

# Archaeological Services & Consultancy Ltd

## **HISTORIC BUILDING RECORDING:**

**THE BUNGALOW  
ROSARY PRIORY  
ELSTREE ROAD  
BUSHEY  
HERTFORDSHIRE**

NGR: TQ 1536 9510

*on behalf of the Saint Rose of Lima Association Ltd*



Karin Semmelmann MA MifA

March 2012

ASC: 1506/BRP/2



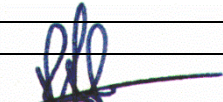
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<i>Client:</i>	The Saint Rose of Lima Association Ltd Rosary Priory 93 Elstree Road Bushey WD23 4EE		
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## Internal Quality Check

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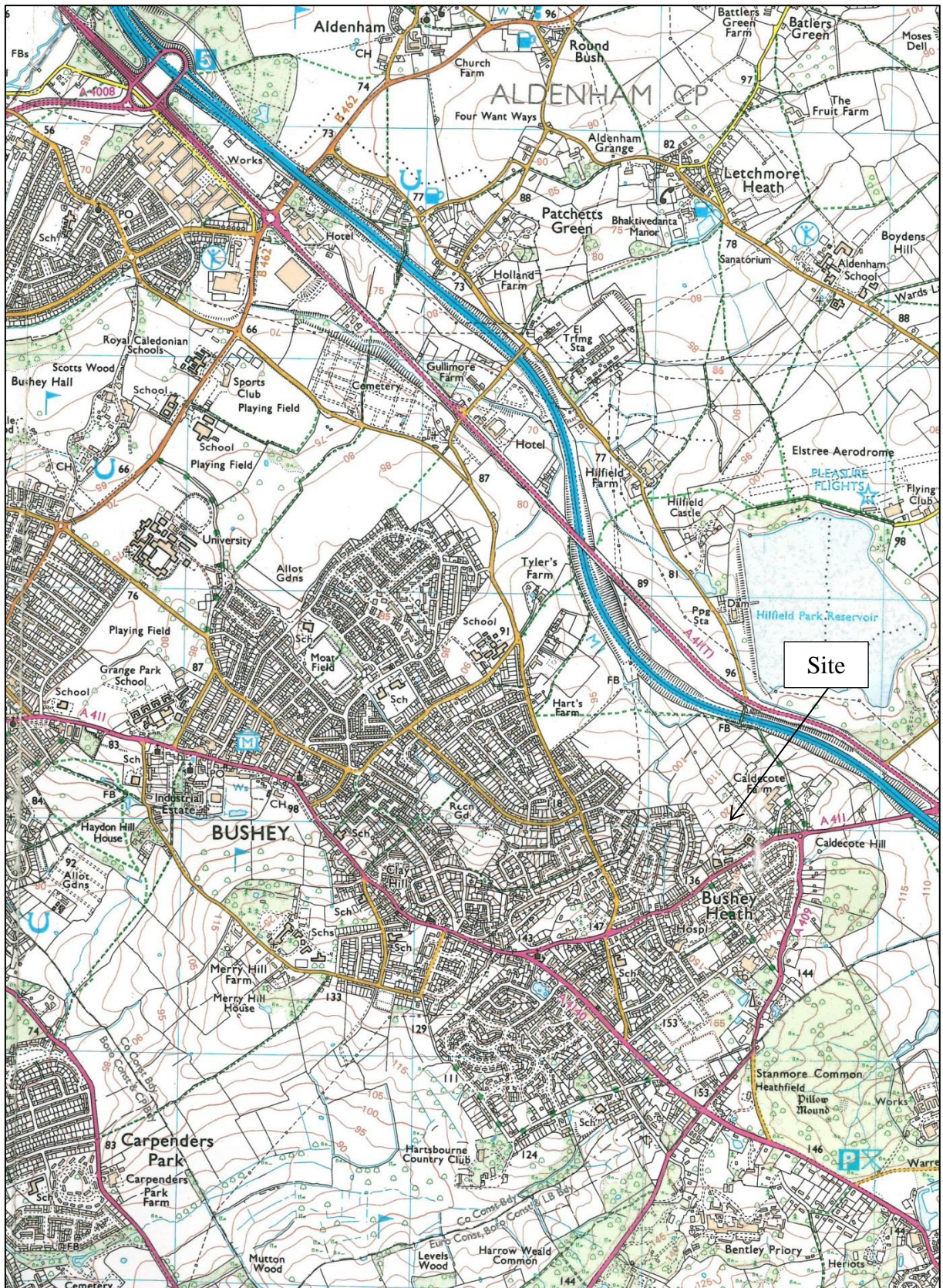


Figure 1: General location (scale 1:25,000)

## Summary

*In March 2011 historic building recording was undertaken of The Bungalow, Rosary Priory, Bushey, Hertfordshire in order to inform proposals for the future development of the site following a fire in December 2012.*

*The Bungalow comprises two prefabricated structures interlinked by additional light timber framed extensions. The entire building is clad in corrugated metal and stands on brick piers. The southern building (Building 1) was first erected between 1875 and 1898 within the grounds of Caldecote Towers, initially a private house that became a girls' school in 1891. By 1914 Building 2 had been constructed, as had all the other rooms linking the two buildings. In structural form and architectural style The Bungalow matched the other purpose built school building.*

*In 1926 when Caldecote Towers was sold to the Dominican Sisters of St Catherine of Siena, The Bungalow was described in the sales particulars as having nine rooms and two bathrooms and being centrally heated. It was used as a sanatorium at the time. On the sale of the school The Bungalow was put to use as classrooms and was still in use as such after the Sisters sold the school in 1987 to Immanuel College. The Bungalow was then leased to the college who used Building 1 as classrooms and Building 2 for storage until the fire struck in December 2011.*

## 1 Introduction

1.1 In March 2011 *Archaeological Services and Consultancy Ltd (ASC)* carried out historic building recording of The Bungalow, Rosary Priory, Elstree Road, Bushey, Hertfordshire. The project was commissioned by Matthew Bridge on behalf of the Saint Rose of Lima Association Ltd, and was carried out according to the requirements set out by Graham Tite, Conservation Officer for Hertsmere Borough Council and the ASC Historic Building Recording Method Statement (Appendix 1).

### 1.2 *Planning Background*

This building recording project has been required under the terms of *Planning Policy Statement 5 (PPS5)*, in order to inform proposals for the development of the site following a fire.

### 1.3 *Archaeological Services & Consultancy Ltd*

ASC is an independent archaeological practice providing a full range of archaeological services including consultancy, field evaluation, mitigation and post-excavation studies, historic building recording and analysis. ASC is recognised as a *Registered Organisation* by the Institute for Archaeologists and is also accredited ISO 9001, in recognition of its high standards and working practices.

### 1.4 *Management*

The project was managed by Karin Semmelmann BA MA MIFA, and was carried out under the overall direction of Bob Zeepvat BA MIFA.

