

Buried Under Bidford

Project Design

Version 1.0

Revision A

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Aggregates Levy Sustainability Fund

English Heritage Project N° 5277

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1 Summary

This is a project design (PD) for an English Heritage Aggregates Levy Sustainability Fund (ALSF) Objective 2/3 project

- promoting environmentally friendly extraction and transport
- addressing the environmental impacts associated with past aggregates extraction reducing the local effects of aggregate extraction.

The project will deliver a public consultation exercise which addresses the issues of mineral planning and people's concerns and queries of the process involved. The consultation will be designed and created via an Historic Environment Record (HER) outreach programme, which will engage communities affected by past and future aggregate extraction.

The project will include

- A public consultation exercise/Public debating exercise
- Documentary Research
- Systematic fieldwalking and metal detecting
- The creation of an exhibition displaying the results of the two activities above
- An archaeologically themed "comic"
- The creation of a final report detailing the results of the project

This project will last for a total of 10 months. A dedicated Project Manager will run the project, assisted by existing Warwickshire County Council (WCC) staff and external consultants. The Manager will be in post from the start of the project until its completion in February 2008.

2 Introduction

This is a project outline for an English Heritage Aggregates Levy Sustainability Fund (ALSF) Objective 2/3 project

- promoting environmentally friendly extraction and transport
- addressing the environmental impacts associated with past aggregates extraction

In addition to the ALSF objectives, the project will begin to investigate ways in which to address the issues of local communities' perceptions of local heritage value as recommend by English Heritage in the document *Power of Place*, 'We need to understand better the character of places and the value and significance people ascribe to them' (English Heritage 2000:5).

This project will build on the lessons learnt and skills gained through the ALSF project: *Extracting Warwickshire's Past: Neighbourhood Outreach Strategy* (ALSF project 4653). It will work with people in the Bidford on Avon area to deliver an Historic Environment Record (HER) outreach programme which concentrates on the effect of past and future aggregate extraction in the south of the county. The project will include a community research and exhibition project, a community debate and engagement and student participation in their heritage.

The project will also contribute to the Minerals Framework public consultation programme for an area of the county that WCC minerals planners have previously found hard to engage. HER staff will use the Record and associated resources to work with the local community, facilitating involvement with minerals planning consultation whilst ensuring that the Historic Environment is given a key role in the process. The project will engender informed discussion, thus leading to intelligent management of the resource in the future.

2.1 Background

2.1.1 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 river terrace sands and gravels of the Lower Avon at Marsh Farm Quarry, near Bidford on Avon
- 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.

2.1.2 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, with programmes of work at Ling Hall, Bubbenhall, Marsh Farm, and High Cross.

The Warwickshire HER (formally SMR) has a long, well established policy relating to outreach activity such as: creation of an online HER resource, participation in WCC heritage roadshows, generation of educational resources and the creation of Extracting Warwickshire's Past: Neighbourhood Outreach Strategy (ALSF project 4653).

Recently there has been an added emphasis on involving communities and individuals with the interpretation, involvement and understanding of the local historic environment. This has always been a priority for the Warwickshire HER and so this project aims to target a community in South Warwickshire who have been and still are affected by aggregate extraction.

3 Policy context

3.1 Local Context

This project meets a wide range of national, regional and local priorities. These include:

- The Warwickshire Corporate Business Plan 2007/10 (WCC 2007c). The plan identifies eight strands of priority of which "*Strengthening our Communities and celebrating our Heritage*" is included
- The Warwickshire Museum Service Plan (WCC 2007b)
- Minerals Development Framework

3.2 ALSF Context

3.2.1 ALSF Priorities 2007-08

This project satisfies the core objective of the English Heritage scheme "*to reduce the impact on the historic environment of aggregate extraction*". Specifically it meets the following main areas of this objective

- Developing the capacity to manage aggregate extraction landscapes in the future
- Delivering to public and professional audiences the full benefits of knowledge gained through past work in advance of aggregates extraction
- Promoting understanding of the conservation issues arising from the impacts of aggregates extraction on the historic environment.

The project will deliver against six of the eleven Objective 2 areas and one of the areas from Objective 3 (see appendix A for details).

3.2.2 English Heritage: ALSF Outreach Priorities

The project fulfils English Heritage's priorities as stated in its outreach guidance for ALSF projects: "*a commitment to promoting access to, and understanding and enjoyment of, the historic environment*" (English Heritage 2004). The guidance 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 with 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

4 Project Area

The parishes of Bidford on Avon and Salford Priors lie in the south west part of Warwickshire adjacent to the Worcestershire border. The area lies within the floodplains of the River Avon and Arrow. Along these rivers the underlying geology is alluvium, whilst the other areas of Bidford on Avon and Salford are fluvial sands and gravels over mudstone. (See map below for location of Bidford on Avon in relation to aggregates areas).

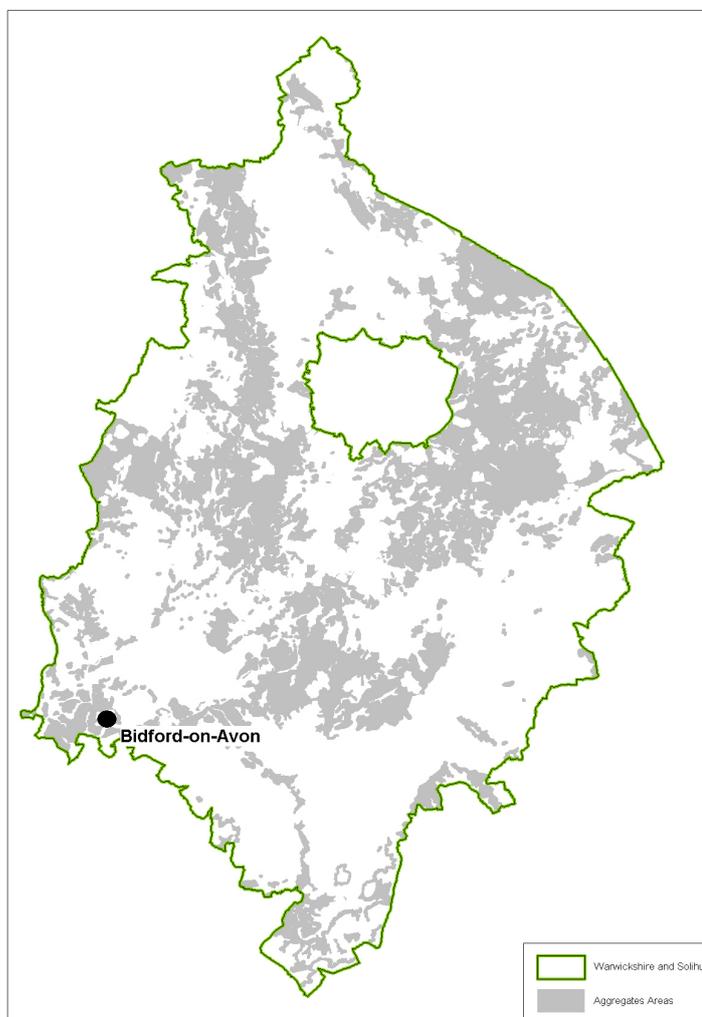


Figure 1: Map showing aggregate areas of Warwickshire

Sand and gravel has been extracted from the area since 1990 (Marsh Farm Quarry). In 2005 an application was submitted to extend the quarry. This application met fierce public opposition and was hugely controversial. As a result of local opposition the Marsh Farm application was withdrawn. The area remains on the Minerals Local Plan and there is the potential that the quarry will be extended in the future.

By undertaking a public consultation it is anticipated that this project will aid the Mineral Planning consultations in the future. The consultation will engender and inform the local community and facilitate a dialogue between mineral planners, the aggregates industry and the local community. The HER is well placed to run an informed debate as the historic environment is a prime concern to people and this project will have already begun the process of community consultation with other elements of the project. By undertaking the public consultation (and accompanying exhibitions/briefs), the HER will be able to enhance the records held by the HER and improve the quality of existing data.

