



Surrey Archaeological Society

Local Secretaries' Newsletter

No 5, Summer 2011

THIS NEWSLETTER

A fair amount of time has elapsed since our last Newsletter and I am now through my studies so I thought it a good time for another issue.

There have been some changes so now is also a good time to introduce our new Local Secretaries (following page) and provide examples of recent work; as an ongoing general guide I have also included, again, the list of the sorts of things that a Local Secretary might undertake.

We are still looking for Local Secretaries for a number of areas. On page 2 is a list of vacancies and page 15 the numbers of LS in each Council area are shown, highlighting the need for more in some districts, especially towards the Great Smoke. Please see the last page of this newsletter for a Poster for new local secretaries. If you can use this at an appropriate location that would be very useful!

I have slightly re-designed this newsletter:- details of SyAS groups etc that are on our website and in the published annual report are not now included except, of course, for the list of Local Secretaries. I have retained notes on Watching briefs, planning, website guidance and contacts at the Surrey County Council for planning issues, because these are all core to us.

This is described as a "Newsletter" but it could, perhaps, more correctly be thought of as an "information sheet". It is intended as a general guide and introduction for Local Secretaries when they are new to the position as well as being, hopefully, a useful look-up table during its currency.

*Kindly note that my contact email has changed to:
optimusprinceps@gmail.com*

Best regards, Chris Taylor

WELCOME TO NEW LOCAL SECRETARIES!

Many thanks to the following who have offered to be the Local Secretary for the districts below:-

- **Andrew Norris** is now covering Albury & Shere in addition to Chilworth and St Martha.
- **Rob Briggs** - Tongham, Puttenham & Wanborough
- **Emma Corke** - Abinger and Wotton.
- **Peter Bailey** - Spelthorne.
- **Roger Brockman** - Sutton & Cheam

Vacancies list (for detailed list please see later pages):

Elmbridge:	Walton Esher
Epsom & Ewell	
Guildford:	Merrow Send
Mole Valley:	Charlwood Betchworth (for second person)
Runnymede:	Egham
Surrey Heath	Bagshot
Tandridge	Lingfield Bletchingley, Nutfield
Waverley	Dockenfield (For second person) Milford
London Boroughs:	Kingston Upon Thames Richmond Upon Thames Merton Wandsworth

Any volunteers? If you are able to take on one of the above please contact me (details front page). Or you may know someone who I could contact.

Please see the last page of this newsletter for a Poster for new local secretaries. If you can use this at an appropriate location that would be very useful!

ROLE OF LOCAL SECRETARIES

Examples of what a LS may get involved with from time to time!

The pages following this deal with some of the topics mentioned below—for example planning applications, watching briefs (examples provided and background on PPG16, as was, and the new PPS5).

In essence the LS role is seen as being a link between the Society and local archaeology and history.

Examples of the role's components might be:

- Promoting the Society locally, especially in attracting new members. The main examples are: requests for information about the Society, excavations and lectures and requests for membership application forms.
- Liaison with local community groups and other societies to help the process of identifying and protecting archaeological and historical heritage. This might involve working with the Historic Buildings Conservation Committee and local councils regarding local planning and listed buildings applications.
- Carrying out a "Watching Brief" - see following pages of this newsletter.
- To make contact with new members and give an informal introduction to the Society's working Groups etc.
- Acting as a first point of call to new members to help them "get into" the Society and to note any special skills which they may wish to offer for the SyAS benefit.
- Noting local projects and finding out what interest there is so as to involve new volunteers.
- Keeping watch on any archaeological sites in the local area and report any damage, e.g. disturbance by treasure hunters or vandals, to Castle Arch.
- Occasionally to deliver the Collections to local members.
- Occasionally to help in organising local events and to publicise Society events by taking advertising leaflets/posters into local libraries, etc.
- Letting the Society's Library know of any new local publications of interest to the Society that the Library might acquire.
- Thinking up ideas for retaining existing members and attracting new ones.
- ***When summarised it adds up to an important role to the Society!***

EXAMPLE CASE STUDIES FROM DAVID GRAHAM

A surprising variety of finds of various types are made every day in the County, **the majority of which go unrecorded unless there is somebody in the area who can be called in to deal with whatever has come up. In Surrey that person may well be the Society's Local Secretary.** Large developments should be covered by the County Council's archaeological staff, though not all are and the vast majority of smaller developments have very little archaeological control. Equally, many finds are reported to museums and to the County's Finds Liaison Officer, but the probability is that even more are not, particularly in areas where museum coverage is weak. **So again, the Local Secretary is a vital link to prevent the loss of important historical information.**