## 1.5 *The Site*

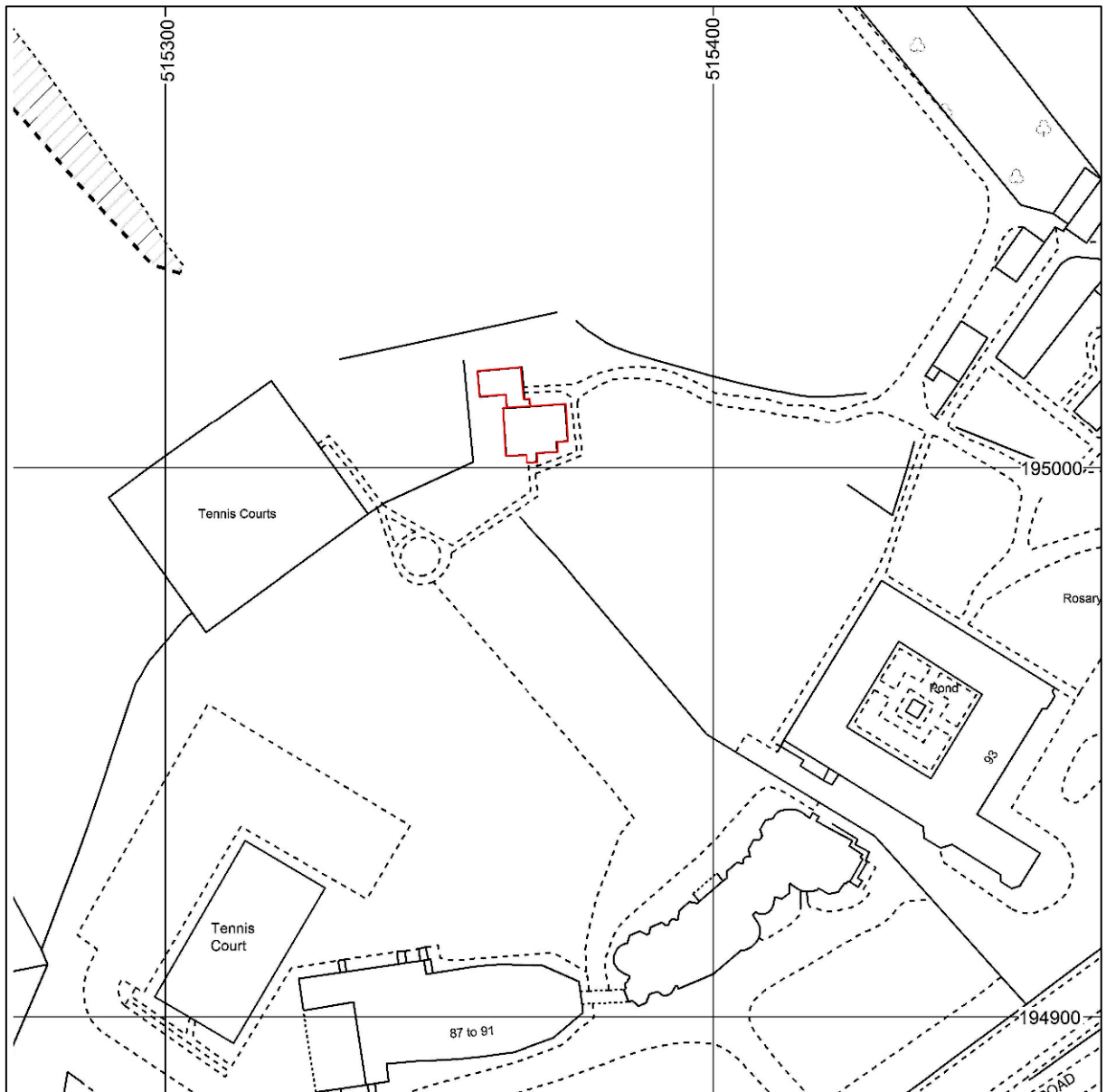
### 1.5.1 *Location & Description*

Rosary Priory is located in the administrative district of Hertsmere Borough Council and in the parish and town of Bushey at National Grid Reference (NGR) TQ 1536 9501 (Fig. 1)

The Bungalow is situated to the rear of the convent buildings and is bounded by gardens to the south, east and west. In the angle of the bungalow, which comprises two interlinked buildings, stands a modern structure now used as a mess room. This is not part of this report and, despite being erected in the 1960s, is not shown on the Ordnance Survey map. Access to The Bungalow is by a drive between the convent buildings and the associated Nyland Conference Centre (Fig. 2).

### 1.5.2 *Proposed Development*

The development proposal is yet to be determined.



**Figure 2:** Site location (scale 1:1250)



## 2 Aims & Methods

### 2.1 *Aims*

As described in the method statement, the aims of the building recording were:

- To compile a detailed record of the structure(s) concerned, prior to building works on the site
- To ascertain the structural history and development of the building, within its local context
- To provide sufficient information on the historic and architectural significance of the building to inform proposals relating to its future

### 2.2 *Standards*

The work conforms to the method statement, to the relevant sections of the Institute for Archaeologists' *Code of Conduct* (IFA 2000) and *Standard & Guidance Notes* (IFA 2001), to current English Heritage guidelines (EH 2006), to the Association of Local Government Archaeological Officers East of England Region *Standards for Field Archaeology in the East of England* (ALGAO 2003), and to the relevant sections of ASC's own *Operations Manual*.

### 2.3 *Methods*

The work was carried out according to the method statement, which required:

- A programme of historic building recording to English Heritage Level 2 (EH 2006).

### 2.4 *Constraints*

As the building was severely fire damaged, some parts were lost altogether and others were obscured by debris. However, it is felt that the building was sufficiently intact and accessible to provide adequate information for a report such as this.

### 3 Historical Background

3.1 The following section provides a summary of the readily available historical background to the site and its environs. This section has been compiled with information from Rosary Priory Archive, Hertfordshire Archive and Local Studies (HALS), the internet and ASC's own library.

#### 3.2 *Post-Medieval* (1500-1900)

Rosary Priory is situated on former common land known as Bushey Heath, which lay between Bushey and Aldenham. Elstree Road predates the enclosure of Bushey Heath in 1808, after which a number of houses were constructed along it (Bushey Then and Now 1978). One of these is described in an advertisement in The Times in 1811 as having been fairly recently built. It had a small library, dining room, drawing room, two guest bedchambers, dressing rooms and water closets and further rooms in the gothic tower. In addition there was a brewhouse, stables, coach house and farm and rickyards. It is thought that this description is that of Caldecote Towers, but the advertisement merely specifies it as a freehold villa.

The written history of Caldecote Towers is remarkably sparse. It is recorded that the house was built in 1875 for Captain William John Marjoribanks Loftus Otway ([www.busheymuseum.org](http://www.busheymuseum.org)) and also that it was built for Captain Hughes who sold the building on the premature death of his wife before they could occupy the house (notes in Rosary Priory Archive). The site became a school from c.1891 (Wood 1977). Kelly's Directory describes the house as being a modern building in the Italian style that cost £30,000 to construct. The grounds covered some 60 acres and included tennis courts, a cricket pitch, a gymnasium and a studio. In 1899 the school was run by Miss Griffiths and Miss Tullis, but by 1908 Miss Tate and Miss Turner had taken over as principals of the school (Kelly's Directory 1908).

#### 3.3 *Modern* (1900-present)

When Miss Tate and Miss Turner retired in 1926 the school was put up for auction. The sales particulars, which included a fine set of photographs, describe the bungalow as being built of timber and corrugated iron on brick foundations with nine good rooms, two bathrooms, two WCs, full domestic offices, cloakroom and central heating (Figs 8-9). The estate was bought by the Dominican Sisters of St Catherine of Siena, whose congregation had started in Newcastle, Natal. Rose Niland borrowed £1200 from her brother, a South African sheep farmer, to acquire the Caldecote Estate and Rosary Priory became the Mother House of the Congregation (<http://dominicansisters.co.uk/our-story>).

The school buildings included a gymnasium, concert hall, lecture hall, studio, workshop, 5 classrooms and music rooms (Figs 10-12). The Bungalow was used as a sanatorium. The main school building suffered bomb damage during the war and local town guides describe the buildings as being under repair as late as 1956 (Bushey Town Guide 1956).

In 1987 the Sisters sold much of the site but The Bungalow was retained and used for storage for a short time. The Sisters then leased the building to Immanuel College who

used Building 1 as classrooms and Building 2 for storage (Bridge pers.comm.). It suffered serious fire damage in December 2011.

### 3.4 *Cartographic and Pictorial Evidence*

The Bungalow is first depicted on the 1898 Ordnance Survey plan, and consists only of Building 1 (Fig. 3). By 1914 the building is shown in its present format with a minor deviation to the north elevation where the central part of Building 2 protrudes (Fig. 4).

Two of the photographs of The Bungalow kept in the Rosary Priory Archive appear to show some evidence for the building's development. Figures 8 and 9 show The Bungalow from two angles but details, such as the presence of the gaslight and the more substantial chimney in Figure 9, suggest that this was taken some time after Figure 8. The roof in Figure 9 appears to be covered in feather edged boards (Bridge pers.comm.).

### 3.5 *Listed Building Description*

Although The Bungalow itself is not listed, it lies within the curtilage of Caldecote Towers.

