



# SURREY ARCHAEOLOGICAL SOCIETY



Surrey Archaeological Society

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## Welcome

We are the foremost charity supporting the study of the archaeology and history of the county of Surrey. [Explore this site for information about our activities.](#)

We hold regular lectures and conferences, as well as publishing annual Collections and a regular Bulletin.

[Find out more about us here.](#)

## Library

The Society has the best specialist archaeological library in the county, and holds a valuable

## Groups

The Society has several Special Interest Groups, specialising in certain periods or areas.

## Join Us

Join the society and support the study of Surrey's history and take part in the practical investigation of archaeology in the county.

- Membership benefits
- Subscriptions
- Join us

## Upcoming Events

- Excavation at Abinger Roman villa  
June-July 2016  
13 Jun 2016 - 10:00
- Plumpton Roman Villa  
18 Jun 2016 - 09:00
- Bridge Farm excavation  
27 Jun 2016 - 09:00
- Visit to Fishbourne Roman Palace  
23 Jul 2016 - 10:00
- Moving Heaven and Earth  
3 Aug 2016 - 10:30
- Folkestone and Dover  
6 Aug 2016 - 11:00
- Ovingdean and Lewes  
17 Sep 2016 - 11:00
- Engineering Edwardian Deterrance:  
HMS Dreadnought, Admiral Lord  
Fisher and the Anglo-German Arms  
Race  
27 Sep 2016 - 19:30
- Visit to Chedworth Roman villa  
1 Oct 2016 - 10:45
- The Merchant Navy in WWII  
6 Oct 2016 - 10:00

The Society's new website  
<http://www.surreyarchaeology.org.uk/>  
with thanks to Tim Wilcock

## ANNUAL REPORT 2015-2016

**SURREY ARCHAEOLOGICAL SOCIETY**

**ANNUAL REPORT 2015-2016**

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## SURREY ARCHAEOLOGICAL SOCIETY

### TRUSTEES ANNUAL REPORT 2015-2016

The trustees present their report and the financial statements of Surrey Archaeological Society for the year ended 31 March 2016.

### REFERENCE AND ADMINISTRATIVE DETAILS

The trustees of the charity and the directors of the company are the President, Vice Presidents, Honorary Officers and Elected Members of the Council who served between 1 April 2015 and 31 March 2016 as follows:

**President:** Dr D G Bird

#### **Vice Presidents:**

Miss E Corke (Past President)  
K D Graham FSA (Past President)  
J F Cotton, BA, MA, FSA  
J English MA, PhD  
Mrs A C Graham

A R Hall, MA  
G P Moss, BSc, PhD, ARCS  
R W Savage, MA, FSA  
P E Youngs

#### **Honorary Officers:**

**Secretary:** D M Calow  
**Treasurer:** M A Edwards, FCA  
**Joint Editors:** Mrs A C Graham, Ms S Hill, J S Pile

**Editor of the Bulletin:** P M Jones  
**Librarian:** Mrs R F Hughesdon BA, MCLIP

#### **Elected Members:**

Resigned 5 December 2015: Mrs J M Balchin, M A Edwards, Mrs I M Ellis, Dr C M Ferguson, Mrs M Korndorffer, A V Norris  
Retire 2016: Dr M Alexander, Mrs N A Cowlard, Ms L L M Hays, C S Quinn, Ms J Smith, C J W Taylor  
Retire 2017: R A Bryson, D Hartley, Ms R Lambert, Ms J Richards, Dr A Sassin, Mrs L Spencer  
Retire 2018: N Bond, Mrs R Hooker, Mrs A Mason, Mrs P Taylor, T Wilcock, D W Williams  
Retire 2019 (appointed 5 December 2015): H Anscombe, D Brown, Mrs I Goring, Mrs A Morrison, M Rose, Mrs P Savage

#### **Honorary Vice Presidents at 31 March 2016:**

Professor A G Crocker, DSc, FInstP, CEng, FSA (Past President)  
Miss A J Monk (Past President)  
R F Muir (Past President)  
J Boulton  
D C H Combe  
Mrs V Ettlinger  
Professor E C Fernie, CBE, FSA

S E D Fortescue, BA, FSA  
J N Hampton, OBE, FSA  
D F Renn, CBE, PhD, FIA, FSS, FSA  
A C Sargent BA, FCA  
P A Tarplee  
Mrs A Watson

#### **REGISTERED OFFICE:**

Castle Arch, Guildford, Surrey GU1 3SX  
Telephone & Fax: 01483 532454; e-mail: [info@surreyarchaeology.org.uk](mailto:info@surreyarchaeology.org.uk); web: [www.surreyarchaeology.org.uk](http://www.surreyarchaeology.org.uk)

**COMPANY REGISTRATION NO:** 1160052

**REGISTERED CHARITY NO:** 272098

**INDEPENDENT EXAMINER:** Kerry Gallagher, FCA, RSM UK Tax and Accounting Limited, Davidson House, Forbury Square, Reading, Berkshire RG1 3EU.

