

WASC 1906 ●

Academic Advisory
Board Papers
1897-8

Academic Advisory Board
for the
Waltham Abbey Royal Gunpowder Mills Project

AGENDA
for the inaugural meeting on the **8th October 1997** at 1400 in A203 on site

Membership:

Brenda Buchanan	Waltham Abbey Trust Company Limited
Steven Chaddock	Prince Research Consultants
Wayne Cocroft	Royal Commission on the Historic Buildings and Monuments of England
David Hodges	Epping Forest District Museum
John Thompson	Prince Research Consultants
Gordon Wyatt	English Nature
A.N.Other	English Heritage

Agenda

- /1. Apologies.
- /2. Membership.
- /3. Terms of Reference (enc.) and Discussion of work programme. (JT)
- /4. Input to the Visitor Circulation and Design Concept devised by Event Communications.
- /5. Proposed SSR or Site Structures Repository (enc.). (SC)
6. Proposed Archaeology Policy (enc.). (SC)
- /7. Discussion on Archives and Records Management issues. (letter enc.)
- /8. Museological Issues and a proposed Collections Policy (enc.). (JT)
9. AoB.
10. Date and venue for the next meeting.

Encs. Options report on a SSR
Draft Archaeology Policy
Draft Collections Policy
Draft terms of Reference for the AAB
Letter from Essex Records Office

	Size of Building	Fitments	Environmental	Comments and staff requirements
Ideal	sq ft	as below but + expandable moving racking. Open Storage ability. Large object handling hoist/truck. Good conservation facilities. Computing facilities with online capability to ECC Records Office. Document and Map handling area.	As below + Compartmentalised environmentally controlled areas for different materials.	Full time 'curator' to undertake management of store and open storage aspects as part of interpretation of the site, also research to add information to database. Study area to allow search and reproduction of information accessed through the online connections.
Sufficient	sq ft	Museum standard fixed shelving for storage of smaller items. Office space with computer with printer and area for low level conservation of items.	As below + winter heating for one sealed off storage area. Recording type monitor for %RH and °C.	½ staff member undertaking research and conducting limited open storage tours throughout part of the repository.
Essential	sq ft	Racking to take storage boxes. Area for working on large objects	Wind and weather tight building. Secure and alarmed. Fire detectors connected to central watchstation. Basic %RH and °C monitors.	¼ staff member to undertake administration, cleaning cataloguing and monitoring.
Study Area	In addition to the requirements laid out above there is also a need to provide a study area for the use of researchers and other interested parties. The international importance of the Waltham Abbey Royal Gunpowder Mills site should draw those academics interested in the historical study of propellants and explosives to the site and already a body of material has been generated for which there is no obvious home. The provision of such a study area with storage for maps, plans, ledgers, reports and books would not only provide a suitable, easily accessible home for these existing items, but would act as a focus for the donation of subsequent publications.			

Recommendation

I generally thought that one of the listed buildings would be suitable for consideration as a SSR. At the moment part of L168 is being used as a temporary store but the situation is not good, especially in the winter months with a leaky roof. I suggest L168 partly because this building is listed and we have a duty as owners to keep it in good repair and also because it was built as an engineers shop over several decades and includes a heavy lifting gantry facing onto double doors. There is also potential to use the old engine room part of L168, presently blocked off from the engineering shop area and probably good as a study/office area - whatever we can afford it would be expandable. Thinking about services - it is also quite close to the main Stage 1 development area on the island site and if the proposal to accept the mineral jelly store as a central watchhouse is taken up, it would mean that services could be brought to the building relatively easily.

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WALTHAM ABBEY ROYAL GUNPOWDER FACTORY ARCHAEOLOGY POLICY

THE SCHEDULED ANCIENT MONUMENT

A large part of the 68 hectares of site at the RGPf site is designated as a Scheduled Ancient Monument or SAM. For the avoidance of doubt reference should be made to the accompanying copy of the English Heritage Scheduling Proposal dated 9.8.93 showing the extent of the monument. Within this SAM area the protection is equal and no zones of lesser or more importance can be identified.

PROTECTION

The SAM area is protected under the 'Ancient Monuments and Archaeological Areas Act 1979'. It is a protection of all things in that area, both ground and buildings, whether the building is standing with a roof intact, decayed and crumbling, or buried under the soil.

Buildings on the site that are listed will require Listed Building Consent [LBC] for major works, especially alterations. If a building is both scheduled *and* listed, then ancient monuments legislation takes precedence. For works to go ahead a Scheduled Monument Consent [SMC] must be applied for from the Department of National Heritage.

The protection given to the SAM extends to breaking the ground in any way and also to the addition of material, not just the removal of material. For instance, within the SAM, the driving in of stakes, perhaps to support a temporary water supply or to fix tree guards would require a SMC. Similarly SMC would be required to add topsoil to an area of the monument and then a further SMC would be required to break that topsoil layer to plant trees or shrubs. The fact that the layer of topsoil has been introduced and is known to be devoid of archaeological features is immaterial as the area in question is within the SAM and therefore protected by legislation.

THE ROUTE TO GAINING SCHEDULED MONUMENT CONSENT

PROPOSAL

Once the design team members have agreed on an item of proposed works the proposal is then presented at the Project Team meeting. The role of the archaeologist at this point is to advise on the likelihood of the proposed development works encountering known buried deposits. Within the SAM the policy is of minimum intervention and if the proposals fall on an area known to be archaeologically sensitive, then the design team will be informed and asked to reconsider their proposal. The aim is also to avoid costly archaeological excavations by avoiding these sensitive areas.

DISCUSSION

Once the proposal for work has been agreed in the forum of the Project Team meeting the archaeologist will then enter into discussion with the relevant authority, usually English Heritage Anglia Team or Essex County Council's Archaeological Advisory Group. In so doing the aim is to agree the proposed works informally in order to (i) avoid a time wasting re-application for SMC and (ii) ensure a swift and certain passage for the application through the Department of National Heritage and English Heritage. It may be that at this point English Heritage will ask for other options to be considered if they feel that the proposal is unacceptable. If these options are substantive they may need to be reconsidered at the next Project Team meeting with the relevant designers then being required to represent proposals.

APPLICATION

Following indicative acceptance by English Heritage that the outline proposals and method are broadly acceptable then Carden & Godfrey will be required to make the full formal application on behalf of the Operating Charitable Company Limited. The submission will be

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supported by statements from the archaeologist and other relevant consultants and team members.

TECHNICAL REQUIREMENTS

In order for Carden & Godfrey to make a successful SMC application the following factual information needs to be clearly presented;

- ⇒ A succinct description of the purpose of the application.
- ⇒ Where are the proposed works on the site or what area do they cover. For example, for planting of trees and fence work it will be necessary to show the location of each tree hole or post (a 1:500 plan is usual).
- ⇒ A description of the size and depth of hole/trench to be dug or a thickness of material to be introduced.
- ⇒ What sort of material is being introduced.
- ⇒ How will the work be carried out, by hand or by machine.
- ⇒ What sort of implement will be used, spades & mattocks or ditching blades.
- ⇒ How will the machinery or supplies be brought to the place of work and what vehicle will be used (tracks or rubber tyres). N.B. Often gaining access through the monument can be more damaging than the works themselves.

Although a great deal of this information can be provided in textual form it is often useful to provide a sketch plan of the works, if relevant, showing dimensions and position on the site. Each application should assume that the statutory authority is unfamiliar with the site and consequently should present as complete information as possible.

The application will also need to include a method and archaeological impact statement which will be provided by the site archaeologist in conjunction with the applicant (Carden & Godfrey).

