project five) for comments regarding readability	HE	1
21.10	Project Manager to attend meeting with Beattie New Media	PM	1
21.11	HER Officer to attend meeting with Beattie New Media	HERO	1
21.12	Beattie New Media to test and debug E-Gallery. Put on HER website	BNM	2
21.13	Project Manager to upload completed exhibitions on to E-Gallery	PM	1
22.1	Project Manager to agree timetable of work with graphic designer	PM	1.5
22.2	Assistant Project Officer to collect images and write accompanying text	APO	5
22.3	Project Team to comment on contents	PT	5
22.4	Heritage Education to comment on readability of text	HE	1
22.5	Project Manager to liaise with Keeper of Archaeology about objects for the accompanying display case.	PM	0.5
22.6	Project Manager to choose objects and identify availability	PM	2
22.7	Graphic Designer to design panels	GD	4
22.8	Draft of panel to be sent to Project Team	PT	5
22.9	Draft of panel to be sent to English Heritage	EH	5
22.10	Final panels to be created and installed by Graphic Designer	GD	1
22.11	Assistant Project Officer to ensure appropriate venues for exhibitions.	APO	1
23.1	*HERO to liaise with Adult and Community Learning Tutor (ACLT)). This will include a discussion of the proposed project and the development of a firm course plan.*	HERO	0.25
23.2	*ACLT to liaise with HERO (see above)*	ACLT	0.25
23.3	ACLT to identify target school. This school will be within an aggregate producing area.	ACLT	1

23.4	HERO to research and collate material from HER/CRT/Museum Collection	HERO	3
23.5	HERO to acquire copies of APs and other photographic material and address any copyright issues	HERO	1.5
23.6	HERO to research and acquire suitable maps	HERO	1.5
23.7	ACLT to rewrite information for target audience.	ACLT	1
23.8	ACLT to compile written scheme of work. This will also include composing each teaching session over the six week duration of the course and designing a suitable evaluation form.	ACLT	2
23.9	Written scheme of work to be sent to EH for comment	EH	5
23.10	ACLT to advertise and publicise the course. This will include • Designing publicity • Liaising with a suitable school • Distributing publicity • Compiling a list of learners	ACLT	0.25
23.11	ACLT to run the course. The course is comprised of six sessions. Each session runs for two hours. (NB: ACLT is paid for three hours work for each two hour session, thus total paid hours equals eighteen hours)	ACLT	2.5
23.12	HERO to attend the course. This will be for two hours for the first two sessions and then one hour thereafter.	HERO	1.25
23.13	Crèche Worker to care for course participants' children during course	CW	1.6
23.14	ALCT to evaluate outcome of course. This will include the production of a short report which details conclusions and recommendations	ACLT	0.5
23.15	HERO to assist ACLT with the course evaluation, see above	HERO	0.5
23.16	Report to be sent to EH	EH	2
24.1	Project Manager and HER Officer to agree fields to include within the form	PM	1
24.2	Project Manager to design online form, incorporating research from Stage One and the fields agreed in task number 24.1	PM	4
24.3	Project Manager to send Fields and accompanying text to Beattie New Media	PM	1
24.4	Beattie New Media to create draft form for trial. The form will include • An online form which will include a variety of interactive drop down menus and text fields. • An email which is automatically sent to the user once they have submitted a form and to HER staff to alert them that a form has been submitted. • A vetting database which will allow HER staff to view the contents of the form	BNM	6

