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**A Statement of Significance  
for  
Shoreham Town Hall, High Street,  
Shoreham by Sea, West Sussex**

by  
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June 2013

### ***Summary***

*Shoreham Town Hall was built in 1830 as a Custom House, and subsequently converted to the Town Hall in 1886. The building is a Grade II Listed Building, and has been modified inside for use as a restaurant and offices, and has an annex added to its south side in the 1920's.*

*This report has been prepared to provide an analysis of the building and to identify key historic and architectural features, to advise on the proposed redevelopment of the building.*

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## 1.0 Introduction

- 1.1 Chris Butler Archaeological Services Ltd (CBAS) was commissioned by Castle Consulting on behalf of Utilec Properties Ltd to undertake a report on Shoreham Old Town Hall to provide a comprehensive analysis of the heritage asset and identify key historic and architectural features of the asset, in accordance with a brief prepared by Dowsett Mayhew Planning Partnership.
- 1.2 The Town Hall is situated on the High Street (Fig. 1). Externally it presents as a two-storey facade with an entrance portico supported on pilasters, under a hipped, slate roof. The building comprises a ground floor in use as a restaurant with a basement under. Above this is office accommodation over one main floor with a mezzanine above. At the south-east rear corner of the building is a more modern extension known as The Annexe. It is a four-storey flat roofed office building. As a result of topography, the entry level of the Annexe is at lower ground floor. The roof of this building is set below the ridge height of the Old Town Hall. The Annexe encloses a square light well which incorporates the extractor vents from the restaurant kitchen<sup>1</sup>.
- 1.3 Shoreham Town Hall is a Grade II listed building (English Heritage Building ID 297294), where it is described as Customs House, now Town Hall. Built 1830 by Sidney Smirke as Customs House, converted in 1886. Incised render with band and full entablature to slate hipped roof with stack to left. Two storeys; 3 bay symmetrical centre with one bay recessed wing to right. Tall doubled pilasters on single pedestals flanking central bay and supporting projecting pediment. Raised lettering reading 'Town Hall' in frieze under pediment. Metal casement windows, triple on first floor over doors. Entrance in central bay with doubled panelled doors and transom light; moulded entablature hood on volute brackets, carrying sculptural group representing royal arms over.
- 1.4 The former Town Hall is situated within Shoreham's Historic Urban Character Area 1 (HUCA 1), which comprises much of the High Street of Shoreham. Archaeological excavations showed survival of medieval and post-medieval finds and features, although there was considerable truncation at 94-6 High Street. This suggests that the archaeological potential of this HUCA is high, although evidently locally poor where there has been more extensive 20<sup>th</sup> century development<sup>2</sup>.
- 1.5 The surviving medieval and post-medieval buildings, and some early plot boundaries, combine with the archaeological potential give this HUCA an Historic Environment Value (HEV) of 3 (5 is the highest)<sup>3</sup>.

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<sup>1</sup> Briefing Document

<sup>2</sup> Harris, R.B. 2009 *Shoreham: Historic Character Assessment Report*, Sussex Extensive Urban Survey

<sup>3</sup> *Ibid.*

- 1.6** HUCA 1 has seen considerable change in the 20th century, most notably through the widening of the High Street and through the replacement of many historic buildings. Although the demolition of historic buildings has been extensive and is largely historic, there remain several 19th and 20th-century unlisted buildings that, given the pressure for commercial redevelopment and the significant historic environment value of the area, suggest that the HUCA has a medium vulnerability<sup>4</sup>.
- 1.7** In 2012 planning permission and Listed Building consent (AWDM/1319 & 1320/12) was sought for the part demolition and part change of use of the existing office space and part new build extension to create 9 residential units. This application was withdrawn after key concerns relating to the impact of the development on the architectural and historic interest of the Town Hall.

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<sup>4</sup> Harris, R.B. 2009 *Shoreham: Historic Character Assessment Report*, Sussex Extensive Urban Survey

## 2.0 Historical and Archaeological Background

- 2.1 Some evidence for Prehistoric activity has been found in Shoreham including a Neolithic axe found in the High Street (MWS514) in 1915, and occasional residual pieces of pottery and flintwork being found in other excavations across the town. Similarly Roman artefacts have been found (e.g. at Ship Street – MWS9139). No evidence for Saxon activity has been found in the town.
- 2.2 At Domesday 'Soresham' with its church, later Old Shoreham, was probably the main harbour. New Shoreham was probably founded between 1096 and 1103 as a result of the progressive movement of shingle across the mouth of the river, and the town was well established by the early 12th century is further supported by a grant of William II de Braose to Lewes priory c.1130 of land and houses in Shoreham<sup>5</sup>. The borough of Shoreham is mentioned in 1235 and it was represented as a borough by its own jury from 1248 onwards<sup>6</sup>.
- 2.3 New Shoreham's rise eclipsed Bramber and Steyning during the 12th and 13<sup>th</sup> centuries, during which period it became one of the principal channel ports. Records of shipping arrested in 1205-27 show Shoreham slightly below Winchelsea, but substantially ahead of the other Sussex ports. By the late 13th century the port was at its peak, with accounts for 1287-90 showing Shoreham as the leading Sussex port for export of wool<sup>7</sup>. Evidence for the medieval town has come from a number of excavations around the town, including the Rope Tackle site (MWS7112) and 94-96 High Street (MWS8526 & MWS8569).
- 2.4 Shoreham then went into decline and there are few references to Shoreham ships in the late 14<sup>th</sup> and 15th centuries, although shipbuilding is recorded in 1368 and 1400. The decline of trade with Normandy and the increasing difficulty of access to the harbour seem to have been key factors: for example, the outlet of the Adur was blocked in 1368. The eastern part of the town was being washed away by tides in 1348 and by the early 15th century part of the town had been lost to the sea<sup>8</sup>.
- 2.5 By the 16<sup>th</sup> century the town had fallen into comparative obscurity as a port, but since the fixing of the mouth of the river at Kingston, in 1818, New Shoreham has grown into one of the most successful of the small English ports. In 1701 the Port of Shoreham handled 21% of all the Sussex seaborne traffic, rising to 25% in 1789-90 and 36% in 1843<sup>9</sup>.

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<sup>5</sup> Harris, R.B. 2009 *Shoreham: Historic Character Assessment Report*, Sussex Extensive Urban Survey

<sup>6</sup> 'Old and New Shoreham', *A History of the County of Sussex: Volume 6 Part 1: Bramber Rape (Southern Part)* (1980), pp. 138-149. URL: <http://www.british-history.ac.uk/report.aspx?compid=18237>

<sup>7</sup> Harris, R.B. 2009 *Shoreham: Historic Character Assessment Report*, Sussex Extensive Urban Survey

