

SURREY HISTORY SERVICE  
SURREY COUNTY COUNCIL

130 GOLDSWORTH ROAD, WOKING

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

3043/                    RECORDS OF C.A. EKINS, CLERK AND  
STEWARD, 1866-1965

C.A. Ekins was clerk and steward of the hospital from 1925-1958. He completed over half a century of work in mental hospitals, having begun his career at Three Counties Asylum in Jan 1908. He subsequently worked in mental hospitals at Denbigh, Middleton-in-Wharfedale and Burntwood before being appointed as clerk and steward at Brookwood.

It has not been possible to reconstruct completely the filing system of foolscap envelopes employed by Ekins. Many files appear to have formed schemes numbered A1, A3 and A4, but some files arranged under these codes appear to have been dispersed among other records and hence the series have many gaps. In some instances the original file title has been crossed through and the envelope re-used for entirely different contents. Where it appears that the code number applies to the contents these have been noted in square brackets. Records clearly identifiable as from schemes A1 and A3 have been arranged in code number order, with the file code noted in square brackets.

No attempt has been made to sort these records by earlier provenance since this is often very varied even within individual files. Many files throughout were compiled as part of personal research carried out by Ekins into the history of mental health, created thematically and apparently without concern for original order. Some files may however have developed as a record of administrative correspondence.

3043/ HISTORICAL PAPERS AND FILES, 1866-1965

Personal names, c.1870-c.1955

Mostly names of patients and staff, but includes some eminent practitioners, suppliers and others. Envelopes have been grouped together alphabetically in bundles. Collected material is mostly correspondence, but includes newspaper cuttings, postcards and other ephemera.

Box 47/3	Surname letters A-B. 1 bundle	c.1870-c.1955
Box 40/1	Surname letter C. 1 bundle	c.1870-c.1955
Box 40/2	Surname letters D-F. 1 bundle	c.1870-c.1955
Box 40/3	Surname letters G-K. 1 bundle	c.1870-c.1955
Box 40/4	Surname letters L-R. 1 bundle	c.1870-c.1955
Box 40/5	Surname letters S-W. 1 bundle	c.1870-c.1955

Mental hospitals, c.1870-c.1955

Material mostly collected in connection with Ekins' historical research rather than as a current filing system. Envelopes have been grouped together alphabetically in bundles.

Box 3/1	Bethlem Royal-Broadmoor. Material relating to Botleys Park Hospital, Chertsey, includes pictorial brochure printed by Charles Burrell & Son, c.1955. 1 bundle	c.1870-c.1955
Box 3/2	Cane Hill-Cornwall. 1 bundle	c.1870-c.1955
Box 3/3	The Fountain-Holloway Sanatorium. Material relating to the Fountain Hospital, Tooting, includes printed pictorial summary and Annual Report, 1955. 1 bundle	c.1870-c.1955
Box 3/4	Hoxton House-Morningside. Includes London hospitals. 1 bundle	c.1870-c.1955
Box 3/5	Netherne-St. Helier. 1 bundle	c.1870-c.1955
Box 41/1	Springfield-Wakefield. 1 bundle	c.1870-c.1955

Files arranged by year, 1926-1937

The year to which the file is labelled as referring is noted in square brackets. The series of programmes, invitations and tickets appears to have succeeded this series, broadly as part of the same scheme.

3043/Box 46/1	Chobham, Windlesham, Horsell & Bisley Agricultural & Horticultural Society. Challenge Cup certificate for the best In-Pig Sow. [1926]	1926
Box 46/2	File relating to celebrations of the Silver Jubilee of King George V, including programme for celebrations held at Brookwood Hospital, 6 May 1935, and miscellaneous notes relating to proposed formation of the social and sports club. [1935]	12 Feb 1935 -26 Aug 1936
Box 46/3	Copy of <i>Sunday Graphic and Sunday News</i> . [1936]	6 Dec 1936
Box 46/4	File relating mostly to coronation of King George VI, including programme for celebrations held at Brookwood Hospital, 15 May 1937, and copy of <i>Evening Standard</i> , 3 Jun 1937. [1937]	12 May-14 Oct 1937

Programmes, invitations and tickets, 1938-1964

Records relate to public events, entertainments and functions, mostly held at Brookwood. Includes some programmes for Olde Time Dance Club functions and incidental correspondence. Some files derive from a series of folders dated by year, earlier and possibly incomplete examples of which are listed above. Other files have been collated from loose material. Files from 1953 onwards include loose newspaper cuttings.

Box 82/1	Programmes, invitations and tickets. 1 file	Oct 1938 -Oct 1945
85	Programmes, invitations and tickets. Includes note of expenses incurred during the recapture of a patient in 1904. 1 file	Feb 1946 -Dec 1946

3043/Box 82/2	Programmes, invitations and tickets. 1 file	Dec 1946 -Dec 1948
Box 82/3	Programmes, invitations and tickets. Includes copy of 'Monthly Review. A Monthly Survey of the recreational activities of the Patients of the Hospital', no.1. 1 file	Feb 1949 -Dec 1949
Box 82/8	Programmes, invitations and tickets. Includes copies of 'Brookwood Hospital Review. A Monthly Survey of the recreational activities of the Patients of the Hospital', Volume I nos. 2-3. 1 file	Jan 1950 -Dec 1950
Box 82/4	Programmes, invitations and tickets. Includes copy of Sydney Thompson's Bulletin no.3, Autumn 1951. 1 file	Jan 1951 -Dec 1951
Box 82/9	Programmes, invitations and tickets. 1 file	Jan 1952 -Dec 1952
Box 46/5	Programmes, invitations and tickets. 1 file	Feb 1953 -Dec 1953
Box 46/6	Programmes, invitations and newspaper cuttings. Includes 11 photographs, probably of hospital management committee, showing tree planting ceremony. 1 file	c.1953 -Dec 1954
Box 46/7	Programmes, invitations and newspaper cuttings. 1 file	Feb 1955 -Dec 1955
Box 46/8	Programmes, circulars and newspaper cuttings. 1 file	Jan 1956 -Mar 1957
Box 83/3	Programmes, invitations and tickets. Includes 2 programmes for August Bank Holiday Show 1963. 1 file	Dec 1958 -Sep 1964

#### A1, 1866-1957

No overall distinction between the function of this series and A3 is apparent. Some documents appear to have been selected from the series of but many files contain a variety of miscellanea up to the 1950s. Some envelopes have been grouped together in bundles.

