

SURREY HISTORY SERVICE
SURREY COUNTY COUNCIL

130 GOLDSWORTH ROAD, WOKING

3043 **BROOKWOOD HOSPITAL, WOKING (1867-1994):
RECORDS, 1815-1994**

3043/ FILES OF M. HALLAM, CLERK AND STEWARD,
1895-1925

M. Hallam was clerk and steward of the hospital from 1890-1925. Files mostly relate to electrical and mechanical works to hospital buildings. Files -/Box 94/8, -/Box 95/12 and -/Box 95/16 relate together to compliance with the National Insurance Act 1911 (1 & 2 Geo.V cap.55) and the National Insurance Health Act 1920 (10 & 11 Geo.V cap.10). The only personal records of Hallam known to be present in the collection are two photographs in the personal names file for surname letters G-K, listed under records of C.A. Ekins, clerk and steward. Where a code number applies to the contents this has been noted in square brackets. Since not all files have code numbers no attempt to arranged the files in a code order has been made.

Box 94/1	Typescript inventory of building department workshops, consisting of plumber, painter and joiner's shops. 1 file [no.9]	12 Feb 1908 -31 Mar 1915
Box 94/2	Stocktakers' reports. Includes inventories of stocks of provisions and necessaries with attached correspondence, mostly with Robert Bath & Henry, auctioneers and accountants of King William Street, London. [no.27A]	30 Jun 1913 -10 Oct 1917
Box 94/3	Correspondence file relating to installation of steam plant.	14 May 1913 -28 Oct 1913
Box 94/4	Correspondence file relating to installation and alterations to steam plant.	28 Nov 1911 - 10 May 1913
Box 94/5	Typescript inventory of steward's office, central boiler house and indoor trade shops and stores. [no.11]	11 Feb 1908 -29 Mar 1916
3043/Box 94/6	Abstracts from returns of land values, including handwritten calculations of acreage. Further to the Finance Act 1910 (10 Edw. VII & 1 Geo. V cap.8) all owners were required to calculate the value of land as on 30 Apr 1909. [no.36]	25 Oct 1910 -19 Aug 1913

Box 94/7	Inventory of weighbridge. 1 board	9 Apr 1913 -29 Mar 1916
Box 94/8	Health file relating to National Insurance. [no.39]	7 Feb 1913 -20 Jun 1920
Box 95/9	File of correspondence and reports relating to boiler inspection.	3 Jan 1903 -8 Nov 1913
Box 95/10	Correspondence file relating to farm and garden matters. Includes: printed extract from Out-Door Committee report, 28 Jul 1905; yield of milks for year ended 31 Mar 1915, including names of cows, numbers of calves and, if applicable, whether cow slaughtered. [no.40A]	28 Jul 1905 -13 May 1915
Box 95/11	Letter from Reginald A. Hodges, clerk of the Lunatic Asylums Visiting Committee, requesting the acreage of the hospital grounds in relation to the Mental Deficiency Act. [no.38]	1 Nov 1913
Box 95/12	Unemployment file, including some lists of staff names. [no.37]	20 Jul 1912 -16 Jul 1919
Box 95/13	File of correspondence and reports relating to factory inspection, further to the 1907 Factory and Workshop Act. [no.27]	16 Nov 1908 -18 Mar 1915
Box 95/14	File of reports by the Ocean Accident and Guarantee Corporation on electrical installations, including overhead wiring, dynamos and engines. [no.27B]	10 Sep 1914 -15 Sep 1922
Box 95/15	Correspondence file relating to new gates and entrance lodge. Includes blueprint of wrought iron entrance gates by Bayliss, Jones and Bayliss Ltd., received 1 Mar 1914.	23 May 1913 -27 Sep 1915
Box 95/16	General correspondence file relating to National Insurance.	9 Feb 1912 -14 May 1914
Box 95/17	File of reports by Francis G. Fuke, accountant. [no.26A]	18 Aug 1913 -5 Jun 1917
3043/Box 96/18	Correspondence file relating to temporary accommodation for patients from other asylums, including sick and wounded soldiers. [no.42]	9 Feb 1915 -29 May 1916
Box 96/19	Correspondence file relating to fittings for new nurses home.	18 Mar-19 Jun 1925