**INVESTMENT MANAGER:** Charles Stanley & Co. Ltd., 70-72 Chertsey Street, Guildford, GU1 4HL

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

Surrey Archaeological Society was inaugurated on 12 May 1854, registered as a company with limited liability on 23 January 1974 and incorporated as a charity on 13 February 1974. The governing documents are the Memorandum and Articles of Association dated 19 January 1974 as amended by special resolution on 26 November 2000. This is the 161st Annual Report of Surrey Archaeological Society and the 42nd Annual Report of the Incorporated Surrey Archaeological Society. The report and accounts are for the period 1 April 2015 to 31 March 2016.

The Society is governed by its Council which normally meets four times a year. The members of the Council are the Directors of the Company and Trustees of the Charity. The Council includes the President, Vice-Presidents and Honorary Officers each of whom is elected at the Annual General Meeting. The Council also includes twenty-four ordinary members of the Society, six of whom are elected at each Annual General Meeting to serve four years. From time to time members are co-opted and people from local Heritage organisations may attend.

The Society has Committees and Groups which report to the Council. The Management Committee comprises the President and some Vice-Presidents and Honorary Officers. The Management Committee gives advice to the Council but has no delegated authority unless authorised by Council. The Society's investments are managed by an independent investment manager appointed by the members of the Society and supervised by the Investment Committee within guidelines decided by the Council. The Research Committee guides research policy and, subject to budgets and approvals decided by the Council, approves grants to the public and funding for members' projects. The Library Committee manages the Society's library and documentary archives, decides purchases and recommends disposals subject to review by the Council. The other committees and groups allow members to follow special interests. The membership of each Committee and Group includes trustees of the Charity.

### **Committee members as at 31 March 2016:**

*Library Committee:* Mrs R Hughesdon (Honorary Librarian and Chairman), Dr M Alexander, Miss A Bowey, Dr R Christophers, Mrs C Garrard (Surrey Heritage), Mrs H Jeffery (Secretary), P Youngs

*Management Committee:* Dr D G Bird (President and Chairman), R Bryson, D M Calow (Secretary), Miss E Corke, Mrs N Cowlard, M A Edwards (Treasurer), K D Graham, Mrs R Hughesdon, T Wilcock

*Publications and Editorial Committee:* Dr G P Moss (Chairman), Mrs A C Graham (Joint Honorary Editor), Ms S Hill (Joint Honorary Editor), J Pile (Joint Honorary Editor) Mrs R Hooker (Secretary), Mrs G M Crocker, D W Williams

*Research Committee:* Miss E Corke (Chairman), P Balmer, Dr C Ferguson, Mrs R Hooker (Secretary), K D Graham, Dr G Lachelin, Dr G Moss, Mrs P Taylor

*Surrey Local History Committee:* Dr G P Moss (Chairman), Mrs J Balchin, Mrs L Hayes (Secretary), Professor A G Crocker, Mrs G M Crocker, Dr C Ferguson, Mrs A McCormack, J Pooley, P Stevens

*Surrey Industrial History Group Committee:* Professor A G Crocker (President), R Bryson (Chairman), H Anscombe (Secretary), J Spencer (Newsletter Editor), Mrs G M Crocker, J Bourne, Mrs M Levett, Dr G P Moss, Mrs P Taylor (Membership Secretary), R Turier

### **Method of recruitment, election and training of trustees**

Trustees and directors are elected from the membership of the Society at the Annual General Meetings and are normally selected from those members who are particularly interested and who have skills of value to the Society. Each new member of the Council receives an induction pack which sets out responsibilities and good practice, explains the policies of the Society and provides copies of previous Council minutes.

### **Risk management**

The Council assesses the potential risks to the Society each year and prepares a five year rolling strategy to mitigate risks identified and guide new developments. The trustees have chosen not to disclose information about principal risks in this annual report.

