

## **APPENDIX 1**

### **HAVING LOCAL STUDIES & FAMILY HISTORY CENTRE** **2010/2011**

**Prepared by The Local History Librarian, Havering Library Service.**

Havering's Local Studies and Family History Centre opened to the public in the refurbished Central Library in July 2011. Local Studies is a long established aspect of the library service's provision and is a significant strand in the fulfilment of the Public Libraries and Museums Act. This service has been part of the Reference Library Service offered in the Central Library and its predecessor Romford Library since 1930.



***The local artist Alfred Bennett Bamford donated a significant collection of local books, maps, prints and drawings to the Romford Library in the 1930s. This print of one of his drawings shows Marshalls House 1889. Bamford's collection is the foundation of the Local Studies and Family History Centre collection***

The refurbishment of the Central Library offered the opportunity to create a dedicated space for this service and the individuals and groups wishing to research the Havering area and their own family history.

There are two staff, a Local History Librarian and a Family History Senior Library Assistant. The service is open to the public 36 hours per week including Saturdays and one late evening.

Visitors to the library are able to browse a collection of key books about the Borough as well as a range of local history journals and an extensive collection of books dealing with specialist aspects of family history. Local newspapers back to 1866 and copies of parish registers for the area are available on microfilm. A subscription to Ancestry.com offers free access to a wide range of records of great interest to family and local historians, in particular Census returns between 1841 and 1901 and indexes to the General Registrar's record of births, marriages and deaths since 1837.

A new interactive kiosk enables visitors to view digital copies of a sample of the many historic images of the Borough in our collection. Printed copies are available for a small fee.



***One of the images available from the interactive kiosk in Local Studies. THE WHITE HART COLLIER ROW c 1910***

Appointments are available for those requiring assistance with their family history and for access to unique material relating to the history and development of Havering, including rare books, Council Minutes since 1819, Rate Books covering the period 1839 through to the 1950s, maps including Edward Gotto's 1853 map of Romford and copies of nineteenth century tithe maps for Hornchurch and Upminster as well as an extensive collection of historic illustrations.

Enquiries are accepted in person, by telephone, letter or e-mail.

In addition, Local Studies staff offer support and outreach services to groups and individuals through courses, talks, group research sessions and project work with partner organisations. The Local History Librarian assists other Council departments with information, research and copies of items and images in the Local Studies collection and contributed material for use in the Heritage features in *Living*.

## LOCAL STUDIES COLLECTION

The Local Studies collection policy is to collect material about the Havering area, to organise and exploit the material and make it available to users. In addition the service is responsible for ensuring safe storage of material to serve the immediate and long term needs of users and to conserve items keeping them free from damage and possible destruction. Local Studies also serves as a repository for historic Council records e.g. minute books and rate books. The service concentrates on paper based two dimensional items e.g., books, documents, ephemera, photographs, newspapers and pamphlets. The opening of the complimentary Havering Museum which collects 3 dimensional objects has filled a gap in the collection of the Borough's history. Objects preserved by the library service were transferred to the Museum in 2010.



During the closure of the Central Library for refurbishment the opportunity was taken to conserve historic **Rate Books** and **Edward Gotto's 1853 Map of Romford** many of which were too fragile to handle. This unique material is now available to researchers and has already assisted individuals and groups with their research.

*Extract from Edward Gotto's 1853 Map of Romford showing Well Yard, which in a report written in 1851 was identified as the place where Romford's poorest inhabitants lived. This unique map was originally drawn up to improve sewage in the town and was insured for £100 at the time.*

An open book showing two pages of a rate book. The pages are filled with a grid of columns and rows, containing handwritten entries. The paper appears clean and well-preserved.

*Upminster Rate Book 1926, pre-conservation left and afterwards right. The rebound rate books are now being used by local and family history researcher, having previously been too fragile to use.*



**Local History Librarian showing Cllr Curtin rebound rate books and the conserved Edward Gotto map.**

In 2010/11 year new books added to stock include ***Rediscovered Utopias: saving London's Suburbs*** edited ***Bridget Cherry and Ann Robey*** which includes a section devoted to the Gidea Park Exhibition Estate, ***Karen Bowman's Essex Girls*** which explores the stories of Essex women in history, including the renowned daughters of Sir Anthony Cooke of Gidea Hall. Two titles in Amberley Publishing's *Through Time* series show past and present views of the Borough, ***Hornchurch, Elm Park and Harold Wood*** by ***Brian Evans*** and ***Michael Foley's Havering Through Time*** which includes a number of images from our collection. ***50 Years of Romford Summer Theatre 1962-2011*** by Norma Jennings recounts the story of one of Havering's most vital arts groups.