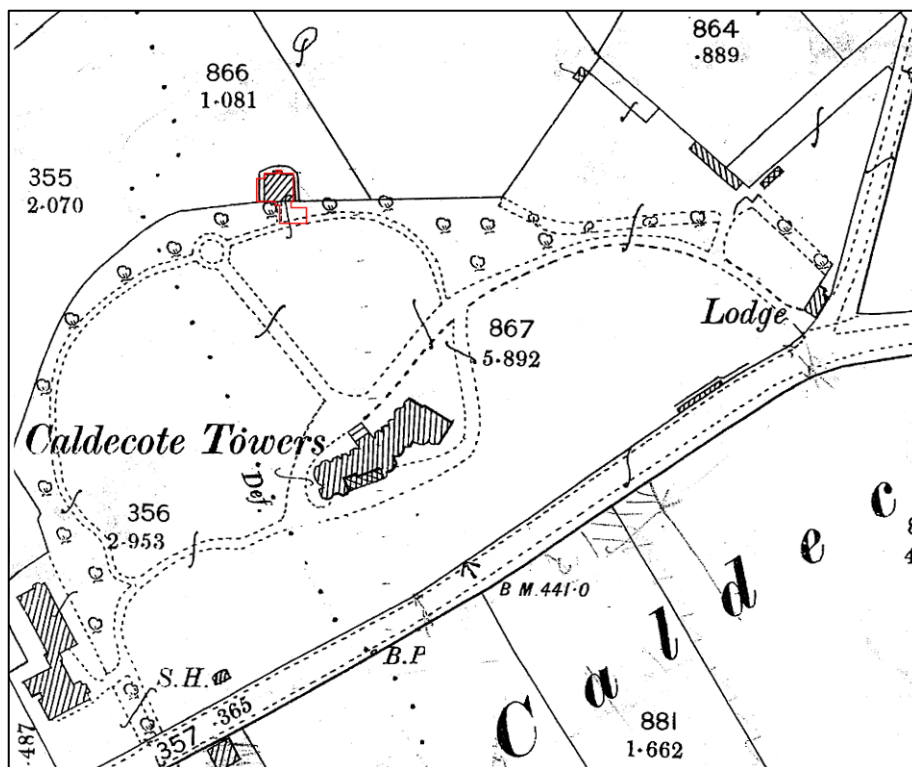


Figure 3: Extract from the 1898 Ordnance Survey Map (scale 25" to 1 mile)

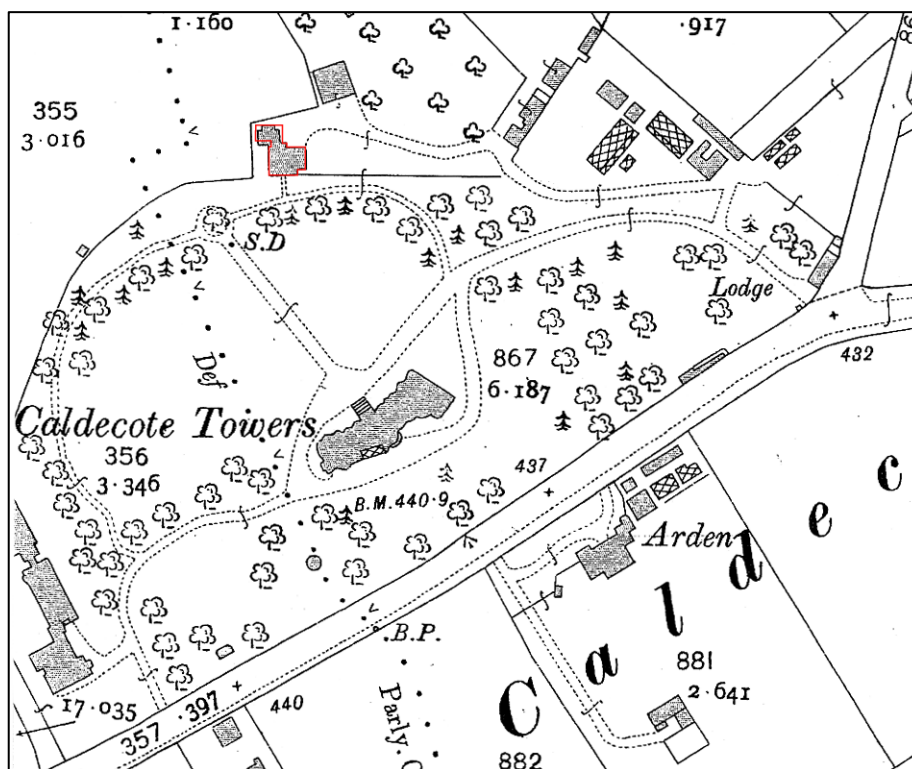


Figure 4: Extract from the 1914 Ordnance Survey Map (scale 25" to 1 mile)

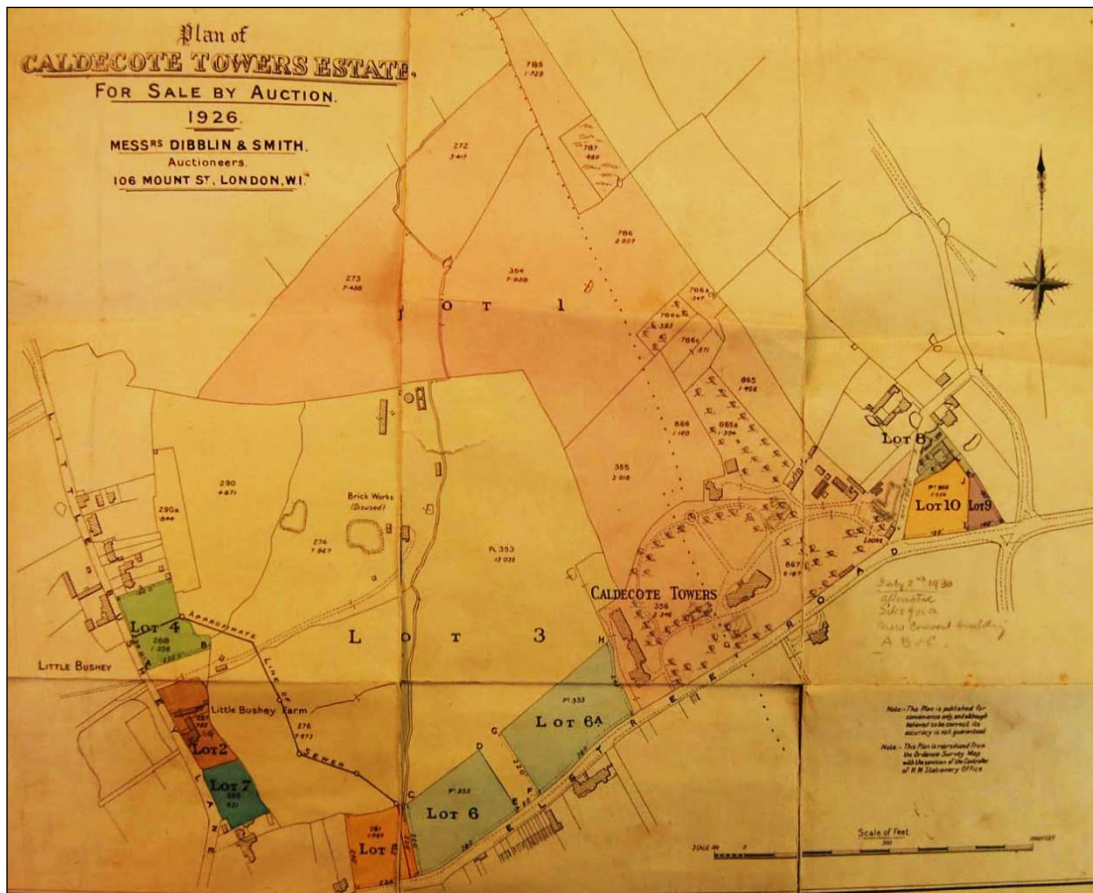


Figure 5: 1926 sales particulars plan (scale as shown)