Box 96/20	Correspondence file relating to proposed cottages for married staff. Includes advertising brochure for houses in Woking Garden Suburb, a nine acre co-operative housing scheme at Well Lane, Woking. [no.34]	21 Jul-22 Oct 1913
Box 96/21	Report and correspondence relating to softening of water. Includes sectional diagram of proposed extension of water softening plant by John H. Porter & Sons, 5 Mar 1896. 1 file [no.33]	3 Mar-17 Jun 1896
Box 96/22	Correspondence file relating to unclaimed patients' property, including lists of property of patients who died in the asylum. [no.20]	c.1904-c.1925
Box 96/23	File relating to value of staff emoluments further to the 1909 Asylum Officers Superannuation Act (9 Edw. VII cap.48) including tables of quantities and values of articles in staff possession.	c.1909-c.1913
Box 96/24	File of reports by the Ocean Accident and Guarantee Corporation on boilers, superheaters and calorifiers.	15 May 1924 -9 Apr 1926
Box 96/25	File relating to staff emoluments including returns of issues. [no. 11]	2 Feb 1906 -22 Jan 1909
Box 96/26	Correspondence file relating to agreement with Woking District Gas Company, including printed copy of 1891 Gas and Water Orders Confirmation Act (54 & 55 Vict. cap.152). [no.5]	5 Feb 1909 -2 Jul 1918
Box 13/27	Correspondence file relating to telephone agreement with National Telephone Co. [no.30]	28 Jul 1908 -11 Mar 1915
Box 13/28	Correspondence file relating to new house for first assistant medical officer, including plan showing position of house at scale of 100 feet: 1 inch.	10 Mar 1911 -14 Apr 1913
3043/Box 13/29	Correspondence file relating to steam plant.	19 Feb 1914 -13 Dec 1915
Box 13/30	File relating to electric lighting station, including estimates of the cost of constructing a new engine room.	5 Dec 1911 -11 Jun 1912

Box 13/31	File relating to oil eliminator and water softener. Includes: brochure for products of Kennicott Water Softener Co. Ltd.; blueprint of concrete engine room roof for Brookwood hospital, Expanded Metal Co. Ltd., 10 May 1912; blueprint of Worthington Piston Pattern Pump, Worthington Pump Co. Ltd., 15 Nov 1911.	c.1910-1912
Box 13/32	Laundry inventory sheets, signed by steward and laundrymen. 1 file [no.13]	1 Apr 1913 -20 Mar 1914
Box 13/33	Returns of particulars of plant, including boilers, clocks, pianos and electrical and gas fittings. [no.23]	19 Feb-18 Mar 1908
Box 13/34	File of quarterly stocktaking and reports for Netherne Mental Hospital, Merstham, and Brookwood Hospital by Francis G. Fuke, accountant.	23 Oct 1920 -4 Mar 1926
Box 13/35	Correspondence file relating to references for contractors. [no.24]	19 Jun 1907 -14 Jun 1913
Box 91/36	File of reports by the Ocean Accident and Guarantee Corporation on boilers, superheaters and calorifiers. [no.26]	2 Jan 1914 -28 Nov 1922
Box 91/37	File relating to contracts with other asylums. Includes copies of agreements for receiving patients with Napsbury Asylum, 20 Dec 1922, and London County Council, 9 Aug 1921. [no.8]	31 Mar 1915 -12 Feb 1923
Box 91/38	File of memorandums, agreements concerning water supply. [no.6]	20 Feb 1897 -11 Apr 1911
Box 91/39	Correspondence file relating to tithe rent charges, including extract from Woking vicarial tithe apportionment, 1 Oct 1913. [no.29]	3 Aug 1899 -c.1922
Box 91/40	Copies of annual income tax returns, including names and residences of officers of the asylum, with some attached correspondence. Incomplete. 1 file. [no.28]	29 May 1895 -15 Apr 1919
3043/Box 91/41	Correspondence file relating to new plant and electrical lighting system, including costs of generating electricity.	16 Nov 1908 -25 Nov 1912
3043/	PAPERS, MOSTLY BILLS, RECEIPTS AND CORRESPONDENCE, 1865-1877	

A substantial discrete series of bundles of miscellaneous papers from the first ten years of the asylum have been preserved. 41 files or bundles have been described in detail.

Thereafter the remaining 24 boxes of papers have been ordered into a rough chronological sequence without detailed description as 'boxes of bills, receipts and correspondence'. Throughout the series there are a similar variety of papers, and some patient and staff records are contained in the sequence of boxes. However, a disproportionate number of patient and staff records have been listed in detail in order to achieve the maximum detailed coverage for these records.

The records probably derive from the offices of both the clerk and steward and the medical superintendent. Many of these papers do not preserve a complete original order. It is likely that many bundles of bills and receipts, especially from 1867-1868, were worked on as part of the historical research of C.A. Ekins, clerk and steward, and some papers rearranged into the A1 and A3 series described above. However, from 1875 several boxes do preserve an original order, although some original bundles have been grouped together into larger bundles for convenience.