TIMESCALE

The application process can take three months from the time that the application is formally submitted to the Department of National Heritage [DNH]. By using the method described above, involving informal pre-clarification of needs with English Heritage, it is hoped to reduce the turnaround time to two months maximum. However, as the DNH are notoriously understaffed, it is better to make an application as soon as possible once works have been conceptually agreed.

START OF WORKS

The work can start in the SAM **only** when the hard copy of the SMC has been received from the DNH, informal agreement over the telephone is **not** accepted as agreement to the application.

The SMC will often be conditional. These conditions will depend on the sensitivity and nature of the proposed works, due cognisance will then need to be taken in the working method of the conditions imposed.

Frequently it will be necessary to advise English Heritage of the impending start of the works at least two weeks before commencement. Furthermore, the site archeologist will need to be informed of the proposed programme of works in order that they can be appropriately overseen.

RECEIVED 15 JUL 1997

Essex County Council
Essex Record Office
PO Box 11, County Hall, Chelmsford CM1 1LX

Telephone: Chelmsford (01245) 492211
Fax: (01245) 430085



Essex County Council
Archives

Ken Hall
County and Honorary Diocesan Archivist

Your ref
Our ref 1/25/63
Date 14 July 1997
Ask for Mr Harris
Direct telephone line: (01245) 430061

Dear Mr Chaddock,

Records at Waltham Abbey Royal Gunpowder Mills North and South Sites

Thank you for showing me the records at the two sites on 19 June. I now enclose a report, which I trust will serve your purposes for the Trust Steering Committee's next meeting.

Please let me know if there is any more information that you require.

Yours sincerely

Richard Harris
Archive Services
Assistant County Archivist

S.Chaddock Esq.,
Prince Research Consultants Ltd.,
3 Homer Street,
London
W1H 1HN

mchadd



Essex Record Office

Report on Records at Waltham Abbey Royal Gunpowder Mills, North and South Sites

Richard Harris, Assistant County Archivist for Archive Services, visited the above sites on 19 June, in the company of Owen Bedwin of the Essex County Council Planning Department. They were met by Mr. S. Chaddock and Mr Malcolm McCowan, the former head of management services at WARGM. The following report and recommendations are submitted for the consideration of the WARGM Trust Steering Committee.

The records and current storage

The records that were seen on the North site are housed in the former administrative building. They comprise approximately 45 drawers full of large plans, mainly of 20th century date, all relating to buildings and plant on the north site. They include both plans dating from the operational years of the Mills, and plans produced by or on behalf of the Trust.

The records that were seen on the South site, are housed in the former fire station, and comprise approximately 100 drawers of plans, relating to buildings and plant on the south site, and also one cupboard full of related files. Some of the records had been borrowed by the site owner's planning advisor, and had not yet been returned. There are also on the site a quantity of records created by the present owners (Royal Ordnance PLC, a subsidiary of British Aerospace) for their own purposes.

Storage conditions on both sites appear to be adequate in terms of temperature and humidity for short-term storage of records, although not up to the appropriate British Standard (BS5454) for permanent storage. The major short-term risks appear to be fire, theft and vandalism.

Status of the records

(1) Records inherited from the operational days of the Mills

These are referred to henceforth in this report as 'Mills records'.

The Mills were, for almost two hundred years, from the late eighteenth century, government-run. Latterly they came under the control of the Ministry of Defence. There is thus a strong presumption that their records are, or have been, public records, that is government records whose disposal is under the control of the Public Record Office.

Mr. Harris was informed that Mr. McCowan had already passed over a quantity of records, primarily plans, to the Public Record Office. It is presumed that the Public Record Office accepts that these have the status of public records. Although the records currently on the north site are in the de facto custody of the Trust, it remains to be established whether they are also still to be regarded as public records, and whether the Public Record Office would wish to receive any more of them. If they are agreed to be public records, it would still be possible to

transfer them to the Essex Record Office, but the Public Record Office would have to give its consent, and specify which of the terms and conditions specified in the Public Records Act should apply to the transfer.

The Trust Steering Committee is requested to inform the County Archivist whether it wishes him to approach the Public Record Office for clarification, or will do so itself.

In the case of the records on the south site, it is understood that the present owners of the site, Royal Ordnance PLC, a subsidiary of British Aerospace, believe that they own the records, having acquired them with the site as the result of the sale of the latter by the M.o.D.. It is not clear whether the Public Record Office would accept this opinion.

(2) Records created by the Trust

These are referred to henceforth in this report as 'Trust records'.

Records created by or on behalf of the Trust (including copies made for it of older records) cannot be regarded as public records, and the Essex Record Office can negotiate directly with the Trust on their future. It is important, therefore, that steps are taken, if necessary, to ensure that the two kinds of records on the north site can be told apart.

(3) Records created by Royal Ordnance PLC

These are referred to henceforth in this report as 'site owners' records.

These are similarly not public records, and the question of deposit would have to be negotiated with the owners.

The possible role of the Essex Record Office

It is understood that the Trust's business plan does not include funding for the retention of archival material on site.

The County Archivist would be happy, subject to the questions of status and ownership being settled, to accept on deposit any of the Mills records, either plans or related records, that Mr. Harris saw during his visit, provided that they are not duplicates of items held by, or destined for the Public Record Office. Depending on quantity, he would also be prepared to accept other records that were not seen on this occasion. This would include photographs. He would also be prepared to accept on deposit any of the Trust plans and records. In both cases, as in every deposit, the County Archivist would reserve the right to offer back to the depositor, or destroy, any items that we considered not to be of historical value. This would not be done without taking expert advice or without consulting the depositor. It is not possible without a much more detailed inspection, and some study of the history of the sites, to predict what proportion of the material would be permanently retained after this process.

The advantages of deposit with the Record Office would be:

(1) The material would be stored under environmentally controlled, secure and fire-protected conditions, meeting the appropriate British Standard.

(2) It would be (in due course) catalogued, indexed and conserved by Record Office staff.

(3) It would be made available free of charge to the public in our searchroom, which is open six days a week, and where other material relevant to their researches is likely to be found.

(3) The service is free of charge to depositors.

It is important, however, to state that until the Essex Record Office's new building is ready, in practical terms Spring 2000, it would not have the space physically to take in more than a fraction of the records. If it became essential to get them off either site before then, the County Archivist would attempt to help to find temporary storage, but he can make no firmer promise than that.

It was pointed out to Mr. Harris that Royal Ordnance PLC, as the owners of the South site, view the importance of the records there primarily in the context of their own dealings with the planning authorities over the future development of the site, and, moreover, that they owners might not find it easy to distinguish between the Essex County Council acting through the Essex Record Office to offer its services as an impartial custodian of records of historical value, and the same Council acting as a planning authority. It is therefore suggested that the Trust attempts to secure their transfer into its custody on the north site before either the Public Record Office or the Essex Record Office becomes overtly involved. On the other hand, if the Steering Committee considers that this is an unnecessary precaution, the County Archivist will be happy to write to Royal Ordnance PLC urging them to take appropriate steps to preserve the records. The Public Record Office will have to adjudicate in due course on whether these records are public records.

In due course the County Archivist might approach the site owner with a view to securing the deposit of their own records that relate to the site.

The possible provision of copies for use on site

If and when records are deposited with the Essex Record Office, the County Archivist will be happy to consider making copies available for visitors use at the North Site.

This could be in any of three forms; hard copies, microfilm, or digitised images. The last two would have the advantage of requiring little or no storage, only a film reader, or a computer. Digitised imaging would have the advantage of being able to incorporate an electronic catalogue and index to the material. Images of buildings, plant and artefacts could also be included.

The Essex Record Office is currently developing its own software, the *SEAX* system. In due course this will be able to handle images, as well as catalogues and indexes. It would be the obvious medium for making the gunpowder mills records available on site in electronic form. Users of the system at the site could then also have access to all the other Office catalogues, indexes and images that are held on SEAX.