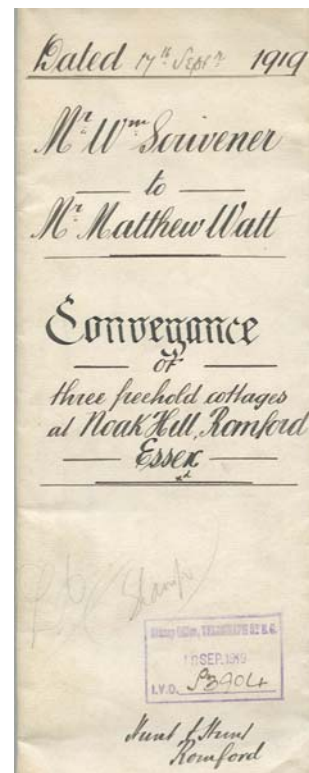


**Hornchurch ARP Wardens, one of a number of the collection images in *Michael Foley's Havering Through Time***

A number of organisations and individuals have donated items to Havering Local Studies during the 2010/2011 year. Significant highlights include

- Hunt and Hunt solicitors donated a series of deeds, wills and other documents relating to individuals and properties in Romford. Of more striking interest is their donation of a copy of **the 1845 Romford and Havering Parish Tithe Map** and the long term loan with a view to a permanent donation of the **1814 Liberty of Havering Enclosure Award** which includes unique maps.

**A conveyance to Matthew Watt of Noak Hill 1919, one of the documents donated to the collection by Hunt and Hunt Solicitors and available to researchers in the library**



- The Havering Division of the Land Tax Commission ceased in 2009 and the last Chairman, Sir Malcolm Chaplin, handed over their records of **Liberty of Havering Land Tax Assessments 1798-1818** and **Havering Division Tax Commission Minutes of Meetings 1866-2009**
- **Church of St John The Divine, Romford, including Priests in Charge and Vicars at St. John the Divine Romford** - Framed illuminated calligraphic chronology 1897/98 to 1997. **Book of Remembrance, St. John the Divine War Service Fellowship** - album of Photographs (usually in uniform) of the 25 men and women of the fellowship, **THE GREAT WAR 1914-1918 Mawneys Roll of Honour.**
- **Rotary Club of Hornchurch and Upminster Minutes of meetings and committees July 1951- May 1983**
- **Romford Brewery** - series of photographs taken c 1971 by Howard "Bill" Mawby

*Romford Brewery c 1971  
Howard "Bill" Mawby*



- Photographs of **Park Cottage in Ardleigh Green** and **Roll Of Honour album for Ernest Denham Browne** (First World War)
- **London Borough of Havering Building Control Records** – Building Control completion files 1930s – 1960s, also set of microfiche records of building control applications to c 1988 which will be available for public research on the receipt of access to digital index currently in preparation for Building Control.
- **Series of seven aerial photographic surveys of Havering** 1947-1995 received from London Borough of Havering Planning, all different dates to those already held in Local Studies.

## **EXHIBITIONS**

The Local History Librarian works on exhibitions and small displays celebrating aspects of the Borough's history and sharing the unique material and the new space available for the Local Studies and Family History Centre has enabled a number of exhibitions to be displayed since the service opened to the public in July 2010.