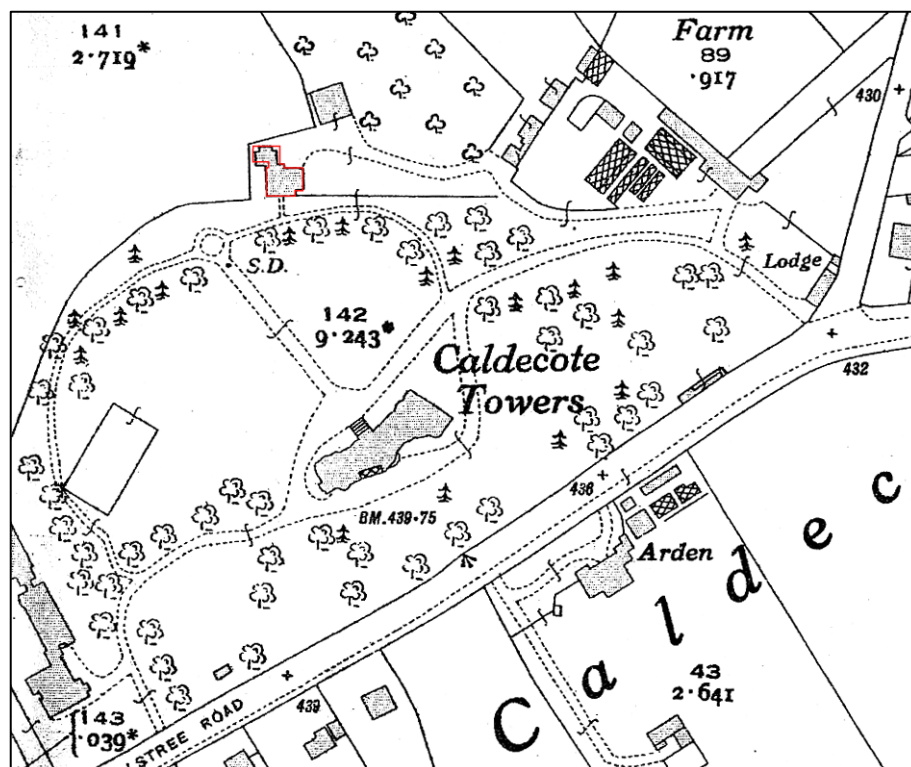
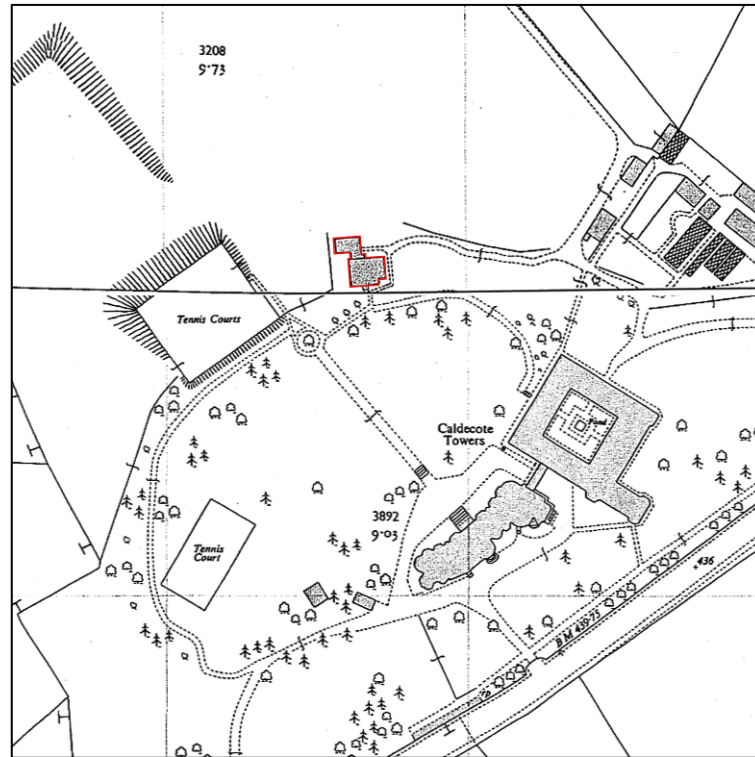


Figure 6: Extract from the 1934 Ordnance Survey Map (scale 25" to 1 mile)



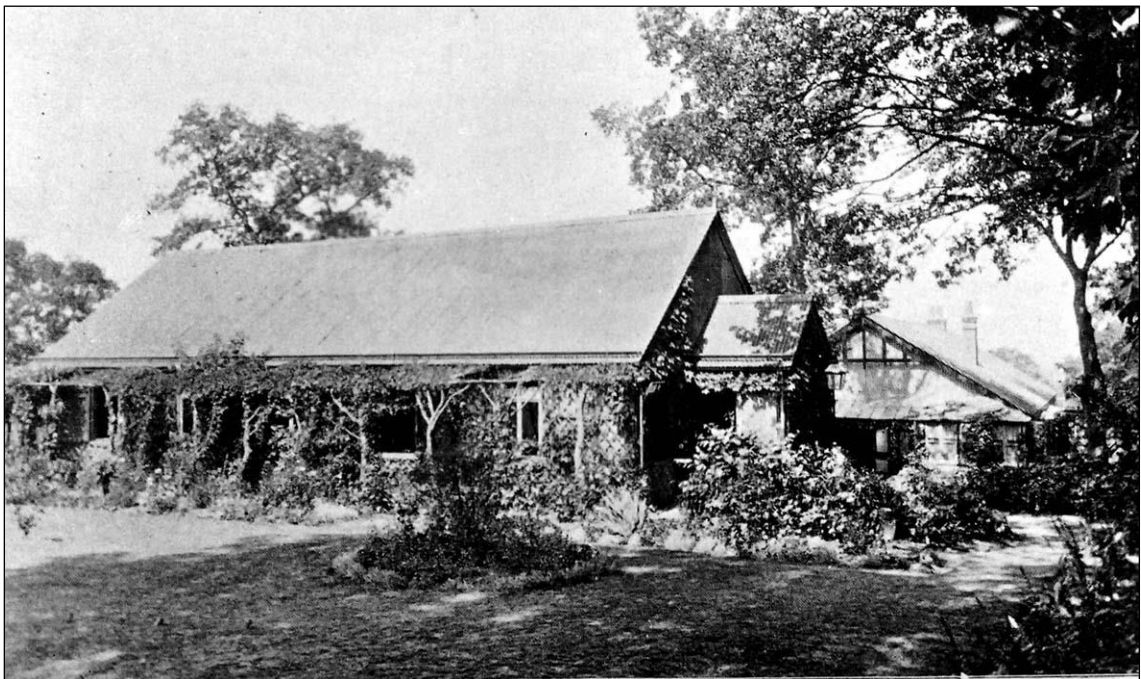
**Figure 7:** Extract from the 1957 Ordnance Survey Maps (scale 1:2500)



**Figure 8:** Building 1  
(Courtesy of Rosary Priory)



**Figure 9:** Buildings 1 & 2  
*(Courtesy of Rosary Priory)*



**Figure 10:** The Drill Hall in the 1920s  
*(Courtesy of Rosary Priory)*



**Figure 11:** The Drill Hall and studios 1920s  
(*Courtesy of Rosary Priory*)



**Figure 12:** A classroom in the 1920s  
(*Courtesy of Rosary Priory*)



## 4 Description

### 4.1 *General*

The Bungalow comprises two buildings that have been linked and extended by a series of additional structures. The core buildings are at right angles to each other, the larger of the two (Building 1) standing to the south of its neighbour. The construction of Building 1 is based on a steel and timber frame with corrugated metal cladding and roof. Building 2 appears to be entirely timber built, but is also clad and roofed with corrugated metal. The characteristic features of the gable ends of both buildings are decorative barge boards and posts, weatherboarding within the gable and corrugated metal cladding below. This has largely been lost in the west elevation of Building 1.

The additional structures are of similarly light construction. Both buildings stand on brick piers as the land slopes fairly steeply from south to north thus giving the bungalow two levels but entrances on the ground floor throughout.

### 4.2 *South Elevation* (Plates 1-4)

Building 1:

This is the front elevation of the building and has a gabled porch leading to a 4-panelled door with flanking windows. There is a 2-light casement window to the west of the door and a 4-light casement to the east. The area below both windows is weatherboarded; a theme found elsewhere in the building. The window in the recessed eastern end of the elevation is set entirely within corrugated cladding and has a simple metal strip forming a hood. The window itself has 2-lights with tilting upper openings.

A brick supporting dwarf wall approximately 30cm high is visible to the west of the porch. The porch is entirely timber built with half height railings, a gabled roof with decorative bargeboards and roof post. The floor of the porch is raised and made of timber.

