



HOXNE HERITAGE GROUP



Welcome to the Story of Hoxne Community Dig

Upon registration you should have already received your Test Pit Excavation Handbook. Please ask for a copy if you do not have one before starting to dig.

At the Briefing session you should have had a Health and Safety briefing and completed an SCC volunteer form. Please ask for a form if you have not had one and please ask about any Health and Safety concerns you may have.

At the Briefing you will also receive:

- A Test Pit Record Book, together with 3 sheets of A3 gridded drawing film.
- A print out of the Ordnance Survey map showing the location of your Test Pit.
- A map showing the location of all the test pits.
- A recording kit comprising of photoboard, scale, marker pens and finds labels.
- A laminated step by step summary to digging your pit.

Suffolk County Council Archaeological Service (SCCAS) has a limited supply of various digging tools or archaeological equipment, please ask at the Village Hall if you need to borrow anything.

SCCAS staff will be circulating throughout the three days and will have a name badge. Contact Phone numbers are listed overleaf as are those who are trained First Aiders and carrying a kit. Please can you put your Test Pit number up at the entrance to your property so that we can all find you easily.

A member of SCCAS will also be available throughout the 3 days in the Village Hall. Please bring finds and cameras back regularly so that we can see what is unfolding. There will be displays and information at the Village Hall, plus refreshments. If everyone keeps us updated we will try to keep an ongoing summary available in the Village Hall throughout the three days.

Please ensure that you give us all your finds and records at the end the project (we need these in order to interpret the results and produce a final report), and please return all the equipment we have lent you (including pens, photo boards, scales etc.) so that we have it available for future events.

If you are digging in someone else's garden, or in a public location, please make sure that you leave it neat and tidy and well backfilled at the end of the event.

Thank you for taking part and happy digging!

John Craven

Timetable

Saturday 6th July

- 9am SCCAS Team arrive at St Edmunds Village Hall.
- 9.30-10am Participants arrive to register/ collect Recording packs etc.
- 10am Initial Briefing session.
- 10.30am Digging begins!
- 1pm-1.40pm Lunch (SCCAS staff probably all at Village Hall).
- 4-4.30pm Finish digging for day. Return finds/equipment to Village Hall if needed.
SCCAS will hopefully be able to give a brief summary of the days results.
- 5pm SCCAS staff leave/Village Hall closed.

Sunday 6th July

- 9am SCCAS Team arrive at St Edmunds Village Hall.
- 9.30am SCCAS Team will start circulating around the Test Pits (its up to you when you actually want to start!)
- 1pm-1.40pm Lunch (SCCAS staff probably all at Village Hall).
- 4-4.30pm Finish digging for day. Return finds/equipment to Village Hall if needed.
SCCAS will hopefully be able to give a brief summary of the days results.
- 5pm SCCAS staff leave/Village Hall closed.

Monday 6th July

- 9am SCCAS Team arrive at St Edmunds Village Hall.
- 9.30am SCCAS Team will start circulating around the Test Pits (up to participants when they actually want to start!).
- 11am-1pm Complete and record all Test Pits/Backfill Test Pits.
- 1pm-1.40pm Lunch (SCCAS staff probably all at Village Hall).
- 1.40pm Finds assessment and quantification session in Village Hall.
- 4pm-4.30pm Final SCCAS summary of results. Q & A session. Return of all equipment.
- 4.30pm-5pm SCCAS Team - Final clean up and packing.
- 5pm SCCAS staff leave/Village Hall closed.

Please note that, once we're underway, this is only a broad guideline to how the event should proceed. Everybody's pit will be different and you will all work at different speeds but if you finish your pit early you could go and help on someone else's pit, or get all your finds looked at on Sunday instead. For those not able to join in on all 3 days just do as much as you can but make sure you leave enough time to backfill and record. Even if you can't join in on Monday hopefully you'll be able to come to the final summary of results.

Project Contacts

Hoxne Heritage Group

Margaret Sillis Highview, Cross Street 01379668395 margaret.sillis@btinternet.com

SCCAS Team

| Name | Role | Phone no. | Email |
|-----------------|---------------------------------|--------------|--|
| John Craven | Project Officer | 07714 664532 | john.craven@suffolk.gov.uk |
| Jo Caruth | Senior Project Officer | 07764 371411 | joanna.caruth@suffolk.gov.uk |
| David Gill | Senior Project Officer | | |
| Richenda Goffin | Finds Manager | | |
| Andrew Brown | Finds Liaison Officer | | |
| Faye Minter | Finds Liaison Officer | | |
| Linzi Everett* | Project Officer | 07753 788606 | |
| Kelly Davies | Community Archaeology Assistant | | |
| John Sims* | Supervisor | 07841255067 | |

* indicates a designated First Aider

Emergency Contacts

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|--------------------------------|--|------------------------------|
| Local Police | 10 Victoria Hill, Eye, IP23 7HJ | 101 |
| Local GP | Eye Health Centre, Castleton Way, Eye, Suffolk IP23 7DD | 01379 870689 |
| Location of nearest A&E | Ipswich Hospital, Heath Road, Ipswich, Suffolk, IP4 5PD | 01473 712233 |
| Environment Agency | Customer Services Line (8am to 6pm) 24 hour Emergency Hotline | 03708 506 506 0800 807060 |
| Essex and Suffolk Water | 24 hour Emergency Hotline | 0845 782 0999 |
| National Gas Emergency Service | Gas emergency hotline | 0800 111 999 |
| UK Power Networks | East England electricity emergency hotline | 0800 783 8838 |
| Anglian Water | 24 hour Emergency Hotline | 08457 145 145 |