	• A 'back office' – an area which is securely password protected and will allow HER staff to view the entries in the vetting database, amend the details and verify the archaeological data, before finally approving the record, which will then be added to the main SMR records database on the website.		
24.5	Project Manager to attend meeting with ADS to discuss and review the form created.	PM	1
24.6	Assistant Project Officer to trial with local group	APO	2
24.7	Project Manager to review results of trial and amend form	PM	0.5
24.8	Assistant Project Officer to review results of trial and amend form	APO	0.5
24.9	Assistant Project Officer to trial with second local group	APO	2
24.10	Project Manager to review results of trial and amend form	PM	0.5
24.11	Assistant Project Officer to review results of trial and amend form	APO	0.5
24.12	Project Manager to attend meeting with Beattie New Media	PM	1
24.13	HER Officer to attend meeting with Beattie New Media	HERO	1
24.14	Beattie New Media to add amendments and test online form for bugs	BNM	2
24.15	Project Manager to advertise the online form at HER forum meeting	PM	1
24.16	HER Officer to talk at ALGAO meeting detailing the online form	HERO	1
24.17	Online form to go to English Heritage for approval	EH	3
24.18	Beattie New Media to complete final version of form	BNM	1.5
24.19	Beattie New Media to add final version of form to HER website	BNM	0.5
25.1	Project Manager to liaise with external advisors regarding the Waite Collection. These will include Sara Wear (WCC Keeper of Archaeology), the National Ice Age Network and Anne Graf.	PM	2
25.2	National Ice Age Network to view and comment on the Waite Collection. This will involve NIAN visiting the WCC museum	NIAN	10
25.3	Anne Graf (external advisor) to collaborate and advise on the Waite Collection. This will involve working alongside NIAN to identify, within the Warwickshire Museum Collection, un-worked from worked material. A very brief description of each artefact will be produced.	AG	4
25.4	Assistant Project Officer to record information gained from external advisors. Due to WCC policy, a member of WCC staff has to be with external advisors at all times when they are in the Museum stores.	APO	6
25.5	Assistant Project Officer to be trained in entering data into HER database	APO	1

25.6	HER Officer to provide training in entering information into HER database	HERO	1
25.7	Assistant Project Officer to add information to HER database.	APO	5
25.8	Assistant Project Officer to compile summary of results	APO	3
26.1	Project Manager to have meeting with Heritage Education staff to discuss contents and timetabling of school pack.	PM	1
26.2	Assistant Project Officer to collect sources of information to give to Heritage Education to incorporate within the School Pack. We envisage using the following sources from the Middleton Hall Quarry planning file: • Environmental Statement • Ordnance Survey Maps • Noise reports • Aerial photographs • Historic Environmental Record search • Habitat Biodiversity Audit search • Warwickshire Biological Records Centre search • Letters of correspondence from members of the public.	APO	5
26.3	Project Manager to study the material collected by the Assistant Project Officer to see whether there is copyright issues or if it is unsuitable for educational use. Project Manager to discuss any issues with Heritage Education and the planning department.	PM	3
26.4	Heritage Education to employ Group Leader to create the school pack. This will include discussing the work brief and introducing the material collected by the Assistant Project Officer	HE	0.5
26.5	Heritage Education Group Leader to create school pack. This will include the identification of specific resources necessary to support the Key Stage Three Citizenship Unit twenty one and suitable interactive handling resources	HEGL	8
26.6	Project Manager to provide advice and support to the Group Leader, during the creation of the school pack.	PM	3
26.7	Project Manager to devise questionnaire to be sent to a sample of secondary schools regarding the proposed materials	PM	1
26.8	Project Manager to familiarise the school pack with the teachers who are willing to evaluate it.	PM	2
26.9	Heritage Education Group Leader to test the school pack with the two trial groups	HEGL	5
26.10	Project Manager to accompany the group leader in the trial of the school pack	PM	5
26.11	Heritage Education to review and amend the school pack	HE	1.5

26.12	Project Manager to review and amend the school pack	PM	1
26.13	School pack to go to English Heritage for approval	EH	5
26.14	Heritage Education Group Leader to train other group leaders in how to use the pack to allow for sustainability	HEGL	5