Bidford on Avon is an ideal location to organise a public consultation. The community has strong views on the minerals planning process and could benefit greatly from an informed discussion. In addition, the HER does have gaps in its data for the area. In addition the late Professor Shotton identified the area as one requiring further investigation to identify Palaeolithic activity (Jenni Chambers pers comm.) and a number of worked flints have been found in the area. Material recorded from metal detected finds made prior to the inauguration of the Portable Antiquities Scheme has included a significant amount of Roman and Anglo-Saxon metal work from Bidford on Avon, mostly to the east of the town. This has created a pattern in the HER that suggests little activity to the west of the town. This may be the case but it may also be a result of metal detector survey bias.

5 Aims and Objectives

5.1 Aims

To facilitate a greater depth of understanding amongst local groups and individuals within areas of known archaeological potential

To improve baseline data in the HER to facilitate the provision of informed strategic advice to the Minerals Framework

To promote constructive dialogue between the aggregates industry, minerals planners and interested local stakeholders. We aim to promote engagement through our ability to interpret the past

To identify ways of understanding the value and significance that people place on their surroundings and local heritage

5.2 Objectives

*see page 7 for details of EH objectives

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

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

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

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

Objective 5: To encourage participation by quarry companies in community activities

6 Target Audience

The target audience is individuals, local groups and stakeholders in the south of the county – specifically those living in the parishes of Bidford on Avon and Salford Priors and their environs. There is also a high potential to extend the lessons learnt across the county's aggregate areas and into other counties in the future.

Project Element	WCC HER Target Audience	EH Target Audience
Documentary research	Community groups, archaeological, historical, parish councils, youth groups Aggregates industry	The aggregates industry, the wider archaeological community including scientific, specialist, and amateur groups, Local communities in aggregate producing areas young people,
Systematic Fieldwalking and metal detecting	All audiences (local and non-local) Aggregates Industry Planners Archaeologists	The aggregates industry, the wider archaeological community including scientific, specialist, and amateur groups, local communities in aggregate producing areas, young people.
Creation of a final exhibition	Local audiences Aggregates industry Non-specialist HER users	The aggregates industry, the wider archaeological community including scientific, specialist, and amateur groups, local communities in aggregate producing areas young people.
Public consultation exercise	Local audiences Archaeologists Planners	The aggregates industry, the wider archaeological community including scientific, specialist, and amateur groups, Local communities in aggregate producing areas, young people.
Comic book	School students at Key Stage 2	Young people

7 Stakeholder support and involvement

Consultation with stakeholders suggests that this project will be popular amongst individuals and groups alike. Bidford on Avon Parish Council is supporting the project (see Appendix B) and feel it would hugely benefit the community.

Jim Davies, WCC Minerals Planner, believes that the project has high potential for engaging the Bidford on Avon community. Community consultation has previously been difficult to achieve and they are therefore enthusiastic for the opportunity to work with the HER on this project.

The draft WCC 'Minerals Local Plan' was adopted following a Public Local Inquiry (WCC 1995). Its successor 'Minerals Development Framework' is currently in preparation by the County Council. Early stakeholder engagement for the 'Minerals Core Strategy' was undertaken during 2006, with public consultation being undertaken during 2007 and a target adoption date of 2008; for minerals allocation early stakeholder engagement is scheduled for the end of 2007, with public consultation in 2009 and a target adoption date in 2010. This project has the potential for the development of a model for the facilitation of public consultation across mineral allocation areas in Warwickshire and Solihull.

Dr. Jenni Chambers of the ALSF funded National Ice Age Network feels that Bidford on Avon and its hinterland has a high potential for Palaeolithic activity. Systematic fieldwalking would benefit the archaeological record and the Palaeolithic research community.

8 Methodology

8.1 Outline

To overcome the problems of consultation in a hard to reach community we wish to use our experience and knowledge of working with communities. We will engage people through the use of inspiring activities. The project will be made up of the following elements:

1. Documentary Research: Enabling local groups and individuals to undertake independent research on the aggregates area to improve baseline information in the HER in order to inform future curatorial responses.
2. Systematic fieldwalking and metal detecting: Using the enthusiasm of local groups and individuals to undertake fieldwork to improve the baseline level of information in the HER for an aggregates area
3. The creation of an exhibition displaying the results of the findings of the two activities above: Empowering a community to express pride in their locality through a creative medium
4. Public consultation exercise/Public debating exercise: Channelling local interest groups' feelings regarding aggregates extracting in a constructive and enlightening manner
5. Children's comic: Encouraging younger people to learn about the archaeology of an aggregates area in a novel way
6. Final report detailing the findings of the project: this element will detail how this approach could be adopted as a method for consultation in aggregates areas across the county

The elements 1 – 3 will take place in advance of the public consultation debate (element 4). The results of these elements will not be finalised, but the initial results will be displayed during the debate. The anticipated outcome of this approach is that a level of interest will have been generated prior to the public debate.

All elements will be planned, delivered and evaluated using Generic Learning Outcomes (GLOs) as a framework. These will allow us to demonstrate the impact of the elements and make alterations if necessary.

9 Publicity

At the beginning of the project the Project Manager will begin to generate local interest via talks, local media and publicity. Press releases will be created for submission to Warwickshire newspapers and WCC publications. Additionally, the Project Manager will

contribute articles to the local parish magazine and national and regional archaeological publications (such as *CBA West Midlands Archaeology*).

Each specific element of the project will be advertised on the WCC website and advertised via local media (e.g. newspapers and hopefully radio).

The Project Manager will also attend suitable 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 publicise the results of this project.

A graphic designer will be employed to design suitable publicity (e.g. leaflets, banners, posters). This publicity will allow a project brand/identity to be developed and create another way of informing the communities involved.

In the HER's previous ALSF project, *Extracting Warwickshire's Past: Neighbourhood Outreach Strategy* (ALSF project number 4653) two aggregate companies provided sponsorship (Tarmac Ltd, Ennstone Johnstone Ltd). By the end of the project a good relationship had been created with them. This new project will aim to continue these relationships and develop new ones with other aggregate companies.

Tasks relating to project publicity

Task Number	Task	Performed by	Number of days	Costed days
1.1	Meeting with WCC Communication Team to create a publicity campaign	PM	0.5	0.5
1.2	Creation of press releases	PM	3	3
1.3	Meeting with web team to create web page. Update web pages on WCC throughout the project	PM	4.5	4.5
1.4	Meeting with graphic designer to discuss potential publicity e.g. posters, leaflets	PM GD	0.5 0.5	0.5 0.5
1.5	Collect images for publicity	PM	2	2
1.6	Design leaflets/banners/posters publicising project/events. This will help create a project identity/brand	GD	6	6
1.7.	Comment on the publicity and make edits	PM GD	1 1	1 1
1.8	Develop sponsorship with key industrial partners. This will involve arranging meetings with aggregate company representatives and attending Quarry Liaison group meetings.	PM	3	3
1.9	Publicise organised events (via libraries and other public places) and attend suitable conferences.	PM	4	4
1.10	Meet with Bidford Parish Council to discuss project progress, events, etc. (this will be conducted throughout the project and is likely to be a minimum of four meetings)	PM Community	2 25	2 0
1.11	Provide talks and seminars to local groups and interested parties in	PM	2	2

	Warwickshire which discuss the project (talks are likely to be to the Bidford History Society, the Kenilworth Local History Society and the Tysoe Local History Group – a maximum of six talks will be conducted)			
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10 Evaluation

In our previous project *Extracting Warwickshire's Past* all events were evaluated by questionnaires. The questionnaires were created by using Microsoft Word and were all one A4 page long. All completed questionnaires were entered into a prize draw as an incentive for people to fill them in. In addition to the draw, event staff promoted the questionnaires vigorously.

From this experience, and discussing evaluation methods with the English Heritage Outreach team, the project team realised that there may be other more appropriate methods of evaluation available (e.g. informal feedback sessions, recording informal interviews, Post-it notes during wrap-up sessions). During this project the Project Manager will investigate alternative evaluation methods and use the most appropriate when evaluating each of the elements in this project. As each of the elements are quite different and will involve different people it is assumed that a number of different methods will be used during this project.