Each of these three options would be expensive. The large format of the plans would mean, among other things, that the work of copying would have to be undertaken by an agency; the Record Office is unlikely ever to have equipment of its own able to cope with them.

Although the deposit of records is free of charge, this could not extend to the provision of copies. If copies are to be made available on site, the Trust would have to bear most of the cost, unless an external source could be found. The Record Office would be able to come up with a rough estimate of the order of cost of each option, but only after a count of the total quantity of plans and other material. This would best be done after it has been decided what is to happen to the south site material.

The plans would, as has been mentioned above, be catalogued and indexed in due course. However, if this were to be achieved within the short time-span that would be necessary if copies were to be available at the North Site when it opens to the public, financial assistance to enable the Record Office to employ extra temporary staff, or some other means of sharing the cost, would be essential.

R E HARRIS

25/06/97

TERMS OF REFERENCE FOR ACADEMIC ADVISORY BOARD

1 BACKGROUND

The WARGM project currently lacks the usual inputs from an established museum or heritage site provided by a curator or similarly-qualified academic to advise on the academic voracity of the exhibitions and other interpretive media.

It has been agreed previously by the TSC that this could be remedied in the short- to medium-term (at least until the appointment of the OCC CEO and, possibly, thereafter) through the establishment of an academic advisory committee, membership of which is by invitation of the project's governing body. At present, this is seen as being WATCo, as advised by the TSC, although clearly the OCC will need to be involved once the board of directors has been assembled and briefed. Acting on behalf of the TSC, PRC has arranged for the board to be instigated with the following members:

- John M A Thompson (PRC) - convenor
- Dr Brenda Buchanan (WATCo)
- Gordon Wyatt (English Nature)
- Wayne Cocroft (RCHME)
- to be confirmed (English Heritage).

The first meeting has yet to be held and will be convened during September to consider the work submitted by Event.

2 TERMS OF REFERENCE

Generally, to keep under review knowledge about the site and its natural and other history to ensure that the educational usage of the site and its development as a heritage attraction is underpinned by sound scholarship and understanding of the site's historic and scientific significance.

The subjects that the panel's work will include, inter alia:

- 1 the history of explosives and propellant and their processes of manufacture with special reference to the contribution of the Waltham site in both a national and international context
- 2 the social history of the site, its working practices and its impact on Waltham

Abbey and the surrounding area

- 3 the architectural and engineering history of the site
- 4 the natural history of the site, its general ecology and the way in which this evolved from the industrial practices that took place on the site
- 5 Any other related subjects as defined by the TSC, WATCo, OCC and the panel as being appropriate for consideration.

3 OBJECTIVES AND ACTIVITIES

The objective of the panel is to contribute to the public's understanding and appreciation of the history and natural history of the site. This will be achieved by:

- 1 actively encouraging research, investigation and documentation of the site and its history
- 2 helping to ensure that the interpretation of the site and its place in the history of explosives and propellants is based on sound scholarship and research
- 3 accessing and reviewing documentary and source material to further illuminate the site's history and significance
- 4 assisting with the feasibility of establishing a database and resource centre at Waltham which may include - over time - a library, archive and internet/www connections
- 5 supporting and advising any other panels and committees to be established by the OCC, particularly education
- 6 fostering positive relations and networks with cognate and related institutions to further scholarship and public understanding of subjects of interest to the project
- 7 examining and advising on any other issues of academic interest that may be referred to the panel by other elements of the project.

4 MEETINGS

One every two months for the first twelve months (starting September 1997) and once every four months thereafter (or as other activities dictate).

PRC to provide secretarial support etc through the convenor.



Police Aviation News

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106051.3271@compuserve.com

To the Editor

February, 1998

Reference: *After the Battle* Magazine No.93 p34
Royal Gun-Powder Mills Museum Trust

In 1996 I had the privilege to write an article for *After the Battle* magazine which related the tale surrounding the deaths of a number of civilian workers at the Royal Gun-Powder Factory, Waltham Abbey in 1940. These deaths were the result of two separate explosions occurring in the explosives manufacturing sections on January 18 and April 20, 1940. Other workers received high awards for their valour in saving further loss of life on both occasions.

As result of these incidents the remains of six men [Albert Lawrence, Charles Purkis, John Parkes, Frederick Keene, David Lewis and Thomas Galvin] were consigned to two adjoining graves in Waltham Abbey New Cemetery, Sewardstone Road. Due to the pressures of war neither grave was marked at the time and remained largely forgotten until the magazine article was prepared. In 1996 there was an attempt to trace relatives of the six dead men without success. The dead were from the local area, Enfield, Edmonton, Waltham and Walthamstow. Four others that died lie in marked graves.

In co-operation with the Ministry of Defence and the Royal Powder Mills Museum Trust Winston Ramsey the Editor of *After the Battle* magazine now proposes that the graves will be marked with the appropriate headstones. The stones are already prepared and it is likely that a dedication ceremony will take place in April - the 58th Anniversary of the second explosion.

Relatives of the six, and any others who knew them in life would be welcome to be present at this ceremony. Perhaps publicity through the pages of this newspaper will assist in finding them.

Yours sincerely,

Bryn Elliott

EXPANDED INFORMATION

EXPLOSION 1

Albert George Lawrence, of Albury Road, Enfield Wash, a married man with four children. His wife was a local with family [Collins] living in Lancaster Road.

Charles Frederick Purkis, of Forest View Road, Walthamstow, a married man with one child..

John Nathaniel Parkes, of Charlton Road, Edmonton, a married man with one [four] child[ren]. Reports varied.

These three were buried in a single coffin 7th March 1940.

Elsewhere - in marked graves:-

Albert Kelman, of Brecon Road, Ponders End, a married man with three children was buried at Enfield Highway Cemetery. Wife was Doris.

John Edgar Robinson, of Bowood Road, Green Street, Enfield Highway, a married man, wife Rose, three children. He was buried in his family grave at Abney Park Cemetery, Stoke Newington

EXPLOSION 2

Francis Frederick Keene, of 223 Galliard Road, Edmonton, married to Kathleen Jesse Keene.

David James Lewis, of 51 Park Street, Clydach Vale, Rhonda, single.

Thomas Galvin, of 52 Kynaston Road, Enfield, married to Maude Ethel Kate.

On 10th June 1940, these three were buried in a single casket in Waltham Abbey New Cemetery, Sewardstone Road.

Elsewhere - in marked graves:-

Norman Henry "Harry" Monk, of 9 New Road Estate, [location now Webster Close] Waltham Abbey, single. Buried in Waltham Abbey New Cemetery, Sewardstone Road. Photo.

Leslie Leonard Raby, of Waltham Cross. He was buried close to Harry Monk in the New Cemetery, Sewardstone Road. There is a stone and relatives are traced. Photo.

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Report to Project Director from Curatorial Adviser : **DRAFT**

WARGM : Towards a Collecting Policy

A) Introduction

One of the earliest objectives of the WARGM Steering Group was to establish a national explosives museum at the WARGM site. This view was validated by PRC's feasibility report for the Ministry of Defence which subsequently formed the basis of the HLF Application. Whilst the precise formulation of the mission statement remains a matter for the Trust body, the steering group included the following in the application to the Heritage Lottery Fund:-

"The Museum's mission is to be recognised as the foremost institution in the UK for the dissemination of information and the provision of museum services relating to the production and development of explosives and the impact of such production and development on the technological, social and ecological environment".

The statement prefaced the outline objectives of the WARGM Museum (see Appendix A. Doc.8, Application to HLF 1995).

The Steering Committee developed its recommendations on the WARGM site on the basis that the entire site was in effect the museum, a concept familiar in the ICOM definition of a museum, though not in the UK definition. The latter, at its simplest, considers a museum to be a building (or building's) housing collections rather than a site with permanent structures.

