

Norfolk's Coastal Heritage Project

Evaluation Report

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EXECUTIVE SUMMARY

The Norfolk's Coastal Heritage Project has been an integral part of the North Norfolk Coastal Change Pathfinder since its inception. The Coastal Heritage Project was developed to inform, engage and empower local communities, allowing them to take an active part in preparing for the impact coastal change will have on their heritage.

With a budget of £80,300, during the 15 months between January 2010 and March 2011 the Project delivered a number of significant community heritage events and initiatives which have greatly enhanced our understanding of the county's rich historic environment.

Specifically, the Project has:

- formed an integral part of North Norfolk District Council's Pathfinder Programme, helping to deliver a package of measures designed to help coastal communities adapt to coastal change;
- designed and delivered a local solution to help coastal communities with the transitions associated with coastal change by raising awareness and encouraging the active study of the county's rich heritage;
- increased local communities' knowledge and understanding of their heritage by publicising the work of the Project and promoting the public archives and resources which are available to everyone across the county;
- helped local communities prepare for the impact coastal change on their heritage by providing local communities with the skills and experience to record their heritage before and while it is affected by coastal change;
- given a voice to the people of Happisburgh, enabling them to tell their own story for posterity in the form of enhanced Historic Environment Records and via *The Book of Happisburgh*;
- helped the community of Happisburgh interpret their heritage and make this available to visitors and others by a variety of means;
- informed future Shoreline Management Plans by enhancing several hundred coastal Historic Environment Records and ensuring that the significance of coastal heritage assets is properly recorded in an appropriate manner;
- supported lifelong learning (a corporate objective of Norfolk County Council) by providing a number of training sessions and public information events at a variety of locations throughout the county, including the Happisburgh's Heritage Conference;
- developed and enhanced understanding of Norfolk's cultural heritage and resources (a corporate objective of Norfolk County Council), including the Norfolk Historic Environment Record, the Norfolk Record Office (including the Sound Archive), the Norfolk Museums and Archaeology Service and the Norfolk Library and Information Service; and
- developed a community heritage methodology that is easily applicable to communities affected by coastal change in the rest of England.

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A Note on Nomenclature

As a result of departmental restructuring within Norfolk County Council, on 1 September 2010 Norfolk Landscape Archaeology became the Norfolk Historic Environment Service. Many staff job titles also changed at this point. All of the departments and titles used here are current at the time of writing and are applied retrospectively.

Abbreviations Used in the Text

CCAG	Coastal Concern Action Group
CRB	Criminal Records Bureau
Defra	Department for Environment, Farming and Rural Affairs
ENMDS	East Norfolk Metal Detecting Society
ESPO	Eastern Shires Purchasing Organisation
GPS	Global Positioning System
HES	Historic Environment Service
NCC	Norfolk County Council
NHE	Norfolk Heritage Explorer website
(N)HER	(Norfolk) Historic Environment Record
NLA	Norfolk Landscape Archaeology
NMP	Nation Mapping Programme
NNDC	North Norfolk district Council
NWT	Norfolk Wildlife Trust
SMP	Shoreline Management Plan
U3A	University of the Third Age
UPD	Updated Project Design

1: INTRODUCTION

- 1.0.1 Norfolk's coast has a very rich and varied natural environment, ranging from the low-lying Wash coast to the west of the county, rising to the famous banded-chalk cliffs of Hunstanton in the north-west and morphing into the landscape of marshes, creeks and wide sandy beaches which characterise much of the north Norfolk coast. The softer cliffs of the north-eastern corner of the county begin to rise at Weybourne and continue almost uninterrupted through the likes of Sheringham, Cromer, Mundesley and Happisburgh, until the low eastern edge of the Broads is reached at Horsey. The landscape changes more dramatically as the urban hinterland of the major port of Great Yarmouth is reached at the very eastern extent of the county.
- 1.0.2 This rich natural landscape has proved attractive to residents and visitors alike for many centuries and has resulted in a rich cultural heritage which can truly be said to span the full history of human history, from the earliest human occupation until the present day. This rich cultural heritage encompasses flint artefacts discovered on the county's beaches, prehistoric earthworks, Roman forts, Anglo-Saxon fishtraps, medieval churches, historic towns and villages, and an array of First and Second World War defences. Historic buildings, heritage assets and museum collections also form a significant part of our knowledge and contribute to our understanding of the coast's historic environment. In conjunction with less tangible sources, such as local traditions and oral history, these assets all contribute to the rich heritage shared by Norfolk's coastal communities.
- 1.0.3 Much of the county's coast is actively being affected by coastal change and in 2009 the Department for Environment, Food and Rural affairs (Defra) invited local authorities to apply to an £11 million Coastal Change Pathfinder Programme. The Pathfinder Programme was an 18 month 'road test' for local authorities to explore ways of helping coastal communities plan and adapt to coastal change. North Norfolk District Council (NNDC) was successful in securing £3 million to trial its projects from December 2009 to April 2011.
- 1.0.4 Coastal change has a significant effect on the region's heritage assets, with historic buildings and archaeological sites being destroyed by erosion, and new sites and artefacts being exposed in their wake. Thanks to a strong partnership between NNDC and Norfolk County Council's Historic Environment Service (HES), attempts to mitigate the effects of coastal change on the historic environment have also been able to be explored as a part of the Pathfinder Programme in the form of the Norfolk's Coastal Heritage Project.
- 1.0.5 The Coastal Heritage Project was developed to inform, engage and empower local communities, allowing them to take an active part in preparing for the impact coastal change will have on their heritage.

Starting from the acceptance that preservation of heritage assets might not be a viable option, this was achieved in a number of ways: by encouraging and supporting local communities to study and record their heritage; by hosting a range of free public events to highlight the significance of the historic environment; and by providing equipment and training for individual volunteers and groups along the coast to undertake study and recording of their own.

- 1.0.6 Initially, the Project focussed on working with the community of Happisburgh, where coastal change is having a significant impact. Happisburgh was felt to be an ideal candidate with its high profile in the media, its broad-ranging and significant heritage assets and its important role in other major aspects of North Norfolk District Council's Pathfinder Programme. Later in the programme the scope of the Project was broadened to include other coastal communities and groups, as well as promoting the historic environment to a much wider audience.
- 1.0.7 This report describes in detail the design and implementation of the Coastal Heritage Project, and evaluates the success of both the constituent parts of the Project and the Project as a whole. The early sections of the report concern the design and initiation of the Project, including the development and costing of the project outline and the recruitment of the Project Officer. These sections also analyse the results of the public consultation exercise undertaken with local residents in order to gain an understanding of the interests of the community, the results of which allowed the Project's activities to be tailored accordingly.
- 1.0.8 The report then evaluates the means by which the Project and of the Historic Environment Service were promoted and describes the public events organised by the Project, including lectures, site tours, skills workshops and a very successful heritage-based conference. The pivotal role which the Project played in the establishment of the Happisburgh Heritage Group is also examined, describing the training sessions, site visits and equipment grants which were arranged on the group's behalf. The Project Officer's efforts to secure a publishing contract to help Happisburgh's local historian, Mary Trett, to bring her extensive research on parish's history to publication are also presented.
- 1.0.9 Moving away from Happisburgh, the later sections of the report present the results of the other volunteer recording projects which were encouraged during the Project and undertaken under the aegis of the Coastal Heritage Project. Numerous enhancements were able to be made to the Norfolk Historic Environment Record as a result of the new material gathered during the course of the Project.
- 1.0.10 The final section of the report offers a detailed evaluation of the different activities and events undertaken during the Project, addressing the Project's successes and failures, value for money and lessons learned.

2: PROJECT DESIGN AND INITIATION

2.1 *Project Background*

- 2.1.1 Between June and September 2009 the Department of Environment, Food and Rural Affairs (Defra) consulted the public on coastal change policy. The consultation set out Defra's ideas for how coastal communities can successfully adapt to coastal change and the Government's role in supporting this. It formed part of a wider programme of work which looked at supporting communities adapting to increasing risks of both flooding and coastal erosion. In parallel to this consultation, Defra invited bids from local authorities interested in becoming 'Coastal Change Pathfinders', intended to engage with local communities and explore Defra's ideas by piloting a new £11 million coastal change fund.¹
- 2.1.2 As part of its planning strategy work, Norfolk County Council's Historic Environment Service (HES) examined the Defra consultation for historic environment implications. In doing so, HES identified a possible opportunity to work with coastal communities to help them further understand the impact coastal change will have on their heritage and in early August 2009 work began on drafting ideas for a potential Pathfinder heritage project. Soon after this initial work began, HES contacted North Norfolk District Council (NNDC) to enquire whether they were considering submitting a Pathfinder bid. They responded quickly, providing information on their possible bid and expressing an interest in working in partnership with HES to develop and deliver a heritage element of the Pathfinder project. As a result, HES set about preparing a detailed project outline for submission with the NNDC bid.

2.2 *Project Outline*

- 2.2.1 Internal Norfolk County Council (NCC) permissions were secured and a draft project outline was submitted to NNDC on 24 August 2009. Two HES staff subsequently attended a meeting of NNDC Coastal Change Pathfinder Steering Group on 26 August 2009. The meeting was very positive, with much support and enthusiasm for a heritage project. The project outline was subsequently revised and formally adopted as part of NNDC's Pathfinder bid.² NNDC's Pathfinder bid was submitted to Defra on 11 September 2009.
- 2.2.2 The 15 successful Pathfinder Projects were announced by Defra on 1 December 2009, including NNDC's Pathfinder Programme. Although

¹ <http://www.defra.gov.uk/environment/flooding/coastal-change-pathfinders/> – last accessed 24/05/11

² <http://www.northnorfolk.org/pathfinder/6820.asp> – last accessed 24/05/11

the NNDC bid was successful, it did not receive all of the funding sought and several elements of the bid, including the proposed budget of the Coastal Heritage Project, had to be scaled back accordingly. Following the funding announcement, the Coastal Heritage Project outline document was updated and finalised (Appendix 1) and work on the Project began immediately.

- 2.2.3 The Project was to be led and run by HES between December 2009 and the end of June 2011, working under the banner of the North Norfolk Coastal Change Pathfinder Programme and the direction of the programme's board.³ Originally it was envisaged that the project would come to an end at the end of March 2011, but after NNDC were given permission to continue working after this deadline the timeframe was extended. Ultimately, the hope was that after the end of HES's lead role, the project would be continued by local communities and individuals. With this in mind, HES' active outreach role was intended to come to an end at the end of March 2011, with the period April to June 2011 dedicated to evaluating and reporting on the Project.

2.3 Aims and Objectives

- 2.3.1 Defra's coastal change policy consultation outlined the then Government's approach to the sustainability of coastal communities. It acknowledged that where coastal change happens, all aspects of the affected communities need to be supported to ensure they remain attractive places for people to live and visit and that the local economy continues to thrive. In order for this to be achieved, local communities need to be informed, engaged and enabled to take an active part in deciding what happens locally. The Coastal Heritage Project's aims and objectives were, therefore, designed to complement these sentiments.
- 2.3.2 The Project's aim was to inform, engage and empower local communities, allowing them to take an active part in preparing for the impact coastal change will have on their heritage. By encouraging communities and individuals to actively investigate their heritage, it was hoped it would provide practical support, helping them to adapt to coastal change now and in the future.
- 2.3.3 The whole of the north Norfolk coast is subject to coastal change. With a rapid natural erosion rate, the stretch between Cromer and Happisburgh is one of the most active. The most recent draft Shoreline Management Plan (SMP) indicates the continued defence of this section is not sustainable in the long-term and suggests the medium to long-term policy should be to allow coastal retreat.⁴ Issues relating to

³ <http://www.northnorfolk.org/pathfinder/6890.asp> – last accessed 24/05/11

⁴ <http://www.northnorfolk.org/coastal/810.asp> – last accessed 24/05/11

coastal change at Happisburgh in particular have received considerable local and national media attention and are the focus for the Coastal Concern Action Group (CCAG).⁵

2.3.4 In the light of these factors, it was decided that the Project should focus on Happisburgh, a community where coastal change is currently having a significant impact. Happisburgh was felt to be an ideal candidate with its high profile in the media, its broad-ranging and significant heritage assets and its important role in other major aspects of North Norfolk District Council's Pathfinder Programme.⁶ The area around Happisburgh is also one of the most significant in heritage terms, with a wide range of important features located within the area expected to be affected by erosion by 2105.⁷ These include an internationally significant Palaeolithic site, the ploughed-out remains of Bronze Age burial mounds, the buried remains of possible Anglo-Saxon buildings, the medieval St Mary's church, an Arts-and-Crafts manor house built in 1900, the iconic lighthouse and the remnants of a second lighthouse, and numerous World War Two structures. The archaeological remains of the village of Eccles, lost to the sea in the early 17th century, are infrequently visible on the beach about 3km to the south-east of Happisburgh village.

2.3.5 Although Happisburgh was always intended to be the focus of the Project's more intensive community outreach work, the Project also widened its reach to other communities on the Norfolk coast.

2.3.6 The Project's stated objectives were:

- to form an integral part of North Norfolk District Council's Pathfinder Programme;
- to design and deliver a local solution to help coastal communities with the transitions associated with coastal change;
- to increase the local communities' knowledge and understanding of their heritage;
- to help local communities prepare for the impact coastal change might have on their heritage;
- to provide local communities with the skills and experience to record their heritage before and as it is affected by coastal change;
- to give a voice to the people of Happisburgh, enabling them to tell their own story for posterity;

⁵ <http://www.happisburgh.org.uk/> – last accessed 24/05/11

⁶ <http://www.northnorfolk.org/pathfinder/happisburgh.asp> – last accessed 24/05/11

⁷ <http://www.heritage.norfolk.gov.uk/SingleResult.aspx?uid='TNF361'> – last accessed 24/05/11

- to help the community of Happisburgh interpret their heritage and key assets and make this available to visitors and others by a variety of means;
- to inform future Shoreline Management Plans;
- to support lifelong learning (a corporate objective of Norfolk County Council);
- to develop and enhance understanding of Norfolk's cultural heritage and resources (a corporate objective of Norfolk County Council), including the Norfolk Historic Environment Record (NHER);
- to develop a methodology that is applicable to the rest of England; and
- to write up the project showing the process followed, the results and the lessons learned.

2.4 Deliverables

2.4.1 The project sought to involve local communities in the active investigation of their heritage in a broad range of ways. Initially, it focused on Happisburgh, before widening its scope to other coastal communities. It was recognised that in order to be a success, the Project needed the support of a wide range of organisations, groups and individuals.

2.4.2 A Project Officer was recruited to arrange and support the majority of the investigations (see below), with the local communities deciding themselves the activities with which they wished to be involved. At the time the Project Outline was prepared it was not certain which activities communities might choose, but the following list of possibilities was prepared to open the discussion:

- Public meetings where local heritage and coastal change would be discussed. These were expected to involve presentations by heritage professionals, local historians and archaeologists, and provide opportunities for local communities to express their views.
- Stakeholder meetings with members of local communities and community groups to provide information and reassurance (for example, with landowners, parish councils, the Coastal Concern Action Group, local historians and archaeologists, local societies, schools, job centres and caravan parks).
- Training sessions chosen by communities, involving and followed by related investigations. Suggested training sessions included field survey, historic building recording, artefact identification, online research, oral history, museum collections and coastal change. It was believed the sessions would equip members of the community with the skills necessary to monitor and record the heritage features

and reminiscences which are of most significance to them and at greatest risk from coastal change.

- Regular follow-up visits to provide advice and support to local communities in their recording and monitoring work.
- A website where interested members of the community could download resources (including recording forms), share ideas, describe their activities and record discoveries. It was hoped the website would be hosted through the Norfolk Heritage Explorer and form a repository for information gathered during the project.⁸
- Leaflets, banners, posters and other interpretative materials explaining the project, local heritage and coastal change. It was expected interested members of the community would contribute to these.
- The provision of computer, survey and recording equipment, such as a laptop (housed at a local library, school, public house, church, village hall, community centre or caravan park), internet access, cameras, Global Positional System (GPS) units, measuring tapes, ranging rods, audio and/or video recorders, finds bags, toothbrushes, washing-up bowls, storage boxes and packaging material.
- Project reports, available through the NHER, the Project website and local libraries. It was expected these would detail the Project's methodology, describe discoveries, analyse decisions, detail outcomes and provide guidance for future projects elsewhere in England.
- The dissemination of the Project's work to local communities in informal ways, such as through the Project website, the NHER, the Portable Antiquities Scheme database,⁹ meetings, presentations, leaflets, displays, posters and CDs/DVDs containing oral history recordings.
- An event (such as a heritage fair and/or conference) to celebrate the heritage and future of Happisburgh.
- Advice and training to establish similar projects elsewhere in England.
- Ongoing support and advice to coastal communities.
- An evaluation report outlining the Project's interventions and the process, highlighting key issues and identifying lessons learned.

⁸ <http://www.heritage.norfolk.gov.uk/> – last accessed 24/05/11

⁹ <http://finds.org.uk/database> – last accessed 24/05/11

- 2.4.3 This list included items that often feature in community historic environment projects, outreach work HES was already undertaking through the National Mapping Programme (NMP), the Norfolk Monuments Management Project, the NHER and the Identification and Recording Service, and what was thought to be realistic within the timeframe of the project.

2.5 *Projected Finances*

- 2.5.1 During the preparation of the Project Outline, a projected budget was drawn-up (Appendix 1). Where possible this included known costs, such as the cost of salary and computing for the Project Officer for 14 months, and ongoing website maintenance costs. However, given that the Project was designed to be community led and, as a result, the exact work to be undertaken was not yet known, many of the initial costs had to be estimated. These included additional internal and external staff costs and the provision of equipment and marketing (including banners and leaflets). To provide estimated figures equipment prices (such as for ranging poles, digital cameras and recording equipment) were researched in detail. Expected costs for each equipment type were then produced using the numbers thought likely to be used over the course of 14 months of community engagement.
- 2.5.2 Following the success of NNDC Council's Pathfinder bid, the projected project budget was revised slightly downwards – from £83,000 to £80,300. As NNDC received less funding than requested, all aspects of the programme received revised budgets.

2.6 *Recruitment of the Project Officer*

- 2.6.1 Following the confirmation of the success of the North Norfolk Coastal Change Pathfinder bid, the recruitment process for the Coastal Heritage Project Officer began in December 2009 with the drafting of a Norfolk County Council job description and person specification. These subsequently needed to be ratified and graded by NCC human resources, and were finalised in early January 2010 (Appendix 2). Advertisements were then placed on NCC's jobs website and in various heritage-based publications and job listings. The closing date for applications was 4 February 2010.
- 2.6.2 In total, 25 applications were received from a very strong field of candidates. Six candidates were invited to interview, five of whom took up the invitation, and interviews were held on 22 February 2010. The interviews panel comprised Dr Ken Hamilton (Head of Archaeological Planning), David Robertson (Historic Environment Countryside Advisor) and James Albone (Archaeological Planning Officer). The interview required the candidate to give a short presentation on a voluntary archaeological project with which they had been involved, and they

were then asked a series of questions about community outreach in general and the aims of the Coastal Heritage Project in particular (Appendix 3).

- 2.6.3 Recruitment occurred at a time when redundancies were very high in the archaeological profession as a whole and a number of archaeologists who had been living and working in Norfolk for many years were out of work.¹⁰ Under normal economic circumstances the 14-month fixed-term contract may have been considered to be unattractive prospect, but given the recession and the uncertainties surrounding commercial archaeology at the time the relative certainty of a 14-month fixed-term contract was more appealing.
- 2.6.4 Following the interviews, the present author was informally offered the post of Project Officer, but because the post had been designated as being Criminal Records Bureau (CRB)-check dependent, the post could not be formally offered to the candidate until CRB clearance had been achieved. In consultation with HES it was decided that, given that the chosen candidate had to give two months' notice in their current post, they would hand in their notice and apply for CRB clearance concurrently. Eventually it was agreed with NCC that the candidate could start work without the successful completion of a CRB form. In the event this was proven to be the most effective course of action, as the completed CRB check was not received by the candidate until eight weeks later – the weekend before he was due to start in post. Had CRB clearance been awaited before a formal offer of the job was made and accepted, the period of time between the interviews and the start date of the Project Officer could have been as much as four months.
- 2.6.5 The Coastal Heritage Project Officer, Dr Richard Hoggett, took up his post on 26 April 2010, by which time the Project was already five months old.

2.7 Updated Project Design

- 2.7.1 After the Project Officer had been in post for sixth months the opportunity was taken to produce an Updated Project Design and revised Gantt chart (Appendix 4). These documents revisited the proposed deliverables specified in the initial Project Outline and provided a more detailed breakdown of the activities still to be undertaken in order to bring the project to a successful completion on time and within budget. Some of these activities were retained from the original outline, while others were new developments made in response to the public consultation exercise.

¹⁰ www.archaeologists.net/modules/icontent/inPages/docs/JobLossesJanuary2010.pdf

3: INITIAL PUBLIC CONSULTATION

- 3.0.1 While the recruitment process was ongoing, meetings were held with a number of key stakeholders and a public consultation exercise was undertaken with the residents of the Happisburgh area in order to ascertain the level of existing knowledge and interest within the community and to establish the type of activities with which people may wish to become involved. The public consultation took the form of a heritage questionnaire, which was widely distributed throughout the area, and also incorporated feedback gained during the Happisburgh Community Planning Event convened by NNDC in April 2010.

3.1 **Key Stakeholders**

- 3.1.1 During the development of the Project Outline it was recognised that for the Project to be a success, it needed the support of a wide range of organisations, groups and individuals. In order to secure this support and to prepare the ground for the Project Officer, early in 2010 meetings were held with a number of stakeholders.

North Norfolk Coastal Pathfinder Programme briefing workshop

- 3.1.2 On 20 January 2010, NNDC organised a briefing workshop in Cromer for communities interested in the Pathfinder programme. A range of people attended, with many of North Norfolk's coastal parish councils sending representatives. David Gurney (County Archaeologist) and David Robertson attended on behalf of the Project. The Deputy Leader and other officers of NNDC spoke about the programme and the Project was given a brief opportunity to outline its involvement. Before and after the meeting opportunities were taken to speak to representatives of various communities and NNDC members and contact was made with Happisburgh Parish Council.

Happisburgh Parish Council

- 3.1.3 Following the briefing workshop, arrangements were made for the project to speak at the next meeting of Happisburgh parish council.¹¹ A five-minute presentation was given during the public forum section of the meeting held on 25 January 2010. The meeting was a good opportunity for the Parish Council to ask questions and for the Project to meet a good number of local people.

Mary Trett

- 3.1.4 Soon after the start of the Project, NNDC suggested making contact with Mary Trett, a well-respected local historian living in Happisburgh. Mary was kind enough to meet David Robertson on 10 February 2010

¹¹ <http://www.happisburgh.org/parish-council> – last accessed 24/05/11

and share with him her wealth of knowledge and extensive collection of material on Happisburgh's history. This meeting was the start of a very successful partnership with the Project, as is discussed further below (see 7.0.1).

Coastal Concern Action Group

- 3.1.5 Since the early 2000s, the Coastal Concern Action Group (CCAG), based in Happisburgh, has gained national and international recognition for its work campaigning for proper coastal governance and social justice.¹² With this in mind, the project met CCAG chairman Malcolm Kerby on 1 March 2010. It was very useful for the project to hear Mr Kerby's views and to receive his positive input at such an early stage.

3.2 *Heritage Questionnaire*

- 3.2.1 In order to ascertain the level of existing heritage knowledge and interest within the Happisburgh community a short questionnaire was devised (Appendix 5) which asked the following questions:

- What do you think are the most important aspects of Happisburgh's heritage?
- Which aspects of Happisburgh's heritage do you believe are being or will be affected by coastal change (for example, erosion or flooding)?
- Would you be interested in actively investigating Happisburgh's heritage?
- If so, what would you be most interested in investigating?
- Would you be interested in attending events and/or training sessions about Happisburgh's heritage? If so, what type of event or training would you find most helpful?

- 3.2.2 The questions were all open-ended. Although the possibility of including multiple-choice questions was considered, it was thought that doing so could be too leading for a community-led project and may introduce bias at an early stage.

- 3.2.3 In the first instance copies of the questionnaire were distributed to the 17 people who attended the January 2010 meeting of Happisburgh Parish Council, and this meeting was also addressed by a representative of the Coastal Heritage Project. Following a request from a member of the Parish Council, additional copies of the questionnaire were distributed throughout Happisburgh during the first quarter of 2010 (Table 1). Some 300 questionnaires were distributed to residents with the March 2010 edition of the parish newsletter, while a further 200 copies were placed in prominent locations in the village and copies

¹² <http://www.happisburgh.org.uk/> – last accessed 24/05/11

were also handed out during the Pathfinder Project Open Day held in late April 2010. Two opportunities to hand questionnaires to people outside the Happisburgh area were also taken, at meetings of the King's Lynn and West Norfolk Archaeological Society and the North Norfolk U3A Archaeology Group.

Table 1. A breakdown of the distribution of heritage questionnaires.

Date	Organisation/Group	Number
25/01/10	Happisburgh Parish Council	17
16/02/10	King's Lynn and West Norfolk Archaeological Society	10
17/02/10	North Norfolk U3A Archaeology Group	35
28/02/10	Happisburgh Residents: distributed with March issue of the parish newsletter	300
01/03/10	Happisburgh Residents and Visitors: for placement in prominent places, including the Post Office	100
16/03/10	Happisburgh Residents and Visitors: placed in the Hill House public house	100
24/04/10	Happisburgh Pathfinder Open Day	20
<i>Total</i>		<i>582</i>

- 3.2.4 In total, 582 questionnaires were distributed, but despite this only twelve completed responses were received, representing a rather disappointing overall return rate of 2%. Subsequent discussions with members of the Happisburgh community identified several factors which may have affected the return rate of the questionnaires, foremost among them being the lack of provision made for returning the questionnaires, either via local collection or via freepost. Other residents cited the open-ended nature of the questions as being off-putting to those with little or no prior knowledge of the local heritage. It is perhaps less surprising that residents outside the Happisburgh area did not respond to a questionnaire so specifically about Happisburgh.
- 3.2.5 Despite the poor return, those completed questionnaires which were returned demonstrated a high level of knowledge of Happisburgh's heritage and indicated that there was a general concern about the impact which coastal change was likely to have on local heritage assets. The majority of the respondents also indicated a willingness to take part in the project's investigations and activities. Detailed analyses of the questionnaire responses was revealing and helped to guide the direction of the project in its formative weeks.
- 3.2.6 When asked 'What do you think are the most important aspects of Happisburgh's heritage?', respondents mentioned St Mary's church seven times and the lighthouse six times. St Mary's (also known as Happisburgh Manor) was mentioned four times, while the more generic responses of 'homes' and/or 'properties' were also given four times. Several individual properties were referred to by name, including St

Anne's, St John's, The Phytle, The Monastery and Tithe Cottage. The Hill House hotel was referred to three times, while the primary school, the lifeboat, the archaeological record and tourism-related heritage were each mentioned twice. Aspects of Happisburgh's heritage which received a sole mention included: field systems, the road network, the beach, the sea defences, the evidence for early human occupation, the maritime history, Domesday book, the railway houses, the tithe barn, the Church Rooms, the Second World War defences, the coastguard cottages, and the artistic/architectural heritage of the parish. One respondent indicated that they were not local and did not know much about Happisburgh's heritage.

- 3.2.7 When asked 'Which aspects of Happisburgh's heritage do you believe are being or will be affected by coastal change?', respondents mentioned the church five times and the lighthouse four times; Happisburgh Manor, the lifeboat, 'properties' and/or 'homes', and Happisburgh's field habitat were referred to three times. The Hill House pub, the Second World War defences, the sea defences and the archaeological record were each mentioned twice. Aspects of Happisburgh's heritage mentioned once included unspecified 'landmarks', the evidence for early human occupation, the road network and the primary school.
- 3.2.8 When asked 'Would you be interested in actively investigating Happisburgh's heritage?', eleven of the twelve respondents indicated that they were. In answer to the supplementary question, 'If so, what would you be most interested in investigating?', five respondents indicated that they would be interested in investigating all aspects of Happisburgh's heritage, while the lighthouse, the school and the Second World War defences were mentioned twice each. Subjects receiving a sole mention were: photographic recording, prehistoric and Roman artefacts, the flora and fauna, maritime history, the church, the lifeboat, Happisburgh Common and the parish's artistic links.
- 3.2.9 When asked 'Would you be interested in attending events and/or training sessions about Happisburgh's heritage?', eleven of the twelve respondents said yes. In response to the supplementary question, 'If so, what type of event or training would you find most helpful?', one respondent said that they would attend any training/events, while two other respondents stated that it would depend on what was offered, although they did not specify which subjects would qualify. Specifically, training in research skills and practical methods were mentioned, as was training in multimedia recording and sessions on Happisburgh's history. Other suggestions which came from these responses were events for the village, the foundation of a history/archaeology group and the holding of group discussions on the history of Happisburgh. It was suggested that any sessions organised should complement, rather than

repeat, the work done in the parish by local historian Mary Trett, with whom the project had already formed close links.

- 3.2.10 All twelve respondents provided their contact details and asked to be added to the Coastal Heritage Project's mailing list.
- 3.2.11 It was clear from the questionnaire responses that there were many different aspects of Happisburgh's heritage which people considered to be important, although there was an obvious focus on the parish's historic buildings, particularly the church, lighthouse and manor house, as well as many smaller residential buildings. The questionnaires also revealed that a number of Happisburgh's residents were willing to research the parish's heritage, but that they desired a programme of investigation to be developed with which they could become involved. Suggested research subjects again indicated an interest in historic buildings, but a range of other subjects were also of interest, including some pertaining to aspects of the parish's biodiversity. Also apparent was a desire for formal training in historical and archaeological research skills, as well as interest in the establishment of a local group focussing on historical and archaeological research in the parish. At the same time there was also a desire for one-off village events in which people could participate without commitment to any ongoing programme of events.

3.3 *Happisburgh Community Planning Event*

- 3.3.1 The Coastal Heritage Project was represented at the Happisburgh Community Planning Event organised by North Norfolk District Council's Pathfinder team and held at the Wenn Evans centre in Happisburgh on 24 April 2010. This event comprised a series of interactive displays staffed by North Norfolk District Council and was intended to help the community of Happisburgh to understand the nature of the Happisburgh Pathfinder projects and how they or their local environment might be affected by them. Over 150 people attended the event, and most stayed for a long period of time, taking full advantage of the opportunity to ask questions and provide feedback on the displays.
- 3.3.2 The Coastal Heritage Project provided an exhibit, which comprised a roll-up banner, a demonstration copy of the Historic Environment Record which was projected from a laptop onto a screen, leaflets and the first project newsletter. The Project's manager, David Robertson, was present to answer questions and discuss the aims and objectives of the project with the local community. A great many constructive conversations were held throughout the day, resulting in several useful contacts being made with interested local residents, and a number of volunteers being recruited to the Project.

3.3.3 As a result of this event, North Norfolk District Council received the following pieces of feedback about the proposed Coastal Heritage elements of the Pathfinder project:

‘Please link with the school and pass this heritage on to the kids of the village.’

‘Heritage is also about recent history.’

‘There could be a project capturing histories of living people of Happisburgh.’

‘This can become a cross generational legacy for the future.’

3.3.4 All of the feedback gathered during both phases of public consultation was collated and analysed in order to produce a picture of the heritage-based interests of the local population and these findings were used to direct the subsequent activities offered by the Project.

4: PROJECT PROMOTION

- 4.0.1 A key factor in the successful implementation of the Coastal Heritage Project has been the degree of publicity surrounding its work, both in terms of keeping enrolled volunteers up-to-date on the work of the Project itself and in the recruitment of new volunteers to the Project's activities. In order to maintain this momentum throughout the lifespan of the Project a diverse range of opportunities have been taken to attract publicity and promote its work. The public profile of the Coastal Heritage Project remained high throughout its lifespan, and many people contacted the Project Officer as a result of their having seen Project publicity or having heard about the Project via word-of-mouth.
- 4.0.2 The Project also benefited greatly from the significant international publicity surrounding the publication in early July 2010 of the results of the archaeological excavations on Happisburgh beach conducted by the Ancient Human Occupation of Britain project.
- 4.0.3 The various approaches taken to raising the profile of the Project and keeping volunteers informed are discussed here in turn.

4.1 *Pathfinder Publicity*

- 4.1.1 As a part of the much larger North Norfolk Coastal Change Pathfinder project, the Coastal Heritage Project team worked closely with NNDC to ensure that relevant information was passed on to all stakeholders. In order to achieve this, quarterly reports on the progress of the Project were submitted to NNDC in March, June, September and December 2010 and March 2011, and these reports subsequently informed the coastal heritage content of NNDC's own reports and newsletters.
- 4.1.2 Ongoing results of all elements of the Pathfinder project, including the Coastal Heritage Project, were communicated via the NNDC website,¹³ and in the Pathfinder newsletters which were distributed to the Pathfinder mailing list and made available online.¹⁴

4.2 *Coastal Heritage Project Newsletter and Mailing List*

- 4.2.1 In addition to contributing to the main Pathfinder newsletters, the Coastal Heritage Project also began and maintained a series of newsletters of its own. These newsletters were limited to two-sides of A4 and were distributed electronically to the Project's mailing list as PDFs and distributed as hard copies at events. Electronic copies of these newsletters were also made available via the North Norfolk

¹³ <http://www.northnorfolk.org/pathfinder/default.asp> – last accessed 24/05/11

¹⁴ <http://www.northnorfolk.org/pathfinder/6735.asp> – last accessed 24/05/11

Pathfinder website,¹⁵ and the Norfolk County Council website.¹⁶ Copies of these newsletters are included as Appendix 6.