3043/

Patient records, 1867-1876

Adjudication orders were subject to the 1853 Lunatic Asylums Act (16 & 17 Vict. cap.97 s.98) and the 1861 Irremoveable Poor Act (24 & 25 Vict. cap.55 s.7). These required that an “order adjudging the Lunatic to be chargeable to the county”, signed by two justices of the peace, was required in cases where it was not possible to ascertain to which union a pauper lunatic was chargeable. Removal orders were also subject to the 1853 Lunatic Asylums Act (16 & 17 Vict. cap.97 s.77), by which two justices of the peace were required to sign an order for the removal of a patient from one asylum to another.

Box 12/1	Adjudication orders. 1 bundle	31 Dec 1867 -9 Dec 1868
Box 14/13	Adjudication orders. 1 bundle	15 Feb-17 Dec 1872
Box 12/8	Annual returns of lunatics for Chertsey, Dorking, Hambledon, Guildford and Wandsworth Unions, Jan 1868, with attached bills, receipts and correspondence. 2 bundles	Jan 1867 -Jan 1868
Box 11/13	6 schedules of half-yearly returns of lunatics at the asylum, described as returns of patients. Information includes names of patients, date of admission and whether patient chargeable to parish or county. 1 bundle	1 Jan 1870 -1 Jul 1872
Box 5/10	4 schedules of half-yearly returns of lunatics at the asylum, described as returns of patients. Information includes names of patients, date of admission and whether patient chargeable to parish or county. 1 bundle	1 Jan 1873 -1 Jul 1874
Box 14/6	Lists of patients removed from other asylums and transferred to Brookwood, including summary list, Jun-Sep 1867. 1 bundle	1 Jun-8 Nov 1867
Box 14/7	Lists of patients removed from other asylums and transferred to Brookwood. 1 bundle	19 Mar-1 Jun 1868
Box 11/11	Lists of patients removed from other asylums and transferred to Brookwood. 1 bundle	4 Oct 1875 -5 Apr 1876

3043/Box 16/1	Removal orders, some apparently not used, mostly comprising 'duplicate orders for removal of 15 ex-criminal lunatics to Fisherton House, Salisbury'. 1 bundle	18 Jun 1867 -4 Aug 1868
Box 11/9	Removal orders. 1 bundle	Nov 1875 - Feb 1876
	<u>Staff records, 1867-1876</u>	
Box 12/4	Notices of receipt of weekly wages paid to ward cleaners, farmhands and other artisan staff. 1 bundle	Feb 1867 -Jun 1867
Box 12/2	Application forms of successful and unsuccessful candidates, mostly for appointments as attendants. 1 bundle	Apr 1867 -Dec 1867
Box 12/3	Salaries and wages sheets for second, third and fourth quarters, including enclosed certificates of receipt signed by staff payees. 1 bundle	30 Jun 1867 -31 Dec 1867
Box 14/8	Salaries and wages sheets for first, second, and third quarters, including enclosed certificates of receipt signed by staff payees. 1 bundle	31 Mar 1868 -30 Sep 1868
Box 5/4	Salaries and wages for fourth quarter. Information for each staff member includes: title; annual salary; amount due. 1 sheet	31 Dec 1868
Box 7/17	Salaries and wages sheets for first and second quarters, including enclosed certificates of receipt signed by staff payees. 1 bundle	31 Mar 1870 -30 Jun 1870
Box 7/18	Salaries and wages sheets for third and fourth quarters of 1871 and fourth quarter of 1872, including enclosed certificates of receipt signed by staff payees. Also includes certificates of receipt for first quarter of 1871. 1 bundle	31 Mar 1871 -31 Dec 1872

3043/Box 44/9	Salaries and wages for second quarter. Information for each staff member includes: title; annual salary; amount due. 1 damaged sheet	30 Jun 1872
Box 44/10	Salaries and wages for fourth quarter. Information for each staff member includes: title; annual salary; amount due. 1 sheet	31 Dec 1873
Box 7/19	Salaries and wages sheets for fourth quarter of 1875 and third quarter of 1876, including enclosed certificates of receipt signed by staff payees. Also includes certificates of receipt for third quarter of 1875 and first quarter of 1876. 1 bundle	30 Sep 1875 -30 Sep 1876

Bills and receipts, 1866-1871

As created some of these records appear to have formed a discrete series, arranged into a number code beginning 'Fol.' Three schemes, being the 'Fol.' Series, a series of application forms and related letters, and a series of letters sent to the medical superintendent appear to have formed the basis for many of the bundles. For petty cash account books see under financial records.

Most of the bundles have lost their original order, possibly as a result of the search for documents of specialist interest conducted by C.A. Ekins and other staff among this series.