The Steering Group in proposing a phased development of the WARGM site also recognised that a museum featuring displays and associated visitor and museum services would be required in the medium term as well as suitable archival and artefact storage areas.

The successful application to the HLF was for the preparatory and Phase 1 stage of the project's development which would enable the site to be open to the general public as an *interpreted industrial monument*, with appropriate buildings conserved and secured, conservation policies implemented, and with an ecological management plan in place. Whilst there are no resources available to develop WARGM as a museum, in the first phase, policies will be needed to be in place for the next development phase, leading to the ultimate aspiration to become a designated museum of national significance.

B) Collections and Collecting

A foremost responsibility of museums is to hold and manage collections, and to collect material evidence in accordance with a collecting policy. The costs involved in these activities to meet the agreed standards of the MGC's museum registration scheme are considerable requiring specialised staff input and equipment. The acceptance of archaeological material and associated documentation also requires space and fitting out to approved standards. Before taking on these responsibilities museums need to have clear policies in place related to the specifics of a collecting policy, and the means to resource activities which may have little obvious value or relevance for the visitor, but are essential activities if the museum is to be an active permanent institution.

As part of the Application to the HLF an outline collection management policy was prepared by the Steering Committee (see Appendix B) and this needs to be endorsed by the Trust as a working document which can be used as a basis for consultation with relevant museums and museum agencies. At the same time the full financial implications of an agreed collection management policy will need to be considered to inform the further stages of the WARGM development.

C) Immediate Considerations : South Site

Artifacts and structures from the South Site which is outside the WARGM Project area are of considerable importance in helping to interpret and understand better the technological process of explosives manufacture and on a selected basis could be incorporated into the WARGM site, and/or in the projected Interpretative display, now in course of planning with Event Communication. At the same time materials not immediately required, and of heritage value should be retained in accordance with the collecting policy (if approved by Trustees). A site structures repository is obviously needed to protect otherwise vulnerable structures/artefacts from deterioration, theft and vandalism. On a first-aid basis temporary provision has been made to store selected material at the WARGM site in buildings L168 and L176.

D) Archaeological and Archival Material

As a result of former agreements by RARDE and the work of archaeologists at the site, there is a considerable collection of portable artefacts held by several agencies including Epping District Council, Essex County Council, MoD, and the WARGM Project itself. In developing a museum and collections policy for WARGM, collection management arrangements, especially for archaeological and archival material should be clarified and formalised, with a role for the WARGM identified. This would facilitate co-operation and on practical grounds enable WARGM to advise visitors how these historical resources may be accessed, even if, in reality only researchers and students of the subject would benefit. In time, and with the necessary resources committed WARGM could take on some responsibility for housing material. It would certainly need to have copies of relevant photocopies, documents, and artefacts available at the WARGM site for study or display purposes.

E) Partnership arrangements

In developing its museum and collection management policies, WARGM may wish to explore the opportunities for partnership arrangements with other museum's Candidates would include the Science Museum and the Epping Forest District Museum. Formal management arrangements would depend on the willingness of the third parties and agreement to collaborate, with cost-sharing. The possibilities would be included in the consultation process on the WARGM policies. Collaboration with other museum agencies including SEMS, and the Museums in Essex Committee would arise after membership had been agreed with both parties.

F) Recommendations and Action Plan

1. The WARGM proposed Museum Mission and Collection Management Policy is endorsed by Trustees as a basis for consultation with museums and museums agencies including MGC, Science Museum and the SEMS, in order to define WARGM's role as a museum, and to formulate future partnership and management agreement.
2. To research the collecting activities of other museums and agencies in the UK and abroad in relation to the Gunpowder explosives and propellant research and manufacturing industries so as to gain an overview, the better to define the role that WARGM should play.
3. To discuss and establish policies with the appropriate agencies for the management of the archaeological material and archives of WARGM in accordance with current standards and best practice.
4. To identify structures and artefacts needed to interpret the WARGM site and/or to be included in the Interpretive displays for 1999.
5. To agree measures to secure and protect selected structures and artefacts from the North and South Sites through the provision of secure storage and to report further on the financial implication, both Capital and on-going revenue.
6. To agree an interim collecting policy which confines activity to material from the North and South Sites, and then only for the purpose of display and interpretation arising from the Phase I requirements.
7. To consider a further report following the results of the consultation process as outlined.

Appendix A

- excelling in the collection, documentation, research, conservation, exhibition and curation of objects related to the mission of the Museum
- anticipating and responding to visitors' and other users' changing requirements
- deserving national confidence as a responsible custodian of the nation's heritage in the Museum's collecting areas
- establishing a world class exhibition and educational facility that will build a partnership with visitors and the wider community and will meet their changing needs and expectations
- operating within the Museum's cost framework by the provision of efficient services in all operations that represent value for money to the Trust and satisfaction to all visitors and other users to the Museum
- creating a working environment that recognises the importance of the staff to all aspects of the Museum's operation

Appendix B

3.2 THE COLLECTIONS MANAGEMENT POLICY

3.2.1 Introduction

The proposed collections management policy has been developed from the mission of the Museum outlined in draft in PRC's main report (August 1994) regarding the development of the WARGM site as a Museum aspiring to national status.

The main elements of the collections management policy are:

- I. Collections Research
- II. Collecting
- III. Disposals
- IV. Conservation
- V. Statement of Intent

3.2.2 Statement of Intent

To policy aims:

- To provide suitably equipped, environmentally controlled and secure areas for the housing of collections, covering a wide variety of materials
- To arrange to make the collection accessible through displays, special and temporary exhibitions and study facilities as appropriate
- To provide areas to meet standards to carry out on-site work on the conservation of collections and their preparation for display as appropriate

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- To instigate regular surveys of the collections to identify any emerging problems, determine the type of deterioration and instigate treatment and / or preventative measures
- To develop guidelines for the handling of the collections ensuring the application of good practice through training sessions and the Manual of Practice
- To make staff aware of the causes of potential damage and deterioration to collections
- To develop collecting policies covering acquisitions and disposals
- To formulate policies covering loans of collections to and from the Museum
- To prepare a disaster plan
- To agree policies and techniques for the documentation of collections taking into account nationally adopted standards
- To appreciate fully and build into plans the financial consequences of a comprehensive collections management policy
- To develop special expertise in the conservation and collections management issues, encountered at the WARGM site and through its associated collections, and to promulgate this through conferences, meetings and publications
- To understand and appreciate the impact of corporate policies developed by the Museum on the collections management policy and to respond accordingly

3.2.3 Collections Research

A preliminary stage in the development of the Museum will be to locate the existing material and recorded evidence of the explosives manufacturing and research industry, nationally and internationally. A central database will be developed at the WARGM site which will record the accessibility, condition, title and future proposals for the relevant material. In addition to the processes of assimilation and collation of the material, the new Museum will continue the work of recording and researching the history and ecology of the WARGM site in order to build up a comprehensive record of the activities on the site.

A collections research programme will result in an overview of relevant material evidence and of the range and depth of available information and its importance. It will aim to identify any gaps in existing knowledge. This will enable the Museum to define its collecting policies and to make decisions as to what falls within its legitimate remit.

3.2.4 Scope of Collections Research

The overall aim of the research programme will be to :

- Seek to understand the complex development and nature of the explosives and propellants industry from its inception to the present day. The specific focus of the programme will be materials produced, used or developed on the Waltham Abbey site. Due to the site's seminal role in the evolution of explosives and (to lesser extent) propellants technologies, this programme will effectively have national and even international ramifications.
- Evaluate and review available material and documentary evidence on the above subject.
- Place such material and documentary evidence in its full social, environmental evidence on the above subject.