3043/67	Letters and invoices to the superintendent from suppliers of goods and services to the hospital, letters from patients, a list of signatures (possibly a petition) and a programme for a costume ball at Brookwood Asylum, 10 Jan 1882. 1 file [A1/1]	1867-1882
90	Miscellaneous file, including catalogue of an auction of farming stock at Little Hurst Farm, Worplesdon, by Hewett and Lee on 16 Sep 1874; correspondence relating to Victory celebrations at Brookwood Hospital, 1946; programme for a convention of the British Beekeepers' Association at Brookwood Hospital, 1946, and menu for luncheon at conference of the South West Metropolitan Regional Hospital Board, 1957. [A1/2]	1873-1957
Box 43/7	4 files relating to epileptic and suicidal patients, Board of Control reports, private patients and the servants institute. Servants institute file consists of a builder's receipt, other files consist of re-typed extracts from reports of the Commissioners in Lunacy. [A1/3-6]	c.1870-c.1955
79	Correspondence with architects and engineers, invoices for building materials for the hospital and lists of tenders for supplying goods to the hospital. 1 bundle [A1/7]	1866-1874
91	Invoices of various tradesmen relating to goods and services supplied to Brookwood Hospital. 1 bundle [A1/11]	1867-1872
92	Invoice for supply of books for the patients' library in 1874 and memorandum relating to the transfer of the patients' library to new premises. 3 items. [A1/12]	2 Feb 1874 -29 Oct 1953
97	Correspondence, estimates and invoices relating to the building of a new recreation hall at the hospital. 6 items [A1/13]	3 Nov 1871 -2 Jun 1874
78	Estimates for supplying glass and crockery to Brookwood Hospital. 1 file [A1/14]	1866-1869
84	Tenders for the supply of meat to the hospital. 2 items [A1/15]	11 May 1867 -29 May 1867

3043/86	Tenders for the supply of provisions to Brookwood Hospital. 2 items [A1/16]	1867
87	Correspondence relating to the supply of tools to the hospital. 3 items [A1/17]	3 Dec 1866 -21 Sep 1867
93	Correspondence and receipts relating to the hospital laundry. 1 file [A1/18]	1867-1872
69	Correspondence with and relating to members of staff, including job applications and letters of recommendation . 1 file [A1/22]	1866-1953
94	Correspondence, invoices and photographs relating to fires and fire fighting at the hospital, with correspondence relating to postal services in the Woking area. 1 file [A1/27]	1871-1956
Box 47/8	File relating to air raid precautions, World War II, consisting of control room incident book. [A1/28]	29 Nov 1940 -25 Aug 1942
Box 47/9	7 photographs of exterior of Florence House and the clock tower, including one half-tone printing by Chris Trusler, Knaphill printing works. [A1/29]	nd [1st half of 20th cent]
68	File relating to the naming of wards, including a photograph of Tringham Ward, newscuttings of jobs advertised at Brookwood Hospital and newspaper obituary of William Arthur Williams, member of Brookwood Old Time Dance Club. 7 items [A1/31]	1952-1957
Box 47/10	File relating to the emergency hospital, including 'Memorandum on hospital accommodation arrangements generally for military sick and wounded in the United Kingdom', printed by the War Office, 30 Sep 1940. [A1/35]	27 Mar 1940 -12 Jun 1941
Box 43/8	4 files relating to King Edward's Fund for Hospitals, the Museum, Confederation of Heath Service Employees (COHSE) and the patients canteen. COHSE file includes printed 'Recommendations of the Joint Conciliation Committee of the National Asylum Workers' Union as to Rates of Pay of Indoor Staff', 23 May 1919. [A1/37, 39-41]	23 May 1919 -c.1955

3043/75	Inventories of recreation hall and attendants' rooms. 3 items [A1/46]	nd [19th cent-20th cent]
Box 47/11	File, mostly consisting of incidental correspondence, relating to the Connaught Military Hospital, Brookwood. Surrey County Council entered into an agreement with the War Department to provide a military hospital at Brookwood in Dec 1941. A copy of the Memorandum of Heads of Agreement is included in the file. [A1/50]	c.1941 -Mar 1947
77	Invoices, receipts and travelling expenses, including a sketch plan of the hospital laundry room and boiler house. 1 bundle [A1/76]	1867-1874
	<u>A3, 1867-1957</u>	
	No overall distinction between the function of this series and A1 is apparent. Some documents appear to have been selected from the series of bills and receipts contained in the 'papers mostly consisting of bills, receipts and correspondence', but many files contain a variety of miscellanea up to the 1950s. Some envelopes have been grouped together in bundles.	
Box 41/3	File relating to Chobham military camp including photograph of 1853 lithograph. [A3/2 contd.]	c.1954-1956
Box 41/4	2 files relating to epidemic diseases and smallpox. Includes notice of suspension of evening service at Brookwood Asylum Chapel, c.1871. [A3/3]	c.1871
Box 41/5	File relating to methods of mechanical restraint, including 17 photographs, consisting of four photographs of a scold's bridle, five photographs of men wearing restraints, six photographs of types of restraint and two photographs of unidentified scale model of restraint apparatus. [A3/5]	c.1900-1952
Box 47/2	File relating to the London Necropolis Company, including copy of contract for purchase of land to provide for an additional county asylum, 27 Sep 1861, and printed booklet <i>The Glades of Remembrance</i> by Bernard Darwin, c.1953. [A3/8]	27 Sep 1861 -May 1953

