

# 7851 The Institute of Detectorists

Project Design to undertake a feasibility study and business plan for the proposed development of an institute for metal detecting

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Prepared for:

Historic England

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## Purpose of document

This document has been prepared as a Project Design for 7851 *The Institute of Detectorists - Project Design to undertake a feasibility study and business plan for the proposed development of an institute for metal detecting*. Its purpose is to outline costs and methodology for the delivery of the project, articulating how the project team intends to deliver a feasibility study and business plan for the proposed development of a new institute to promote standards and best practice for metal detectorists.

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## Executive summary

This document has been prepared as a Project Design for 7851 *The Institute of Detectorists - Project Design to undertake a feasibility study and business plan for the proposed development of an institute for metal detecting*. Its purpose is to outline costs and methodology for the delivery of the project, articulating how the project team intends to deliver a feasibility study and business plan examining proposals for the development of a new institute to promote standards and best practice for metal detectorists.

The principal aims of this project are to establish:

- What the Institute of Detectorists might offer potential members and other stakeholders, including the wider public
- The market and need for such an Institute to be established
- The risks and opportunities which might associated with setting up the Institute
- Any dependencies for success
- A business plan for achieving self-sufficiency as an effective membership body.

Over a period of three years involved in research and development, the principal author has consulted with many archaeological, heritage and educational bodies, along with a diverse selection of individuals, groups and businesses from within the detectorist community, in order to evaluate the need for establishing a new national body of detectorists with values founded on archaeological principles.

In establishing a clear need, gaining support and agreeing a broad outline for developing such a research and educational institute, this project aims to reassess and evaluate all aspects of the initiative, by way of a feasibility study. The associated tasks and subsequent findings of the study will form the basis of a Business Plan, which will include a strategic approach to achieve 'institute' status and ensure that that organisation identifies and meets all legal obligations.

Our work will examine the positive achievements of collaborating with detectorists on archaeological sites and explore more contentious issues surrounding the current freedoms afforded to detectorists. This will include the evaluation of the potential benefits of targeted education regarding archaeological sites, exploring current levels of self-regulation through voluntary schemes such as the PAS. The project will test attitudes amongst key stakeholders to the establishment of an *Institute of Detectorists*, which would potentially require members to adhere to a Code of Practice.

The overarching aim of this project is to examine proposals for the Institute and outline an effective way forward. Should the proposals prove to be both effective and necessary, project outputs will provide a framework from which a robust Institute can be developed for the benefit of metal detecting, the wider public and our shared heritage

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## 1 AN INSTITUTE FOR DETECTORISTS

### 1.1 Project background

1.1.1 Specific numbers relating to participants in metal detecting across the UK are not known, but informal estimates place the number of regular participants as between 30,000 and 60,000 individual participants. The DCMS *Taking Part Survey* estimates a very high percentage of adults engage with detecting surveys within a given year, with figures for 2018/19 indicating that 1.6% of adults (16+) in England had taken part in metal detecting at least once in the 12 months prior to interview (see report for details: <http://bit.ly/39RcXVe>). The media often glorifies the practice, emphasising treasure, reward and personal gain through selling finds or adding to personal collections. As a result, the largely recreational interest is increasingly monetised, with some businesses selling newly developed technology, providing online support to identify undetected archaeological sites, presenting widespread opportunities for those who want to pay-to-detect, and businesses offering landowners money to allow rallies on their land. In short, what was once a weekend hobby risks becoming a business which is built on personal gain rather than embedded in an interest in portable antiquities and understanding of a shared past.

1.1.2 Based on three years of consultation with stakeholders, metal detectorists and the wider public, this Project Design outlines a new proposal which the project team feel addresses a growing need for training provision, dissemination of information a clearly defined best practice methodology. In order to better define, promote and support an archaeological approach to metal detecting, the principal author proposes that options for a new body – the Institute for Metal Detectorists - should be fully explored. This new body will represent metal detecting which is grounded in archaeological principles, working closely with metal detectorists, archaeologists and landowners to promote and provide training in ‘contextual metal detecting’. The purpose of such an Institute would be to outline a best practice methodology for contextual metal detecting, which contributes to the conservation and investigation of the historic environment.

1.1.3 The newly formed Institute (described in Section 1.2) would address two very distinct issues;

- the need to articulate best practice in metal detecting, to provide training and a create a suitable framework for skills development and accreditation
- the need for national advice and practical support for metal detectorists wishing to undertake responsible detecting, linking detectors directly with heritage professionals, heritage organisations and policy makers.

1.1.4 This project proposes to undertake a feasibility study in order to demonstrate the need and appetite for an Institute that represents an archaeological approach to metal detecting. It will provide the detailed information needed to articulate how such an organisation might function, be constituted and become sustainable.

### 1.2 The Association of Detectorists

1.2.1 Reflecting the distinct needs identified above, two interlocked and not-for-profit entities have already been formed as an umbrella organisation under which the consultation work which has been delivered to date. The Association has been formed as a Community Interest Company in view of the entity later developing into an

fundraising arm to support the work of the Association. Throughout this document, both bodies are combined and referred to as the Association of Detectorists.

- **The Association of Detectorists CIC** will act as the body which people are able to join, either as an affiliate member or in an accredited capacity. The Association will set out the membership structure, outline standards and best practice, provide education and manage regulation. As a body it will support all levels of detectorist, providing clear pathways for skills development and the recognition of competency and experience through accreditation. It will be a self-regulating body underpinned by a clear ethical code.
- **The Detectorists Foundation CIO** will act as a charitable and fundraising body, able to support responsible detectorists in their activities by providing advice and practical support when appropriate. The body will become a key advocate for responsible metal detecting, acting as a primary link between the detectorist community, heritage sector, relevant bodies and policy makers.

1.2.2 In developing the above bodies, a large amount of sector consultation with both heritage professionals and metal detecting groups has been undertaken. This work demonstrates the wide support already in place for the Institute and will contribute significantly to the successful completion of the proposed feasibility study.

1.2.3 Key activities undertaken in 2019 include:

- ClfA Annual Conference, Leeds 2019: Communicating the values of archaeologists to detectorists and embedding metal detecting into professional practice:  
<https://www.youtube.com/playlist?list=PLBjeGwwG0rtS1NBvtTw4J8CWAxVDdqoxd>
- A joint-venture has been agreed with the Portable Antiquities Scheme to explore options for a proposed 'Best Practice Tour' targeting detectorists, to be held in 40 venues and based around FLO areas. Dr Michael Lewis to be a speaker at 18 of the venues.
- HS2 meeting and discussions in Birmingham, in view of the projects archaeological team and associated sub-contractors working with AoD to insure a consistent and systematic approach to metal detecting surveys across the project. AoD to explore how targeted education will assist in this approach.
- 2019 ATF Award Winner – The Archaeology Training Forum Award recognises and promotes best practice in training or professional development in archaeology. The award aims to recognise excellence in the fields of learning, training and professional development.
- The University of Oxford AoD endorsement: "Oxford University's Department for Continuing Education was very happy indeed to offer this course as part of our academic programme, and proud to advocate for responsible metal detecting, as well as for the embedding of archaeological methods in metal detecting practice. We certainly look forward to planning future courses with the Association of Detectorists"
- The British Archaeological Trust: held a panel discussion entitled 'Would an institute for detectorists aid revision of the Treasure Act and implementation of the Valetta Convention?'



- Bangor University – AoD submitted as ‘Associate Partner’ (along with PAS), European Research Area JPI-Cultural Heritage project bid with Spain and Portugal. Main aim would be to research dominant narratives/perspectives about the preventative protection of archaeological sites among various stakeholder communities (metal detectorists, landowners, the police/law enforcement, public authorities, etc.)
- AoD to be named in a national statement by CSCS and BuildUK, after recent negotiations to ensure that metal detectorists can gain construction site access to assist archaeologists. The statement will recommend that detectorists should be AoD members and have completed AoD relevant courses and must hold valid insurance.
- ALGAO is keen to support this initiative and offered the following statement: We see the proposed training courses as a way of embedding metal detector use into professional practice. It will be particularly important to include clear understanding of archaeological evaluation and mitigation recording in the planning process, and to ensure that detectorists working in these projects work to a clearly defined specification, such as you have outlined, to support the aims of the project. ALGAO can certainly help with support and guidance on this aspect, spread awareness of the training, and encourage the use of standard specifications among our members.
- FAME endorses new metal detecting body - The Federation of Archaeological Managers and Employers (FAME) welcomes the intention to set up an Institute of Detectorists. We support the principle of a regulatory body to educate and influence the behaviour of metal-detector users and requiring adherence to the Code of Practice and archaeological principles. The introduction of a registration system for metal detector users who comply with these principles and who may in the future be able to use such membership as a means to acquire CSCS cards would be of benefit to FAME members; we await further information about how the Institute will develop.
- Education for Bristol Area Detectorists Rally - AoD provides educational talk to new detectorists on archaeological principles and a responsible approach alongside their local Finds Liaison Officer, before the detectorists commenced the rally.
- East Devon MDC vote to support AoD after a talk and discussions on the founding principles of the organisation. The metal detecting club based near Exeter also agreed to fundraise in support of AoD.