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- Place such material and documentary evidence in its full social, environmental, and technological context.
- Identify gaps in available knowledge and develop an on-going research strategy to fill them.
- Make this information available in appropriate forms ranging from academic publication to the information associated with the Museum's overall communications and educational policies.

The collections research programme should be multi-disciplinary in scope and comprise many integral elements. These include:

- The nature and specifics of the explosives industry and its development
- The buildings, structures and equipment associated with the management, organisation and processes of the industry.
- The transport and distribution systems used in the industry.
- The human dimension of the industry and the social consequences in terms of the experience of the people involved in the industry.
- The impact of the explosives industry on people's lives, including international and political dimensions.
- The impact of the explosives industry on the environment, both locally and in the wider national and international context.

3.2.5. Collecting

As this is a new museum aspiring to national status, its potential collecting areas embrace the entire spectrum of material and documentary evidence associated with the explosives and propellants industry in the UK and in a world-wide context. In order to fulfill the mission of the Museum a comprehensive approach will need to be adopted at the outset, with a commitment to work with the established agencies to ensure that the evidence of the industry is fully recorded, documented and made available for research in particular and for educational use in general.

The main collection areas of the Museum will be related to the explosives and propellants industry and will include material and documentary evidence pertaining to its contextual elements, industrial archaeology, the history of science and technology, manufacturing and mass-production, social history, environmental and natural history.

As a site of major national and international significance a major collection resource of the Museum will be the buildings and structures and the landscape within which they sit. The results of the initial and on-going research programme as outlined above will identify the range and extent of the "portable" heritage of the explosives industry. Using this knowledge a strategy for the organisation, conservation, documentation, research and publication of the material evidence will be developed and pursued.

Material evidence of the industry which it deemed appropriate to collect includes the following:

- The records and archives of explosives and propellants factories and research establishments
- Printed book and research papers (published and unpublished)
- Archaeological and excavated objects from relevant sites with associated documentation (including organic and inorganic materials)
- Scientific material, including chemicals, testing apparatus and equipment
- Classified material and records of the industry as and when they come into the public domain
- Large object and former working machinery and engineering exhibits
- Photographic records, film and video
- Topographical and documentary material such as paintings, prints and drawings
- Recorded oral evidence from former employers, employees and those connected with explosives and propellants manufacture and research.

The aim of the Museum is to achieve recognition as the principal research communications and information centre concerning the explosives and propellants industry, its origins subsequent history and modern day situation. The extent to which the Museum should acquire original and primary material as opposed to replica, duplicate and other forms of representational material should be addressed by the Trustees following initial research as outlined above, and after discussions with existing institutions and authorities. What is clear is that a focus for an understanding of the explosives industry and its various contexts is an important requirement of the new Museum and that decisions relating to its collecting activities should flow from the primary mission. The implications of collections management standards (including environmental, documentation and access requirements) should be fully recognised in the development plan.

The Museum will aspire to lead in formulating a strategy for the active collection and conservation of material evidence of the industry on a national and international basis. This will enable decisions to be made on the future location, ownership and use of collections. This implies working with national museums, government bodies, educational institutes and international organisations to formulate agreements and processes to ensure that this aspect of world heritage is given due consideration.

In general original material in the stewardship or other responsible authorities may be considered for transfer to the New Museum within the following guidelines:

- In cases where the holding institution cannot, or has no plans to, catalogue the material or make it accessible to the general public or to any appropriate bodies.
- Where requirement standards of conservation and/or storage for material cannot be met by the holding institution.
- When WARGM is able to provide resources which are at least equal to or better than those provided by the holding institution.
- Where the holding institution is willing and has the power to transfer the material and the title to the new Museum.
- As an alternative or part-alternative to transfer, the new Museum will obtain copies of original material and records to form part of a comprehensive data base on the explosives industry.

The Museum will not acquire or exhibit any stolen or illegally exported works and will acquire legal title to items accessioned to its collections.

In addition to statute and common law and the international obligations of the UK, the Museum supports the Convention on the Means of Prohibiting and Preventing the illicit Import, Export and Transfer of Ownership of Cultural Property (UNESCO 1970).

3.2.6 Disposal

The new Museum recognises that it is a key function of museums to acquire objects, material evidence and associated documentation in order to preserve them for posterity. It also recognises that in certain conditions it may be appropriate to dispose of objects. Disposal of material may be made necessary by the materials' physical condition, suitability or appropriateness to the rest of the Museum's collections or its collection policy, or by questions of authenticity or title to ownership arising in the light of research and new information.

Subject to relevant national or international law and the constitution of the Museum, material proposed for disposal will first be offered by exchange, gift or sale to registered museums before public sale is considered. Full records will be made of any such decision and of the objects

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involved, including photographic records where applicable. Monies received from disposals or in compensation for the loss, damage or destruction of objects in the collection will be solely and directly applied to the Museum's collection.

3.2.7 Conservation

The Museum at the WARGM site comprises three broad areas:

- i) Buildings and structures which are an integral part of the collection, as defined by the Steering Committee
- ii) The site (including its historic landscape features) which is seen as an integral part of the collection and which includes the Scheduled Ancient Monument and Site of Special Scientific Interest
- iii) The Museum interpretive buildings which contain collections and therefore provide an environment for others. This also includes the proposed research institute and the new Museum and historic buildings utilised for the storage or display of collections.

The Steering Committee has taken a broad definition of collections to embrace the historic resource in its entirety, buildings, structures, artefacts, together with the natural environment and the range of species that it supports.

This 'inside' and 'outside' approach enables a holistic view to be taken of conservation and the related issues of collections management.

Within this overall definition, the Steering Committee recognises and will adopt the standards, recommendations and guidelines available for various categories of Museum objects, and for buildings and their maintenance requirements. The standards to be applied throughout the range of collections and in the conservation of the site will be informed by best practice in the fields of collections management, the management of listed buildings, Scheduled Ancient Monument and the Site of Special Scientific Interest, as recommended (and required) by the statutory and advisory bodies.

It is anticipated that the Museum will develop considerable expertise in the conservation and management of the structures associated with the explosives industry from its own research and investigation into the industry, as outlined, and should be able to provide a comprehensive advisory service to be exercised in partnership with the other main agencies.

The priority to be given to providing and maintaining suitable environments within which museum collections may be stored or displayed is recognised. Appropriate provisions will be made within the development plan.

It is also recognised that conservation extends to the most economic uses of natural resources, fossil-based fuels and other non-replenishable material as outlined in the environmental and energy management policy. Steps will be taken to minimise the impact of the Museum's own activities on the environment.

3.2.8 Documentation

Documentation standards will be established in accordance with best practice being developed within the museums and heritage sector, including systems developed by the Museums Documentation Association and utilising the best new technology available. Cognisance will be taken of advances and innovations developed elsewhere, but these systems will be adapted to meet the specific needs of the Museum.

Information for the WARGM Academic Advisory Board.

The table overleaf sets out to estimate the scale of the collected artefacts and documents from the RGPf Waltham Abbey that will need to be managed and cared for by the OCC. There is no mention here of items that may be located on other explosives and propellant factories either here in the UK or elsewhere in the world.

It should be recognised that there is a space commitment consequent of the items identified which may require dedicated storage on site or at a remote facility. In either case an operational commitment is created that will require appropriate management. The commitment comprises both capital and operational expenditure. It involves providing a suitable environment, running that environment and maintaining the objects stored in that environment. All three of these aspects are best controlled via the use of a suitable facilities and curatorial management system.

The FM package

The site will need to have a facilities management (FM) package which helps the managers of the site to know what needs to be done and when. An example of this is the maintenance of buildings; once a year the gutters will need clearing and, less frequently, brickwork faces will need repointing; the FM package can produce a list of jobs that need fulfilling each week, month or year and the equipment needed to undertake that task. At present a report is being drawn up to address this requirement from the aspect of the maintenance of the site¹.