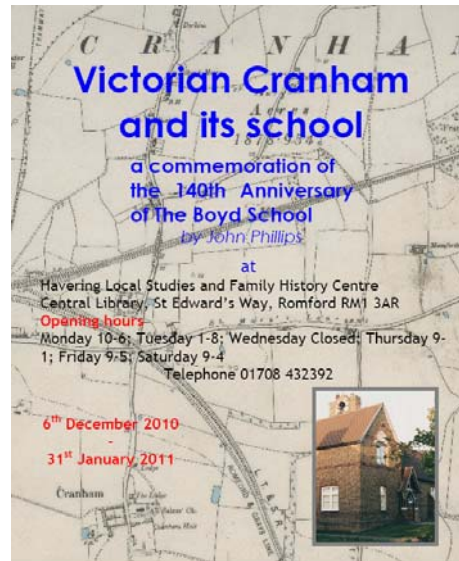
- **Elm Park 75<sup>th</sup> Anniversary Exhibition** – following the success of the display in Elm Park Library, the exhibition created by the Local History Librarian, transferred to the Central Library as the opening exhibition.
- **80 Years of Public Libraries in Romford: a collection of images** – a collection of images of Romford Library in its original guise in the Market Place and from 1965 when the present building was completed. This display was erected to tie in with the official opening of the library by Sir Andrew Motion.



***The old Romford Branch Library, formerly St Edward's School c1958***

- **300 Years St Edward's Schools 1710-2010** – a major exhibition celebrating Havering's first school by St Edward's Primary School and including images from the Local Studies collection was displayed for 3 weeks in October 2010

- **Havering's Sporting Past** – a unique collection of sporting images from the library's collection of Havering's past was displayed for the first time since Sunday 28<sup>th</sup> September 28<sup>th</sup> when it was unveiled at the The Havering Cultural Olympiad.
  - **Victorian Cranham and its school: a commemoration of the 140th anniversary of the Boyd School** – Assembled by John Phillips and drawing on images and information in Havering Local Studies, The National Archives, Essex Record Office and local historian Tony Benton this exhibition brought to life Victorian Cranham and the story of The Boyd School, Cranham which met an untimely demise just before the exhibition launched.

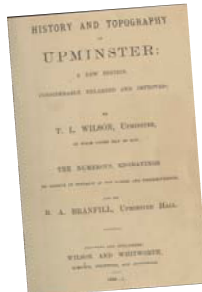
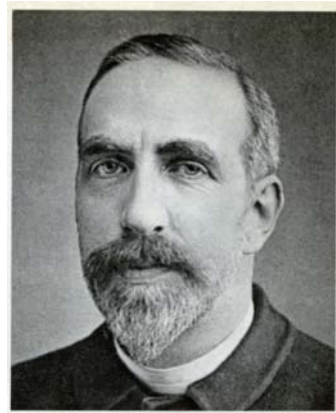


**Poster for Boyd School exhibition**



- **200 Years of Havering and the Census 1801-2001** this exhibition was created in support of the 2011 Census campaign in liaison with Havering's Census Co-Coordinator. It offers a snapshot of Havering's history through the national censuses and is illustrated with images representing all parts of the Borough in the Local Studies collection. Copies of the exhibition were displayed in the Members Room in the Town Hall and as part of the touring exhibition promoting the Census around the Borough.

**1881** Joseph Hardwick Pemberton was born in 1853. The noted rosarian was 28 in 1881 and living in his parental home The Round House in Havering-atte-Bower. He was then curate of St Edward's Church, Romford. He began his ministry in Collier Row where he conducted his first service at the schoolroom in Hainault Forest in 1880. He oversaw the opening of the mission hall and then the building of the Church of the Ascension opened in 1896



**In 1880-81 Thomas Lewis Wilson published his History and Topography of Upminster."**

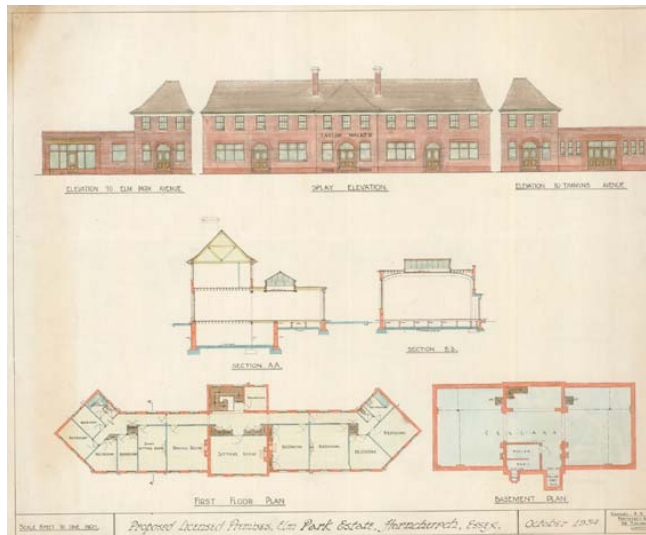
The book includes engravings by B.A Branfill of Upminster Hall (Hacton House shown above). Wilson lived at America House in Upminster at the time of the 1881 Census and is described as a **"Builder and Brickmaker employing 10 men and 1 boy**

**The North Ockendon population in 1881 was 329. The population here never rose above 340 for the whole of the nineteenth century.**

**1881 extract from 200 Years of Havering and the Census 1801-2001**

Two other major exhibitions were created by Local Studies helping communities in the Borough to celebrate significant anniversaries.