## 2 FEASIBILITY STUDY: AIMS AND OBJECTIVES

- 2.1.1 The principal aim of this project is to evaluate the viability of a national research and educational body based on aspirational levels of membership, supported by practicing detectorists and archaeologists. The study will evaluate how the Institute can become a sustainable organisation and how it can achieve its ambitions to become a recognised membership body which is able to set and monitor standards of metal detecting, promote the work of its members and act as a philanthropic charity able to support responsible activities and allied organisations, such as the Portable Antiquities Scheme. The aims and objectives of the feasibility study are outlined below.

### 2.2 Aim 1 - Evaluate how an Institute would be set up and constituted

- Q1. What are the legal requirements and steps for recognition as an Institute
- Q2. Evaluate the organisational and operational structure for the Institute
- Q3. Define the different roles and operational functions of the two not-for-profit entities – The Detectorists Foundation and the Association of Detectorists.
- Q4. Outline how the Institute will win support from the metal detecting community for an archaeological approach to metal detecting
- Q5. Provide evidence for support from other stakeholders, including landowners, practitioners and heritage professionals, and outline how support can be further developed

### 2.3 Aim 2 - Outline the strategic aims of the Institute

- Q6. Review the strategic aims of the Institute
- Q7. Define the mission statement and values of the Institute
- Q8. Articulate how the Institute will meet its aims and demonstrate success against short, medium and long term objectives

### 2.4 Aim 3 – How will the Institute operate and function as a membership body?

- Q9. What is the intended operational capacity of the Institute and how will it function?
- Q10. How would the Institute define and manage membership?
- Q11. What is the market for membership amongst the metal detecting community, and the willingness to join an Institute of this nature?
- Q12. Would an ethical code be developed, and what will be the mechanism for self-regulation?
- Q13. How would the Institute promote and develop standards and guidance for metal detecting?
- Q14. What would the Institute provide with regards to education and training?
- Q15. What other membership benefits could the Institute provide to help retain and attract members?

### 2.5 Aim 4 – Create a business plan for the Institute

- Q16. Using the results of Aims 1 to 3, create a costed business plan outlining how the Institute will become a sustainable and functioning organisation

## 3 BUSINESS CASE

### 3.1 The current character of metal detecting

- 3.1.1 The practice of metal detecting across the UK has many faces and is often associated with a myriad of terms reflecting the different ways that people may perceive and interact with it, whether from a positive or negative, social, academic or professional standpoint (Ferguson 2013). It is most often discussed as a popular recreational hobby and the vast majority of metal detectorists have likely chosen to take part as a result

of a personal interest in history and archaeology; an opportunity to socialise and a means to keep active (*ibid*). The tension which exists between archaeology and metal detecting has a long history, although various initiatives over the last 20 years – most significantly the Portable Antiquities Scheme – have resulted in a ‘reasonably amicable relationship’ between recreational detectorists and heritage professionals (Lewis 2016). Moreover, collaborative projects between archaeologists and metal detectorists are becoming more common, with the former recognising both positive contribution of the technique as a survey tool, and the skills and experience of many of its practitioners.

3.1.2 The current practice of metal detecting as a recreational activity does not sit outside regulatory frameworks and, whilst the UK is often seen as tolerant of detecting, there are laws in place which effect how it is practiced (Lewis 2016). In addition, voluntary schemes exist which have developed from both the grass roots detecting community and out of the need to support adherence to national legislation, namely the Treasure Act of 1996. These various schemes provide a good indication of the current character of the metal detecting community – a complex and multifaceted group which combines to present both opportunities and challenges for the historic environment.

3.1.3 *Metal detecting community-led initiatives:*

- National Council For Metal Detecting – Code of Conduct
  - <https://www.ncmd.co.uk/code-of-conduct/>
- Federation of Independent Detectorists – Code of Conduct
  - [http://www.fid.org.uk/code\\_of\\_conduct.html](http://www.fid.org.uk/code_of_conduct.html)
- United Kingdom Detector Net – Forum to support detecting
  - <https://www.forumukdetectornet.co.uk/phpBB3/portal.php>

3.1.4 *Legislative or government led initiatives:*

- Treasure Act 1996
  - <http://www.legislation.gov.uk/ukpga/1996/24/contents>
- Portable Antiquities Scheme – introduced in 1997 as a voluntary scheme to encourage the reporting of archaeological finds found by the public, in support of the 1996 Treasure Act.
  - <https://finds.org.uk/>
- Code of Practice for Responsible Metal Detecting
  - <https://finds.org.uk/getinvolved/guides/codeofpractice>
- Historic England – *Our Portable Past* 2018
  - <https://historicengland.org.uk/images-books/publications/ourportablepast/heag177-our-portable-past/>

## 3.2 Successes and opportunities

3.2.1 Detectorist play a vital part in new discoveries in the UK and are responsible for finding most of our Nations portable antiquities – as well as highlighting the presence of unknown, significant and sometimes threatened archaeological sites. In addition, metal detecting offers an additional survey technique which is able to increase understanding of the conditions, preservation, extent and risk to archaeological sites. Additional opportunities could be developed which help monitor sites, for example, recording rates of erosion of an archaeological resource. In a recent review of the positive effects of a permissive policy towards metal detecting (Deckers et al 2018), the authors cited three main groups of positive motivations which support a permissive approach to detecting; knowledge gain, engagement with archaeology, and public interest.

3.2.2 Collaborative approaches to surveys and archaeological investigation are producing exciting results in the UK and demonstrate the value of a more integrated and embedded approach. Examples of the contribution that detecting can make to the management of archaeological sites is also an area which is evidenced with UK examples. The data which has resulted from the Portable Antiquities Scheme is in itself impressive: the number of reported finds exceeded a million in 2016; the accumulated data has been the subject of between 400 and 500 research projects ranging from the very small to the very large, and including 95 PhDs (Lewis 2016). Some examples of the many successes of metal detecting in the UK are summarised below.

- Rendlesham survey project (Suffolk County Council Archaeology Service 2008 – 2014; HE project 6471) - the project included extensive metal detecting survey and data collated regarding the rates of discovery was able to inform wider understanding of the erosion of the resource and optimum survey levels. These complex questions depend on a range of factors including weather and ground conditions at the time of survey, and both current and past cropping regimes.
- Hobbyist Metal Detecting in Scotland (GUARD; HES and TTU supported) – the wide reaching review of hobbyist detecting in Scotland concluded that future initiatives including developer funded work should consider metal detecting surveys undertaken collaboratively as another layer of data, and just one of many means to investigate, evaluate and understand an archaeological site.
- Basingstoke Common (Sam Wilson, University of Huddersfield 2015) – A review of the assemblage of previously recovered metal detecting finds and additional survey finds, clearly demonstrated and confirmed the sustained period of military activity that surrounded Basing House during the English Civil War and complement the existing documentary sources.
- Cheshire Archaeology Planning Advisory Service (2017) – commissioned a study into the *Utility of Supervised Metal Detecting in Development-Led Archaeological Work in Cheshire* which concluded that metal-detecting is a highly effective method for recovering metal finds. Undertaken systematically, it recovers closely located finds, which are often diagnostic of date and function. It is a valuable technique for identifying concentrations or scatters of material across the landscape, which in many cases (except where soil is imported) can be correlated with past activity.
- Tetbury - the burial of the 6th-century child burial in Gloucestershire. Metal detectorist, Chris Cuss discovered the site which he reported immediately to Portable Antiquities Scheme's local Finds Liaison Officer, Kurt Adams. The site was

then investigated by an archaeological team, led by the Gloucestershire County Council Archaeology Service, and developed into a significant research project. The results have been outstanding and demonstrate how timely and effective reporting can lead to nationally significant archaeological sites being discovered.