<sup>8</sup> *Ibid.*

<sup>9</sup> *Ibid.*

- 2.6** The original Custom House at Shoreham was situated in Church Street, although by 1812 it was no longer used as such as the land ‘on which two several buildings were lately standing, one of which was lately used as a Custom House and the other as a warehouse to the same, situate, lysing and being in New Shoreham and lately under the care of the Collector and Comptroller of Customs there’ was sold<sup>10</sup>.
- 2.7** The new Custom House was built in 1830 (Fig. 2), designed in a pseudo-classic style by Sidney Smirke, and was described as having spacious vaults beneath and adjacent wharfage to the river-side<sup>11</sup>. The new Custom House was located on the site of a mansion belonging to the Poole family, which had been dismantled and then finally demolished to make room for the new Custom House<sup>12</sup>. On Edwards map of New Shoreham, dated 1789 (Fig. 3)<sup>13</sup>, a building can be seen occupying the site of the Town Hall, fronting onto the High Street, which was presumably the Poole family mansion, a drawing of which conforms to the outline shown on the map<sup>14</sup>. Yeakell & Gardiner’s map of 1778-83 shows a similar scenario<sup>15</sup>.
- 2.8** The new building served as a Custom’s House until 1886, when the business formerly transacted in it was transferred to a new Custom House at Kingston-by-Sea, and the building became the Town Hall. A map of 1872<sup>16</sup>, surveyed in 1860, shows the building with a set-back bay added to the western end of the building replacing the original single-storey structure shown in 1830. The building is shown as the Custom House on the 1<sup>st</sup> Edition OS map of 1873 (Fig. 4), and by the 2<sup>nd</sup> Edition OS map of 1898 the building is marked as the Town Hall (Fig. 5).
- 2.9** The 3<sup>rd</sup> Edition OS map of 1912 shows no change, but by the time of the 4<sup>th</sup> Edition OS map of 1930, the building has gained an extension on its south-west corner (The Annex) added in the 1920’s (Fig. 6). By the 1952-3 map the building appears to have gained a further extension on its south side, whilst extensive changes have taken place to the west of the Town Hall along the south side of the High Street which has been rebuilt since road widening in the 1930s (Fig. 7).

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<sup>10</sup> Cheal, H. 1971 *The Story of Shoreham*, S.R. Publications Ltd

<sup>11</sup> *Ibid.*

<sup>12</sup> *Ibid.*

<sup>13</sup> Harris, R.B. 2009 *Shoreham: Historic Character Assessment Report*, Sussex Extensive Urban Survey

<sup>14</sup> Marlipins Museum collection

<sup>15</sup> [http://www.envf.port.ac.uk/geo/research/historical/webmap/sussexmap/Yeakell\\_36.htm](http://www.envf.port.ac.uk/geo/research/historical/webmap/sussexmap/Yeakell_36.htm)

<sup>16</sup> <http://www.shorehambysea.com/shoreham-historical-photos>



### **3.0 Archaeological Methodology**

- 3.1** The survey of the building comprised a visual inspection of the building by the author on the 31<sup>st</sup> May 2013. Written notes were made with digital photographs also being taken for reference. No measurements were taken during this brief survey.
- 3.2** During the survey each of the rooms was given an individual number which was prefixed with the letter; A for the lower ground floor; the letter B for those on the upper ground floor; the letter C for those on the first floor; and the letter D for those on the second floor (Figs. 8 & 9).
- 3.3** No plans of the building were made during this survey, with the architect's drawings being used to record all features, fixtures and fittings.
- 3.4** This Report has been prepared in accordance with the requirements of National Planning Policy Framework, the *Standard and Guidance for Archaeological Desk-based Assessment* (Institute of Field Archaeologists 2001), and the WSCC's *Recommended Standard Conditions for Archaeological Fieldwork, Recording and Post-Excavation Work* (Version dated February 2007) (the Recommended Conditions).

## 4.0 General External Description

- 4.1 The northern elevation of Shoreham Town Hall faces onto the High Street (**Plate 1**), and is of two storeys externally (Fig. 10). This elevation is of four bays, with the western bay, which was a later addition to the building, being slightly recessed. The northern elevation has a rendered finish and is painted white with details such as the pilasters and surround to the pediment being painted grey.
- 4.2 The central bay of the original building has the original main entrance on the ground floor which is now the entrance to the Chambers Bistro which occupies the northern part of the ground floor. Above the entrance is a projecting plinth supported at the east and west ends by a corbel. Surmounting the plinth is a coat of arms which is supported by a lion on the eastern side and a unicorn on the west representing the royal arms (**Plate 2**). Below the plinth there is the word 'CHAMBERS' in modern raised lettering. Above the doorway is a window consisting of a centre sash window which is divided into ten panes of glass by narrow glazing bars. To the east and west of the central window there is a narrow sash window consisting of a column of five panes of glass. At the eastern and western ends of the central bay there are plain double pilasters, with a moulded capital. The base of the pilasters has a moulded frieze around its upper edge. The double pilasters support a lintel which has a raised horizontal moulded band which is apparent on all of the bays of this elevation. Above this band and below the slightly projecting pediment are the words 'TOWN HALL' in raised lettering. A band of dentil detail was noted at the base of the pediment and also the shallow returns to the centre original bay, this was not apparent on the other bays of the building.

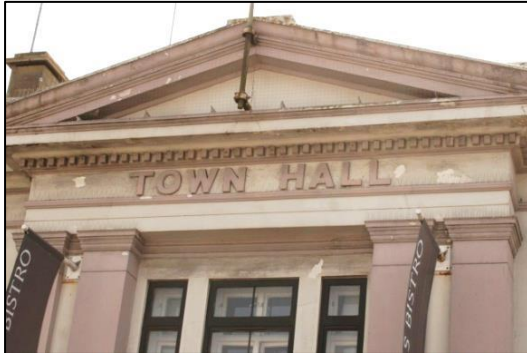


**Plate 1:** Northern Elevation



**Plate 2:** Plinth with Royal Arms

- 4.3 There are also discrete bands of moulding located at the top of the double pilasters and the raised horizontal band (**Plate 3**). The single bay to the east and the two western bays have the same raised moulded band as seen on the lintel of the centre bay and also apparent is the discrete moulding above this. There is a second wider band located at the junction of the ground and second floor apparent on these three bays. There is a single window on the ground and first floor of each of these bays, with those on the ground floor being modern wooden framed sash windows. The windows on the first floor of this elevation are of the same type as those on the ground floor but have been inserted into the outer face of the reveal of the original windows. The original wooden framed casement windows can be seen still *in-situ* behind the new outer windows from the exterior of the property (**Plate 4**).



**Plate 3:** Discrete Moulded Band



**Plate 4:** Original Windows behind the New

**4.4** The western elevation consists of the Town Hall at the northern end (**Plate 5**) with the building known as the Annex (**Plate 6**) to the south of this. There is a further element of this elevation at the southern end which is development of flats, built in the 1980's and was not included in this survey. As with the northern elevation, the western is of a rendered finish painted white. The ground floor of the Town Hall western elevation is the western exterior of Chambers Bistro, which consists of a doorway in the centre with a modern sash window on the north and south side of it. The only other features are three windows just below the western edge of the hipped roof. The three windows have a curved head and although separate form a single unit (**Plate 7**).



**Plate 5:** Western Elevation of the Town Hall



**Plate 6:** Western Elevation of The Annex



**Plate 7:** Three Window Western Elevation of the Town Hall

**4.5** The western elevation of The Annex is on four floors, and has the same white painted finish as the elevations of the Town Hall. The entrance to The Annex is the northern doorway of two located in the centre of the lower ground floor. The southern doorway is the entrance to an office on the southern side of the lower ground floor. To the north and south of the two doorways are two Crittall type metal framed casement windows. The same type of windows also occurs on both the upper ground floor and second floor level, with those on the first floor being slightly longer in height and having an extra glazing bar in the lower part of the northern side of the window (**Plate 6**). The upper ground floor and second floor have a row of six windows, whereas the first floor only has a row of four.