- **Elm Park 75<sup>th</sup> Anniversary Exhibition** displayed at Elm Park Library as part of the library service contribution to the Elm Park 75<sup>th</sup> Anniversary Fiesta in May 2010 proved of great interest to library visitors and formed a talking point for reminiscence sessions and the *Young at Heart Group* who meet in the library.



**Plans for the Elm Park Hotel 1934**



**Harold Wood Branch Library in the 1960s**

- **Harold Wood Library 50<sup>th</sup> Birthday exhibition** opened at Harold Wood Library in December 2010. This exhibition told the story of the library service in Harold Wood from its origins in a shop in the 1930s and the building of a new library opened in 1960 and the development of this much loved facility. Unique records and reports held in Local Studies as well as photographs and memories created a centrepiece for the library's birthday party.

An older exhibition, the very successful **Harold Hill 60th anniversary exhibition** formed part of the inaugural exhibition displayed at the new Exchange Studios, Harold Hill in March 2010

## **ENQUIRIES AND USERS**

Prior to the reopening of the service in the Central Library, a remote enquiry service continued from Rainham Library with enquirers receiving detailed replies to questions they would ordinarily be able to research themselves. Family History assistance was available at Upminster Library and Hornchurch Library provided access to microfilmed newspapers and parish records.



In addition to visitors carrying out their own research using the material available on the shelves in the Local Studies Room or arriving without appointments and receiving assistance, there have been in excess of 300 more appointments for more detailed specialist assistance with family history and access to unique material in our collection between July 26<sup>th</sup> 2010, when the Local Studies and Family History Centre opened to the public, and the end of March 2011. There have been over 200 microfilm reader bookings to view historic local newspapers, parish registers and other material.

Staff in the department respond to a wide range of enquiries via letter, e-mail and telephone. Typical responses to this service include

*Thanks very much for this information. This will prove a big help to my study.*

*I have received your e-mail and find the information very interesting.... I relay all information to a relation who got me interested in our family history, I hope you don't mind. ... Many thanks for all your work*

*Thank you so much for your incredibly informative email. Your time and help is very much appreciated. BBC One Show*

*Thank you very much for the picture of Harrow Lodge Library when it was Hornchurch Library. My parents married in 1950 so the dates would fit. My mother certainly recognises the picture even though it was 60 years ago as she married at 19 years old and is now 79!*

The Family History Senior Library Assistant has offered a range of courses and taster sessions for groups or individuals wishing to learn about tracing their family history. A charged for **Family History for Beginners** course lasting 12 weeks has run in the Central Library, Hornchurch Library and Upminster Library with a total of 36 people enrolled on the courses. The course introduces those attending to all aspects of family history and includes a visit to the Local Studies and Family History Centre for a session on Local History resources for family historians and an opportunity to see original archive material.

The feed back for these family history sessions, often attended by retired residents keen to develop new interests and skills, has been very positive. Typical responses include

*A well balanced, useful and enjoyable course*

*Although I circled I needed more computer time I still found the course most enjoyable and informative. I am sorry the course has finished, it could go on longer for me.*

*Jane has a wealth of experience that she readily shares, not only is the course a family history course, for me it was a local history grounding and I gained an understanding of historical events that impacted on the histories of families.*

*Thanks for the talk on Friday, everyone really enjoyed it. There are a couple of things on the feedback forms that I think are noteworthy.....There were A LOT of positive comments about the content & delivery of your talk. You must be doing something right!!*

Nine one hour workshops on using **Ancestry.com** have run in branch libraries including an extended session at Harold Hill Library in the February 2011 half term. Six talks about family history have run in branch libraries as part of the Young at Heart and Senior Moments programmes.