- West Hanney, Oxfordshire - ploughzone archaeology (Anni Byard, Finds Liaison Officer, Oxfordshire). The large body of data created by metal detector users and recorded with the Portable Antiquities Scheme, provided an opportunity to address the concept of ploughzone archaeology through non-surface yet out-of-context artefact type and distribution analysis. The metal artefacts were shown to provide a chronologically robust and distinct dataset; the personal nature of many metal artefacts has the potential to tell us more about the lives and activities of those who lived and worked in the landscape, adding flesh to the ceramic bones of traditional field survey techniques. Through not using this technique as a matter of course we are intentionally excluding an important and informative dataset from our research.
- Approaches to the investigation, analysis and dissemination of work on Romano-British rural settlements and landscapes (Stewart Bryant). The Rural Roman Settlement Project clearly demonstrated the value of systematic metal detector surveys where Roman settlements are known to exist.
- Broughton Roman Villa, Broughton Castle Estate, Oxfordshire (Oxford Archaeology with Keith Westcott) - The site discovered in 2016 following research and field investigation by Keith Westcott and the collection and locating of artefacts from the plough-soil using a metal detector. A geophysical survey was commissioned in 2017 with the results indicating the presence of a large courtyard villa. The results demonstrate the potential of artefacts recovered from plough-soil horizons to aid in the interpretation of archaeological sites and to provide broad dating evidence when accurate locations are recorded.

### 3.3 Challenges

- 3.3.1 The vast majority of detectorists have taken up detecting as a hobby and recreation, not intending to damage or compromise archaeological sites. Without a background in archaeology, those taking part may not always have an understanding of how portable finds may relate to an archaeological site, or how disturbing the context of a find can lead to the loss of key information. Lewis (2016) highlights two common reasons that may result in a find being excavated by the finder alone – getting excited at the time of discovery and forgetting about the impact of the process, and not knowing how to leave a site secure. A lack of training and support presents a missed opportunity for the many detectorists wishing to work responsibly and learn about the past:

*It seems nonsensical to pigeon hole people based on the tools they use (detector or trowel). More important is how that tool is used, and whether the individual using it wishes to learn and add to knowledge about the past, or not. (Lewis 2016, 137).*

- 3.3.2 Concerns regarding the potential damage to the archaeological record through metal detecting, are demonstrated by the archaeologically based guidance given in the PAS 2017 Code of Practice as below:

- If detecting takes place on pasture, be careful to ensure that no damage is done to the archaeological value of the land, including earthworks.

- Avoid damaging stratified archaeological deposits (that is to say, finds that seem to be in the place where they were deposited in antiquity)
- 3.3.3 As well as a lack of understanding regarding archaeology, there is occasionally a misunderstanding about the nature of finds recovered. In conversation with the principal author, detectorists have occasionally stated that their hobby exists without the need for research or archaeologically-based education, as their work will detect single losses rather than finds located within an archaeological context. This is not an ethical concern, but again based on information and education. Without knowledge of archaeological methods and practice, it would be difficult to recognise an archaeological site and the damage which may be caused – and without understanding how detecting can compromise archaeology that damage is more likely.
- 3.3.4 The question of ethics is one of the more common arguments made against metal detecting: ‘treasure hunting’ or the desire to make money from portable activities, is an accusation often thrown the way of recreational detecting community, especially from heritage professionals (Lewis 2016). The case for a responsible approach to metal detecting does not need to be rehearsed in full here (for review, see Lewis 2016, Campbell and Thomas 2013, Deckers et al 2018). Despite the underlying regulatory frameworks outlined above, incidences of bad practice and criminal activity are evident. Perhaps the most recent and most high profile case includes an Anglo Saxon hoard recovered in Herefordshire which – undeclared and hidden – led to the arrest of the detectorists involved for theft and dishonesty, and resulted in conviction and lengthy terms of imprisonment.
- 3.3.5 Importantly, the heritage element was referred to throughout the trial and the trial judge was able to draw upon the newly-revised sentencing guidelines that now relate to the theft of heritage assets. This was a complex investigation involving illicit metal detecting and the media took a key interest in the story.
- <https://www.bbc.co.uk/news/uk-england-hereford-worcester-50212972>
  - <https://www.cps.gov.uk/west-midlands/news/update-archaeology-enthusiasts-who-hid-their-haulvaluable-anglo-saxon-coins>
- 3.3.6 It is important to draw distinction between intentional and planned criminal activity of a handful of individuals with metal detectors, and the unintended damage to archaeological sites or missed opportunities which may result from non-reporting or from a lack of knowledge about archaeology. The latter can be addressed with education, training, clear best practice methodologies – supported by a collaborative approach to survey.
- 3.4 Sector recognition of the need for change**
- 3.4.1 The lack of archaeological awareness from the majority of metal detectorists receives significant criticism from the archaeological community. Detectorists are often unaware of the importance of contextual information derived from the archaeological record and may not collect important spatial data. Although ambivalence is often implied – especially from critics of the metal detecting community – the lack of training aimed at detectorists that discusses archaeological principles and best practice is striking. Although the voluntary spatial recording of individual artefacts has been a successful outcome of the Portable Antiquities Scheme, it is still a problem, and the

loss of contextual information – at both the findspot and across the broader landscape – remains high.

- 3.4.2 RESCUE, The British Archaeological Trust, has responded to this by including metal detecting as one of the national issues for the historic environment, stating that:

*[...] unregulated hobby detecting and other fieldwork does not contribute sufficient value or information to our understanding of the past to justify the damage caused to the wider archaeological resource, in particular by detecting on non-arable land, by poor recording of find locations and by inadequate post excavation reporting. [...] Whilst [PAS] has been successful in recording significant numbers of de-contextualised finds, the PAS has been unable to sufficiently advocate for archaeological methodologies and rigorous survey practices to underpin artefact collecting and this results in archaeological material being removed from the landscape without appropriate recording. The voluntary nature of the PAS means that hobby detectorists are not obliged to adhere to the principles of the scheme nor to record the material they are recovering. Furthermore, funding for the scheme is no longer guaranteed. (Rescue Policy 2018, Issue 10, p13).*

- 3.4.3 The findings of a recent collaborative project initiated and directed by the Treasure Trove Unit and Historic Environment Scotland, with research conducted by GUARD Archaeology Ltd, provides an equally strong message regarding the need to develop guidance and engagement between detectorists and heritage professionals. The key recommendations are included below, and the full report can be found here:

[https://treasuretrovescotland.co.uk/extent\\_character\\_metaldetecting\\_scotland/](https://treasuretrovescotland.co.uk/extent_character_metaldetecting_scotland/)

- Working with partners across the heritage sector and metal detecting community to develop guidance to promote best practice and responsible hobbyist metal detecting activity when interacting with the historic environment.
- Promote best practice for metal detecting digs and rallies with mutually approved guidance for site selection, methodologies, and reporting.
- Encourage positive and active engagement between the heritage sector and hobbyist metal detectorists to broaden links and promote mutual respect and understanding.
- Encourage the provision of hands-on participatory workshops for both professionals and non-professionals to promote knowledge exchange on metal detecting and archaeological practice.
- Engage with UK-wide and European partners in research and the promotion of best practice for non-professional interactions with the historic environment.

- 3.4.4 Landowners, such as National Trust and RSPB, are also keenly aware of the issues and problems associated with metal detecting. Both organisations dictate that metal detecting cannot be undertaken on their land unless it is part of a defined and planned archaeological project. In some ways, through the advocacy of significant organisations such as Rescue, the findings of projects investigating metal detecting and the policies of influential landowners, there is an already strong case to establish an institution which helps encourage, educate and promote the work of metal detectorists working with archaeologists in the investigation of the historic environment. The Institute is therefore in the interests of both metal detectorists and

heritage practitioners, and will make it far easier for metal detectorists to demonstrate competency and assurance to project partners, landowners and other stakeholders.

- 3.4.5 At the time of writing, a consultation supporting the revision of the Treasure Act, specifically to revise the definition of treasure in the 1996 Act and related codes of practice was coming to a close. The results of this will provide an additional and useful resource, including public feedback and evidence supporting the development of future policy. The associated report will be relevant to our need to understand current attitudes within the metal detecting community.