- 4.2.2 In the very early stages of the Project an electronic mailing list was created, to which new members were added during the year at a steady rate and by the end of March 2011 this list contained over 100 members. In addition to using the list to distribute electronic copies of the newsletters, it was also used as and when required to update interested parties on Coastal Heritage-related events. Anyone wishing to join the list was asked to explicitly express their desire to do so and the list will be destroyed once the project is completed in compliance with the terms of the Data Protection Act 1998.
- 4.2.3 It had originally been intended that Coastal Heritage newsletters would be produced on a monthly basis throughout the Project, but it quickly became apparent that this was not going to be practical and that newsletters were better produced on a more infrequent basis, with each summarising the results of past events and focussing on the promotion of a particular event or pair of events.
- 4.2.4 The first Coastal Heritage Project newsletter was published at the end of April 2010 to coincide with the Happisburgh Community Planning Event and publicised the forthcoming Coastal Heritage Open Day.
- 4.2.5 The second newsletter was published in May 2010 for distribution at the Coastal Heritage Open Day and was used to recruit volunteers to the various planned Project activities and publicise the visits to the archaeological excavations on Happisburgh beach.
- 4.2.6 The third newsletter was published in June 2010 and reported on the visits to the beach excavations, as well as publicising the Research Skills dayschool to be taught in Happisburgh in mid-July.
- 4.2.7 The fourth newsletter was published at the end of August 2010 and highlighted the results of the archaeological excavations on Happisburgh beach, as well as publicising the lecture which was to be given by the leader of the excavations in November. September's oral history workshop was also advertised.
- 4.2.8 The fifth Coastal Heritage Project newsletter was published at the end of November 2010 and focussed on the formation of the Happisburgh Heritage Group and the promotion of the Coastal Wildlife Workshop being provided by the Norfolk Wildlife Trust.

¹⁵ http://www.northnorfolk.org/pathfinder/happisburgh_heritage.asp – last accessed 24/05/11

¹⁶ http://www.norfolk.gov.uk/Environment/Historic_environment/NCC082030 – last accessed 24/05/11

- 4.2.9 After a sizable gap during which Project-related activities had been largely confined to working with the Happisburgh Heritage Group, the sixth and final Coastal Heritage Project newsletter was published in early March 2011 to publicise the Happisburgh's Heritage Conference and also draw people's attention to the forthcoming *Book of Happisburgh*.

4.3 Websites

- 4.3.1 From the outset it was intended that the Project should have a substantial web-presence and that the web should be used as a platform for the delivery of advice, guidance and resources for all parties interested in the Coastal Heritage Project. The Norfolk Historic Environment Service already has a substantial web presence via the Norfolk Heritage Explorer website¹⁷ – an online version of the Norfolk Historic Environment Record and itself a product of a community outreach heritage project – and it had been intended that this would form the basis of the Project's website. However, the practicalities of this arrangement were ultimately to prove prohibitive.
- 4.3.2 The Norfolk Historic Environment Record database is maintained in a piece of bespoke software called HBSMR produced and maintained by external IT consultants exeGesIS Spatial Data Management.¹⁸ In order to populate and/or update the Norfolk Heritage Explorer website these database records have to be exported *en masse* and provided to exeGesIS who then update the website, which they also host. Any updates to the website require that the database be re-exported each time, which with over 50,000 records and associated digital files, is a substantial undertaking. It had been hoped that it would be possible to create a Coastal Heritage website nested within the wider Heritage Explorer website, but after discussions with exeGesIS this option was ruled out. Throughout the Project the Historic Environment Records relating to Happisburgh and other coastal locations have been updated and new information has been acquired, all of which have subsequently been made available online via the Heritage Explorer website.
- 4.3.3 While the intended use of the Norfolk Heritage Explorer did not work according to plan, it has been possible to utilise other websites available to us to ensure that the relevant Project materials have been presented to the relevant audiences. The Project has a limited web presence on the Norfolk County Council website, which is being used to house details of the Project, provide links to Project newsletters and link to the Happisburgh pages of the Norfolk Heritage Explorer website,

¹⁷ <http://www.heritage.norfolk.gov.uk/> – last accessed 24/05/11

¹⁸ <http://www.esdm.co.uk/hbsmr.asp> – last accessed 24/05/11

although restrictions on web space mean that this site could not be used for much more than this.¹⁹ A summary web page about the Project was also created via the Council for British Archaeology's Community Archaeology Forum.²⁰

- 4.3.4 Reference has already been made to the Coastal Heritage Project webpages contained within the North Norfolk Coastal Change Pathfinder website (see 4.1.2),²¹ and in many way this is the most appropriate place for project documentation, including the original Project Outline document, to be hosted as it is the first port of call for anyone seeking information about all elements of the Pathfinder project.
- 4.3.5 As interest in the Project grew within Happisburgh's community we made contact with the webmaster of the Happisburgh Village website, who was already a member of the Pathfinder Liaison Committee and who has since been instrumental in the foundation and chairing of the new Happisburgh Heritage Group. Through him, the Project was able to establish a significant local web-presence, specifically targeting the residents of Happisburgh and the surrounding areas. Being free from the limitations discussed above, this web presence was also able to be used for the development and hosting of a number of features, including an interactive gallery of historic photographs and also the online presentation of the video and audio recordings of Dr Nick Ashton's lecture.²²

4.4 Other Publications

- 4.4.1 In order to reach as many local residents as possible, the Project has made extensive use of the Coastal Group of Parishes newssheet, which is edited by Happisburgh local historian and churchwarden Mary Trett and distributed to residents of Bacton, Happisburgh, Hempstead with Eccles and Lessingham, Ridlington, Sea Palling with Waxham, Walcott and Witton. Early announcements included notice of the Coastal Heritage Open Day held in May 2010, and subsequent announcements have been made concerning all of the major Project events and activities. The public response to these short notices has been very encouraging, resulting in a large number of people registering their interest in the Project.

¹⁹ http://www.norfolk.gov.uk/Environment/Historic_environment/NCC082030 – last accessed 24/05/11

²⁰ <http://www.britarch.ac.uk/caf/wikka.php?wakka=NorfolksCoastalHeritage> – last accessed 24/05/11

²¹ http://www.northnorfolk.org/pathfinder/happisburgh_heritage.asp – last accessed 24/05/11

²² <http://www.happisburgh.org/heritage> – last accessed 24/05/11

- 4.4.2 Also during the early stages of the Project, a draft article was submitted for inclusion in the 2010 edition of the *Norfolk Coastal Guardian* newspaper, published by the Norfolk Coast Partnership.²³ In the end, the article was not printed in its entirety, although a short summary paragraph and contact details were published and have attracted some interest from volunteers (Appendix 7).
- 4.4.3 Features describing the ongoing work of the project and calling for further volunteers were written for the autumn newsletters of both the Norfolk and Norwich Archaeological Society (NNAS) (Appendix 8) and the Norfolk Archaeological and Historical Research Group (NAHRG) (Appendix 9). Both newsletters have a circulation of approximately 300 individuals and both were published in September 2010. As a result, the Project Officer received a number of enquiries and Happisburgh-related submissions, including access to holiday photographs taken of Happisburgh in the 1960s.
- 4.4.4 In the closing stages of the Project, and following a briefing from North Norfolk District Council, a journalist from Archant contacted the Project Officer with a view to conducting an interview and writing an article about the work of the Project and to publicise the forthcoming *Book of Happisburgh* and Happisburgh's Heritage Conference. This interview, which also included local historian Mary Trett, resulted in a two-page article in the *Eastern Daily Press*' Sunday supplement on Saturday 19 March 2011, for which it was also the cover feature (Appendix 10). A second version of the piece was published as a two-page article in the *North Norfolk News* on Thursday 24 March 2011 (Appendix 11). Both of these stories were read widely and resulted in a considerable number of bookings for places at the Happisburgh's Heritage Conference and a sharp rise in the number of enquiries about *The Book of Happisburgh*. Newspaper cuttings were clearly also forwarded on to family members with Happisburgh connections, as the Project Officer has since received correspondence from a number of former Happisburgh visitors and residents from as far afield as Shropshire.
- 4.4.5 Now that the Coastal Heritage Project is drawing to a close, it is intended that an article about the Project and its results will be written for inclusion in the 2011 volume of the local archaeological journal *Norfolk Archaeology*. It is also the intention that more popular pieces about the Project will be prepared and submitted to the UK's two main archaeological magazines – *British Archaeology* and *Current Archaeology*. All of these articles will require editorial approval from the respective publications before they can be published, but it is hoped that they will provide an opportunity to publicise the work of the Project.

²³ <http://www.norfolkcoastaonb.org.uk/> – last accessed 24/05/11

4.5 Library Exhibition and Lectures

4.5.1 The county's libraries represent a very valuable cultural resource and they are very active hubs within their communities, providing information about and access to a number of crucial services. The Historic Environment Service has worked extensively with the Norfolk Library and Information Service in the past and HES staff frequently provide public talks and displays at venues across the county. In response to a request for further heritage-themed talks, the Project Officer negotiated with a series of Community Librarians in coastal libraries to put together a programme of public lectures on the subject of 'Norfolk's Coastal Heritage' promoting both the Project and the work of the Historic Environment Service, as well as the Norfolk Record Office and the library service. This programme of talks is summarised in Table 2 and between August 2010 and March 2011 encompassed all of the county's coastal libraries; the only library at which a talk was not given was Sheringham, and here instead the Project Officer staffed an information table for an hour and answered questions from the public.

Table 2. Dates and locations of Coastal Heritage talks in coastal libraries

Lecture Dates	Location	Attendees
19 August 2010 @ 7:30pm	Stalham Library	15
3 September 2010 @ 11am	Sheringham Library	4
14 September 2010 @ 2pm	Dersingham Library	18
7 October 2010 @ 6:30pm	Hunstanton Library	24
14 October 2010 @ 2:30pm	Holt Library	21
18 October 2010 @ 2pm	Mundesley Library	9
2 December 2010 @ 1pm	King's Lynn Library	43
6 December 2010 @ 5:30pm	Cromer Library	5
10 March 2011 @ 2pm	Great Yarmouth Library	0
16 March 2011 @ 2:30pm	Gorleston Library	26
23 March 2011 @ 2:30pm	Caister Library	17
		<i>Total 182</i>

4.5.2 To complement these lectures, the Project Officer designed a static display about Norfolk's coastal heritage and the Project. To aid portability, this display comprised three roller banners with a common image split across them which could be transported and erected very easily (Figure 1). When designing these banners Project-specific details were deliberately kept to the third panel for which an alternative design was produced at the end of the Project so that this panel could continue to be used. The exhibition was placed in several of the county's coastal libraries for 1–3 weeks and as far as possible each exhibition was paired with a 'Norfolk's Coastal Heritage' talk (Plate 1 and Table 3).

Figure 1. The Norfolk's Coastal Heritage banners, including the future-proofed alternative design for the third banner.



Plate 1. The Coastal Heritage touring display at Stalham library.



Table 3. Dates and locations of the Coastal Heritage touring exhibition

Exhibition Dates	Location
16–27 August 2010	Stalham Library
31 August – 10 September 2010	Sheringham Library
10–27 September 2010	Dersingham Library
27 September – 8 October 2010	Hunstanton Library
11–22 October 2010	Mundesley Library
25 October – 19 November 2010	Wells Library
22 November – 3 December 2010	King's Lynn Library
6 December 2010 – 3 January 2011	Cromer Library

4.5.3 This series of lectures in coastal libraries proved to be very successful and attracted a large number of people, many of whom subsequently became further involved with the Project and/or used the Historic Environment Service. As library-sponsored events, each session was evaluated by the local Community Librarian and copies of the collated

feedback – all of which was overwhelmingly positive – was passed to the Project Officer and lodged with the library service. Specific comments included:

‘Thank you very much for your excellent talk last week, which I really enjoyed.’

‘It was very lucid and easy to understand for a beginner.’

‘I liked the content and lucidity of a very informative talk.’

‘Excellent, informative, enthusiastic speaker.’

‘An extremely interesting topic, well presented.’

4.6 Presence at Third-party Events

Poppyland Partnership Exhibition and Open Day

4.6.1 On 14 June 2010 the Coastal Heritage Project had a stall at an exhibition in Cromer organised by the Poppyland Partnership.²⁴ The exhibition focussed on the work of heritage groups in and around Cromer. About 60 people attended the exhibition and it provided an excellent opportunity to forge links with many relevant groups and local institutions. A number of new volunteers were recruited to the project as well and a series of useful contacts were subsequently followed up by the Project Officer.

4.6.2 In the evening, the Project Officer gave a presentation to the Annual General Meeting of the Poppyland Partnership, which was attended by 27 people. The Poppyland Partnership wish to put together a Heritage Lottery Fund bid for a community outreach project of their own and at their request this presentation focussed on the methodological side of the Coastal Heritage Project.

Royal Norfolk Show Exhibition

4.6.3 The Coastal Heritage Project exhibited for the two days of the Royal Norfolk Show on 30 June and 1 July 2010, during which time 125 individuals were spoken to by the Project Officer and the Project Manager. As a result of these two days several members of the public joined the project mailing list and took away Project publicity, and a number relevant landowners were spoken to.

‘Stone Age Day’ at Cromer Museum

4.6.4 After discussions with colleagues in the Historic Environment Service and the Norfolk Museums and Archaeology Service, the Project Officer was invited to participate in the ‘Stone Age Day’ family event held at Cromer museum from 10am–4pm on 29 July 2010. This day provided

²⁴ <http://www.poppylandpartnership.co.uk/> – last accessed 24/05/11

the opportunity for members of the public to handle archaeological artefacts and also watch professional flint-knapper John Lord making stone tools.

4.6.5 The Coastal Heritage Project's contribution to the day comprised the presence of the Project Officer throughout the day, the three-part coastal heritage banner, the Ancient Human Occupation of Britain excavation interpretation panel (Figure 2), as well as a full range of Project newsletters, leaflets and volunteer enrolment forms. A demonstration version of the Norfolk Historic Environment Record was provided on a laptop for members of the public to explore the archaeology of their own area.

4.6.6 This event attracted a large number of visitors and the Project Officer had conversations with 27 members of the public, many of whom were keen to find out more about the results of the Ancient Human Occupation of Britain project's excavations at Happisburgh and some of whom also signed up as volunteers with the project and joined the mailing list.

East Norfolk Metal Detector Society

4.6.7 Following conversations with the Historic Environment Service's Finds Liaison Officer, it was suggested to the committee of the East Norfolk Metal Detector Society that a talk from the Project Officer might be of interest to their members. An invitation was duly extended by the chairman and the Project Officer attended their monthly meeting on 1 September 2010 to give a presentation on the county's coastal heritage. This presentation was very well received, and several of the detectorists expressed an interest in working with the project.

4.6.8 The chairman of the ENMDS subsequently wrote to the Project Officer to say:

'Many thanks for the very interesting talk and presentation you gave us the other night. Judging by the silence and lack of movement (fidgeting, etc.) from the members, I can honestly say they all enjoyed it. I've heard nothing but positive feedback so far.'

4.6.9 The meeting also provided an opportunity to meet a couple of detectorists who have worked extensively within Happisburgh and the surrounding parishes, both of whom have worked closely with the Historic Environment Service to ensure that their discoveries are properly recorded in the Historic Environment Record.

Public Engagement Workshop

4.6.10 As a heritage practitioner engaged in a community outreach project, the Project Officer was invited to attend a day-long workshop 'Public Engagement: Themes, Challenges and Solutions' organised by the Centre for East Anglian Studies and held at the University of East Anglia on 15 September 2010. The aim of this workshop was to explore

public engagement challenges, solutions and collaborative partnerships with organisations involved in history and heritage, and the day provided the opportunity to promote the work of the Coastal Heritage Project with a number of East Anglian heritage-based organisations.

East Norfolk Tourism Workshop

- 4.6.11 As a member of the Pathfinder team, the Project Officer was invited to attend a tourism marketing workshop convened by marketing consultants Blue Sail on 12 October 2010. The objective of the workshop was to help guide the future direction of the tourism marketing strategy for the north-east Norfolk coast which is being developed as a separate element of the Pathfinder project, and the presence of the Project Officer ensured that the importance of the rich cultural heritage of the region was incorporated into the session's conclusions.

University of the Third Age Archaeology Group

- 4.6.12 The tutor of the North Norfolk University of the Third Age (U3A) Archaeology Group is a North Walsham resident and he had become involved with the Coastal Heritage Project at its inception. Very early on in the Project meetings were held at which the possibility of involving U3A members in Project activities was discussed.
- 4.6.13 At the tutor's request, the Project Officer led a session on Norfolk's Coastal Heritage for the North Norfolk branch of the U3A on 14 October 2010. The delivery of this session recruited a number of new volunteers to the Project's mailing list and also highlighted a number of contacts and opportunities on which the Project was able to capitalise during the following months.

ALGAO Maritime Committee

- 4.6.14 As a part of the reporting and knowledge transfer elements of the Project, the Project Officer was invited to attend a meeting of, and give a presentation to, the Association of Local Government Archaeological Officers' (ALGAO) Maritime Committee at English Heritage's London offices on 19 October 2010.
- 4.6.15 This meeting was attended by a number of representatives from the various Pathfinder projects nationwide which included heritage elements, and the meeting provided the opportunity to compare experiences and exchange ideas, as well as getting a measure of the progress of parallel projects.

Coast Alive! Project Steering Group Meeting

- 4.6.16 Discussion with Norfolk County Council colleagues from the Public Access team resulted in the invitation being extended to the Project Officer to attend a meeting of the Coast Alive! project steering group held in Sheringham on 21 October 2010. Coast Alive! is a European-

funded project which uses cultural and natural heritage as a means to promote and improve public health, with particular regard to the use and promotion of the North Sea Trail.²⁵

- 4.6.17 A PowerPoint presentation on the work of the Coastal Heritage Project was given by the Project Officer to the delegates, many of whom had come from the Coast Alive! project's local authority European partners. The presentation was well received and it was clear from the ensuing discussion that there was a considerable degree of overlap between the stated aims of the two projects, with much potential for further partnership working between the Historic Environment Service and the Coast Alive! team.
- 4.6.18 During the latter stages of the Coastal Heritage Project, the Project Officer took part in a number of meetings at which a follow-on project building on the work of the Coastal Heritage Project was developed. The Coast Alive! team are currently engaged in the implementation of Natural England's Coastal Access initiative, which will see the extension of the Norfolk Coast Path from Weybourne to Sea Palling, and the Historic Environment Service will be contributing heritage assessments and interpretative material to this project under the aegis of Coast Alive!

EURISY Workshop

- 4.6.19 Building on the relationships forged through working with the Coast Alive! team, the Project Officer was invited to give a short presentation on the county's coastal heritage to a workshop entitled 'Managing Biodiversity, Cultural Heritage and the Movement of People in Norfolk County: How Satellite Services Can Help' which was convened in Norwich by EURISY on 20 January 2011.²⁶ EURISY is a European support initiative which helps local and regional authorities to make the most of satellite information and services.
- 4.6.20 The day was chaired by the Head of Remote Sensing at UNESCO. The workshop gathered together organisations from Norfolk and a panel of experts in satellite information and services from across Europe to explore how stakeholder organisations can enrich their local knowledge through the use of satellite applications.

Archaeology Weekend at Norwich Castle Museum

- 4.6.21 The Project Officer was invited by colleagues in the Norfolk Museum's and Archaeology Service to give a presentation on the work of the Coastal Heritage Project as a part of the Archaeology Weekend event which was held at Norwich Castle Museum on 29–30 January 2011.

²⁵ <http://www.northsearegion.eu/ivb/projects/details/&tid=97> – last accessed 24/05/11

²⁶ <http://www.eurisy.org/index.php/activities/local-and-regional-authorities/event/item/116-eurisy-workshop.html> – last accessed 24/05/11

The presentation occupied the opening slot at 10:30 on the Saturday morning and was attended by 46 people. Considerable interest was expressed in the Project by the audience, several of whom subsequently joined the mailing list and became involved in Project activities.

Great Yarmouth Local History and Archaeology Society Lecture

- 4.6.22 The Project Officer was invited to give a lecture on the county's coastal heritage, and the Coastal Heritage Project in particular, to the Great Yarmouth Local History and Archaeological Society's monthly meeting on 18 February 2011. This lecture was incredibly well attended, with an apparently unusually large audience of some 86 members of the society, including His Worship the Mayor of Great Yarmouth, Councillor Michael Jeal (Plate 2). The questions and answers session afterwards continued for quite some time, and a number of interested local residents made themselves known to the Project Officer, several of whom have been in frequent correspondence since. Specific feedback received about this event by the Project Officer included:

'Thank you very much for coming to give the lecture, it was very well attended and very good. We all enjoyed it.'

'My companions at your talk thought you were great and spoke very well.'

Plate 2. The Mayor of Great Yarmouth congratulates the Project Officer



Norfolk Archaeological and Historical Research Group Lecture

- 4.6.23 The Project Officer was invited to give a lecture on the work of the Coastal Heritage Project to the monthly meeting of the Norfolk Archaeological and Historical Research Group (NAHRG) on 19 February 2011. This lecture followed the short article about the project which had been published in NAHRG's autumn 2010 newsletter (see 4.4.3 and Appendix 9). This lecture was attended by 35 people, several of whom had coastal connections and a couple of whom had previously holidayed in Happisburgh. As a result of the lecture and the publicity materials handed out on the day, the Project Officer received several follow-up phone-calls and letters with offers of old photographs of the coast.

The Southrepps Society

- 4.6.24 Following collaborative work with members of the Southrepps society who are currently engaged in a substantial fieldwalking project (see 6.2), the Project Officer was invited to give a presentation to the monthly meeting of the Southrepps Society about the Project on 31 March 2010. Although Southrepps is not an immediately coastal parish, many of the members are frequent visitors to the coast and were very interested to hear about the work of the Project and of the Historic Environment Service in general.

Happisburgh Historical Society

- 4.6.25 Happisburgh has a long-established Historical Society, which meets twice a year for lectures and also arranges excursions for its members. Although the Project has resulted in the foundation of a new Heritage Group in Happisburgh (see 6.0.1), the Project Officer worked closely with members of the Historical Society throughout the year and on 5 April 2011 gave an illustrated lecture to the group on the results of recent archaeological works in the Happisburgh area, as well as the various pieces of work which have been undertaken this year under the auspices of the Coastal Heritage Project.

- 4.6.26 After the lecture, the Project Officer received the following feedback:

‘Thank you so much for speaking at our Historical Society's meeting last night. It was one of the very best talks we have had, and held everyone's interest. There were many compliments afterwards.’

4.7 North Norfolk District Council Pathfinder Conference

- 4.7.1 To mark the end of the main phase of the Pathfinder Programme, North Norfolk District Council convened a two-day conference in Cromer on 21–22 March 2011. Delegates at the conference included representatives of other Pathfinder projects from across the country, as well as other national and local agencies and groups, in addition to North Norfolk District Council staff and Councillors.

Plate 3. The Project Officer giving a presentation on Happisburgh Beach



- 4.7.2 The work of the Coastal Heritage Project was particularly well represented throughout the two days of the conference, and the ways in which the Project had integrated with and complemented the other strands of the Pathfinder project were highlighted. The coastal heritage exhibition was prominently displayed within the conference room, along with publicity for the project and *The Book of Happisburgh* (see 7.0.1), and copies of all of the Project newsletters were included in the conference pack. The first afternoon of the conference comprised a bus tour to various coastal sites which have been the focus of Pathfinder projects, and included a walking tour around Happisburgh. During this tour, the Project Officer was called upon to present a short explanation of the significance of the archaeological remains which are to be found on Happisburgh beach, as well as highlighting a number of other sites of significance in and around the Pathfinder area (Plate 3).
- 4.7.3 The Project Officer was invited to give an after-dinner presentation at the conference meal on 21 March, during which the work of the Project was summarised and its successes highlighted. This presentation was very well received and resulted in a number of very positive comments being made on the night and throughout the following day.

5: PROJECT EVENTS

5.0.1 During the course of the Project a number of different heritage-related events were organised by the Project Officer so that the message of the Project could reach as wide an audience as possible. Many of the ideas for these events were drawn from responses received during the public consultations discussed above, and from subsequent discussions with members of Happisburgh's community. The public events offered by the Project are discussed here in chronological order.

5.1 *Coastal Heritage Project Open Day*

5.1.1 The first major event which the Project hosted was a Coastal Heritage Open Day held in the Happisburgh Church Rooms on 22 May 2010. This event was open to the public, with a particular emphasis on the residents of Happisburgh and regular visitors who may be interested in engaging in heritage-based activities. The aims of the day were to inform the local residents about the Coastal Heritage Project and encourage Happisburgh's residents to take an interest in studying the heritage of their parish.

Plate 4. Visitors at the Coastal Heritage Open Day



5.1.2 The Open Day comprised a series of displays staffed by the Project Officer and colleagues from the Historic Environment Service (Plate 4). These displays concerned the subjects in which interest had been expressed by local residents, as well as others suggested by the Project Officer. They included oral history interviews, archiving old photographs, undertaking historical research, archaeological fieldwalking, recording historic buildings, coastal monitoring, the Portable Antiquities Scheme, and the E-Map Explorer and Norfolk Heritage Explorer websites. A demonstration copy of the Historic

Environment Record database and artefact handling collections were also present.

- 5.1.3 The event had been widely publicised within the local area: posters were placed on village notice boards and in the Hill House pub, and the event was advertised in the April 2010 edition of the Project newsletter, the May 2010 edition of the Coastal Group of Parishes newsletter, the May 2010 edition of the North Norfolk Pathfinder Newsletter and the *Eastern Daily Press* event listings.
- 5.1.4 The Church Rooms were an excellent venue for this event, being prominently located within the village and easily accessible. Attendance was very good; although it was not possible to count the exact numbers of visitors, it is estimated that approximately 100 people attended the event. There was a constant stream of visitors throughout the day, indeed visitors began arriving before the advertised opening time and were still present at the stated closing time. The average length of stay for visitors was 20–40 minutes. Approximately half of the visitors to the Open Day were local residents, some of whom had previously expressed an interest in the work of the project and who were already on the project mailing list. The remainder of the attendees were visitors, many of them staying at the caravan park and some of whom are regular visitors to the village. Most of the attendees were of middle age or older and many of them were retired. A few younger members of the community attended the event. Four children came, all of them accompanied by their parents.
- 5.1.5 The offered displays were very well received and several visitors passed comment on the interesting nature of their content and their quality. A handling collection of replica flint artefacts was on display, as were several pieces of Second World War ironwork and a copper-alloy Roman bracelet which had been recovered from Weybourne beach. The flints attracted a great deal of attention, not least because of the high-profile discoveries of worked flint which have been made on the beach in the past. The Second World War metalwork was less well received, presumably because of its unprepossessing appearance and comparative modernity.
- 5.1.6 The old photographs on display, which had been borrowed from the collection of local historian Mary Trett, were very popular. Many people mentioned that they had further old photographs which they would be keen to see archived and perhaps even exhibited.
- 5.1.7 The display of aerial photographs from the Norfolk Air Photo Library was particularly popular, especially because these photographs document the extent and rate of the coastal erosion which has occurred since the Second World War. The live demonstration of the Norfolk Historic Environment Record also attracted a great deal of interest, with members of the public being keen to see the archaeological records

pertaining to their local area. Many of the offered leaflets were taken by visitors, the most popular being that for the E-Map explorer website, which allows users to examine and compare scans of old maps and aerial photographs of Norfolk. This would also seem to support the conclusions drawn from the displays.

- 5.1.8 As well as displays and demonstrations visitors were encouraged to complete a volunteer enrolment form, specifying their contact details, the activities in which they are interested and their availability. Eight forms were completed on the day, some of them by people already familiar with the project. Discussion with visitors revealed a general reluctance to commit to events without more detail of the subjects, times and venues being provided.

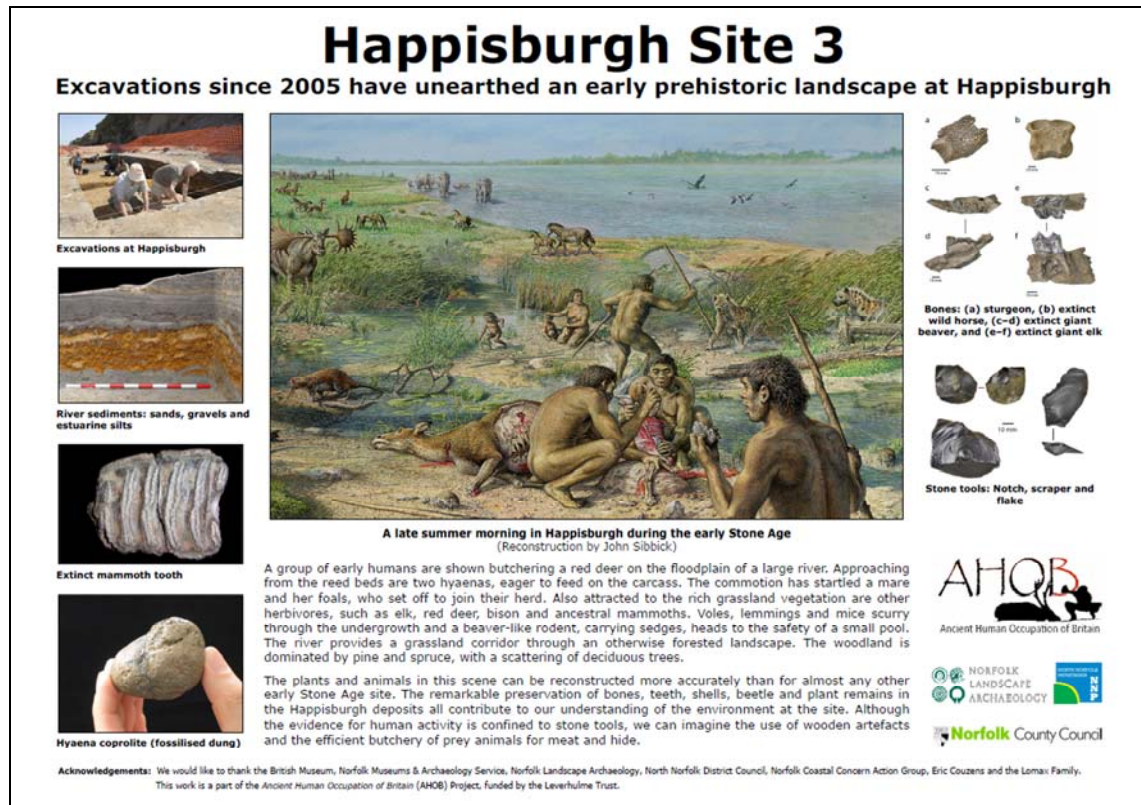
5.2 Ancient Human Occupation of Britain Excavation Tours

- 5.2.1 Following the discovery of a 700,000 year old handaxe *in situ* in the clay deposits underlying the sand of Happisburgh beach, a team of archaeologists from the British Museum and the Natural History Museum has been carrying out excavations on Happisburgh beach since the summer of 2005 under the aegis of the Ancient Human Occupation of Britain (AHOB) project.²⁷ The initial consultation with the residents of Happisburgh revealed that although residents were aware that archaeological work was being undertaken, most were not aware of the archaeologists' findings. A strong desire to know more about the work which was being conducted was expressed by local residents, and echoed by the Historic Environment Service, who were also largely unaware of the results which the excavations had revealed to date.
- 5.2.2 The Project Officer established contact with the excavation team, who were due to return to excavate Happisburgh beach during June 2010, and the possibility of providing site tours of the excavations and collaborating on joint outreach projects was discussed. As a result of these conversations, it was decided that three site tours would be offered at 11am, 12pm and 2pm on Saturday 5 June 2010. The timing of these visits was particularly fortuitous, as the excavation team were on the brink of publishing the first article about their results in the scientific journal *Nature*. Although the precise contents of this article were subject to strict confidentiality clauses, it was clear that its content was of great significance and that the excavations would soon be the focus of significant international attention.
- 5.2.3 It was agreed that the AHOB team would provide site staff to give talks and tours and make artefact collections available for handling, while the Project Officer would manage publicity, bookings and create an

²⁷ <http://www.ahobproject.org/Happisburgh.php> – last accessed 24/05/11

interpretation panel using material provided by the excavation team (Figure 2). Two such interpretation panels were eventually produced, one of which was donated to the excavation team to display on their site for the duration of their excavation.

Figure 2. AHOB interpretation panel designed by the Project Officer



- 5.2.4 It was decided that it would be most appropriate to market the site tours at the local population of Happisburgh and surrounding areas, rather than further afield. Consequently, the tours were advertised at the Coastal Heritage Open Day, where an initial seventeen people signed up. Further advertisements were placed in the May 2010 edition of the Project newsletter and the June edition of the Coastal Group of Parishes newsletter, as well as being advertised to members of the Project mailing list.
- 5.2.5 A steady stream of bookings came in throughout the two weeks before the tours, and a large number of people booked once the favourable weekend weather forecast had been announced. In total, 21 people booked to attend the 11am tour, 5 people booked to attend the 12pm tour and 35 booked to attend the 2pm. On the day though, once crowds started to gather at the top of the steps down to the beach additional passers by began to join the groups, and ultimately some 75 people took the opportunity to tour the site.

5.2.6 The site tours took the form of a series of short presentations from the leaders of the excavation team – Dr Nick Ashton, Dr Simon Lewis, Prof. Peter Hoare and Nigel Larkin – each of whom focussed on different elements of the results. Excavated features and stratigraphy were pointed out and explained, and artefacts from the excavations, including flint tools and fossilised flora and fauna were handed around the group. The excavators then took the time to talk to individuals and small groups about any questions which they might have. The feedback received from those who attended the tours was overwhelmingly positive and many people greatly appreciated the chance to handle artefacts which would otherwise only be visible in a museum case. One visitor to the site even became a volunteer excavator, joining the excavation team for much of the following couple of weeks!