Box 14/3	Bills and Receipts. 1 bundle	Aug-Dec 1866
Box 14/4	Petty cash payments. 1 bundle	Aug 1866 -Feb 1867
Box 12/5	Bills and receipts. Part of the bundle constitutes 'petty cash bills and receipts, Jan-Jun 1867' 1 bundle	Dec 1866 -Dec 1867
Box 14/12	Petty cash bills and receipts. 2 bundles	Jun-Dec 1867
Box 14/9	Lists of income, expenditure and bills, including schedule of tradesmen's bills for fourth quarter. 1 bundle	Jul-Dec 1867
Box 12/7	Tenders for coals and provisions, including schedules, 20 Dec 1867 and 26 Jun 1868. 1 bundle	Dec 1867 -Dec 1868

3043/Box 16/3	Bills and receipts, including schedule of tradesmen's bills for second quarter. 2 bundles	Mar-Oct 1868
Box 16/4	Petty cash bills and receipts for second quarter. 1 bundle	Apr-Jun 1868
Box 14/5	Petty cash bills and receipts for third quarter. 1 bundle.	Jul-Sep 1868
Box 12/6	Bills and receipts. Includes schedule of tradesmens' bills for third quarter.	Mar 1868 -Jan 1869
Box 16/2	Petty cash bills and receipts for fourth quarter. 1 bundle	31 Dec 1868
Box 11/10	Estimates for costs of furniture. 1 bundle	Dec 1866 -Jun 1867
Box 14/11	Tenders for provisions, including catalogue for 'unreserved sale of nursery stock' at Royal Nursery, Bagshot, 25 May 1870. 1 bundle	23 Jun-12 Jul 1871
Box 8/19	Committee orders for first quarter. 1 roll	1871
Box 8/20	Committee orders for second quarter. 1 roll	1871
<u>Correspondence, 1865-1874</u>		
Box 14/2	Bundle of correspondence, mostly to Dr Brushfield from officers at other asylums. Includes diagram of the iron bedstead of the Derby County Asylum by Walter W. Reed.	Dec 1865 -Jan 1867
Box 14/1	Bundle of correspondence headed 'letters to the engineer up to day of election, 25 Jan 1867'.	Jan 1867
Box 16/6	Bundle of correspondence headed 'clerk and steward. Letters etc. up to day of election, Jan 25 1867'.	Jan 1867
Box 14/10	Bundle of correspondence, mostly to Dr Brushfield from officers at other asylums.	Jan-Dec 1867
Box 5/9	Bundle of correspondence, mostly to Dr Brushfield, including some misfiled receipts.	May 1869 -Jun 1871
Box 12/9	Sample of correspondence, mostly sent to Dr Brushfield. 1 bundle	c.1874

Boxes of bills, receipts and correspondence,
1867-1877

The year to which the box is labelled as referring is noted in square brackets, since this does not always accord with the actual dates of items. Correspondence is often divided in tied bundles into union, general, and letters to patients. Several boxes include annual and quarterly returns of lunatics from unions, quarterly schedules of tradesmen's bills, and occasionally salaries and wages sheets.

3043/Box 15	Bills, receipts and correspondence [undated]. 1 box of 6 bundles.	1867-1875
Box 17	Bills, receipts and correspondence [1868]. 1 box of 7 bundles.	1867-1875
Box 18	Bills, receipts and correspondence [1869]. 1 box of 5 bundles.	1867-1872
Box 19	Bills, receipts and correspondence [1869]. 1 box of 7 bundles.	1869-1872
Box 20	Bills, receipts and correspondence [1870]. 1 box of 6 bundles.	1866-1871
Box 21	Bills, receipts and correspondence [1870]. 1 box of 7 bundles.	1870
Box 22	Bills, receipts and correspondence [1871]. 1 box of 6 bundles	1871
Box 23	Bills, receipts and correspondence [1871]. 1 box of 6 bundles	1871
Box 24	Bills, receipts and correspondence [1872]. Correspondence is divided into folders covering years 1871, 1872 and 1873. 1 box of 2 bundles and 3 folders.	1869-1873
Box 25	Bills, receipts and correspondence [1872]. 1 box of 5 bundles	1867-1873
Box 26	Bills, receipts and correspondence [1873]. 1 box of 7 bundles	1873
Box 27	Bills, receipts and correspondence [1873]. 1 box of 10 bundles	1873