Building 2:

The core of Building 2 is orientated north to south and has a modern Fletton brick and concrete stair leading up to a bay containing a half glazed door flanked by windows. Above this is a boarded window. Little of the eastern addition is evident from the south.

### 4.3 *West Elevation* (Plates 5-6)

Building 1:

The west elevation of the core of Building 1 has been severely damaged leaving little of the fabric above the corrugated sheeting intact. The wall is defined by a bay window, the northern supporting pier of which is a modern replacement. The supporting dwarf wall, which has regularly spaced ventilation gaps is set back and appears to be later work.

The two extensions to the north of the core consist of a covered staircase connecting Building 1 and 2 and a lean to addition to the steel framed core of Building 1. This addition also has additional supporting brick piers in the west elevation, but does not have the same lattice work walling between. It is lit by a 2-light casement window.

The northern supporting brick dwarf wall beneath the core of Building 1 and that beneath the lean to addition to it are slightly different. The former has bricks measuring 22 x 10 x 7cm (8<sup>5</sup>/<sub>8</sub> x 4 x 2<sup>3</sup>/<sub>4</sub> inches) set in a sand based stony mortar. The bricks beneath the addition are slightly narrower and set in a very loose stony mortar.

**Building 2:**

This has a large window with venting slats in the upper pane of the northern light. The brick piers below the structure are fully exposed and are similar to those beneath the main core of Building 1. The piers are 22cm<sup>2</sup>, built of hand made bricks measuring c.22 x 10 x 7cm (8<sup>5</sup>/<sub>8</sub> x 4 x 2<sup>3</sup>/<sub>4</sub> inches) and have horizontal skintlings and a fair amount of inclusions. They are set in a stony mortar.

**Stairwell:**

The only feature within this elevation is a blocked doorway with a simple metal strip above to help throw off rain water.

**4.4 East Elevation (Plates 7-8)**

**Building 1:**

The brick supporting dwarf wall is exposed below a bay window which is offset to the north. A service room has been added to the northeast corner of Building 1, which has a 6-light window below the eaves.

**Building 2:**

This is part of a lean to addition to the core of Building 2 and has a half glazed door flanked by boarded up windows.

**4.5 North Elevation (Plates 9-10)**

**Building 1:**

The eastern part of this elevation is that of the service room added later. It rests on a more substantial dwarf wall, c.1m high, which houses a small door. The wall above is clad in the same way as the rest of the building and has a 6-light window to the west of the brick chimney. The chimney itself is of modern Fletton bricks. To the west of the chimney is a 4-light window beyond which the northern end wall of the WC (G6) protrudes.

**Building 2:**

The core of Building 2 has a section of cladding bolted on presumably where the chimney breast once stood. Offset to the right of this is a window that has been boarded up.

To the east of the core of Building 2 are two additional structures, defined by a pair of brick piers immediately next to each other and a join in the fascia above. There is a 2-light window in the western section and additional sheets of corrugated metal cladding bolted on to the eastern section.

#### 4.8 *Interior* (Fig. 13)

##### **Room G1** (Plates 12-14)

*Size:* 5.27 × 4.04m, height 2.33m

*Location:* Northwest corner of The Bungalow

*Description:* This is the core of Building 2 with a bay window/door in the south wall and a 2-light window in the west wall. Double door in the east wall give access to the passage (G2). The walls are papered and painted as is the inserted ceiling. The roof above has matchline boarding and a T-shaped truss. The timber floor is orientated north-south.

##### **Room G2** (Plates 15-17)

*Size:* 4.65 × 1.32m, height 2.34m (W) – 1.87m (E)

*Location:* Building 2, south of G3 & G4

*Description:* Passage and stair linking Buildings 1 and 2. It has a half glazed external door at the east end, a step up just before the stairs at the western end of the room. The timber staircase is enclosed, with 8 risers and a casement window in the east wall. The timber floor is a continuation of that in Room G1. Some planks have been replaced by large boards by the outside door.

The walls are panelled except for the north wall to the east of the step. This is painted plasterboard. Here as elsewhere in the building is a mixture of plain and torus moulded skirting boards. The ceiling has matchline panelling throughout, but it is orientated north-south to the east of the step and east-west to the west.

A plank and batten door to the east of the staircase opens into a cupboard. To the east of this is a WC (G10). On the opposite side of the passage is a flush door to a bathroom (G4) and a 4-panelled door to Room G3.

##### **Room G3** (Plates 18-19)

*Size:* 3.45 × 2.35m, height 2.34m (W) – 2.14m (E)

*Location:* Building 2, east of G1

*Description:* This room displays aspects of both additions to the core of Building 2. Piers approximately 80cm from the east end of the room demarcates the extent of the first addition. The 14cm wide matchline panelling in the ceiling to the west of this is orientated east-west; that to the east, which is 16cm wide, run north-south. The east wall is painted plasterboard but the others have matchline panelling.

There is a door in the east wall to the adjoining bathroom (G4). To the west of this is the shadow of a former mantelpiece. There is no indication of a chimney breast or flue. The west wall has a blocked opening into G1, which was presumably once a window and may later have served as a hatch. There is a 2-light casement window in the north wall. The timber floor is orientated north-south.

##### **Room G4** (Plates 20)

*Size:* 3.45 × 1.68m, height not measured

*Location:* Northeast corner of Building 2

*Description:* This can be accessed from the passage to the south (G2) and from Room G3 to the west. The southern door has a step down to the passage beyond. There is blocked window in the east wall, timber flooring and a matchline panelled ceiling that runs north-south. The walls are painted black.

**Room G5** (Plates 21-22)

*Size:* 3.84 × 2.44m, height 2.48m

*Location:* Northwest corner of Building 1

*Description:* This forms the western end of the lean-to addition to Building 1. Although severely damaged by fire, the timber framing, corrugated cladding and internal insulation and matchline panelling are still evident. There is a 2-light casement in the west wall and the staircase up from Building 2 opens in the north wall. The east wall and its door have been lost to the fire.

**Room G6** (Plates 23)

*Size:* 2.42 × 1.79m, height not measured

*Location:* Building 1, east of Room G5

*Description:* This is a small WC, orientated north-south with windows at the north end of the east and west walls, which extend beyond the north wall of the rest of the addition. This room is also heavily damaged by fire.

**Room G7** (Plates 24-25)

*Size:* 3.62 × 2.35m, height 2.29m (S) – 2.01m (N)

*Location:* Building 2, east of Room G6

*Description:* Latterly a classroom, this room has a 4-light casement in the north wall, a blocked 4-panelled door in the east wall and a 4-panelled door in the west wall. The south, west and east walls have dado rails but matchline panelling is only present to the south and west. The ceiling is plaster board, the floor carpeted.

**Room G8** (Plates 26-28)

*Size:* 6.91 × 5.34m, height indeterminable

*Location:* Building 2, southwest room

*Description:* The roof has gone and the walls have survived to a variable degree. There is a bay window in the west wall and a 2-light casement window in the south wall. To the east of this is a half glazed door giving access to the porch. A door at the south end of the east wall opens into Room G9.

**Room G9** (Plates 29-30)

*Size:* 6.65 × 6.93m, height not measured

*Location:* East room of Building 1

*Description:* This former classroom is L-shaped with a door in the west wall, a 4-light casement in the south wall and a 2-light window with tilting upper panes in the offset south wall to the east of it. There is also a bay window in the east wall. The walls have matchline panelling and the floor is carpeted. The ceiling has only survived at the eastern end of the room

**Room G10**

*Size:* 1.83 × 1.14m, height 2.15m (E) – 1.94m (W)

*Location:* Opposite G4

*Description:* Small WC accessed by a half glazed door in the north wall. It has a fixed light window in the east wall. The walls are fully panelled and the floor has a vinyl covering.