Plate 5. Visitors to the AHOB excavations on Happisburgh beach



5.2.7 Shortly after the site visits, the results of the first five years of the excavations were published in the journal *Nature* on 8 July 2010 and quickly made headlines around the world.²⁸ The excavated evidence suggests that human ancestors were occupying the area between

²⁸ Parfitt, S.A., Ashton, N.M., Lewis, S.G., *et al.* 2010. 'Early Pleistocene human occupation at the edge of the boreal zone in northwest Europe', *Nature* 466, 229–33.

See <http://www.nature.com/nature/journal/v466/n7303/full/nature09117.html> – last accessed 24/05/11

780,000 and 950,000 years ago – about 80,000 years earlier than we thought previously – making the artefacts from Happisburgh the earliest evidence for human occupation so far discovered in northern Europe. Other significant findings from the work are the fact that these early humans were living in an environment rich in flora and fauna akin to that of modern Scandinavia, while geological analyses have shown that an earlier course of the River Thames flowed through the Happisburgh area during this period. A good summary of the excavation results can be found on the British Museum website,²⁹ and copies of all of the relevant articles are held by the Norfolk Historic Environment Record.³⁰

5.3 Research Skills Dayschool

- 5.3.1 One of the clear conclusions from the public consultation exercise was the desire among a small proportion of the Happisburgh population to receive more formal training in historical and archaeological research skills. In order to meet this need, the Project Officer devised a one-day taught course to be provided free to any interested individuals, with the intention of attracting those who might be keen to take their study of Happisburgh's heritage further and become more involved with the Project.
- 5.3.2 The Church Rooms were identified as a suitable venue to host the day and were booked for Saturday 17 July 2010. The dayschool was advertised in the June 2010 edition of the Project newsletter, the June edition of the Coastal Group of Parishes newsletter and the Project mailing list. Although the dayschool was provided free of charge, those wishing to participate were asked to book a place via the Project Officer so that numbers could be managed. In total, twelve people enrolled on the dayschool.
- 5.3.3 The content of the day comprised four linked sessions, all of them delivered by the Project Officer. The first session concerned the use of historic maps in historical and archaeological research, touching on the different types and dates of maps produced, where they can be found and how copies can be viewed in person at the Norfolk Record Office or online via the E-Map Explorer website.³¹ The second session considered the importance of aerial photographs to researchers, explaining the different classes of photograph which are in circulation and how to extract the information which they contain about the historic environment. The formation of cropmarks and the work of the National

²⁹ http://www.britishmuseum.org/research/research_projects/happisburgh.aspx – last accessed 24/05/11

³⁰ http://www.norfolk.gov.uk/Environment/Historic_environment/NCC081336 – last accessed 24/05/11

³¹ <http://www.historic-maps.norfolk.gov.uk>

Mapping Programme to systematically study and map these cropmarks were also discussed. The third session concerned using the techniques of structural criticism to 'read' the story of a building from its fabric, and the methods for recording historic buildings. These were delivered with a particular focus on the recording of historic houses and churches, as these were the buildings which were most likely to be recorded within Happisburgh. The final session of the day covered the methods and techniques of conducting archaeological fieldwalking surveys, with the hope and expectation that landowner permissions and ground conditions would be such that programmes of fieldwalking would be undertaken within the parish.

- 5.3.4 Attendance at the day was very good, with all of the participants greatly enjoying the day, although for many it had been a while since they had participated in formal training of this kind and duration. Breaking the day into four sessions interspersed with tea breaks and a lunch break eased this somewhat, and all of the participants indicated that they would be happy to have similar training sessions in the same format in the future.
- 5.3.5 The enthusiasm amongst the group for putting the skills discussed into practice was very great, and it was decided that practical sessions about each of the techniques presented during the day should be undertaken with interested parties. From the Project's point of view, this was a particularly positive development, as via the running of the dayschool we had effectively been able to identify and engage with the group of individuals who were most keen to progress with studying Happisburgh's heritage.

5.4 Oral History Workshop

- 5.4.1 Following on from the success of the Research Skill Dayschool, and acting in response to requests made by its participants, the Project arranged for a free workshop on the methods and techniques of undertaking, recording and transcribing oral history interviews to be held in the Happisburgh Church Rooms on the evening of 2 September 2010.
- 5.4.2 The workshop was advertised in the August 2010 edition of the Project newsletter, the August edition of the Coastal Group of Parishes newsletter and the Project mailing list. Again, those wishing to participate were asked to book a place via the Project Officer so that numbers could be managed. In total, nine people enrolled on the workshop.
- 5.4.3 In order to deliver the most effective training possible, the Project Officer arranged for Jonathan Draper, curator of the Norfolk Sound Archive at the Norfolk Record Office, to deliver a two-hour workshop on oral history. During the course of the evening the work of the Norfolk Sound Archive was introduced, along with an overview of the different uses to which oral history interviews can be put, complete with some

example projects. The tutor then moved on to discuss the various methods and techniques which can be used in order to achieve the best results from an oral history project, including the best kinds of questions to ask, the best kinds of equipment to use, how to control background noise, and how to transcribe and archive the recordings themselves.

- 5.4.4 There was an overwhelmingly positive response to the workshop, and all of the participants were very keen to begin working on recording oral history interviews under the aegis of the Coastal Heritage Project. Most satisfyingly, without prompting from the Project Officer the conversation broadened to a discussion of whether a local group should be formed to take forward the planned works within the parish. These discussions resulted in the foundation of the Happisburgh Heritage Group, the subsequent work of which is discussed in more detail below.

5.5 *Early Humans in Happisburgh Lecture*

- 5.5.1 During the summer archaeological excavation tours and the subsequent tide of publicity surrounding the publication of the results of the excavations on Happisburgh beach, one of the recurring themes reported to the Project Officer was the desire for a public lecture to be held at which a member of the excavation team presented the results. An agreement in principle had been secured with the leader of the excavations during the summer, and in response to this popular demand the Project Officer arranged for Dr Nick Ashton to return to Happisburgh to give a free public lecture entitled 'The Colonisation of Northern Europe: The First Human at Happisburgh' on the evening of 3 November 2010.
- 5.5.2 It was decided to hire the Wenn Evans Centre to host the lecture, as it had been used previously by the Pathfinder project and was located within easy walking distance of the village centre, as well as having a car park and toilets. The lecture was publicised in the August edition of the Project newsletter, and the September edition of the Coastal Group of Parishes newsletters, posters were also put up on notice boards and in public buildings around the village. The lecture was free and open to all, with interested people being asked to turn up on the night, although the proviso was added to the poster that people should arrive early to avoid disappointment.
- 5.5.3 The perceived popularity of the lecture led to concerns being raised in advance that the venue, which was licensed to hold a maximum of 100 people, might not be large enough to accommodate the expected audience. Unfortunately, there was no alternative location to which the lecture could be switched, and as the lecture was free to those who turned up with no requirement to book, there was little that could be done to predict the eventual numbers. Provision was therefore made to ensure that numbers were controlled and that additional people would be handed an explanatory leaflet and turned away once the building's

capacity had been reached. As an additional method of broadening participation in the lecture, with the permission of the lecturer, video and audio recordings of the entire lecture were made by the Project team and subsequently made available to download via the Happisburgh village website.³²

Plate 6. The Project Officer introduces Dr Nick Ashton's lecture



- 5.5.4 In the end fears about the lecture being oversubscribed proved to be unfounded, largely due to the weather on a wet and cold November evening, but in the event over 60 people attended the lecture. Feedback received both at the event and afterwards revealed that the lecture had been greatly enjoyed by all of those who had attended, many of whom were pleased to see the immensely significant archaeological discoveries from the parish placed into their appropriate context.

5.6 Coastal Wildlife Day

- 5.6.1 From the initial stages of the Project it had always been intended that an event would be organised to provide an insight into and training on aspects of the natural heritage of the Happisburgh area to complement the main project focus on its cultural heritage. In order to fulfil this aim, the Project commissioned the Norfolk Wildlife Trust to deliver a one-day

³² <http://www.happisburgh.org/history/archaeology#lecture> – last accessed 24/05/11

Coastal Wildlife workshop comprising a morning classroom session and a field survey afternoon on 19 February 2011.

- 5.6.2 The Project booked the Church Rooms for the day, and the workshop was advertised in the November edition of the Project newsletter and in the January edition of the Coastal Group of Parishes newsletter, as well as being publicised on the Project mailing list. Participation was free, but those wishing to take part were encouraged to book a place through the Project Officer. In total, 14 people signed up for the workshop, some of whom had been involved in the project before, while others came forward for the first time, probably having seen the parish newsletter advertisement.
- 5.6.3 The morning classroom session was led by Rob Spray of Seasearch, supported by Gemma Walker from the Norfolk Wildlife Trust, and the session focused on the range of wildlife likely to be encountered on beaches and in the marine zone. The afternoon field survey session was spent on Happisburgh beach, where each participant was given a bucket and asked to collect dead specimens of wildlife from a short stretch of beach (Plate 8). The buckets were taken back to the Church Rooms where the collected specimens were identified. Following the identifications, information was provided on how to record coastal and marine wildlife and participants were given a copy of the Norfolk Wildlife Trust's Wildlife Survey Toolkit.

Plate 7. Participants in the NWT workshop on Happisburgh Beach



- 5.6.4 All participants appeared to enjoy the day, with many interesting and thought-provoking questions asked during the indoor and outdoor sessions. At the end of the workshop the Norfolk Wildlife Trust distributed a feedback form, which all participants completed. The responses were very positive, with all participants totally enjoying the day. The only disappointing aspect of the workshop was the attendance, as out of the 14 people who signed up, only eight attended. The main reason for the drop in numbers is thought to be adverse weather conditions on the day and the lack of commitment that people feel to an event for which they do not have to pay. This is a recurrent problem for the Norfolk Wildlife Trust, who have instigated a system of keeping courses free but taking a refundable deposit when bookings are made to ensure attendance.

5.7 Visit to Happisburgh Manor

- 5.7.1 One of the most significant heritage assets within the parish of Happisburgh, and one in which repeated interest was expressed during the public consultation process, is the Arts and Crafts house variously referred to as Happisburgh Manor and St Mary's which was constructed on the clifftops in 1900. In 2010, this building was bought by the company Clarenco under their high-end letting Amazing Retreats brand, and they are now in the process of renovating the property with a view to letting it out. From discussions with North Norfolk District Council and the Project Officer it was clear that Clarenco were keen to find out more about their property and to become involved with the local community, and to this end they agreed to allow access to the building and grounds for a guided tour and historic building recording. Following discussions with the company and a site meeting with its representatives, a date for the tour of the building was originally agreed for 13 November 2010.
- 5.7.2 The tour was advertised in the August 2010 edition of the Project newsletter and in the September edition of the Coastal Group of Parishes newsletter, as well as being publicised on the Project mailing list. Places on the tour were free, but limited to 40 participants, and those interested in attending were asked to contact the Project Officer. These 40 places were quickly filled, as the tour attracted a considerable degree of local interest as well as a number of bookings from people located across the county.
- 5.7.3 It was therefore frustrating that when Clarenco was contacted in order to confirm the booking a couple of weeks before the event, it transpired that the member of their staff with whom the Project Officer had been liaising had resigned without notice and had not passed on any details of the proposed visit to their former colleagues, meaning that no one would be available to meet the tour and that it would therefore have to be postponed until the building renovations were complete.

Unfortunately, this is where the situation remained until the end of the Project, despite repeated attempts arrange new dates with the owners..

- 5.7.4 Then, as the final draft of this report was being prepared, Clarengo circulated an advert among local residents inviting them to an open day at Happisburgh Manor on the afternoon of 5 July 2011. Word of this event reached the Project Officer, who was able to inform those who had expressed an interest in visiting the property. On the day, Clarengo received in excess of 100 visitors to the house, many of whom had only heard about the event through their contact with the Coastal Heritage Project.

5.8 *Happisburgh's Heritage Conference*

- 5.8.1 It had always been the intention that an event would be held to celebrate the successful completion of the Coastal Heritage Project, and this took the form of a free one-day 'Happisburgh's Heritage Conference' which was held on Saturday 26 March 2011, that is, the final Saturday of the Project. The day was offered free of charge, with attendees asked to book places through the Project Officer, and the event took the form of a series of presentations and displays provided by invited speakers and members of the Happisburgh Heritage Group.
- 5.8.2 A number of possible venues were considered for the conference, including the Church Rooms, which was decided to be too small for the event, and the Wenn Evens Centre, which had served perfectly well for the AHOB lecture, and Happisburgh School hall, previously unused by the Project. While this decision was being made, Norfolk County Council instigated a policy stating that only County Council buildings could now be hired for County Council events, meaning that the only permissible venue for the conference was the hall of Happisburgh School. This was duly booked, and the facilities it provided – including seating for 120 people, kitchen and toilets, being within easy walking distance, and ample parking – proved to be ideal for the conference.
- 5.8.3 The conference was advertised extensively, including in the March 2011 edition of the Project newsletter, the North Norfolk Pathfinder newsletter, and to the Project mailing list. Posters for the event were placed on public notice boards and in public buildings around the village, and beyond. The conference was the one of the subjects mentioned in a two-page article in the *Eastern Daily Press* on 19 March 2011 (Appendix 10), a second version of the piece was published as a two-page article in the *North Norfolk News* on 24 March 2011 (Appendix 11). The response to these advertisements was very positive, with over 70 bookings having been made by the day of the conference (Plate 8). In the end, a total of 86 people attended for all or part of the day, including a few people who turned up on the day having heard about the conference at the last minute. Given the capacity of the hall, it was not difficult to accommodate these extra attendees.

Plate 8. The audience at the Happisburgh's Heritage Conference.



- 5.8.4 On arrival, attendees were asked to sign in and each was given a conference pack containing a programme for the day, as well as leaflets about *The Book of Happisburgh* (see 7.0.1), the Historic Environment Service, the E-Map Explorer website, the Norfolk Heritage Explorer website and the latest edition of the Coastal Heritage Project newsletter. In addition, the hall was adorned with displays and exhibits put together from a number of different sources, each aimed at complementing the content of the conference presentations. Several different banners about the work of the Historic Environment Service were on display, including the three-part banner 'library exhibition' banner about the Coastal Heritage Project. Additional materials were provided by the Happisburgh Heritage Group, a small photographic exhibition was provided by one of the Project volunteers who had been recording the broken sea defences on Happisburgh beach, while the beachcomber who had discovered the 'Happisburgh Handaxe', Mike Chambers, provided a collection of curios which he had discovered on the beach for people to examine.
- 5.8.5 The panel of speakers was drawn from a range of backgrounds and they spoke on a number of different themes, but each was chosen because of the impact that their own work had had upon the Happisburgh area, and the presentations were ordered in such a way as to allow the day to develop thematically. A copy of the programme for the day is included in Appendix 12. The conference opened with a presentation from the Project Officer about the Coastal Heritage Project, putting the work which had been conducted within Happisburgh

into its wider context within the Pathfinder project and introducing the other speakers for the day (Plate 9). The second speaker was Peter Hoare, geologist with the Ancient Human Occupation of Britain Project, who spoke on the subject of the geological and sedimentological evidence from the excavations. This was complemented by the third speaker, Peter Robins, flint expert for the Norfolk Museums and Archaeology Service, who spoke about the many discoveries of Palaeolithic worked flint which have been discovered on the beaches and during the recent excavations. The last speaker of the morning was Stephen Heywood, historic buildings specialist with the Historic Environment Service, who gave a presentation on the Arts and Crafts houses of north-east Norfolk, including Happisburgh Manor/St Mary's.

Plate 9. The Project Officer gives a presentation about the Project.



- 5.8.6 As a part of the proceedings, a free buffet lunch was provided for all of those attending the conference. After recommendations by local residents, the catering for the day was provided by the staff of the local Smallsticks café at Cart Gap. Eighty people were catered for, with due consideration given to the full range of different food requirements. The employment of the local café required a special exemption from the Norfolk County Council procurement procedure to be obtained, as it is expected that in house NCC caterers would normally be used under

these circumstances. However, the case was made that using non-local caterers would undermine the community-focused ethos of the Project.

5.8.7 The afternoon session took a much broader view of the archaeology of the Norfolk coast. The first presentation was by Alice Cattermole, the county's Historic Environment Record Officer, on the subject of the National Mapping Programme's detailed analysis of the archaeological evidence contained within aerial photographs of the coast. This was followed by a presentation by David Robertson, Historic Environment Officer (Countryside) for the Historic Environment Service, who spoke about the archaeological walking survey of the coast which he conducted while working for the Norfolk Archaeological Unit. After an afternoon tea break, the final session of the day was taken by Jim Whiteside, chairman of the newly formed Happisburgh Heritage Group. In his presentation he outlined the story behind the development of the group, highlighting the support received from the Project Officer in order to achieve this, and showcased some of the early results which the Group had achieved (of which more below). Jim's presentation finished by encouraging as many people as possible to join the new Group and take research into the heritage of Happisburgh further, beyond the end of the Pathfinder project. The day concluded with some closing words from David Gurney, the County Archaeologist, who drew the themes of the day's presentations together, thanked those involved in the project and wished the residents of Happisburgh all the best for the future.

5.8.8 The Happisburgh's Heritage Conference was a great success and the Project Officer has since received a considerable number of positive comments about the day. Specific comments have included the following:

'May I congratulate you on the Exhibition which I thoroughly enjoyed and found very informative, as I am sure every one attending on Saturday did.'

'Just to tell you how much we enjoyed the Happisburgh's Heritage Conference on Saturday. It was so well organised with interesting speakers and good food!'

'Thank you very much for organising the conference on Saturday, it was most informative.'

'Having organised conferences in the past, I know how much preparation and hard work is involved, before, during and after the event. I am sure you were pleased with the outcome.'

'You and your team have endeared yourselves to Happisburgh folk, I am sure. Saturday was wonderful – I know we could not absorb all the information, but lots of it will come back now and then. We are telling everyone what they missed! We very much appreciate all the work you have done for us.'

'Thank you for organising such a wonderful day ! It was so interesting, enjoyable and informative. I am sure this was due to your planning and hard work.'

- 5.8.9 The event was a very fitting way to end the public engagement element of the Project and provided the perfect opportunity to publicise both the work conducted by the Historic Environment Service during the past 15 months, but also to promote the newly formed Happisburgh Heritage Group and *The Book of Happisburgh*, both of which, it is hoped, will be fitting and lasting legacies of the Coastal Heritage Project.

6: THE HAPPISBURGH HERITAGE GROUP

- 6.0.1 As was referred to above, after the Oral History Workshop was held in Happisburgh on 2 September 2010 discussion turned to the subject of founding a group of like-minded individuals to carry out research into the parish's heritage. A meeting was called for 9 September 2010, at which members of the local community discussed the possible parameters of such a group, to be called The Happisburgh Heritage Group, and the various activities which it would plan to undertake. The Project Officer wholeheartedly supported this initiative and offered to support and nurture the Group during the remaining months of the Project, so that it could continue to function beyond the end of the Pathfinder project. Although Happisburgh already had an historical society which met twice a year and organised occasional outings to nearby sites, but the chairwoman, Mary Trett, felt that rather than attempting newly interested people to join this group, the fieldwork- and research-orientated new group should be a separate entity.
- 6.0.2 The Group decided to hold meetings in the Happisburgh Church Rooms on the second Friday evening of every month, and the Project agreed to hire the venue for these meetings on the Group's behalf for the duration of the Project. Unfortunately, it was only possible to pay for this venue by cheque, rather than electronic transfer, so it was necessary for the Project Officer to pay for the hire and claim it back as expenses.
- 6.0.3 At the second meeting held on 11 October 2010, those gathered elected Jim Whiteside to be the first Chairman of the group, Carol Palfrey was elected to the position of Secretary, and Christine Dye was elected Treasurer. It was decided that membership would cost £12 per year, decreasing by £1 as each month goes by, and that membership would be opened to the wider community at the start of 2011.
- 6.0.4 In order to help the Group to draw up a suitable constitution, the Project Officer sought the advice of Dr Suzie Thomas, the Community Archaeology Officer for the Council for British Archaeology, who has considerable expertise in this area. She was able to provide sample constitutions from several similar local societies and other guidance on subjects such as acquiring insurance policies to cover the activities of the group. A constitution was drafted ahead of the Group's next meeting on 12 November, at which it was ratified and adopted by the Group (Appendix 13). Further details of the group can be found on their pages on the Happisburgh Village website.³³
- 6.0.5 The intention had always been that the Project would provide equipment for local residents to use for in the furtherance of research

³³ <http://www.happisburgh.org/heritage> – last accessed 24/05/11

into the history and heritage of Happisburgh's heritage. After discussions with the group and given the limitations placed by the Norfolk County Council procurement process, it was decided that once the Group had set up a bank account it would be more efficient for the Project Officer to help the group to put together a list of desirable equipment for which the Project could then make a grant. This list and the necessary grant agreement for the sum of £2,215 were finalised over the winter, and included provision for the purchase of a laptop computer, scanner and printer, a digital camera, a video camera, a digital voice recorder, and an array of surveying equipment. The grant agreement was ratified by the Norfolk County Council legal team and then issued to the Heritage Group to be signed. The document was then returned to the County Council for official approval and the grant cheque was eventually issued in April 2011. A copy of this signed agreement with a complete breakdown of equipment to be purchased is included as Appendix 14. As this report is being finalised, the Group has purchased the majority of the specified equipment.

- 6.0.6 While these steps to establish, constitute and equip the Group were being undertaken throughout the winter, the Project Officer also engaged in designing and delivering a series of training sessions for members of the Group. These sessions are described here in chronological order.

6.1 *Radar Station Recording*

- 6.1.1 The first of the Happisburgh Heritage Group training sessions on 24 November 2010 saw three members of the group recording one of the surviving World War Two buildings which formed a part of the Happisburgh radar station (Plate 10). In order to complete the survey successfully, members were introduced to the principles and techniques of historic building survey, especially the use of the so-called 'line and offset' technique to produce ground-plans of buildings, and the use of baselines and running tape measurements to produce elevations.
- 6.1.2 The relatively simple shape and size of this structure made this a particularly suitable structure on which to learn these techniques, and the measured surveys were complemented by a photographic survey undertaken by Group members at a later date. The measurements taken and drawings made on the day were subsequently drawn up and turned into a short report of exceptionally high quality. This report has been entered into the Norfolk Historic Environment Record and a copy is included here as Appendix 15.

Plate 10. Members of the Group recording Happisburgh radar station.



6.2 Fieldwalking Knowledge Transfer Event

- 6.2.1 The second training day for Heritage Group members took place on 26 November 2010 and saw members travel to the nearby parish of Southrepps to meet with members of the Southrepps Society who have been engaged in archaeological fieldwalking in the parish and who were happy to share their experiences with the Happisburgh Heritage Group. This provided the Group with the chance to discuss the processes of archaeological fieldwalking with experienced volunteers and the Project Officer, and also provided the chance to handle substantial collections of surface-collected artefacts which the Southrepps Society had collected.
- 6.2.2 This session was a very useful introduction to fieldwalking for the Heritage Group, especially because it was provided by an equivalent group of volunteers from a nearby parish, and it had been hoped that they would subsequently be able to put this experience into practice in Happisburgh. Unfortunately, the ground conditions in the parish over a particularly harsh winter and the effects that this had on crop growth meant that it was not possible for the group to undertake any fieldwalking within the parish, but several of those Heritage Group members have joined in with the fieldwalking undertaken within Southrepps during the winter. They are looking forward to applying their newly acquired skills when opportunities present themselves in Happisburgh.

6.3 Church and Churchyard Recording

- 6.3.1 The third Heritage Group training session took place on 15 December 2010 and was spent recording the gravestones in Happisburgh churchyard. The session began with the Project Officer leading a walk around the church and churchyard during which discussions were held about the architectural history of the building itself and about the many different types of gravestone which were present within the churchyard. Several different approaches to the recording of gravestones and their inscriptions were outlined by the Project Officer, and then the group set about producing a sketch plan of the gravestones to the south of the church. The gravestones in this area were allocated numbers so that individual pro forma recording sheets based on those advocated by the Council for British Archaeology could be completed for each of them (Plate 11).³⁴
- 6.3.2 After a couple of hours work the bitterly cold conditions brought an early close to the day, but the gravestone survey had been begun in earnest. Before the day ended members of the Group divided up responsibilities to produce plans and paperwork between themselves and appointed a keeper of records so that a coordinated attempt to complete the survey on an *ad hoc* basis as and when Group members were available to undertake work.

Plate 11. Members of the Group recording Happisburgh churchyard.



³⁴ <http://www.britarch.ac.uk/books/Mytum2000> – last accessed 24/05/11

- 6.3.3 The Group returned to Happisburgh church for a second morning of historic building recording on 31 March 2011, the final outreach day of the Coastal Heritage Project, when the Project Officer provided an overview of the historical, archaeological and architectural study of parish churches, and introduced those members who had not partaken in the radar station recording exercise to the methods of recording floor-plans and elevations using the line-and-offset technique. Prior commitments meant that neither the Project Officer nor members of the group were able to spend much time engaged in building recording on the day, but it is the intention of the members to return to complete the survey when time allows.

6.4 *Norfolk Record Office Visit*

- 6.4.1 As the first of a pair of visits to the major record-holding institutions in the county, on 19 January 2011 several members of the Heritage Group met at the Norfolk Record Office in order to view collections of documents relating to Happisburgh and enjoy a tour the conservations labs and stores. The Project Officer had arranged this tour with the NRO's Education and Outreach Officer, and the visit began with a short presentation on the work and collections held at the Norfolk Record Office. This was followed by an explanatory tour of the search room and included demonstrations of the use of the subject indexes and the microfilm readers. The tour proceeded to go behind the scenes to view the record storage rooms and the conservation labs, where one of the conservators gave a short presentation on the nature of their work and showed some works in progress to members of the Group. The tour then returned to the education room, where a selection of documents and historic maps relating to Happisburgh had been retrieved from the archives and laid out for members to view. The 19th-century tithe map was a focus of particular interest to the members, who had never previously seen the original map, and much time was spent discussing which properties shown on the map were still present within the village.

6.5 *Norfolk HER Visit*

- 6.5.1 The second visit to one of the county archives took place on 4 February 2011 and saw members of the Heritage Group travelling to the Historic Environment Service's offices at Gressenhall to view the collections of the Norfolk Historic Environment Record (NHER). The morning-long session was led by the Project Officer and comprised a detailed working demonstration of the NHER database, including the latest records which had been created relating to the recording work undertaken by the Group's members to date, which the members greatly enjoyed seeing. In addition to examining the digital records and GIS mapping, a number of the paper secondary files relating to the parish were also retrieved and passed around so that members could see what

happened to the various documents which they had been collecting and submitting to the Project Officer throughout the year. The members were also introduced to the holdings of the Norfolk Air Photo Library and greatly enjoyed the opportunity to view a selection of the vertical and oblique aerial photographs of the parish which have been taken since the Second World War until the present day, complemented by the detailed mapping of the archaeological features in them compiled by the Norfolk National Mapping Programme.

7: THE BOOK OF HAPPISBURGH

7.0.1 Happisburgh's resident local historian and churchwarden, Mary Trett, has been producing displays and booklets on various aspects of the history of Happisburgh for many decades, during which time she has also built up a sizable collection of historic photographs and postcards. From the very earliest stages of the Project discussions had been had about the possibility of the Project Officer helping to bring this work together with an overview of the parish's archaeological record and getting it published in a suitable format as one of the Project's more tangible legacies. Some preliminary meetings were held between the two potential authors and a broad outline of the text was discussed. It was decided that the Project Officer, who has quite considerable experience of writing, editing and publication, should seek out a suitable publisher and see if a suitable publishing contract could be obtained.

Plate 12. The Project Officer and Mary Trett at work on the book (© Archant)

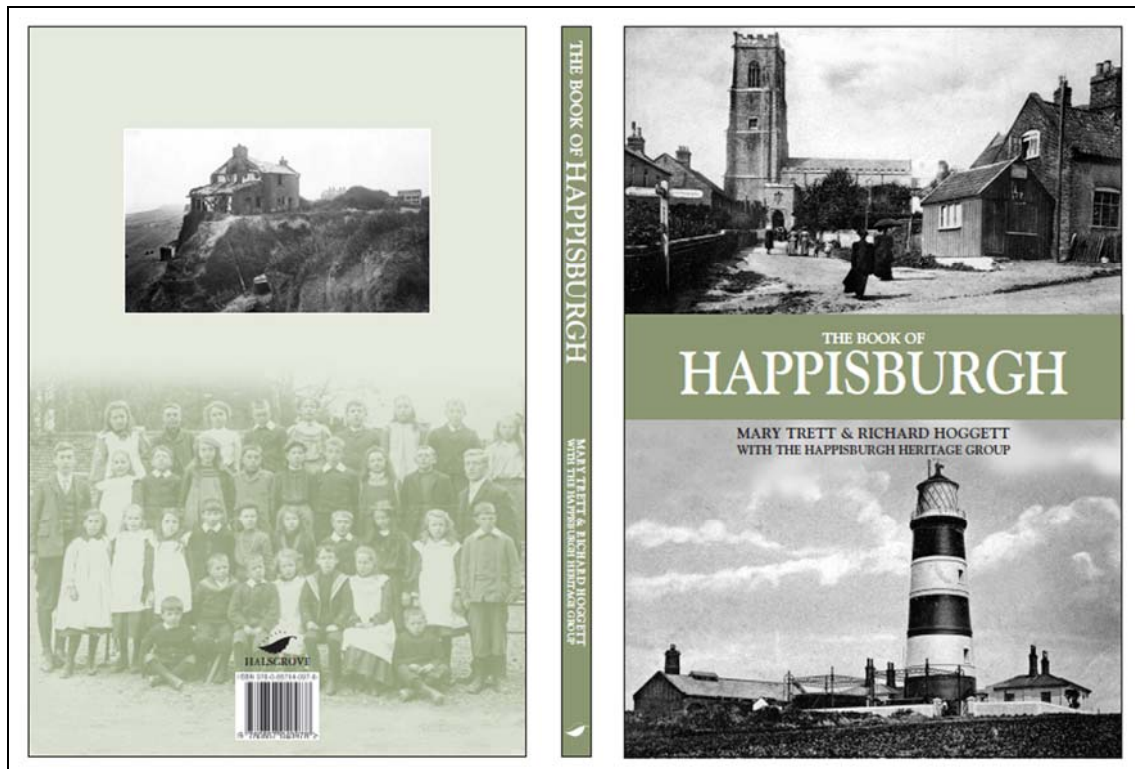


7.0.2 After conducting some research into likely publishers, the Project Officer approached Halsgrove, a company which has published a number of similar parish histories for Norfolk parishes and those further afield. The most appealing aspect of Halsgrove's local history series was the fact that they are paid for by pre-publication subscription, meaning that revenue is raised in advance and local residents and other interested parties have the opportunity to have their names and messages included in the back of the book. This was felt by both authors to be particularly in keeping with the community-focused

elements of the Coastal Heritage Project. Halsgrove were very receptive to the idea, and were happy to offer an agreement in principle to publish the book, subject to the completion of a synopsis and a meeting with the publisher.

- 7.0.3 A meeting was arranged in Happisburgh between the Project Officer, Mary Trett and Simon Butler, director of Halsgrove publishers, for the 26 January 2011. This allowed the opportunity to offer a guided walk around the village and talk about the content of the book, to be called *The Book of Happisburgh*. As a result of this meeting, a formal contract was issued by Halsgrove and was signed by the Project Officer in early February 2011. It was agreed that the text of the book would be up to 60,000 words, with up to 250 images to be provided digitally, and that the copy deadline would be the end of June 2011 to coincide with the end of the Coastal Heritage Project. The intended publication date is November 2011.

Figure 3. The cover of The Book of Happisburgh.



- 7.0.4 Digital and hard-copy flyers, order forms and posters for the book were produced by Halsgrove and delivered to the Project Officer in March 2011, and these have been widely distributed at Project events and have been hand-delivered to most of the houses in the parish by members of the Happisburgh Heritage Group. Group members are also

ensuring that publicity reaches many of the holidaymakers and visitors who are likely to visit the parish this summer. Pre-publication orders are also being taken via the flyers and via the publisher's website.³⁵ At the time of writing, the number of pre-publication orders stands at over 200 copies.

- 7.0.5 Publicity for the book was also greatly boosted by its being the focus of the two-page article in the Eastern Daily Press on 19 March 2011, a second version of the piece was published as a two-page article in the North Norfolk News on 24 March 2011. As a result of this article, both authors have received additional information and photographs from past and present Happisburgh residents and visitors.
- 7.0.6 A 60,000 word typescript and 200 images were sent to the publisher at the end of June 2011, and page proofs of the laid out book were received just as this report was being finalised.

³⁵ <http://www.halsgrove.com/proddetail.php?prod=9780857040978> – last accessed 17/08/11

8: VOLUNTEER RECORDING PROJECTS

8.0.1 In addition to organising a series of free public events and working closely with the members of the community that went on to form the Happisburgh Heritage Group, the Project has also encouraged a number of other coastal monitoring and recording projects undertaken by volunteer groups working in conjunction with the Project Officer.

8.1 *Equipment Loan Scheme*

8.1.1 Using some of the Project budget, a quantity of surveying equipment has been purchased in order to facilitate the undertaking of the training sessions with groups of volunteers outlined in the previous sections, but also to equip volunteers who have made themselves known to the project who were interested in undertaking coastal monitoring and recording projects in a variety of coastal settings. Now that the capital investment has been made in this equipment, it is the intention that this 'Equipment Library' will continue to be publicised and a booking system established whereby individual researchers and local groups can borrow the equipment. This will be a lasting legacy for the Project and one which will greatly enhance the ability of community groups to undertake historic environment-related fieldwork.