### **Professional indemnity insurance**

Surrey Archaeological Society has insurance to provide an element of professional indemnity cover for trustees and directors amounting to £250,000 in respect of any one claim. The cost of this insurance policy to the charitable company for the year was £633 (2014-2015: £620).

### **Trustees' and Directors' responsibilities in the preparation of financial statements**

The trustees, who are also the directors of Surrey Archaeological Society for the purposes of company law, are responsible for preparing the trustees' annual report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law, the trustees have prepared the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).

Under company law, the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom regarding the preparation and dissemination of financial statements may differ from legislation of other jurisdictions.

### **Independent Examiner**

Kerry Gallagher, FCA, of RSM UK Tax and Accounting Limited (Baker Tilly Tax and Accounting Limited) has indicated her willingness to continue in office.

### **Statement as to Disclosure of Information to the Independent Examiner**

The trustees and directors at the date of approval of this trustees' annual report confirm that in so far as each of them is aware, there is no relevant information of which the charitable company's independent examiner is unaware, and the trustees and directors have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.

**Surrey Archaeological Society staff**

ASSISTANT ADMINISTRATOR AND LIBRARIAN: Mrs Hannah Jeffery MCLIP

Please check the website or telephone for opening hours

**Representation on local committees at 31 March 2016**

Council for British Archaeology South East	Mrs R J Hooker, P Youngs
Council for British Archaeology London	Mrs R J Hooker
Standing Conference on Portable Antiquities	K D Graham
SCC Historic Environment Group	Dr D G Bird, D Calow
Reigate & Banstead Archaeological Committee	Dr G P Moss, D W Williams
Reigate Heath Management Committee	Mrs J Newell
Archaeological Curators Group	P Youngs
Woking Palace Consultative Panel	R Savage, Mrs P Savage
Southwark and Lambeth Archaeological Excavation	Dr G P Moss

**Honorary Local Secretaries***Organising Secretary*

C J W Taylor

*Cobham, Oxshott & Stoke D'Abernon*

Dr D C Taylor

Appleton

4 Cedar Avenue

Cobham KT11 2AB

*Epsom & Ewell*

Mrs N A Cowlard

1 Norman Avenue

Epsom

Surrey KT17 3AB

*Guildford*

Dr M Alexander

7 Oxford Terrace

Guildford GU1 3RJ

*Albury, Shere, Chilworth & St Martha*

A V Norris

Woodbury

49 Dorking Road

Chilworth

Surrey GU4 8NW

*Artington, Peasmarsh, Merrow, Burpham,**Shalford, Stoke & Stoughton*

D Calow

14 Beech Lane

Guildford GU2 4ES

*Tongham, Puttenham & Wanborough*

R Briggs

76 The Street

Puttenham

Guildford GU3 1AU

*Ash, Pirbright, Normandy & Worplesdon*

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*

Mrs A Vallis

Gryphon

Dirtham Lane

Effingham KT24 5SD

*Fetcham & the Bookhams*

P Stanley  
11 Wallis Mews  
Guildford Road  
Leatherhead KT22 9DQ

*Abinger & Wotton*

Miss E Corke  
Eversheds  
Abinger Hammer  
Dorking RH5 6QA

*Capel, Holmwood & Ockley*

C van der Lande  
Folly Farm  
South Holmwood  
Dorking RH5 4NH

*Reigate, Redhill, Merstham & Gatton*

R L Ellaby  
47 Priory Drive  
Reigate RH2 8AF

*Charlwood, Horley*

Mrs R J Hooker  
59 Thornton Place  
Horley  
Surrey RH6 8RZ

*Camberley, Frimley, Bagshot, Bisley,*

*Chobham, Windlesham*

P Stevens  
22 The Avenue  
Camberley GU15 3NE

*Caterham, Chaldon, Warlingham & Woldingham*

Mrs M Saaler  
69 Beechwood Road  
Caterham CR3 6NF

*Chelsham, Limpsfield, Oxted, Tatsfield & Titsey*

C Hasler  
54 Park Road  
Oxted RH8 0AW

*Dorking, Brockham, Mickleham, Milton & Westcott*

Mrs V Ettlinger  
Royden Cottage  
Cliftonville  
Dorking RH4 2JF  
and  
F Pemberton  
Rose Cottage  
5 Flint Hill  
Dorking RH42LL