Appendix E

Task List for Stage 1

Stage/PP Number	No	Task	Sub-No	El0ement	Lead staff	Staff Days	Total Days
STAGE 1							
Setup Tasks	1	Implement Project Management	1.1	Advertise and Appoint Project Manager	HERO	1	**1**
	2	Plan publicity material	2.1	Design and originate leaflet and poster	PM	4	
			2.2	Create leaflet and poster	MD	2	
			2.3	Attend web editor course	PM	1	
			2.4	Create Web presence	PM	1	**8**
	3	Management	3.1	Arrange and record Management Group meetings (2 meetings during Stage 1)	PM	3	
				Project Management/attend meetings	HERO	.5	**3.5**
Sponsorship	4	Links with industry	4.1	Initial Contact List	HERO	.5	
			4.2	Prepare information for potential links	HERO	.5	**1**
Design	5	Planning For Stage 2	5.1	Establish formal contact with key local groups and individuals	HERO	.5	
			5.2	Design contact database	PM	1	
			5.3	Set up initial meetings with external advisors and contractors	PM	2	
			5.4	Hold first meetings	PM	4	
			5.5	Advice and attendance at meetings with some groups	FLO	1	**8.5**
Strategy	6	Strategy	6.1	Write 1st outline strategy for circulation as appropriate	PM	12	
			6.2	Review comments and revise strategy (PM)	PM	3	**15**
Design (PP1)	7	Investigate Fieldwork Plan	7.1	Meet with local groups	PM	5	
			7.2	Talk to landowners	PM	1	
			7.3	Undertake limited background research	PA	3	
			7.4	Assess potential for fieldwork methods	PA	2	
			7.5	Outline issues (ownership of finds, public liability insurance etc)	PA	.5	
			7.6	Advice on all elements in task no 7 and attend meetings	CMO	1.5	**13**
	8	Compile outline plan for fieldwork	8.1	Assess equipment requirements	PA	0.5	
			8.2	Compile list of potential sites	PA	3	
			8.3	Assess requirements for reporting back of results	PA	1	
			8.4		PA	1	
			8.5	Investigate methods of provision of training	FO	1	
			8.6	Advice on aspects of task no 8	DH	1	**7.5**
				Planning for compilation of historian toolkit			

	9	Resear ch for Web-reportin g mecha nism	9.1 9.2 9.3 9.4	Initial discussion with IT company Initial work by IT company Discuss with ADS Produce outline specification for reporting mechanism	PM BNM PM PM	0.5 1 1 2	**4.5**
Design (PP2)	1 0	E-Gallery	10.1 10.2 10.3 10.4	Investigate themes and images (PM and PA) Talk to Heritage Education Initial discussion with IT company Initial work by IT company	PA PM PM BNM	3 1 1 1	**6**
Design (PP3)	1 1	Exhibiti on	11.1 11.2 11.3 11.4 11.5	Investigate themes and images Talk to Heritage Education Initial discussion with Museum Designer Set timetable for exhibition Discuss venues with Local Studies Librarian	PM PM PM PM PM	0.5 0.5 0.5 0.5 0.5	**2.5**
Design (PP4)	1 2	HER Enhanc ement	12.1 12.2 12.3 12.4 12.5 12.6	Photocopy material as appropriate Identify data relevant to areas of potential aggregates extraction Discuss with Anne Graf Advice on Waite collection data Compile enhancement plan	PA PA PM AG PM	1 1 1 1 1	**5**
Design (PP5)	1 3	School Pack	13.1 13.2 13.3 13.4 13.5	Talk to Heritage Education (group leader) Talk to IT company if appropriate Talk to WCC Education and schools Identify potential schools for partnership Advice on school package planning	PM PM PM PM HEGL	0.5 0.5 0.5 1 3	**5.5**
Strategy	1 4	Write UPD	14.1 14.2 14.3	Compile Circulate Finalise	PM PM PM	3 0.5 0.5	**4**

Appendix F

Timetable for Stage One

The Updated Project Design will be delivered by Friday April 28th 2006

Task no	Task name	No of days	Dec-05	Jan-06	Feb-06	Mar-06	Apr-06
Stage 1: Design							
1	Implement Project Management	1	HERO				
2	publicity material	8			PM/MD		
3	Management (meetings etc)	3.5			PM/HERO		
4	Links with industry (sponsorship)	1	HERO				
5	Planning For Stage 2	8.5			HERO/PM/FLO		
6	Strategy writing	15			PM		
7	Investigate Fieldwork Plan	13				PM/PA/CMO	
8	Compile outline plan for fieldwork	7.5					PA/FO/DH
9	Research for Web-reporting mechanism	3.5			PM		
10	E-Gallery	5					PA/PM
11	Exhibition	2.5			PM		
12	HER Enhancement	5					PA/PM/AG
13	School Pack	5.5					PM/HEGL
14	Write Updated Project Design	4					PM
	TOTAL NO OF DAYS	83.00					