8.1.2 Where possible, equipment was sourced from the Eastern Shires Purchasing Organisation (ESPO),³⁶ in compliance with Norfolk County Council procurement requirements, however, some of the more specialised surveying and recording equipment had to be sourced from external suppliers, in particular York Survey Supplies.³⁷ A range of equipment was purchased, allowing for a number of different activities to be undertaken with groups of varying size to be accommodated. This equipment is listed in Table 4. Such has been the success of the equipment loan scheme, the initial results of which are discussed below, it has been decided that it would be desirable to purchase a second batch of equipment which could be added to the 'Equipment Library' and made available to the public (Table 5).

Table 4. Surveying equipment purchased for use by volunteers

Product	Unit Price (£)	Qty	Cost (£)
Olympus Toughcam	216.00	2	432.00
Philips Digital Voice Tracker LFH622	53.00	1	53.00
Marantz PMD620 Handheld Audio Recorder	215.94	1	215.94
Garmin eTrex H Handheld GPS Navigator	65.00	5	325.00

³⁶ <http://www.espo.org/> – last accessed 24/05/11

³⁷ <http://www.yorksurvey.co.uk/> – last accessed 24/05/11

Product	Unit Price (£)	Qty	Cost (£)
Wind Up ABS Case Tape (30m)	6.93	6	41.58
Open Spool 100m Tape	24.57	1	24.57
Silva Ranger 3 Compass	12.15	3	36.45
Rule Flexible Steel (3m)	2.65	3	7.95
Clinometer	8.03	1	8.03
Fisco Line-Master Level	3.25	3	9.75
Plumb Bob & Line	5.00	3	15.00
Mason's Line	9.00	1	9.00
Fold Over, Foolsap, Clipboard (Black)	0.90	6	5.40
Staedtler 4H Pencils (12)	2.05	1	2.05
Assorted Permanent OHP Pens	1.30	1	1.30
Bulldog Clips 50mm (Pack of 10)	1.50	2	3.00
Flag-Mark Red (per 100)	9.50	1	9.50
Red Plastic Survey Pegs (Set of 10)	5.00	2	10.00
2m 2 Section Ranging Pole	12.00	5	60.00
Cross-Sight Ranging Pole	29.50	2	59.00
Specimen Bags (1000)	12.23	1	12.23
Storage Box 35L	8.00	1	8.00
<i>Total</i>			<i>1,348.75</i>

Table 5. Further surveying equipment to be purchased for use by volunteers

Product	Unit Price (£)	Qty	Cost (£)
Olympus Toughcam	216.00	1	216.00
30m YSSC O/F Fibron Tape	14.60	6	87.60
300mm Profile Gauge	25.88	1	25.88
3m Multifold Staff/Measuring Rod	59.45	1	59.45
Disk Mark Kit - Blue & Yellow Mixed	25.00	1	25.00
Garmin eTrex H	75.00	1	75.00
Sokkia B40 Automatic Level Outfit	195.00	1	195.00
Survey Plane Table	65.00	1	65.00
Budget Aluminium Tripod	53.05	1	53.05
5m 5 Section Aluminium Staff	38.45	1	38.45
Protective Bag for 5m Staff	10.75	1	10.75
Plastic Ranging Pole Set	136.33	1	136.33
Level-Mark DT-02 Theodolite Outfit	950.00	1	950.00
Five years' servicing of Theodolite – awaiting quote	350.00	1	350.00
Canon EOS 450D – Digital SLR	518.00	1	518.00
Basic Tripod	28.00	1	28.00
Califone Digital USB Microscope	140.00	1	140.00
Materials for drawing boards and planning frames	50.00	1	50.00
<i>Total</i>			<i>3,023.51</i>

8.2 Coastal Monitoring

8.2.1 In February 2010 the Norfolk Coast Partnership advertised for volunteers to help the Project monitor cliff erosion at Weybourne beach, a site of significant Second World War occupation and also the site where a Roman bracelet had previously been discovered on the beach. Two volunteers, Russell and Wendy Yeomans, came forward and a briefing meeting was held between them and the Project Officer on Weybourne beach on 16 June 2010. Following this successful meeting, formal permission to monitor the beach at Weybourne was sought and obtained from chartered surveyors Morley Riches and Ablewhite who manage the beach as agents for the Crown Estate Commissioners. The volunteers were subsequently loaned a GPS handset and provided with pro forma recording sheets to ensure that any results of their monitoring visits were documented appropriately. Unfortunately, despite making repeated visits to Weybourne beach throughout the duration of the Project, no further archaeological features or artefacts were discovered there by the volunteers.

Plate 13. The possible brick kiln eroding from the cliff at Sidestrand.



8.2.2 The pair of volunteers recruited to monitor Weybourne beach spend a lot of their time on the coast and during the course of the year have noted and photographed numerous other sites and monuments which are of interest to the Project and submitted details to the Project Officer. Particular highlights include their recording of the erosion of a concrete

pad probably related to Second World War defences from the cliffs near Sheringham and their noting the erosion of a possible brick kiln from the cliff at Sidestrand (Plate 13). Subsequent return visits to the site of the possible brick kiln have demonstrated that it has now been completely eroded, rendering the results of this coastal monitoring the only material record of the site.

8.3 *Earthwork Survey at Cockthorpe Common*

- 8.3.1 The Historic Environment Service has had frequent contact with Langham resident Andy Rampley, who has for a number of years used skills acquired as a railway engineer to produce detailed earthwork surveys of a number of sites in the Langham area. In early September 2010, he brought the site of earthworks of a possible harbour in freshwater marshes at Cockthorpe Common (on the Stiffkey/Binham parish boundary) to the attention of the Project team. In order to facilitate a greater understanding of these earthworks several pieces of surveying equipment, including a GPS handset, a digital camera and ranging poles were loaned. The preliminary results of this survey are promising, and it is intended that further work will be undertaken on the site in conjunction with members of the area's local history societies.

8.4 *RSPB Titchwell Survey*

- 8.4.1 When the archaeological features on the Norfolk coast were mapped from aerial photographs by the Norfolk National Mapping Programme, the presence of a number of linear features and blockhouses pertaining to a Second World War tank range were noted within the area of what is now the flooded area of the RSPB reserve at Titchwell.³⁸ Substantial groundwork undertaken at the reserve during 2010 necessitated the draining of the brackish marsh, which in turn presented the opportunity to study and record the nature and extent of these usually submerged and inaccessible remains.
- 8.4.2 On 8 September 2010, the Project Officer, assisted by RSPB reserve volunteer Mike Barrett, conducted a walkover examination and photographic survey of the site and discovered that many of the Second World War remains had survived very well (Plate 14). Of particular note were the buried cable runs which originated from the surviving blockhouses on the target range and radiated outwards to a number of small brick structures situated on small rises of ground which were usually isolated islands in the flooded marsh. These brick structures were found to be of uniform size and construction and contained

³⁸ Albone, J., Massey, S. and Tremlett, S. 2007. *The Archaeology of Norfolk's Coastal Zone: Results of the National Mapping Programme*. Unpublished project report, English Heritage Project No: 2913, pp.204–6.

mechanical apparatus indicative of their function as the bases of a series of pop-up targets which had been located throughout the Second World War tank range. The usually submerged cable runs contained the mechanism by which these targets were operated. The results of this survey have been integrated into the Historic Environment Record and shared with the staff of the RSPB reserve.

Plate 14. Recording Second World War features at RSPB Titchwell.



8.5 Happisburgh's Sea Defences

- 8.5.1 In response to a consultation from North Norfolk's District Council's Pathfinder team regarding the archaeological implications of removing debris and broken sea defences from Happisburgh beach, the Historic Environment Service requested that a photographic survey of the affected defences be undertaken in order to ensure that these important elements of the parish's historic environment were recorded prior to their removal. Given that the proposed work was a part of the wider Pathfinder project and did not require planning permission, rather than recommending the employment of an archaeological contractor Historic Environment Staff were happy for this survey to be undertaken by a suitably supervised volunteer working under the aegis of the Coastal Heritage Project.

- 8.5.2 The Project Officer approached an appropriate volunteer, Vini Pereira,³⁹ a professional photographer living in Happisburgh who takes great artistic inspiration from the broken sea defences and who had contacted the Project independently to explore possible contributions which he could make to the work. Following a briefing meeting on Happisburgh beach on 10 September 2010, the volunteer was lent a GPS unit and ranging poles and given some photographic registers in order that a proper photographic record of the defences could be compiled. The resultant photographic archive more than adequately documents the sea defences (Plate 15), and it is the intention that this photographic recording will be extended to include recording the actual removal of the defences when this occurs later in 2011.
- 8.5.3 In addition to providing an archaeological record, which has greatly enhanced our knowledge of the sea defences, Vini has also taken a series of more artistic photographs of the defences, some of which were enlarged, printed and exhibited at the Happisburgh's Heritage Conference, where they attracted a large number of positive comments from the conference attendees.

Plate 15. Happisburgh's sea defences photographed by Vini Pereira.



³⁹ <http://www.vinipereira.com/> – last accessed 03/06/11

8.6 Sheringham Park

- 8.6.1 Following a talk given at Holt library in October 2010, the Project Officer was contacted by a member of the audience who works as a volunteer at the National Trust's Sheringham Park seeking advice on how he and two colleagues should go about conducting a survey of the archaeological remains within the Park. The Sheringham estate extends beyond the area of Sheringham Park proper and encompasses the land which lies between the northern edge of the park and the cliffs; the entire area contains extensive remains of Second World War defensive features, as well as features relating to the emparked and pre-emparkment landscapes.
- 8.6.2 Following preliminary discussions, a meeting was held with the three volunteers at the Park on 19 January 2011, during which the Project Officer shared the existing contents of the Historic Environment Record and discussed with them at length the nature and extent of the remains which are to be found within and surrounding the Park. Advice and surveying equipment were provided to the volunteers, who have since set about creating a photographic inventory of the archaeological features within the Park (Plate 16) with the aim of managing the heritage assets within the Park and enhancing both the Historic Environment Record and visitors' enjoyment.

Plate 16. A Second World War pillbox in Sheringham Park.



9: HISTORIC ENVIRONMENT RECORD ENHANCEMENT

9.0.1 Many of the Project events and activities outlined above have resulted in considerable amounts of new and updated material about Norfolk's coastal heritage being brought to the attention of the Project Officer. All of this information has been integrated into the Historic Environment Record database maintained by the Historic Environment Service and will ultimately be made available via the Norfolk Heritage Explorer website. In addition to the collection and collation of this new material, the Project Officer has also been engaged in a number of more specific Norfolk Historic Environment Record enhancement tasks.

9.1 *Heritage Asset Scoring*

9.1.1 The NHER has the capability to ascribe a number of scoring criteria to each heritage asset, allowing data to be manipulated and analysed to provide insights into the nature of the historic environment. As a part of the more intensive historic environment-related work which has been taking place in Happisburgh, the Project Officer has systematically applied scores to each of the records relating to the parish. These scores provide a standardised measure of the following aspects of each record and allow different records to be evaluated against one another across the county.

- Designation – incorporating the designated and/or legal status of heritage assets, including Scheduled Monuments, Listed Buildings, and Registered Parks and Gardens.
- Significance – incorporating rarity, group value, potential for preservation of archaeological finds and features, and diversity/complexity. Degrees of significance are expressed hierarchically and are International (including World Heritage Sites), National (including SMs & Grade I and II* Listed Buildings), Regional/County (including Grade II Listed Buildings), Local, Negligible (of minimal significance or uncertain evidence) and Ungraded (non-antiquities and other records of minimal relevance).
- Survival – the form in which the site survives today (on most recent evidence). Survival is expressed using one or more of the following terms: Historic landscape, Surviving structure, Ruined structure, Earthwork, Buried site, Finds scatter, Partially destroyed, Destroyed or Unknown.
- Evidence – for the site overall, expressed using one or more of the following terms: Physical, recorded evidence of the physical remains of the site, including cropmarks visible on photographs, etc.; Documentary, the site is documented, e.g. by maps or records, but no physical evidence has been recorded; or Conjectural, existence or location uncertain or conjectured.

9.2 *Handaxe Illustrations*

- 9.2.1 In addition to undertaking this programme of scoring, the Project Officer has commissioned freelance archaeological illustrator Jason Gibbons to produce a series of publication-quality illustrations of the many different Palaeolithic handaxes and Neolithic flint axes which have been discovered in Happisburgh over the years. At the start of the Project many of these objects were only recorded in pencil sketches held by the NHER and these sketches have been worked up into complete drawings. In some cases it has been possible to borrow original artefacts from their finders so that the illustrator can work from the source material, returning both the artefact and a copy of the drawing to the finder. As news of this work spread, three further flint axes which had been discovered by residents and visitors to Happisburgh came to light and it has been possible to borrow and record all of these artefacts too.

9.3 *Interpretation Panels*

- 9.3.1 One of the stated objectives of the Historic Environment Service is the provision of interpretative advice and information, and so as a part of the clifftop enhancement phase of the Pathfinder works in Happisburgh the Project Officer has written text and sourced images for three different interpretation panels about Happisburgh's historic environment which will be installed on the clifftops.
- 9.3.2 The first of these panels concerns the internationally significant early human occupation evidence which lies buried beneath the beach and incorporates some of the drawings and photographs from the Ancient Human Occupation of Britain excavations.
- 9.3.3 The second panel concerns the rich built heritage of the parish, and includes discussions of the church, lighthouse and Happisburgh manor, as well as many of the other significant buildings which are to be found within the village.
- 9.3.4 The third panel concerns Happisburgh's roles in the First and Second World Wars and focuses on the nature and extent of the coastal defences, the role of the radar station and the bomb damage experienced in the parish during these conflicts.
- 9.3.5 The Project Officer will continue to liaise with NNDC as to suitable locations and display methods for these materials, and other materials which may be relevant to the interpretation of the heritage of the Pathfinder area.

9.4 *Norfolk Heritage Explorer Website*

- 9.4.1 It was always intended that the Project would contribute to the content of the Norfolk Heritage Explorer website, the online version of the Norfolk Historic Environment Record. The website is maintained by

external IT consultants exeGesIS Spatial Data Management, who also manufacture the HBSMR database software which is used to store the Historic Environment Record, and data are exported from the HER to the NHE website. New Historic Environment Records and thematic texts have been added to this database throughout the Project, along with the addition of numerous digital photographs and documents, and all of these will be exported to the live website during the next update.

- 9.4.2 In addition to this work, it has also been possible to use some of the Project funding set aside for web development to develop new aspects of the NHE website which will greatly facilitate the delivery of this content in the future. Specifically, these new aspects include the development of a Content Management System to facilitate the updating and management of the website, upgraded mapping in order to provide greater detail of the records held, and the provision of considerably more supporting materials, guidance notes and advice on heritage-related matters.
- 9.4.3 The design and implementation of these website enhancements have begun during the Project, but given the technical sophistication of the task and the demands of other projects being undertaken by the IT consultants it has not been possible to complete this work within the Project lifespan. All being well, these new developments will go live in or before November 2011.

10: PROJECT EVALUATION

- 10.0.1 Defra have set out a series of questions which Pathfinder participants should use to guide the evaluation phases of their projects in order to ensure that the lessons from the Pathfinder were captured. This evidence can then be shared between Defra, local authorities and other partners, and used to inform the development of future policies. This section is structured toward providing answers to these questions.
- 10.0.2 The first part of this section considers the delivery of the different elements of the Project specified in the original Project Outline, considering those elements which worked well and those which did not. Variations from the original plans are also described and explained.
- 10.0.3 The second part of this chapter discusses the unforeseen risks, issues and barriers to delivery which were encountered during the course of the Project, examining their causes and effects, and the solutions which were developed to overcome them.
- 10.0.4 The third section of this chapter considers the benefits which the Coastal Heritage Project delivered to coastal communities within the Pathfinder area, and the ways in which it helped equip them to adapt to the impacts of coastal change.
- 10.0.5 The fourth section of this chapter considers the finances of the Project, discussing costs, variations from the proposed budget, and providing an assessment of value for money. A full financial breakdown is provided in Appendix 16.
- 10.0.6 The final section of this chapter considers how the work begun under the aegis of the Pathfinder project might be continued or replicated elsewhere, and highlights some potential sources of funding which might be drawn upon in order to achieve this.

10.1 *Delivery*

- 10.1.1 From the outset the Coastal Change Pathfinder projects were intended to be innovative and provide a testing ground for a number of new and different approaches to helping local communities adapt to coastal change.⁴⁰ As a consequence, there was no expectation on Defra's part that everything would necessarily go to plan, or even succeed at all, and the rigorous testing of these ideas and implementation of significant changes where necessary is considered to be a fundamental part of the Pathfinder process. In this regard, the Coastal Heritage Project element of the North Norfolk Coastal Change Pathfinder was at a considerable advantage, in that although the Project has a great many innovative

⁴⁰ <http://www.defra.gov.uk/environment/flooding/coastal-change-pathfinders/> – last accessed 26/05/11

elements, the staff of the Historic Environment Service have considerable experience of delivering similar projects in the past and, as such, were able to anticipate some of the potential pitfalls which might otherwise have been encountered.

Project Ideology

- 10.1.2 The ideology of community heritage, which underpins the work of the Project, is one which has a widespread following throughout the United Kingdom and has done for many years. In many ways, this ethos is in tune with current trends towards localism and volunteer action engendered in recent political dialogues. A review of the nature and extent of participation in community archaeology recently undertaken by Dr Suzie Thomas, the Council for British Archaeology's Community Archaeology Support Officer,⁴¹ revealed that there are at least 2,030 voluntary groups and societies (representing some 215,000 individuals) which interact with their archaeological heritage. The degree of activity of these groups varies greatly across the country, with fewer than half of the surveyed groups undertaking excavations, while considerably more partake in photographic recording, attending talks or lectures, lobbying on heritage issues, and fieldwalking. The survey also revealed that there is a strong desire for training among these volunteers, although this varies from group to group, and that this training needs to be tailored to local circumstances and, ideally, be delivered face-to-face with online resources provided to augment this training. When viewed within this context, it is clear that the design and execution of the Coastal Heritage Project sit at the heart of current thinking regarding community heritage nationally and also within wider political and ideological approaches to localism and volunteering.

Target Community

- 10.1.3 Being confident that the Project was offering services for which there was a clear demand on a general level, the key to the success of this particular Project lay in identifying a suitable community with the willingness to engage with the Project's aims and objectives. Under different circumstances and with a longer timeframe it may have been sufficient to publicise the existence of the Project to communities along the length of the Norfolk coast and invite interested parties to make themselves known, but given the time constraints arising from working within the Pathfinder programme a community had to be deliberately targeted instead. In this regard Happisburgh was an obvious focus for the Project's efforts. In addition to the other elements of the Pathfinder project which were due to be delivered within the parish during the course of the year, Happisburgh has a very rich historic environment,

⁴¹ <http://www.britarch.ac.uk/research/community> – last accessed 26/05/11

which includes some of the most significant evidence for early occupation so far discovered in northern Europe (see 5.2), and these remains are being directly affected by coastal erosion. Happisburgh is also a community with a strong track record of community action and engagement: in 1990 when faced with the closure of Happisburgh lighthouse the community came together to secure an act of parliament, form a board of trustees and take the lighthouse into private ownership;⁴² more recently, under the banner of the Coastal Concern Action Group, the community has campaigned tirelessly for the issue of coastal erosion to be addressed, arguably giving rise to the Pathfinder projects themselves.⁴³ Of course, there were no guarantees that there would be sufficient interest among the residents of Happisburgh to make the Project sustainable, in which case an alternative community would have had to be sought out, but, as has been exemplified above, this turned out to be very much not the case. Indeed, the response from the community of Happisburgh has been so strong that the Project has been able to far exceed its expectations regarding what would be achievable with the time and money available.

Project Officer

- 10.1.4 Past experience has taught that the success or failure of a community heritage project such as this depends almost entirely upon the skills, abilities, experience and enthusiasm of the person or persons with responsibility for delivering the project. It is therefore worth ensuring that a suitable job description and person specification are put together and that sufficient time and money are invested in advertising the job widely and applying a rigorous recruitment process (see 2.6 and Appendix 2). A successful community heritage Project Officer needs to be able to arrive in a community and immediately begin to seek out and build rapport with interested individuals, while at the same time ensuring that more reluctant members of the community are also included. They must approach a community with a set of ideas about what could be done and be prepared to deliver on those ideas, but at the same time they must be willing and able to adapt or abandon any pre-determined approach in response to the demands and interests of the community itself, providing, in effect, a bottom-up rather than top-down model of project development. Crucially, they must have excellent interpersonal skills, be able to balance conflicting demands made by different individuals and be able to find the common ground with a wide range of people, so that effective working relationships can be forged.

⁴² <http://www.happisburgh.org/lighthouse/salvation> – last accessed 26/05/11

⁴³ <http://www.happisburgh.org.uk/campaign> – last accessed 26/05/11

- 10.1.5 The recruitment process was well structured towards finding such a candidate, with a heavy emphasis placed on the public presentation of their previous community heritage experience, as well as a series of interview questions probing the necessary approaches and attitudes for undertaking work of this kind (Appendix 3). This resulted in the recruitment of a Project Officer who had considerable previous experience of delivering community heritage projects, coupled with an extensive range of teaching experience and detailed understanding of the historic environment. This breadth of experience meant that it was possible to offer a wide range of Project events, activities and training with very little preparation time being required (see 5.0.1), and ultimately meant that there was less of a need to hire external specialists or consultants in order to provide specific services or provide training sessions for volunteers. The knowledge and experience brought to the Project by the Project Officer were also directly responsible for some of the Project's particular successes, his experience of writing, editing and producing publications, for example, having been instrumental in securing the publication deal for *The Book of Happisburgh* (see 7.0.1).

Initial Public Consultation

- 10.1.6 The process of public consultation is crucial in establishing the degree of participation likely to be forthcoming from any given community in a project such as this one and is a vital tool in the development of a bottom-up strategy to project design. As was discussed in the relevant section above (see 3.2), although a number of successful stakeholder meetings were held in the early weeks of the Project, the very low response rate to the heritage questionnaire was extremely disappointing, although those few individuals who did respond have subsequently proved to be the keenest to engage with the Project and carry its activities on into the future. Comments made by questionnaire recipients have indicated that having a clearly established, low effort and free method of returning these questionnaires would have made a large difference to the return rate – a freepost address or collection boxes within the village for example. Open-ended questions were deliberately employed in the questionnaire to gather the broadest possible set of responses, but as was noted above, it is clearly necessary to approach a project such as this with a pre-defined set of activities and events in mind so that there is something specific which can be offered to people, while at the same time making adequate provision for the adaptation or abandonment of these ideas in favour of suggestions from the community.

Project Promotion

- 10.1.7 Another crucial factor in the success or failure of a community heritage project such as this one is the degree to which the Project Officer communicates with large numbers of people and publicises the work of

the project (see 4.0.1). Again a balance needs to be struck between communicating the aims and objectives of the Project widely enough to reach as many interested parties in the target area as possible, while at the same time taking care not to publicise the Project's work too widely and risk having to spreading the available resources too thinly. The possibility of a formal press launch for the Coastal Heritage Project was discussed, but in the event it was decided that a more low-key local launch targeting the Happisburgh area was more appropriate in the first instance. The degree of publicity surrounding the Project was carefully managed and grew gradually throughout the Project lifecycle, culminating in a two-page article in the *Eastern Daily Press* and a widely attended public conference.

- 10.1.8 Throughout the course of the Project, the local parish newsletter was found to be an excellent way of communicating with most of the households within the target parish and the surrounding areas, especially one word-of-mouth began to spread that this was where Project-related announcements were made. Such newsletters are a resource the value of which should not be underestimated in the publicising of any community-based project. The partnership which was quickly entered into with the webmaster of the Happisburgh village website was also very productive, as most local residents were aware of the website and frequently checked it for updates about local events (see 4.3.5). The parish notice boards also proved to be particularly useful in the publicising of Project events.
- 10.1.9 The Project newsletter and mailing list were both very useful ways of publicising events and keeping volunteers who had expressed an interest and enrolled in the Project up to date with events (see 4.2). By the end of the Project the mailing list contained over 100 individuals, including many members of the county's coastal communities and including representatives from several different regional and national agencies. The drawback of using the mailing list for publicity was the fact that it was only a method of keeping those who had already joined the Project up to date; hard copies of the newsletters were distributed at various locations across the Pathfinder areas throughout the course of the Project and these did attract a number of new volunteers to the Project who subsequently joined the mailing list.
- 10.1.10 The static exhibition which was designed to tour the county's coastal libraries was a particular success (see 4.5). The graphic design work was able to be undertaken by the Project Officer and has attracted many positive comments. Its portability and relative simplicity meant that it was ideally suited to being transported from venue to venue and erected in relatively confined spaces. The use of local libraries as venues for the exhibition and supporting public lectures was a very successful collaboration between the Historic Environment Service and the Norfolk Libraries and Information Service. These libraries act as

important local hubs for community engagement in their own right and their use as venues for lectures and exhibitions such as this have been a particularly appropriate and positive part of the Project. There is great potential for further collaborative work between the two Norfolk County Council services.

Project Events

- 10.1.11 Shortcomings of the consultation aside, the results which were achieved during the consultation were sufficient to put together a programme of public events and activities which could be offered to all. As the detailed descriptions of these events given above demonstrate, each and every event was a success and well attended, the details of which do not need to be rehearsed here. Indeed, the only event which did not go according to plan was the proposed visit to Happisburgh Manor, which had to be postponed due to issues completely beyond the control of the Project, but which took place as this report was being finalised (see 5.7). However, there are a number of positive and negative themes which span all of these events and which are worthy of comment here if lessons are to be learned for the future.
- 10.1.12 The issues surrounding Project publicity were discussed above, to which should be added a number of observations about publicising individual events. For every event except the final Happisburgh's Heritage Conference event advertising was deliberately restricted to the Happisburgh area using the channels discussed above. This resulted in a very good attendance for each event from local residents, without overwhelming the event or resulting in unwieldy group sizes.
- 10.1.13 It was quickly realised that the timing of event publicity was crucial: advertising an event too early tended to result in people forgetting about it or having lost interest by the time the event came around; advertising the event too near to its actual date resulted in people having already made other plans and unable to attend at short notice. With all of the events in this Project the decision was taken to advertise events between a month and a fortnight before they happened, a time period which seemed to produce the best attendances.
- 10.1.14 All of the Project events were provided free of charge to anyone who wished to attend, although enrolments were handled in different ways for different events. The Project Open Day was a drop-in exhibition, requiring no prior enrolment, and the lecture by the leader of the Ancient Human Occupation of Britain excavation leader was run on a 'turn up on the night' basis with a venue which held 100 people. As was discussed above, this raised concerns that the event might be oversubscribed, but in the end these fears proved to be unfounded (see 5.5.3). All of the other events were free, but required interested parties to register their interest with the Project Officer so that control could be kept over numbers and enrolled volunteers could be contacted as

necessary. It is possible that asking people to enrol in this fashion put some prospective attendees off, but turnout was sufficient to indicate that this may not have been a significant factor. Indeed, the only event where poor turnout was a problem was the Norfolk Wildlife Trust workshop, when only eight of the fourteen people who signed up attended (see 5.6). The main reason for the drop in numbers is thought to be the poor weather on the day of the workshop, part of which took place on Happisburgh beach.

- 10.1.15 In general, drop-out rates were not really a problem with this Project's events, but they have the potential to cause problems for similar events or projects and it is worth considering methods by which this might be combated. It would seem that when something is free, people literally have less invested in the event and feel less inclined to worry about non-attendance. One solution would be to make a charge for events, but this would inevitably put people off, as well as having ethical and cash-handling difficulties. Another solution, and one adopted by the NWT for their workshops, is to charge a refundable deposit when places are booked and return it to the participant on the day. Again, this has cash handling implications, but would at least ensure attendance. The final approach would be to remain with the situation adopted during this Project, relying solely on the good will of the volunteers who have enrolled to honour their booking and use the positive relationship built up between the Project Officer and the local community to ensure good attendance. It should be noted, that in almost all cases of non-attendance experienced during this Project volunteers contacted the Project Officer their apologies.

The Happisburgh Heritage Group

- 10.1.16 It had been hoped from the outset that it would be possible to help form a local interest group and provide it with some equipment, but the foundation, training and equipping of the Happisburgh Heritage Group and the enthusiasm with which its members have engaged with the Project are some of the Project's greatest successes (see 6.0.1). As a result of the Project's interventions the Group are now self-sufficient and well versed in the methods and techniques of community heritage work. The Group's existence is a fitting legacy for the Project and it is already beginning to attract a considerable number of new members.
- 10.1.17 Of course, at the outset of the Project there were no guarantees that that objective could be achieved at all, the matter being entirely dependent upon the willingness and enthusiasm of members of the local community. As was noted above, given that there already was an Historical Society within the village it was perfectly possible that no new group would be needed, in which case the Project would have supported the existing group, or it could have been that no one in the local community was interested in taking this element of the Project

forward at all, in which case an alternative community may have needed to be sought.

- 10.1.18 It should be noted that even the offer of free training and equipment was not an incentive guaranteed to secure participation, as other local groups were approached with such offers during the later stages of the Project only for these offers to be politely declined.

Recording Projects and Equipment Library

- 10.1.19 In addition to the Project's work in Happisburgh, a number of other volunteer recording projects took place under the banner of the Coastal Heritage Projects this year (see 8.0.1). Partnership working with volunteers working with the RSPB at Titchwell and with the National Trust at Sheringham Park has enabled additional surveying and recording to take place, as well as providing new insights into the properties which is due to be passed on to visitors to both sites. This is an initiative which the HES is keen to see continue into the future and the creation of a Project legacy in the form of an 'Equipment Library' will enable this to happen.
- 10.1.20 The establishment of an 'Equipment Library' from which volunteers can borrow recording equipment is an initiative which has been discussed among HES staff for a number of years, but which has never had the opportunity to be enacted (see 8.1). The opportunity to set up such a scheme as a part of the Coastal Heritage Project has already paid dividends with a number of different recording projects having already taken place, most of them using equipment which is not very expensive to buy, which is easy to maintain and very simple to use. Such is the success of this scheme that further money is to be spent acquiring additional equipment and marketing its availability to those
- 10.1.21 The establishment of a formal agreement with the agents for the Crown Estate for coastal monitoring to be undertaken by volunteers at Weybourne beach is an example of the kind of initiative which the HES has been keen to develop for a number of years (see 8.2). By linking up volunteers who are frequently on the beaches with the relevant landowners, and providing them with equipment and information about the historic environment of the beaches/cliffs in question it has been shown to be possible to implement a programme of frequent monitoring. While the administrative effort involved in setting up this agreement was reasonably high, now that the agreement is in place it can continue to be acted under into the future. This is a methodology which the HES would like to see continue to be developed into the future, gradually building up a network of volunteers along the entire length of the coast.
- 10.1.22 More informal approaches to coastal 'monitoring' have also been trialled this year, in the sense that the Project has provided local residents with identification guides and provided handling sessions with a view to increasing the recognition of artefacts which may have appeared on the

beaches or eroded from the cliffs. Under this arrangement any 'monitoring' which takes place is undertaken by individuals acting under their own volition, and not as enrolled volunteers. This approach has resulted in the recovery of a number of flint artefacts from Happisburgh beach, as well as a number of photographs of features eroding from the cliffs being reported to the HES.

10.2 What barriers did Pathfinders come across?

- 10.2.1 While most of the Project events and activities have been delivered according to plan and executed without a hitch, there have been a number of barriers which, while not preventing the successful delivery of the Project, have at least slowed its progress and prevented it from being as efficient as it could otherwise have been. It must be said that, in general, the project management and delivery experience of the Project team allowed many potential barriers and pitfalls to be identified early enough in the process to be effectively avoided, while some of the factors already alluded to lie beyond the control of the Project: abject weather conditions, for example have hampered some of the outdoors events (see 5.6), while reliance upon third parties to provide access to properties has also proved problematic (see 5.7). However, there are a few more general barriers which have been encountered which are likely to present similar problems for anyone attempted to replicate the work of the Project in the future.
- 10.2.2 The timeframe for the delivery of all of the Pathfinder projects has been very short and this has given rise to a number of difficulties. The first of these relates to the recruitment of the Project Officer, which required that a job description and specification be drawn up and advertised, that interviews be held, a CRB check obtained, a job offer made and notice worked before the Project Officer could take up their post (see 2.6). In effect this mean that the Coastal Heritage Project was five months old before the Project Officer took up his post. This problem could have been avoided if a longer lead-in time had been available, although it is recognised that this was not feasible, but for any future projects it should be remembered that if existing staff are not to be used to deliver a project then the recruitment process may take a while to complete.
- 10.2.3 The short timescale of the Project also required that the Project Officer built relationships with the Happisburgh community very quickly indeed, a very challenging task. Previous experience has demonstrated that this is an often very delicate process which must be approached carefully and presented in the correct manner. In general, local communities do not react well to a heritage professional arriving out of the blue and beginning to tell people what to do. It takes time to win people's trust and confidence, yet these can be lost in an instant if the wrong impression is given or a situation is badly handled. In this regard, the Project was particularly fortunate to secure the support of key members

of the community in the early phases of the Project, and these individuals' approval has effectively seen them act as guarantors in the eyes of other members of the community.