3043/Box 41/6	File relating to clothing and bedding, including invoice and correspondence from Charles Roope & Son. [A3/9]	c.1866-1867
Box 41/7	Correspondence file relating to beer, including advertisement for Minshall's improved lever barrel tilter [A3/10]	c.1866-1874
Box 41/8	File relating to the asylum brass band, including undated photograph and list of bandsmen. [A3/11]	c.1868-1874
Box 41/9	File relating to stores, including commercial receipts. [A3/12]	1867-1872
Box 41/10	File relating to additional accommodation for Surrey mental patients. Includes: proposal for extension of Brookwood submitted to the Commissioners in Lunacy, 27 May 1899; programme for opening of the reception hospital, 25 Oct 1930; 2 copies of printed description of sick hospital buildings, 21 Oct 1938. [A3/13]	c.1870-1931
Box 41/11	File relating to clocks, largely consisting of correspondence and receipts from E. Dent & Co. [A3/15]	c.1871-1874
Box 41/12	Printed statutes of the Poor Law Guardians of Hackney Union relating to proposed building for treatment of sick paupers. [A3/16]	25 Dec 1874
Box 42/9	File relating to Association of Clerks and Stewards of Mental Hospitals. Includes menu cards for annual dinners and conference luncheons, 1930-1939 and 1954-1955, attendance rolls of conference guests and loose newspaper extracts. [A3/17]	Nov 1930 -May 1955
Box 42/10	Miscellaneous printed items relating to the Association of Clerks and Stewards of Mental Hospitals, including rules of the Association and copy of Memorandum and Articles of Association. 1 file [A3/17 contd.]	Feb 1907 -May 1952
Box 1/1	File of correspondence and commercial sales brochures relating to purification and softening of water. Includes: printed copies of	1874 -30 Nov 1927



	1887 Surrey and Hants District Waterworks Act (50 & 51 Vict., cap.78) and 1881 Woking Water and Gas Act (44 & 45 Vict. cap.116); 2 undated blueprints of Paterson Chloronome equipment by Paterson Engineering Co., London. [A3/18]	
3043/Box 44/5	File relating to hospital open days. Includes: programmes for Botleys Park Open Days 1952, 1956 and 1960; copy of a printed brochure produced for the Brookwood Open Day 1957, which includes a 'Brief History of the Hospital'; leaflet describing the hospital church, 5 Oct 1957. [A3/19]	Oct 1952 -Nov 1960
Box 1/10	File relating to the Royal Medico-Psychological Association, including brochures for Brookwood Hospital Training School. [A3/21]	Jan 1940 -Sep 1961
70	Letters from the Commissioners in Lunacy, including lists of patients transferred from Brookwood to Botleys Park Hospital, a quarterly list of lunatic paupers in the Farnham Union, 1874, and a report of the Workhouse Accommodation Committee to the Guildford Board of Guardians, 1860. 1 file [A3/23]	1847-1939
Box 5/8	File relating to staff wages, including tables of rates of pay, c.1867, and salaries and wages for third quarter of 1874. [A3/25]	1867-1939
Box 41/13	File relating to funerals, including letter by Jonathan Jackson agreeing to bury deceased lunatics from Brookwood, 16 Mar 1872. [A3/26]	1867-1872
Box 43/4	3 files relating to coal and coke, prisons and printing. [A3/28-30]	c.1867-c.1871
Box 2/2	File relating to the establishment of the friends of Brookwood Hospital, including report of a conference of the National League of Hospital Friends, 19 Nov 1955. [A3/31]	Jun 1954 -Sep 1956
Box 47/5	Miscellaneous file, including petrol coupons, 1950, and copy of <i>Kentish Gazette</i> , 28 Oct 1828. [A3/32]	28 Oct 1828 -30 Nov 1956

3043/66	Letters from patients and relatives, including letters from the superintendent to relatives and various bills for the removal of patients to other hospitals. 1 file [A3/34]	1867-1951
Box 47/7	File relating to World War I ration books and papers. Includes 'list of inmates for whom no 4 <sup>th</sup> edition ration books are held', with information for each patient (inmate) including national registration number and date of birth. [A3/36]	c.1914-c.1918
Box 43/5	2 files relating to bells (engineering) and outpatient clinics, the latter containing only a scrap note. [A3/37-38]	1867-c.1945
Box 47/4	2 files relating to attendants, nursing and music. [A3/39-40]	c.1870-c.1955
Box 42/2	File relating to the Brookwood Hospital Flower Show, including programmes for annual August Bank Holiday shows, 1945-1953. [A3/41]	1945-1955
Box 47/6	File relating to church and chapel, including some programmes for services, 1952-1957, a printed booklet <i>Holy Trinity Church, Knaphill 1907-1957</i> , and an undated photograph of the hospital management committee. [A3/42]	Sep 1867 -Nov 1957
Box 43/2	3 files relating to books and registers, locks and the 'original estate'. [A3/43-45]	c.1867-c.1955
Box 43/3	5 files relating to weighing machine scales, flour, the Basingstoke Canal, the Gasworks and 6 unsuccessful letters of application for employment, Mar-Jul 1867. [A3/46-50]	1867-c.1876
Box 42/3	Printed copy of 1909 Asylums Officers Superannuation Act (9 Edw. VII cap.48). [A3/56]	1909
Box 43/6	4 files relating to the East India Association, Criminal Lunatics, Ill-treatment of patients and heating. File concerning ill-treatment of patients includes negatives of six photographs in file A3/5. [A3/58, 64, 66, 69]	c.1869-1957