### 3.5 Proposed solution

- 3.5.1 Suzie Thomas, in her editorial introducing an important review of portable antiquities from 2013, suggested that:

*"[...] any attempts from heritage organisations to address issues concerning or involving metal detecting must be carried out sensitively and transparently, taking the long-held perceptions of many metal-detector users into account. This requires patience and regular, open contact with representative metal detecting groups, as well as work at a 'grass-roots' level with individual clubs and hobbyists."*

- 3.5.2 It is in this spirit of transparency, openness and representation that an Institute for Detecting is proposed. There is no intention here to side-line or undermine the important work of existing and well-established bodies, such as Portable Antiquities Scheme, National Council for Metal Detecting or the United Kingdom Detector Net. Rather, the newly proposed Institute intends to work collaboratively with others while focusing on the development of new best practice guidance, educational and training materials and accreditation for detectorists wishing to work within a framework which supports archaeological principles.

### 3.6 Historic England: Corporate Plan

- 3.6.1 The Historic England Corporate Plan 2019-2022 includes the following key objective which is directly relevant to this proposal:

- *Give people the skills, knowledge, confidence and motivation to fight for, look after and make the most of their historic environment*

- 3.6.2 This proposal falls into key strategic activities and can be mapped against outputs, interim outcomes and outcomes highlighted in the Corporate Plan. These include;

- Activity - Investing in knowledge creation, skills and organisations (including English Heritage Trust) where our help is most needed
- Activity - Building capacity in local communities in engaging and cost-effective ways
- Output - knowledge creation in necessary areas; a sector workforce equipped with improved skills to share knowledge, facilitate and persuade; safeguarded or expanded sector capacity to advise, support and conserve
- Output - Increased knowledge, expertise and opportunity amongst people who want to participate in heritage conservation and maximise its benefits to society



- Interim outcomes - A fit-for-purpose heritage sector capable of creating public value through heritage
- Outcomes - People are more motivated and better equipped to fight for, look after and make the most of their historic environment

## 4 STAKEHOLDERS AND INTERFACES

### 4.1 Project stakeholders

4.1.1 Metal detectorists as the target group for the project are the key stakeholder in the project, which includes both individuals, regional groups and national bodies. Heritage professionals are also key stakeholders and will be a key audience both for the delivery of this feasibility study and for the longer term sustainability of the Association. Our expectation is that the project will receive some opposition from both communities and, as such, the communication of the Institute mission during these early stages will be critical to its success.

4.1.2 A large, complex and relevant group include landowners, and which may comprise both private individuals and organisations. The relationship between landowners and metal detectorists is dependent on both national law and the policies of individual landowning bodies or individuals, and the Institute will endeavour to engage a range of landowners in this project stage. In addition to practitioners and landowners, monitoring bodies such as Treasure Trove (Scotland) and Portable Antiquities Scheme are also included as direct stakeholders. A group of representative bodies, such as ClfA and CBA are also highlighted below and, perhaps more broadly, the national advisory bodies (Cadw, Historic Environment Scotland and Historic England) will also be key audiences for project communications.

4.1.3 Direct stakeholders include:

- Detectorists
- Archaeological practitioners
- Heritage professionals
- Landowners (individual and landowning bodies)
- Portable Antiquities Scheme
- Treasure Trove (Scotland)

4.1.4 Representative bodies of detectorists, landowners and heritage professionals include

- ClfA (including Special Interest Groups)
- National Council of Metal Detecting
- Icon
- ALGAO
- FAME
- Society of Museum Archaeologists
- Council for British Archaeology

- Regional Archaeological and Historical Societies
- National Farmers Union
- Country Land and Business Association
- Battlefields Trust
- National Trust
- Crown Estates

#### 4.1.5 National Advisory Bodies include

- Historic England
- Cadw
- Historic Environment Scotland

## 4.2 Project interfaces

### 4.2.1 Interfaces include:

- Portable Antiquities Scheme
- Extent and Character of Hobbyist Metal Detecting in Scotland (HES / Guard Archaeology)
- ClfA Standards
- Treasure Act Review

## 5 PROJECT TEAM

### 5.1 The Project Team

5.1.1 Work to date has been undertaken by Keith Westcott, who remains the principal expert for the project delivery of the feasibility study proposed. Keith will be supported by Manda Forster, who will act as project manager and who will undertake some of the work outlined below.

- **Keith Westcott** is a detectorist and local historian who is developing his skills and knowledge in archaeology. He has attended archaeology courses at the University of Oxford and Montpelier, Virginia, enabling him to develop as Course Director and Tutor, the first ever course for detectorists. In promoting archaeological values, the course is endorsed by ClfA and won the prestigious 2019 Archaeology Training Forum Award. In 2016, Keith developed a theory and through archaeological principles, discovered one of England's largest courtyard villas (untouched by Victorians). With a background involving Institutes, Business, Engineering, Education, Standards and Guidance, Keith as a British Standards Institute Chair, has represented the UK as Principal Expert in the EU and is a Fellow of the Institute of Leadership and Management.
- **Dr Manda Forster** has extensive experience in the management and promotion of archaeological standards, holding the posts of Standards Promotion Manager at ClfA and Fellow at Birmingham University's Institute for Archaeology and Antiquity. She specialises in finds, archives and data management, education and

training, and managing archaeological projects. She is experienced in strategic development and management of membership bodies (ClfA, CIEHF and ICOM), and in updating and improving project processes and standards. As Director of Operations at DigVentures, Manda is also experienced in business operations and management. Manda is Member of ClfA and Trustee for the Society of Antiquaries of Scotland.

- **Dr Mike Heyworth MBE** has been a key voice for the protection of archaeology across the UK, particularly in his role as Director of the Council for British Archaeology. Mike is well known across the heritage sector and has been involved with a wide range of archaeology organisations across the UK, including currently acting as Secretary to the All Party Parliamentary Archaeology Group at Westminster and to University Archaeology UK. He leads the new Heritage 2020 initiative in England, and also chairs the Portable Antiquities Scheme Advisory Group. He is an active proponent of digital technology in archaeology and has been involved with the Archaeology Data Service and Internet Archaeology since their foundation. Mike will take on a key role in the project in the advocacy and communications of the Institute to different audiences.

## 5.2 Project Advisory Board

5.2.1 A Project Advisory Board (PAB) has been established during the development of the project, which includes representatives of all key stakeholder groups. The PAB will be chaired by Mike Heyworth and will be kept informed of project progress through key review point meetings held at major delivery stages (see Appendix 2, Stage 1, Stage 3, Stage 4 and Stage 5). The Advisory Board will have access to a cloud based project group via Knowledge Hub, providing access to documentation, discussion and feedback. It is acknowledged that there is a degree of overlap between existing committees and boards (for example, the Portable Antiquities Advisory Group). The Project Team will review the need and make-up of the PAB at project initiation with Historic England.

5.2.2 The proposed board would include the following members:

Independent	Mike Heyworth	Chair
PAS	Michael Lewis	Portable Antiquities Scheme
CBA	<i>tbc</i>	Council for British Archaeology
ClfA	Anna Welch	Chartered Institute for Archaeologists
NFU	Oliver Butler	National Farmers Union
ALGAO	James Dinn	Association of Local Government Archaeological Officers
FAME	Giles Woodhouse	Federation of Archaeological Managers and Employers
CLA	Helen Shipsey	Country Land and Business Association
SMA	Gail Boyle	Society for Museum Archaeology
Icon	Pieta Greaves	The Institute of Conservation
NT	Ian Barnes	The National Trust
HE		Historic England Representative ( <i>TBC pending meeting at end February</i> )

### 5.3 Methods and Standards Group

- 5.3.1 A small group of experts has been enlisted to act in an advisory capacity with regards to methodology, standards and guidance. This group will be included in the Knowledge Hub so will be included in the circulation of documents and project updates. They will meet specifically with the PAB in Stage 4 to review proposals for membership.