**4.6** Access to the southern elevation of the Town Hall and the eastern elevation of The Annex is via a short subway under the northern end of the 1980's building at the southern end of the complex of buildings. Both the eastern elevation of The Annex and southern elevation of the Town Hall are of a white painted render. In the centre of this elevation the block holding the staircase projects from the main body of the Town Hall (**Plate 8**), and has a small infill building between its western side and the eastern wall of The Annex. The only features visible on the exterior of the eastern wall of The Annex is a circular stained glass window in the centre of the first floor level and two small metal framed windows at the northern end of the upper ground floor. The small infill building has a single metal framed Crittall type casement window on the first floor level, with a blocked entrance in the centre of the upper ground floor. The projecting centre section of this elevation has two metal framed window frames with some of the panes being of stained glass on both the upper ground floor and the first floor. The eastern return wall of the staircase projection has the same sort of window as seen in the southern wall located in the centre of the first floor level and a circular window at the northern end of this part of the elevation. The eastern side of the projecting staircase range has a raised outdoor dining area belonging to Chambers Bistro.



**Plate 8:** Southern Elevation of Town Hall



**Plate 9:** Eastern Elevation of The Annex

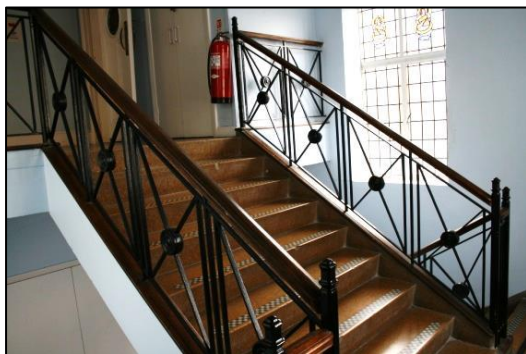


**Plate 10:** Raised Dining Area East End of Elevation

- 4.7** The roof of the main body of the Town Hall is hipped at both the eastern and western ends, with a covering of orange-red ceramic tiles. Tiles of the same material are used in the hipped end and centre ridge tiles. The projecting staircase range in the centre of the southern elevation of the Town Hall has a flat roof which is at a lower level than the eaves of the roof of the Town Hall. The flat roof to the infill building to the west of this is set at an even lower level. The roof to The Annex is again flat and is level with the eaves of the hipped roof of the Town Hall. The only chimney stack visible from ground level is located at the eastern end of the hipped roof and is of brick construction with a single course of oversailing bricks near the top of the stack.

## 5.0 Internal Description

- 5.1** The lower ground floor consists of two offices (**A1** and **A2**), one either side of a centre staircase to the upper ground floor. The staircase was modern with metal banisters and handrail. At the time of the survey both the offices on this floor were let and could not be entered. However, viewing through the windows in the western wall, they would appear to have no outstanding features. Both of these offices having plaster covered ceilings and walls.
- 5.2** Chambers Bistro occupies the whole of the northern half of the building on the upper ground floor and was not included in the survey. The projecting part of the building houses the staircase **B1**. The staircase on the upper ground floor consists of three flights; the first has four steps up to a landing with a split staircase second flight of eleven steps on both the western and eastern sides to a landing, with a third flight central staircase of nine steps to the first floor landing (**Plate 11**). The landings and stairs appear to be polished concrete which is brown in colour. Where the outer finish of the concrete has been chipped the concrete is a light grey in colour (**Plate 12**). The landings have a geometrical design in black, with the stairs all having a panel of black and white small tiles inserted close to the front edge of the treads, laid in a checked design. The staircase has a square sectioned metal continuous balustrade, which is painted black. The balustrades consist of an outer rectangle frame with a diagonal bar from each corner meeting in the centre at a roundel, which has a raised centre dome in the middle. The newel posts are of larger square sectioned metal surmounted with a decorative finial. The hand rail is of moulded wood with a varnished finish.



**Plate 11:** Upper Centre Staircase



**Plate 12:** Chips in Polished Concrete finish on Stair Treads

- 5.3** In the northern wall of the intermediate landing there is a blocked double doorway which leads into Chambers Bistro (**Plate 13**). This has a moulded wooden frame with a curved head and a geometrical design located at the springing point on both sides of the head. The ceiling of the first floor of the staircase has moulded coving and two bands of the same on an east to west alignment forming three rectangular panels. All of the ceiling mouldings have a triangular design moulded into their outer faces (**Plate 14**).



**Plate 13:** Blocked Doorway on Intermediate Landing    **Plate 14:** Ceiling Mouldings on First Floor

- 5.4** In the north wall of the first floor landing there are a set of double doors leading to the first floor of the main body of the building. These appear to be Victorian in date, and have four panels with a circular stained glass window inserted in the centre of the door just above mid height. The stained glass window in each of the doors depicts a sailing galleon (**Plate 15**). The intermediate landing is lit by two circular windows located at the ends of both the eastern and western walls. The window in the western wall is a stained glass window depicting the Shoreham coat of arms (**Plate 16**). This window has a metal frame. The circular window at the northern end of the eastern wall is a modern replica of perplex, with no frame visible (**Plate 17**). There is also a metal framed casement window lighting the lower part of the staircase in the southern wall. This consists of three frames divided into three columns of five rows with the upper panes of the eastern and western frames having a design of a fasces, with a wreath behind. Across this design is a plaque with 'PORTUS ADVRNI' on it. The opening part at the top of the frame of the centre window has a long ship within a wreath (**Plate 18**).



**Plate 15:** First Floor Landing Doors



**Plate 16:** Circular Stain Glass Window  
Western Wall



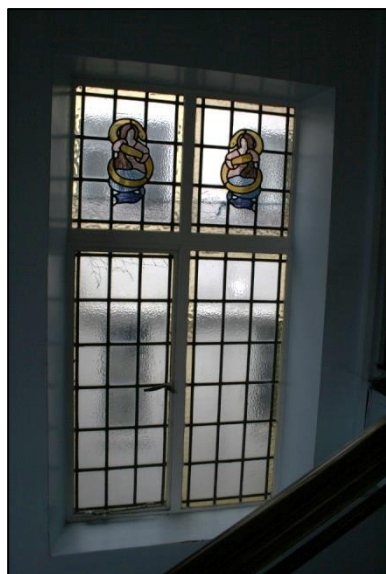
**Plate 17:** Perspex Replica  
Window Eastern Wall



**Plate 18:** Window in Lower South Wall

- 5.5** The first floor level of the staircase is lit by three windows. The windows are located in the eastern, western and southern walls. The windows in the east and west wall are metal framed casements, and divided into four. The bottom two windows are divided into three columns of six rows, with the upper two windows having three rows of three columns. Both of these windows have a mermaid entwined by an 'S' serpent (**Plate 19**). The window in the southern wall is divided into six panes. The bottom three panes are divided into three columns of six rows, with the top two frames being smaller with three columns of three rows. The top window of the east and western window have a design of a figure blowing a horn, riding a dolphin. The upper window in the centre has a battleship within a wreath, with the lower centre window having two dolphins either side of a trident (**Plate 20**).