**Plate 1:** Building 1; south elevation



**Plate 2:** Building 1; porch



**Plate 3:** Building 1; west end of south elevation



**Plate 4:** Building 2; south elevation



**Plate 5:** Building 1; west elevation



**Plate 6:** Building 2; west elevation



**Plate 7:** Building 1 from the northeast



**Plate 8:** Building 1 and 2 looking eastwards



**Plate 9:** Building 1; north elevation



**Plate 10:** Building 2; north elevation



**Plate 11:** Detail of brick base beneath Building  
1



**Plate 12:** Room G1; west wall



**Plate 13:** Room G1; northeast corner



**Plate 14:** Room G1; roof



**Plate 15:** Room G2; looking east



**Plate 16:** Room G2; looking west



**Plate 17:** Room G2; stairs to Building 1



**Plate 18:** Room G3; southeast corner



**Plate 19:** Room G3; north wall



**Plate 20:** Room G4; north wall



**Plate 21:** Room G5 looking west



**Plate 22:** Room G5 looking east



**Plate 23:** Room G6 looking north



**Plate 24:** Room G7; east wall





**Plate 25:** Room G7; northeast corner



**Plate 26:** Room G8 looking south



**Plate 27:** Room G8 looking north



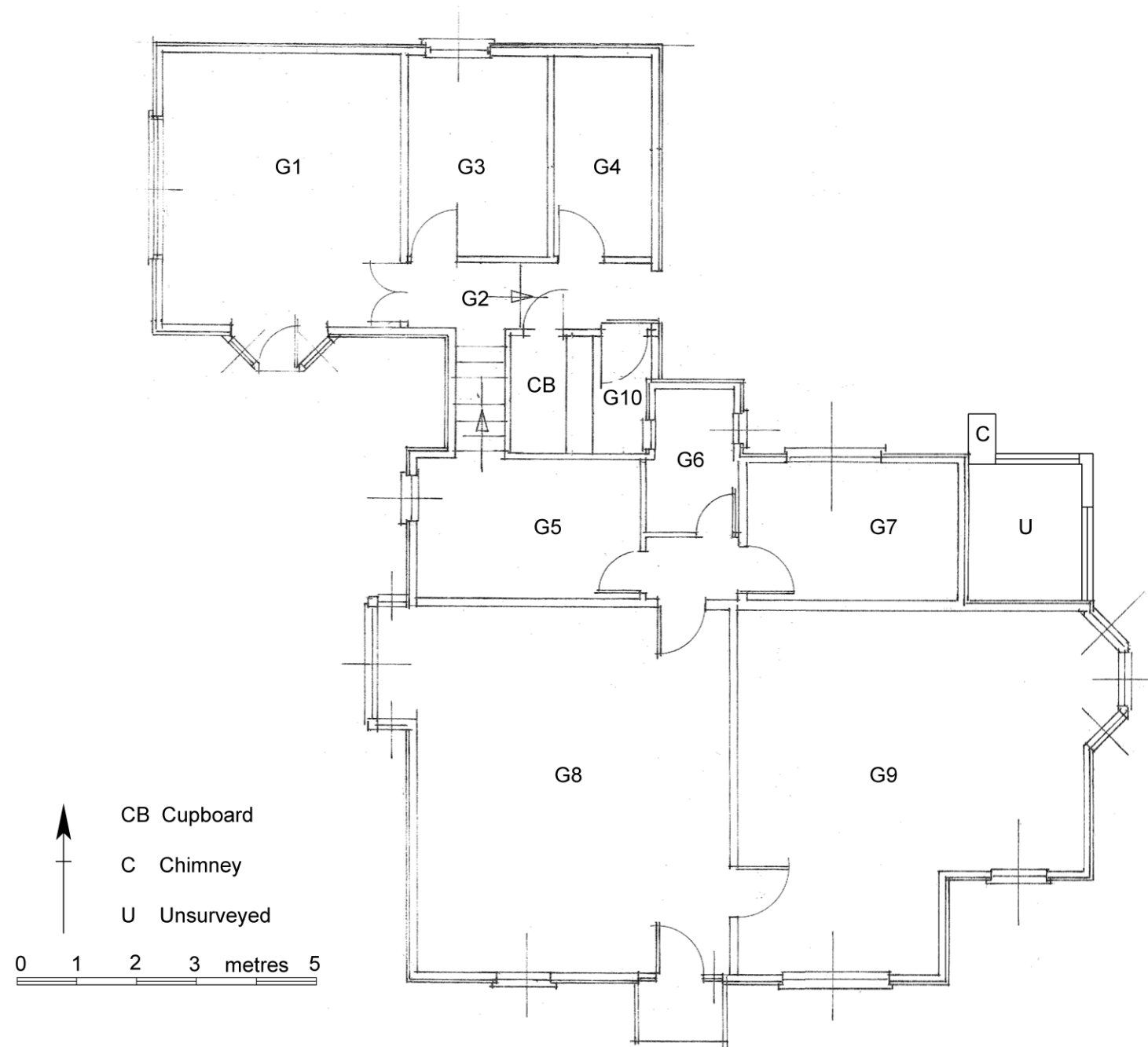
**Plate 28:** Room G8 looking southwest



**Plate 29:** Room G9; east wall



**Plate 30:** Room G9; west wall



**Figure 13:** Plan (Scale 1: 100)  
(Courtesy of Bridge & Co)

## 5 Conclusions

- 5.1 The Bungalow at Rosary Priory originated as a single pre-fabricated structure (Building 1) that was erected on the site. It was extended eastwards and also northwards to include rooms G5, G6 and G7. Another pre-fabricated building had also been added to the northwest. This second building (Building 2), which was originally a single unit orientated north-south, was extended eastwards to provide rooms G3 and G4 and a corridor (G2) to link them. In addition a covered stairwell was constructed and the cupboard and WC to the east of it were probably the final additions. Although various stages of construction are evident in the bungalow, the similarities in the underlying brick foundations suggest that this was a swift process.
- 5.2 The surviving photographs of the pre-WWII school buildings show that the construction techniques deployed here were also used for the other school buildings. The buildings combine aspects of the Arts and Crafts movement with the tin tabernacle construction type. Whether these buildings were re-used is not known; the written record reveals very little regarding the school as a whole let alone these more temporary structures.
- 5.3 The photograph of the classroom suggests that the matchline panelling that clad the interior of The Bungalow may have been a standard feature of the prefabricated buildings in the school.
- 5.4 The Bungalow is known to have functioned as a sanatorium when Miss Tate and Miss Turner ran the school. When the Sisters took over the school The Bungalow was used as classrooms. It was still in use by Immanuel College, which leased the building after having bought the school in 1987.

## **6 Acknowledgements**

The project was commissioned by Matthew Bridge on behalf of the Saint Rose of Lima Association Ltd. The writer is grateful to Matthew Bridge and the Rosary Priory staff for their assistance. The project was monitored by Graham Tite, Conservation Officer on behalf of the local planning authority. Thanks are also due to the staff at Hertfordshire Archive and Local Studies (HALS) for their help in the background research

The project was managed for ASC by Karin Semmelmann. Fieldwork was carried out by Karin Semmelmann and Lydia Chilcott-Breeze BA. The report was prepared by Karin Semmelmann and edited by Bob Zeepvat BA MifA.

## **7 Archive**

7.1 The project archive will comprise:

1. Report
2. Historical & Survey notes
3. Architect's survey drawings
4. List of photographs
5. B/W prints
6. B/W negatives
7. CDROM with copies of all digital files.

7.2 The archive will be deposited with HALS.

## 8 References

### *Standards & Specifications*

- ALGAO 2003 *Standards for Field Archaeology in the East of England*. East Anglian Archaeology Occasional Paper **14**.
- EH 2006 *Understanding Historic Buildings: a guide to good recording practice*. English Heritage (London).
- IFA 2000a Institute for Archaeologists' *Code of Conduct*.
- IFA 2000b Institute for Archaeologists' *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology*.
- IFA 2001 Institute for Archaeologists' *Standards & Guidance documents (Desk-Based Assessments, Investigation and Recording of Standing Buildings)*.