When designing and implementing the project's evaluation methods, the project team will also be using Generic Learning Outcomes (GLOs) as a method of evaluation. GLOs provide a common language for museums, libraries and archives to measure their learning outcomes. They are as follows

- Increase in knowledge and understanding
- Increase in skills
- Change in attitudes and values
- Evidence of enjoyment, inspiration, creativity
- Evidence of activity, modified behaviour, progression

Further information about GLOs is available at <http://www.inspiringlearningforall.gov.uk/default.aspx>.

Examples of outputs and evaluation methods are outlined below.

Title	Output	Evaluation Method	Measure of Success
Documentary Research	New information added to the HER and existing records amended	Informal feedback session	Quantification of new and enhanced records. GLOs achieved
Systematic fieldwalking and metal detecting	A number of sites investigated Results added to the HER Written training guidelines	Contact feedback forms. Informal discussion with participants and staff	Data recovered Uptake of training Comments received in feedback. GLOs achieved

Creation of exhibition	Exhibition panels and material generated.	Visitor feedback forms and feedback from a chosen group of people.	Positive comments contained in feedback. GLOs achieved
Children's comic	Comic aimed at key stage two children	Interviews / discussions with children and teachers	Positive comments contained in feedback. GLOs achieved
Public consultation exercise	An organised public consultation exercise which can be used again for future minerals consultations	Visitor feedback forms and consultation with panel	Positive comments contained in feedback. GLOs achieved
Final report	Published Document	Consultation on the strategy by Museum and EH staff	Positive feed back on content of strategy. GLOs achieved

Tasks relating to project evaluation

Task Number	Task	Performed by	Number of days	Costed days
2.1	Research into the most appropriate evaluation methods for each element of the project and agree methodology	PM	2	2
2.2	Project team to comment on evaluation methods chosen	HERM CA	1 1	0 0
2.3	Evaluate the success of the documentary research	PM	1	1
2.4	Evaluate success of exhibitions	PM	1	1
2.5	Evaluate success of fieldwork	PM	1.5	1.5
2.6	Evaluate success of comic	PM	1	1
2.7	Evaluate success of young people debate	PM	1	1
2.8	Evaluate success of adult debate	PM	2	2

11 The Six Project Elements

11.1 Documentary Research

Objective 1: To improve the representation of sites and finds from potential aggregates producing areas in the HER (EH objectives1 and 4)

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

To inform the fieldwalking and exhibition elements of this project, a documentary research element has been added to the project. This element will consist of a number of formal training sessions based at Bidford Library. The sessions will be organised and run by the Project Manager, with the support of a WCC Local Studies Librarian. The Local Studies Toolkit (created during our previous ALSF project) will be used as an aid in the sessions and will lead researchers through the history and archaeology of Bidford on Avon and its hinterland.

Before the sessions are run, the project team will investigate the potential sources available for the sessions. This will provide the team with a better understanding of what can realistically be used in the sessions and will also inform the documentary research brief (see below). It is important that the project team know what sources are available to allow them to point people in the right direction and make informed decisions. It is hoped that by guiding people the task will be less daunting and sources will become more accessible.

A draft documentary research brief will be created by the Project Manager once the initial sources have been identified. This brief will include details of available sources, time schedules and areas/subjects that should be concentrated on (i.e. information for the comic designers). The brief will be taken to the early meetings with the community (when times and venues will be decided) to allow people to comment. These comments will be included in the final brief which will then be followed during the training sessions.

Based at Bidford library, participants will be taught the basics of documentary research and how to question the sources. Staff will be on hand to answer questions and recommend relevant sources to aid the participant's research. It is anticipated that once the community have learnt the basics they will be able to continue the majority of the research on their own with only minimal support from the Project Manager.

It is anticipated that this element of the project will be developed in conjunction with the recently formed Bidford Local History Group and based at Bidford library. During the training sessions staff will be on hand to answer questions and provide advice to aid the participant's research. Once the community have learnt the basics it is hoped that they will be able to continue the majority of the research on their own with only minimal support from the Project Manager.

The results of the documentary research will be publicised via the Local Parish Newsletter and an article in *CBA West Midlands Archaeology*. Information will also be added to the HER to improve the baseline data held regarding the Bidford area.

Tasks relating to organising documentary research of the Bidford area

Task Number	Task	Performed by	Number of days	Costed days
3.1	Initial contact with WCC Library staff to talk through the project and how the documentary research is likely to progress. Discuss what should be included in the brief	PM	0.5	0.5
3.2	Investigate potential resources and create draft brief	PM RO LSL	3 2 2	3 2 2
3.3	Organise timetabling with local groups and interested parties (which will	PM Community	3 5	3 0

	involve telephone calls, emails and visits to Bidford). Book suitable venues. Discuss draft brief			
3.4	Prepare final brief for people to follow	PM	6	6
3.5	Prepare session layouts etc	PM	4	4
3.6	Conduct documentary research with participants (six half day sessions and one Saturday)	PM LSL	4 2	4 2
3.7	Meet with participants to discuss their findings and what should be included in the produced article	PM Community	3 3	3 0
3.8	Produce article for parish magazine, providing a synopsis of the group's findings	PM Community	4 10	4 0

11.2 Systematic fieldwalking and metal detecting

Objective 1: To improve the representation of sites and finds from potential aggregates producing areas in the HER (EH objectives1 and 4)

- To teach local groups in Warwickshire new skills (i.e. fieldwalking) 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, metal detecting) in areas of potential aggregate extraction, such as those identified on the Minerals Local Plan and the Warwickshire assessment of the archaeological resource in Warwickshire (WCC 2007).
- To provide local groups with the tools to investigate the historic environment (via fieldwork and post excavation work) and consequently improve the baseline data held by the HER.
- To showcase and develop skills which are all designed to provide baseline data for the HER.

In the previous ALSF outreach project, *Extracting Warwickshire's Past*, a fieldwalking event was organised in Wolvey. This event attracted over 75 people and proved a huge success (for further information refer to WCC, 2007) This new project will aim to draw upon the lessons learnt from that event and develop new and existing relationships with communities within the county.

As mentioned in section five, the parishes of Bidford on Avon and Salford Priors lie within the floodplains of the River Avon and Arrow. Along these rivers the underlying geology is alluvium, whilst the other areas of Bidford on Avon and Salford are fluvial sands and gravels over mudstone.

In the Minerals Local plan (WCC, 1995) areas to the south of Bidford and south west of Salford Priors have been identified as Areas of Search for sand and gravel extraction. To the west of Bidford and northeast of Salford Priors is the active quarrying site known as Marsh Farm Quarry. This quarry has been in operation since 1990. In 2005 an application was made to extend the quarry in the area to the south of Bidford. This application was later withdrawn.

Suitable fields will be identified through consultation with the project's Palaeolithic specialist, the parish council and members of the Local History Group. Discussions with Dr Jenni Chambers (National Ice Age Network) has identified that the area surrounding Bidford has a high potential for finding Palaeolithic material. With this in mind, NIAN, or other suitable specialists will work very closely with less qualified individuals to ensure Palaeolithic material is recovered where possible.

It is anticipated that organising fieldwalking and metal detecting in the surrounding areas will enhance the HER baseline data and identify whether the current anomalies in the record are due to metal detectorists. At the same time it is the intention of the HER to try to build relations with local metal detectorists.

By providing people with the opportunity to learn new skills useful in archaeological 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 thereby improve future curatorial responses.

11.2.1 Methodology

Three public events will be organised on land surrounding Bidford which will aim to teach people how to fieldwalk, metal detect and how to deal with post-excavation work. The project will specifically aim this training to a local community group from the Bidford area but additional people will be welcome to join in. Supporting these events will be members of the Warwickshire Field Services Group, a finds specialist and the Portable Antiquities Scheme will support these events.

During the initial set up stages for the events the Project Manager will visit local groups in the Bidford area to assess levels of interest and which groups are likely to want to be involved. Once one or more groups have been identified, the Project Manager will be able to identify suitable dates and times for the events to proceed. During this phase the Project Manager will also be responsible for identifying landowners/farmers who would be willing to allow a public fieldwalking event on their land.