3043/Box 28	Bills, receipts and correspondence [1874]. 1 box of 8 bundles	1873-1874
Box 29	Bills, receipts and correspondence [1874]. 1 box of 8 bundles	1874
Box 30	Bills, receipts and correspondence [1875]. 1 box of 13 bundles. Includes 4 bundles of letters from patients.	1875
Box 31	Bills, receipts and correspondence [1875]. 1 box of 8 bundles. Includes 1 bundle of quarterly returns of lunatics.	1867-1875
Box 32	Bills, receipts and correspondence [1875]. 1 box of 5 bundles	1874-1876
Box 33	Bills, receipts and correspondence [1876]. 1 box of 8 bundles. Includes 5 bundles of letters to patients.	1876
Box 34	Bills, receipts and correspondence [1876]. 1 box of 12 bundles. Includes 2 bundles of letters to patients.	1876
Box 35	Bills, receipts and correspondence [1876]. 1 box of 7 bundles and 1 loose item. Includes 1 bundle of quarterly and annual returns of lunatics and 1 loose annual return of St. Saviour's Union, Jan 1876.	1876
Box 36	Bills, receipts and correspondence [1877]. 1 box of 12 bundles. Includes 4 bundles of letters to patients.	1877
Box 37	Bills, receipts and correspondence [1877]. 1 box of 15 bundles. Includes 2 bundles of letters to patients	1877
Box 38	Bills, receipts and correspondence [1877]. 1 box of 6 bundles	1877
Box 39	Bills, receipts and correspondence [1877]. 1 box of 6 bundles	1875-1877

3043/

RECORDS OF THE HOSPITAL IN WORLD WAR
II, 1938-1944

Records mostly relate to the air raid precaution (ARP) scheme. Files relate to Brookwood Hospital as opposed to the Emergency Medical Service hospital or the Connaught Hospital which also used the Brookwood site

365	File relating to emergency provision.	1938-1939
356	ARP file relating to firefighting.	c.1939-c.1941
357	File relating to reserve and auxiliary forces	1939
358	File relating to ARP courses attended by Brookwood staff	1939-1940
359	File relating to Colonel Wallace's lectures for the ARP at Brookwood	1939
360	File relating to ARP trenches and shelters at the hospital	1939
361	File relating to ARP gas precautions	1939
363	File relating to emergency staff	1939-1940
366	File relating to the ARP and National Service	1939
367	File relating to ARP at the hospital	1939
368	File relating to the accommodation of emergency staff at the hospital	1939
Box 92/8	Wartime emergency hospital. Notes, instructions and circulars relating to Air Raid precautions.	Jan 1939 -May 1945
Box 93/2	Wartime circulars, including: notes on protection against gas attack; Ministry of Health emergency communication and medical service contingencies; information leaflets issued by police and Surrey County Council. 1 binder.	Apr 1939 -Jan 1941
Box 6/6	File relating to ARP and transfers of equipment, including some Ministry of Health circulars.	Feb 1939 -Sep 1941
Box 72/1	Correspondence relating to staff cafeteria and food rationing. 1 file.	Nov 1939 -Nov 1944

362	File relating to costing of ARP duties	1940-1941
vol 53	ARP Centre attendance register. Arranged by time of alert, including time of arrival for each person.	31 Oct 1940 -15 Aug 1941
Box 42/12	Tenancy agreement between Surrey Council Council and Colonel P.J. Hanafin relating to the Assistant Medical Officer's House, including attached letter and rent invoices. 1 bundle	27 Oct 1941 -21 Jan 1942
Box 71/11	Correspondence and instructions concerning supply and distribution of food and milk at the hospital during wartime.	Oct 1941 -Apr 1944
3043/	PAPERS OF ROBERT LLOYD, FIRST HEAD GARDENER, 1862-1912	
par 10	Garden day book. Antedates the construction of the asylum, and contains daily descriptions of gardening work carried out. Attributed to Robert Lloyd because of its similarity to a book covering 1864-1868 which in 1975 was in the possession of Robert Lloyd's descendant, hospital secretary E.F. Lloyd.	1 May 1862 -9 Jun 1863
par 4	Photograph album 'presented to John G. Lloyd as a token of esteem by members of the Church of Christ meeting in Hastings, on the occasion of his leaving England for Australia', 11 Oct 1886. Includes some loose photographs, one of which is dated Apr 1891.	11 Oct 1886 -c.1891
vol 61	Household account book. Includes details of rents and expenditure to 19 May 1900, thereafter receipts and expenses for 4 Jan 1912 only. Attributed to Robert Lloyd since the executors' cash book appears to be its post-mortem continuation.	17 Aug 1895 -4 Jan 1912
vol 62	Executors' cash book for the estate of the late Robert Lloyd.	4 Jun 1900 -22 Jan 1906
vol 7	Catalogue containing advertisements and colour prints, mostly from <i>The Garden</i> , of plants and flowers. 1 ledger, front cover missing.	c.1883-1888

