

# SELRC STEERING COMMITTEE

## MEETING MINUTES

Held at EH Offices, Friday 20 April 2007

**Present:** Richard Brunning (RB), Stephen Rippon (SR), Rick Turner (RT), Alex Brown (AB), Martin Bell (MB), David Haigh (DH), Emma Tetlow (ET), John Allen (JA), Vanessa Straker (VS), Clare Robinson (CR)

### **1) Apologies for absence**

Elizabeth Walker, Neil Maylan

### **2) Minutes**

Minutes from the previous meeting were approved

### **3) Web Site Report**

Richard Brunning gave a detailed progress report on the development of the web site. Lampeter University have agreed that they will host it. There was a short list of two providers with Image Makers being the preferred consultants. RB and SR held a meeting with them resulting in a draft contract (copies provided at the committee meeting). Image Makers could deliver the 'wish list' for several hundred pounds over the currently available funding of £10,000 but additional grants could be available from Bristol City Council, Somerset County Council and South Gloucestershire County Council (c £250) and the Rapid Coastal Zone Survey (c £300). Possibility of some funding from the Welsh side was explored including the National Museum via Elizabeth Walker and the Newport Ship Project. RT suggested that item C7 – interactive archaeology game was left to the end of the contract to ensure there was no overspending. RB – talked through the points listed on the Website Brief, particular attention was given the areas where specific members were being asked to provide help. The apportionment of the workload was to be reviewed. RB to act as clearing, material can be submitted in various formats, e-mail/disc, at TIFs or JPGs, at 72 dpi. **RB** will draw up guidelines for submission and a timetable corresponding to the stage payments, detailing who is to provide what and by when.

*A7 Publications* – PDFs Archaeology in the Severn Estuary more than five years old will be put on the website along with abstracts of more recent work which might encourage sales

*A10 Health & safety* – **MB to draft**

*B3 Project summaries* – **RB** will prepare a 'brief' for contributors

*B4 & C1 Sites* – these two issues were discussed together. Members would be asked to submit to RB who will prepare the final list or around 20 sites in the first instance. Top 20 sites (C1) would not necessarily be accessible

*B3 & B4* - Word limit to be imposed B3 maximum 300 words and B4 maximum 100 words

*B 10 Derek Upton* **Action: MB to do**

*B8 Bibliography* – It was agreed this was possible depending on how the information was supplied i.e. in digital format

*C3 demonstrating archaeological techniques* – discussed various sites for inclusion.

**Action: ET to obtain info re Newport Ship**

*C4 excavation pictures* – again various suggestions were made both construction and environmental

*C6 Water related topics* – should include topics other than boats. **Action: AB fishing.**

*C7 Interactive game* – it was agreed to place on hold for time being

#### **4) Back Issues**

Vanessa Straker reported on the storage of back issues, which remained a problem.

Volunteer was needed for publications officer. **Action: ET to enquire about possibility of storage at Newport Ship Site.**

#### **5) Editorial**

John Allen and Alex Brown reported on content of the next journal to be published by the end of the summer. The cost will be substantially offset by several papers bringing in grants. **Action: JA to contact Bob Jones for obituary information re John Brett**

#### **6) Treasurer's Report**

Emma Tetlow reported the Committee's finances that show a small surplus. AB estimated journal should not cost more than £4000. Agreed to produce 250 and not to reduce print run any further but maybe increase the page charge for grant funded papers. **Action: AB to calculate accurate cost per page.** Annual subscriptions are due now and it was suggested to try and encourage members to pay via standing order/direct debit facility. **Action: ET to invoice Developer Funded Articles**

#### **7) Future Meetings**

Summer field trip planned – day trip to Peterstone, date to be fixed. **Action JA/AB/SR/MB.**

AGM agreed to be held at Clifton Cathedral 3 November preferred date (27 October alternative date). **Action: CR to check availability and confirm to committee members**

Membership to receive advance mailing re trip, AGM and web site

#### **8) Development or Research Projects**

- a) Dredging channel for container port ongoing. Renewed interest in the barrage proposal SELRC to officially respond **Action: RB/MB/SR to draft response**
- b) Wind farms, north side of Bristol – formal consultation and application made
- c) Sheds – Great Western Distribution Park
- d) Gas pipeline to service Uskmouth – proposed trench across levels
- e) Work at Peterstone
- f) Commission by EH sand dune sequence in southern England
- g) Northwick project – development of salt marsh field work
- h) Flood 400 – to be held on the Bank Holiday at the end of May
- i) RCZA project – brief summary of coastal change (English side)

## **9) Other Business**

20<sup>th</sup>/21<sup>st</sup> anniversary in a few years time. Suggestions for something to mark the occasion, possibly with a boat theme. Start to consider likely venues etc