*Betchworth, Buckland, Headley & Leigh*

Mrs B Higgins  
High Bank  
Mill Hill Lane  
Betchworth RH3 7LS

*Newdigate*

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

*Banstead, Woodmansterne, Chipstead,*

*Kingswood & Walton*

C J W Taylor  
14 The Chase  
Coulsdon CR5 2EG

*Chertsey, Addlestone, Ottershaw & Woodham*

Mrs P McKenna  
21 Duffins Orchard  
Brox Road  
Ottershaw  
Surrey KT16 0LP

*Mytchett, Frimley Green & Deepcut*

J Emuss  
236 Mytchett Road  
Mytchett  
Camberley GU16 6AF

*Godstone, Horne & Tandridge*

Miss S E Hartwell  
14 Bell Meadow  
Godstone RH9 8ED

*Farnham, Hale, Runfold, & Wrecclesham*

K D Graham  
Stannard's View  
Frith End  
Bordon  
Hampshire GU35 0QR

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

*Haslemere, Hindhead & Churt*  
Ms R Lambert

*Alfold, Cranleigh, Dunsfold, Hascombe & Ewhurst*  
Dr J English  
Flat 1  
2 Rowland Road  
Cranleigh GU6 8SW

*Woking*  
Mr R and Mrs P Savage  
22 Fairlawn Park  
Woking GU21 4HT

*Croydon & Norbury*  
J Davison  
8 Brantwood Road  
South Croydon CR2 0ND

*Kingston upon Thames*  
J F Cotton  
58 Grove Lane  
Kingston upon Thames  
Surrey KT1 2SR

*Merton*  
Mrs R Turner

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

*Hambledon*  
Miss A Monk  
Bryony Bank  
Woodlands Road  
Hambledon GU8 4HL

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

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

*Coulsdon, Purley, Sanderstead & Farleigh*  
C J W Taylor  
14 The Chase  
Coulsdon CR5 2EG

*Lambeth & Southwark*  
Dr G J Dawson  
40 Station Road  
Orpington  
Kent BR6 0SA

*Richmond upon Thames*  
P Brown  
72 The Avenue  
Richmond  
Surrey



### **Membership**

Subscriptions are for the financial year and are due on 1 April. Subscriptions for 2016 are: ordinary members: £30; associate members (living at the same address as an ordinary member): £5; full time student members (between 21 and 26): £12.50; junior members (16 to 20): £6; junior members living at the same address as an ordinary member: free; institutional members in Surrey: £30; elsewhere in UK: £40; overseas: £50. Application forms are available on the Society's website and from the Hon Secretary at Castle Arch. Cheques should be made payable to Surrey Archaeological Society.

Members are asked to inform the Hon Secretary of any change of address. Members are also asked to inform the Hon Secretary of their intention to resign and if they learn of the death of any member.

### **Legacies and donations**

The Society is a registered charity and is very grateful for all legacies and donations which are an important source of finance to help the Society with its work. Gifts, when relevant to the work of the Society, are gratefully accepted although it may not be possible to accept all offers. The main categories of acceptable gifts are: printed books and pamphlets, maps, prints, photographs, original drawings and other graphic matter, manuscript material and archaeological finds relating to Surrey.

### **Contributions for publications**

The Hon Editors are pleased to consider articles, notes and reports for publication in the *Collections*, *Surrey History*, the *Bulletin*, *SIHG Newsletter* or a Research Volume. Consultation at an early stage is advisable so that drawings and other illustrations are prepared to suit page sizes. Advice for contributors is available.

### **OBJECTIVES AND ACTIVITIES**

The principal aims of Surrey Archaeological Society are to promote the study of the archaeology, pre-history and history of the County of Surrey as defined by the 1854 boundaries and subsequent enlargements. The Society carries out research, excavations, fieldwork and surveys and provides opportunities for the public to visit its sites and for members to be trained and participate in its activities. The Society arranges meetings, lectures, exhibitions, visits to archaeological sites and places of historical interest and actively encourages research findings to be published in its journals which are increasingly available free of charge on the Society's website. The Society maintains an extensive specialist lending library where books and publications relating to Surrey's heritage may be consulted free of charge by members of the public. Membership of the Society is open and new members are welcome.