**Plate 19:** First Floor Windows  
East and West Walls



**Plate 20:** First Floor Window  
South Wall

- 5.6** There are three rooms on the upper ground floor located in The Annex, these are **B2**, **B3** and **B4**. **B2** and **B4** are both modern offices with no features of note. Walls and ceilings are plastered. **B3** is located to the north of **B2** and is a WC with two cubicals.
- 5.7** The first floor consists of ten rooms. The first floor of the Town Hall building would appear to have been a single room, but is now divided by a partition wall on a north to south alignment, dividing it into two. Later the western side had two offices with a corridor running east west on their southern side. The ceilings of the two offices at the western end provide the second floor. The eastern side has a mezzanine floor inserted at the southern side of first floor to provide a second floor.
- 5.8** **C1** is located at the western side of the Town Hall building and its northern side is full height to the original ceiling. The room is lit by two windows which appear to be original; the original windows are flush with the southern face of the wall with a later window inserted into the northern end of the window reveal. The original windows are wooden framed casement windows, with the centre section opening. The lower and upper windows do not open (**Plate 21**). At the southern end of the western wall there is a high set metal framed window which is glazed with stained glass depicting a galleon (**Plate 22**). This window is the northern element of the three windows noted at the top of the western elevation in the general external description. The other two elements of this window are located at the top of the western wall in **D1** on the second floor. There are two sets of paired pilasters on the northern wall of this room, with a fluted wide band below the capital. The pilasters support a projecting coving which is situated at the base of the ceiling. The eastern pilaster of the pair at the eastern end of the room is cut by the dividing wall between this room and **C4**. It was noted that this eastern wall of **C1** also had high skirting

boards with a moulded top and was a different type to that on the northern and western walls which looked to be the original Georgian type. This would imply that this wall is a later insertion. There is a single pilaster on the western wall, with a moulded capital and a recessed panel in the centre of the column.



**Plate 21:** Example of Window in North Wall of C1



**Plate 22:** Stain Glass Window in C1



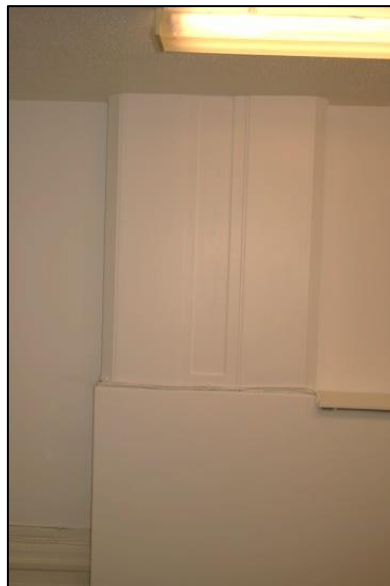
**Plate 23:** Example of Pilasters C1

**5.9** The ceiling is half arched in shape and has a wide moulding on an east to west alignment; this has a fluted design on it. There are two mouldings on a north to south alignment, comprising of three bands separated by a small gap. These run from the top of the pilasters on the northern wall, and are cut by the east-west moulding. Over this moulding two outer bands are apparent, with each of these having a circular pattern moulding at their centre (**Plate 24**).



**Plate 24: Ceiling Mouldings C1**

- 5.10** C1 and C2 are the two modern offices at the southern end of C1. These are a modern insertion, with plasterboard walls and ceilings. The only early feature noted was on the western wall of C2, this was the lower part of a pilaster of the same type as seen on the western wall of C1. The base of this pilaster had been boxed in with plasterboard (Plate 25). The northern wall of these offices was of plasterboard construction with the top part glazed.



**Plate 25: Boxed-in  
Pilaster C2**

- 5.11** C4 is the office to the east of C1. The northern end of this room is of the same full height as seen in C1, with the southern end being reduced by the mezzanine floor of D2. The ceiling of the northern end of the room has the same mouldings as seen in C1. The only other early feature noted in the survey where the other half of the eastern pilaster, seen at the eastern end of the eastern wall of C1 and the three original inner windows on the centre bay. These had moulded wooden sides to the frame with a roundel design at their base (Plate 26).



**Plate 26:** Inner Windows **C4**

- 5.12** **C5** is the corridor at the south of **C2**, **C3** and **C4**. The only original features are on the southern wall consisting of the lower part of two paired pilasters (**Plate 27**), the upper part being cut by the floors of **D1** and the western end of the floor in **D2**.



**Plate 27:** Lower parts of  
Paired Pilasters in  
Corridor **C5**

- 5.13** **C6** and **C7** are located at the northern end of The Annex, and are modern WC's with plastered walls and ceiling, no features noted.
- 5.14** **C8** was a modern staircase located to the south of **C7** in The Annex. The staircase had thin square sectioned metal balustrades supporting a metal handrail.
- 5.15** **C9** is located at the southern end of The Annex. This room has plastered walls and ceiling with the only earlier feature being a circular stained glass window located in the centre of the eastern wall. The stained glass window depicts a lion within a shield (**Plate 28**).



**Plate 28:** Stained Glass Window taken from  
Exterior **C9**

- 5.16** **C10** is located at the eastern end of the Town Hall building. The room is of full height at the northern end, and is reduced in height at the southern end by the mezzanine floor of **D2**. This room has a paired pilaster on the northern wall with the western one being directed by the western wall of **C4**. This implies that, as with the eastern wall in **C1**, this wall is also a later insertion (**Plate 29**). Also in this wall is the original casement window with a shallow arched head to the wooden frame. There are two pilasters on the western wall with the top part of both being concealed by the floor of **D2**. The bottom part of a paired pilaster is visible on the southern wall (**Plate 30**). The ceiling mouldings and coving are a continuation of those seen in **C1** and **C4**.



**Plate 29:** Paired Pilasters on North  
Wall of **C10**



**Plate 30:** Paired Pilasters on South  
Wall of **C10**

- 5.17** On the second floor Room **D2** is a mezzanine floor above the southern end of **C10**, and is reached by a modern wooden staircase at the north-west corner. The southern side of the arched ceiling of the Town Hall building is apparent in this room and has the same mouldings and coving as noted before. The top of the pilasters seen on the southern wall of **C10** are apparent on the southern wall of this room. These consist of the capitals and the fluted band below. To the west of the pilasters there is the arched head of a metal framed window. The top of the two pilasters on the eastern wall of **C10** are also visible in this room. The north-western corner has been partitioned off to accommodate a small office **D3**, which has no early features. The walls and ceiling are plastered.



**Plate 31: Top of Pilasters D2**

**5.18** **D1** is located above the two inserted offices at the southern side of **C1**, and is reached by a modern wooden staircase at the eastern end of the room. In the western wall the other two elements of the window set high in the western wall of **C1** are apparent. These have an arched head, with the same design of a galleon on the southern window seen in **C1**. The northern window has a lion within a shield, which is surrounded by a laurel wreath (**Plate 32**). The ceiling mouldings are a continuation of those seen in **C1** to the north and **D2** in the east, and are of the same design. The top of two paired pilasters are apparent on the southern wall, consisting of the capitals and a fluted band below (**Plate 33**). The eastern pilaster of the eastern pair is dissected by the eastern wall of the room. The top part of a single pilaster is located on the western wall and also consists of the capital with a fluted band below, but having a roundel in the centre of the fluted band (**Plate 34**).



**Plate 32: Stain Glass Windows D1**



**Plate 33: Top of Pilasters South Wall D1**



**Plate 34: Top of Pilaster West  
Wall D1**

**5.19** Rooms **D4** and **D5** are situated on the second floor of The Annex. Both rooms have plastered walls and ceiling, with no feature of note.