In April 2010 the Local History Librarian visited **Harold Wood Primary School** and gave a slideshow of historic images whilst talking about the history of Harold Wood. In March 2011, a year 4 class from **St Peter's Primary School, Romford** visited Local Studies to view and research wartime Romford using wartime bomb maps, newspapers, school logbooks, photographs and books about life in the area during the Second World War.

The opening of the **Havering Museum** in May 2010 concluded the input of the Local History Librarian as part of the Museum Project Team. Over 200 images in the display panels within the Museum are from the Library Service collection and additional images form the basis of the Museum's interactive terminals. The Local History Librarian also supported the project curator with research and the checking of historical text used in the display panels.

Tours of the Local Studies and Family History Centre have been conducted for various groups such as **Havering Humanists**. A session was run for Museum volunteers introducing them to research in libraries and archives, which was received very positively

*Thank you so much for the excellent session you ran for our volunteers last week at the library. All the participants remarked on how helpful and knowledgeable you were - and many expressed surprise and pleasure at the range of materials held in the library.*

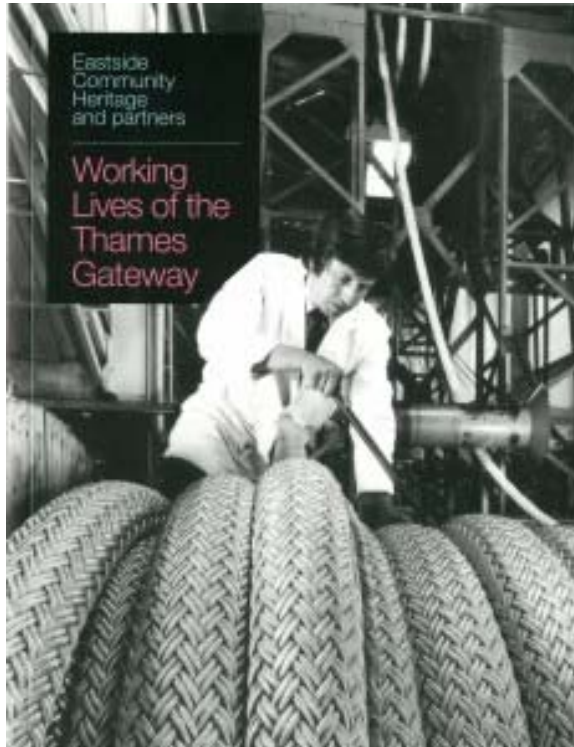
and

*Thanks for today. It was very interesting seeing what else you have. Up till now I have only used the newspapers. I hope to be doing some stuff relating to Havering next year so I will be in then.*

A tour of Local Studies and the opportunity to use some of the resources we have was also arranged for the Museum's Project E group for teenagers,

*All the members of Project E send their gratitude for making time for us to visit. It was extremely helpful and opened our eyes to the vast amount of resources available at the library.*

Groups and individuals from the Museum have visited regularly to carry out research since. In December 2010, the **Western Road Lifeskills Centre** visited for a tour of Local Studies and a slideshow of images **Victorian and Edwardian Romford**.



2011 concluded the 3 year Heritage Lottery Funded **Working Lives of the Thames Gateway** project, a partnership between Eastside Community Heritage and the archives and local studies libraries of six east of London Boroughs, including Havering Local Studies. The project has collected oral histories of those employed in the old industries of the area. In Havering this included the Romford Brewery, Murex, Roneo, the Harold Hill industrial estate, Romford Market and Phoenix Timber among others. Reminiscence sessions took place in libraries across the Borough and various talks, events and seminars have been organised in the region. A book has been published and an exhibition, attended by many of the interviewees, was launched at the Guildhall Art Gallery in January 2011.

Fifty recorded interviews with transcripts of people employed in Havering industries have been added to the Local Studies library. This

enabled many Havering residents to participate in the recording of their own history.

**Havering Heritage Walks** a research session was organised at Rainham Library for the volunteers involved in the first series of walks in Rainham, Romford and Havering-atte-Bower. Images from the library collection were used to illustrate the walks leaflets. The Local History Librarian gave a presentation at the Heritage Walks mini conference in March 2011 and the first of three research sessions for volunteers took place in the library later in the month. 12 people attended and were shown nineteenth century maps of the three areas, Gidea Park, Harold Hill and Hornchurch as well as books, photographs and other material.