It has been realised that the requirements of the FM system are very similar to the requirements used to manage the collections in a museum environment and one of the systems that is being considered was originally designed for a museum collection but could equally be used for the management of the site. The idea is that whatever system is chosen, it should allow the site management staff to undertake:

- planned preventative maintenance
- resource allocation
- recording of part/collection item status
- asset tracking
- budget planning

In terms of management of the collections asset tracking is of particular importance as it enables:

- a fully updateable record to be maintained of the history of any item
- a record to be maintained of the costs, contractor, products used in each maintenance episode
- recording of support information relating to the history and provenance of an item - this can include visual images
- the location of an item, whether on or off site, to be known
- the interpreted site to easily meet present MGC registration criteria at a later date
- automated alerts concerning frequency of maintenance etc

A further extension of the FM system is the creation of links with graphical databases which are usually held in a separate CD ROM server. This could be in the form of historic maps, plans and photographs, or could be a linked GIS system, allowing direct, user-friendly access to the information held in the FM package.

Exposure to the researcher/visitor

The opportunity also exists to make certain fields within the FM system, and within linked graphical databases, fully available to the researcher/visitor. On a simple basis this would allow casual visitors to access information and images relating to a particular building by clicking on that building on a digital map. Serious researchers would be able to access more specific and focused information in much the same way.

¹ Reference previous reports on Estates Management and Security presented to TSC

Assessment of items and documentation which may need space at the WARGM site during Stage 1.

LOCATION	SPACE NEEDED	DESCRIPTION	DOCUMENTATION
A203 Super Store	150x storage boxes each 40x35x25 cm	collection of mixed material artefacts	all recorded on handwritten proforma sheets held in CR of A203
L168	c.250m ² floor covered with excavated artefacts 1x 3 shelf wooden storage rack	collection of mixed material artefacts	all items labelled with provenance but no other information recorded
Beside A200	large items	collection of millstones and chimney tops with some ironwork and other large items excavated from canals	provenance only
EFDC Museum Store at Loughton	c.7m ³	collection of mixed material artefacts	list held on site in CR and by EFDM
Fort Halstead, nr Sevenoaks	large items	2 canon, 1 sundial, 1 barge, 1 bridge, 1 powder truck on rails and other documents and photographs passed on by M.McLaren.	itemised as part of the WASC
Drawings and Historical Maps <i>1 North Site</i> <i>2 South Site</i> <i>3 Fort Halstead</i> <i>4 PRO Kew</i>	Paper records, photographs and maps that help to tell the story of the RGPF	Various amounts. Those at 1 and 2 considered by Essex Records office	itemised as part of the WASC
Decontamination History	10 filing cabinets miscellaneous rolls of drawings	paperwork charting the post closure reuse studies, decontamination reports and survey drawings as site was excavated and backfilled. Includes files and photos/slides on archaeological issues. Also CAD environment data site survey on tape/disc.	Little. Contained in CR and labelled individually.
Books and Journals	standard shelving say 3 shelf units 0.5m deep c.3m long	unpublished excavation reports and published works on the history of the site and on the study of propellants and explosives more generally	none
South Site Items	large items and smaller items on wooden shelving say 3 shelf units 0.5m deep c.15m long		Itemised in RO report on artefacts by R.Neal
International Aspects	unknown quantity	relevant papers, journals and other associated information to be gathered and included in the research base on the site.	Wayne Cocroft and Brenda Buchanan to advise

Minutes of the Inaugural Meeting of the Academic Advisory Board for the Waltham Abbey
 Royal Gunpowder Mills Project
 held on site - A203 8 October 1997.

Attending:

Brenda Buchanan	WATCo	
Steven Chaddock	PRC	al
Wayne Cocroft	Royal Commission on the Historic Buildings & Monuments of England	
David Hodges	Epping Forest District Museum	
John Thompson	PRC (Chairman)	
Gordon Wyatt	English Nature	
David Gosling	Event Communications	
Ashted Dastor	Typearea	
Rita Blake	Minutes Secretary	

1. Apologies

Andrew Derrick and Deborah Priddy, English Heritage representatives.

Action

2. Membership

JT in his role as Chairman explained the purpose of the Board and introduced the members.

3. Visitor Circulation and Design Concept

JT introduced David Gosling (Event) and discussion took place on the planned visitor Transport System for the site. There was an indication that more work on the type of system was needed. GW has concerns regarding the proximity of drop off points to the heronry and would prefer the number of visitors to this area to be restricted by natural fatigue through walking from the Island site. Discussion followed on limited access to certain areas, controlled by systems such as fixed routes with designated stops. More work was required on the route and movement around the site.

DG
PRC

Information Bricks: This was liked in principle - AD to discuss with DG designs and typeface to be used for each building. It was also suggested that a 19c style Brass Plaque be erected identifying the buildings.

DG
AD

A203 - Exhibition Area to be divided into the three main technological periods in Waltham Abbey. WC suggested that clearer distinctions between the three periods would be beneficial. Hands on exhibits or models, rather than computer access would perhaps be more acceptable in some areas. It was also suggested that reconstructions be erected within designated areas at the site.

DG

BB could see the advantage of identifying the different forms of explosive use i.e. mining in the exhibition

A site in Cornwall is prepared to promote the Waltham Abbey Site when appropriate.

BB also wondered whether some simple forms of charcoal burning and saltpetre mounding on protected grassed areas close to the original locations could be erected. All agreed these could be good features - GW queried whether saltpetre sites are legal now. Health and Safety compliance needed.

JT envisaged international status for Waltham Abbey as an explosives and propellants research centre. Starting on a small scale this could become known worldwide. BB stated she has already begun by spreading the word and gathering

BB

names from other countries of interested parties.

WC suggested a GIS information system in each building, with all of South Site now documented, it was agreed that some space was needed for international displays. It was generally agreed that worldwide information/display is needed and could be investigated. The site could eventually grow into a very important research base.

DG

JT liked the concept of the idea of the Taoist Monk, as a link with the early days of explosives, but how to interpret this and accurately was a challenge.

DG

GW suggested the introduction of an appropriate planting of trees for each exhibition site i.e. Charcoal and the Wetland Site up to the present day. Separate exhibitions for the natural history side of the site but showing the links of nature and gunpowder.

BB said Friar Bacon 13C monk should be remembered as he was the first writer of explosives in encrypted style.

BB had also begun to make connections for the next ICOHTEC conference which was to take place in Lisbon 1998.

4. Archives and Records Management Issues

Discussion took place on the offer from the County Archives Office for the despositing of documents. GW said that access to originals is rarely needed if good copies are available. WC stated that copies can never produce the finer details often needed. BB and WC stated that once Public Records Office have documents they have first claim on them and the originals will be needed for the buildings. JT questioned is there a need for specialist personnel to manage the archives on site and that the members should weigh up the pros and cons together with the costings. DH said his feelings are that the original documents should remain on site. BB to discuss this issue with Malcolm McLaren. It was pointed out that the HLF conditions are that the site is not a museum. BB stated that it is maintaining the site and its archives/library .

PRC

JT suggested a site storage facility maintained by EFDC Museum could be explored further with DH and SD. There are strong arguments for the originals to remain on site and at local level but financial implications as well.

JT reported on a request from EFDC for loan of material from the WASC to be included in an exhibition at the museum. This was agreed subject to the agreement of WATCo and the agreed terms and conditions.

5. Site Structure Repository

SC explained the paper distributed with the Agenda. He will talk to DH and others to research further information.

PRC

6. Terms of Reference and Discussion of Work Programme

The paper had been seen by the TSC and their comments will be taken on board. GW requested the wording "to advise on its conservation" be inserted after the words "and other history" in Section 2.