The Society published the Surrey Archaeological Research Framework (SARF) in 2006. This is available free of charge on the Society's website and provides the basis by which the Society's research and activity can be measured and expenditure allocated. The Society is preparing a revision for publication as the Surrey Historic Environment Research Framework (SHERF). This important project is developed with other key Heritage organisations in Surrey. The Society encourages public access to its activities by providing financial and technical support to such events as 'Dig-for-a-day' and other community excavations. Open Days at excavations at Woking Palace have been particularly successful as have community test-pitting events at Woking and the Bookhams. Local History conferences and meetings have provided opportunities for members of local societies to extend their knowledge and demonstrate the results of their research. These events are publicised on the Society's website and in its regular *Bulletin*.

The Society makes grants to members of the public and supports projects arranged by its members which contribute towards answering questions raised in the Research Framework. Grants up to £2,000 are decided by the Research Committee while grants of £2,000 and above are decided by the Council. Application forms are available on the Society's website and should be submitted to the secretary of the Research Committee. Applications are assessed on the basis of the relevance of the subject to the Research Framework and the probability that the project will be completed correctly, within the time agreed and, most importantly, that the results will be published.

The Society is independent but has shared membership with local, regional and national Heritage organisations. Its local links are with Guildford Museum, Surrey History Centre, English Heritage and many Surrey based local history and archaeological societies and museums. Society members actively support regional groups of Industrial Archaeologists, the Council for British Archaeology as well as Societies in neighbouring counties. The Society maintains links with those universities in the region that retain heritage departments.

On 31 March 2016, the membership was (31 March 2015 figures in brackets): Honorary 4 (4); Life 3 (3); Ordinary 558 (588); Associate 59 (61); Junior 25 (34); Student 12 (12) and Institutional 119 (120); Total 780(822).

It is with great sadness that the deaths of the following members are recorded: Mrs S Corke, Mr P Jones, Mr K Killick, Mr D Picken, Mr F Rush, Mr R Shettle, Mr A J Stevens, Mr K Williams.

#### **Public benefit statement**

The main beneficiaries of the charity are those that participate in its activities designed to promote the study of archaeology and history and the main benefit provided to those beneficiaries is enhanced knowledge of the pre-history and history of the County of Surrey. The trustees' assessment of public benefit is therefore based upon the level of participation in its activities and the interest shown by the public more generally in the work of the Society. The trustees have taken The Charity Commission's guidance on public benefit into consideration in preparing this public benefit statement.

### **ACHIEVEMENTS AND PERFORMANCE**

#### **President's Report**

This has been a somewhat turbulent year. The failure of an HLF bid by Guildford Borough Council to support the extension of Guildford Museum on its existing site led to a number of actions by the Council. The Society's President and Secretary were asked to consider the purchase of part of Guildford Museum for £1 million. When it was explained that a decision on such a matter would require detailed examination and debate by the Society's trustees a legal notice was immediately served requiring the Society to remove everything from the Castle Arch complex within six months. This led to a great deal of effort by the Society and its friends and others very worried by the rumoured plans for the future of Guildford Museum. Letters to the media were written by a number of eminent supporters to whom the Society is most grateful. There were extra meetings of the Management Committee and Council; legal advice had to be secured; short-term solutions had to be explored together with possible longer term options. This placed a great deal of strain particularly on our Secretary and staff. Alternative storage for finds and journals had to be sought and our Librarian had to face problems such as the future preservation of research material. The progress of events was discussed at the Society's AGM and at a well-attended special meeting in February following the spring symposium. A questionnaire prepared by our Treasurer for that meeting brought answers from over 100 members, a very good return. Throughout, Council and members were very supportive of officers and made clear that the Society should continue to aim to protect the income from investments in order to be able to focus on its activities. Over the course of the year there were several changes of direction by the Borough Council, brought about partly by recognition that 55% of the items in Guildford Museum belong to the Society and the time that would be required to disentangle the Society and the Museum after over 100 years of close cooperation. In due course the Borough Council's Museum working party came to the conclusion that it would be best for the Museum to stay where it was and that steps should be taken to make the most of the many advantages of the site, with an extension and access from the Castle grounds. In many ways therefore matters have gone full circle, but although the Borough Council expressed a desire to work closely with the Society this has not been matched by proposed actions. It is symbolic that the library must be removed from Castle Arch, while several other matters still have to be resolved. The measures to establish a Trustee Board for the Society had to be put on hold because of the pressure caused by these events.

Emma Coburn, Hannah Jeffery and Rose Hooker coped well with the situation and continued to provide vital support for the Society's activities. We are sorry that Emma is to leave us and wish her well at the Imperial War Museum. She has been a constant source of good humoured support for several years and will be much missed. It has been agreed that Hannah Jeffrey will take on her role in combination with the library.