Once supportive landowners have been found it will be the responsibility of the Project Manager to assess the suitability of their fields for a public fieldwalking event (e.g. does their fields meet health and safety requirements; do the fields have any archaeological potential). Whilst meeting with the landowners, the Project Manager will take the opportunity to discuss the following

- the ownership of finds and the various options the landowner has (e.g. give the finds to the Warwickshire Museum, keep them)
- The Treasure Act
- numbers of people likely to attend the event
- any health and safety issues (e.g. has the fields been sprayed)
- access to land
- when are the fields going to be available to fieldwalk/metal detect (ideally this will be four weeks after they have been ploughed).

11.2.2 The events

At this stage the project team are assuming that a similar number of people will attend these events as was seen in our last project (75-100 people per event). Once initial

meetings have been held with local groups it is anticipated that the project team will be able to address whether that number is likely to be correct or not.

As there is a high potential that there will be a large number of volunteers it has been decided that the square method will be used for fieldwalking. Before the three events, a grid will be staked out which will be comprised of 20m x 20 m squares. Each square will be walked (and metal detected) by a group of people (c. 6 people) for 10 minutes before moving on to the next square. All the finds from that square will be placed into a bag which has been marked with the following information

- Site code
- Area
- Context (e.g. grid square A1)

At regular intervals the filled bags will be collected by event organisers and all put in one place. To allow the volunteers to understand how the grid was created a member of staff will also be showing people how to create grids (which will be fieldwalked once the original grid is completed).

As there are other methods of fieldwalking available to people, a handout will be prepared which explains the box method being used at the event and also the other options. Event staff will answer any questions that people have regarding the other methods and which might be the most suitable for individuals etc.

It is anticipated that a large number of volunteers will never have fieldwalked or metal detected before. As a result of this, it has been decided that during fieldwalking there will be 100% retrieval as it may not be possible for people to distinguish, in the field, actual artefacts from, for instance, modern debris or natural stone etc. Discard decisions will be made during the analysis phase. To help people along though, a reference collection will be created and be made available on site.

At the first event there will be quite a high level of volunteer supervision. It is hoped that a number of volunteers will attend all three events and by the third event will not need as much support.

11.2.3 Post excavation work

If it possible to undertake some post-excavation work in the field we will allow people to have a go at pot-washing. If this is not possible all post excavation work will be undertaken after the events. The majority of the pot-washing and initial identification will be undertaken by volunteers with guidance from the Project Manager and a member of the Warwickshire Field Services Group. It is anticipated that by allowing the community to undertake the majority of this work they will be equipped with the skills needed for future fieldwalking projects.

Once this initial stage is complete, finds will then be sent to relevant finds specialists for analysis and reporting. Once these reports are completed the Project Manager will work with the community group involved to create a final report.

Tasks relating to fieldwalking and metal detecting

Task Number	Task	Performed by	Number of days	Costed days
4.1	Talk to landowners to identify people	PM	2	2

	willing to allow us to use their fields			
4.2	Address issues relating to the ownership of finds, public liability, insurance etc.	PM	2	2
4.3	Refine fieldwork methods and collate material for event handouts. This material will include <ul style="list-style-type: none"> • creating a reference collection for people to refer to whilst fieldwalking • collecting relevant handouts (e.g. leaflets from the National Ice Age Network) • producing a fieldwalking methodology leaflet which provides a clear explanation of fieldwalking. This will be specifically aimed at people who have never fieldwalked before. • images and drawings to aid people's learning 	PM	3	3
4.4	Meet with local groups and agree dates and times for fieldwork	PM	3	3
4.5	Provide advice on all aspects of community activities	CMO	3	3
4.6	Visit sites and identify issues to be addressed (i.e. Health and Safety, field suitability, access). This is likely to occur once when choosing suitable fields and again a day or so before the fieldwalking starts	PM	3	3
4.7	Order equipment required for fieldwork (fieldwalking and metal detecting). This will involve purchasing new equipment (e.g. canes, bags, suitable protection for metal finds)	PM	2	2
4.8	Liase with external advisors	PM	2	2
4.9	Design and implement training sessions as appropriate	APO PM	2 2	2 2
4.10	Assist with finds related training specifically post-excavation work	FLO	2	0
4.11	Provide advice to Project Manager regarding fieldwalking in Bidford area, post-excavation work	FO	1	1
4.12	Facilitate and attend three fieldwork events	HERM APO PS FLO FT Community	3 5 4 3 5 150	3 5 4 0 5 0
4.13	Ensure that all fieldwork records are correctly archived. The archaeological archive arising from the work will be deposited in Warwickshire Museum, in a format to be agreed with that institution. The County HER will be	APO PM	4 1	4 1

	notified of the arrangements made.			
4.14	Assist with post excavation	FT Community	8 50	8 0
4.15	Advise Project Manager on <ul style="list-style-type: none"> archaeological methods techniques specialised finds (e.g. identification, conservation, publication) 	FO FS	3.5 6	3.5 6
4.16	Guide the groups involved in fieldwalking and post excavation to ensure fieldwork is written up and published appropriately (e.g. West Midlands Archaeology and report for submission to HER). This will include creating a brief for them to follow.	PM Community	10 20	10 0
4.17	Project team to comment	HERM CA	1 1	0 0
4.18	English Heritage to comment	EH	Milestone	
4.19	Final amendments made and final reports produced	PM	5	

11.3 The creation of an exhibition displaying the results of the two activities above

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

- To engage a wide and varied audience by touring the exhibition around the county.
- To successfully disseminate knowledge about the history and archaeology of Bidford on Avon and other aggregate areas via a community designed exhibition.
- To encourage local groups and individuals to become aware of issues relating to aggregates extraction, and to engage in active management of their local environment.

Working with participants in the project we will create a four A1 panel traditional exhibition which will detail the project's findings. This exhibition will incorporate the findings of the documentary research and systematic fieldwalking and metal detecting.

From lessons learnt, during the ALSF project *Extracting Warwickshire's Past*, the project manager, with support from a graphic designer, will led participants through the process of creating a successful exhibition. Participants will learn the importance of using appropriate images and the style of writing that should be used on an exhibition panel. To aid the process and focus people a design brief will be created by the Project Manager and the Graphic Designer. Those involved in creating the exhibition will be given an opportunity to make comments on the draft. These comments will be incorporated into the final design brief.

The Project Manager will maintain the editorial and design control of the exhibition. This is a requirement of this element of the project because the exhibition will be showcased during the public consultation and then toured around the county (see below). It is important to make sure that this exhibition provides a balanced viewpoint and does not cause offence to anyone (including the aggregate industry). However, as there will be a

design brief in place it is anticipated that the Project Manager will not need to exercise this control.

Upon completion, the exhibition will also be made available via the online HER <http://timetrail.warwickshire.gov.uk/exhibitions.aspx>. The traditional and online exhibitions will provide a method of disseminating the project's findings to a wider audience. It is hoped that this element of the project will also attract people who were not interested in becoming involved in the various fieldwork activities. The traditional exhibition will be displayed in local venues such as the foyer of the Bidford Council, the local library, nearby schools and possibly supermarkets or libraries in the south of the county.

Tasks relating to the creation of an exhibition

Task Number	Task	Performed by	Number of days	Costed days
5.1	Investigate themes and images	PM	2	2
5.2	Talk to heritage education	PM HE	0.5 0.5	0.5 0.5
5.3	Initial discussion about draft exhibition brief	PM GD	0.5 0.5	0.5 0.5
5.4	Create brief for participants to follow	PM	4	4
5.5	Revise brief	PM Community	4 4	4 0
5.6	Speak to local groups to identify suitable times/venues. Book venues	PM	3	3
5.7	Prepare design sessions which will allow people to be focused and understand the process of creating an exhibition	PM GD	3 0.5	3 0.5
5.8	Collect relevant HER information to take to sessions	PM	4	4
5.9	Work with participants to create exhibition draft	PM GD	4 2	4 2
5.10	Edit text	PM	2	2
5.11	Design exhibition panels	GD	0.5	0.5
5.12	Comment on draft exhibition panels	HERM CA Community	1 1 30	0 0 0
5.13	Comment on draft exhibition panels	EH	Milestone	
5.14	Complete exhibition panels	GD	1	1
5.15	Identify appropriate venues for exhibitions to be displayed	PM	1	1
5.16	Put exhibition online on WCC website	PM	2	2

11.4 Archaeologically themed “comic”

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

- To increase the number of primary schools using the information held in the HER by including the HER within the comic

- To engage a wide and varied audience via a previously unused media
- To successfully disseminate knowledge about the history and archaeology of aggregate areas.
- To increase the public profile of the HER in regards to the information held about aggregate areas

To complement the other elements of this project Inheritance (external contractor) will create a short 12 page, comic book style colour publication aimed at 7-11 year olds (Key Stage 2). This publication will be distributed free via schools, libraries and other suitable outlets. The print run will be for 4000 copies.