The following are some interesting examples of the work that a Local Secretary may get involved in, very kindly provided from actual cases encountered by David Graham:-

- Monitor works to the Keep at Farnham Castle on behalf of English Heritage
- Advise on the new visitor centre, display panels and guidebook at the Castle
- Carry out watching briefs on a number of development sites in and around the town at the request of the County Council
- Surveyed damage to a group of Bronze Age barrows and arrange for a fence to be put up to allow vegetation to regenerate over the mounds following a heathland fire
- Record a genuine 17th century stone carving of a 'merman' - probably originally part of a fireplace surround. This was found in the bank of the river Wey by a member of the public. However the layer of modern cement on the head of the merman probably means that the sculpture had been re-used as the base for a bird bath, so the carving could originally have come from nearly anywhere.
- Advise, support and finally identify the finds made by a U3A group of fieldwalkers. Their initial project produced a few flint flakes but mainly 19th and 20th century material. However they did find a large metal object which they thought might have come from a mosquito aircraft which was known to have crashed in the area during WW11. I checked the item with a number of specialists and the consensus was that it was agricultural and had actually fallen off a tractor - you can't win them all!
- While on the WWII theme carry out a survey of part of a PoW camp - albeit in Guildford this time - in advance of the expansion of the local golf course
- Give lectures on local archaeology to a number of local societies. This nearly always produces reports of new finds or humps and bumps in people's gardens - some of which turn out to be of interest. In one instance this has led to the discovery of a probable Iron Age farmstead just north west of Farnham itself.

There is never a dull moment as a Local Secretary - once you get known in your area!

PLANNING APPLICATIONS - USING COUNCIL WEBSITES

The “Planning” page of each Borough’s website (e.g., www.waverley.gov.uk/planning) is an excellent place to find out what developments are taking place and thus identify approaching risk to archaeological/historical sites.

You can also try the following website for advice generally on listed buildings:
[http://www.culture.gov.uk/what we do/historic environment/3330.aspx](http://www.culture.gov.uk/what_we_do/historic_environment/3330.aspx)

Taking Waverley Council’s website page on planning (<http://www.waverley.gov.uk/planning>) as an example:--



The above website includes facilities to view planning applications and guidance on when permission is needed.

A “WATCHING BRIEF”

Note that the term “Watching brief” is used, for example, in PPG16, para. 29 and an IFA Standard but not specifically in the new PPS5 (see a following page on “PPS5”) although para. HE12.3 seems to envisage similar situations.

The IfA has commented to me that the term watching brief is still being used despite not being mentioned specifically in PPS5. However, a number of local authority curators are moving away from the term, preferring 'archaeological monitoring' as implying a more active response. The IfA is intending to revise its suite of Standards and guidance notes to take into account the principles of PPS5 shortly and will be consulting widely on the concept and terminology of watching briefs as part of that work.

Thus the term “Watching brief” seems to be evolving right now to be replaced by “Archaeological monitoring”. This seems more of an intuitive term especially if it is simply re-arranged and slightly adjusted to be:- “Monitoring a site for any archaeology”.

For things to think about before undertaking a “Watching Brief” please see the following page.

THINGS TO THINK ABOUT BEFORE A “WATCHING BRIEF”

Before undertaking a watching brief there are various points we all need to remember to think of and follow, please:-

- Those representing the Society in a watching brief need, beforehand, to have consulted fully with SCC - please see contacts on page 9. This is for sites in Surrey. For those in Greater London contact the Greater London Archaeology Advisory Service, (“GLAAS”) English Heritage - website:- <http://www.english-heritage.org.uk/professional/advice/our-planning-role/planning-inquiries/>
- David Calow must be contacted in advance of any attendance or work in order to pre-arrange insurances.
- Permission to undertake the brief will be needed specifically from the owner of the plot or plots of land that are the subject of the brief and the acting developer (if applicable). Disclosure of what is recorded should be discussed with the owner etc before publication of any sort.
- The developer/contractor (if applicable) operating on the site for the owner (for example may be building contractor undertaking work for the Council) should be contacted (with permission and introduction by the Owner/Council). It is very likely that the contractor will be the person who will actually accompany you around a site if it is being “worked” and “developed”. Hard hats etc will be required.
- If possible, ascertain from the “developer” what type of work is being undertaken—is it “geological” ie is trenching going deep, or is it “archaeological” - is topsoil being moved first to another part of the site?
- The historical, archaeological or geological background of the subject should be researched first to know what to look for and expect.
- Recording is, of course, vital and can be by way of a note, photographs, sketches or on the spot drawing, scale plans etc, or any combination of these, incorporating relevant background details previously researched. The location of the site will need to be known. This will mean that local co-ordinates for the site or its address will need to be on hand so that a record of any finds or archaeological indications can easily be recorded exactly *on site at the time*. A large scale OS map or Google Maps/Satellite print out will be handy. This is an important aspect because if the location cannot be recorded on the spot, at the time, vital information may be lost if the site changes quickly.
- Have to hand various equipment like measuring equipment, compass, GPS, geological map, and trowel!
- Contact a Group of the Society or local museum for advice and help and to discuss the site. Expertise should also be sought if in any doubt or lack experience in any aspect.