7. Date and Venue of Next Meeting

Thursday 13 November 1997 - on site in A203 12noon

The other items of the Agenda will be discussed at this meeting.

8. Circulation

All present and absentees.

Interim Statement to the Waltham Abbey Royal Gunpowder Mills Academic Advisory Board

Re: Oral History Project

Contact has been made with the education officer at Epping Forest District Council Museum their comments have been taken on board.

Don Spinks, chairman of the TSC has passed on information regarding a volunteer from the local community who is keen to be involved in an oral history programme.

Contact has been made with the membership secretary of the ex-employees organisation to enable the oral history project to access its membership

A draft list of subjects/topics that will be followed in each interview is produced here for comment. Eventually it is intended to supply the oral history recorders with a proforma sheet to check off subjects as they are covered.

- | |
|--|
| <ul style="list-style-type: none">• Conditions at Work - especially safety, practices and clothing• Interesting aspects about the work• Worst aspects of the work• Qualifications required and pay expected• Hours of work - in and out of work• Life away from the factory - cordite addiction, skin staining• Notable events - especially explosions or other accidents and notable visits• Changes occurring during their time at the factory• Which building(s) did you work in and what were you doing in them?• Which building(s) did you also use for other activities - toilets, messing etc?• How did you relate to other people at the factory?• Were you the first person from your family to work at the factory? |
| • |
| • |
| • |
| • |
| • |
| • |

It is intended to organise a meeting with Epping Forest District Council Museum staff and the prospective volunteer in order to agree a method for carrying out the recording.

Epping Forest District Council Museum have offered the use of their high quality digital audio recording device. The Waltham Abbey Royal Gunpowder Mills project would need to purchase additional tapes for this machine if any are needed.

It is important that an agreed set of topics and method are adhered to throughout all of the oral history interviews.

In the first instance Epping Forest District Council Museum are keen to be involved in only one interview as this satisfies their requirements for the upcoming exhibition on Epping working life. The presence of Epping Forest District Council Museum and the volunteer at this initial interview will act as a valuable educating exercise for all parties and form the initial pilot study for the Waltham Abbey Royal Gunpowder Mills project.

Steven Chaddock

24-7-98.

Dear Kate,

I enclose a list of the negative numbers relating to the artefacts in the museum store. If the museum ever requires copies of these prints they may be ordered through our Swindon office.

Best wishes

Jaeger

Royal Commission on the Historical Monuments of England

Darwin Building, Keele University Science Park, University of Keele, Newcastle under Lyme, Staffs ST5 5SP

Telephone: 0782 632118 Fax: 0782 613847

(Swindon) 0793 414600

JOB NUMBER 94/385

DATE TAKEN 29/06/94 PHOTOGRAPHER DS
ADDRESS COPY OF ARTIFACT HELD AT
EPPING MUSEUM STORE

LOUGHTON
EX

NEGS TAKEN 26

BB94/8003 WASC 1451 LABLE RDX PLANT ACID CONCENTRATION PLANT-LATER G448-
NEAR QUINTON GATE SOUTH SITE MID LATE 1940S.

BB94/8004 WASC 1424 OPERATOR OF GUNPOWDER INCOPERATING MILL WEARING
A SUIT OF LASTING

BB94/8005 WASC 1027/2 POSTCARD WAR WORKER BADGE AND "GOOD LUCK" MOTTO.

BB94/8006 WASC 881 WOMEN WAR WORKERS WWI RGPF- RIGHT MISS KIDDY.

BB94/8007 WASC 1655/10 NITRATING HOUSE E2 1897 FROM WEST.

BB94/8008 WASC 95 EXPLOSION AT NITROGLYCERINE FACTORY 7TH MAY 1894
CORDITE REELING HOUSE-SOUTH SITE.

BB94/8009 WASC 1655/43 OIL LOCOMOTIVE AND TRUCKS. LOOKING NORTH TO
REFINERY BRIDGE IN LOWER BRIDGE STREET.

BB94/8010 WASC 139 DEMOLITION OF NO3 GUNPOWDER MILL SEPTEMBER 1936

BB94/8011 WASC1655/49 TETRYL WATER PURIFICATION PLANT [95A]
25TH APRIL 1919 FROM NORTH.

BB94/8012 WASC 86 NO2 CAM HOUSE EXPLODED 2,35AM 13TH DEC 1893
RGPF WALTHAM ABBEY.

BB94/8013 WASC81 EXPLOSION AT THE GUNCOTTON DIPPING ROOM 1ST MARCH 1894
RGPF WALTHAM ABBEY

BB94/8014 HYDRAULIC PRISMATIC POWDER MACHINE ENGRAVING FOR W H WARDELL
1888 PLATE XII

BB94/8015 INTERIOR OF 19TH CENTURY NITROGLYCERINE HOUSE ARDER COPYRIGHT
H&SE NEG 8706-050/1

BB94/8016 WASC 559 LT GEN SIR WILLIAM CONGREVE 1ST BARONET.

BB94/8017 HYDRAULIC GUNPOWDER PRESS ENGRAVING FROM W H WARDELL
1888 PLATE VI

BB94/8018 WASC 1655/26 CORDITE INCOPERATING HOUSE JULY 1917.

BB94/8019 WASC 1655 GUNCOTTON NITRATION WITH WOMEN WAR WORKERS WWI.

BB94/8020 ENGRAVING BY JOHN FARMER 1735 JOHN WALTON'S MILL.

BB94/8021 ENGRAVING BY JOHN FARMER 1735 JOHN WALTON'S MILL.
MODERN NUMBERING.

BB94/8022 GUNPROPELLANT PRESS 1986-GEORGE PAGE AND TOM DAWSON PRESSMEN
SOUTH SITE CROWN COPYRIGHT MIN TECHNOLOGY.

BB94/8023 RARDE PHOTO NO B73-17 GUNCOTTON FACTORY WW1-BEATERS.

BB94/8024 WASC257 MAULD FROM GUNPOWDER PELLETING MACHINE AND MODELS
OF PRISMATIC POWDER.

BB94/8025 WASC109 MODEL OF POWDER BARGE

BB94/8026 WASC 273 THREADED BRASS DIE, FOR TUBULAR CORDITE.

BB94/8027 WASC1632 LEAD N G BURETTE MADE BY ARTHUR G WITHAM 1969.

BB94/8028 WASC 263 PLASTER MODELS OF PEBBLE POWDER.