The comic will illustrate the archaeology found as a result of quarrying by being based around sites found at Marsh Farm Quarry which date to the Iron Age and Romano British period. The Project Manager and an educational specialist (external contractor) will work with children from Bidford on Avon Church of England Primary School to create the storyline for this comic. Inheritance will use the information generated to create the storyboard and artwork.

To incorporate the HER within the comic it is intended that the comic will begin with a group of school children visiting the HER to learn about the archaeology of Bidford on Avon. The children will ask a member of staff about whether there were any Romans living in Bidford – from here the story will begin...

The comic and class activity will link to the Key Stage 2 National Curriculum schemes of work Unit 6A: *Why have people invaded and settled in Britain in the past? A Roman case study.* The following knowledge, skills and understanding will be achieved

Chronological understanding

1) Pupils should be taught to:

- a. place events, people and changes into correct periods of time

Knowledge and understanding of events, people and changes in the past

2) Pupils should be taught:

- a. about characteristic features of the periods and societies studied, including the ideas, beliefs, attitudes and experiences of men, women and children in the past
- b. about the social, cultural, religious and ethnic diversity of the societies studied, in Britain and the wider world
- c. to identify and describe reasons for, and results of, historical events, situations, and changes in the periods studied
- d. to describe and make links between the main events, situations and changes within and across the different periods and societies studied.

Historical interpretation

3) Pupils should be taught to recognise that the past is represented and interpreted in different ways, and to give reasons for this

Historical enquiry

4) Pupils should be taught:

- a. how to find out about the events, people and changes studied from an appropriate range of sources of information, including ICT-based sources
- b. to ask and answer questions, and to select and record information relevant to the focus of the enquiry

Organisation and communication

5) Pupils should be taught to:

- a. recall, select and organise historical information
- b. use dates and historical vocabulary to describe the periods studied
- c. communicate their knowledge and understanding of history in a variety of ways (for example, drawing, writing, by using ICT)

Breadth of study

Not applicable

Local history study

7) A study investigating how an aspect in the local area has changed over a long period of time, or how the locality was affected by a significant national or local event or development

Romans, Anglo Saxons and Vikings in Britain

9) An overview study of how British society was shaped by the movement and settlement of different peoples in the period before the Norman Conquest and an in depth study of how British society was affected by Roman or Anglo-Saxon settlement

For further information regarding the National Curriculum relevance please visit [http://www.nc.uk.net/webdav/harmonise?Page/@id=6001&Session/@id=D_7y8B7kMTi6LoxpRHuwxB&POS\[@stateId_eq_main\]/@id=3276&POS\[@stateId_eq_note\]/@id=3276](http://www.nc.uk.net/webdav/harmonise?Page/@id=6001&Session/@id=D_7y8B7kMTi6LoxpRHuwxB&POS[@stateId_eq_main]/@id=3276&POS[@stateId_eq_note]/@id=3276)

Tasks relating to the creation of the 'comic'

Task Number	Task	Performed by	Number of days	Costed days
6.1	Initial meeting with Inheritance	PM	1	1
6.2	Identify suitable primary school to work with and arrange meeting with teacher	PM	1	1
6.3	Collect images and examples for reference purposes (e.g. examples of clothing, landscapes, buildings)	APO Community	3 6	3 0
6.4	Research the history of Marsh Farm Quarry and surrounding area to form the basis of the comic	APO PM	2 2	2 2
6.5	Meeting to discuss archaeology of Marsh Farm Quarry area	PM FO	0.5 0.5	0.5 0.5

6.6	Meeting with education specialist in advance of school visit	PM	0.5	0.5
6.7	Prepare school sessions	ES PM	3 2	3 2
6.8	Comment on school sessions	HE	0.5	0.5
6.9	Work with children to work up story idea	ES PM Community	1 1 25	1 1 0
6.10	Inheritance to development comic, storyboarding, artwork	IH		
6.11	Meetings with Inheritance (at key stages)	PM	1.5	1.5
6.12	Comment on draft comic	EH	Milestone	
6.13	Comment on draft comic	HERM CA	1 1	0 0
6.14	Make edits	IH		
6.15	Comment on final version	EH	Milestone	
6.16	Comment on final version	HERM CA	0.5 0.5	0 0
6.17	Print comic	IH		
6.18	Distribute and publicise	PM	1	

11.5 Public consultation exercise/Public debating exercise

Objective 4: To encourage local groups and individuals to become aware of planning and sustainability 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 regarding mineral planning issues by using a public consultation exercise
- To equip local communities with the skills and capacity to understand their historic environment and engage with the HER.
- To provide WCC staff with new skills in developing public consultation exercises in relation to minerals planning.

Towards the end of the project a public consultation exercise will be designed which will allow participants to question experts in the field of minerals planning. The school pack, which was created in the ALSF project *Extracting Warwickshire's Past*, will be adapted and used to promote constructive discussion which will inform and educate local residents.

Two separate consultations will be planned. The first will be aimed at school children. This consultation will be led by the project's educational specialist, who will have worked with the children before the beginning of the debate. The educational specialist and project manager will work with the children in advance to prepare them for the consultation and questioning the expert panel (see below). Due to time and resource constraints it will only be possible to undertake this exercise with one school. If successful, at the end of this exercise, discussions will be held with other WCC departments to see if this can be conducted with other schools, if future funding becomes available.

The second consultation will be aimed at an older audience and be made up of residents from Bidford on Avon and the surrounding area. The Project Manager will lead this second consultation.

Both consultations will consist of a panel of experts (e.g. archaeologist, ecologist, aggregate company spokesperson, planner) and representatives of the community (e.g. local council member, Bidford resident). A professional mineral planner will be approached to play a key expert role for the event. Members of the community have been included in the panel to provide a balance to the debate and to make the community feel like they are an integral part of the event.

The expert panel will be given an opportunity to meet before the debate and will be made aware of the history of quarrying in this area. This initial meeting will allow panel to meet each other and feel comfortable together as an expert panel. By the end of the meeting people will know how the event will run and each other's general viewpoint.

At the start of the consultation each member of the panel will introduce themselves and provide a brief five minute introduction to their role within the mineral planning process. Within this introduction the County's need for aggregates will be highlighted. Members of the public will be invited to question the panel regarding quarrying and by the close of the event a dialogue will have begun and the community participants will have deeper understanding of the complexities involved in the planning process.

Due to the history of quarrying in the Bidford area the project team are aware that this consultation may be contentious. As a result it is vital that this element of the project is organised towards the end of the project, after the Project team have begun to establish a working relationship with local residents and the parish council. A handout will be prepared for participants to read before the consultation begins. This handout will identify the aims and objectives of the event and explain how the consultation will progress. Within this handout the 'rules of engagement' will be emphasised so everyone is clear about how the consultation will progress.

Before the consultation the Project Manager will attend a facilitation course and prepare a suitable risk assessment. The course and risk assessment will allow the Project Manager to develop and design the event so that it leads participants to a successful outcome. Importantly the course will help the Project Manager to deal with any challenges, resistance or disruption that may occur. This will allow the consultation to be fair, open and moderated.

It is anticipated that this element of the project will be challenging for the project team but if successful hugely important for Mineral planning public consultations in Warwickshire. If the project team feels that the consultation is likely to cause future problems for Warwickshire County Council when dealing with Bidford residents, the EH project officer will be consulted to discuss alternative locations in Warwickshire or potential solutions.