- 10.2.4 Nesting the Project within the local authority Historic Environment Service has an enormous number of benefits, including expertise and experience, ready access to materials and data, an authoritative voice, and existing partnership links to a number of other County Council and outside services. However, there have been a number of instances where the aims, objectives and requirements of the Project have been somewhat at odds with existing local authority procedures and protocols, making it difficult for the Project Officer to respond to Project changes and developments as quickly as necessary. These contrasting approaches are particularly demonstrated in the arena of procurement processes, and IT provision in particular.
- 10.2.5 There have been a number of occasions during the lifespan of the Project when necessary equipment has not been able to be purchased quickly enough to be usefully employed in the Project. For example, there is an existing purchasing arrangement with the Eastern Shires Purchasing Organisation and an expectation that wherever possible equipment should be bought through them. In most instances this was not a problem, but in the case of wanting to buy equipment which was not a part of ESPO's core stock problems soon arose. Wishing to buy a number of GPS handsets which ESPO did not stock, the Project Officer was denied the opportunity to purchase them directly from the manufacturer or order them from an alternative supplier until ESPO had been given the opportunity to match the price available elsewhere. After a week ESPO came back with a price 1p cheaper than the advertised online price, and so the requested order had to be placed with ESPO, who then took the best part of four months to deliver on the order.
- 10.2.6 Likewise, when a digital voice recorder was required to conduct oral history interviews, being a piece of technological equipment the purchase request had to go through the County Council's IT department. Despite the fact that the Norfolk Record Office (part of Norfolk County Council) recommend and use the model in question, a technological audit of the item was required to ensure that the recorder complied with the County Council's IT policies – this process took the best part of three months, and is particularly ironic because the equipment has yet to be used on any County Council computers having been lent straight to volunteers who are happy to use it on their own computers. Of course, now that all of this equipment has been purchased it is available for anyone to use in the future, but a considerable amount of the relatively short lifespan of Project has been spent waiting for official approval of purchases and their subsequent delivery.

- 10.2.7 Local authority spending rules have also made it difficult to hire and use venues for Project events. Many of the events within the village have been held in the Happisburgh Church Rooms, an excellent venue being prominently located within the village, well furnished, easily accessible, and with very good kitchen and toilet facilities. The Church Rooms were very reasonably priced at £20 per two-hour session, but as payment could only be made by cheque to the Parochial Church Council there was no easy mechanism by which the venue could be hired through the County Council. In the end, the Project Officer had to write a cheque for each monthly meeting of the Happisburgh Heritage Group sponsored by the Project and claim the money back as expenses.
- 10.2.8 Another difficulty presented by the venue was the fact that the electricity was metered, requiring pound coins to be operated, and again there was great difficulty in providing for this via County Council, as petty cash requires receipts which cannot be obtained from an electricity meter, as do expenses claims. Mid-way through the Project a change in County Council policy meant that only County Council venues could be used for County Council organised events, effectively ruling out the Church Rooms as a viable venue. Fortunately, the Happisburgh Heritage Group were sufficiently well established to be able to hire the room for themselves by this point, and the issue could be avoided, but this policy and the paperwork required to secure the necessary exemptions will add considerably to the administrative burden of organising future events of the kind undertaken this year.
- 10.2.9 While these may seem like trifling issues in the grand scheme of things, it is administrative and bureaucratic stumbling blocks such as these which can seriously impede the progress of a Project such as this one. Anyone attempting to run projects such as this should be aware of the need to deal with the hiring of local venues from organisations such as Parish Councils, many of which are not set up for the scale of corporate banking desired by the host organisation.
- 10.2.10 Another barrier encountered during the Project has been the inherent difficulties in developing the existing Norfolk Heritage Explorer (NHE) website for use by the Coastal Heritage Project. As was noted above (see 4.3), the website is maintained by external IT consultants exeGesIS Spatial Data Management, who also manufacture the HBSMR database software which is used to store the Historic Environment Record, and data are exported from the HER to the NHE website. This operational framework was designed to meet the needs of a Project with markedly different aims and objectives to the Coastal Heritage Project, and as such it was not possible to use the website to effectively further the aims of this Project. However, it has been possible to use some of the Project funding set aside for web development to develop new aspects of the NHE website which will greatly facilitate the delivery of this content in the future (see 9.4). The

design and implementation of this website enhancement have been begun during the Project, but given the technical sophistication of the task and the demands of other projects being undertaken by the IT consultants it has not been possible to complete this work within the Project lifespan. All being well, these new developments will go live in or before November 2011.

- 10.2.11 In this technological age the need for a dedicated Project website which can be readily updated with news of events and educational resources cannot be underestimated. It has been a source of some frustration that it has not been possible to have access to such a service throughout this Project, although the partnership formed with the Happisburgh village website has mitigated this to a degree. Similarly, the use of social media to market the Project would also have greatly increased its reach, and doubtless also its demographic, but again such approaches are not easily achieved working under the aegis of a County Council.

10.3 What benefits were delivered?

- 10.3.1 As has been described at length in this report, a considerable number of benefits have been delivered during this Project, and the specifics do not need to be rehearsed here. However, a good measure of the Project's benefits can be obtained by revisiting the Project's stated aims and objectives as set out in the original Project Outline. Taking them as a framework, during the last 18 months the Coastal Heritage Project has:
- formed an integral part of North Norfolk District Council's Pathfinder Programme, helping to deliver a package of measures designed to help the district's coastal communities adapt to coastal change (see 2.1);
 - designed and delivered a local solution to help coastal communities with the transitions associated with coastal change by raising awareness and encouraging the active study of the parish's rich heritage (see 2.2);
 - increased the local communities' knowledge and understanding of their heritage by publicising the work of the Project and promoting the public archives and resources which are available to everyone across the county (see 4.0.1);
 - helped local communities prepare for the impact coastal change might have on their heritage by provided local communities with the skills and experience to record their heritage before and as it is affected by coastal change (see 6.0.1);
 - given a voice to the people of Happisburgh, enabling them to tell their own story for posterity in the form of enhanced Historic Environment Records and via *The Book of Happisburgh* (see 9.0.1 and 7.0.1);

- helped the community of Happisburgh interpret their heritage and key assets and make this available to visitors and others by a variety of means (see 6.0.1);
- informed future Shoreline Management Plans by enhancing a considerable number of coastal Historic Environment Records and ensuring that the significance of coastal heritage assets is properly recorded in an appropriate manner (see 9.1);
- supported lifelong learning (a corporate objective of Norfolk County Council) by providing a number of training sessions and public information events at a variety of locations throughout the county, including the Happisburgh's Heritage Conference (see 5.0.1);
- developed and enhanced understanding of Norfolk's cultural heritage and resources (a corporate objective of Norfolk County Council), including the Norfolk Historic Environment Record, the Norfolk Record Office (including the Sound Archive), the Norfolk Museums and Archaeology Service and the Norfolk Library and Information Service (see 5.0.1);
- developed a community heritage methodology that is easily applicable to communities affected by coastal change in the rest of England; and
- written up the Project showing the process followed, the results and the lessons learned in this report.

10.4 *Was good value for money achieved?*

By David Robertson

- 10.4.1 Given the lack of certainty about the work the Project would eventually undertake it was difficult to draw up the original budget, although by modelling the breakdown of costs on similar projects and working out the details of the set of possibilities offered in the Project Outline a reasonable projected budget was compiled (Appendix 1). In general, the Project spending followed these expected lines, although inevitably in some instances greater or lesser sums were spent than had originally been predicted. A spreadsheet detailing the actual Project spending to date is included in Appendix 16, and the few major differences are discussed in more detail here.
- 10.4.2 As can be seen, £5,000 was originally allocated for the provision of computing and other equipment for community groups. However, during the project only one group came forward for funding – the Happisburgh Heritage Group – and, as was discussed above, they were allocated the full £2,215 which they had requested (see 6.0.5 and Appendix 16). As a result, it was necessary to reallocate the remaining £2,785 to other elements of the Project. Towards the end of the project some of this was put towards the cost of increasing the size and range of the

'Equipment Library' (see 8.1 and Table 5). The rest will be used to provide contributors, NNDC and contributing local communities with copies of *The Book of Happisburgh* to further the reach of the Project's successes.

- 10.4.3 A sum of money is to be retained by the Historic Environment Service beyond the end of the Project to cover ongoing costs in the wrapping up and evaluation of the Project, including linking its work to the results of other elements of the Pathfinder Programme. These include the cost of the Project Officer contributing to the end of Pathfinder Programme event in Happisburgh (possibly in September 2011) and the proof-checking and publicity required for *The Book of Happisburgh*, which is due to be published in November 2011.
- 10.4.4 The Historic Environment Service believes that the Project has provided good value for money. For a relatively low sum of money much has been achieved. Major benefits and legacies for the investment of £80,300 include a community with a greater knowledge and understanding of heritage, a heritage group that will continue the Project's work and a publication that will inform future generations.
- 10.4.5 A more detailed breakdown of the Project's finances can be found in Appendix 16.

10.5 How could schemes be replicated/extended?

- 10.5.1 As was discussed above, community heritage projects are becoming increasingly common in the UK as more and more people engage with their heritage (see 10.1.2). Many of the country's historic environment professionals already provide some of the services which have been explored in this Project to a limited degree, but many are understandably constrained by lack of time and resources and numerous competing priorities. In working towards the delivery of this Project it has been good to have the freedom to really get to grips with the issues presented by community heritage projects and relate them to the very real problems being faced by communities under threat from coastal change.
- 10.5.2 We are fortunate that the historic environment and the many different historical, archaeological and architectural elements which fall beneath its umbrella, are subjects which a large number of people find inherently interesting, meaning that it is not usually difficult to find an audience of willing participants for projects such as this one. In many instances, an initial approach to a community might reveal that a dedicated local society already exists, in which case a project could opt to work with the group or, as was the case in Happisburgh, decide to help found a new group, with the full support of the existing group (see 6.0.1). If an initial target community were unreceptive, then other communities could be approached instead.

- 10.5.3 Many of the approaches and initiatives explored over the last 18 months and discussed here, while focussing on the community of Happisburgh in particular, are very generic in their application and could easily be adapted and applied to any other community, coastal or otherwise. While we are fortunate that Happisburgh has such a rich archaeological and architectural heritage, with the exception of the internationally significant early human occupation evidence, there is nothing in Happisburgh's historic environment which dramatically sets it apart from other parishes. Similar, and different, sites, monuments, artefacts and stories could be found within any community and used to provide the framework for similar projects.
- 10.5.4 Such has been the success of the Coastal Heritage Project, both in terms of work within Happisburgh and the promotion of the Historic Environment Service further afield, the decision has been taken to extend to work of the Project until the end of the 2011–12 financial year using funds drawn from elsewhere within the Historic Environment Service augmented by external partnership funding. This will allow the Project Officer to capitalise on the momentum which has been built up over the past 18 months and broaden the scope of the Project to encompass numerous other coastal communities. The equipment which has been bought to facilitate the undertaken of recording projects by volunteers will prove to be invaluable in the coming months, as more and more groups borrow it and put it to good use. Similarly, the quantity and quality of the information being submitted to the Historic Environment Record by volunteers has greatly increased, as has the use of the Norfolk Heritage Explorer website.

11: CONCLUSION

- 11.0.1 There can be no doubt that the Coastal Heritage Project element of the North Norfolk Coastal Change Pathfinder has been a great success and leaves a number of significant legacies for the county. In the 15 months from the beginning of January 2010 until the end of March 2011, for a relatively low sum of money the Project has mounted a number of very successful public events at venues along the length of the county's coast, bringing important messages about the coast's rich heritage to a diverse range of audiences. In addition to this broad approach, the Project has also worked in a more targeted fashion with the residents of Happisburgh, and it is here that the Project's best results have been achieved. The Project is also leaving many fitting legacies which will continue to benefit Norfolk's coastal communities for years to come.
- 11.0.2 Via a series of public events within the village, including very successful partnership working with the Ancient Human Occupation of Britain project, the local residents have obtained a much greater understanding of their rich historic environment and its importance to the character and fabric of the community. As a consequence, local residents are taking a much greater and more focussed interest in the preservation, study and recording of their heritage. The lifespan of the Project has seen the establishment, equipping and training of the Happisburgh Heritage Group, as well the securing of a publishing deal for *The Book of Happisburgh*, which will bring to publication several decades of research undertaken by local historian Mary Trett. Both the Group and the book will be fitting and lasting legacies of the Project's work.
- 11.0.3 A number of significant volunteer recording projects and episodes of coastal monitoring have also been facilitated at locations along the coast, resulting in the collection of much new historic environment data. Crucially, much of this new data results from the erosion of the cliffs, heritage assets are destroyed and others exposed, meaning that the results of this coastal monitoring are crucial to the recording of these irreplaceable assets. The Project has also facilitated the establishment of an 'Equipment Library' to be managed by the Historic Environment Service from which individual researchers and local groups can borrow surveying and recording equipment. This is a new initiative in the county and one which has already been demonstrated to be very successful; it will continue well beyond the end of the Project and will also form a fitting legacy.
- 11.0.4 On the national stage, the work conducted this year has resulted in the development of several approaches and initiatives which are very generic in their application and could easily be adapted and applied to any other community, coastal or otherwise. Indeed, such has been the success of the Coastal Heritage Project that Norfolk County Council decision has been taken to extend to work of the Project until the end of

the 2011–12 financial year using funds drawn from elsewhere within the Historic Environment Service augmented by external partnership funding. This will allow the Project Officer to capitalise on the momentum which has been built up over the past 18 months and broaden the scope of the Project to encompass numerous other coastal communities.

APPENDIX 1

Finalised Project Outline – January 2010

NORFOLK'S COASTAL HERITAGE

**Helping local communities manage the impact of coastal
change on the historic environment**

PROJECT OUTLINE

David Robertson
Norfolk Landscape Archaeology
Union House
Gressenhall
Dereham
Norfolk
NR20 4DR

August 2009
(revised January 2010)

NORFOLK'S COASTAL HERITAGE

Helping local communities manage the impact of coastal change on the historic environment

Executive Summary

'Norfolk's Coastal Heritage' will inform, engage and empower local communities, allowing them to take an active part in preparing for the impact coastal change will have on their heritage. The project will do this by supporting local communities to investigate their heritage and will involve public meetings, training sessions, publicity, a website, equipment and reports on its work. Initially the project will focus on Happisburgh, a single community where coastal change is currently having a significant impact. Additional communities involved in the second stage. The project will be an exemplar, with a methodology that will be applicable to coastal communities in the rest of England.

Project Background

Between June and September 2009 the Department of Environment, Food and Rural Affairs (DEFRA) consulted the public on coastal change policy. The consultation set out DEFRA's ideas for how coastal communities can successfully adapt to coastal change and the Government's role in supporting this. It forms part of a wider programme of work that looks at supporting communities adapting to increasing risks of both flooding and coastal erosion (DEFRA 2009, 7).

In parallel to the consultation on coastal change policy, DEFRA invited bids from local authorities interested in becoming 'Coastal Change Pathfinders'. Pathfinders will actively engage with local communities and explore DEFRA's ideas by piloting a new £11 million coastal change fund (DEFRA 2009, 7 and 18-21). This project outline forms part of North Norfolk District Council's Coastal Change Pathfinder Programme.

The Norfolk coast has very rich and diverse physical form, cultural heritage and natural environment. This includes historic towns and villages, historic buildings, archaeological features, cliff, sand dune, beach, marsh and fen environments and agricultural landscapes. Buildings, heritage assets and museum collections form part of or contribute to our knowledge and understanding of the current historic environment and these, combined with less tangible sources (such as local traditions and oral history) all contribute to the sense of place of coastal communities.

The area around Happisburgh is one of the most significant in heritage terms, with a wide range of important features located within the area expected to be affected by erosion by 2105 (Halcrow 2006, policy unit 3b12). These include an internationally significant Palaeolithic site, ring ditches (probably ploughed-out Bronze Age burial mounds), the buried remains of possible Saxon buildings, St Mary's church, a manor house built in 1900, the remnants of a

lighthouse and World War Two structures. The archaeological remains of the village of Eccles, lost to the sea in the early 17th century, are infrequently visible on the beach about 3km to the southeast of Happisburgh village.

The whole of the north Norfolk coast is subject to coastal change. With a rapid natural erosion rate, the stretch between Cromer and Happisburgh is one of the most active. The most recent Shoreline Management Plan indicates the continued defence of this section is not sustainable in the long-term and suggests the medium to long-term policy should be to allow coastal retreat (Halcrow 2006, 16-17). Issues relating to coastal change at Happisburgh have received considerable local and national media attention and are the focus for the Coastal Concern Action Group (CCAG) (Coastal Concern Action Group 2009).

Aims and Objectives

The Government is committed to maintaining sustainable coastal communities. Where coastal change happens, all aspects of the affected communities need to be supported to help ensure they remain attractive places for people to live and visit and that the local economy continues to thrive. Local communities need to be informed, engaged and enabled to take an active part in deciding what happens locally (DEFRA 2009, 18).

The project aims to inform, engage and empower local communities, allowing them to take an active part in preparing for the impact coastal change will have on their heritage. By encouraging communities and individuals to actively investigate their heritage, it will provide practical support, helping them to adapt to coastal change now and in the future.

Initially the project will focus on Happisburgh, the community where coastal change is currently having a significant impact; an ideal candidate with its high profile in the media, its broad-ranging heritage assets and its important role in North Norfolk District Council's Pathfinder Programme. Part-way through, the project will widen its reach to other communities on the Norfolk coast.

The project's objectives are to:

1. To form an integral part of North Norfolk District Council's Pathfinder Programme (North Norfolk District Council 2009a and 2009b).
2. To design and deliver a local solution that will help coastal communities with the transitions associated with coastal change.
3. To increase the local communities' knowledge and understanding of their heritage¹.
4. To help local communities prepare for the impact coastal change might have on their heritage.
5. To provide local communities with the skills and experience to record their heritage before and as it is affected by coastal change.

¹ Building on existing knowledge and research, including the Norfolk Historic Environment Record and the work of local people, local historians/archaeologists, the National Mapping Programme and the Norfolk Rapid Coastal Zone Assessment Survey.

6. To give a voice to the people of Happisburgh, enabling them to tell their own story for posterity.
7. To help the community of Happisburgh interpret their heritage and key assets and make this available to visitors and others by a variety of means.
8. To inform future Shoreline Management Plans.
9. To support lifelong learning (a corporate objective of Norfolk County Council).
10. To develop and enhance understanding of Norfolk's cultural heritage and resources (a corporate objective of Norfolk County Council), including the Norfolk Historic Environment Record (NHER).
11. To develop a methodology that is applicable to the rest of England.
12. To write up the project showing the process followed, the results and the lessons learned.

Deliverables

The project will involve local communities actively investigating their heritage in a broad range of ways. Initially the project will focus on Happisburgh, before widening its scope to other coastal communities. A key to the project's success will be gaining the support of organisations, groups and individuals.

A Project Officer will arrange and support the majority of the investigations, with the local communities deciding themselves the activities they wish to be involved with. The activities will include:

- Public meetings where local heritage and coastal change are discussed. These will involve presentations by heritage professionals, local historians/archaeologists and opportunities for local communities to express their views.
- Stakeholder meetings with members of local communities and community groups to provide information and reassurance (for example, with landowners, parish councils, Coastal Concern Action Group, local historians/archaeologists, local societies and archaeological societies and at schools, job centres and caravan parks).
- Training sessions chosen by communities, involving and followed by related active investigations. Training sessions offered will include: field survey, building recording², finds identification, the NHER, oral history, museum collections and coastal change. These sessions will equip members of the community with the necessary skills to monitor and record the heritage features, memories and reminiscences which are of most significance to them and at greatest risk from coastal change.
- Regular follow-up visits to provide advice and support to local communities in their recording and monitoring work.
- A website where interested members of the community can download resources (including recording forms), share ideas, describe their activities and record discoveries. The website would be hosted through

² Building recording work could cover listed buildings, houses, agricultural buildings, caravan parks, military structures, sea defences and any other type of building or structure.

the Norfolk Heritage Explorer (www.heritage.norfolk.gov.uk) and would form a repository for information gathered during the project.

- Leaflets, banners/posters and other interpretative materials explaining the project, local heritage and coastal change. Interested members of the community will be able to contribute to these.
- The provision of computer, survey and recording equipment, such as a laptop (housed at a local library, school, public house, church, village hall, community centre or caravan park), internet access, cameras, Global Positional Satellite (GPS) units, tapes, ranging rods, tape/video recorders, finds bags, toothbrushes, washing up bowls, storage boxes and packaging material.
- Project reports, available through the NHER, the project website and local libraries. These will detail the project's methodology, describe discoveries, analyse decisions, detail outcomes and provide guidance for future projects elsewhere in England.
- The dissemination of the project's work to local communities in informal ways, such as through the project website, the Norfolk Historic Environment Record, the Norfolk Heritage Explorer, the Portable Antiquities Scheme database, meetings, presentations, leaflets, displays, posters and CDs/DVDs containing oral history recordings.
- An event (such as a heritage fair and/or conference) to celebrate the heritage and future of Happisburgh.
- Advice and training to establish similar projects elsewhere in England.
- Ongoing support and advice to coastal communities.
- A project report outlining the project interventions and the process, highlighting key issues and identifying lessons learned.

Staffing and provisional timetable

Successful Pathfinder Projects were announced by DEFRA on 1 December 2009. The successful bids included North Norfolk District Council's Pathfinder.

Following the announcement, work for this project will start immediately. With a lead-in-time of about three months, the project will be formally launched in February or March 2010. A provisional timetable is provided in Appendix 1.

The project will be set up managed and led by Norfolk Landscape Archaeology (NLA) under the banner of the North Norfolk Coastal Change Pathfinder Programme, with the expectation that community members will run and continue the project after a specified amount of time. NLA's lead role will last for 12-14 months, with a fixed completion date at the end of March 2011.

To undertake its lead role, NLA will appoint a dedicated Project Officer for 12-14 months. He/she will be recruited by NLA, with essential requirements including experience in outreach, community engagement and archaeological fieldwork. They will be based at NLA's offices at Gressenhall, with provision for travel to/from the coast as necessary.

It is expected that initially the project will focus on Happisburgh, where the majority of the public meetings and training sessions will be held. Although aimed at the chosen community's residents, the meetings and sessions will be open to all interested parties, including residents of other coastal communities, second home owners and visitors.

After nine months or so the project will widen its scope by holding public meetings and training sessions elsewhere on the Norfolk coast. The intention of this second stage of the project will be to encourage other coastal communities to follow a similar methodology to that of the initial community. The second stage communities will have significant heritage features and will be at high risk from coastal change. Sea Palling, Beeston Regis, Overstrand, Mundesley and Old Hunstanton are amongst the possible candidates. Local community members involved in the first stage of the project would be encouraged to take part in the last 3-5 months to pass on their skills and expertise.

NLA will offer advice and support to the ongoing project following the end of the lead role period. This would include maintaining the project website.

The methodology developed during the project will be applicable to communities elsewhere on the English coast. In the last few months of the project, the Project Officer will hold meetings outside Norfolk and publish articles in archaeological/historical magazines to publicise the methodology through Defra's national Coastal Change Pathfinder Programme. They will offer to organise training sessions in conjunction with interested local authorities.

NLA staff to be involved in the project will include:

- Project Officer.
- David Gurney, County Archaeologist – advice and support.
- Andrew Rogerson, Senior Landscape Archaeologist, Finds Identification and Recording Service – advice and finds identification.
- Alice Cattermole, Historic Environment Record Officer – advice, support and training.
- Ken Hamilton, Head of Archaeological Planning – budgetary management.
- David Robertson, Historic Environment Countryside Adviser – project management, advice, support and training.
- Erica Darch, Finds Liaison Officer, Portable Antiquities Scheme – advice, support, training and finds identification.

Additional staff and other organisations likely to be involved in the project include:

- Cultural Services IT, Norfolk County Council.
- Computer engineers at Exegesis (the company who would host and maintain the project website).
- Curator of Archaeology, Norwich Castle Museum and Art Gallery.

- Norfolk Museums and Archaeology Service (NM&AS) Learning Officers at Cromer Museum, Time and Tide Museum and Gressenhall Farm and Workhouse.
- Coastal Officer, Natural England.

Potential partners

North Norfolk District Council, as well as managing the overall Coastal Change Pathfinder Programme, will be a key partner in this project. NLA will actively seek a range of additional partners to assist with delivery of the project. The following bodies and individuals are amongst those who will be approached:

- Happisburgh Parish Council.
- St Mary's Church
- The Stalham and Happening Partnership
- Lord of the Manor, Happisburgh (owner of Happisburgh beach).
- Mary Trett, local historian, Happisburgh.
- Portable Antiquities Scheme.
- Norwich Castle Museum and Art Gallery – to help in the provision of finds identification training.
- Cromer Museum, Time and Tide Museum and Gressenhall Farm and Workhouse – to provide oral history and reminiscence training.
- Environment Section, Norfolk County Council.
- Happisburgh Primary School.
- Stalham High School.
- Stalham Library.
- Ancient Human Occupation of Britain Project (who have been excavating on Happisburgh Beach since 2004).
- English Heritage
- Natural England (any fieldwork on Happisburgh beach/cliffs will require Site of Special Scientific Interest consent).
- National Trust.
- Environment Agency.
- The Museums, Libraries and Archives Council.
- Borough Council of King's Lynn and West Norfolk (when the project extends its reach).
- Great Yarmouth Borough Council (when the project extends its reach).
- Crown Estates (owners of much of Norfolk's inter-tidal zone).
- North Norfolk Coast Area of Outstanding Natural Beauty.
- Norfolk Biodiversity Information Service.
- Norfolk Biodiversity Partnership.
- Norfolk Geodiversity Partnership.
- Norfolk Rural Communities Council.
- Great Yarmouth and District Archaeological Society.
- Blakeney Historical Society.
- West Norfolk and King's Lynn Archaeological Society.
- Manor Caravan Park, Happisburgh.
- Anchor Park, Eccles on Sea (caravan park).

Costings

The project's costs will be £82187.50 (a cost breakdown is provided in Appendix 2). This figure is included in the costs of North Norfolk District Council's Pathfinder bid.

Acknowledgements

During the preparation of this document advice and support was provided by:

- David Gurney, Ken Hamilton, Alice Cattermole, Erica Darch and James Albone (Norfolk Landscape Archaeology).
- Senior Management Team, Norfolk Museums and Archaeology Service.
- Rob Young, North Norfolk District Council.
- North Norfolk District Council's Coastal Change Pathfinder Steering Group.
- Tim Pestell, Curator of Archaeology, Norwich Castle Museum and Art Gallery.

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Glossary

Norfolk Historic Environment Record (NHER)

The NHER exists to provide a record of all areas of known archaeological activity, sites, finds, cropmarks, earthworks, industrial remains, defensive structures and historic buildings in the county. The record is held on a computerised, searchable database with integrated digital mapping. Alongside this are further, more detailed, paper records for many of the sites. These

records are used for education, landscape management, local history, monument protection, planning advice and research, and are open to all by appointment. The NHER database is also available online at www.heritage.norfolk.gov.uk.

Norfolk Museums and Archaeology Service (NM&AS)

NM&AS is a joint service of Norfolk's county and district councils. It collects, safeguards and makes available, to the highest possible standards, sites, artefacts, specimens and information from and about Norfolk, together with other material which places the heritage of Norfolk in a national and international context. NMAS comprises 12 museums, two collections study centres and countywide services relating to archaeology and education.

Norfolk Landscape Archaeology (NLA)

NLA is part of NM&S. Responsible for safeguarding the County's historic environment and archaeological heritage, NLA collates, maintains and provides access to the NHER and the Norfolk Air Photography Library, provides advice on the archaeological implications of development and land management, identifies and records artefacts and undertakes research.

Appendix 1: Provisional timetable

Task	2009	2010												2011		
	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
Recruit and appoint Project Officer																
Website set-up																
MILESTONE 1 Website-launch																
Meetings with potential partners																
MILESTONE 2 Initial public meeting																
Initial private meetings																
Training sessions for Happisburgh residents																
Submission of data to website by members of public																
Completion of Happisburgh's sessions																
MILESTONE 3 Event to celebrate Happisburgh's heritage and future																
Installation of computer equipment in local community																
Training sessions elsewhere on Norfolk coast																
MILESTONE 4 Completion of Norfolk sessions																

Task	2009	2010												2011		
	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
Meetings and training sessions elsewhere in England																
Project reports																
MILESTONE 5 Submission of project report to DEFRA																

Appendix 2: Costings

Staff costs

<i>Item</i>	<i>Cost (£)</i>
Project Officer – salary (scale 6) for 14 months	29000
Other NLA staffing costs	5000
External staff costs	5000
Travel	5000

IT costs

<i>Item</i>	<i>Cost (£)</i>
IT hardware and software for Project Officer	4000
IT equipment for local community	5000
Website creation and set-up	4000
Ten years ongoing website maintenance (until 2021)	1000

Equipment and other costs

<i>Item</i>	<i>Cost (£)</i>
Ranging rods	100
Compasses	150
Digital cameras	1000
Recording equipment	500
GPS units	1000
Tapes	500
Finds equipment (bags, washing up bowls, toothbrushes etc)	400
Leaflet design, production and printing (2 leaflets, 1000 units each)	1000
Information banners	1000
Room hire	400
Report production and circulation	500
Mobile telephone for Project Officer (based on pay as you go)	700
Equipment for Project Officer, including PPE	500

SUBTOTAL (£)	65750
Project overheads (25%)	16437.50

TOTAL (£)	82187.50
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APPENDIX 2

Coastal Heritage Project Officer Job Description & Person Specification



Norfolk County Council
at your service

Norfolk's Coastal Heritage Project Officer

Cultural Services

CSG10/081

RECRUITMENT INFORMATION PACK

CONTENTS

General Information

Job Description & Person Specification

Terms & Conditions of Service

Procedure for Application

"The authority is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment."

NORFOLK LIBRARY INFORMATION SERVICES

Thank you for applying for a post with Norfolk Library and Information Service. We are committed to giving your application full and fair consideration.

The Service's Mission Statement is "To support reading and learning for everyone". Our Library Charter supports this by stating:

"We give everyone access to books, information and works of creative imagination which will:

- encourage the enjoyment of reading and learning
- provide information for life and citizenship
- support lifelong learning
- support the development of inclusive communities"
-



The Norfolk & Norwich Millennium

The library service in Norfolk is available through:

- 46 branch libraries
- 2 libraries in village shops - an innovative service for two communities in the west of the county
- 13 mobile libraries touring around the rural areas on over 150 timetabled routes, serving communities on either a two or four week cycle
- 4 mobile libraries specifically serving residential/daycare establishments
- a school library service for pupils at all schools
- a 'Books on Wheels' service for housebound people - service provided jointly with WRVS
- hospital library services to 20 hospitals around the county - service provided jointly with St John Ambulance Trust
- libraries at Norwich and Wayland prisons

Details of all the services we provide are available from our website:

www.library.norfolk.gov.uk

Our priorities are:

1. Customer Focus

We will recognise that library services deliver different things to different people. We will have a commitment to delivering high quality services that reflect the needs of local communities.

2. Partnership

We will achieve our aims by working in a co-operative and innovative way with our organisations.

3. Inclusion

We will value diversity and we will champion the right of all people to have equitable access and treatment.

4. Involvement

We will develop ways of involving local communities in shaping the services they receive.

5. Library Teams

We will encourage a culture that is open, friendly, helpful and supportive, where reading and learning are fun. We will empower our staff to listen to our users, and to non-users, so that their needs are better understood, and to work together to develop services which reflect changing needs.

6. Learning through Life

We will develop our services through agreed plans and targets, and we will monitor and learn from everything we do.

Norfolk Library and Information Service is fully committed to the concept of Lifelong Learning. Libraries offer opportunities for everyone to access information technology and learning support networks in a friendly and welcoming environment. There are over 500 public access computers spread across all 46 libraries offering access to the internet, with email facilities, and staff are on hand to help users.

As far as statistics are concerned, the Service has about 1.2 million books, 17,000 CDs/audio cassettes and 27,000 videos/DVDs. In a year we issue over 7 million items, handle over 730,000 requests for information, and receive over 4.1 million visitors.

The Norfolk Studies Library, part of the Norfolk and Norwich Millennium library, is one of the most important sources of local history information in East Anglia, with a bookstock of approximately 50,000 volumes. There are also Norfolk Studies collections at Great Yarmouth, Thetford and King's Lynn libraries. All libraries have a small selection of local interest material, relevant to their locality.

We have a Children's Charter which highlights the importance of our services to children and young people. As well as Norfolk's own annual events, the Summer Reading Game and Norfolk Children's Book Award, local children have a voice in the national Carnegie/Greenaway Awards by 'shadowing' a team of reviewers. Teenagers can take

advantage of the Curriculum Collection of books linked to the current year's syllabus, and many libraries now offer homework/study support.

Norfolk Library and Information Service employs about 470 staff, and is committed to training and development opportunities for all its employees. All staff participate in the annual Staff Appraisal and Development Scheme and we, as part of the Cultural Services Department, have Investors in People status.



Head of Museums & Archaeology - Mrs Vanessa Trevelyan BA DipAA

The Norfolk Museums & Archaeology Service, which is part of the Department of Cultural Services, is the third largest countywide museum service in the country and lead museum of the Eastern Region Museum Hub. It operates fourteen visitor attractions of which the largest, Norwich Castle Museum & Art Gallery, attracts over 150,000 visitors a year. The collections, of which those at Norwich Castle are Designated, range from fine art and archaeology to rural history, Egyptology to natural history, with the emphasis on material of Norfolk origin.

A major part of the Service is the Archaeology & Environment Division, which records the historic environment, undertakes surveys and excavations and gives advice to planners, developers and landowners.

Further details are available on our website: www.norfolk.gov.uk/tourism/museums

The Norfolk Museums & Archaeology Service employs about 150 staff from all backgrounds and with a wide spread of skills and specialisms. They all share an enthusiasm for, and commitment to, the NMAS' vision for Norfolk, which is to foster "the inspiration, education and enjoyment of all".