**London's Screen Archives Digitisation.** This project, funded by the British Film Institute and UK Film Council's Screen Heritage UK programme through Film London, is preserving and making accessible London's rich archival film holdings. As part of this project, unique films held in our collection have been selected for digitisation free of charge at the East Anglian Film Archive. These films include **A Good Name: the story of one neighbourhood** made for Hornchurch Urban District Council c. 1951; **The Years Activities** (1949) made by Romford Smallholders and Romford Borough Council's film **Romford's Traffic Problems** (c 1963). When complete there will be a special screening of the films in the library.

## **APPENDIX 2**

### **An Overview of the Work of Havering Museum Ltd 2010/11**

**Prepared by Havering Council Culture, Policy and Projects Officer**

Havering Museum has had an excellent year following its formal opening in May 2010. Its volunteer programme has been a huge success, it has managed to lever in a significant amount of external funding for training and events, collections cataloguing has been underway and some fabulous loans have been secured. Aside from this, their community engagement work has been extremely popular for people of all ages.

#### *The volunteer programme*

Havering Museum has now secured 43 dedicated volunteers of all ages who work in a range of functions including Front of House, Collections Management, Exhibitions, Events, and Administration. The Front of House volunteers work in four teams of six and are coordinated by team leaders who have agreed to take on extra responsibility. In feedback volunteers have commented that they enjoy spending time at the museum and are building new social networks from their time there.

Museum volunteers have also benefited from a significant amount of training, accessed largely through MLA London, the Renaissance Hub and the East of England Hub. Courses have included first aid, giving a guided tour, pest management, low cost marketing, volunteer management and digital records preservation. Feedback has been almost universally positive:

#### **FIRST AID TRAINING**

“Attending this course has given me the confidence, which I did not have previously, to step in and deal with any emergency medical situation and do my best with the knowledge and experience gained. The more experienced students said that this was the best first aid course they had been on.”

**Front of House volunteer**

“It was a really excellent course for a novice and gave me confidence in how to deal with an emergency if necessary”

**Front of House volunteer**

#### **GUIDED TOUR TRAINING**

“The course gave me a valuable insight on how to conduct guided tours, especially for different groups, e.g. schools, old and young people, those with learning difficulties. It also helped me in planning and structuring a tour and giving it a different slant where necessary”

**Front of House volunteer**

#### **PEST MANAGEMENT TRAINING**

“This was a first class training session. The tutor was extremely experienced and relayed his wealth of knowledge in an easy to understand way with little in the way of technical jargon. All in all, a really good training day for any volunteer/staff member with an interest in protecting the fabric and contents of Havering Museum”

**Admin volunteer**

## **LOW COST MARKETING COURSE**

“ It was an extremely useful course and will allow me to work with other museum staff and volunteers to create plans for developing awareness of the Museum and increase visitor numbers through effective marketing”

**Marketing Volunteer**

## **VOLUNTEER MANAGEMENT**

“ It gave me good ideas on how to develop as a Team Leader and to become more effective at managing volunteers”

**Volunteer Team Leader**

## **DIGITAL RECORDS PRESERVATION**

“ The course provided an in depth awareness of current modes of record preservation in the face of data loss. The trainers made a very difficult area of work more acceptable and I am now much more aware of possible pitfalls in the storage of data/images.

**Collections Volunteer**

### *Collections Management*

Virtually everything in the museums collections (which are a combination of items from the Council's Local Studies Collection and donated items) is now on site and has been catalogued. The relationship with the Local Studies Library is in the process of being formalised. 1300 records have been created in the last year and the system is now being reviewed so that more data can be added. One volunteer has taken responsibility for working on cleaning the vast collection of blacksmiths tools that were previously held at Langtons House, while another volunteer has attended training specifically on costume and textiles and is working to conserve the items in the museum's collection. Two volunteers have taken responsibility for working at the London Archaeology and Resource Centre at the Museum of London, cataloguing the large volume of material that has been held there on behalf of the borough since the excavation of Romford Market.

The professional management of the museum has now been established on a sound footing. Collections standards and a code of ethics have been developed and approved by the Board, and the Museum is on target to get accreditation when the new standards are launched.