Following on from the event the Project Manager will arrange drop-in sessions for participants to attend. The drop-in sessions will be an opportunity for residents to highlight any concerns they have as a result of the event or to ask questions which have arisen since the consultation. It will also give those people who felt unable to ask questions or share their views the opportunity to speak to someone.

All participants will be asked to complete an evaluation of the event (method to be confirmed, see section 10). Once this has been completed the Project Manager will prepare a model for future public consultation in Warwickshire. Upon completion this model will be advertised via articles in historic environment and quarrying publications.

Tasks relating to the public consultation exercise

Task Number	Task	Performed by	Number of days	Costed days
7.1	Meeting with Mineral Planners to discuss existing history of quarrying in Bidford and public opinion. Identify potential problems and appropriate solutions	PM	0.5	0.5
7.2	Identify people who will make up the expert panel and suitable dates for the debates	PM	1	1
7.3	Agree format for event with the expert panel and project team.	PM HERM CA EC PS BR	1 0.5 0.5 0.5 0.5 0.5	1 0 0 0 0 0
7.4	Identify suitable venue and create a risk assessment	PM	2	2
7.5	Attend Facilitator course to aid the successful running of the event	PM	3	3
7.6	Collect relevant information to give to experts	PM	2	2
7.7	Meet with expert panel to allow everyone to meet together and discuss the format of the event and address any areas of concern	PM	0.5	0.5
7.8	Collect information to create a exhibition related to minerals planning, archaeology and ecology (which supports the debate)	APO Community	4 4	4 0
7.9	Create the (minerals) planning exhibition	PM Community	2 5	2 0
7.10	Create one handout for the expert panel and another for the audience. This will include a brief introduction and highlight the 'rules of engagement'	PM	5	5
7.11	English Heritage to comment	EH	Milestone	
7.12	Project Team to comment	HERM CA	0.5 0.5	0 0
7.13	Make edits to handouts	PM	1	1
7.14	Create format for debate with young people	ES	2	2
7.15	Conduct debate with young people	PM HERM EC CA Community	1 1 1 1 25	1 1 1 1 0
7.16	Conduct debate with adult audience	PM HERM EC CA Community	1 1 1 1 40	1 1 1 1 0

7.17	Organised drop-in sessions for debate participants to discuss any concerns or questions they have which have arisen from the debate and to allow us to gain the views of people who did not feel comfortable speaking in the public consultation exercise	PM Community	1 10	1 0
7.18	Write articles <ul style="list-style-type: none"> • Parish magazine • The Archaeologist • Quarry Today • Heritage Today 	PM	8	8
7.19	English Heritage to comment	EH	Milestone	
7.20	Project Team to comment	HERM CA	1.5 1.5	0 0
7.21	Make edits	PM	2	2

11.6 Final report detailing the results of the project

This project has a number of diverse outputs. These outputs are aimed at different audiences and written in an appropriate style for that particular element of the project. As a result of this, the creation of a single, meaningful report, written in one style will be time consuming.

Within the report there will be

- A revised methodology for each element of the project
- The results of the documentary research and fieldwork
- Copies of all the project's outputs
- The results of the evaluations and conclusions that can be drawn from them
- Recommendations for future initiatives around Bidford on Avon and elsewhere.
- An investigation into how the consultation prototype model could be used elsewhere in the county.

Tasks relating to the creation of the final report

Task Number	Task	Performed by	Number of days	Costed days
8.1	Creation of the final report for submission to English Heritage, which will include an amended methodology	PM	6	6
8.2	Project Team to comment	HERM CA	0.5 0.5	0 0
8.3	Make amendments to report and discuss comments with project team. Address any issues raised and complete further research as necessary	PM	5	5
8.4	English Heritage to comment	EH	Milestone	
8.5	Final amendments made and final report produced	PM	4	4
8.6	Individual elements of project (e.g.	PM	2	2

	comic) publicised as appropriate. Hard copies to be sent to appropriate repositories such as libraries in Warwickshire. Where relevant placed on the WCC website. Copies to be sent to ADS and EH.			
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12 Project Management

The project will be undertaken in Bidford on Avon and its surrounding area. The Project Team will be based with Warwickshire Museum Field Services and travel regularly to Bidford on Avon. There is the potential for a member of the project team to be based at Bidford on Avon one day a week. Support will be gained from staff within Warwickshire County Council and specialists as required (see below)

12.1 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.

12.2 Project Team

12.2.1 Jonathan Parkhouse, County Archaeologist

Role: Strategy editor and WCC monitor for the Project. Will ensure the project is 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.

12.2.2 Emma Jones, HER Manager

Role: Overall supervision of the project, budget management, control of timetable and responsible for project risk management.

12.2.3 Christina Evans, Project Manager

Role: Day to day management of the project, delivery of all project outcomes

12.2.4 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.

12.2.5 Other Temporary Staff/Advisors

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, Kirkwood Lesley	LSL	Liaison with libraries re: exhibition and community profile raising for the project
<i>Keeper of Archaeology, Sara Wear</i>	KA	Identification and deposition of finds and archives
Senior Archivist, Rob Eyre (WCC Record Office)	RE	Advice and support with the documentary research element of this project
Head of Heritage Education, Gordon (HHE) Kari	HE	Provide comment on readability and the comic
<i>WCC Communications Team</i>	COMM	Web advice, corporate image and publicity support
External Contracts		
Portable Antiquities Scheme Finds Liaison Officer, Angie Bolton	FLO	Developing links with metal detectorists and landowner
Palaeolithic Specialist	PS	Attending organised events and flint identification
Additional Finds Specialists (will depend upon finds recovered)	FS	Additional finds identification if required
Inheritage	IN	Production of comic

12.3 Copyright

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

12.4 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.

13 Resources and costs

13.1 Stage 2 Costs

Year 2007-2008

Unit Staff		Scale	Spinal Point	Per day	Days	Cost	Total
HER Manager	HERM	S01	31	£158.00	5	£790.00	
Project Manager	PM	6	28	£142.00	188	£26696.00	
County Archaeologist	CA	P08	40	£203.00	2	£406.00	
Assistant Project Officer	APO	4	18	£102.00	22	£2244.00	
Community Museums Officer	CMO	S01	31	£158.00	3	£474.00	
Heritage Education	HE	S01	31	£158.00	1	£158.00	
Field Officer	FO	S01	31	£158.00	5	£790.00	
Field Technician	FT	3	17	£100.00	14	£1400.00	
Record Office Staff member	RO	S01	31	£158.00	2	£316.00	
Local Studies Librarian	LS	S01	31	£158.00	4	£632.00	
Ecologist	EC	S01	31	£158.00	2	£316.00	
Graphic Designer	GD	-	-	£200.00	15	£3000.00	
Total salary costs for May 14th 2007 to 29th February 08						Sub-total A	£37222.00
External Specialists							
Palaeolithic specialist				£300	4	£1200	
Education				£300	6	£1800	

Specialist				
Inheritance (consultant)				£4800
Finds Specialist	FS	£300	6	£1800
Total specialist costs for May 14th 2007 to 29th February 08				Sub-total B £9600.00

Non-Staff Costs

Conferences (including travel and accommodation)				£1000
Mileage and other travel				£1700
Subsistence				£200
Publicity: printing leaflets/panels				£1500
Printing of comic				£1600
Discrete advocacy (publicity material)				£350
Misc Site Materials				£800
Mobile toilet facilities for events				£500
Total non-staff costs for May 14th 2007 to 29th February 08				Sub-total C £7650.00

Overheads

Unit overheads (sub-total A & C) @ 25%				£11218.00
Overhead on external specialist fees (sub-total B) @ 10%				£960.00
Total Overheads				£12178.00

Gross total for year 2007-08 £66650.00

13.2 Accommodation and Facilities

The Project Team will be based at the WCC Museum Field Services Office in Warwick and travel regularly to Bidford on Avon.

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.

14 References

English Heritage, 2000. *Power of Place: The future of the historic environment*. English Heritage, London.

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

Warwickshire County Council, 1995. *Minerals Local Plan For Warwickshire*, Warwickshire County Council

Warwickshire County Council, 2007. *Extracting Warwickshire's Past: Neighbourhood Outreach Strategy*. Unpublished

Warwickshire County Council, 2007a. *Assessing the Archaeological Potential of the Aggregate Areas of Warwickshire*. Unpublished.