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| 3043/Box 42/4 | File relating to legal requirements for catering. Includes copies of Sale of Food and Drugs Acts (38 & 39 Vict. cap.63 and 62 & 63 Vict. cap.51), and Food Investigation Board Special Report no. 3, <i>The Methods used for the Inspection of Canned Foods and their Reliability for this Purpose. Part I. Canned Meats</i> by W.G. Savage, HMSO, 1921. [A3/70] | 1875-1921                   |
| Box 42/5      | 3 licences, consisting of gun licence of Robert Lloyd [head gardener], 1872, and carriage and male servant's licences of Walter Cappe, 1881. [A3/72]   | 1872-1881                   |
| Box 42/6      | File relating to the railway, mostly consisting of receipts for goods conveyed by the London and South Western Railway. [A3/74]  | 1867-1874                   |
| Box 42/7      | Book of orders and counterparts for railway tickets from Brookwood to Waterloo signed by the medical superintendent, 15 Jan-27 Mar 1915, and letter from superintendent of the line, 29 Aug 1921. [A3/74 contd.]   | 15 Jan 1915<br>-29 Aug 1921 |
| Box 42/8      | Certificate of approval of plan of conversion of farmhouse signed by W.E. Gladstone, 18 Dec 1905, and cutting from <i>Woking Opinion</i> , 26 Nov 1952, apparently collected on account of advertisement for nurse vacancies and probably misfiled. [A3/75]  | 18 Dec 1905<br>-26 Nov 1952 |
|               | <u>A4, 1950</u>  |                             |
|               | No other items in this series have been established.   |                             |
| Box 42/1      | Correspondence and note of founding principles of the Brookwood Hospital Amateur Dramatic Society. 1 file [A4/3]   | Apr-Nov 1950                |
|               | <u>Survey of staff wages at asylums in England, 1937-1938</u>  |                             |
|               | Returns of survey forms from county asylums. The survey appears to have been conducted by C.A. Ekins on behalf of the Association of Clerks and Stewards, partly with the purpose  |                             |

of establishing the effect of the Diploma of the Clerks and Stewards Association on staff salaries. Many returns include attached correspondence and some include newspaper cuttings. Returns have been grouped together alphabetically in bundles. Originally many surveys were returned with annual reports which have been subsequently removed.

3043/Box 1/2	Berkshire-Cornwall. 1 division of a file	Feb-Mar 1937
Box 1/3	Denbigh-Durham. 1 division of a file	Jan 1937 -Aug 1938
Box 1/4	Essex-Hampshire. 1 division of a file	Feb 1937 -Jul 1938
Box 1/5	Hereford-Lincolnshire. Includes programme for 'Opening of the Admission Hospital and Convalescent Villas' at Kent County Mental Hospital, Maidstone, 7 May 1938. 1 division of a file	Feb 1937 -May 1938
Box 1/6	London, Middlesex. Includes undated booklet 'Metropolitan Asylums Board. Tooting Bec Hospital', including photographs and description of Tooting Bec Hospital. 1 division of a file	Feb 1937 -Jan 1938
Box 1/7	Mid Wales, Monmouthshire, Northumberland, Nottinghamshire. 1 division of a file	Feb 1937 -Mar 1938
Box 1/8	Staffordshire, Isle of Wight, Somerset. 1 division of a file	Feb-Jul 1937
Box 1/9	Surrey (Brookwood), Sussex, Warwickshire, Wiltshire, Worcestershire. 1 division of a file	Feb 1937 -Jan 1938
Box 43/1	West Riding, North Riding, and East Riding of Yorkshire. 1 file	Feb-Jul 1937
3043/	PERSONAL PAPERS, 1867-1965	
Box 6/2	Newspaper cuttings and miscellaneous papers, including some re-typed notes from reports of the Commissioners in Lunacy, collected by C.A. Ekins. 4 files	1867-1956

3043/96	Folder of programmes and correspondence relating to entertainments at the hospital, with a list of staff transferred to the South West Regional Hospital Board in July 1948 and a list of clothing destroyed by fire at the hospital laundry in 1871.	1868-1957
Box 11/8	Papers relating to military service, consisting of: undated cavalry squadron roll book, with names, ranks and regimental numbers of personnel entered; 2 army service books, including certificate of discharge, Feb 1918; papers relating to Ekins' appointment as a Meat and Food Inspector, May 1942.	Feb 1910 -Oct 1943
Box 2/19	Copies of testimonials in support of application for the post of Administrator of the Warwickshire and Coventry Mental Hospital. Includes plan of structure of Brookwood administrative departments reporting to the Clerk and Steward. 1 file	20-30 Aug 1935
Box 2/7	Framed photograph of C.A. Ekins.	nd [c.1940]
vol 75	Old Time Dance Club Scrapbook, kept by C.A. Ekins. Contains loose and attached memorabilia, including: Sydney Thompson's Bulletin 1950; Annual Old Time Ball programmes 1949 and 1950; 6 photographs of ball guests, Aug 1949.	Aug 1949 -Dec 1950
Box 8/1	Historical notes by C.A. Ekins, and notes relating to his filing system. These do not appear to refer to the 'A' reference scheme. Includes typescript 'History of Mental Treatment Administration' by T.J. Belbin, 1937, and some dinner cards for reunions of the Bedfordshire Yeomanry, 1911-1938.	nd [mid 20th cent]
Box 6/1	Notebook containing descriptions and dates relating to the history of 'hospitals and asylums of the world'.	nd [mid 20th cent]
Box 8/14	<i>A note on the history of the care of the insane in Ireland up to the end of the nineteenth century</i> , by T.P.C. Kirkpatrick, published by Dublin University Press.	1931
Box 72/20	Home office publication <i>The National Fire Service Drill Book</i> , 3 <sup>rd</sup> edition, HMSO London. Signed on cover by C.A. Ekins	Dec 1942