The Norfolk Museums & Archaeology Service is supported by seven separate 'Friends' groups and a large number of volunteers who work alongside the regular staff, on many different projects.

The Service is governed by the Norfolk Joint Museums Committee, which has representatives from Norfolk County Council and all the seven District Councils. All staff are employed by Norfolk County Council who manage the Service on behalf of the Joint Museums Committee.

The Norfolk Record Office (NRO), which is part of the County Council's Department of Cultural Services, provides the archive service for the county of Norfolk from its base in Norwich. It is also the Diocesan Record Office for the Diocese of Norwich, including some parishes in north-east Suffolk, and for parish records in those parts of the Diocese of Ely which lie within the county of Norfolk.

The County, the Districts, the Diocese of Norwich and other major stakeholders are represented on the joint Norfolk Records Committee. The office is designated by the Master of the Rolls as a place of deposit for tithe and manorial documents and by the Lord Chancellor as a place of deposit for public records.

In 2003, the Record Office moved to a new Archive Centre at County Hall, thanks to a grant of £4.2 million from the Heritage Lottery Fund. The Centre also houses the new Norfolk Sound Archive (part of the NRO) and the East Anglian Film Archive. The new Centre has excellent facilities for archive preservation, research (including a spacious searchroom accommodating up to 70 readers), education, exhibitions and conservation.

The Record Office has exceptional holdings, estimated at more than 12 million documents and ranging in date from the late eleventh century to records completed within the last few months. It employs 32 people in its premises in Norwich, including the County Archivist, eight other professionally qualified archivists, three archive conservators, two education officers, five searchroom/research assistants and twelve archive support services staff. In addition, the County Council's Corporate Information Officer/Records Manager is based in the Record Office and reports to the County Archivist. There are also two Archive Specialists, working in the Norfolk Heritage Centre (which has duplicate copies of many NRO sources on microfilm and fiche) in the Norfolk and Norwich Millennium Library in Norwich city centre.

A small facility for the King's Lynn Borough Archives is housed in premises provided by the Borough of King's Lynn and West Norfolk and is additionally staffed on one day a week by the Principal Archivist from the NRO.

The services which the NRO provides are the acquisition and preservation of records relating to the county, their accessioning, cataloguing, storage and conservation, the provision of public facilities for their consultation, answering enquiries, research and copying services, and the promotion of the preservation and appreciation of Norfolk archives and their use for educational and research purposes. These are encapsulated in the Record Office's mission statement:

The NRO collects and preserves records of historical significance relating to the county of Norfolk and makes them accessible to as wide range of people as possible. See its website at <<http://archives.norfolk.gov.uk>> for further information.

The Record Office also plays a pivotal rôle in records management, particularly in respect of the legislation on Freedom of Information.

Norfolk Arts Service

Norfolk Arts Service is part at Norfolk County Council's Cultural Services Department. The other services in the department are the Norfolk Library and Information Service, The Norfolk Museums and Archaeology Service, the Norfolk Record Office, and the Adult Education Service.

The work of the Arts Service is shaped by the belief that the arts play a vital role in the social, educational, economic, and environmental life of the county.

The Arts Service Team consists of the following posts: Head of Arts, Arts Officer, Cultural Tourism Officer, Norfolk Development Officer for the 2012 Games, Arts Support Officer, and Arts Assistant.

For further information about the Arts Service visit www.arts.norfolk.gov.uk

The Arts Service leads the work of the Norfolk Cultural Forum Board which is the responsible body for delivering the creative theme of Norfolk Ambition, the sustainable community strategy for Norfolk. The strategy can be viewed at www.norfolkambition.gov.uk

The Arts Service administers the County Council Arts Grants Budget which in 2008/9 is £373,550. The Service also plays a key role in providing information, support and guidance on a wide range of arts development issues, including funding.

Partnership brokerage, internally and externally, is an important aspect of the Arts Service's work. Currently our Cultural Tourism Officer is developing a programme of activity with partners to profile Norfolk's cultural offer.

The Arts Service is the strategic lead for Norfolk's offer in support of the London 2012 Olympic and Paralympic Games. The Norfolk Development Officer for the 2012 Games is a member of the Arts Service team. Further details can be viewed at www.norfolklive.co.uk.

The Arts Service leads and manages the Norfolk Arts Forum, a membership organisation open to anyone with an interest in the arts, and with a membership of over 600. Further details can be viewed at www.norfolkartsforum.co.uk

The Arts Service leads the work of the Norfolk Arts and Health programme. Further details can be found at www.artsandhealthnorfolk.org

For further information contact;

Julie Hewitt
julie.hewitt@norfolk.gov.uk

JOB DESCRIPTION

Name:	Job Title:	Norfolk's Coastal Heritage Project Officer
Post No: CSG10/081		
Grade: Scale 6	Base:	Norfolk Landscape Archaeology (NLA), Gressenhall
Officer to whom you normally report to or are supervised by:		Historic Environment Countryside Adviser
Details of staff supervised:	(1)	DIRECTLY: None
	(2)	INDIRECTLY: None

1. JOB PURPOSE

- 1.1 To work with local communities, providing practical support to help them take an active part in preparing for the impact coastal change will have on their heritage.
- 1.2 To encourage local communities and individuals to actively become involved in and investigate their heritage.
- 1.3 To deliver the historic environment element of Norfolk North District Council's Coastal Pathfinder Bid.

2. PRINCIPAL ACCOUNTABILITIES

- 2.1 To act as Project Officer for the 'Norfolk's Coastal Heritage' project.
- 2.2 To work with partners on the 'Norfolk's Coastal Heritage' project's role within Norfolk North District Council's Coastal Pathfinder Bid.
- 2.3 To organise local outreach events where heritage and coastal change information can be presented and discussed.
- 2.4 To consult and liaise with members of local communities and community groups to provide information and reassurance.
- 2.5 To organise and provide local amateurs and volunteers with equipment and basic skills in archaeological fieldwork, followed by related active (primarily non-intrusive) surveys and investigations.
- 2.6 To organise and run regular follow-up visits to provide advice and support to local communities in their recording and monitoring work.
- 2.7 To review and where appropriate enhance existing coastal HER records, and add new data and records created by the project to the HER.
- 2.8 To set-up and maintain a website where interested members of the community can download resources, share ideas, describe their activities and record discoveries.

- 2.9 To prepare leaflets, interpretation banners/posters and other interpretative materials explaining the project, local heritage and coastal change.
- 2.10 To organise and deliver the provision of computer, survey and recording equipment to local communities and community groups.
- 2.11 To prepare project reports and disseminate project information in informal ways.
- 2.12 To provide information and advice to assist with the establishment of similar projects elsewhere in England.

3. TEAMWORK AND COMMUNICATION

To contribute to the effectiveness of the service through positive support and joint working with colleagues throughout the County.

4. HEALTH, SAFETY AND SECURITY

To assist in ensuring the safety, security and maintenance of the building, information systems, fittings and equipment. To report defects. To be responsible for own safety, of other staff, and any member of the public who may be affected by your acts and omissions at work.

5. STANDARDS OF BEHAVIOUR

To meet the appropriate level of NCC staff competencies as identified during the annual appraisal process, and to abide by the Museums Association's Code of Ethics.

David Robertson
December 2009

Revised
David Gurney
5 January 2010

PERSON SPECIFICATION

Job Title	Norfolk's Coastal Heritage Project Officer	Department	Norfolk Museums and Archaeology Service
Reference No.	CSG10/081	Division/Section	Norfolk Landscape Archaeology
Grade	Scale 6	Location	Gressenhall
Reports to	Historic Environment Countryside Adviser	Supervises	Volunteers

Specification	Specification for this job	
Experience: (Type and level of experience necessary)	<p>Essential</p> <p>A good working knowledge of British Archaeology, and an interest in coastal archaeology.</p> <p>Previous involvement in at least one substantive outreach, educational and/or community engagement project within an archaeological or museum environment.</p> <p>Previous experience of undertaking and organising archaeological fieldwork with amateurs and volunteers.</p>	<p>Desirable</p> <p>A commitment to and experience of promoting public interest in heritage issues, including public speaking and the use of online resources.</p> <p>Previous experience of historic building recording.</p> <p>Previous experience of working in coastal environments.</p> <p>Previous experience of working within a Local Authority context.</p> <p>Research and report writing skills.</p>
Qualifications: (Number, type and level of qualifications. Equivalent experience, if appropriate)	A degree in archaeology or a related discipline.	Membership, Associate or Practitioner of the Institute of Field Archaeologists.
Skills, knowledge and aptitudes	<p>IT skills.</p> <p>Skills in oral and written communication, report writing and presentation.</p> <p>The ability to synthesise data on archaeological topics and to prepare written texts and presentations to a very high standard of clarity and literacy.</p> <p>The ability to travel to venues not accessible by public transport.</p>	<p>Previous experience of working with a Historic Environment Record and GIS.</p> <p>Previous experience of working with HBSMR.</p> <p>Previous experience of preparing online resources.</p>
Personal qualities	Excellent interpersonal skills and	The ability to work confidently

and social skills	<p>the ability to communicate effectively with a wide range of individuals and other audiences.</p> <p>The ability to work under minimal daily supervision and on one's own initiative.</p> <p>Able to organise and prioritise work and manage time effectively.</p> <p>Communicates orally and in writing in a manner which is clear, fluent, concise and appropriate.</p>	with controversial issues.
Constraints: (Factors which might prevent an individual carrying out the full duties of the post - e.g. unsociable hours, physical constraints, mobility including. car ownership/use)	The Gressenhall office is not easily reached by public transport and the post will involve travelling to destinations around Norfolk, requiring access to a car. Some work in evenings and at weekends will be required for which time off in lieu will be granted. Some work in adverse weather conditions may be required.	
Other factors (if any)	The post may involve working with young people.	
Genuine Occupational Qualifications Do the criteria for a GOQ apply to this post?	NO	

Prepared by	David Robertson	Date	December 2009
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<u>Subsequent Notes/Revisions</u> Revised (v3) David Gurney 5 January 2010
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Terms of Appointment and Conditions of Service
Norfolk's Coastal Heritage Project Officer
**** Temporary for 12 months, in the first instance ****

Modern Reward Strategy

At Norfolk County Council we are committed to continuously improving the services we provide to local people, and making a positive difference to our communities, and putting customers at the heart of what we do.

To support our ambitious programme of organisational change and development, and to ensure fair and transparent pay, we need modern pay and reward systems. These will help us recruit, retain and motivate the people that deliver services and help us meet our aspirations for the future.

The MRS is a comprehensive review of the pay and reward systems within the County Council, undertaken in negotiation with the trade unions which has resulted in a collective agreement and covers staff whose terms and conditions are set by the Joint Council for Local Government Services. Employee groups such as teachers, firefighters and some smaller groups are not included in the review.

The grade, pay structure and conditions of employment for this role will change. If you accept an offer to a permanent job or a temporary job that continues beyond the MRS implementation date it is important you understand how these changes will affect you. In accepting an offer of employment you are consenting to these changes to your terms and conditions of employment being made at the date of implementation.

The main changes that will apply are detailed throughout this document. Further information and the full proposal is available on the MRS website www.norfolk.gov.uk/mrs

JOINING US

Location

The post will be located at Norfolk Landscape Archaeology, Union House, Gressenhall, Dereham, NR20 4DR. The County Council reserves the right to transfer staff to alternative posts appropriate to the grade and/or to alternative work places as is considered reasonable.

Probationary Period

New employees of Norfolk County Council will be required to serve a probationary period of six months.

BENEFITS

Salary

The current salary for the post is within the range £22,221 to £23,708 per annum. This post is Scale 6. Subject to satisfactory service, salaries will rise within the scale by annual increments up to the maximum of the scale. Salary is paid in 12 equal instalments on or just before the 19th of each month. Payment is by credit transfer.

Salary - Modern Reward Strategy

The MRS grade for this post will be Scale G, salary range £22,221 - £23,708 per annum.

Moving to a new grade and point on implementation of MRS

As the current basic salary matches an amount in the new grade those appointed to this role will move across exactly, resulting in no change to your basic pay.

Progressing through your grade

Once MRS is implemented, annual increments will be received on 1 July rather than 1 April.

Pension

Employees have the opportunity to join the attractive Local Government Pension Scheme. Contributions range from 5.5% to 7.5% based on full time equivalent salary. For this post the full time equivalent salary is £22,221 to £23,708 per annum.

Full-time equivalent salary	Contribution rate per year
£0 - £12,000	5.5%
£12,000.01 - £14,000	5.8%
£14,000.01 - £18,000	5.9%
£18,000.01 - £30,000	6.5%
£30,000.01 - £40,000	6.8%
£40,000.01 - £75,000	7.2%
£75,000.01 or more	7.5%

All new and existing employees will be supplied with appropriate information on the options available.

Leave

The annual leave entitlement for full time employees is 24 days per year, increased by 4 days after five years continuous local government service, plus one day concessionary holiday at Christmas. Leave for part time employees is calculated on a pro rata basis.

Appraisal/Counselling

Appraisal and counselling schemes are operated within the County Council.

Norwich Park and Ride

Norfolk County Council employees can park and travel on the Park and Ride bus service for free at any Norwich Park and Ride site. The Norwich Park and Ride offer is available for all staff that have to come into Norwich for work purposes, whatever site you are working in or visiting e.g. County Hall, Carrow House, Charles House, The Millennium Library, Museums etc.

Childcare Facilities

Childcare Vouchers are flexible; you can use them to pay for a wide range of childcare – not just Busy Bees, they can help you reduce your childcare costs by up to 11%, for further information please visit www.busybeesvouchers.com or telephone freefone on 08000 430860 (please note Busy Bees will change its name from September 2009 to Computershare Voucher Services).

Childcare information is also provided by the Norfolk Early Years and Childcare Partnership, including childminders, crèches, day nurseries, nursery schools and classes, out of school care, preschool playgroups and toddlers groups. The national childcare link website address is www.childcarelink.gov.uk or telephone 01603 222747.

Facilities

Facilities will vary at different locations. The County Council operates a 'No Smoking policy'.

Conditions of Service

The terms and conditions of employment will be in accordance with collective agreements negotiated from time to time by the National Joint Council for Local Government Services, as adopted by the County Council, and supplemented by local agreement.

REQUIREMENTS FOR THE POST

Hours of work

The normal working week is one of 37 hours, Monday to Friday. There is a requirement in this post for weekend working and unsociable hours.

Job Share

Job sharing means that the post is occupied by two people on a part-time basis. The situation must be approached with the maximum amount of flexibility by the job sharers. Secondly, there must be an effective means of communication between the job sharers. Finally, it is essential that each job sharer is aware of the responsibilities that they have to each other.

There is no time limit on this job sharing arrangement. If one of the job sharers leaves, the intention is that the other part of the job would then be offered to the remaining job sharer. If that person did not wish to take on the full appointment, another job sharer would be appointed on the same basis.

Medical Examination

The successful applicant will have to satisfactorily complete the medical procedure on appointment and may be required to have a medical before the appointment can be formally offered.

Equal Opportunities

The County Council has a policy that seeks to ensure that all employees are selected, trained and promoted on the basis of ability, the requirements of the post and other similar and objective criteria. The gender, marital status, ethnic origin, age, religion or sexual orientation of an applicant or employee does not affect the employment opportunities made available, except as permitted by legislation. The County Council also has a policy for the employment of disabled people that requires full and fair consideration to be given to people with disabilities in the recruitment process. Applicants declaring a disability who meet the minimum (essential) criteria for the vacancy will be invited for interview.

Standards of Conduct and Behaviour

The Council has approved Standards of Conduct and Behaviour expected of their employees. A booklet describes guidelines for staff on issues such as outside commitments, conflict of interest, relationship with members etc.

Notice

This is a temporary contract, subject to continued funding, and will end after 12 months however should you wish to end your contract you are required to give one month's notice of termination of employment.

Transport Status

The post holder will be required to provide transport in connection with the duties for which an appropriate essential user mileage allowance will be paid.

Transport Status - Modern Reward Strategy

When MRS is implemented all previous travel reimbursement arrangements will end. This includes the essential user lump sum. Mileage will be reimbursed at the rates set by Her Majesty's Revenue and Customs (HMRC) for cars, vans, cycles and motorcycles. There will be a range of measures to support those who have to travel to do their job.

Data Protection

NCC is required by law to comply with the Data Protection Act 1998. Employees have an important role to play in ensuring that personal information is processed lawfully and fairly.

Personal information is information relating to a living individual who can be identified. It is your responsibility to handle all personal information properly no matter, how it is collected, recorded and used, whether on paper, in a computer, or on other material. You must not disclose personal information to others unless authorised to do so.

Criminal Records Bureau Check

This post will be subject to a Criminal Records Bureau check, please see attached policy.

Please also see the attached policies regarding:

- **Asylum, Immigration and Nationality Act 2006**
- **Criminal Records Bureau and Disclosure of Convictions**
- **Employment of persons with criminal convictions**

Immigration, Asylum and Nationality Act 2006

Before you can commence employment Norfolk County Council is obliged to satisfy itself that you have leave to enter or remain in the United Kingdom, that any leave that has been granted to you is valid and subsisting and that you are allowed to take up employment in the United Kingdom.

In accordance with the Asylum & Immigration, Asylum & Nationality Act 2006 from 29 February 2008, you must supply proof of your entitlement to work in the UK by producing certain document(s) from either list 1 or list 2, you will be asked to bring these documents to your interview if you are shortlisted, **please do not send this form or your proof of ID to the recruitment team.**

List 1 Documents which provide ongoing entitlement to work in the UK

Please tick which document(s) you are supplying and attach a photocopy.

If you supply evidence documents in more than one name you will need to supply a further document to explain the need for this. The further document could be a marriage certificate, a divorce decree, a deed poll document or statutory document.

- ☐ A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
- ☐ A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area or Switzerland.
- ☐ A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national of a European Economic Area country or Switzerland.
- ☐ A permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national of a European Economic Area country or Switzerland.
- ☐ A Biometric Immigration Document issued by the Border and Immigration Agency to the holder, which indicates that the person named in it, is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.
- ☐ A passport or other travel document endorsed to show that the holder is exempt from Immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.
- ☐ An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- ☐ A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- ☐ A full adoption certificate issued in the United Kingdom which includes the name(s)

of at least one of the holder's adoptive parents **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

- ☐ A birth certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or previous employer
- ☐ An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- ☐ A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- ☐ A letter issued by the Home Office or the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

List 2 **Documents which indicate that you have restrictions on your entitlement to be in the UK**

Please tick which document(s) you are supplying and attach a photocopy.

If you supply evidence documents in more than one name you will need to supply a further document to explain the need for this. The further document could be a marriage certificate, a divorce decree, a deed poll document or statutory document.

- ☐ A passport or travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
- ☐ A Biometric Immigration Document issued by the Border and Immigration Agency to the holder, which indicates that the person named in it, can stay in the United Kingdom and is allowed to do the work in question.
- ☐ A work permit or other approval to take employment issued by the Home Office or the Border and Immigration Agency **when produced in combination with** either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, or a letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer confirming the same.
- ☐ A certificate of application issued by the Home Office or the Border and Immigration Agency to or for a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old **when produced in combination with** evidence of verification by the Border and Immigration Agency Employer Checking Service.
- ☐ A residence card or document issued by the Home Office or the Border and Immigration Agency to a family member of a national of a European Economic Area country or Switzerland.

- ❑ An application Registration Card issued by the Home Office or the Border and Immigration Agency stating that the holder is permitted to take employment, **when produced in combination with** evidence of verification by the Border and Immigration Agency Employer Checking Service.
- ❑ An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in questions, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- ❑ A letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

If you supply evidence documents in more than one name you will need to supply a further document to explain the need for this. The further document could be a marriage certificate, a divorce decree, a deed poll document or statutory document.

Further information on working in the UK can be obtained from the Border and Immigration Agency:

www.bia.homeoffice.gov.uk/employingmigrants

Criminal Records Bureau and Disclosure of Convictions

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) Amendments Order 1986 provides exemption from the general provision of Section 4(2) of the Substantive Act for those employed in or seeking employment connected with the provision of Children's Services and/or Adult Social Services.

Applicants for posts which enable the successful post holder to have access to any of the following class of person in the course of their duties will be subject to the disclosure procedure:

- * persons over the age of 65
- * persons suffering from serious illness or mental disorder of any description
- * persons addicted to alcohol or drugs
- * persons who are blind, deaf or deaf without speech
- * others persons who are substantially and permanently disabled by illness, injury or congenital deformity
- * any office or employment concerned with the provision to persons aged under 18 of accommodation, care, leisure and recreational facilities, schooling, social services, supervision or training, being an office or employment of such a kind as to enable the holder to have access in the course of their normal duties to such persons, and any other office or employment the normal duties of which are carried out wholly or partly on the premises where such a provision takes place. – Plus any work which is in a regulated position as defined by the Criminal Justice and Court Services Act 2000 or work in a further education institution where the normal duties of that work involve regular contact with persons under the age of 18 years.

You are therefore required to declare any existing or pending prosecutions, convictions, cautions, reprimands or final warnings you may have, even if they would otherwise be regarded as “spent” under the Act. The information you give will be treated in confidence and will be taken into account only in relation to an application where the exemption applies.

If you have information to declare you must state this in the appropriate section on your application form and attach a sealed envelope containing details of your convictions.

The Authority is also entitled, under legislation introduced for the protection of children and vulnerable adults, to require the successful application for this position to apply for a “Disclosure” of the existence and content of any criminal record from the Criminal Records Bureau (CRB). The Norfolk County Council Security Policy for dealing with Disclosure information complies with the standards of the CRB Code of Practice in treating all information received from the CRB in the strictest confidence.

The County Council is an Equal Opportunities employer and as such the disclosure of a criminal record, or other information, will not necessarily exclude you from consideration for appointment. Any such information will be considered in relation to the tasks and responsibilities required of the postholder and the circumstances and environment in which the job would require you to work.

Failure to declare a conviction, caution, reprimand or final warning may, however disqualify you from appointment, or result in dismissal if the discrepancy comes to light. It should be noted that it is an offence for anyone excluded from working with children and/or vulnerable adults to apply for a regulated position. If you would like to discuss what effect any conviction might have on your application, please contact Rita Mills, CRB counter signatory on 01603 222345 who is a person registered with the CRB to deal with Disclosure information.

Policy for employment of persons with criminal convictions

1. Introduction and Policy Statement

- 1.1 As an equal opportunities employer, Norfolk County Council undertakes to treat all applicants for positions fairly and equitably. The importance of equality of opportunity for all is recognised, as are the benefits of having diversity of talent, skills and potential. As such the County Council welcomes applications from as wide a range of applicants as possible, including those with criminal records.
- 1.2 Norfolk County Council is committed to the fair treatment of its staff, potential staff and users of its services, regardless of race, gender, disability, religion, sexual orientation, responsibilities for dependants, age or offending background.
- 1.3 The County Council uses the services of the Criminal Records Bureau (CRB) Disclosure service to assist in assessment of applicants' suitability for positions of trust. In so doing it undertakes not to discriminate without justification against any subject of a Disclosure on the basis of conviction or other information revealed through the Disclosure process.

2. Commitment

- 2.1 All candidates will be selected for interview on the basis of their skills, qualifications and experience in relation to the requirements of the job.
- 2.2 For certain positions where it is considered relevant, a Disclosure from the CRB of the presence of a criminal record will be required. If this is the case it will be made clear in the recruitment literature. It follows that offers of employment to such positions will be conditional upon further assessment of the relevance of any conviction/s to the job in question before being confirmed
- 2.3 All applicants are encouraged to provide details of a criminal record at an early stage in the application process. It is requested that this be sent under separate cover to the recruiting officer who will use this information only for assessment of suitability for the position being applied for.
- 2.4 Applicants are asked to declare all 'unspent' convictions unless the nature of the position being applied for is exempt as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2001 and it is a requirement that an entire criminal record (including spent convictions) is declared. This will be made clear in the recruitment literature.
- 2.5 Appropriate guidance on identifying and assessing the relevance of the content of criminal records is provided to those involved in the recruitment process.
- 2.6 Where applicable, applicants will be given the opportunity at interview to discuss the subject of any declared offences or other matter and their relativity to the position being sought.
- 2.7 Failure to reveal information that is relevant to the position sought will lead to the immediate withdrawal of any offer of employment.
- 2.8 For positions where a Disclosure will be required, applicants are made aware that the County Council has a Security Policy for dealing with Disclosures and Disclosure information which meets the standards of the CRB Code of Practice and that copies are available on request.
- 2.9 Any information revealed in a Disclosure, which gives cause for concern to the County Council, will be discussed with the individual before any conditional offer of employment already made is withdrawn.

3. Employment of persons with criminal records

- 3.1 All individuals are assured that the presence of a criminal record will not necessarily exclude them from employment with Norfolk County Council. Any criminal background

will be assessed by reference to the circumstances and nature of offences and how these relate to the nature of the position.

PROCEDURE FOR APPLICATION

To apply for this vacancy please complete the enclosed application form and supporting statement and return it to:

**Employee Services Centre (Recruitment Team),
Room 130,
County Hall,
Martineau Lane,
Norwich,
NR1 2DH.**

Email: jobs@norfolk.gov.uk

The closing date for applications is: 4 February 2010.

For an informal discussion regarding this vacancy please contact David Robertson on 01362 869291 or email david.robertson@norfolk.gov.uk

You may also apply for this vacancy online at www.norfolkccjobs.com Please ensure you quote the reference **CSG10/081** on all correspondence.

If you would like this job pack in larger print, audio tape, Braille, alternative format or in a different language please contact the Recruitment Team on 0344 800 8007, minicom (01603) 223833 and we will do our best to help.

The Appointment Process and Programme

It is anticipated that interviews will take place on 22 February 2010. If you are selected for interview, we shall contact you within four weeks of the closing date. If we do not contact you within four weeks of the closing date please assume your application has been unsuccessful.

If you wish receipt of your application to be acknowledged please enclose a stamped, addressed envelope.

Thank you for your interest in this post.

Important reminder

Due to the postal regulations when posting your application form please ensure you have the correct postage stamps on your envelope. For an A4 size envelope you will need a 'LARGE' letter stamp.

Please be aware Norfolk County Council will not cover insufficient postage costs therefore incorrectly stamped applications will not reach us.

For further information please go to www.royalmail.com or contact your local post office.

APPENDIX 3

Interview Questions

NORFOLK'S COASTAL HERITAGE

PROJECT OFFICER INTERVIEW

Introduction		Ken	5 mins
Project Introduction		David	
Set up presentation		Candidate	
PRESENTATION		Candidate	20
How do you think the outreach experiences you have just described will help you in the role of Norfolk's Coastal Heritage Project Officer?		David	25
What aspects of coastal heritage do you think are most important?		David	30
This is a community led project – how will you find out what they what to do?		David	35
What sort of activities and investigations would you seek to set up as part of the project?	Deliverables/end products?	James	40
The project will encounter a range of difficult issues, such as the loss of property to coastal erosion. If this issue was to be raised by a member of the public, how would you respond?		James	45
What are your strengths and how would you use these to benefit the project?		Ken	50
Do you have any weaknesses?		Ken	
Do you have any questions for us?		Ken	59
If you were offered the post, would you take it?		Ken	60

APPENDIX 4

Updated Project Design – December 2010

Norfolk's Coastal Heritage Project

Updated Project Design – December 2010

Introduction

This document is an Updated Project Design for the Norfolk's Coastal Heritage Project, currently being delivered by Norfolk County Council's Historic Environment Service (formerly Norfolk Landscape Archaeology) on behalf of North Norfolk District Council as a part of the Coastal Change Pathfinder. It supersedes the contents of the original Project Outline, drafted in August 2009 and completed in December 2009.

After the confirmation of funding was received in December 2009, the Coastal Heritage Project began in January 2010, although work on the project did not begin in earnest until the Project Officer was able to take up their post in late April 2010. Now that the Project Officer has been in post for sixth months, this document revisits the deliverables specified in the initial Project Outline and provides a more detailed breakdown of the activities which will be undertaken in the coming months in order to bring the project to a successful completion on time and on budget.

In keeping with the stipulations of the funding, all of the 'practical' elements of the project will be completed by the end of the 2010–11 financial year. This is to be followed by a three-month project evaluation and report-writing phase.

Deliverables

The Coastal Heritage Project's deliverables are discussed here in turn, broadly following the order in which they were presented in the original Project Outline.

Deliverable 1: Public Meetings and Lectures

The original Project Outline stipulated the provision of public meetings and lectures at which local heritage and coastal change would be discussed. Such meetings involve presentations by heritage professionals, local historians and archaeologists, and provide opportunities for local communities to express their views.

To date, the Coastal Heritage Project has arranged a considerable number of such meetings and lectures, including free research-skills dayschools and talks in public libraries. These events have been detailed more fully in the project quarterly reports produced in March, June and September 2010.

Task 1.1: Travelling Exhibition

A static exhibition about the project has been touring the county's coastal libraries since June 2010 and will continue to do so until the end of March 2011. Venues are currently booked until January 2011; further venues are in the process of being arranged and are likely to include further libraries, the RSPB reserve at Titchwell, and Merchants' Place in Cromer. Where possible, the exhibition is being paired with an illustrated talk given by the project officer.

Required resources: time to organise additional venues (0.5 days); travel to transfer the exhibition from venue to venue (1.0 days); travel and presentation of illustrated talks (1.5 days); design and printing of replacement third banner to future-proof the exhibition (0.5 days / £300)

Task 1.2: Public Lectures

The project officer is already committed to giving lectures for several local societies and will be approaching other coastal groups to secure a programme of lectures. These include participating in the Norfolk Museums and Archaeology Service's archaeology weekend in January 2011, delivering a lecture to the Norfolk Archaeological and Historical Research Group in February and addressing the Happisburgh Historical Society in March. .

Required resources: time to organise lectures (0.5 days); preparation (1 days); travel and presentation of illustrated talks (2.5 days).

Task 1.3: Happisburgh's Heritage Event

A day-long event celebrating Happisburgh's Heritage is being organised for the 26th March 2011 and will take place at a yet-to-be-confirmed venue in or near Happisburgh. The day will comprise a series of presentations and displays provided by invited speakers and members of the Happisburgh Heritage Group.

Required resources: event organisation (3 days); travel and presentation of illustrated talks (1 days); production of conference pack for 150 delegates (£600); catering (£1000); venue hire (£150); speakers' expenses (£500); HES staff time (£350).

Task 1.4: Happisburgh: Past, Present and Future Event

An event will be held in the Happisburgh area in June 2011 to celebrate the past, present and future of Happisburgh, as well as celebrating the successful completion of the North Norfolk Pathfinder project.

Required resources: event organisation (3 days); travel and delivery of the day (1 days); venue hire (£150); speakers' expenses (£500); HES staff time (£350).

Deliverable 2: Project Reports

As a condition of the funding, a number of reports on the progress of the project are required to be submitted to North Norfolk District Council. These reports detail the project's methodology, describe discoveries, analyse decisions, detail outcomes and provide guidance for any future projects elsewhere in England.

Task 2.1: Quarterly Reports

Quarterly reports on the progress of the project are to be provided to North Norfolk District Council. Reports were produced in March, June and September 2010, and two further reports are due to be submitted in December 2010 and March 2011.

Resources required: Preparation and dissemination of quarterly reports in December 2010 and March 2011 (2 days).

Task 2.2: Project Report

A comprehensive project report providing a detailed analysis and critique of the project, highlighting key issues and identifying lessons learned is required to be delivered to North Norfolk District Council. This report will be completed during April and May 2011, and submitted to North Norfolk District Council for comment before the report is finalised in June.

Resources required: Preparation and dissemination of project report in May 2011 (17 days); amendments in the light of comments (3 days); production, printing and distribution of hard copies (£150).

Task 2.3: Article on project for British Archaeology

Elements of the project report will be edited into an article to be submitted to the magazine *British Archaeology*, published by the Council for British Archaeology.

Resources required: Preparation and submission of article (2 days); amendments in the light of comments (1 days).

Deliverable 3: Provision of Training

The original Project Outline stipulated the provision of training sessions to be chosen by communities, involving and followed by related active investigations (Robertson 2009). These sessions are intended to equip members of the community with the necessary skills to monitor and record the heritage features, memories and reminiscences which are of most significance to them and at greatest risk from coastal change.

To date the project has run several training events, including a research skills dayschool in Happisburgh and an introductory session to the methods and techniques of conducting oral history interviews.

Task 3.1: Additional Research Skills Dayschools

After the success of the Happisburgh research skills dayschool, it is the intention to offer additional instances of this dayschool at various locations along the coast during the winter. Subjects to be covered include the use of historic maps and aerial photographs, fieldwalking, building recording and oral history. Possible venues include Cromer, Sheringham and Wells.

Required resources: time to organise additional venues and enrolments (0.5 days); dayschool preparation time (1.5 days); travel and presentation of illustrated talks (3 days); hire of venues (£200).

Task 3.2: Training the Happisburgh Heritage Group

The training sessions offered in Happisburgh to date have resulted in the foundation of the Happisburgh Heritage Group. This group has expressed a desire to receive training in the following areas: fieldwalking, building recording, fieldwalking and churchyard survey.

Required resources: arrangement of access permissions (0.5 day); teaching preparation (0.5 day); travel and training days (4 days); equipment grant (£2500).

Task 3.3: Training the RSPB Staff at Titchwell

Liaison with the RSPB reserve at Titchwell has identified a number of volunteers eager to learn about the history and archaeology of this area and be trained in archaeological monitoring and reporting. The volunteers will in turn pass this information on to visitors to the reserve, creating a legacy for the project.