## 6.0 Discussion

- 6.1** The Town Hall building was originally built as a Customs House in 1830 and was then converted to the Town Hall in 1886. When the building was first built it only had three bays, with a single storey building attached to the western side (Fig. 2). The existing bay at the western end of the building was a later addition added before 1860, and replaced the single storey structure shown in the 1830 drawing. Although there may have always been a small extension on the southern side of the building, the current Annex was added in the 1920's.
- 6.2** The first floor of the Town Hall appears to have originally been one large room that was later divided into three and a photograph of the Fire Brigade Dinner circa 1930 shows the single large room<sup>17</sup>. This is also evidenced by the eastern wall of **C1** and **C4**, which both intersect pilasters, Also the skirting board on the eastern wall of **C1** is of a different type to those on the exterior wall of the room. This is also apparent by the continuation of the ceiling mouldings and projecting coving apparent in these rooms. Later two offices and a corridor were inserted at the southern side of **C1** and a mezzanine floor level in the southern side of the eastern end of the first floor.
- 6.3** The pilasters and the ceiling mouldings are of a classical design and would suggest that they belong to the original Customs House, and are Georgian in date. The windows in the northern elevation of the Town Hall have had modern windows inserted in the outer face of the window reveals, with the earlier wooden casement window being retained on the inner face of the reveal. These are either Georgian or Victorian in date. The wider width of the glazing bars would suggest they most likely have a Victorian date.
- 6.4** The staircase on the upper ground and first floor would appear to be Victorian in date as the polished concrete construction of the flights of stairs cannot have an earlier date. The continuous metal balustrade design would also suggest a Victorian date. The double doors from the first floor of the staircase to the main body of the Town Hall building would also appear to be Victorian. Each of these doors has a circular stained glass window inserted, which is respected by the four panels of the door; these also appear to be Victorian. The ceiling of the staircase has ceiling mouldings, which divide the ceiling into three panels. This is of a different pattern and could be later than that in the first floor rooms in the Town Hall building.
- 6.5** The staircase is lit by six stained glass windows. Two of the windows on the upper ground floor are circular, the others being rectangular in shape. There also are three stained glass windows in the top of the western wall of the main body of the Town Hall, one in **C1** with the other two being located in **D1**. There is also a single circular stained glass window in the eastern wall of **C9** which is located at the

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<sup>17</sup> Marlipins Museum collection



southern end of The Annex. All the windows have metal frames which would suggest that they are of a Victorian or later date, with the stained glass window in The Annex possibly being relocated from main body of the Town Hall. However, if this window is in its original position, it would suggest that the windows date from the 1920's when The Annex was built.

- 6.6** The rooms in The Annex are utilitarian in appearance having no early features, except the single stained glass window mentioned above. All the rooms have plastered walls and ceilings and are lit by Crittall type metal window frames.

## 7.0 Recommendations

- 7.1 The original Georgian Customs House and its western bay addition are a good example of pseudo-classical ‘public’ buildings of this time, deserving of its Grade II Listed Building protection, and as such represent an important part of Shoreham’s more recent history. As well as its architectural merit, it is clear from the archival evidence held in Marlipins Museum that there are many social connections between the Town Hall and the town<sup>18</sup>.
- 7.2 At the time of the walk-through survey the plans for the development of the Town Hall building show that the main staircase was to be removed. However, it was recommended that the staircase was retained as a feature of the conversion of the building into flats due to its architectural importance to the building. Meeting with Mr Lally and the developer at the time of the survey, both also showed concern that these plans had failed to take into account the importance of the main staircase. Since the time of the survey a new set of plans have been drawn up, which incorporate the existing main staircase as a part of the new design, with the staircase being retained on both the upper ground and first floor level. It was also recommended that the ceiling mouldings and pilasters in the Town Hall and the ceiling mouldings in the ceiling above the staircase are retained in-situ within the conversion. The revised plans appear to show that the ceiling within the original Town Hall part of the building will have the mouldings left *in-situ*. Because the staircase appears to un-touched by the development, presumably the moulding on the ceiling of the staircase will also be retained. The stained glass windows should also be retained. The new plans, in retaining these features, are more sympathetic to the fabric of the original part of the building, and are an acceptable way of preserving this important building for the future.
- 7.3 The Annex was added to the building in the 1920’s, and by itself has little architectural merit, although now perhaps seen as an integral part of the overall structure. The elevations shown on the first set of plans show that the proposed replacement structure for The Annex could be seen from the High Street frontage and dominating the west side of the original building. This would undoubtedly have a negative impact on the setting of the Listed Building. The revised plans show that The Annex will retain the same western elevation and roof height as the current building. The only alterations to this part of the building being the construction of an access ramp from the High Street end of the building. This ramp provides access to the new entrance on the ground floor where a window has been converted to a doorway. This revision to plan of the proposed building is much more sympathetic to the setting of the original Town Hall building.

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<sup>18</sup> <http://www.shorehambysea.com/shoreham-by-sea-history-portal.html>

- 7.4** In addition to the above, it is recommended that a full English Heritage Level 3 survey of the whole building is carried out before any redevelopment takes place, to ensure a complete record is available for the future.
- 7.5** Any below ground impact of the development, through the excavation of foundations, drainage or flood defences should be preceded by a programme of archaeological works to ensure any remains are excavated and recorded prior to their damage or destruction by the development. This is due to the importance of any below ground archaeology, given the high expectation that remains of Medieval and Post Medieval date are likely to be found at the site.

## **8.0 Acknowledgements**

- 8.1** I would like to thank Andrew Lally of Castle Consulting for commissioning the survey on behalf of Utilec Properties Ltd.



Fig. 1: Shoreham Town Hall: Site location map  
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Fig. 2: Shoreham Town Hall: Town Hall Building c1830  
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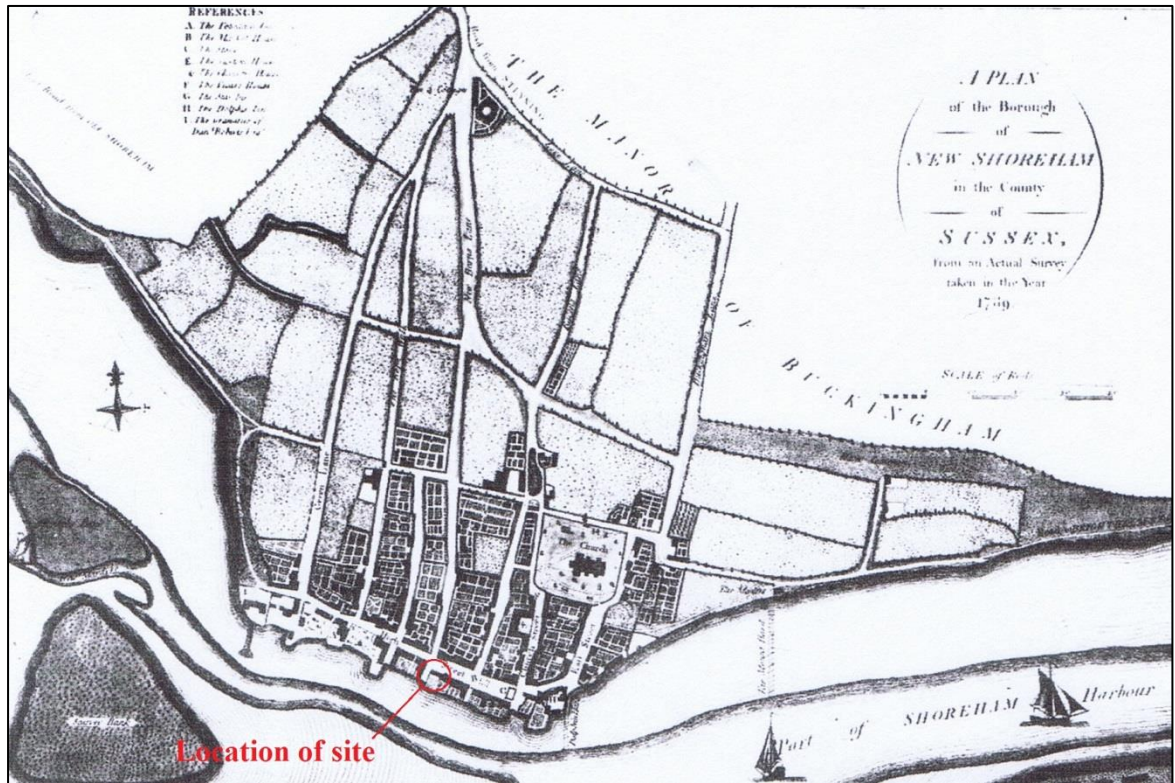