3043/plan 21	Photograph, mounted on board, of Robert Lloyd in his garden. [Deposited separately by E. F. Lloyd, Dec 1987.]	nd [late 19th cent]
plan 22	Illuminated testimonial presented to Robert Lloyd by the committee of West Sussex County Asylum for his work in designing and laying out the gardens at that asylum. 1 board	25 Mar 1898
Box 7/15	Certificate of award by the Floral Committee of the Royal Horticultural Society to Robert Lloyd.	26 Aug 1879
Box 8/12	Poster celebrating the 50th birthday of Robert Lloyd.	1883
Box 9/6	Drawing by Robert Lloyd showing proposed site of superintendent's garden.	1890
3043/	PAPERS OF DR T.N. BRUSHFIELD, FIRST MEDICAL SUPERINTENDENT, AND FAMILY, 1861-1959	
Box 7/1	Notes, newspaper cuttings, and correspondence relating to Dr T.N. Brushfield. Includes historical notes collated by C.A. Ekins, correspondence with members of the Brushfield family, and original letters from Dr Brushfield. 1 file.	c.1861-1959
Box 7/12	Resolution recording the high estimation of the committee of the Cheshire County Lunatic Asylum for Dr Brushfield, signed by the committee.	15 Apr 1862
vol 57	Scrapbook of drawings and paintings by Brookwood Hospital patients, presented by Dr A.N. Brushfield of Bognor Regis, 4 Dec 1954, possibly to the hospital museum. Most drawings are undated, but some are noted as from 1874-1879. Includes portrait of Dr T.N. Brushfield.	1874-1954
107	Photograph of Dr T.N. Brushfield.	31 Mar 1882
Box 9/15	<i>The Broadside Ballads of Devonshire and Cornwall, with notes as to their collection</i> , by T.N. Brushfield. Reprinted from the <i>Western Antiquary</i> by W.H. Luke, Plymouth.	1887

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| 3043/Box 92/6 | Report by Dr T.N. Brushfield, <i>The substitution of non-stimulants for beer</i> . Presented to the Visiting Committee and published at Brookwood | 17 Jan 1880 |
| Box 4/20 | Photograph album belonging to Mrs. H. Brushfield, wife of the first medical superintendent. Includes many photographs of the early years of Brookwood, some of which are annotated with names of persons. Includes photographs of original hospital chapel, superintendent's house, chaplain's house, steward's house, ward interiors, staff and general views. | 1881 |
| Box 9/16 | <i>A Memoir of Dr T.N. Brushfield by his lifelong friend</i> , by Dr J.E. Moreton, printed by Rangecroft & Co., Clapham. | nd [early 20th cent] |
| Box 9/17 | Photograph with attached correspondence and list of persons depicted, taken at the wedding of Dr T.N. Brushfield's daughter to Dr Coward. 1 file | nd [late 19th cent] |
| 3043/ | MISCELLANEOUS, INCLUDING PLANS, 1861-1953

<u>Box file records, 1861-1876</u>

A box file of letters, newspaper cuttings, plans, and receipts, originally containing items numbered 1-69 but no longer complete, was compiled at an unknown date. The items have been collected in groups to preserve the number order. Detail descriptions have only been entered for plans of Brookwood, for which the item number has been appended in square brackets. A rough list of the items is contained within the first folder. | |
| Box 11/1 | Items 3-19. Incomplete. Includes rough list of the 69 items in the box file, c.1972. It is unclear whether this was created subsequent to creation of the box file or by the original compiler. 1 folder | 1867-1873 |

3043/Box 11/2	Items 20-25, including: damaged groundplan of unknown authorship showing 'New County Lunatic Asylum' at scale of 40 feet: 1 inch [20]; block plan of proposed new asylum at scale 200 feet: 1 inch by C.H. Howell, surveyor of public works [22]; plan of land in the parish of Woking showing proposed site of new asylum at scale 12 chains: 1 inch by Day & Son, lithographers [23]. 1 folder	c.1861-c.1867
Box 11/3	Items 26-31, including: tissue plan of 1872 extension by C.H. Howell, with groundplan and sectional plan showing 'warming arrangements' for extension by C.N. Haden & Son, Trowbridge [27]. 1 folder	c.1857-1876
Box 11/4	Items 32-45. Incomplete. 1 folder.	c.1860-1867
Box 11/5	Items 46-69. Incomplete. 1 folder.	c.1861-c.1872
	<u>Notices, 1872-1949</u>	
Box 11/6	Printed notice that criminal lunatic William Edward Footner is missing, with attached template letter by Edward P. Clark.	Nov 1872
Box 9/10	Notice of availability of reduced price railway tickets of three shillings for visitors to the asylum. 1 poster	nd [late 19th cent]
	<u>Loose papers, 1866-1953</u>	
Box 5/6	8 telegraph messages of the Post Office telegraph and Electric and International telegraph companies. 1 division of a file	29 Oct 1866 -7 Nov 1872
Box 8/2	Notice for renewal of insurance policies of Henry Marshall and R.H. Wyatt with the Liverpool and London and Globe Insurance Company, and attached papers relating mostly to insurance. 1 file	1867-1872
Box 9/12	Annotated display of stamps and post marks. 2 boards to which are affixed 6 envelopes, 3 of which contain letters, and 1 postcard.	1867-1953