Stewart Bryant	Independent
Vicky Nash	Mott MacDonald
Toby Catchpole	Glos CC - ALGAO
Faye Minter	Suffolk CC
Warren Ballie	GUARD
Sam Wilson	Cotswold Archaeology
Jen Parker Wooding	CIfA Standards
Anni Byard	Archaeological finds specialist

### 5.4 Ambassadors

- 5.4.1 A group of ambassadors for the project has been established to provide a consistent and honest sounding board for the project, to help distribute communications and to promote the idea of the Association to key audiences. Project Ambassadors represent both the detecting community and heritage professionals, and will be called on for consultation, feedback, advice and assistance at different stages of the project. The Project Communications Plan will highlight key engagement and activities directed towards the ambassador group and articulate any calls to action.
- 5.4.2 The table of our Ambassadors can be found in Appendix 3 and includes brief biographies for those who have already signed up to help the project. A greater diversity of practitioners (to include Finds Liaison Officers, archaeologists and ALGAO members) and demographic balance is also being sought.

## 6 PROJECT STAGES AND TASKS

- 6.1.1 The feasibility study will result in the collation of a business plan which presents the strategic aims of the Institute, including its objectives and targets for short, medium and long terms development, how the Institute plans to achieve its objectives and the financial planning which will underpin its development. The feasibility study will be conducted in five phases built around the aims and objectives outlines above (Section 2). The resulting business plan will present the results of the study, providing a key document which will underpin the next stage of the Institutes set up and development.

### 6.2 Stage 1: Project start up

- 6.2.1 The main task of the initial stage of the project will be to appoint sub-contractors, set up the Project Advisory Board and the Ambassador group. This will involve organising the online Knowledge Hub and circulating the Project Design, confirming meetings with the members of the PAB and Ambassadors. The Project Communications Plan will be developed and circulated to HE and the PAB for comment (Review Point 2), which will outline the delivery of key advocacy activities. The comprehensive

communications plan will ensure the project reaches all relevant audiences during its delivery and create a strategic communications plan to support the Institute through its development and into business. The communications plan will act as a living document, which will be reviewed and updated with each delivery stage. Project communications will be referred to HE prior to wider circulation.

- 6.2.2 A simple postcard survey will be devised which will allow the project team to capture feedback and evaluation data from more informal advocacy moments, such as attendance for metal detecting rallies and group meetings. The survey will comprise a single postcard, which provide a short intro to the Institute and a maximum of eight questions. It is intended this will be completed at the event and passed back to the team.

Stage 1	Project start up	Start	End	Team
1.1	Proj Mgt: Appoint subcontractors, set up advisory board and ambassador group	Apr-20	Apr-20	KW
1.2	Proj Mgt: Initiate Project Advisory Board, set up Knowledge Hub	Apr-20	Apr-20	KW / MF
1.3	Comms: Project communications plan and update	Apr-20	Apr-20	KW / MF
1.4	Comms / Consultation: Promotion and advocacy	Apr-20	Feb-21	KW / MF / MH
1.5	Consultation: postcard surveys for advocacy feedback	Apr-20	Feb-21	KW / MF

### 6.3 Stage 2: Setting up the Institute

- 6.3.1 Stage 2 will undertake the key research needed to understand and articulate the mechanics of setting up an Institute, including legal requirements, governance and operational considerations. Consultation during this stage will include a targeted survey to the PAB members and key stakeholders considering the proposed governance arrangements, roles and operations of the Institute. To support this stage of the feasibility study, proposed training for the Project Manager, Keith Westcott will include the Professional Associations Research Network training workshop, *Governance: Principles & Best Practice*.

Stage 2	Setting up the Institute	Start	End	Team
2.1	Team: Investigate legal requirements and steps for recognition as an Institute	Apr-20	May-20	Apr-20
2.2	Team: Define roles for the Institute	May-20	Jun-20	May-20
2.3	Team: Define governance framework for the Institute	May-20	Jun-20	May-20
2.4	Team: Define operational functions for the Institute	May-20	Jun-20	May-20
2.5	Team: Define operational capacity of the Institute	May-20	Jun-20	May-20
2.6	Team: Collate into document	May-20	Jun-20	May-20
2.7	Consultation: Survey re governance and roles (PAB, Stakeholder organisations)	Apr-20	Aug-20	Apr-20

### 6.4 Stage 3: Strategy and success

- 6.4.1 The mission, aims and values of the Institute will be outlined during Stage 3, and the core objectives for the short, medium and longer terms will be identified. A strategy for stakeholder engagement will be developed and a communications plan outlined.

The aim of this stage will be to identify the key measures for the success of the Institute, which will provide the platform for its development. This stage will include a Review Point for discussion of the outcomes of Stages 2 and 3, which will comprise a PAB group meeting.

Stage 3	Strategy and success	Start	End	Team
3.1	Team: Outline mission, values and aims for the Institute	Jul-20	Jul-20	KW / MF
3.2	Team: Define short, medium and long term objectives for the Institute	Jul-20	Jul-20	KW / MF
3.3	Team: Create a strategy for stakeholder engagement	Jul-20	Jul-20	KW / MF
3.4	Comms: Develop communications strategy for Institute's mission /value / aims	Jul-20	Jul-20	KW / MF
3.5	Team: Collate into document	Jul-20	Sep-20	KW / MF
3.6	Proj Mgt: Circulate draft mission, objectives and comms to PAB	Jul-20	Sep-20	KW
3.7	PAB: Meeting 2 to discuss St1 and St2	Aug-20	Aug-20	KW / MF

## 6.5 Stage 4: Membership

6.5.1 Stage 4 will review the options for how membership of the Institute can be structured, will consider how standards and regulation could be included and outline the documents and policies that would need to be developed for the Institute to support initial membership plans. A review of the possible educational and training resources which could support both membership and additional income will be undertaken and the proposed member benefits outlined. This work will support the creation of an outline membership plan which articulates initial member targets and will support the creation of a budget in Stage 5. Consultation during this stage will include a pilot training event and potential membership consultation event, and a survey of metal detecting groups. The consultation will also include engagement of c 200 individual metal detectorists in a survey regarding their interest in and support for the development of the proposed Institute. A third PAB meeting will review the proposed membership structure.

Stage 4	Membership	Start	End	Team
4.1	Team: Outline plan for membership structure and fees	Aug-20	Oct-20	KW / MF
4.2	Team: Outline plan for maintaining standards and regulation of members	Aug-20	Oct-20	KW / MF
4.3	Team: Outline the documents and policies needed to support the Institute	Aug-20	Oct-20	KW / MF
4.4	Team: Outline planned training and education resources	Aug-20	Oct-20	KW / MF
4.5	Team: Outline proposed member benefits of the Institute	Aug-20	Oct-20	KW / MF
4.6	Team: Create a membership plan outlining initial target	Aug-20	Oct-20	KW / MF
4.7	Consultation: Pilot training / membership consultation events	Aug-20	Oct-20	KW / MF / MH
4.8	Consultation: Survey re membership development - groups and 200 individuals	Aug-20	Oct-20	KW / MF / researcher
4.9	Team: Collate into document	Aug-20	Oct-20	KW / MF
4.10	Proj Mgt: Circulate draft membership structure to PAB	Oct-20	Oct-20	KW
4.11	PAB: Meeting 3 to discuss proposed membership structure and functions	Nov-20	Nov-20	KW / MF

## 6.6 Stage 5: Business plan

- 6.6.1 The final stage of the project will collate the results of previous stages and any feedback provided via the consultation activities and PAB meetings. A short, medium and long term budget will be developed and reviewed by accountants, and a solicitor will review legal and liabilities status of the proposals. The business plan will be reviewed by the PAB and a final meeting will present and discuss the proposition.

Stage 5	Business plan			
5.1	Provide short, medium and long term budget which supports the business plan	Oct-20	Aug-20	KW
5.2	Legal and liability status of the Institute	Apr-20	Sep-20	KW
5.3	Accountants review of proposed budget	Aug-20	Sep-20	KW
5.4	Collate a business plan for the Institute based on Stages 1 - 4	Aug-20	Sep-20	KW
5.5	Team: Collate into document	Sep-20	Sep-20	KW / MF
5.6	Proj Mgt: Circulate draft business plan to PAB	Sep-20	Oct-20	KW
5.7	PAB: Meeting 4 to discuss business plan	Nov-20	Nov-20	KW / MF



## 7 TASK LIST, MILESTONES AND TEAM MEMBERS

7.1.1 Project delivery will take place over nine months from March 2020 to November 2020. Team members are included against tasks in Section 6 above, with review points and products included in Table 1 below. A detailed table showing resource time and cost is provided in Appendix 1 of this document, and a Gantt with proposed delivery in Appendix 2.