Warwickshire County Council, 2007b. *Warwickshire Museum Service Plan 2007-08*. Forthcoming.

Warwickshire County Council, 2007c. *Warwickshire County Council Business Plan 2007-10*. Forthcoming

Warwickshire County Council, 2007d. *Minerals Local Plan For Warwickshire, Warwickshire mineral development framework core strategy: preferred options*, Unpublished consultation document, Warwickshire County Council

15 Appendix A

15.1 ALSF Priorities 2007-08 which this project meets

The core objective of the English Heritage scheme is to reduce the impact on the historic environment of aggregate extraction, both terrestrial and marine. It will focus on the following main areas:

- developing the capacity to manage aggregate extraction landscapes in the future
- delivering to public and professional audiences the full benefits of knowledge gained through past work in advance of aggregates extraction
- reducing the physical impacts of current extraction where these lie beyond current planning controls and the normal obligations placed on minerals operators
- promoting understanding of the conservation issues arising from the impacts of aggregates extraction on the historic environment

English Heritage will support projects which will deliver against the headline objectives for the ALSF as follows:

Objective 2: promoting environmentally friendly extraction and transport

- threat definition: strategic research on the character, scale and geographical distribution of the potential impacts of aggregate extraction (including secondary aggregate resources but excluding construction waste) on the historic environment, in particular the collection, mapping and analysis of data on aggregates permissions and processes
- research to enhance the understanding of the scale and character of the historic environment in current or likely future aggregate producing areas in order to provide the baseline information necessary for effective future management
- support for the development of management and conservation strategies for the historic environment in current or likely future areas of aggregate production
- training and professional development: programmes to raise awareness of and promote best practise to industry, historic environment professionals and other stakeholders
- local education, interpretation, outreach and community involvement, and capacity building which raise awareness of conservation issues, communicates the knowledge gained through the extraction process, and raises the profile of the positive benefits of extraction to communities living in current extraction areas where this work is demonstrably beyond that required by the planning system (partnership projects with industry where this goes beyond the legal obligations on industry would be particularly welcome)
- dissemination and assimilation of ALSF funded and other related work to stakeholder groups

Objective 3: Addressing the environmental impacts associated with past aggregates extraction

- local education, interpretation, outreach and community involvement, and capacity building associated with past extraction which raise awareness of conservation issues and communicate the knowledge gained through the extraction process

Archaeological projects must in addition meet English Heritage's strategic priorities for archaeology which are currently set out in the Implementation Plan for Exploring our Past

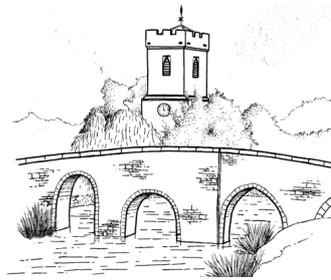
(EoP98), the Corporate Strategy, *Making the Past Part of Our Future* and the Research Strategy, *Discovering the Past and Shaping the Future*. Marine projects must meet English Heritage's strategic priorities for the marine historic environment which are set out in *Taking to the Water*. Please note that EoP98 will be updated by May 2007, and subsequent applications must thereafter fit within the revised Framework. Further details and appropriate links will be found here.

As far as possible projects should also address the broader agenda set out for English Heritage and the Historic Environment sector as a whole in *Power of Place: the Future of the Historic Environment* (English Heritage 2000) and *The Historic Environment: a Force for our Future* (DCMS 2001).

English Heritage is committed to widening access to, and understanding and enjoyment of, the historic environment. All projects funded through our ALSF Programme should, wherever possible, deliver these aims through programmes of outreach, education, interpretation and community involvement.

16 Appendix B

16.1 Letter of support from Bidford Parish Council



Bidford-on-Avon Parish Council

IN THE COUNTY OF WARWICKSHIRE

Postal address only:

c/o Bidford-on-Avon Post Office

30 High Street, Bidford-on-Avon, Warwickshire B50 4AA

Tel/Fax. No. (01789) 778653: Mob. 07718 628925

Website: www.bidfordonavon-pc.gov.uk

Mrs. E. Uggerløse – Clerk to the Parish Council

e-mail – info@bidfordonavon-pc.gov.uk

Christina Evans
Archaeological Project Manager (ASLF Outreach Project)
Museum Field Services
Adult Health and Community Services
Warwickshire County Council

1st March 2007

Dear Christina

I refer to your email of 19th January outlining a Community Landscape Project which would involve systematically fieldwalking the areas surrounding Bidford, organised documentary research and the creation of an exhibition by participants.

The issue was discussed at this month's Parish Council meeting and received an enthusiastic and unanimous support. Members are of the opinion that such a project would be extremely beneficial to the growing young community of the area, who will be given the opportunity to learn new skills, acquire a good knowledge of local history over a number of periods – Saxon, Roman, Tudor right up to modern times – while at the same time learning to work together as a team in order to achieve success. This is exactly the type of project the Council believe will help in building a strong community feeling within the village.

Bidford-on-Avon Parish Council gives its unconditional backing to this project and will assist in anyway that is required. Members hope that your bid with English Heritage is successful and look forward to a long and fruitful collaboration.

I look forward to hearing from you, and please do not hesitate to contact me should you require any further assistance.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'E. Uggerløse', written in a cursive style.

Elisabeth Uggerløse
Clerk to the Parish Council

The Parish Office is situated in Bramley Way, Bidford-on-Avon, B50 4QG
and is open to members of the public Monday to Friday 10.00 a.m. – 12.30 p.m.
If you are unable to attend during these times, please call for an appointment.

17 Appendix C

17.1 Integrated task list

Task Number	Task	Performed by	Number of days	Costed days
1.1	Meeting with WCC Communication Team to create a publicity campaign	PM	0.5	0.5
1.2	Creation of press releases	PM	3	3
1.3	Meeting with web team to create web page. Update web pages on WCC throughout the project	PM	4.5	4.5
1.4	Meeting with graphic designer to discuss potential publicity e.g. posters, leaflets	PM GD	0.5 0.5	0.5 0.5
1.5	Collect images for publicity	PM	2	2
1.6	Design leaflets/banners/posters publicising project/events. This will help create a project identity/brand	GD	6	6
1.7.	Comment on the publicity and make edits	PM GD	1 1	1 1
1.8	Develop sponsorship with key industrial partners. This will involve arranging meetings with aggregate company representatives and attending Quarry Liaison group meetings.	PM	3	3
1.9	Publicise organised events (via libraries and other public places) and attend suitable conferences.	PM	4	4
1.10	Meet with Bidford Parish Council to discuss project progress, events, etc. (this will be conducted throughout the project and is likely to be a minimum of four meetings)	PM Community	2 25	2 0
1.11	Provide talks and seminars to local groups and interested parties in Warwickshire which discuss the project (talks are likely to be to the Bidford History Society, the Kenilworth Local History Society and the Tysoe Local History Group – a maximum of six talks will be conducted)	PM	2	2
2.1	Research into the most appropriate evaluation methods for each element of the project and agree methodology	PM	2	2
2.2	Project team to comment on evaluation methods chosen	HERM CA	1 1	0 0
2.3	Evaluate the success of the documentary research	PM	1	1
2.4	Evaluate success of exhibitions	PM	1	1
2.5	Evaluate success of fieldwork	PM	1.5	1.5
2.6	Evaluate success of comic	PM	1	1