PLANNING POLICY STATEMENT 5

Planning Policy Statement 5: (“PPS5”) - “Planning for the Historic Environment” was published in March 2010 by the Department for Communities and Local Government. It sets out the Government's planning policies on the conservation of the historic environment.

This replaces *Planning Policy Guidance 15: Planning and the Historic Environment* (PPG15) published on 14 September 1994; and *Planning Policy Guidance 16: Archaeology and Planning* (PPG16) published on 21 November 1990.

PPS5 is supported by a Practice Guide endorsed by Communities and Local Government, the Department for Culture, Media and Sport (DCMS) and English Heritage.

The document can be viewed the website of the **Department for Communities and Local Government** (which works with other **Departments like the Department for Culture Media and Sport**) - see:-

<http://www.communities.gov.uk/publications/planningandbuilding/pps5> OR

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/1514132.pdf>

OR Google - PPS5

PPS 5 sets out policies on conservation areas, listed buildings, listed gardens, registered battlefields, World Heritage sites, ancient monuments and Archaeological Sites.

Importantly, the Surrey CC Website (at [http://www.surreycc.gov.uk/sccwebsite/sccwspages.nsf/LookupWebPagesByTITLE_RTf/Archaeology+and+planning?](http://www.surreycc.gov.uk/sccwebsite/sccwspages.nsf/LookupWebPagesByTITLE_RTf/Archaeology+and+planning?opendocument) opendocument) says the following about planning:—

“ The Heritage Conservation Team provide a focus for archaeological activity in Surrey, working in partnership with organisations such as Surrey Archaeological Society and English Heritage.

One of the team's major roles is advising on planning proposals for new developments. This is a statutory requirement laid out under a series of English laws, including the Ancient Monuments and Archaeological Areas Act (1979), and **Planning Policy Statement (PPS) 5 (2010) Planning for the Historic Environment**. The aim is to preserve our most important archaeological sites and monuments and ensure that, where archaeological evidence must be destroyed by essential development, an appropriate record is made. When excavation is required, professional archaeological organisations carry it out and the Heritage Conservation Team’s archaeologists agree the project design as well as monitoring the work in progress. All information – and any reports or publications - that result from such work are then approved by the Archaeological Officers and deposited in the Historic Environment Record, with this data subsequently fed into the online HER. “

SURREY COUNTY COUNCIL

Surrey History Centre, 130 Goldsworth Road, Woking, GU21 6ND

(Note that information on the SHC is available from the Council website, www.surreycc.gov.uk or more specifically at: - http://www.surreycc.gov.uk/sccwebsite/sccwspages.nsf/LookupWebPagesByTITLE_RTF/Surrey+History+Centre?opendocument)

Main Contacts regarding heritage and other archaeological issues (as at June 2011):

Dr Joe Flatman (part time)

County Archaeologist
Heritage Conservation Team Manager
Email joe.flatman@surreycc.gov.uk
Tel': 01483 518781 or Mobile 07990 625820
Providing strategic planning advice at the national, regional and county level, including representing Surrey County Council on the ALGAO committee and Diocesan Advisory Committee.

Mr Tony Howe

Heritage Conservation Team Assistant Manager
Email tony.howe@surreycc.gov.uk
Tel.: 01483 518783
Providing archaeological development control advice for Guildford, Reigate and Banstead, Runnymede, Surrey Heath & Waverley, archaeological fieldwork monitoring and enforcement, and general archaeological advice.

Mr Gary Jackson

Archaeological Officer
Email gary.jackson@surreycc.gov.uk
Tel.: 01483 518773
Providing archaeological development control advice for Elmbridge, Epsom and Ewell, Mole Valley, Spelthorne, Tandridge and Woking, archaeological fieldwork monitoring and enforcement, and general archaeological advice.