### *Books and Historical Sources:*

*Bushey Then & Now* 1978

*Bushey Hertfordshire* (Town Guide) 1954 Bushey Urban Council

*Peacocks Directory of Watford* 1923 Watford: Peacocks

Wood, B. 1977 *Bushey: the archive photograph series* Stroud: Chalford Publishing Company

Bushey Museum: [www.busheymuseum.org](http://www.busheymuseum.org)

Dominican Sister of St Catherine of Siena: <http://dominicansisters.co.uk/our-story>

Images of England: <http://www.imagesofengland.org.uk/>

Kelly's Directories: <http://www.historicaldirectories.org/hd/>

Victoria County History: 'Parishes: Aldenham', *A History of the County of Hertford: volume 2* (1908), pp. 149-161. URL:

<http://www.british-history.ac.uk/report.aspx?compid=43264&strquery=aldenham>

'Parishes: Bushey', *A History of the County of Hertford: volume 2* (1908), pp. 179-186. URL:

<http://www.british-history.ac.uk/report.aspx?compid=43267&strquery=Bushey>

### *Maps*

1898 Ordnance Survey 25 inch to 1 mile	LXIV.8	(HALS)
1914 Ordnance Survey 25 inch to 1 mile	LXIV.8	(HALS)
1934 Ordnance Survey 25 inch to 1 mile	LXIV.8	(HALS)
1959 Ordnance Survey 1:2500	TQ 1594	(HALS)
1959 Ordnance Survey 1:2500	TQ 1595	(HALS)

1926 Sales Particulars (Rosary Priory Archive)

### *Pictorial Sources*

Rosary Priory Archive

## Appendix 1: Method Statement for Historic Building Recording

### *Aims*

- To compile a detailed record of the structure(s) concerned, prior to refurbishment, conversion or demolition
- To ascertain the structural history and development of the building, within its local context
- To provide sufficient information on the historic and architectural significance of the building to inform proposals relating to its refurbishment / conversion.

### *Standards*

The work will conform to the relevant sections of the Institute for Archaeologists' *Standard & Guidance Notes* (2008b) and *Code of Conduct* (2010), to current English Heritage guidelines (EH 1991; EH 2006), and to the relevant sections of ASC's own *Operations Manual*.

### *Methods*

- A programme of historical research, using all readily available sources (eg. Sites & Monuments Record, County Record Office, local libraries, planning records)
- A survey of the building normally to RCHME Level 2 or 3 (details attached).
- Preparation of a report, based on the results of the above.

Historic building recording involves the preparation of a detailed record and interpretation of a standing building and its fixtures and fittings, by a combination of historical research, written description, measured survey and photography. As such, it is essential that the survey team is given unrestricted access to the structure being recorded, subject to current health and safety requirements and site security.

### *Historical Research*

Background historical research will follow current IFA standards and guidelines for desk-based assessment (IFA 2011). All sources consulted will be listed in the final report.

### *Written Description*

The written description will be prepared from detailed notes and sketches taken on site, using the appropriate ASC *Historic Building Record Sheet*. This information will be augmented if necessary by a study of the drawings and photographs. Depending on the nature of the building, the written description will be presented in a logical and consistent format (e.g. overall structure: external details, roof and walls: internal layout: internal description by room), supported by relevant drawings and photographs.

### *Measured Survey*

Measured surveys will normally be carried out using tapes or LDM (laser distance measurement) for vertical and horizontal measurement throughout. A surveyor's level or Total Station EDM may be used to establish floor levels. Where appropriate, reference may be made to available architects' or engineers' drawings, either on paper or in an appropriate CAD format. Plastic film will be used for all site drawings. Scales used will be appropriate to the size and complexity of the structures or features being recorded:

generally 1:50 or 1:100 for floor plans, 1:20 or 1:50 for elevations and sections, and 1:20 or 1:10 for architectural details, plant and machinery, etc.

### *Photographic Survey*

The primary photographic record will normally be compiled in 35mm black & white print format, supplemented by 35mm digital photography. Medium format (60 × 45mm) black-and-white photography may be used for more detailed recording. A photographic register will be maintained on ASC's *Photographic Record Sheet*, fully cross-referenced. Digital photographs may be used to illustrate the report. Metric scales will be used in photographs where appropriate. Photography will employ natural light wherever possible, but artificial light, flash or floodlighting will be used where necessary. Other techniques, such as video photography, may be used where appropriate.

### *Reporting*

Upon completion of the field stages of the project, an initial report on the results obtained will normally be prepared. This will be produced in ASC's house style, and will typically include:

- a concise non-technical summary of the results
- information relating to the circumstances of the project
- a summary of the aims of the project and the methods used
- background information about the site, including any desk-based studies
- a description of the results, supported by appropriate illustrative material
- a conclusion, summarising the results and examining their significance
- appendices (copies of record sheets, reference works etc.)
- an SMR summary sheet, if required

Copies of the report will be provided as required to the Client, the Planning Archaeologist, the National Monuments Record, the Local Planning Authority, and any other bodies designated by the Planning Archaeologist or client. Eight copies are normally produced: a charge is indicated for providing additional copies.

In accordance with ASC's normal reporting procedures, interim reports on any significant discoveries made during the project will be submitted to the relevant period journals (e.g. *Britannia*, *Medieval Archaeology*) and to any relevant regional journals (e.g. *CBA Mid-Anglia Bulletin*, *South Midlands Archaeology*), within one year of the project's completion.

Once the final report has been accepted by the Planning Archaeologist, an OASIS fieldwork summary form will be completed and submitted to the Archaeology Data Service.

### *Archiving*

All archaeological projects generate a quantity of records and related material (paper, photographic and electronic records, etc). Together, these constitute the *project archive*. While the report may describe the project's findings in some detail, the archive contains the evidence on which the report is based, and its importance cannot be too highly stressed. By their nature, building surveys cannot always be repeated, so the archive often constitutes the only surviving evidence of the building prior to conversion, etc, and arrangements must therefore be made for its deposition and long-term storage.

On completion of the reporting stages of the project, the archive will be prepared for long-term storage, to an appropriate standard and in a format agreed in advance with the relevant local depository. This will be in accordance with guidelines prepared by the UK Institute of Conservation (Walker 1990) and the Museums & Galleries Commission (MGC 1992).

Unless otherwise instructed, ASC will make arrangements to deposit the archive with the relevant local museum, Record Office or library. Provision has been indicated in the project estimates for the likely costs of deposition.

### ***Staffing***

The project will be managed by Karin Semmelmann MA MIFA, an experienced buildings archaeologist, under the overall direction of Bob Zeepvat BA MIFA. Bob is an established archaeologist with extensive experience in managing archaeological projects, and of work on a wide range of historic buildings and structures. He holds a first degree from the University of Leicester, and has been a validated Member of the Institute for Archaeologists since 1986. He has been involved in the management of archaeological projects since the late 1970s, formerly as Senior Field Archaeologist for the *Milton Keynes Archaeology Unit*, and as Project Manager for the *Hertfordshire Archaeological Trust*.

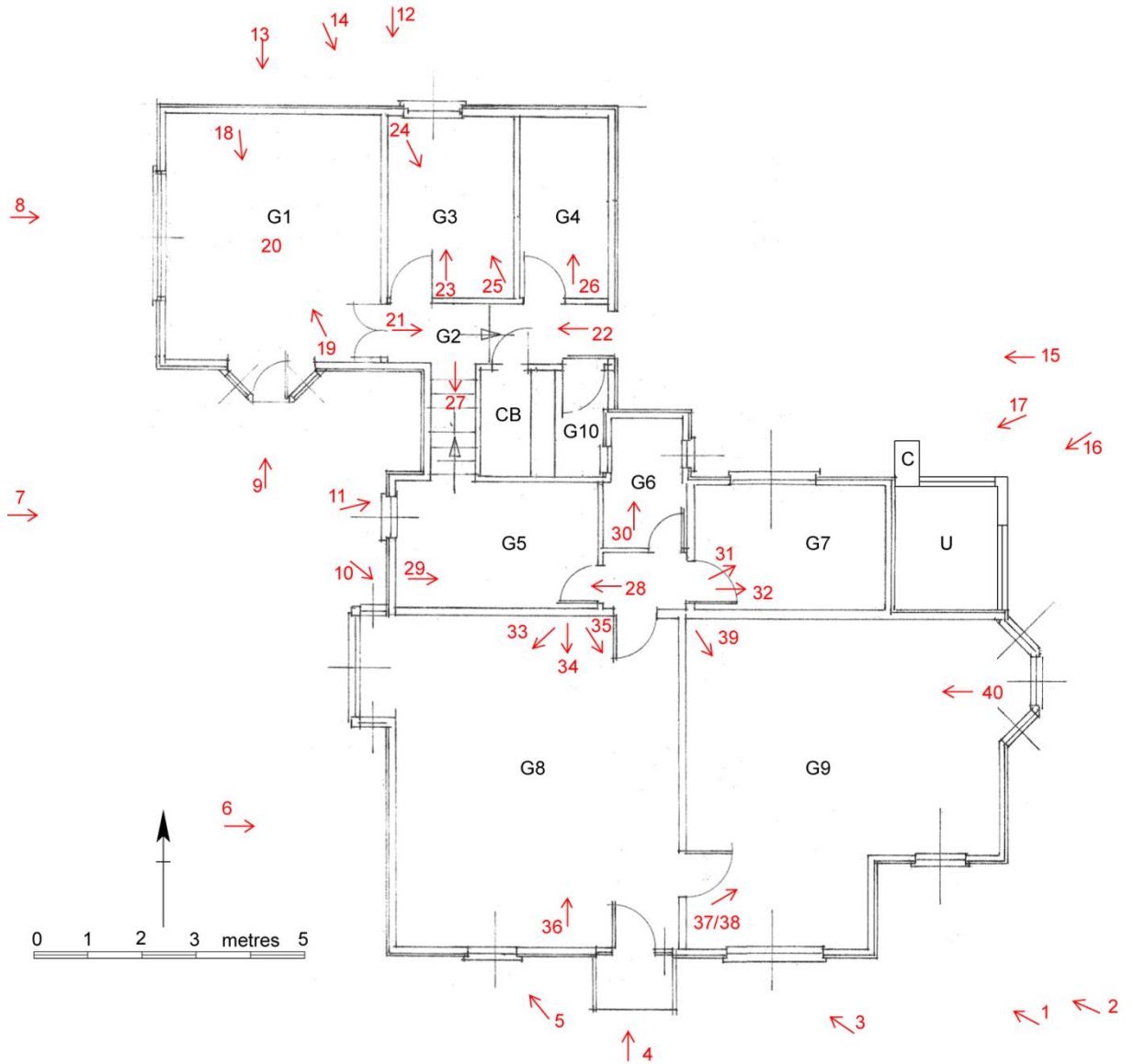
Other staff assigned to the project will normally have appropriate experience of historic building recording and research. Any staff undergoing training on the project will be fully supervised by experienced staff.