Fig. 3: Shoreham Town Hall: Edwards Map of Shoreham 1789

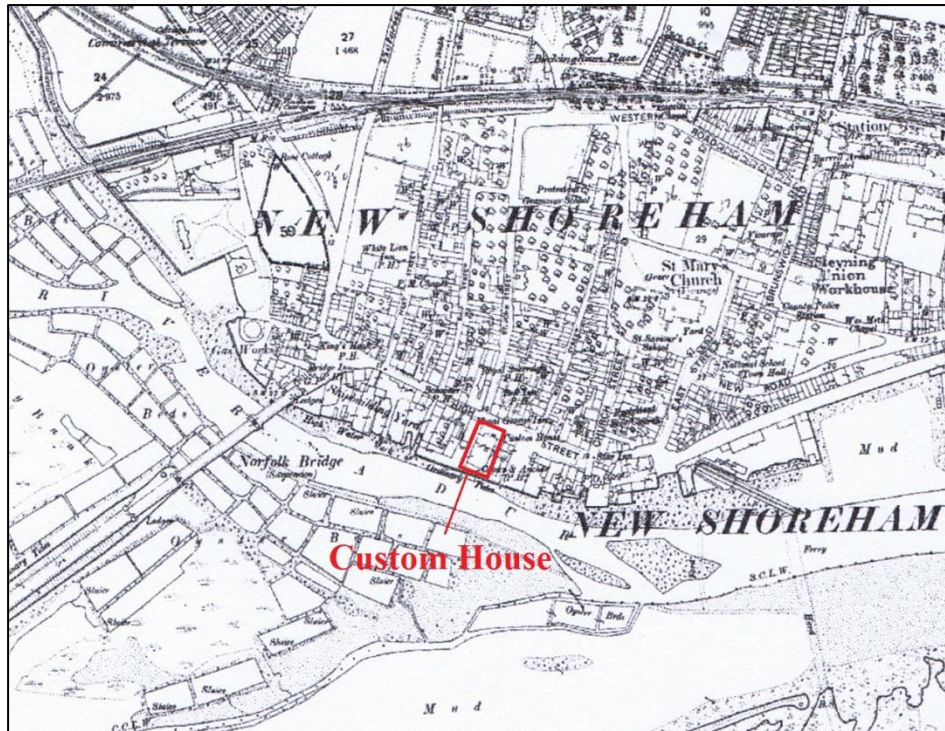


Fig. 4: Shoreham Town Hall: 1<sup>st</sup> Edition OS map 1873

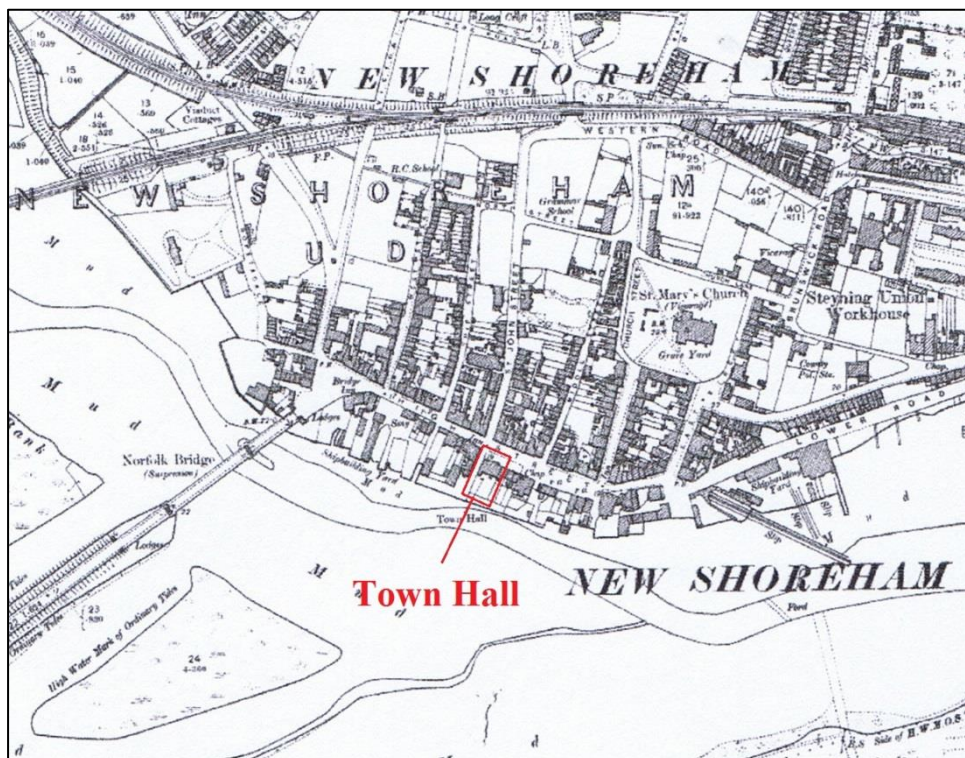


Fig. 5: Shoreham Town Hall: 2<sup>nd</sup> Edition OS map 1898

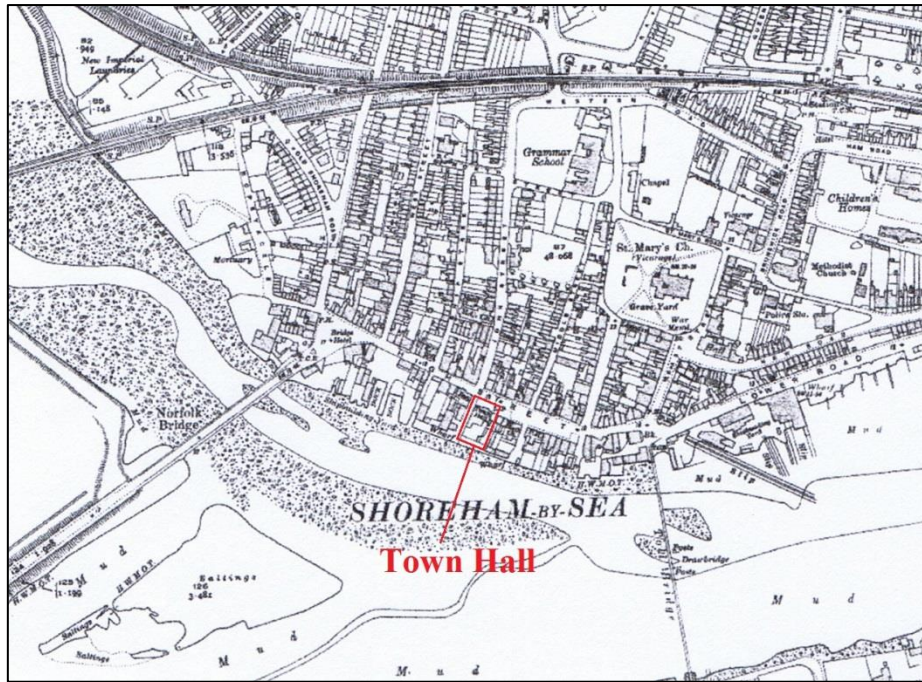