3043/par 7	1 display sheet, 1 line drawing and 4 photographs, consisting of: folded card sheet with attached examples of post office telegraphs and notices relating to the Knaphill telegraph office, 1867-1881; undated line drawing of children listening to a boy playing the lute; silvertype photograph of unidentified woman, c.1870; 2 photographs, mounted on board, showing piles of bricks in rear yard of Brookwood Hospital, possibly for construction of new kitchen in 1936, by G. Gibbs, Pirbright, c.early 20th cent; photograph of laundry at Brookwood Hospital by G. Marshall Smith, London, Jun 1906.	1867-20th cent
246	Surrey County Council leaflet relating to accommodation for 147 patients at Brookwood.	21 Oct 1938
3043/2/	MANAGEMENT UNDER BROOKWOOD HOSPITAL MANAGEMENT COMMITTEE (1948-1972) AND FARNHAM AND BROOKWOOD HOSPITAL MANAGEMENT COMMITTEE (1972-1974), 1911-1982	
3043/2/1/	ANNUAL REPORTS, 1948-1960 From 1955 the reports covered the period of financial years rather than calendar years, although patient statistics continued to be calculated from Jan-Dec. If date is given as year only, report applies to calendar year. For annual report for year to Apr 1962, see 6248/4/193.	
1	Annual report	5 Jul 1948 -31 Dec 1949
2	Annual report with audited accounts for year ended 31 March 1949	1950
3	Annual report with audited accounts for year ended 31 March 1951	1951
4	Annual report with audited accounts for year ended 31 March 1952	1952
5	Annual report with audited accounts for year ended 31 March 1953	1953
6	Annual report with audited accounts for year ended 31 March 1954	1954

3043/2/1/7	Annual report with audited accounts for year ended 31 March 1956 and summaries of accounts for years ended 31 Mar 1955 and 31 Mar 1956	1 Jan 1955 -31 Mar 1956
8	Annual report with audited accounts for year ended 31 March 1957	1 Apr 1956 -31 Mar 1957
9	Annual report with audited accounts for year ended 31 March 1958	1 Apr 1957 -31 Mar 1958
10	Annual report with audited accounts for year ended 31 March 1959	1 Apr 1958 -31 Mar 1959
11	Annual report with audited accounts for year ended 31 March 1960	1 Apr 1959 -31 Mar 1960
3043/2/2/	SOUTH WEST METROPOLITAN REGIONAL HOSPITAL BOARD: COMMITTEES AND WORKING GROUPS, 1949-1971	
	Additional papers relating to South West Metropolitan Regional Hospital Board are listed separately below.	
1	Regional Supplies Officers Meetings. Signed minute book.	6 Dec 1949 -12 Dec 1952
2	Regional Supplies Officers Meetings. Copy minutes, papers and correspondence. Includes some minutes of Institute of Hospital Supplies Officers	May 1949 -Jan 1955
3	Principal Administrative Officers (Mental Health) Committee. Copy minutes, agendas and papers. 1 file	15 May 1953 -15 Jun 1959
4	Working Party on Maintenance of Hospital Buildings, Plant and Grounds. Copy minutes, papers and correspondence. 1 file	Feb 1967 -Jan 1970
5	Committee on Senior Nurse Staffing Structure. Printed procedure for implementing the recommendations.	Oct 1971
3043/2/3/	BROOKWOOD HOSPITAL MANAGEMENT COMMITTEE: COMMITTEES AND WORKING GROUPS, 1948-1975	

On creation of the Brookwood Hospital Management Committee in 1948, four sub-committees were appointed covering: Establishment, Supplies & Treatment; Estates; Finance & General Purposes; and Housing. The first two of these committees were subsequently divided into: Establishment Sub-Committee; Supplies and Treatment Sub-Committee; Estates (Farm and Garden) Sub-Committee; and Estates (Works) Sub-Committee. These sub-committees continued in existence until the merger with Farnham Group Hospital Committee in 1972.