3043/Box 46/10	2 pamphlets, <i>The Retreat</i> by M. Garrod and G.D. Knight and <i>The Tukes: Tea Dealers and Reformers</i> , by E.E. Taylor, reprinted from the Friends Quarterly Examiner.	Apr 1946
Box 8/21	<i>The Story of St. Luke's Hospital</i> [Old Street, London] 1750-1948 by C.N. French, published by William Heinemann. Includes some inserts of newspaper cuttings and letter to C.A. Ekins.	1951
Box 46/9	<i>Light through the Cloud</i> , by L.A.G. Strong, published by Friends Book Centre, including inserted letter by C.A. Ekins to the Retreat, York.	c.1952
Box 9/1	Souvenir Programme for the 'Third Butlin Annual Dancing Festival and Congress', and related material concerning Butlins holidays, collected by C.A. Ekins.	Sep 1953 -Jan 1955
Box 6/3	'Notes on Legislation relating to Mental Patients', printed by the National Association for Mental Health, kept and apparently rebound by C.A. Ekins.	Nov 1956
par 5	3 engravings and 1 cartoon drawing, consisting of: perspective view of old London Bridge and the tower by Daumont, Paris; general view of London, showing old London Bridge and city steeples, by Huquier fils Graveur, Paris; view of Westminster Abbey and St. Margaret's church, Westminster by Daumont, Paris; cartoon drawing depicting nine members of a committee, probably that of the Incorporated Association of Clerks and Stewards of Mental Hospitals, including C.A. Ekins, honorary secretary, and F. J. Ingram, president, by Robert St. Paul, 1938.	nd [early 20th cent]
Box 7/8	File relating to Surrey Beekeepers Association including Chairman's report and list of members. C.A. Ekins was a sometime president of the association.	1957-1960
Box 7/10	Correspondence file relating to C.A. Ekins' lending of items for display at the open week of Highcroft Hospital, Erdington, Birmingham.	7 May-27 Aug 1965

3043/	PHOTOGRAPHS, 19TH CENT-20TH CENT	
	Further photographs of the early years of the asylum are contained in Mrs. Brushfield's photograph album, for which see under Personal Records of Dr T.N. Brushfield, first medical superintendent, and family.	
3043/	ENTERTAINMENTS AND EVENTS, LATE 19th CENT-1971	
Box 4/21	3 photographs showing performers dressed up, including one described as 'fancy dress' and one showing a minstrel band annotated with names of performers.	nd [late 19th cent]
Box 4/16	10 photographs of open days and presentation ceremonies.	nd [c.1950]
Box 8/23	12 photographs and 8 negatives of treeplanting ceremony, including photographs of Dr Lowry, medical superintendent, digging with a spade.	nd [mid 20th cent]
Box 2/21	32 photographs, probably of the hospital management committee, showing ceremony of tree planting.	nd [c.1953]
Box 4/11	20 photographs showing interior Christmas decorations.	nd [mid 20th cent]
Box 4/10	10 photographs of a presentation ceremony. Includes 2 photographs annotated with names of staff, and 3 formal group photographs.	nd [c.1955]
Box 66/2/i	2 photographs of official opening of Industrial Therapy Unit, with covering letter from E.F. Lloyd to the secretary of the South West Metropolitan Hospital Board	11 Oct 1971
226	File of photographs of entertainments and events at Brookwood Hospital	nd [1970s]
3043/	STAFF, 19th CENT-1968	
137	Photograph of Dr T.N. Brushfield, medical superintendent of Brookwood Hospital, 1866-1882, by Heath and Brodnee of Exeter	nd [19th cent]
Box 9/2	5 photographs of Edward Swain, medical officer, by Elliott & Fry, London.	nd [late 19th cent]

3043/plan 20	Photograph of Dr J.E. Barton, senior assistant medical officer, 1874-1882, medical superintendent, 1882-1910.	nd [early 20th cent]
Box 4/6	7 informal photographs of nurses, 2 showing nurses Denning and Spice.	nd [early 20th cent]
Box 8/22	6 photographs, possibly of the visiting committee, showing 'first and only meeting at Merrist Wood'.	nd [early 20th cent]
Box 4/5	4 formal photographs of the Brookwood Hospital Management Committee, with attached key of names of members of the committee.	18 Jun 1948
Box 4/2	10 photographs, originally forming part of a series numbered '1719', mostly showing nurses and domestic views.	nd [mid 20th cent]
plan 8	Photographs of medical staff and students at Brookwood Hospital. 8 items affixed for display to a sheet of card	nd [1950s]
Box 4/15	2 photographs of nurses and other staff, one taken on Open Day 1952.	nd [c.1952]
Box 4/18	6 photographs of unnamed staff, including presentation ceremonies.	nd [c.1960]
Box 5/12	Copy photograph of Bertha E. Redding, chairman of the hospital management committee, with attached note of thanks from the Group Secretary.	10 May 1968
3043/	SPORTS, 1884-1947	
Box 4/22	8 photographs relating to Brookwood Asylum Cricket Club, consisting of: 6 formal group photographs, five of which are either fully or partially annotated with names of persons; 2 photographs of matches in progress.	1884-1901
plan 15	Photograph of a football team by L. van Fuidge	1899
plan 14	Photograph of a football team by L. van Fuidge. The names of the team members have been added to the mount in pencil	1899
par 2	Photograph of a cricket team by Elliott and Fry, Baker Street, London.	nd [19th cent]