Table 1: Stages, tasks and resources

Tasks	Stage and Task details	Stage review points / Products	Timescale	
Project Initiation			Start	Finish
0.1	Commission and initiation	RP1	Mar-20	
Stage 1	Project start up			
1.1	Proj Mgt: Appoint subcontractors, set up advisory board and ambassador group	RP2 - Project start up /Comms plan	Apr-20	Apr-20
1.2	Proj Mgt: Initiate Project Advisory Board, set up Knowledge Hub	P1 - Project Comms Plan	Apr-20	Apr-20
1.3	Comms: Project communications plan and update		Apr-20	Apr-20
1.4	Comms / Consultation: Promotion and advocacy		Apr-20	Feb-21
1.5	Consultation: postcard surveys for advocacy feedback		Apr-20	Feb-21
Stage 2	Setting up the Institute			
2.1	Team: Investigate legal requirements and steps for recognition as an Institute		Apr-20	May-20
2.2	Team: Define roles for the Institute		May-20	Jun-20
2.3	Team: Define governance framework for the Institute		May-20	Jun-20
2.4	Team: Define operational functions for the Institute		May-20	Jun-20
2.5	Team: Define operational capacity of the Institute		May-20	Jun-20
2.6	Team: Collate into document		May-20	Jun-20
2.7	Consultation: Survey re governance and roles (PAB, Stakeholder organisations)		Apr-20	Aug-20
Stage 3	Strategy and success			
3.1	Team: Outline mission, values and aims for the Institute	RP3 - Stage 2 & 3 completion	Jul-20	Jul-20
3.2	Team: Define short, medium and long term objectives for the Institute		Jul-20	Jul-20
3.3	Team: Create a strategy for stakeholder engagement		Jul-20	Jul-20
3.4	Comms: Develop communications strategy for Institute's mission /value / aims		Jul-20	Jul-20
3.5	Team: Collate into document		Jul-20	Sep-20
3.6	Proj Mgt: Circulate draft mission, objectives and comms to PAB		Jul-20	Sep-20
3.7	Review Point 2 / PAB: Meeting 2 to discuss St1 and 2		Aug-20	Aug-20



Stage 4	Membership			
4.1	Team: Outline plan for membership structure and fees	RP4 - Stage 4 completion	Aug-20	Oct-20
4.2	Team: Outline plan for maintaining standards and regulation of members		Aug-20	Oct-20
4.3	Team: Outline the documents and policies needed to support the Institute		Aug-20	Oct-20
4.4	Team: Outline planned training and education resources		Aug-20	Oct-20
4.5	Team: Outline proposed member benefits of the Institute		Aug-20	Oct-20
4.6	Team: Create a membership plan outlining initial targets		Aug-20	Oct-20
4.7	Consultation: Pilot training / membership consultation events		Aug-20	Oct-20
4.8	Consultation: Survey re membership development – groups and individuals		Aug-20	Oct-20
4.9	Team: Collate into document		Aug-20	Oct-20
4.10	Proj Mgt: Circulate draft membership structure to PAB		Oct-20	Oct-20
4.11	PAB: Meeting 3 to discuss proposed membership structure and functions		Nov-20	Nov-20
Stage 5	Business plan			
5.1	Provide short, medium and long term budget which supports the business plan	RP 5 - Stage completion	Oct-20	Aug-20
5.2	Legal and liability status of the Institute	P2 - Business Plan	Apr-20	Sep-20
5.3	Accountants review of proposed budget		Aug-20	Sep-20
5.4	Collate a business plan for the Institute based on Stages 1 - 3		Aug-20	Sep-20
5.5	Team: Collate into document		Sep-20	Sep-20
5.6	Proj Mgt: Circulate draft membership structure to PAB		Sep-20	Oct-20
5.7	PAB: Meeting 4 to review business plan		Nov-20	Nov-20

## 8 PROJECT COSTS

8.1.1 A detailed table showing resource time and cost is provided in Appendix 1 of this document. The follow shows the main budget headings under direct and indirect costs.

Table 2: Proposed project costs

HE7796 Phase Two Implementation Costs	Proposed budget			
Team Member and Item Breakdown	Day Rate	Total Days	Sub Total	Cost
Direct Costs (Staff)				
Keith Westcott (Project Manager / Expert)	£■■■	■■■	£■■■■	
				£■■■■
Direct Costs (Non Staff)				
Travel expenses			£■■■■	
Equipment / software			£■■■■	
				£■■■■
Indirect Costs (Staff)				
Manda Forster (Programme Manager / Expert)	£■■■	■■■	£■■■■	
Mike Heyworth (Advocacy / Expert)	£■■■	■■■	£■■■■	
Researcher	£■■■	■■■	£■■■■	
Solicitors fees			£■■■■	
Accountancy fees			£■■■■	
Training fees (PARN governance)			£■■■	
				£■■■■
Overheads				
Direct costs (non staff)			£■■■	
Indirect costs			£■■■■	
				£■■■■
Costs				
			Total	£■■■■

## 9 PRODUCT DESCRIPTIONS

Product number	1
Product title	Project Communications Plan
Purpose	A comprehensive communications plan will be updated at in order to ensure the project reaches all relevant audiences during its delivery and particularly in the development of associated products.
Composition	Single document
Format	Document (PDF)
Allocated to	Project Team
Quality criteria and method	Project Advisory Board sign off Historic England Living document to be reviewed and updated throughout the project
Person/group responsible for quality assurance	Project Executive Advisory group
Planned completion date	March 2020

Product number	2
Product title	Business Plan
Purpose	The feasibility study will result in the collation of a business plan which presents the strategic aims of the Institute, including its objectives and targets for short, medium and long terms development, how the Institute plans to achieve its objectives and the financial planning which will underpin its development.
Composition	Single document
Format	Document (PDF)
Allocated to	Project Team
Quality criteria and method	Project Advisory Board sign off Living document to be reviewed and updated throughout the project
Person/group responsible for quality assurance	Project Executive Advisory group
Planned completion date	November 2020

## 10 DISSEMINATION, ARCHIVE AN OWNERSHIP

### 10.1 Dissemination

- 10.1.1 Products produced will be circulated to the Project Advisory Board, and appropriate documents disseminated to audiences as defined within the communications plan (Stage 1). Dissemination will take place via circulation of documents online, and through engagement with stakeholders directly. A website for the Institute has already been established and will be used to provide easy access to relevant documentation.

## 10.2 Archive

- 10.2.1 The project archive will consist of the business plan, consultation responses and survey data. It is not considered that the archive will be made publicly available. which is deemed appropriate by the PAB to share more widely.

## 10.3 Ownership

- 10.3.1 The hard copy and digital documentation produced under this project will be the copyright of The Association of Detectorists CIC and The Detectorists Foundation CIO.

## 11 RISK LOG

Risk	Description	Probability	Impact	Counter measures	Estimated time/cost	Owner
1	Detectorists reject new Institute	Medium	High	Detailed sector consultation in order to demonstrate a positive response to the Institute from some practitioners.	Extended consultation period	Project Team
2	Archaeologists reject new Institute	Low	High	Detailed sector consultation in order to demonstrate a positive response to the Institute from archaeology practitioners	Extended consultation period	Project Team
3	Project fails to engage with stakeholders during consultation	Medium	Medium	Include specific target audiences in Comms Plan and evaluation strategy, outline methods to reach and engage a response. Plan to follow up online consultation with calls to key stakeholders. Ensure representation via board and ambassadors.	Extended consultation period	Project Team

## 12 ISSUES LOG

12.1.1 In the development of this Project Design, a number of issues have been highlighted which the Project Team will consider and continue to review as the project is delivered.