### **References**

- EH 1991 *Management of Archaeological Projects* (2<sup>nd</sup> edition). English Heritage (London).
- EH 2006 *Understanding Historic Buildings: a guide to good recording practice*. English Heritage (London).
- IFA 2008a Institute for Archaeologists' *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology*.
- IFA 2008b Institute for Archaeologists' *Standard & Guidance for the Investigation and Recording of Standing Buildings*.
- IFA 2011 Institute for Archaeologists' *Standard & Guidance for Desk-Based Assessments*.

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**Figure 14:** Photo plan (*scale as shown*)

## Appendix 2: List of Photographs

SITE NO/CODE: 1506/BRP			Site Name: The Bungalow, Rosary Priory, Bushey
Shot	B&W	Digital	Subject
1		x	South east corner of Building 1
2		x	South elevation from the southeast
3		x	South elevation from the southeast
4		x	Building 1, porch
5		x	Building 1, west end of the south elevation
6		x	Building 1, west elevation
7		x	Building 1 & stair, west elevation
8		x	Building 2, west elevation
9		x	Building 2, south elevation
10		x	Detail of brick supporting wall beneath core of Building 1
11		x	Detail of brick supporting wall beneath the northern extension to Building 1
12		x	Building 2, north elevation
13		x	North elevation of the core of Building 2
14		x	North elevation of the extensions to Building 2
15		x	Looking towards the east elevation of Building 2
16		x	Building 1, north elevation
17		x	Building 1, north elevation
18		x	Room G1 looking south
19		x	Room G1 looking northwest
20		x	Room G1 roof
21		x	Room G2 looking east
22		x	Room G2 looking west
23		x	Room G3 looking north
24		x	Room G3 looking southeast
25		x	Room G3 looking northwest
26		x	Room G4 looking north
27		x	Staircase looking south
28		x	Room G5 looking west
29		x	Room G5 looking east
30		x	Room G6 looking north
31		x	Room G7 looking east
32		x	Room G7 looking northeast
33		x	Room G8 looking southwest
34		x	Room G8 looking south
35		x	Room G8 looking southeast
36		x	Room G8 looking north
37		x	Room G9 looking northeast
38		x	Room G9 looking northeast
39		x	Room G9 looking southeast
40		x	Room G9 looking west

A CDROM containing copies of all the digital photos listed above is included in the back cover of this report

SITE NO/CODE: 1506/BRP			Site Name: The Bungalow, Rosary Priory, Bushey
Shot	B&W	Digital	Subject
1	x		South east corner of Building 1
2	x		South elevation from the southeast
3	x		Building 1, porch
4	x		Building 1, west end of the south elevation
5	x		Building 1, west elevation
6	x		Buildings 1 & 2 from the southwest
7	x		Buildings 1 & 2 from the southwest
8	x		Buildings 1 & 2, west elevation
9	x		Building 2, north elevation
10	x		Building 2, north elevation eastern end
11	x		Room G1 looking southwest
12	x		Room G1 looking northwest
13	x		Room G2 looking east
14	x		Room G1 roof
15	x		Room G2 looking west
16	x		Room G3 looking north
17	x		Room G3 looking southeast
18	x		Staircase looking south
19	x		Room G5 looking east
20	x		View southeast from Room G5
21	x		Room G5 looking west
22	x		Room G8 looking southwest
23	x		Room G6 looking north
24	x		Room G7 looking northeast
25	x		Room G8 looking south
26	x		Room G8 looking north
27	x		Room G9 looking northeast
28	x		Room G9 south wall
29	x		Room G9 north wall

### Appendix 3: ASC OASIS Form

PROJECT DETAILS			
Project Name:	The Bungalow, Rosary Priory	OASIS reference:	archaeol2-122056
Short Description:	<p>In March 2011 historic building recording was undertaken of The Bungalow, Rosary Priory, Bushey, Hertfordshire in order to inform proposals for the future development of the site following a fire.</p> <p>The Bungalow comprises two prefabricated structures interlinked by additional light timber framed extensions. The entire building is clad in corrugated metal and stands on brick piers. The southern building (Building 1) was first erected between 1875 and 1898 within the grounds of Caldecote Towers, initially a private house that became a girls' school in 1891. It was initially a simple square structure with its porch facing north rather than south as it does today. By 1914 Building 2 had been constructed, as had all the other rooms. In structural form and architectural style The Bungalow matched the other purpose built school building.</p> <p>In 1926 when Caldecote Towers was sold to the Dominican Sisters of St Catherine of Siena The Bungalow was described as having nine rooms and two bathrooms and being centrally heated. In the early 20<sup>th</sup> century it was used as a sanatorium but in the last years before the school closed in 1987 The Bungalow housed the art department.</p>		
Project Type:	Historic Building Recording		
Previous work: (eg. SMR refs)	None	Site status: (eg. none, SAM, listed)	None
Current land use:	Derelict	Future work: (yes/no/unknown)	No
Monument type:	Building	Monument period:	Modern
Significant finds: (artefact type & period)	N/A		
PROJECT LOCATION			
County:	Hertfordshire	OS reference: (8 figs min)	TQ 1536 9501
Site address: (+ postcode if known)	The Bungalow, Rosary Priory, 93 Elstree Road, Bushey Heath, Bushey WD23 4EE		
Study area: (sq. m. / ha)	N/A	Height OD: (metres)	N/A
PROJECT CREATORS			
Organisation:	Archaeological Services & Consultancy Ltd		
Project brief originator:	N/A	Project design originator:	N/A
Project Manager:	Karin Semmelmann	Director/Supervisor:	Karin Semmelmann
Sponsor / funding body:	Saint Rose of Lima Association Ltd		
PROJECT DATE			
Start date:	13 <sup>th</sup> March 2012	End date:	13 <sup>th</sup> March 2012
PROJECT ARCHIVES			
	Location (Accession no.)	Content (eg. pottery, animal bone, files/sheets)	
Physical:	HALS	N/A	
Paper:		Site notes, photos, architects drawings etc	
Digital:		1 CD	
BIBLIOGRAPHY (Journal/monograph, published or forthcoming, or unpublished client report)			

Title:	Historic Building Recording: The Bungalow, Rosary Priory, Elstree Road, Bushey, Hertfordshire		
Serial title & volume:	ASC Ltd Report ref. 1506/BRP/1		
Author(s):	Karin Semmelmann MA MifA		
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