2.7	Evaluate success of young people debate	PM	1	1
2.8	Evaluate success of adult debate	PM	2	2
3.1	Initial contact with WCC Library staff to talk through the project and how the documentary research is likely to progress. Discuss what should be included in the brief	PM	0.5	0.5
3.2	Investigate potential resources and create draft brief	PM RO LSL	3 2 2	3 2 2
3.3	Organise timetabling with local groups and interested parties (which will involve telephone calls, emails and visits to Bidford). Book suitable venues. Discuss draft brief	PM Community	3 5	3 0
3.4	Prepare final brief for people to follow	PM	6	6
3.5	Prepare session layouts etc	PM	4	4
3.6	Conduct documentary research with participants (six half day sessions and one Saturday)	PM LSL	4 2	4 2
3.7	Meet with participants to discuss their findings and what should be included in the produced article	PM Community	3 3	3 0
3.8	Produce article for parish magazine, providing a synopsis of the group's findings	PM Community	4 10	4 0
4.1	Talk to landowners to identify people willing to allow us to use their fields	PM	2	2
4.2	Address issues relating to the ownership of finds, public liability, insurance etc.	PM	2	2
4.3	Refine fieldwork methods and collate material for event handouts. This material will include <ul style="list-style-type: none"> creating a reference collection for people to refer to whilst fieldwalking collecting relevant handouts (e.g. leaflets from the National Ice Age Network) producing a fieldwalking methodology leaflet which provides a clear explanation of fieldwalking. This will be specifically aimed at people who have never fieldwalked before. images and drawings to aid people's learning 	PM	3	3
4.4	Meet with local groups and agree dates and times for fieldwork	PM	3	3
4.5	Provide advice on all aspects of community activities	CMO	3	3
4.6	Visit sites and identify issues to be addressed (i.e. Health and Safety, field	PM	3	3

	suitability, access). This is likely to occur once when choosing suitable fields and again a day or so before the fieldwalking starts			
4.7	Order equipment required for fieldwork (fieldwalking and metal detecting). This will involve purchasing new equipment (e.g. canes, bags, suitable protection for metal finds)	PM	2	2
4.8	Liaise with external advisors	PM	2	2
4.9	Design and implement training sessions as appropriate	APO PM	2 2	2 2
4.10	Assist with finds related training specifically post-excavation work	FLO	2	0
4.11	Provide advice to Project Manager regarding fieldwalking in Bidford area, post-excavation work	FO	1	1
4.12	Facilitate and attend three fieldwork events	HERM APO PS FLO PM FT Community	3 5 4 3 5 6 150	3 5 4 0 5 6 0
4.13	Ensure that all fieldwork records are correctly archived. The archaeological archive arising from the work will be deposited in Warwickshire Museum, in a format to be agreed with that institution. The County HER will be notified of the arrangements made.	APO PM	4 1	4 1
4.14	Assist with post excavation	FT Community	8 50	8 0
4.15	Advise Project Manager on <ul style="list-style-type: none"> archaeological methods techniques specialised finds (e.g. identification, conservation, publication) 	FO FS	3.5 6	3.5 6
4.16	Guide the groups involved in fieldwalking and post excavation to ensure fieldwork is written up and published appropriately (e.g. West Midlands Archaeology and report for submission to HER). This will include creating a brief for them to follow.	PM Community	10 20	10 0
4.17	Project team to comment	HERM CA	1 1	0 0
4.18	English Heritage to comment	EH	Milestone	
4.19	Final amendments made and final reports produced	PM	5	5
5.1	Investigate themes and images	PM	2	2
5.2	Talk to heritage education	PM HE	0.5 0.5	0.5 0.5

5.3	Initial discussion about draft exhibition brief	PM GD	0.5 0.5	0.5 0.5
5.4	Create brief for participants to follow	PM	4	4
5.5	Revise brief	PM Community	4 4	4 0
5.6	Speak to local groups to identify suitable times/venues. Book venues	PM	3	3
5.7	Prepare design sessions which will allow people to be focused and understand the process of creating an exhibition	PM GD	3 0.5	3 0.5
5.8	Collect relevant HER information to take to sessions	PM	4	4
5.9	Work with participants to create exhibition draft	PM GD	4 2	4 2
5.10	Edit text	PM	2	2
5.11	Design exhibition panels	GD	0.5	0.5
5.12	Comment on draft exhibition panels	HERM CA Community	1 1 30	0 0 0
5.13	Comment on draft exhibition panels	EH	Milestone	
5.14	Complete exhibition panels	GD	1	1
5.15	Identify appropriate venues for exhibitions to be displayed	PM	1	1
5.16	Put exhibition online on WCC website	PM	2	2
6.1	Initial meeting with Inheritance	PM	1	1
6.2	Identify suitable primary school to work with and arrange meeting with teacher	PM	1	1
6.3	Collect images and examples for reference purposes (e.g. examples of clothing, landscapes, buildings)	APO Community	3 6	3 0
6.4	Research the history of Marsh Farm Quarry and surrounding area to form the basis of the comic	APO PM	2 2	2 2
6.5	Meeting to discuss archaeology of Marsh Farm Quarry area	PM FO	0.5 0.5	0.5 0.5
6.6	Meeting with education specialist in advance of school visit	PM	0.5	0.5
6.7	Prepare school sessions	ES PM	3 2	3 2
6.8	Comment on school sessions	HE	0.5	0.5
6.9	Work with children to work up story idea	ES PM Community	1 1 25	1 1 0
6.10	Inheritance to development comic, storyboarding, artwork	IH		
6.11	Meetings with Inheritance (at key stages)	PM	1.5	1.5
6.12	Comment on draft comic	EH	Milestone	
6.13	Comment on draft comic	HERM CA	1 1	0 0
6.14	Make edits	IH		
6.15	Comment on final version	EH	Milestone	
6.16	Comment on final version	HERM	0.5	0

		CA	0.5	0
6.17	Print comic	IH		
6.18	Distribute and publicise	PM	1	1
7.1	Meeting with Mineral Planners to discuss existing history of quarrying in Bidford and public opinion. Identify potential problems and appropriate solutions	PM	0.5	0.5
7.2	Identify people who will make up the expert panel and suitable dates for the debates	PM	1	1
7.3	Agree format for event with the expert panel and project team.	PM HERM CA EC PS BR	3 0.5 0.5 0.5 0.5 0.5	3 0 0 0 0 0
7.4	Identify suitable venue and create a risk assessment	PM	2	2
7.5	Attend Facilitator course to aid the successful running of the event	PM	3	3
7.6	Collect relevant information to give to experts	PM	2	2
7.7	Meet with expert panel to allow everyone to meet together and discuss the format of the event and address any areas of concern	PM	0.5	0.5
7.8	Collect information to create a exhibition related to minerals planning, archaeology and ecology (which supports the debate)	APO Community	4 4	4 0
7.9	Create the (minerals) planning exhibition	PM Community	2 5	2 0
7.10	Create one handout for the expert panel and another for the audience. This will include a brief introduction and highlight the 'rules of engagement'	PM	5	5
7.11	English Heritage to comment	EH	Milestone	
7.12	Project Team to comment	HERM CA	0.5 0.5	0 0
7.13	Make edits to handouts	PM	1	1
7.14	Create format for debate with young people	ES	2	2
7.15	Conduct debate with young people	PM HERM EC CA Community	1 1 1 1 25	1 1 1 1 0
7.16	Conduct debate with adult audience	PM HERM EC CA Community	1 1 1 1 40	1 1 1 1 0

7.17	Organised drop-in sessions for debate participants to discuss any concerns or questions they have which have arisen from the debate and to allow us to gain the views of people who did not feel comfortable speaking in the public consultation exercise	PM Community	1 10	1 0
7.18	Write articles <ul style="list-style-type: none"> • Parish magazine • The Archaeologist • Quarry Today • Heritage Today 	PM	8	8
7.19	English Heritage to comment	EH	Milestone	
7.20	Project Team to comment	HERM CA	1.5 1.5	0 0
7.21	Make edits	PM	2	2
8.1	Creation of the final report for submission to English Heritage, which will include an amended methodology	PM	6	6
8.2	Project Team to comment	HERM CA	0.5 0.5	0 0
8.3	Make amendments to report and discuss comments with project team. Address any issues raised and complete further research as necessary	PM	4	4
8.4	English Heritage to comment	EH	Milestone	
8.5	Final amendments made and final report produced	PM	4	4
8.6	Individual elements of project (e.g. comic) publicised as appropriate. Hard copies to be sent to appropriate repositories such as libraries in Warwickshire. Where relevant placed on the WCC website. Copies to be sent to ADS and EH.	PM	2	2

18 Appendix D

18.1 Gantt Chart

(see attached)