3043/2/3/1/

Hospital Management Committee, 1948-1972

Typescript minute books consisting of minutes of management committee with appendices. Appendices includes reports to the committee, minutes of sub-committees, notices of staff appointments and financial matters and other supporting papers. Indexed by subject or committee. Signed by chairman of the management committee, excepting Apr 1965-Mar 1966.

1	Signed minute book	Jun 1948 -Dec 1948
2	Signed minute book	Jan 1949 -Jun 1949
3	Signed minute book	Jul 1949 -Dec 1949
4	Signed minute book	Jan 1950 -Jun 1950
5	Signed minute book	Jul 1950 -Dec 1950
6	Signed minute book	Jan 1951 -Jun 1951
7	Signed minute book	Jul 1951 -Dec 1951
8	Signed minute book	Jan 1952 -Jun 1952
9	Signed minute book	Jul 1952 -Dec 1952

3043/2/3/1/10	Signed minute book	Jan 1953 -Jun 1953
11	Signed minute book	Jul 1953 -Dec 1953
12	Signed minute book	Jan 1954 -Jul 1954
13	Signed minute book	Jul 1954 -Dec 1954
14	Signed minute book	Jan 1955 -Aug 1955
15	Signed minute book	Sep 1955 -Mar 1956
16	Signed minute book	Apr 1956 -Sep 1956
17	Signed minute book	Oct 1956 -Mar 1957
18	Signed minute book	Apr 1957 -Sep 1957
19	Signed minute book	Oct 1957 -Mar 1958
20	Signed minute book	Apr 1958 -Sep 1958
21	Signed minute book	Oct 1958 -Mar 1959
22	Signed minute book	Apr 1959 -Sep 1959
23	Signed minute book	Oct 1959 -Mar 1960
24	Signed minute book	Apr 1960 -Sep 1960
25	Signed minute book	Oct 1960 -Mar 1961
26	Signed minute book	Apr 1961 -Sep 1961
27	Signed minute book	Oct 1961 -Mar 1962

3043/2/3/1/28	Signed minute book	Apr 1962 -Sep 1962
29	Signed minute book	Oct 1962 -Mar 1963
30	Signed minute book	Apr 1963 -Sept 1963
31	Signed minute book	Oct 1963 -Mar 1964
32	Signed minute book	Apr 1964 -Sep 1964
33	Signed minute book	Oct 1964 -Mar 1965
34	Minute book	Apr 1965 -Sep 1965
35	Minute book	Oct 1965 -Mar 1966
36	Signed minute book	Apr 1966 -Sep 1966
37	Signed minute book	Oct 1966 -Mar 1967
38	Signed minute book	Apr 1967 -Sep 1967
39	Signed minute book	Oct 1967 -Mar 1968
40	Signed minute book	Apr 1968 -Sep 1968
41	Signed minute book	Oct 1968 -Mar 1969
42	Signed minute book	Apr 1969 -Mar 1970
43	Signed minute book	Apr 1970 -Mar 1971
44	Signed minute book	Apr 1971 -Mar 1972

3043

Joint Consultative Committee, 1959-1975

Sometimes referred to as the Staff Consultative Committee, this body met to consider staff issues not relating to specific grades or departments. The committee was re-established in Sep 1973 after its functions had fallen into disuse. It was effectively superseded by the West Surrey and North East Hampshire District Staff Consultative Committee, for which see under West Surrey and North East Hampshire District Health Authority.

Box 45/5	Copy minutes, papers and correspondence. 1 file. Includes Whitley Councils for Great Britain conditions of service, Feb 1960	Mar 1959 -Mar 1965
Box 45/6	Copy minutes, papers and correspondence. 1 file	Apr 1965 -Feb 1969
Box 45/7	Copy minutes, papers and correspondence. 1 file	May 1970 -May 1975

Additional committee papers, 1951-1972

Box59/13	Estates (Works) Sub-Committee, renamed Estates and Planning Sub-Committee in 1969. Lists of priority works. 1 file	Feb 1951 -Jun 1971
Box 59/1	Nurse Education Committee. Copy minutes, agendas and papers. 1 file	Aug 1955 -Jan 1972
Box 53/3	Medical Advisory Committee. Copy minutes. 1 file. The committee was renamed the Medical Staff Committee in Apr 1972.	Apr 1968 -Mar 1972

Attendance register, 1967-1972

Box 56/1	Committee attendance register. Information recording signatures of staff attending committee meetings.	4 Jan 1967 -24 Mar 1972
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Richard Anderson/ IS
June 2003-January 2004