3043/112	Photograph of Netherne Hospital football team by Bunce Porrott of the Langdale Studio, Caterham	1910
par 3	Photograph of Brookwood staff cricket team by Henry R. Gibbs of Pirbright. The names of the team members have been added to the mount in pencil	nd [c.1910]
109	Photograph of World War II German prisoner of war team, Camberley, presented 'as a souvenir to Christmas 1947'. Includes signatures of team members on reverse of mount. There is no note of which sport the team played, but it is probably football.	Dec 1947
110	Photograph of World War II German prisoner of war team, Camberley, with signatures of team members on front. The photograph was taken by Marshall's, London Road, Camberley.	Dec 1947
3043/	SITE AND BUILDINGS, 1874-1988	
Box 4/1	2 photographs, one showing Florence House and one showing Gas Cottages and Gasworks.	1874
108	Photograph of lodge house at Brookwood hospital	nd [19th cent]
106	Aerial photograph of Brookwood Hospital	nd [c.1900]
111	Photograph of the Cottage Hospital at Brookwood. A note on the reverse of the mount states that the item was found by Mark Cheeseman, coalman at Brookwood Hospital, on 5 Feb 1957, and that the handwriting underneath the photograph is that of a named patient	nd [c.1900]
99	Postcard of Brookwood Asylum printed by Chris Trusler of Knaphill. The postcard was formerly the property of Miss Amelia Rose Webster, a nurse at Brookwood, 1896-1898, and was presented to the hospital by Ron Stevens, gardener at the hospital, on 26 May 1956	nd [c.1900]
118	Photograph of drying area at hospital laundry	Jun 1906
119	Photograph of pressing area at hospital laundry	Jun 1906

3043/Box 44/16	Photograph of exterior of Florence House, entitled 'Brookwood Asylum Grounds'.	1911
Box 4/3	4 photographs, originally forming part of a series numbered 'B1719', showing building features including 2 photographs of hall.	nd [mid 20th cent]
Box 4/17	3 aerial photograph of Brookwood hospital and grounds, one taken by Aero Pictorial Ltd., Redhill.	nd [mid 20th cent]
Box 4/14	10 photographs showing clock tower at time of restoration.	c.1953
plan 17	Photograph of Brookwood Mental Reception Hospital by Gilbert R. Crampton of Quarry Street, Guildford	nd [1950s]
100	Postcard of aerial photograph of Brookwood Hospital	1988
101	Colour photograph of the main building at Brookwood Hospital	nd [1980s]
311	Mounted black and white photograph of chapel interior entitled 'Morning Service, the last hymn'.	nd [mid 20th cent]
3043/	MISCELLANEOUS PORTRAITS, 19TH CENT-20TH CENT	
Box 2/22	Photograph album, consisting mostly of individual portraits on card by various studios. The persons in the photographs are not named.	nd [late 19th cent]
Box 7/3	Photograph, mounted on card, of Joseph Charles Turner by Mr Death, Camberwell Road, London.	1884
Box 7/4	Photograph, mounted on card, of Sir Hubert Longman by F. Robinson, Camberley.	nd [late 19th cent]
Box 44/15	Group photograph of attendants, possibly of Three Counties Asylum, Arlesey, Beds.	nd [late 19th cent]
Box 4/4	5 portrait photographs, including photographs of Mary [Donohoe?] and Mabel Mattick.	nd [c.1892]

3043/104	Carte de visite photograph of a lady by George Glanville of Tunbridge Wells, Kent. Bears original number 42879.	nd [19th cent]
105	Carte de visite photograph of a man by Fradelle and Young of Regent Street, London	nd [19th cent]
Box 44/13	4 undated photographs, consisting of: 2 portrait photographs of unidentified men, one of which includes note on reverse 'yours very sincerely J.E. Johnson', the other of which is on porcelain; photograph of group of gardeners outside gate; photograph of an unidentified family and dog.	nd [late 19th cent]
102	Photograph of man, mounted to form a Christmas card	1912
Box 9/23	6 portrait photographs, two of which are labelled as being of the late King George V and of Mr. Staines Boorman, chairman of the Farm Committee, 1927. A third photograph with cover is of C.A. Ekins.	nd [early 20th cent]
3043/	MISCELLANEOUS, 19TH CENT-20TH CENT	
117	Box of glass plate negatives showing a haymaking team, gardener, child in toy engine, two seated ladies with a book, crowd watching an outside theatrical production, child with father on rocking horse, a river bridge, person on horseback and horse grazing. 11 items	nd [19th cent.]
Box 4/13	13 miscellaneous photographs, including: photograph showing hospital frontage, c.late 19th cent, presented by Dr A.N. Brushfield, son of the first medical superintendent; photograph of estate warden Mr Yardley dressed as a yeoman warder, Jul 1955; photograph of milkmaid, May 1914.	c.1870-c.1955
Box 9/24	3 group photographs of the asylum performing band, one of which is partially annotated with names of persons.	nd [c.1890]
Box 9/25	2 photographs of Brookwood hospital fire brigade, one of which is partially annotated with names of persons.	nd [late 19th cent]