Fig. 6: Shoreham Town Hall: 4<sup>th</sup> Edition OS map 1930

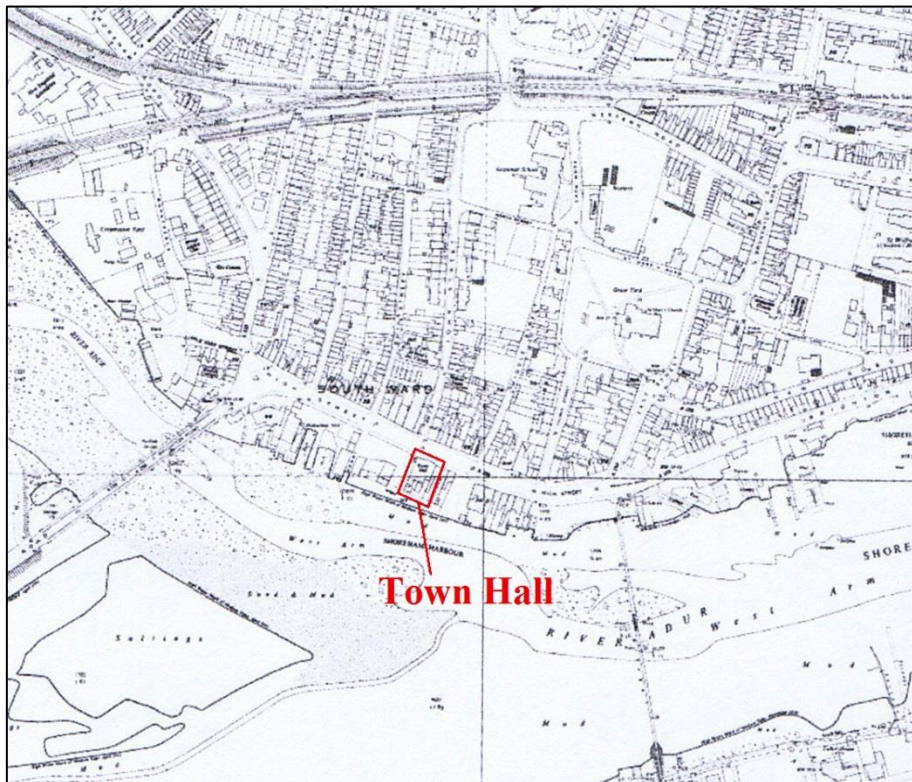


Fig. 7: Shoreham Town Hall: 1952-3 OS map  
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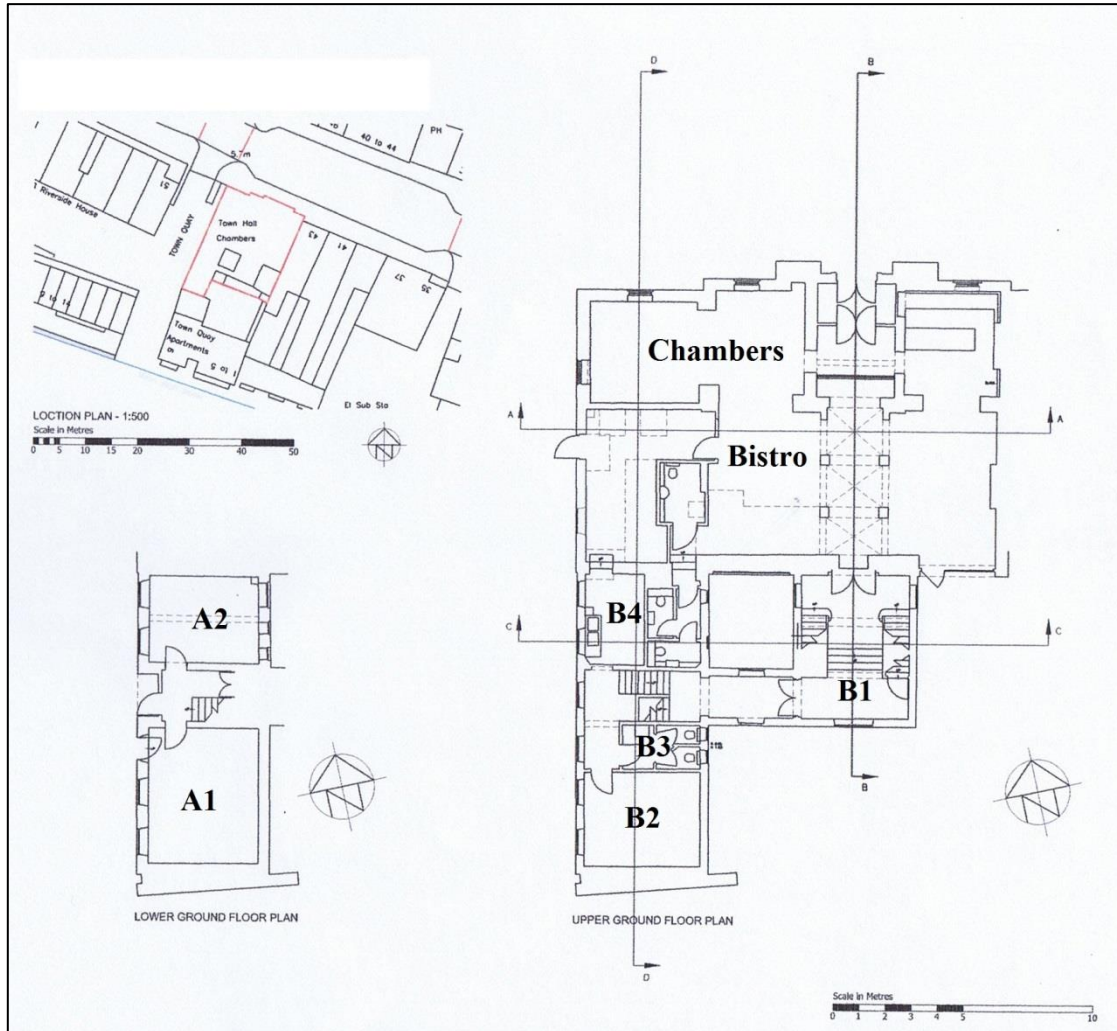


Fig. 8: Shoreham Town Hall: Lower and Upper Ground Floor Plans  
Adapted from architects drawing