ID	Issue	Description	Raised by / when	Project Team comment
01	Timescale	The ambitious schedule may not allow sufficient time for stakeholder response and HE review.	HE – PD comment	The delivery programme has been extended in the PD and will be under constant review, with an updated at all Review Points
02	Public benefit	The project team should ensure that the project considers clearly the public benefits of the project, with regards to its wider impact and value.	HE – PD comment	This will be clarified in the Communications plan, which intends to articulate how different audiences should be considered and communicated with throughout the project. Public value will also be embedded within the mission and values of the proposed Institute.
03	Interfaces	Establishing how the project will conduct interfaces with other projects and initiatives in practice and the implication for timeframes needs to be done early on in the project.	HE – PD comment	Relevant projects and initiatives will be highlighted in the Communications Plan, which can be added to as the project progresses. Any implications for timeframes will be highlighted in the review point highlight reports as appropriate.
04	Illegal metal detecting	The project should interface with HE's existing initiatives and approaches on illicit metal detecting. The project should recognise explicitly that illicit detecting will need to be recognised in any training and accreditation process. It is essential that the institute syllabus includes crime.	HE – PD comment	
05	Institute versus Association	There are some pros and cons of association v institute that should be explored, in that	HE – PD comment	

		institute is a protected term and therefore would produce a slightly different answer to the question of legal requirements.		
06	Liaison and alignment with existing professional bodies/ codes and standards	The development of underpinning documentation for the Institute (Code of conduct, Standards etc) should be undertaken in a way that ensures they align with and complement the Codes and Standards of existing professional bodies and this could perhaps be clarified.	HE – PD comment	This is high up on the agenda, and the inclusion of bodies such as ClfA and Icon on the Project Advisory Board will help support this issue.
07	Research and evidence base	Ensure that evidence base is broad and consultation research allows sufficient evidence base for the proposals. There may be benefit in surveying the sector and developing an evidence based options appraisal for the future of metal detecting, including views of the MD community and also the existing frameworks and bodies and their effectiveness.	HE – PD comment	We have added a wider reach to the consultation surveys in the current PD to include c 200 individual detectorists, as well as groups and other stakeholders.
08	Representative and collective approach	It is important that the project is delivered in a manner which enables the sector is act collectively with others in the detecting community – eg that the proposed Institute is run by and for the detecting community.	HE – PD comment	As above.
09	HE Corporate Plan	Three activities within the HE Corporate plan should be considered by the project:  Activity - Develop innovative new techniques and tools, share our knowledge in inspirational ways  Activity - Building capacity in local communities in engaging and cost-effective ways	HE – PD comment	

		Activity - Investing in cultural partnerships and collaborations to bring the cultural sector, including Heritage, closer together		
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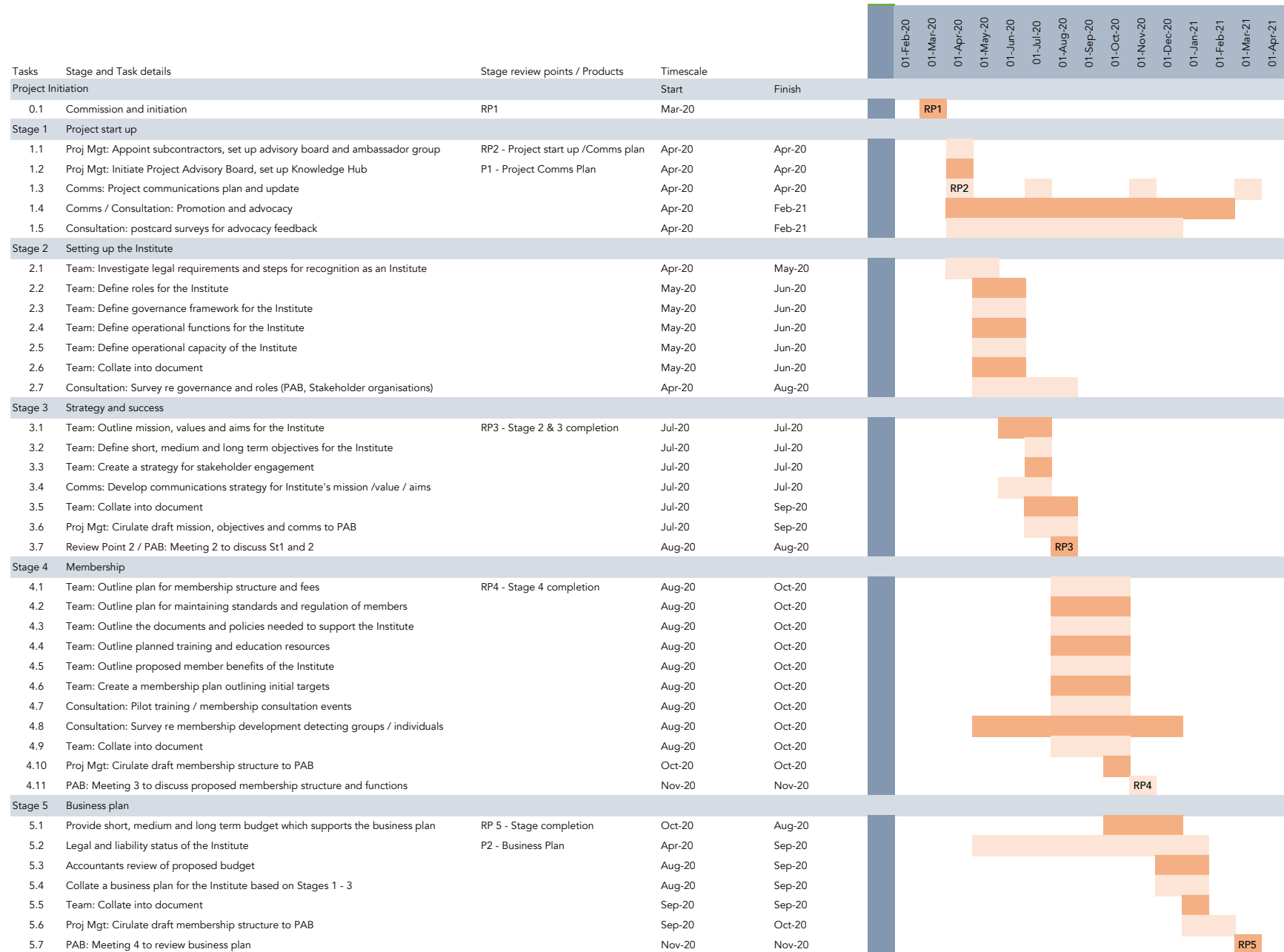
## APPENDIX 1 – TASK, COST AND RESOURCE CHART



Stages and tasks		Timescale		Team	Costs	Resources and days per task		
0.1	Commission and initiation					£	■	■
Stage 1	Project start up						KW	MF
1.1	Proj Mgt: Appoint subcontractors, set up advisory board and ambassador group	Feb-20	Mar-20	KW		■		
1.2	Proj Mgt: Initiate Project Advisory Board, set up Knowledge Hub	Feb-20	Mar-20	KW / MF		■	■	
1.3	Comms: Project communications plan and update	Feb-20	Sep-20	KW / MF		■	■	
1.4	Comms / Consultation: Promotion and advocacy	Mar-20	Sep-20	KW / MF / MH		■	■	■
1.5	Consultation: postcard surveys for advocacy feedback	Mar-20	Sep-20	KW / MF		■	■	
	No. days					■	■	■
	Sub Total				£	■	■	■
Stage 2	Setting up the Institute						KW	MF
2.1	Team: Investigate legal requirements and steps for recognition as an Institute	Mar-20	Apr-20	KW		■		
2.2	Team: Define roles for the Institute	Apr-20	Apr-20	KW		■		
2.3	Team: Define governance framework for the Institute	Apr-20	Apr-20	KW		■		
2.4	Team: Define operational functions for the Institute	Apr-20	Apr-20	KW / MF		■	■	
2.5	Team: Define operational capacity of the Institute	Apr-20	Apr-20	KW / MF		■	■	
2.6	Team: Collate into document	Apr-20	Apr-20	KW / MF		■	■	
2.7	Consultation: Survey re governance and roles (PAB, Stakeholder organisations)	Apr-20	May-20	KW / MF		■	■	
	No. days					■	■	■
	Sub Total				£	■	■	■
Stage 3	Strategy and success						KW	MF
3.1	Team: Outline mission, values and aims for the Institute	Apr-20	May-20	KW / MF		■	■	
3.2	Team: Define short, medium and long term objectives for the Institute	May-20	May-20	KW / MF		■	■	
3.3	Team: Create a strategy for stakeholder engagement	May-20	May-20	KW / MF		■	■	
3.4	Comms: Develop communications strategy for Institute's mission /value / aims	Apr-20	May-20	KW / MF		■	■	
3.5	Team: Collate into document	May-20	Jun-20	KW / MF		■	■	
3.6	Proj Mgt: Circulate draft mission, objectives and comms to PAB	May-20	Jun-20	KW		■		
3.7	PAB: Meeting 2 to discuss St1 and St2	Jun-20	Jun-20	KW / MF		■	■	
	No. days					■	■	■
	Sub Total				£	■	■	■
Stage 4	Membership						KW	MF
4.1	Team: Outline plan for membership structure and fees	Jun-20	Jul-20	KW / MF		■	■	
4.2	Team: Outline plan for maintaining standards and regulation of members	Jun-20	Jul-20	KW / MF		■	■	
4.3	Team: Outline the documents and policies needed to support the Institute	Jun-20	Jul-20	KW / MF		■	■	
4.4	Team: Outline planned training and education resources	Jun-20	Jul-20	KW / MF		■	■	
4.5	Team: Outline proposed member benefits of the Institute	Jun-20	Jul-20	KW / MF		■	■	
4.6	Team: Create a membership plan outlining initial targets	Jun-20	Jul-20	KW / MF		■	■	
4.7	Consultation: Pilot training / membership consultation events	Jun-20	Jul-20	KW / MF / MH		■	■	■