### *Loans*

The Museum has been fortunate enough to secure some outstanding loans from other collections this year, including items from the British Museum, the Museum of London, Colchester Museum and Valance House. The quality of these objects has been outstanding and has included a gold Roman ring from the British Museum, Saxon grave goods originally from Gerpins Farm including three wooden buckets with copper decorations and a stunning dolls house from the Museum of London, based on the design of a house in Upminster.

The Museum has already built up positive relationships with partner organisations across the region, and Curator Liz Neathey now sits on the Museums in Essex Committee. The Museum Development Fund for Essex has supported the museum with small grants to provide a camera and costume boxes, while MLA London and the Renaissance programme have been very helpful in offering a wide range of free training for staff and volunteers.

### *Events*

Based on their Audience Development Plan, Havering Museum has established a significant programme of events aimed at reaching out to their target audiences. One of the most successful projects has been the establishment of a reminiscence programme, which allows older people in the community to come together on a weekly basis and share their memories. A different theme is given each week; so far they have included 'I remember Roneo', World War II, Markets and shops, and transport. These sessions have been very well attended, and some of the members of the group have started to build their own social networks outside of the sessions.

Family activities have been equally successful, with a series of events taking place in the school holidays, and links being established with primary schools around the borough. The February half term events in 2011 focused on ancient civilisations and were very well attended with over 40 children taking part. Funded by the BBC, the activities offered resources for participants and activities included creating jewellery or a sword story-telling and creating cave art. Other sessions have been based around World War II and war and weaponry, and activity sheets developed from these events are now available for young people visiting the museum at other times. Following the half term events, the BBC has expressed an interest in working with the Museum again and a summer session on archaeology is now planned.

A trial school programme was piloted with Parklands school and was well received. The Museum is now rolling out this programme, which is tailored to the national curriculum, to other schools in the borough.

Other activities for young people include the Havering Hedgehogs club, for 4-11 year olds, Project T for 18-21 year olds and the Havering Archaeology Youths for 14-18 year olds. Project T has a role specifically around creating youth-led exhibitions for the temporary exhibition area and are currently researching 'Victorian Havering' with this in mind.

Havering Museum Education Officer Laura Turnage has been planning for the Culture 24 programme in 2011, which involves 'Museums at Night' between the 13<sup>th</sup> and 15<sup>th</sup> May. A series of night-time ghost stories will be taking place at the museum over the weekend.

A lunchtime lecture series in October and November 2010 took place over six weeks and was over-subscribed. Another series is planned for 2011.

The Museum was also successful in gaining funding for the 'I Heart History' project, which sought to record the history of the Havering Museum project, and resulted in the creation of a number of oral histories about the development of the building.

In June 2011, the project will culminate with a triptych display created from the research undertaken over the previous year.

### *Exhibitions*

The Museum has now held several small touring exhibitions in the temporary exhibition space, including 'Up the River and Down the Road' from the Queen's Theatre, a World War I display and a display of coins from the Havering Numismatic Society. The Museum also hosted the Holocaust Memorial Trust exhibition at the end of January 2011 for Holocaust Memorial Week, and the 'Walking Proud' exhibition about LGBT history for a one day event on the 5<sup>th</sup> February.

### *Reminiscence Group*

Havering Museum has established a very successful reminiscence group which meets weekly on a Friday and is now attracting on average 30-35 people for each session. Volunteers running the sessions commented that the participants are 'really energised – when they first came in they were quite quiet. Now they actively do homework outside the group and have formed their own social networks'. The oldest person in the group is 93. The meetings have become even more important to the museum in that they have started to shape the exhibitions programme. The current theme for discussion is 'weddings', linking in with the Royal wedding on the 29<sup>th</sup> April and participants are bringing in old photos and stories of their own – these will feed into an exhibition. The group is also putting together a Christmas book of memories from 1930 to the present.

### *Quotes from the Havering Museum Visitor Book*

'Very enjoyable – evoked a lot of memories'

'An excellent and interesting display. We learned a lot.'

'I learn something every time I come in here'

'Brought back happy memories – very well put together'

'Interesting for both adults and children'

'Beautifully displayed – fascinating to see how places used to be'

'I love the enthusiasm of your staff – will be back'

'What a surprise to find a picture and get information on the house where I was born in Harold Wood! A few loose ends tied up'