Mr Martin Higgins

Historic Buildings Officer
Historic buildings and conservation issues. Advice on restoration and conservation of historic properties and the Small Grants Scheme of the Historic Buildings Trust.
Tel.: 01483 518758
E-mail: martin.higgins@surreycc.gov.uk

Ms Emily Brants

HER Officer
Management of HER
Tel.: 01483 518751
Email: Emily.brants@surreycc.gov.uk
Assisted by **Sophie Unger** 01483 518708 sophie.unger@surreycc.gov.uk

Ms Virginia Hinze

Advice on parks and gardens. (contact via Joe Flatman)

OTHER RELEVANT CONTACT POINTS:

Portable Antiquities Scheme

<http://finds.org.uk/>

PAC Surrey Finds Liaison Officer:

David Williams

01737-247296

david.williams@surreycc.gov.uk

For the Surrey County Council Heritage team at Woking please see separate page.

CBA-South-East

<http://www.britarch.ac.uk/>

Hon. Secretary:

Rose Hooker

rosemary.hooker@btinternet.com

Institute of Field Archaeologists:

<http://www.archaeologists.net/>

English Heritage:

<http://www.english-heritage.org.uk/>

**EVER THOUGHT OF BECOMING A MEMBER OF THE
COUNCIL FOR BRITISH ARCHAEOLOGY *SOUTH EAST*?**

The CBA is a country wide network of individuals, national and regional organisations. All members share a deep interest and concern for archaeology and the historic environment in general. CBA does much work from its main office in York (have a look at <http://www.britarch.ac.uk/>) but it also has regional groups like CBA *South East*.

For just £5 you can become a member of CBA *SE* and:-

- Help us to focus the minds of local and national decision-makers on decision on history and archaeology in South East England.
- Attend, at a discounted price, our popular annual conferences.
- Receive our twice yearly 20 page newsletter on archaeology and events and courses across Surrey, Sussex and Kent.
- Promote research and knowledge in the South East through CBA *SE* grants to a wide range of individuals and societies (over £9,000 provided in 2003-6) engaged in archaeological and historical research. And apply for one yourself, of course!
- Ensure that in our region sites and buildings of archaeological and historical interest and value are adequately protected.
- Encourage local and national authorities to channel sufficient funds into our museums and archaeological services.

Please see membership form below or please contact the Group Secretary, Rose Hooker on rosemary.hooker@blueyonder.co.uk

Note: CBASE is now on Facebook

Please complete the following and send to Debbie Wood,,
CBA *SE* Membership Secretary, 81 Birch Grove, Hempstead, Gillingham,
Kent, ME7 3RE (cheques payable to CBASE).

Full Name:.....

Address:.....

.....

.....

.....

E-mail address (if available):

FESTIVAL OF BRITISH ARCHAEOLOGY 2011

From Saturday 16th July to Sunday 31st July

This Festival is on for another glorious week of archaeology for all.

Full details are obtainable from the website:

<http://festival.britarch.ac.uk/>

At: **<http://festival.britarch.ac.uk/whatson>** there is an excellent interactive map of Britain which can be accessed to see what events are on throughout the week in your chosen county/counties.

LOCAL SECRETARIES (as at June 2011)

Elmbridge

*Esher, the Dittons,
East & West
Horsley*
Vacancy

*Cobham, Oxshott & Stoke
D'Abernon*
DC Taylor
Appleton
4 Cedar Avenue
Cobham, KT11 2AB

Walton & Weybridge
Vacancy

Epsom & Ewell

Vacancy

Guildford

Guildford & Shalford
Mr & Mrs R W Williams
20 The Glebe
Shalford Road
Guildford, GU4 8BL

Artington & Peasmarsh
DM Calow
14 Beech Lane
Guildford GU2 4ES

*Chilworth, St Martha,
Albury & Shere*
A Norris
Woodbury
49 Dorking Road
Chilworth
Surrey, GU4 8NW

*Merrow, Burpham, Stoke &
Stoughton*
Vacancy

*Tongham, Puttenham &
Wanborough*
Rob Briggs
Address to follow

*Ash, Pirbright, Normandy &
Worpleston*
R Wild
Frosbury Farmhouse
Gravett's Lane
Worplesdon
Guildford, GU3 3JW

Ockham, Ripley & Wisley
Mrs A Watson
Well Cottage
Hatchford End
Cobham, KT11 1NA

*The Clandons, Effingham
& The Horsleys*
G F Stonehouse
7 Parkside Close
East Horsley, KT24 5BY

Send
Vacant

Mole Valley

Leatherhead & Ashted
A Hall
24 Windfield
Epsom Road
Leatherhead
Surrey, KT22 8UG

Fetcham & the Bookhams
P Stanley
11 Wallis Mews
Guildford Road
Leatherhead, KT22 9DQ

*Dorking, Brockham,
Mickleham, Milton &
Westcote*
Mrs V Ettlinger
Royden Cottage
Cliftonville
Dorking, RH4 2JF