Required resources: teaching preparation (0.5 days); travel and presentation of illustrated talk (0.5 days).

Task 3.4: The Production of 'How To...' Guides

A series of 'How To...' guides will be produced and made available as a part of a heritage toolkit which will be able to be downloaded from the Norfolk Heritage Explorer website. Subjects to be covered include:

- How to report an archaeological site or find
- How to record an historic building
- How to recognise worked flint
- How to investigate a parish church
- How to conduct a graveyard survey
- How to conduct an earthwork survey

Required resources: research and writing of each guide (1.5 days x 6 guides = 14 days); uniform formatting of guides (2 days); writing of associated web pages (1 day); production and distribution of guides to all parishes and groups in the Pathfinder area (£350).

Task 3.5: Norfolk Wildlife Trust Workshop

A workshop on coastal wildlife has been arranged for the 19th February 2011 and is to be delivered by the Norfolk Wildlife Trust.

Required resources: dayschool attendance (1 day); venue hire (£30); NWT fee (£325); HES staff time (£175).

Deliverable 4: Dissemination of Results

The dissemination of the project's work to local communities in informal ways, such as through the project website, the Norfolk Historic Environment Record, the Norfolk Heritage Explorer, the Portable Antiquities Scheme database, meetings, presentations, leaflets, displays, posters and CDs/DVDs containing oral history recordings.

By raising the public awareness of the existence and contents of the Historic Environment Record we can encourage coastal communities to contribute material to enhance existing records and create new ones. This can be achieved by providing volunteers with reports on the existing HER records and briefing them as to how the records are structured and what sorts of information we are interested in recording.

Task 4.1: Happisburgh Area HER Enhancement

A group of Happisburgh volunteers has already been provided with the HER records for the parish and they are beginning to return relevant material for

integration into the HER. Any material which is forthcoming will be integrated into the HER by the project officer. This work is also being used as a pilot project for the European-funded Coast Alive project which Norfolk County Council is already a part of and which may lead to potential funds to continue elements of the Coastal Heritage Project beyond the end of the Pathfinder.

Required resources: data collation and gathering by Project Officer (5 days); HER record enhancement by Project Officer (10 days).

Task 4.2: Project Webpages

A legacy of the project will be the creation of a website from which interested members of the community can download resources (including recording forms), describe their activities and record discoveries. These webpages will be hosted through the existing Norfolk Heritage Explorer website and will form a repository for information gathered during the project.

Required resources: writing of webpages by Project Officer (8 days); five exports of the webpages and processing by Exegesis Spatial Data Ltd (£1000).

Task 4.3: The Book of Happisburgh

Local historian Mary Trett has a partially complete draft of a history of Happisburgh and has invited the project officer to help her finish it. This will require the writing of additional material, the sourcing of relevant images and the arrangement of a publication deal. The results of many of the other heritage projects undertaken this winter could also be incorporated into the book. A publication deal has been secured with Halsgrove, publisher of a number of parish histories. Publicity material will be circulated early in the new year to encourage subscribers to come forward. A draft will be provided to the publisher by June 2011, for publication later in the year.

Resources required: writing of new material for the book (20 days); editing of others' work for the book (10 days); securing of permissions (1 day); liaison with publishers (2 days); financial contribution to the publications costs (£2500); specialist report from the National Mapping Program (£1000); commissioned illustrations (£500); image reproduction fees (£250); publicity (£250).

Task 4.4: Clifftop Interpretation Panels

The project will provide laid-out text and images for three interpretation panels about the history and archaeology of Happisburgh to be placed at strategic points around the parish as a part of the clifftop enhancement element of the Pathfinder project.

Required resources: data collation and gathering by Project Officer (3 days); design and layout by Project Officer (2 days); reconstruction drawings and other commissioned artwork (£1000); construction and installation of panels (£2000).

Task 4.5: Advisory Meetings

The Project Officer has already attended a number of meetings with both domestic and international partners, such as the Association of Local Government Archaeological Officers' Maritime Committee and the project

partners meeting of the European Coast Alive project. In the last few months of the project, the Project Officer will hold meetings outside Norfolk with parties interested in finding out about the project and its work. If there is sufficient interest from external bodies, the Project Officer will offer to organise training sessions in conjunction with interested local authorities.

Required resources: time to canvas for and arrange meeting attendance (1 day); preparation (1 day); attendance of meetings (3 days); travel (£300); accommodation (£150); expenses (£100).

Deliverable	Task	Days		December	January	February	March	April	May	June
1 - Public Meetings and Lectures	Task 1.1: Travelling Exhibition	3								
1 - Public Meetings and Lectures	Task 1.2: Public Lectures	4								
1 - Public Meetings and Lectures	Task 1.3: Happisburgh's Heritage Event	4					26/03/2010			
1 - Public Meetings and Lectures	Task 1.4: Happisburgh: Past, Present and Future Even	4								TBC
2 - Project Reports	Task 2.1: Quarterly Reports	2		By 31/12/10			By 31/03/11			
2 - Project Reports	Task 2.2: Project Report	20								
2 - Project Reports	Task 2.3: Article on project for British Archaeology	3								
3 - Training Sessions	Task 3.1: Additional Research Skills Dayschools	5								
3 - Training Sessions	Task 3.2: Training the Happisburgh Heritage Group	5								
3 - Training Sessions	Task 3.3: Training the RSPB Staff at Titchwell	1								
3 - Training Sessions	Task 3.4: The Production of 'How To...' Guides	12								
3 - Training Sessions	Task 3.5: Norfolk Wildlife Trust Workshop	1				19/02/2011				
4 - Dissemination of Results	Task 4.1: Happisburgh Area HER Enhancement	15								
4 - Dissemination of Results	Task 4.2: Project Webpages	8								
4 - Dissemination of Results	Task 4.3: The Book of Happisburgh	33								
4 - Dissemination of Results	Task 4.4: Clifftop Interpretation Panels	5								
4 - Dissemination of Results	Task 4.5: Advisory Meetings	5								

Total 130

APPENDIX 5

Heritage Questionnaire

NORFOLK'S COASTAL HERITAGE



'Norfolk's Coastal Heritage' will inform, engage and empower local communities, allowing them to take an active part in preparing for the impact coastal change will have on their heritage. The project will do this by supporting local communities to investigate their heritage and will involve public meetings, training sessions, fieldwork, publicity, a website and reports. Initially the project will focus on Happisburgh, a single community where coastal change is currently having a significant impact. The project is an integral part of North Norfolk District Council's Coastal Change Pathfinder Programme, funded by DEFRA.

HAPPISBURGH'S HERITAGE: QUESTIONNAIRE

What do you think are the most important aspects of Happisburgh's heritage?

Which aspects of Happisburgh's heritage do you believe are being or will be affected by coastal change (for example, erosion or flooding)?

Would you be interested in actively investigating Happisburgh's heritage? If so, what would you be most interested in investigating?

Would you be interested in attending events and/or training sessions about Happisburgh's heritage? If so, what type of event or training would you find most helpful?

YOUR CONTACT DETAILS (including email)

Would you like to join the project's mailing list?

Yes No

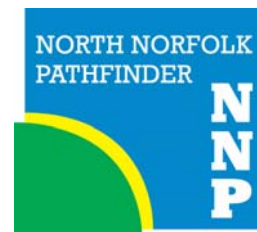
Please return this form to: David Robertson, Norfolk Landscape Archaeology, Union House, Gressenhall, Norfolk NR20 4DR, telephone 01362 869291, email david.robertson@norfolk.gov.uk, fax 01362 860951

APPENDIX 6

Coastal Heritage Project Newsletters

NORFOLK'S COASTAL HERITAGE

NEWSLETTER – ISSUE 1



'Norfolk's Coastal Heritage' will allow Norfolk's coastal communities prepare for the impact coastal change will have on their heritage. It will help communities adapt to coastal change now and in the future by encouraging investigations of coastal heritage. Initially the project will focus on Happisburgh, a community where coastal change is currently having a significant impact. Part-way through it will widen its reach to other coastal communities on the Norfolk Coast.

The project forms an integral part of North Norfolk District Council's North Norfolk Pathfinder programme. Further information on this is available on North Norfolk District Council's website.



St Mary's Church, Happisburgh
(© Norfolk County Council)



Happisburgh lighthouse
(© Norfolk Museums and Archaeology Service)

The project will arrange and support a series of events during 2010 and early 2011, with local communities deciding themselves the investigations they wish to be involved with. The free activities are likely to include public meetings, training sessions, fieldwork, a website (hosted by www.heritage.norfolk.gov.uk from mid/late May 2010), leaflets, displays and an event to celebrate the heritage and future of Happisburgh.

NORFOLK'S COASTAL HERITAGE OPEN DAY

Saturday 22 May

Come along and find out about the Norfolk's Coastal Heritage project
Meet the Project Officer
Share your knowledge of Happisburgh's heritage
Information, displays and talks
Make suggestions for heritage events and activities

St Mary's Church Rooms, The Street, Happisburgh
11am to 3pm



Happisburgh beach and cliffs, 1996
(© Norfolk Museums and Archaeology Service)

Happisburgh has a rich and diverse heritage, much of which is under threat from coastal change. Features at risk include an internationally significant Palaeolithic site, levelled Bronze Age burial mounds, the buried remains of possible Saxon buildings, St Mary's church, a manor house built in 1900, the remnants of a lighthouse and World War Two structures. The archaeological remains of the village of Eccles, lost to the sea in the early 17th century, are infrequently visible on the beach about 3km to the southeast of Happisburgh village.

In March the project distributed a questionnaire to learn more about Happisburgh's heritage and to explore how residents can and would like to be involved in investigations and activities.

The project would like to thank everybody who has returned a completed questionnaire. We are currently in the process of collating all the information provided and will display initial results on 22 May. If you have not yet completed a questionnaire and would like to have your say on how the project can study Happisburgh's heritage, there is still time.

We will present the full results in a future newsletter and on the project website. Project events and activities will be based on the responses received.



The Hill House public house,
a 16th century and later building
(© Norfolk County Council)



Happisburgh from the air, 1984
(© Norfolk Museums and Archaeology Service)

For further details, to sign up for regular project updates or to request a questionnaire contact:

Richard Hoggett
Project Officer

Norfolk Landscape Archaeology, Union House, Gressenhall, Norfolk NR20 4DR
Telephone 01362 869277
Email richard.hoggett@norfolk.gov.uk.



NORFOLK'S COASTAL HERITAGE

NEWSLETTER – ISSUE 2



Coastal Heritage Open Day

The first project Open Day was held in Happisburgh on Saturday 22nd May 2010. Over 100 people attended the event and enjoyed the chance to view displays about the project's work and Happisburgh's heritage.

The day was also a chance for people to sign up for the activities which will be running in Happisburgh during the summer. These have been developed in response to questionnaires returned by local residents earlier in the project.



Visitors at the Open Day ©NLA

The planned activities are:

- **Coastal Monitoring:** The eroding cliffs and beaches often reveal archaeological artefacts. We would like to hear from volunteers willing to monitor stretches of coastline on a regular basis and record any artefacts or features discovered.
- **Fieldwalking:** Ploughing disturbs archaeological remains. We would like to hear from volunteers willing to undertake fieldwalking and analyse its results. We are also looking for landowners who would be happy for their land to be fieldwalked.
- **Building Recording:** Many historic buildings are threatened by erosion. We would like to hear from any volunteers willing to produce drawn and photographic records of these buildings.
- **Old Photographs:** We are looking for people with collections of old photographs who would be willing for them to be copied, archived and exhibited. We would also like to hear from volunteers willing to do this archiving.
- **Oral History:** We are looking for volunteers to be interviewed about life in the village, past and present. We would also like to hear from people willing to conduct these interviews and transcribe the recordings.

If you are interested in taking part in any of these activities, please contact the Coastal Heritage Project Officer, Richard Hoggett (details overleaf). All training and equipment will be provided for these activities and no previous experience is necessary.



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The 700,000-year-old handaxe found on the beach in 2000 ©NMAS

The Ancient Human Occupation of Britain

Archaeologists from the British Museum return to Happisburgh beach in June to continue their excavations as a part of the Ancient Human Occupation of Britain (AHOB) project (see www.ahobproject.org).

Working with AHOB, we have arranged for three public tours of the excavations to take place on Saturday 5th June 2010, beginning at 11am, 12pm and 2pm. These tours will also provide the opportunity to view artefacts discovered previously. Places on the tours are limited and can be booked by contacting the Project Officer.

As part of this event AHOB and the Coastal Heritage Project will be producing display panels about the early human occupation of Happisburgh. It is hoped that permanent sites for these boards will be found in the village in due course.



**Poppyland
Partnership**

The Coastal Heritage Project will be exhibiting at the Poppyland Partnership Open Meeting to be held on Monday 14th June 2010 at Merchant's Place, Cromer, from 2pm until 6pm.

This is a chance for interested members of the public and other like-minded local societies to share ideas, meet the project officer and sign up to the Coastal Heritage project.

See www.poppylandpartnership.co.uk for further details.

Coastal Heritage Project Officer

Dr Richard Hoggett has been an archaeologist for 15 years and has worked extensively in curatorial, commercial and community archaeology.

He has taught numerous courses for the University of East Anglia and other bodies, and was Post-excavation Manager at NAU Archaeology before taking up the post of Coastal Heritage Project Officer in April 2010.



For further details of the Coastal Heritage Project and to sign up for activities or regular updates please contact:

Richard Hoggett

Coastal Heritage Project Officer

Norfolk Landscape Archaeology, Union House,
Gressenhall, Norfolk, NR20 4DR

Telephone: 01362 869277

richard.hoggett@norfolk.gov.uk

For further details of North Norfolk District Council's Coastal Change Pathfinder Programme please contact:

Marti Tipper

Coastal Management Team

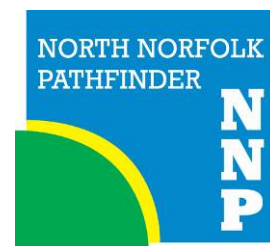
North Norfolk District Council, Holt Road,
Cromer, Norfolk, NR27 9EN

Telephone: 01263 516004

coastalmanagement@north-norfolk.gov.uk

NORFOLK'S COASTAL HERITAGE

NEWSLETTER – ISSUE 3



Research Skills Dayschool

A one-day taught course for anyone wishing to develop their historical and archaeological research skills will be held in St Mary's Church Rooms, Happisburgh, on Saturday 17th July 2010.

The day will run from 10am until 4pm and will comprise four linked sessions. Subjects to be covered include the use of documentary sources, historic maps and aerial photographs; conducting oral history interviews; the principles of historic building recording; and how to conduct archaeological fieldwalking surveys.

The day is provided free of charge, but places are limited and should be booked by contacting the Project Officer (details overleaf).

Don't worry if you can't make the course on 17th July – a series of similar dayschools will be running throughout the summer in a range of coastal locations. Full details of these courses will follow in future newsletters.



Happisburgh's 1834 tithe map



Building recording in Happisburgh

Exhibitions in Coastal Libraries

During the coming months the Coastal Heritage project will be delivering a touring exhibition and series of talks in Norfolk's coastal libraries. The first exhibition will be in Stalham Library from 16th–27th August 2010, with an illustrated talk on Norfolk's Coastal Heritage taking place in the library on Thursday 19th August at 7:30pm.

Other libraries at which the exhibition will be appearing include Mundesley, Sheringham and Cromer. Further details will be included in future newsletters.



Royal Norfolk Show

The Coastal Heritage project will be exhibiting at the Royal Norfolk Show at the Norfolk Showground on 30th June and 1st July 2010. If you are at the show, drop into the One Stop Country Shop and say hello!



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Happisburgh Beach Excavation Tours

Saturday 5th June 2010 saw some 75 people take up the opportunity to tour the archaeological excavations which were being undertaken on Happisburgh beach as a part of the Ancient Human Occupation of Britain project. Visitors were treated to presentations on the project's findings from Nick Ashton, Simon Parfitt, Peter Hoare and Nigel Larkin, and were also afforded the opportunity to handle artefacts recovered during the excavations. Thanks are due to the excavation team for welcoming visitors to the site and making the tours such a success.



Visitors to the archaeological excavations on Happisburgh Beach

Volunteers Wanted

We would still like to hear from volunteers who are interested in undertaking archaeological monitoring of cliffs and beaches, archaeological fieldwalking, historic building recording, oral history interviews or the archiving of old photographs. If you are interested in any of these activities please contact the Project Officer.

For further details of the Coastal Heritage Project and to sign up for activities or regular updates please contact:

Richard Hoggett

Coastal Heritage Project Officer

Norfolk Landscape Archaeology, Union House,
Gressenhall, Norfolk, NR20 4DR

Telephone: 01362 869277

richard.hoggett@norfolk.gov.uk

For further details of North Norfolk District Council's Coastal Change Pathfinder Programme please contact:

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coastalmanagement@north-norfolk.gov.uk

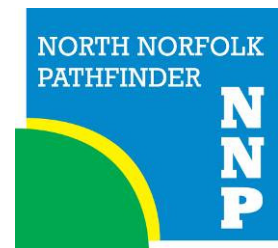


If you need this document in large print, audio, Braille, alternative format or in a different language please contact Richard Hoggett on 01362 869277.

Previous newsletters and other project information are available from the Coastal Heritage page of the North Norfolk Pathfinder website: http://www.northnorfolk.org/pathfinder/happisburgh_heritage.asp

NORFOLK'S COASTAL HERITAGE

NEWSLETTER – ISSUE 4



Nick Ashton exhibiting worked flint from the beach
(Photo: Jim Whiteside)

Ancient Human Occupation in Happisburgh

As many of you will be aware, the results of the Ancient Human Occupation of Britain project's excavations on Happisburgh beach were published in early July. The main article can be found in the journal *Nature* and information on the project and its results, including some impressive photographs of the artefacts discovered, can be found on the British Museum website:

<http://www.britishmuseum.org/>

The excavated evidence suggests that humans were occupying the area between 780,000 and 950,000 years ago – about 80,000 years earlier than we thought previously – and that at that time the ancestral river Thames flowed into the North Sea through Happisburgh.

The excavation leader, Nick Ashton, will be returning to Happisburgh to give a free lecture on the results of the project on the evening of Wednesday 3rd November 2010, time and venue to be confirmed.

Photographs of Happisburgh

Those of you who regularly visit the Happisburgh website (now re-branded the Happisburgh-on-Thames website) will have noticed the introduction of a gallery of old and new photographs of the village:

<http://www.happisburgh.org/gallery>

Photographs have been grouped into galleries and many have accompanying explanatory texts.

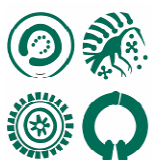
Anyone with images that they would like to see added to the website should contact Jim Whiteside in the first instance: jim@happisburgh.org

Oral History Workshop

Jonathan Draper from the Norfolk Sound Archive at the Norfolk Record Office will be giving a two-hour session on how to conduct oral history interviews in the Church Rooms, Happisburgh, from 7–9pm on Thursday 2nd September.

This session is aimed at prospective interviewers and also those who might be interested in being interviewed.

The workshop is free and open to all, but there is a limit of 15 places, so please contact the Project Officer (details overleaf) if you would like to attend.



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Tour and Building Recording at Happisburgh Manor

Amazing Retreats, the company which recently bought Happisburgh Manor/St Mary's, have granted us access to the property on Saturday 13th November 2010. This will be a unique opportunity to explore this very interesting Arts and Crafts house, originally built in 1900, as well as giving a small group of volunteers the chance to conduct a photographic survey of the building.

Places are limited and anyone interested in attending the tour or conducting the survey should contact the Project Officer (details below) to book their place.



The façade of Happisburgh Manor (Photo: www.amazingretreats.com)

Exhibitions in Coastal Libraries

The touring Coastal Heritage exhibition will be in Stalham Library until 30th August, and will be in Sheringham library from the 31st August until 10th September. The Project Officer will be answering questions in Sheringham library from 11am on 3rd September.

The exhibition transfers to Dersingham library on 13th September, with an accompanying lecture being given in the library at 2pm on 14th September, before transferring to Hunstanton library, where a talk will be given on 7th October at 6:30pm.

For further details of the Coastal Heritage Project and to sign up for activities or regular updates please contact:

Richard Hoggett

Coastal Heritage Project Officer

Norfolk Landscape Archaeology, Union House,
Gressenhall, Norfolk, NR20 4DR

Telephone: 01362 869277

richard.hoggett@norfolk.gov.uk

For further details of North Norfolk District Council's Coastal Change Pathfinder Programme please contact:

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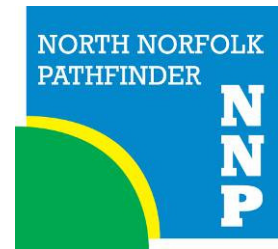


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NORFOLK'S COASTAL HERITAGE

NEWSLETTER – ISSUE 5



Happisburgh church – one of the many buildings due to be studied by the Happisburgh Heritage Group

Happisburgh Heritage Group

Inspired by the free dayschools offered by the Coastal Heritage Project, the residents of Happisburgh have founded the Happisburgh Heritage Group, with the aim of researching, recording and promoting the heritage of the Happisburgh area.

The group is currently in the process of being set up and equipped with the support of the Coastal Heritage Project. Membership will open to the wider community at the end of December and is expected to cost £12 per year.

Further details will be included in future newsletters and will also appear on the new Happisburgh Heritage Group website:

<http://www.happisburgh.org/heritage>

Coastal Wildlife Workshop

Working in partnership with the Coastal Heritage Project, the Norfolk Wildlife Trust invites you to explore the county's wealth of marine life in a day-long workshop to be held in Happisburgh on 19 February 2011, 10am–4pm.

The day will combine an informative indoor presentation by Rob Spray from Seasearch, with an afternoon on the coast surveying Norfolk's coastal wildlife.

Places are limited to 25 people and bookings should be made via the Coastal Heritage Officer.

The NWT is also running a similar day at Winterton on Sunday 21 November 2010 – phone 01603 598333 to book a place.

Ancient Human Lecture

Over 60 people gathered at the Wenn Evans Centre in Happisburgh on 3 November to hear a lecture by Dr Nick Ashton on the results of the excavations conducted on the beach at Happisburgh which have revealed the earliest evidence for human occupation so far discovered in northern Europe.

If you weren't able to make it, a podcast and a video of the lecture can be downloaded from the website of the Happisburgh Heritage Group:

<http://www.happisburgh.org/heritage>

Further details of the results of the excavations can be found at:

<http://www.ahobproject.org>



Norfolk County Council
at your service



Happisburgh Manor Visit

It is with regret that we have had to postpone the advertised visit to Happisburgh Manor (also known as St Mary's) on 13 November. The new owners are currently in the process of renovating the property and are unable to accommodate a visit at this time.

We will be rescheduling the visit for a date early in the new year and details will be made available via the project mailing list. Anyone wishing to express an interest in the tour is encouraged to contact the Coastal Heritage Officer.

Norfolk Heritage Explorer

If you are interested in finding out more about Norfolk's archaeology and coastal heritage then visit the Norfolk Heritage Explorer website:

<http://www.heritage.norfolk.gov.uk/>

Norfolk E-map Explorer

If you would like to view historical maps and aerial photographs of your area then visit the Norfolk E-map Explorer website:

<http://www.historic-maps.norfolk.gov.uk/>



The Coastal Heritage exhibition at Stalham library

Exhibitions in Coastal Libraries

The Coastal Heritage exhibition continues to tour the county's coastal libraries. It can be viewed at King's Lynn library from 22 November until 3 December, and an accompanying talk on Norfolk's Coastal Heritage will take place at 1pm on Thursday 2 December. The exhibition then transfers to Cromer library from 6 December until 3 January, with a talk taking place at 1pm on Monday 6 December.

Details of further venues for the exhibition and accompanying talks will be included in the next edition of the newsletter.

For further details of the Coastal Heritage Project and to sign up for activities or regular updates please contact:

Richard Hoggett

Coastal Heritage Officer

Historic Environment Service, Union House,
Gressenhall, Norfolk, NR20 4DR

Telephone: 01362 869277

richard.hoggett@norfolk.gov.uk

For further details of North Norfolk District Council's Coastal Change Pathfinder Programme please contact:

Marti Tipper

Coastal Management Team

North Norfolk District Council, Holt Road,
Cromer, Norfolk, NR27 9EN

Telephone: 01263 516004

coastalmanagement@north-norfolk.gov.uk

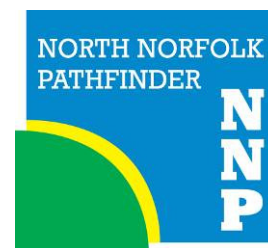


If you need this document in large print, audio, Braille, alternative format or in a different language please contact Richard Hoggett on 01362 869277.

Previous newsletters and other project information are available from the Coastal Heritage page of the North Norfolk Pathfinder website: http://www.northnorfolk.org/pathfinder/happisburgh_heritage.asp

NORFOLK'S COASTAL HERITAGE

NEWSLETTER – ISSUE 6



Happisburgh lighthouse from the air
© Norfolk Historic Environment

Happisburgh's Heritage Conference

To mark the completion of the Coastal Heritage Project, we will be holding a one-day conference celebrating Happisburgh's heritage in Happisburgh School Hall on Saturday 26th March 2011.

The day will run from 10:30 am until 4:30 pm and will comprise a number of presentations about different aspects of Happisburgh's history and archaeology, as well as displays and exhibits. Refreshments and a buffet lunch will be provided.

The day will also see the official launch of the newly founded Happisburgh Heritage Group and you will have the chance to place an advance order for *The Book of Happisburgh* (see below).

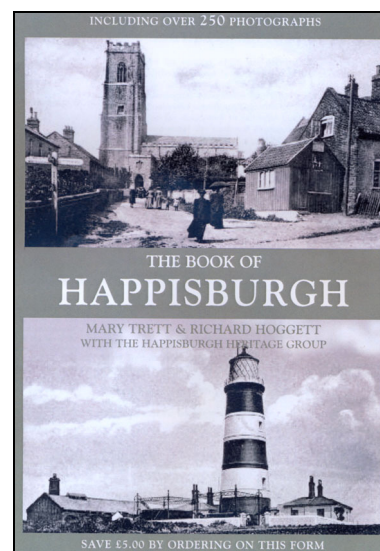
Places at the conference are free but are limited to 100 people and bookings should be made via the Coastal Heritage Officer, Richard Hoggett: richard.hoggett@norfolk.gov.uk or 01362 869277.

The Book of Happisburgh

Work is underway on *The Book of Happisburgh*, which is due to be published in November 2011. The book will be a 160-page A4 hardback containing over 250 old photographs, archaeological drawings, aerial images and historical documents, with a supporting text by Mary Trett, Richard Hoggett and members of the Happisburgh Heritage Group.

The cover price will be £24.99, but pre-publication subscribers can order the book for the discounted price of £19.99. All subscribers are also able to have their names included in the book.

Online orders will soon be able to be placed via the publisher's website – www.halsgrove.com – and a flyer and order form can also be downloaded from www.happisburgh.org/book.



The Book of Happisburgh will be published in November 2011



Norfolk County Council
at your service



Happisburgh Heritage Group

With the encouragement and support of the Coastal Heritage Project the residents of Happisburgh have founded the Happisburgh Heritage Group, with the aim of researching, recording and promoting the heritage of the Happisburgh area.

Membership of the Group is open to anyone in the Happisburgh area and any individual or organisation with an interest in Happisburgh's heritage.

Membership costs £12 per year and those wishing to join should contact the secretary, Carol Palfrey: c.palfrey@keme.co.uk or 01692 650442.

An application form can also be downloaded from the group's website: www.happisburgh.org/heritage



**HAPPISBURGH
HERITAGE GROUP**



Photo: Members of the Heritage Group study the Happisburgh tithe map during a recent visit to the Norfolk Record Office.

Forthcoming Coastal Heritage Talks

The Project Officer will be giving talks about the county's coastal heritage in Great Yarmouth library at 2pm on Thursday 10th March, Gorleston library at 2:30pm on Wednesday 16th March and Caister library at 2:30pm on Wednesday 23rd March. A talk will also be given at the Cromer Museum 'Mardle at the Museum' on Wednesday 23rd March at 10:30am.

Details of further venues for the exhibition and accompanying talks will be included in the next edition of the newsletter.

For further details of the Coastal Heritage Project and to sign up for activities or regular updates please contact:

Richard Hoggett

Coastal Heritage Officer

Historic Environment Service, Union House,
Gressenhall, Norfolk, NR20 4DR

Telephone: 01362 869277

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Previous newsletters and other project information are available from the Coastal Heritage page of the North Norfolk Pathfinder website: http://www.northnorfolk.org/pathfinder/happisburgh_heritage.asp

APPENDIX 7

Article about the Project

Cutting from the *Norfolk Coast Guardian* 2010, p. 8

Cutting from the *Norfolk Coast Guardian* 2010, p. 8.

Norfolk's Coastal Heritage will help Norfolk's coastal communities prepare for the impact coastal change will have on their heritage and adapt to coastal change now and in the future, by encouraging active investigations of coastal heritage. Initially the project will focus on Happisburgh; part-way through it will widen its reach to other communities on the Norfolk Coast. The project will arrange and support a series of heritage events during 2010 and early 2011, with local communities deciding themselves the investigations they wish to be involved with.



The project is part of North Norfolk District Council's Coastal Pathfinder. For more information, contact David Robertson 01362 869276

APPENDIX 8

Article about the Project

**Newsletter of the Norfolk and Norwich Archaeological Society –
Autumn 2010**



can experience for themselves a conjectural reconstruction
www.norfolk.gov.uk

Our next Honorary Secretary – Alice Cattermole

From January 2011 the Norfolk and Norwich Archaeological Society will have a new Hon. Secretary, when Alice Cattermole succeeds Margaret Gooch in this important post. We welcome Alice to this new role. Members of the Society who are active fieldworkers or archaeological researchers may already have met her in the course of their dealings with the Norfolk Historic Environment Record in recent years!

Alice grew up in south Norfolk, spending much of her childhood visiting the county's historic sites and buildings with her family. Whilst at Sixth Form in Norwich she volunteered on several excavations and went on to study for a BA in Archaeology at the University of Durham. After university, Alice joined Cambridgeshire County Council's graduate training scheme where she was fortunate to obtain a placement within the county's Heritage Service, and began a Masters in Archaeology and Heritage Management at Leicester University.

Alice moved to Hampshire County Council in 2003 as an Assistant Historic Environment Record Officer, but was swift to accept the offer of a job with the same title back in her home county six months later. Alice has worked for Norfolk Landscape Archaeology ever since. She is now their Historic Environment Record Officer, responsible for maintaining the county's archaeological records and also managing the Norfolk element of the National Mapping Programme, which catalogues and interprets archaeological evidence observable on aerial photographs.

North Norfolk Pathfinder: recording Norfolk's coastal heritage

Pathfinder is an initiative set up by the Department for Environment Food & Rural Affairs (Defra) which provides a fund to enable local authorities to explore new ways of responding to the challenges faced by coastal communities. The fund is not intended to be used for coastal

protection. Rather, it is available to help affected communities adapt to the impacts of coastal change.

Until June 2011 Norfolk Landscape Archaeology is delivering a coastal heritage project as one element of the North Norfolk Coastal Change Pathfinder project. The aim is to encourage coastal communities to study and record the history and archaeology of the Norfolk coast, especially those bits of it which are threatened by coastal erosion. For more information about the project please visit the Pathfinder website: www.norfolk.gov.uk/pathfinder/happisburgh_heritage.asp. The project initially focuses on the village of Happisburgh, where it forms just one of a series of initiatives aimed at local residents and businesses. In the coming months the project will broaden to encompass other communities along Norfolk's coast.



At present, North Norfolk Pathfinder is focussing on the archaeology of the Happisburgh area.
 (above) This upside-down pillbox, which fell onto Happisburgh beach in the 1970s, is a stark reminder of the threat to the historic environment posed by coastal erosion.
 (below) Recent archaeological excavations on Happisburgh beach by the Ancient Human Occupation of Britain project (AHOB) have found evidence for human occupation dating from 900,000 BC – the earliest such evidence so far discovered in northern Europe. For more details visit <http://www.ahobproject.org/Happisburgh.php>.

Norfolk Landscape Archaeology

Even before the recent discovery of evidence for early human occupation on what is now the beach, the area around Happisburgh was recognised as one of the most significant in heritage terms in this part of Norfolk. Furthermore, a wide range of important features located within the area are expected to be affected by erosion by 2105. As well as the internationally significant Palaeolithic site on the beach, these include ring-ditches (probably ploughed-out Bronze Age burial mounds), the buried remains of possible Anglo-Saxon buildings, St Mary's church, a manor house built in 1900, the remnants of a lighthouse and a number of World War Two structures.

If you are an individual or group with an interest in carrying out historical research or archaeological fieldwork, we would like to hear from you. Possible activities that might be co-ordinated by the project in future include oral history interviews, building recording and fieldwalking, although we would like to hear your ideas too.

To find out more or to get involved please contact Richard Hoggett, Coastal Heritage Officer, Norfolk Landscape Archaeology, Union House, Gressenhall, Dereham, Norfolk, NR20 4DR, tel. 01362 869277, email richard.hoggett@norfolk.gov.uk.

Richard Hoggett



APPENDIX 9

Article about the Project

Newsletter of the Norfolk Archaeological and Historical Research Group, September 2010, pp. 11–13

and groups knowledgeable about their particular parish or area have been great sources of information putting together the bigger picture.



Aslacton school c. 1900–10: a National school of 1851

One thing which that has become apparent while undertaking this survey of rural schools is that ventilation was high on the priority list, not surprising when you look at the numbers attending and the size of the classrooms.