3043/120	Photograph of house and family standing in porch. See also -/98 and -/103	nd [late 19th cent]
103	Photograph of family group taking tea in the garden. See also -/98 and -/120	nd [c.1900]
98	Photograph of family group outside a hospital building. See also -/103 and -/120	nd [c.1900]
plan 4	Photographs of Brookwood Hospital ploughing team, the hospital buildings, hospital carpenters and male and female attendants. 14 items mounted for display on a sheet of card	19th cent -28 Sep 1960
Box 4/19	3 photographs, consisting of: photograph of Harry Lack, Garden Attendant at Three Counties Asylum, Arlesey, Beds., c.1890; photograph of night attendants at Hanwell asylum, Middlesex, c.1881; undated photograph of King George VI and Queen Elizabeth visiting Bodmin, Cornwall.	c.1881 -mid 20th cent
Box 4/8	12 miscellaneous photographs, including 2 group photographs of cricket team and photograph possibly of prisoners of war.	nd [early 20th century]
Box 4/9	11 photographs, including 3 showing exterior of original hospital chapel, a copy of photograph of cottages in -/Box 4/10, and 3 group photographs of staff. Copies of most photographs are in -/Box 4/20.	c.1874
Box 5/13	4 photographs and 1 drawing, consisting of: group photograph of performers of 'The English Play 1927. Shoemakers Holiday'; two photographs of groups of girls with parasols and wreaths; photograph of apples grown at Godalming exhibited at Royal Horticultural Society 11 Oct 1927; one undated pencil and grey wash drawing.	c.1927
Box 4/23	4 photographs, consisting of: view of South Villa, c.1941; view of part of hospital grounds, Dec 1954; photograph of hospital football team, 10 Feb 1934; photograph of Nurse Dopson's trained patients unloading World War II casualties, c.1939-1945.	nd [c.1941]

3043/Box 5/11	Photograph showing farewell dinner at no.2 Company, Royal Army Medical Corps, Connaught Military Hospital.	9 Jul 1945
Box 4/7	15 photographs showing presentation ceremonies, including the hospital chapel at Easter 1955 and 4 formal photographs of the Hospital Management Committee.	nd [c.1955]
Box 4/12	21 miscellaneous photographs, including 2 showing a group of children, 4 showing a large pig, 5 taken in chapel and 2 showing cast of a play.	nd [mid 20th cent]
3043/	INDEPENDENT BODIES, 1926-1988	
3043/	STAFF ASSOCIATIONS, 1926-1982	
	<u>Association of Clerks and Stewards of Mental Hospitals, 1926-1942</u>	
	The association was founded in 1904 and became incorporated in 1932. C.A. Ekins, clerk and steward at Brookwood, was a member and sometime honorary secretary of the association.	
vol 34	Signed minutes of General Meetings and some Executive Committee meetings. 1 ledger	13 Mar 1926 -25 Jun 1932
vol 64	Forms of application for membership, arranged alphabetically. Information for each applicant includes: age; institution at which engaged; any previous positions; signature; name and signature of proposer. 1 binder	1932-1936
Box 9/9	Certificate of Incorporation of the Association of Clerks and Stewards of Mental Hospitals, signed by the registrar of companies.	20 May 1932
Box 8/11	Conditions of agreement and proposed articles of amalgamation of Incorporated Association of Hospital Officers and the Incorporated Association of Clerks and Stewards of Mental Hospitals. 1 bundle	29 Jan-25 Mar 1942

Institute of Hospital Administrators, 1949-1961

Brookwood came within the London, Surrey and West Sussex Branch of the institute, based at Botleys Park hospital, Chertsey.

3043/Box 49/15	Copy minutes of discussion groups and some area meetings, papers and correspondence. 1 file	Jan 1949 -May 1961
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General Nursing Council (GNC), 1969-1982

Box 52/7	Copy papers and correspondence, including reports of inspection visits made in Sep 1972 and Jun 1980.	Oct 1969 -Dec 1982
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3043/	COMMUNITY HEALTH COUNCILS, 1975-1988	
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West Surrey and North East Hampshire Community Health Council, 1975-1988

For signed minutes of meetings with Surrey Area Health Authority May 1975-May 1981 see 6197/1/22.

Box 50/1	Copy minutes, papers and correspondence. 1 file.	Jan 1975 -Nov 1975
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Box 50/2	Copy minutes, papers and correspondence. 1 file.	Jan 1976 -Sep 1976
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Box 50/3	Copy minutes, papers and correspondence. 1 file.	Jan 1977 -Sep 1978
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Box 50/4	Copy minutes, papers and correspondence. 1 file.	Jan 1979 -Dec 1980
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Box 52/8	Copy minutes, papers and correspondence. 1 file	Jan 1981 -Dec 1982
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369	Correspondence file	19 Jan 1983 -19 Dec 1986
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227	Copy minutes and papers. 1 file	Jan 1987 -Nov 1988
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North West Surrey Community Health  
Council, 1977-1988

3043/277 Correspondence file 4 Apr 1977  
-15 Nov 1988

296 File of minutes of joint meetings of North West Surrey and South West Surrey Community Health Councils 24 Jan 1986  
-2 Dec 1988

3043/ OTHER HOSPITALS AND HEALTH AUTHORITIES, 1842-1990

3043/ SURREY COUNTY LUNATIC ASYLUM AT WANDSWORTH, LATER SPRINGFIELD ASYLUM, 1842-1879

Reports of Committee of Visitors, 1842-1879

Some annual reports 1844-1874 are also held in QS5/6/1/14-40, but these hardback volumes have been retained additionally due to having complete coverage of a longer time span.

vol 1 Annual reports, presented c.Apr 1843-8 Apr 1851. 1 vol 1842-1850

vol 2 Annual reports, presented 6 Apr 1852-9 Apr 1861. 1 vol 1851-1860

vol 3 Annual reports, presented 8 Apr 1862-4 Apr 1871. 1 vol 1861-1870

vol 4 Annual and quarterly reports, presented 4 Apr 1871-c.Sep 1879. Reports do not include accounts or appendices. 1 binder 1870-1879