4.8	Consultation: Survey re membership development - metal detecting groups and 200 individuals	Jun-20	Jul-20	KW / MF / Researcher				
4.9	Team: Collate into document	Jun-20	Jul-20	KW / MF				
4.10	Proj Mgt: Circulate draft membership structure to PAB	Jul-20	Jul-20	KW				
4.11	PAB: Meeting 3 to discuss proposed membership structure and functions	Aug-20	Aug-20	KW / MF				
	No. days							
	Sub Total				£		£	£
Stage 5	Business plan					KW	MF	MH
5.1	Provide short, medium and long term budget which supports the business plan	Jun-20	Aug-20	KW				
5.2	Legal and liability status of the Institute	Apr-20	Sep-20	KW				
5.3	Accountants review of proposed budget	Aug-20	Sep-20	KW				
5.4	Collate a business plan for the Institute based on Stages 1 - 4	Aug-20	Sep-20	KW				
5.5	Team: Collate into document	Sep-20	Sep-20	KW / MF				
5.6	Proj Mgt: Circulate draft business plan to PAB	Sep-20	Oct-20	KW				
5.7	PAB: Meeting 4 to discuss business plan	Nov-20	Nov-20	KW / MF				
	No. days							
	Sub Total				£		£	£
	Total days							
	Total resource costs				£		£	£
Expenses and materials								
	Travel expenses			£				
	Training (PARN Governance)			£				
	Equipment / software			£				
	Solicitors fees			£				
	Accountancy fees			£				
	Sub Total				£			
Total								
	Sub Total staff and expenses			£				
	Overheads			£				
	Total				£			
In Kind funding								
PAB volunteers								
Membership and standards group volunteers								
Keith Westcott - Advocacy and development, 50 days @ £ per day			£					
DigVentures - Executive support - Managing Director - 5 days over project @£			£					

## APPENDIX 2 – GANTT CHART



### APPENDIX 3 – PROJECT AMBASSADORS

Jim Mather	Committed and responsible detectorist with 25 years' experience in hobby. Current Club Memberships: Maidenhead Search Society (PR Officer/Site Liaison) Wessex Metal Detecting Association Metal Detectives Group The LP Club NCMD Archaeology In Marlow (AiM)
Alan Standish	Heavily involved with CLASP, a community archaeological project, which brings local archaeology enthusiasts together to investigate their local past.
Harry Bain	Editor and Publisher of The Searcher magazine, a publication produced primarily for metal detectorists and amateur archaeologists. Finders Representative on the Treasure Valuation Committee.
Andrew Harrison	A keen detectorist for about five years and member of Chippenham and District MDC and run the Associates Level of the club
Roger Mintey	Trustee of Reigate Priory Museum (educational museum sharing an old listed building with a school since 1994. In 1990 I searched a disused school playing field (due to be developed) with 2 others. We all ignored a massive signal in the centre of the field but in late September I dug it and discovered the Reigate Hoard of 6705 medieval coins (138 gold, 1 counterfeit, 6566 silver). The police sent Dennis Turner, then President of Surrey Archaeological Society to supervise the recovery of the hoard.
Jonathan Brookes	Active detectorist for 10 years, fitting in one day a week around my day job as a civil servant. Worked on multiple commercial and ongoing academic digs, held a CSCS card and currently supporting two research projects for Southampton and Cardiff University.
Anthony Randall	Carried out a lot of work for charities and in one case ended up on the national executive committee for the U3A, representing the West Midlands for 3 years.
Mark Betcher	Metal detectorist - honoured and delighted to be supporting the efforts and progress of such a game changing concept.
Pete Turrell	Director of Leisure Promotions, selling metal detectors and associated accessories to the hobby, and a detectorist for 36 years. As well as selling equipment, regularly advise customers of the detecting code of conduct and relevant regulations each and every time a purchase is made by them.
Anni Byard	Anni is an archaeologist (MCIfA) and small finds specialist based in Oxfordshire. After spending several years as a commercial field archaeologist, she joined the Portable Antiquities Scheme (PAS) as a Finds Liaison Officer in 2008. During that time Anni has built excellent working relations with many metal detectorists at both independent and club level.

Alix Smith	A detectorist for only about 18 months, but the detector has proven to be of invaluable assistance in increasing overall knowledge and understanding of Roman Sorviodunum, leading to the publication of a report of my survey, outlining the uses and benefits of detecting archaeological sites.
Liam Nolan	In 2012 helped create the Irish Metal Detecting Society and we have been working hard to bring detectorists and archaeologists together in a united force to recover and protect Irelands buried Heritage. I am Vice-President of the European Council for Metal Detecting, formed in 2016 to encourage good practice within the detecting communities throughout Europe.
Tom Redmayne	Metal-detectorist and self-recorder for the PAS, Tom began to study and classify a type of medieval buckle called a 'disc-on-pin' type in 2013. His research and classification were published as Find Research Group Datasheet 47 in 2015.
Fred Cooper	Fred has been metal detecting since 1971 and has grown up with the hobby. He has a love of British milled coinage and identifies small metal finds online. He also organises digs for his metal detecting club, where he identifies finds and ensures that the correct reporting procedures are followed. Fred has regularly found and submitted items of treasure and has recently donated a late Roman silver and gold hoard to Dover Museum.
David Sabin	David Sabin is a geophysicist running Archaeological Surveys Ltd, a small company set up in 2004 and based close to Avebury in Wiltshire. He is a Member of the Chartered Institute for Archaeologists (CIfA) and his company is a CIfA Registered Organisation.
Peter Spackman	With over 40 years' experience covering commercial, archaeological and club activities. The same goes for archaeology; Peter has worked on numerous sites covering all periods from Bronze-Age to Late Medieval in various capacities including paid professional and community archaeologist, volunteer archaeologist and community advisor.
Bill Burleigh	Self-recorder with PAS, assist with identifications and recording at rallies such as Detectival as well as recording finds and organising export licences for items that are being exported by visiting detectorists. Involved with surveying civil war sites and more formal detecting work helping with surveys for archaeological companies
Robert Boscott	Building Control Surveyor in a number of the Northamptonshire local authorities over the last 35 years alongside the local planning teams and the conservation officers. I am currently the manager of a team of BC Surveyors, but am now deep in the process of local gov change preparing for the change to Unitary. I've observed a lot of archaeological digs but always felt that metal detecting was the missing link for gathering additional value.
Alistair Mckenzie	A member of the Northumberland Archaeology group and the Till valley Archaeological Society he was invited to take part in a large scale survey of the Flodden battlefield, as videographer and detectorist.
Alistair Mcpherson	Detecting for thirty years and for at least the last twenty five years have had close ties with various archaeologists and heritage bodies
David Connolly	Consultant, a heritage advisor and Project manager on several large archaeological projects in UK and abroad. Leading the way in new

	<p>technology and skills training for archaeologists he is also a qualified Drone pilot and photographer. He runs BAJR – the British Archaeological Jobs Resource for which he is best known, lobbying various groups on behalf of archaeologists as well as specifically promoting RESPECT and Enabled archaeology campaigns as well as providing a raft of resources for all those interested in heritage. He has been involved in metal detecting since the early 2000s, where he championed closer cooperation between detectorists and archaeologists.</p>
Steve Clarkson	<p>Involved with the Aylsham Roman Project overseen by Britannia Archaeology. Professional detecting technique led to finds that exceeded their expectations and they asked me to trial my skills on other projects. From this and some archaeological background, working with Dr Adrian Marsden on coin identification and studying at the University of East Anglia. Practitioner membership of ClfA and worked for several companies in the commercial archaeology sector.</p>