This is a very interesting study ,and when completed it will be a very valuable source for present and future historians. If anyone has any old photographs, plans or information regarding any of these schools they are encouraged to contact Dr Susanna Wade Martins at The Longhouse, Eastgate Street, North Elmham, NR20 5HD.

NORFOLK'S COASTAL HERITAGE PROJECT

By Richard Hoggett

Until June 2011 Norfolk Landscape Archaeology is delivering a coastal heritage project as one element of the North Norfolk Coastal Change Pathfinder project. The aim of the project is to encourage coastal communities to study and record the history and archaeology of the Norfolk coast, especially those bits of it which are threatened by coastal erosion.

The project initially focuses on the village of Happisburgh, where it forms just one of a series of initiatives focused on local residents and businesses. Even before the recent discovery of evidence for early human occupation on what is now the beach (see below), the area around Happisburgh was already know to be one the most significant in heritage terms in this part of Norfolk. Furthermore, a wide range of important features located within the area are expected to be affected by erosion by 2105, including ring-ditches, the buried remains of possible Anglo-Saxon buildings, St Mary's church, a manor house built in 1900, the remnants of a lighthouse and a number of World War Two structures.

During the coming months the focus of the project is broadening to encompass other communities along the Norfolk coast, and we are already beginning to work with a number of groups in Hunstanton, Titchwell, Cromer and Weybourne. If you are an individual or

group with an interest in carrying out historical research or archaeological field-work on coastal themes, we would like to hear from you. Possible activities that might be co-ordinated by the project in future include undertaking archaeological monitoring of cliffs and beaches, archaeological fieldwalking, historic building recording, oral history interviews or the archiving of old photographs, although we would like to hear any other suggestions too.



This upside-down pillbox on Happisburgh beach was one of hundreds built to defend the coast during the Second World War. It fell onto the beach in the 1970s when the cliffs were eroded from beneath it and is a potent reminder of the threat to the historic environment posed by coastal erosion.

For more information about the project please visit our page of the North Norfolk district Council's Pathfinder website: <http://www.northnorfolk.org/pathfinder/>.

If you would like to become involved with the project please contact: Richard Hoggett, Coastal Heritage Officer, Norfolk Landscape Archaeology, Union House, Gressenhall, Dereham, Norfolk, NR20 4DR, 01362 869277, richard.hoggett@norfolk.gov.uk.

Richard Hoggett

HAPPISBURGH UPDATE

Following on from Peter Robins' summary of fieldwork at Happisburgh in the last newsletter, the results of the Ancient Human Occupation of Britain project's excavations on Happisburgh beach were published in the journal *Nature* in early July. The results are very exciting and the excavated evidence suggests that humans were occupying the area between 780,000 and 950,000 years ago – about 80,000 years earlier than we thought previously.

The findings were summarised very well on the BBC News website, as well as appearing on Radio 4's *Material World*, and the Eastern Daily Press also covered the story well. Much more information on the project and its results, including some impressive photographs of the artefacts discovered, can be found on the project's webpages at the British Museum: http://www.britishmuseum.org/research/research_projects/happisburgh.aspx

APPENDIX 10

Article about the Project

Eastern Daily Press, Saturday 19th March 2011

Cover story: A tragedy involving Nelson's sailors, a party-giving priest and Sherlock Holmes – Alex Hurrell

So much history – so little time. Experts predict that by 2105 Happisburgh can kiss goodbye to treasures including its parish church, a listed Arts and Crafts manor and second world war structures.

Those landmarks of the seaside village are expected to follow so many other parts of its ancient heritage over the cliff edge, claimed by the North Sea as unchecked coastal erosion relentlessly chomps away at the land.

Villagers may be powerless against the forces of nature – but they can and are ensuring that Happisburgh's history is recorded for future generations.

The scope of that history is breathtaking. Last year Happisburgh scientists and archaeologists announced they had found evidence which pushed back the date for the first known human settlement in northern Europe by at least 100,000 years.

Fossils and artefacts uncovered during six years of fieldwork, by the prestigious Ancient Human Occupation of Britain (AHOB) project, showed that man had occupied Britain between 800,000 and 970,000 years ago.

Mix that priceless historical gem into a Happisburgh treasure trove which also includes possible Bronze Age burial mounds, Romano-British and Saxon remains, a maritime history embracing fishing, lifeboats, lighthouses, and shipwrecks, a second world war radar station, some 15 listed buildings – and it's astonishing that until now there has been no reputable published history of the village.

That glaring gap will be filled later this year with the publication of *The Book of Happisburgh*. Its 160 pages will include about 200 photographs and copies of original documents.

The book has been made possible through a project born out of Happisburgh's battle against erosion, and harnesses the skills of a county archaeologist, a villager and her lifelong studies and the enthusiasm of a recently-formed heritage group.

North Norfolk District Council set aside some £60,000 for a Norfolk Heritage Coastal Project from its £3m pot of pioneering government Pathfinder cash, given to help communities in the district affected by coastal erosion.

Happisburgh has been the first to benefit from the heritage money and in April last year Dr Richard Hoggett, an archaeologist with Norfolk County Council, was appointed project officer.

His brief has been to enable the local community to understand, record and manage the impacts of coastal change on heritage and record their own story.

A year on, Dr Hoggett's mission is drawing to a close. He leaves behind the flourishing Happisburgh Heritage Group, whose members have been trained to carry on the work, and the book, which he has co-authored with Happisburgh resident Mary Trett.

From her centre of operations – the house where she was born and still lives – Miss Trett, 84, has contributed her extensive knowledge of the village's history, lent photographs and helped record the memories of other villagers, "usually over a cup of tea".

The project, launched with a well-attended open day, has also included tours of the AHOB excavations, lectures, exhibitions, a website and free sessions teaching people skills such as using historical maps, field-walking, measuring, surveying and recording, conducting interviews, and monitoring coastline changes.

Dr Hoggett acknowledges the "enormous amount of work already done" by Miss Trett before his arrival.

As a small girl she remembers scouring Happisburgh beach, "I wanted to find fossils or Roman pottery, but I only found belemnites".

On twice-yearly trips to Norwich with her parents, the young Mary would be allowed to pick an afternoon treat and the shopping had been done, and always chose a visit to Norwich Castle, or to view the cathedral bosses.

Later, while teaching art at Notre Dame school in the city she used her free time to carry out local research in Norwich Library and the county records office. In the late 1960s the vicar of Happisburgh lent Miss Trett ancient parish registers from which she unearthed a wealth of information about local births, marriages and deaths.

He added: "To date all the publicity about the village and the fruits of all her researches have led to local exhibitions, booklets and church guides over the years."

The project ends next Saturday with a celebratory conference in Happisburgh school's hall, from 10.30am to 4pm, which will include presentations, exhibitions of photos and artefacts, a chance to join the heritage group and to order copies of the book.

Reflecting on the past year, Dr Hoggett said he was pleased to have worked with villagers on something positive.

Happisburgh has been negative. Erosion has very much dominated the story. We hope the book will redress the balance and tell its important history from the earliest human occupation to Pathfinder.

"As a community project, this has been particularly successful and, with the group and the book, will leave a lasting legacy."

For more pictures of Happisburgh log on to www.edp24.co.uk/lifestyle. For information about ordering *The Book of Happisburgh* (price £20) or to reserve a place at the conference, telephone Dr Richard Hoggett on 01362 895277 or you can e-mail richard.hoggett@norfolk.gov.uk. Online orders for the book can be placed via the publisher's website – www.halegrove.com – and a flyer and order form can also be downloaded from www.happisburgh.org/book. Visit the Happisburgh Heritage Group website at www.happisburgh.org/heritage. Find out more about your Norfolk community's history and archaeology on the Norfolk Heritage Explorer website which can be found at www.heritage.norfolk.gov.uk.

discovers that there's far more to Happisburgh's history than just coastal erosion



Left, keen local historian Mary Trett has been working with Dr Richard Hoggett, coastal heritage officer with Norfolk County Council's Historic Environment Service, on *The Book of Happisburgh* about the village's history. Inset, Mary as a girl.



Then and now: Above, Church Street looking towards the church and, left, a 1902 view of Wayside Stores and Post Office. Below, Norfolk Museum Service assistant curator of Natural History Dr David Waterhouse with an 800,000-year-old jawbone and tooth of an elk found at Happisburgh.



Grave disaster



In July 1998 crew members of the present Royal Navy ship HMS Inevitable were among those packing St Mary's Church at Happisburgh for the dedication of a memorial. It commemorates 119 men buried in glacial land on the north side of the church after a predecessor HMS Inevitable came to grief off Happisburgh on March 16, 1801 – 210 years ago on Wednesday. The drowned sailors were among about 400 crew from the ship's company of nearly 600 who perished in the disaster after the vessel struck a sandbank around Hainor Sand – notorious for many shipwrecks. The ship had been waiting to join a fleet with Admiral Nelson at Copenhagen. No written records, or gravestones, exist to prove Happisburgh's role in burying the men, but oral history, passed on through the generations, recalls the cartloads of bodies brought up from the sands to be placed in a huge communal grave. In 1988 workers digging a drainage trench in that area came across skeletons, no more than three feet below the surface, buried in haste and disorder. For Mary Trett and many other villagers, this was the missing proof.

Landmarks

Happisburgh's historic landmarks include:

- St Mary's Church – mentioned in the Domesday Book.
- The lighthouse – once painted by JMW Turner, it was saved from closure in 1990 and is now run by trustees as Britain's only independent lighthouse.
- Hill House pub – Sir Arthur Conan Doyle was inspired to write a Sherlock Holmes story, *The Dancing Men*, after a visit.
- Happisburgh Manor – an Arts and Crafts house built in 1900 by Detmar Blow for the Cator family.



Lasting legacy of disappearing coastal village

To date all the publicity about Happisburgh has been negative. Erosion has dominated the story. We hope the book will redress the balance...

Sign of the times for vicar's party

Mary Trett's researches into past Happisburgh vicars uncovered the tale of Thomas Lloyd, now immortalised in the village sign. The Rev Lloyd realised that parents were reluctant to bring their children to be baptised because tradition dictated that they had to pay for a party afterwards.

He promised to stand the cost of festivities for all those who brought their babies to church to be christened on Whitsunday in 1793. The entitlement worked because the vicar had to baptise 170 infants that day.

APPENDIX 11

Article about the Project

North Norfolk News, Thursday 24th March 2011

Memorial to sailors of Nelson's fleet

In July 1998, crew members of the present HMS Invincible were among those packing St Mary's, Happisburgh, for the dedication of a memorial. It commemorates 119 men buried in glebe land on the north side of the church after a previous HMS Invincible came to grief off Happisburgh on March 16, 1801.

The drowned sailors were among about 400 crew from the ship's company of nearly 600 who perished in the disaster after the vessel struck a sandbank around Haibro Sand; notorious for many shipwrecks.

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Vicar with a flair for village parties

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Rich selection of village landmarks

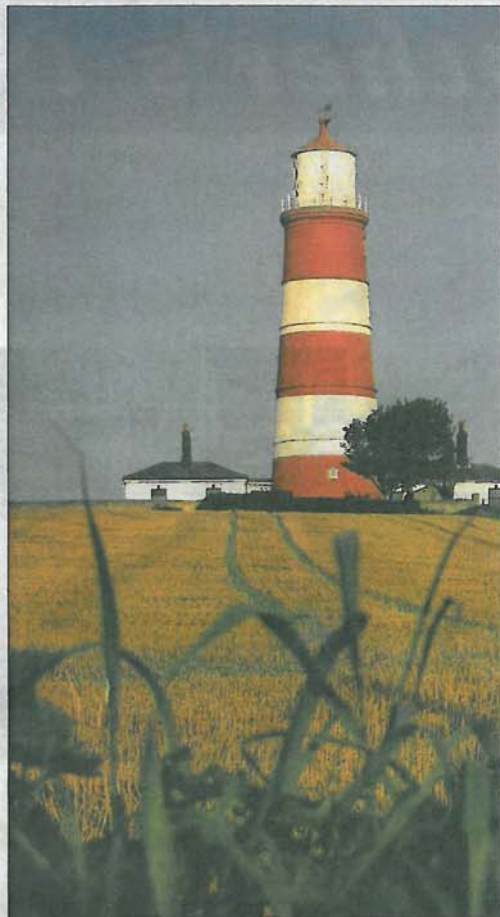
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- Hill House pub. Sir Arthur Conan Doyle was inspired to write a Sherlock Holmes story, The Dancing Men, after a visit

- Happisburgh Manor, an Arts and Crafts house built in 1900 by Detmar Blow for the Cator family.

How you can share in the history story

- For information about ordering The Book of Happisburgh (price £20) or to reserve a place at the conference, please ring Richard Hoggett on 01362 869277 or email richard.hoggett@norfolk.gov.uk
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- Visit the Happisburgh Heritage Group website at: www.happisburgh.org/heritage
- Find out more about your Norfolk community's history and archaeology on the Norfolk Heritage Explorer website: www.heritage.norfolk.gov.uk



ICONIC LANDMARKS: Above, Happisburgh Lighthouse, the most recognisable feature of this coastal village. It is now privately run as the country's only independent lighthouse. Right, evidence of the erosion that is threatening the village as it relentlessly eats away at the cliffs.



MEMORIES: Old photographs of Happisburgh – left, Millar's Pond, centre, the post office, and right, the old post office stores corner.

Saving village's history for the future

A tragedy involving Nelson's sailors, a party-giving priest, Sherlock Holmes... ALEX HURRELL discovers there's far more to Happisburgh's history than coastal erosion.

So much history – so little time. Experts predict that, by 2105, Happisburgh can kiss goodbye to treasures including its parish church, a listed Arts and Crafts manor, and second world war structures. Those landmarks of the seaside village are expected to follow so many other parts of its ancient heritage over the cliff edge, claimed by the North Sea as unchecked coastal erosion relentlessly chomps away at the land.

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RECORDING: Left, Dr Richard Hoggett works with long-time village resident Mary Trett (seen above as a young woman), Miss Trett has co-authored, with Dr Hoggett, the book on the history of Happisburgh.

(Picture: COLIN FINCH)



VILLAGE SIGHTS: Above, St Mary's church; top left Happisburgh Manor. Below, left, archaeologists have found evidence of the first known human settlement in Europe as well as treasure trove.

The book has been made possible through a project born out of Happisburgh's battle against erosion, and harnesses the skills of a county archaeologist, a villager and her lifelong studies, and the enthusiasm of a recently-formed heritage group.

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Happisburgh has been the first to benefit from the heritage money and, in April last year, Dr Richard Hoggett, an archaeologist with Norfolk County Council, was appointed project officer. His brief has been: 'to enable the local

community to understand, record and manage the impacts of coastal change on heritage and record their own story.'

A year on, Dr Hoggett's mission is drawing to a close. He leaves behind the flourishing Happisburgh Heritage Group, whose members have been trained to carry on the work, and the book, which he has co-authored with Happisburgh resident Mary Trett.

From her centre of operations – the house close to the church where she was born and still lives – Miss Trett, 84, has contributed her extensive knowledge of the village's history, lent photographs, and helped record the memories of other villagers, 'usually over a cup of tea'. The project, launched with a well-attended

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As a small girl she remembers scouring Happisburgh beach: "I wanted to find fossils or Roman pottery, but I only found belemnites!" she said.

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The project ends this Saturday, March 26, with a celebratory conference in Happisburgh School's hall, from 10.30am to 4pm, which will include presentations and exhibitions of photos and artefacts, a chance to join the heritage group and order copies of the book.

Reflecting on the past year, Dr Hoggett said he was pleased to have worked with villagers on something positive.

He added: "To date, all the publicity about Happisburgh has been negative. Erosion has very much dominated the story. We hope the book will redress the balance and tell its important history from the earliest human occupation to Pathfinder. "As a community project, this has been particularly successful and, with the group and the book, will leave a lasting legacy."

APPENDIX 12

Happisburgh's Heritage Conference Programme

Happisburgh's Heritage Conference

Saturday 26th March 2010

Happisburgh School Hall, The Street, Happisburgh

10:00 Registration & Coffee

10:30 The Coastal Heritage Project

Richard Hoggett

**11:00 Humans at Happisburgh 800,000 years ago:
The geological background**

Peter Hoare

11:30 Early Human Occupation Evidence

Peter Robins

12:00 Arts and Crafts Houses

Stephen Heywood

12:30 Buffet Lunch

14:00 The National Mapping Programme

Alice Cattermole

14:30 The Rapid Coastal Survey

David Robertson

15:00 Recent Archaeological Work in the Happisburgh Area

Tim Pestell

15:30 Tea and Coffee

15:45 The Happisburgh Heritage Group

Jim Whiteside, *et al.*

16:15 Concluding Remarks

16:30 End of the Day

APPENDIX 13

Happisburgh Heritage Group Constitution

Happisburgh Heritage Group Constitution

Name

The Happisburgh Heritage Group

Aims

To research, record and promote all aspects of the heritage of the Happisburgh area of the north Norfolk coast.

Activities

1. To procure, develop and maintain an archive of photographs, documents, audio and video recordings, artefacts and other materials relating to Happisburgh's heritage, and an index of such material held by other organisations and individuals
2. To pursue original research into Happisburgh's heritage
3. To gather oral histories
4. To organise and carry out site visits, surveys and archaeological activities within and outside the area
5. To act as a resource for material and information for schools, libraries, mass media, museums etc.
6. To hold meetings, lectures and temporary and / or permanent exhibitions
7. To produce papers, reports, booklets and other literature
8. To publish appropriate material on the Happisburgh Village website
9. To extend any of these activities as opportunities arise

Membership

Membership is open to anyone in the Happisburgh area and any individual or organisation with an interest in the Group's Aims.

All members shall pay such subscriptions as the AGM of the Group may from time to time determine. Membership will lapse if the subscription is unpaid six months after the commencement of the Group's financial year.

Members shall respect confidentiality and copyright of any documents or other material lodged with the archive. Any member failing to observe this provision will have their membership revoked.

On the recommendation of the Officers, the Group may elect at the AGM to the rank of Honorary Life Member persons who have rendered conspicuous service to the Aims of the Group

Management

Three officers shall be elected by the membership of the Group at the Inaugural Meeting to be held on Friday 12 November 2010 and thereafter at each AGM: a Chairman, a Secretary and a Treasurer. The Officers shall be responsible for the management and administration of the Group. The Officers may co-opt or appoint other members to hold / undertake particular responsibilities within the Group to serve until the next AGM.

To further the Aims of the Group, the Officers may exercise the following powers:

1. To set up a bank account in the name of the Happisburgh Heritage Group
2. To act on behalf of the membership as a channel for liaison or negotiation with other organisations such as Local Government, statutory and voluntary agencies and organisations
3. To invite, obtain, collect and receive money and funds by way of grants, donations, contributions, legacies and any other lawful means and to receive gifts of artefacts and property of any description
4. To purchase, take on lease or in exchange, hire or otherwise acquire any property for the purposes of the Group
5. Subject to such consents as may be required by law, to sell, grant security over, let or exchange any property belonging to the Group
6. To pay necessary expenses involved in the running of the Group
7. To arrange appropriate insurance cover for the Group's activities
8. To arrange membership and affiliations with appropriate organisations such as the Council of British Archaeology
9. To do all such other things as may be necessary for the attainment of any of the Groups Aims

Annual General Meeting

An AGM shall be held every year in March. All members shall be notified not less than 14 days before the meeting and an agenda shall be circulated.

The business of the AGM shall be:

1. To receive the Chairman's report of the previous year's activities
2. To receive the Treasurer's report and the audited accounts
3. To elect Officers for the following year
4. To conduct any other business that the Officers may see fit to include

Finance

All monies received by or on behalf of the Group shall be devoted to the Aims of the Group. The funds shall be lodged in a bank account in the name of the Group. The officers shall be the nominated signatories on this account and all payments must be authorised by two signatories.

Amendments to the Constitution

Any part of this Constitution may be rescinded or amended or new parts inserted by a vote of two-thirds of the members present and voting at an AGM or an Extraordinary General Meeting called for the purpose.

Dissolution

The Group may be dissolved by a resolution passed by a two-thirds majority of those members present and voting at an AGM or an Extraordinary General Meeting called for the purpose. This resolution may give instructions for the disposal of any assets held by or in the name of the Group provided that if any property remains after the payment of all debts and liabilities, such property shall not be given or distributed among the members but shall be given to other organisations having similar objectives as the Group.

Approved at the Inaugural Meeting

Signed:

Jim Whiteside (Chair)

12 November 2010

APPENDIX 14

Happisburgh Heritage Group Grant Agreement

NORFOLK COUNTY COUNCIL

NORFOLK'S COASTAL HERITAGE PROJECT GRANT AGREEMENT

1. This agreement is entered into as a deed between Norfolk County Council of County Hall, Martineau Lane, Norwich, Norfolk, NR1 2DH (the County Council) and the Happisburgh Heritage Group, c/o Secretary, Happisburgh Heritage Group, Solar Via, North Walsham Road, Happisburgh, Norwich, NR12 0QU (the Happisburgh Heritage Group) for a period from the date of signature below until 31 May 2011 (inclusive).
2. In consideration of the payment to them by the County Council of the sum of £2215, the Happisburgh Heritage Group agrees to undertake the following obligations:
 - 2.1 Purchase the equipment specified in the spreadsheet provided by Jim Whiteside to the County Council on 21 January 2011 (and attached as schedule 1) by 15 May 2011. For the avoidance of doubt, the equipment shall be purchased for and used solely in the research activities of the Happisburgh Heritage Group made known to the County Council at the time of the decision to award this grant and the Happisburgh Heritage Group shall, subject to clause 2.4, repay on demand any monies not used in this way.
 - 2.2 Supply the County Council (c/o Norfolk's Coastal Heritage Project) with copies of all receipts and/or receipted invoices (by email or post) by 31 May 2011.
 - 2.3 Agree in advance with the County Council any publicity concerning the receipt and use of the grant. Publicity should acknowledge the County Council has issued the payment as part of North Norfolk District Council's Pathfinder Programme.
 - 2.4 If equipment purchased using the payment is to be used for purposes other than the research activities of the Happisburgh Heritage Group, secure prior written permission from the County Council.
 - 2.5 If the equipment specified in schedule 1 is not purchased in full before expiry of this agreement, notify the County Council accordingly, and refund, if so required, the unspent portion of the payment made by the County Council.
3. The agreement is made subject to the County Council receiving funding from North Norfolk District Council's Pathfinder Programme.
4. Subject to the terms of this agreement, the County Council agrees to pay the sum mentioned in paragraph 2 upon execution by both parties.

This agreement is signed as a deed on the date set out below.

Executed and Delivered as a Deed by the Happisburgh Heritage Group

Acting by: Jim Whiteside

Signed: [Signature]

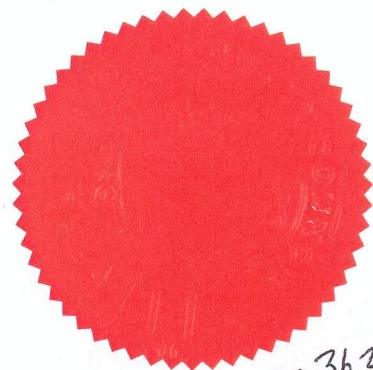
Signed: [Signature]

THE COMMON SEAL OF
NORFOLK COUNTY COUNCIL

was hereunto affixed but not delivered
until the date hereof in
the presence of:-

[Signature]

Date: 18 March 2011.



30362

Schedule 1

Equipment

GPS	Garmin eTrex H	<u>Amazon</u>	£61.19
	Lead (USB)	<u>Penrose</u>	£30.00
Audio			
Recorder	Marantz PMD620	<u>Aboslute Music</u>	£259.00
Camcorder	Canon Legira HF R106	Dixons	£230.00
Digital Camera	FinePix F80EXR	Pixmania	£138.30
Tripod	Manfrotto 391RC2	<u>Warehouse Express</u>	£56.99
Laptop	Compaq Presario CQ56-111SA	eBuyer	£353.99
	Micorsoft Office Home &		
Software	Business	Amazon	£174.63
Projector	Optoma DX319 XGA DLP	<u>eBuyer</u>	£323.99
Screen	2m x 2m tripod	Projectorpoint	£128.40
Case		<u>Warehouse Express</u>	£29.99
Scanner	Epson Perfection V330	<u>eBuyer</u>	£78.20
			£1,864.68

Surveying eqpt from York Survey Supply

Safety helmet x 2	£15.00
Hi-viz waistcoat x 6	£32.00
First aid kit	£22.00
Marking flag x 100	£9.50
Flag bag	£13.50
50m hand line & pegs x 4	£16.00
30m open tape x 3	£60.00
Sectional ranging pole x 6	£72.00
Ranging pole case	£20.00
Map case x 2	£9.00
Clipboard x 4	£14.00
Graph pad x 2	£8.50
	(exc
	£291.50 VAT)
	(Inc
	£349.80 VAT)

Total £2,214.48

APPENDIX 15

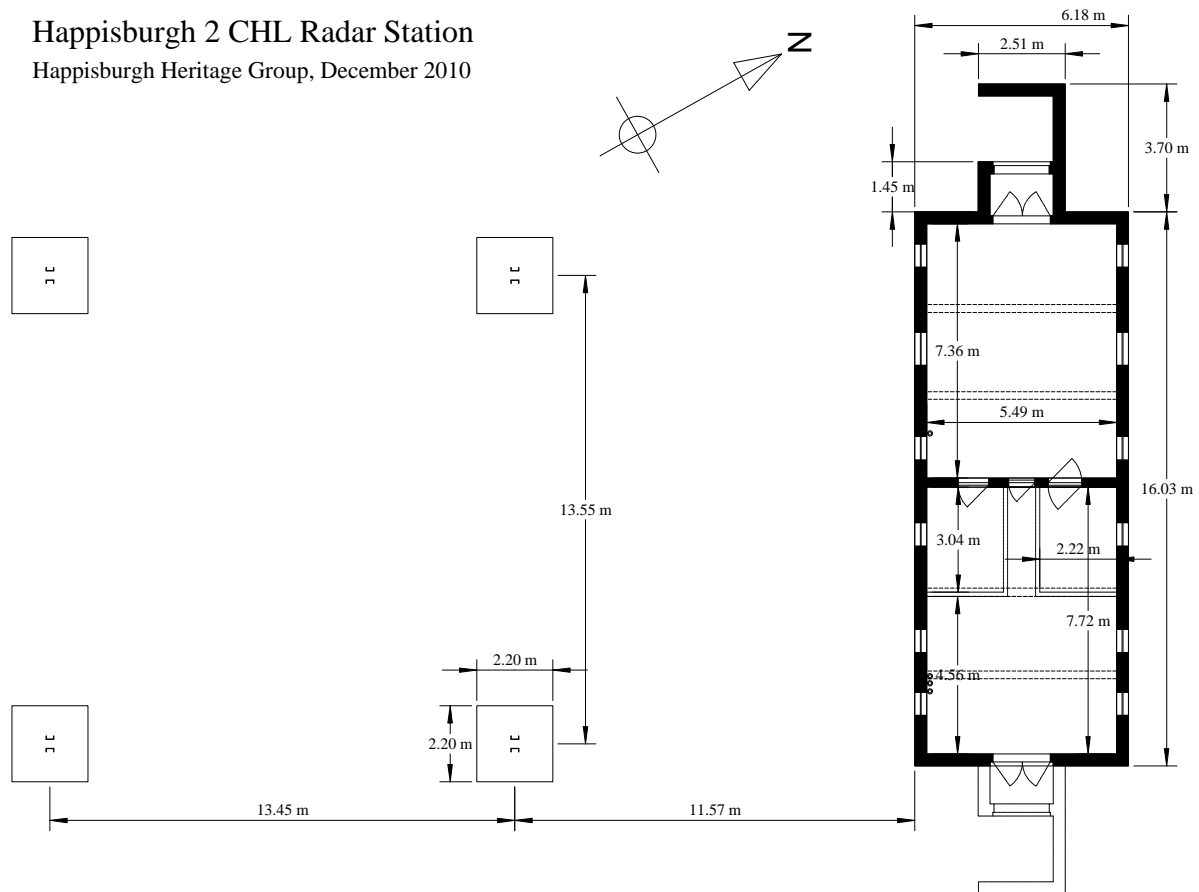
Happisburgh Heritage Group Building Recording Report

Happisburgh 2 CHL Radar Station

Survey carried out 24 November 2010 by Happisburgh Heritage Group: Jim Whiteside, Nikki Piggott, Colin Young, Richard Hoggett from Norfolk Historic Environment Service.

Location – TG36953156, 2/3 mile WNW of Happisburgh Church, 1/3 mile inland, elevation 11m ASL.

Happisburgh 2 CHL Radar Station
Happisburgh Heritage Group, December 2010



The remains consist of four concrete tower foundations, and a brick building. The area between the concrete bases and the building are overgrown with trees and shrub, and the entire site is surrounded by a cultivated field.

Each tower base consists of a cast block of concrete, approximately 2.2m square at the top with tapering sides – height varies with the elevation of the field but averages approximately 1m. Embedded within the block are two U-shaped sections of galvanised steel with drilled holes. The section of the steel is approximately 230x90mm spaced 260mm apart – length approx 1180mm. The sections are angled away from the vertical towards the centre of the former mast. The four bases are arranged such that they the centre of each is at the corner of an approximately 13.5m sided square.



The brick building is on the seaward side and separated from the nearest bases by a just over 10m, aligned on a bearing of approx 300°. The overall dimensions of the main structure are app. 16m x 6.2m, and is on average 3.5m high with a flat tarred concrete roof. External wall thickness throughout is 345mm. Structurally, there are some signs of cracking, and there is a significant amount of growth on the walls but otherwise the building seems sound. The roof is intact and there are no obvious signs of leaking. Metalwork has on the whole completely corroded.

The NW end has a brick entrance lobby with brick blast wall – the SE end shows remains of such a lobby but this has been demolished at some point. Each lobby opened into the main building through double doors – one door remains hanging at the SE end, and doors and timber frames are on the floor at the NW end.



Along each long wall at high level are six windows with steel frames – inside there are remains of timber blackout shutters on some windows although the majority of these have been crudely cut in half horizontally. Most windows frames are almost completely rusted away, but one in better condition shows steel sill on exterior, and remains of wired glass. There are various ventilation grilles at high level along each wall, but on the whole these have been bricked up externally. On the landward side (facing the tower bases) remains of steel vent covers are seen.



Internally, the area is divided in two by a wall containing three doorways – markings on the floor, walls and ceiling indicate that there would once have been two rooms on either side of a narrow central corridor on the SE side of this wall hence the three doors.



The interior dimensions of the two rooms would have been 3.0m x 2.2m app. each, leaving the southernmost room an internal dimension of app. 4.6m x 5.5m, and the northernmost room 7.4m x 5.5m app. One door is still hanging but appears to be on a different side of the frame to how it was originally. The two side doors are not symmetrical, as it appears one shares a long lintel with the central door, the other has its own lintel.

The floor throughout is concrete, covered in bird mess and remains of doors / shutters, which partly obscures different textures of concrete delineated by timber strips, which might have been underfloor cable ducts or equipment bases. In the Southern corner of the building, three pipes in the floor may have been cable entry to the building. The roof appears to have been constructed from pre-cast sections with occasional lateral concrete beams – concrete wall plates run around the entire building.



APPENDIX 16

Coastal Heritage Project Financial Statement

FINANCIAL STATEMENT (AS OF END OF JULY 2011)

Description	Overall Budget	Actual 09–10	Actual 10–11	Actual 11–12 (at end P4)	Expected 11–12 (P5 and beyond)	Note
Salary	£29,000	0	£27,541.54	£7,249.54	£2,417.31	1 month salary to carried over beyond end of June 2011 to cover ongoing salary costs.
Other HES staff costs*	£4,225	£264	£8,671.52	0	£3,668.60	Time spent on Project to date by other HES Staff.
External staff costs*	£4,250	0	£1,222.77	£1,254.00	£142.99	Cost accrued, but yet to be paid.
Travel	£5,000	0	£1,741.90	£298.41	£100.00	Travel and expenses for events.
IT and software for PO	£4,000	£134	£2,157.25	0	£896.00	Less spend than expected.
IT equipment for local community	£5,000	0	£2,215.00	0	£539.73	Copies of <i>Book of Happisburgh</i> for NNDC, communities and partners.
Web creation and setup	£4,000	0	0	£4,000.00	0	
Ten years website maintenance	£1,000	0	0	£1,000.00	0	
Equipment	£3,665	0	£1,499.43	0	£3,023.51	Equipment for use of local communities, including equipment library.
Leaflets	£1,000	0	0	£326.14	0	Leaflets for Book of Happisburgh and image reproduction fees
Information banners	£1,000	0	£360.54	0	£4,960.00	Banners, book publicity and interpretation panels.
Room hire	£400	0	£225.00	£350.00	£100.00	Inc. catering for Happisburgh Conference.
Report production and distribution	£500	0	£80.00	0	£650.00	Report printing/distribution and publication of an article in <i>Norfolk Archaeology</i> .
Mobile phone	£700	0	£173.00	-0.03	0	
Equipment for PO inc PPE	£500	0	£600.31	£68.49	0	Inc. books, maps, consumables and photocopying
Other	£0	0	£2.32	£21.98	0	Inc. electricity and postage
<i>Sub total</i>	<i>£64,240</i>	<i>£398</i>	<i>£46,490.58</i>	<i>£14,568.53</i>	<i>£16,498.14</i>	
<i>Overheads (25%)</i>	<i>£16,060</i>	<i>0</i>	<i>£2,335.00</i>	<i>0</i>	<i>0</i>	<i>All salary overheads are included in salary costs</i>
TOTAL	£80,300	£398	£48,825.58	£14,568.53	£16,498.14	

* Budget reduced from Project Outline to meet grant awarded