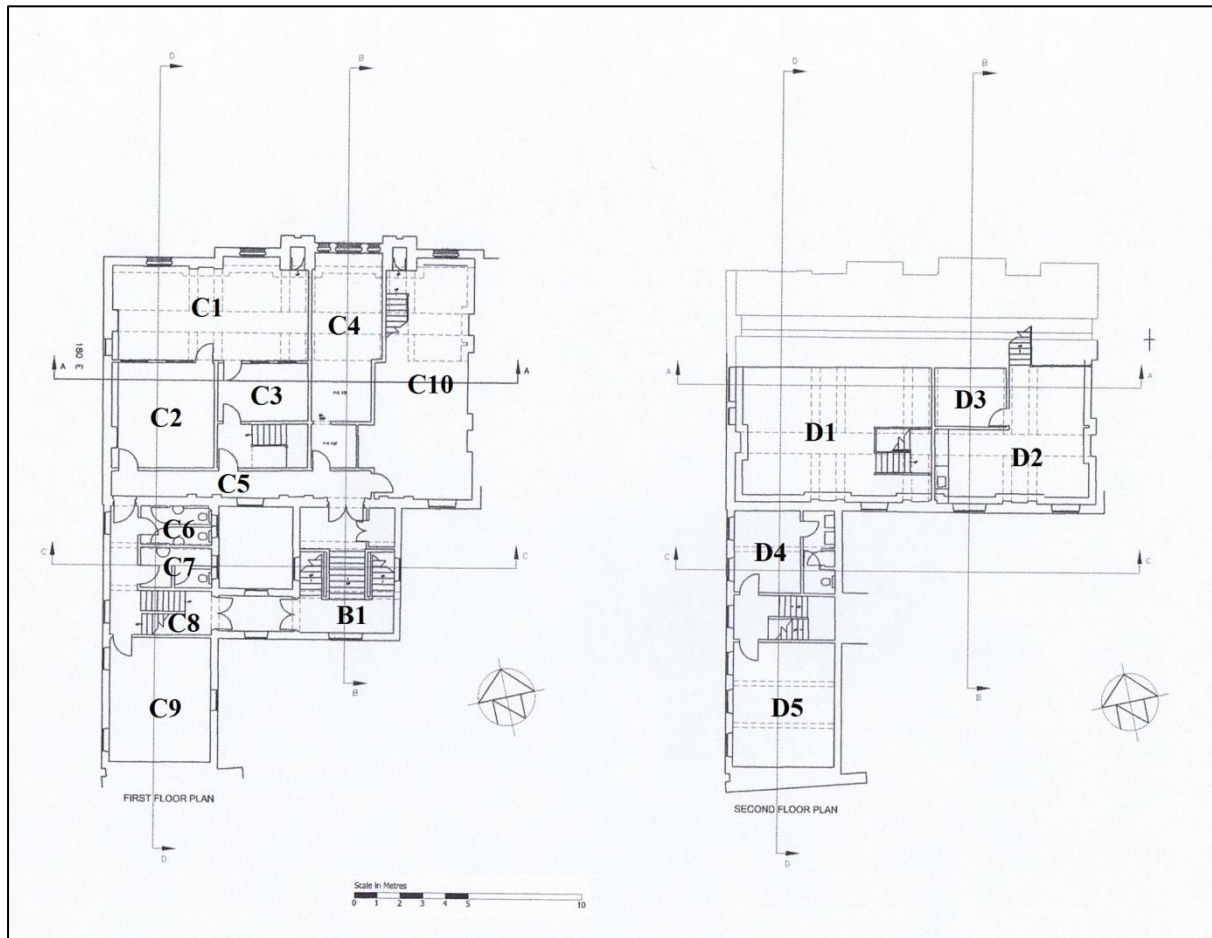


Fig. 9: Shoreham Town Hall: First and Second Floor Plans  
Adapted from architects drawing

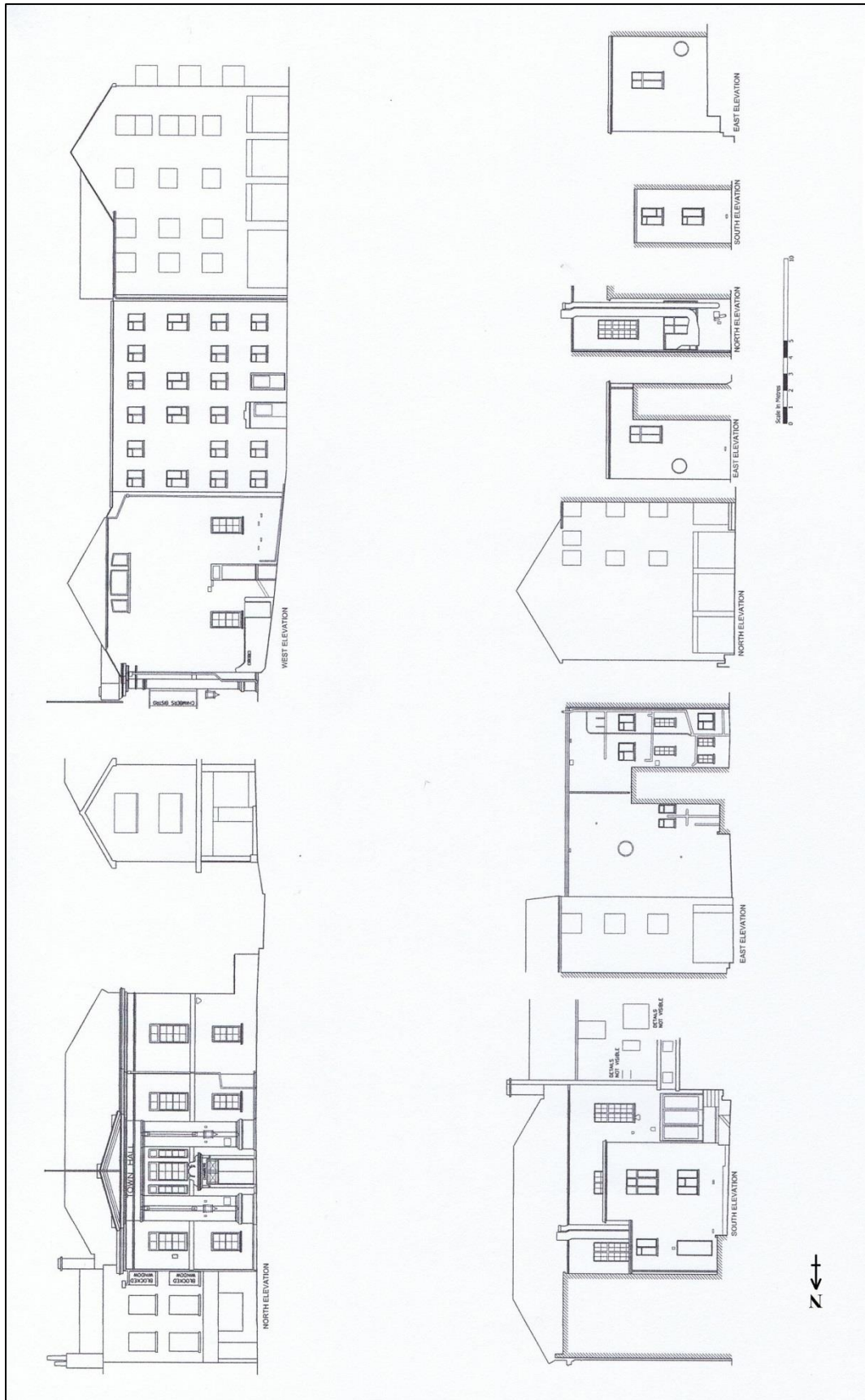


Fig. 10: Shoreham Town Hall: Elevations and Sections  
Adapted from architects drawing

## **Chris Butler Archaeological Services Ltd**

Chris Butler has been an archaeologist since 1985, and formed the Mid Sussex Field Archaeological Team in 1987, since when it has carried out numerous fieldwork projects, and was runner up in the Pitt-Rivers Award at the British Archaeological Awards in 1996. Having previously worked as a Pensions Technical Manager and Administration Director in the financial services industry, Chris formed **Chris Butler Archaeological Services** at the beginning of 2002.

Chris is a Member of the Institute of Field Archaeologists, a committee member of the Lithic Studies Society, and is a part time lecturer in Archaeology at the University of Sussex. He continues to run the Mid Sussex Field Archaeological Team in his spare time.

Chris specialises in prehistoric flintwork analysis, but has directed excavations, landscape surveys and watching briefs, including the excavation of a Beaker Bowl Barrow, a Saxon cemetery and settlement, Roman pottery kilns, and a Mesolithic hunting camp.

**Chris Butler Archaeological Services Ltd** is available for Flintwork Analysis, Project Management, Military Archaeology, Desktop Assessments, Field Evaluations, Excavation work, Watching Briefs, Field Surveys & Fieldwalking, Post Excavation Services and Report Writing.

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