F Pemberton
Rose Cottage
5 Flint Hill
Dorking, RH4 2LL

Abinger & Wotton
Emma Corke
Eversheds
Abinger Hammer
Dorking RH5 6QA

*Betchworth, Buckland,
Headley & Leigh*
Mrs B. Higgins
High Bank
Mill Hill Lane
Betchworth
Surrey, RH3 7LS
& Vacancy

Capel, Holmwood & Ockley
Charles Van der Lande
Folly Farm
South Holmwood
Dorking, RH5 4NH

Charlwood
Vacancy

Newdigate
Ms J Lilley
Lance's Cottage
Parkgate Road
Newdigate, RH5 5DY

Reigate & Banstead

*Reigate, Redhill, Merstham
& Gatton*
R L Ellaby
47 Priory Drive
Reigate, RH2 8AF

*Banstead, Woodmansterne,
Chipstead, Kingswood &
Walton*
CJW Taylor
14 The Chase
Couldson
Surrey CR5 2EG

Horley
Ms R. Hooker
59 Thornton Place
Horley
Surrey, RH6 8RZ

Runnymede

*Chertsey, Addlestone,
Ottershaw & Woodham*
Mrs P McKenna
21 Duffins Orchard
Brox Road
Ottershaw
Surrey, KT16 0LP

Egham & Thorpe
Vacancy

Spelthorne

Peter Bailey
23 Manygate Lane
Shepperton
Middx TW17 9EQ

Surrey Heath

Camberley & Frimley
P Stevens
22 The Avenue
Camberley, GU15 3NE

*Bagshot, Bisley, Chobham
& Windlesham*
Vacancy

Tandridge

*Caterham, Chaldon,
Warlingham &
Woldingham*
Mrs M Saaler
69 Beechwood Road
Caterham, CR3 6NB

*Bletchingley, Burstow &
Nutfield*
Vacancy

*Godstone, Horne &
Tandridge*
Miss S E Hartwell
14 Bell Meadow
Godstone
Surrey, RH9 8ED

*Chelsham, Limpsfield,
Oxtead, Tatsfield & Titsey*
C Hasler
54 Park Road
Oxted, RH8 OAW

*Lingfield, Crowhurst, &
Feldbridge*
Vacancy

Waverley

*Farnham, Hale, Runfold, &
Wrecclesham*
K D Graham
Stannard's View
Frith End
Bordon
Hants. GU35 OQR

*Dockenfield, Elstead,
Frensham, Peper Harow,
Thursley & Tilford*
Mrs J H Wardle
3 Charles Hill Cottages
Farnham Road
Elstead
Godalming, GU8 6LE

& Vacancy

**Haslemere, Hindhead &
Churt**

Rebecca Lambert
2 Coachmans Cottage,
Land of Nod,
Grayshott Road,
Headley, Down ,
Hampshire, GU35 8SJ

Chiddingfold & Hambledon

Miss A J Monk
Bryony Bank
Beech Hill
Hambledon
Nr. Godalming, GU8 4HL

Milford & Whitley
Vacancy

Godalming & Bushbridge

Mrs S Janaway
58 Coopers Rise
Godalming, GU7 2NJ

LOCAL SECRETARIES (Cont'd) (as at June 2011)

Waverley (cont'd)

Binscombe, Farncombe & Compton
Mr & Mrs J Whitbourn
65 Binscombe Crescent
Binscombe
Godalming
Surrey, GU7 3RA

Sutton
Sutton & Cheam
Roger Brockman
22 Chalgrove Road
Sutton
SM2 5JL

Alford, Cranleigh, Dunsfold & Ewhurst
Ms J English
Flat 1
2 Rowland Road
Cranleigh, GU6 8SW

Beddington, Wallington & Carshalton
J R Phillips
Flat 5
31 Camden Road
Sutton, SM1 2SH

Bramley, Wonersh & Shamley Green
M. Borrell
18 Blackheath Grove
Wonersh
Guildford, GU5 0PU

Wandsworth
Vacancy

Woking

R & P Savage
Burford House
Hockering Rd
Woking
GU22 7HJ

LONDON
BOROUGHS:

Croydon

Croydon, Norbury etc
J Davison
8 Brantwood Road
South Croydon, CR2 0ND

Coulsdon, Purley, Sanderstead & Farleigh

CJW Taylor
14 The Chase
Coulsdon
Surrey
CR5 2EG

Kingston Upon

Thames
Vacancy

Lambeth & Southwark

Dr G J Dawson
40 Station Road
Orpington
Kent, BR6 0SA

Merton

Vacancy

Richmond upon

Thames
Vacancy