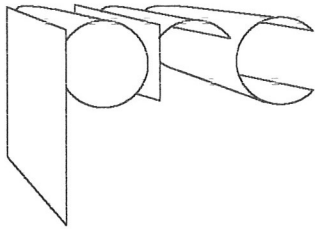
JOB NUMBER 94/384

DATE TAKEN 28/06/94 PHOTOGRAPHER DS
ADDRESS ROYAL GUNPOWDER WORKS

WALTHAM ABBEY
EX

NEGS TAKEN 19

BB94/7984 LATE 19TH CENTURY EARTHENWARE, WASHING BOTTLE FROM NITRIC
ACID MANUFACTURE.
BB94/7985 COPPER PRESS PLATES AND CHISEL FROM PRESSHOUSE 103.
BB94/7986 LATE 19 TH CENTURY ACID PROCESSING EARTHENWARE.
BB94/7987 EARTHENWARE PACKING RINGS FROM ACID TOWER.
BB94/7988 EARTHENWARE USED IN ACID PROCESSING, DOULTON & COMPANY LTD
LAMBETH AND HATHERNWARE, HATHERN STATION CO LOUGHBOROUGH.
BB94/7989 1940S K1 RESEARCH ROCKET MOTOR CASING EXCAVATED NEAR H12.
BB94/7990 NITROGLYCERINE ACID BUCKET, NITROGLYCERINE ACID CONTAINER AND
ACETONE CONTAINER.
BB94/7991 EARTHENWARE GUTMAN BALL.
BB94/7992 EARTHENWARE GUTMAN BALLS.
BB94/7993 MAXLUME EXTERNAL DANGER BUILING LIGHT BOX.
BB94/7994 MAGAZINE SHOES FOUND IN TETRYL STOVE S48.
BB94/7995 LATE 19TH CENTURY ACID PROCESSING EARTHENWARE-PIPES AND TAPS.
BB94/7996 STEAM DRIVEN GUNPOWDER INCOPERATING MILLS L157 VIEW FROM SOUTH
BB94/7997 GUNPOWDER STEAM DRYING STOVE RCHME 330 FROM NORTH.
BB94/7998 GUNPOWDER STEAM DRYING STOVE CIRCULAR BOILER HOUSE FROM EAST.
BB94/7999 GUNPOWDER PRESSHOUSE 103/104 VIEW FROM WEST.
BB94/8000 GUNPOWDER PRESSHOUSE 103/104 VIEW FROM WEST. [COLOUR]
BB94/8001 GUNPOWDER PRESSHOUSE 103/104 VIEW FROM WEST.
BB94/8002 GUNPOWDER PRESSHOUSE 103/104 VIEW FROM WEST. [COLOUR]



PRINCE RESEARCH CONSULTANTS LIMITED

**3 Homer Street Tel: 0171 706 0365
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**VoiceMail: 0171 724 5856
E-Mail: 100733.745@compuserve.com**

Sue Davies
EFDM
39-41 Sun Street
Waltham Abbey
Essex
EN9 1EL

2nd December 1997

Dear Sue,

Re: Academic Advisory Board 21st January 1998

Please find enclosed the minutes of the meeting on the 13th November 1997 and the agenda for the meeting on the 21st January 1998.

I have also enclosed a copy of the Event Communications design proposal. This has been copied to you so that you may comment on the broad approach. The comments need to be received at 3 Homer Street by the 10th December as we need to pass the whole document, with comments, on to the HLF by the 12th December.

On behalf of Prince Research Consultants may I wish you all a very pleasant Christmas/New Year break. I have enclosed a few of the Waltham Abbey Royal Gunpowder Mills Christmas cards which I hope you will be put to good use by forwarding them to influential or helpful friends. There may be more spare so, if you could use extra cards and envelopes, please ring Julie Longley at Prince Research Consultants.

I look forward to seeing you on the 21st.

Yours sincerely

John M A Thompson
Prince Research Consultants

Minutes of the 2nd Meeting of the

Academic Advisory Board for the Waltham Abbey Royal Gunpowder Mills Project

held on site - room A203 13 November 1997.

Attending:

Brenda Buchanan	WATCo
Steven Chaddock	PRC
Wayne Cocroft	Royal Commission on the Historical Monuments of England
David Hodges	Epping Forest District Museum
John Thompson	PRC (Chairman)
Gordon Wyatt	English Nature
Rita Blake	Minutes Secretary

1. Apologies

Andrew Derrick and Deborah Priddy, English Heritage representatives

Action by

2. Minutes of Previous Meeting

The Minutes of the Inaugural Meeting had been circulated and were agreed.

3. Matters Arising

GW stated that he had made enquiries and wode processing is illegal, not saltpetre sites. BB expressed pleasure as there was a lot of documentation which can be used for interpretation.

JT reported that he and SC had had a meeting with Judith Carruthers regarding the exhibition. JT felt that the AAB could support this from the budget up to a figure of £200. Agreed to recommend this to the Trust Steering Committee on 14th November.

SC at TSC

WC said that he was holding several boxes of photographs at The Royal Commission on behalf of WATCo. These should come back to the site as the copyrights were held by WATCo. WC replied they could be used as a public relations exercise.

WC

BB stated that she had made contact with ICI and WC suggested that we invite Malcolm McLaren to attend one of our meetings BB agreed this was a good idea and extend the invitation to include Dr. Jeacock perhaps in the New Year. BB reported she was very pleased with the way the word is being spread. BB to approach Malcolm McLaren and Dr. Jeacock.

BB

4. Museological Issues and a Proposed Collections Policy

JT had previously circulated this report and stated that there will be a need, at some stage, to reinforce the fact that the site retains its long term mission to operate as an international centre for the research and dissemination of information and objects relating to the explosives and propellants industry and this should remain an objective of the Board.

It is vital to secure extra funding before setting standards.

BB commented on the statement from the Secretary of State for Culture Media and Sport, Chris Smith, of the intention to create World Heritage Sites and perhaps enquiries for funding could be made from this source. In the first instance inquiries should be made to assess the likelihood of achieving this elevated status.

JT said we should be looking at entering into a partnership with EFDC regarding a Collections Policy and contact RO for recommendations of collections from other sites around the country. SC reported that they had already identified buildings, non portable items and many smaller items, together with an enormous amount of documentation/maps relating to South Site. The cost of transportation to North Site would be c.£15,000, the removal of 2 cordite presses accounting for c.£9,000 of this sum. SC was uncertain of the best way forward but would pass on urgency to the TSC. WC and SC to prepare a definitive list. WC agreed, stating there were other items which should be reconstructed including a 1930's RDX building as well as lightning conductors.

WC/SC

JT stated that we should identify building/s for a repository. SC said L168 and L176 were the most suitable together with Powerhouse. We should recommend to WATCo there was a need for properly controlled, secure areas and money was needed to be spent on the two buildings and Powerhouse.

PRC

It was agreed that we research the collecting policies of other museums in a systematic way and to think individually on the type of questions to be included in a survey questionnaire.

All

5. Proposed Archaeological Policy

A Practical Issues paper had been circulated previously and this was for information only. SC requested a Policy Statement on archaeological issues be discussed when English Heritage are present at a future meeting. GW asked if a paper of constraints should be prepared on behalf of English Nature.

SC

GW

Members were informed that some 900 books belonging to Dr.K.Bascombe would be held at Epping Forest District Museum. WATCo to be asked to pay the cost of removal?

SC at TSC

6. Structures Repository Development Report

SC had prepared a table of the estimated storage space required, not including items located elsewhere in the UK or abroad which will require a facilities management package for the managers of the site. It was stressed that it is important to get the right system by looking at systems in use in other establishments.

PRC

7. Proposed Community History Oral Recording Project

SC circulated an interim statement with draft subjects/topics for each interview. Members were encouraged to include other subjects/topics/questions. The paper had been prepared in partnership with Judith Carruthers, Epping Forest District Museum. GW suggested the interviews be conducted by/in the presence of a person with knowledge of the site. It was noted that The Imperial War Museum have good tapes and suggested contact with them.

SC

8. Design Developments

JT reported that there had been 2 meetings with David Gosling (Event) and their proposals were to be presented to the TSC on Friday 14 November for First Stage Design. BB had prepared a paper with her comments on Event's proposals. WC to walk the site with Event and discuss the proposals. GW hoped eventually for a reconstruction of the narrow gauge railway. BB requested an up to date version of the stages after Stage 1. It was explained that the stages outlined in the business plan submitted to the HLF were indicative of an incremental development only and that the reality of further developments would rely on the wishes of the OCC and their CEO.

BB/WC

9. Archive Management Policy & MGC/MA Code of Practice

JT reported that this paper was for information only at present and accordingly

JT

should be noted.

10.Future Meetings

JT said that English Heritage had been unable to attend meetings as Tuesday or Wednesday are the only days convenient.

11.Any Other Business

There was none

12.Date of Next Meeting

21 January 1998 at Royal Commission in Cambridge.

13.Circulation

All present and absentees