3043/ THREE COUNTIES ASYLUM, ARLESEY, BEDFORDSHIRE, 1851-1908

Papers relating to this asylum have been retained due to C.A. Ekins' employment there prior to becoming Clerk and Steward at Brookwood.

vol 86 Officers and servants' salaries and wages book. Hospital not recorded in ledger, but 1 Jan 1851  
-31 Mar 1860

	believed to be Bedford Asylum, Ampthill Road, Bedford, later incorporated within Three Counties Asylum. Information for each staff member includes: position; quarterly wages; remarks; signature	
3043/Box 7/14	13 photographs affixed to cardboard backing showing exterior of Three Counties Asylum.	May 1872
Box 7/6	Scale groundplan of Three Counties Asylum, by G. Fowler Jones & Son, architects.	Dec 1876
Box 44/2	<i>Brown v. Butler. Notes of Evidence and Summing-up.</i> Typescript of King's Bench Division of the High Court of Justice legal case, published by Iliffe, Henley & Sweet. A copy of the case appears to have been held at Brookwood because it concerns the death of the farm bailiff of the Three Counties Asylum from water contamination. 1 vol	1908
Box 9/13	Printed table showing 'wages of attendants in county asylums, with leave of absence, allowances in respect of rent to married attendants, and allowances for special services.' Compiled by the clerk to the visiting committee of Three Counties Asylum.	Oct 1908
3043/	SURREY HOSPITALS, 1932-1990  <u>Botleys Park Hospital, Chertsey, 1932-1950</u>  For other records of this hospital, see 6206 and 6305.	
Box 44/4	Brochure for the opening of the hospital, published by Jeffcoats Ltd., with inserts of programme for opening day and typed 'Proposal for institution for mental defectives', 30 Jan 1932. 1 file	30 Jan 1932 -24 Jun 1939
Box 90/1	Botleys Park Colony, later hospital, Chertsey. Establishment of staff. No staff names.  <u>St Lawrence's Hospital, Caterham, 1954-1956</u>	Aug 1946
Box 6/7	St Lawrence's Hospital, Caterham, Hospital Management Committee sixth report	31 Dec 1954



3043/50	St Lawrence's Hospital, Caterham, Hospital Management Committee seventh report	31 Dec 1955
Box 44/1	<i>St. Lawrence's Hospital, Caterham, 1870-1956</i> by J. Gibson. Printed history published at St. Lawrence's.	nd [c.1956]
	<u>Netherne Hospital, Merstham, early 20th cent-c.1978</u>	
Box 44/14	Photograph of construction of recreation hall at Netherne Hospital.	nd [early 20th cent]
Box 8/6	<i>The Hurt Mind</i> , by Dr Margaret Nelson Jackson. Pamphlet printed at Netherne Hospital for the Ministry of Health.	nd [c.1960]
Box 11/7	Netherne Hospital annual calendar, including photograph of laying of foundation stone of Netherne, 18 Oct 1905.	1962
Box 63/17	Printed public consultation paper of South West Thames Regional Health Authority for the Proposed Regional Secure Treatment Centre at Netherne Hospital.	nd [c.1978]
	<u>West Park Hospital, Epsom: Industrial Therapy Organisation (Epsom) Ltd, 1965-1972</u>	
	The ITO was established at West Park Hospital in 1963. Two files relating to its operation are in 6294/Box 21-22.	
Box 66/2/ii	2nd to 6th annual reports, with undated printed trainee's handbook.	Jul 1965-1969
Box 63/15	9th annual report	1972
	<u>Royal Surrey County Hospital, Guildford, 1978-1979</u>	
Box 72/21	Draft use and equipment sheets, and 11 scale plans of proposed conversion to psycho-geriatric usage of nurses homes, wards and day hospital. 7 plans by J.B. Marks & Partners, chartered quantity surveyors, Guildford; 4 plans by architects to South West Thames Regional Hospital Board.	Oct 1978 -Apr 1979

Guildford and Godalming Hospital  
Management Committee, 1967-1968

3043/Box 73/7 Cost Statements. 1 printed summary 1 Apr 1967  
-31 Mar 1968

Surrey Area Health Authority, 1975-1990

269 *Surrey Area Health Authority. The First Year  
and Beyond...* 1975

236 Report relating to the provision of services for  
the mentally handicapped. Part A. Published  
by Surrey Area Health Authority nd [c.1980]

Box 55/28 Draft General Report. The Provision of  
Services for the Mentally Ill. Mar 1981

239 University of Surrey, Department of  
Educational Sciences. Abridged Summary  
Report relating to 'An Evaluation of North  
West Surrey Health Authority and Surrey  
Social Services Home from Hospital Care  
Scheme' Jun 1990

3043/ OTHER HOSPITALS, 18TH CENT-1979

vol 76 Prints and engravings of various hospitals,  
buildings and views. Several are noted as  
having been taken from the *New and  
Complete British Traveller*. Compiler  
unknown. 1 binder, some prints loose as  
inserts. nd [18th cent  
-19th cent]

par 9 Scale drawing of 'Old Bethlehem Hospital.  
The New Hospital in St. George's Fields,  
Lambeth' nd [19th cent]

3043/ MISCELLANEOUS, 1815-1838

54 Receipt for two loads of hay delivered to Mr  
Loveland by Mr Fagg 23 Jan 1815

Box 7/2 Deed of a grant of an annuity of £10 for a  
tenement and premises at Cold Harbour Lane,  
Lambeth, from Richard Bagallay to John  
Bagallay. 24 Dec 1838