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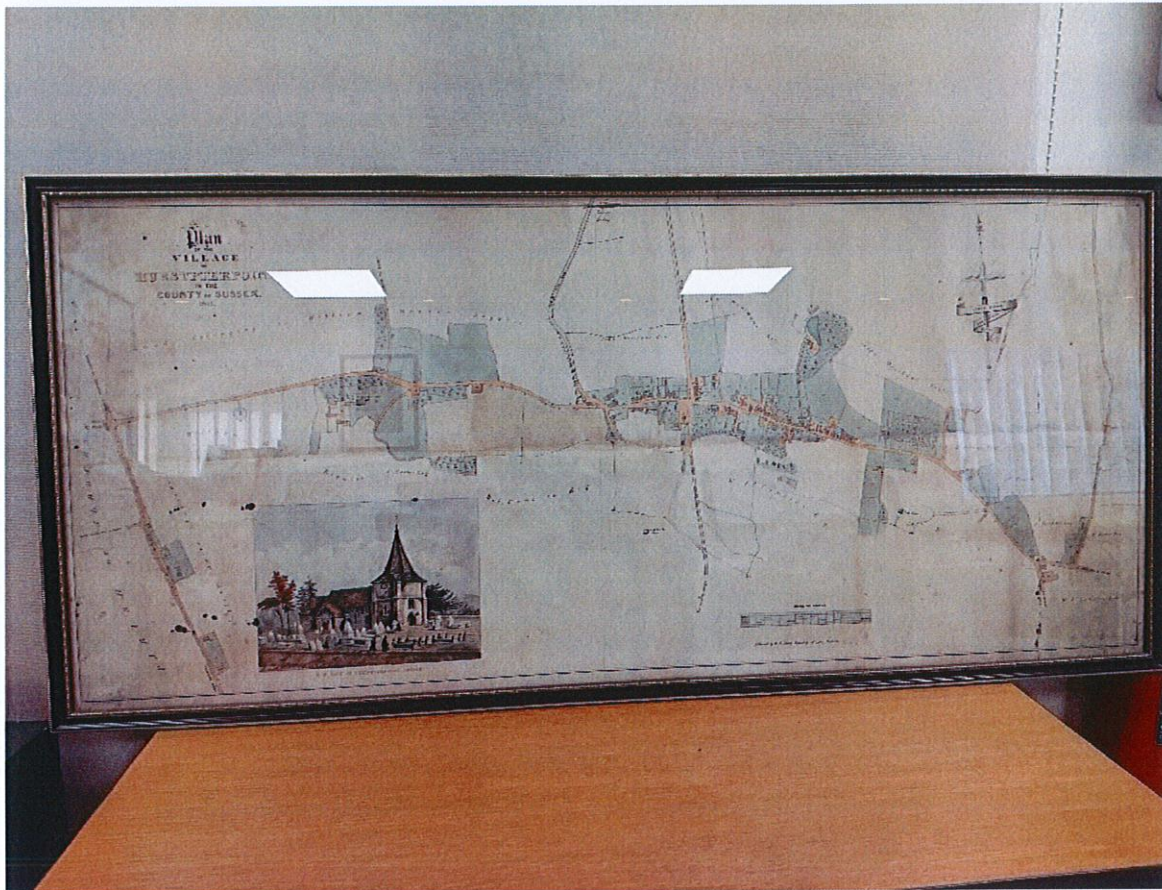
Briefing Note

1841 Plan of Hurstpierpoint

For Council on 26 September 2024

Introduction

On 30 January 2024, the Parish Council was in receipt of a donation of a hand drawn plan of Hurstpierpoint dated 1841. The donation was from a retired Solicitor who had had the picture (see below) hanging in his office in Surrey for decades. He was unaware of its previous life but very kindly felt it's future should rest back in the village.



- The wording top left states "Plan of the Village of Hurstpierpoint in the County of Sussex 1841".
- The wording top right says "James Fisher, Surveyor, Hurst", presumably the artist.
- The wording bottom centre reads "Published by W H Mason, Repository of Arts, Brighton."
- The image bottom left is a "N.W. View of Hurstpierpoint Church"

This is the old Norman church before the new early Victorian Church was constructed in 1843-45 (and is Grade II* Listed). A church is recorded at Hurstpierpoint in the Domesday Book of 1086. The church that pre-existed Holy Trinity, dedicated to St Lawrence, comprised a square Norman west tower with a shingle spire, nave and south aisle, chancel and south chapel. (Incidentally a small pencil drawing was recently donated to the Museum Group by a resident of Ardingly circa 1830.)

The map shows land ownership and land parcels from Albourne in the west to College Lane in the east. Well known names of those land owners include William Borrer Esquire, W. I. Campion Esq and John Marchant Esq. There is evidence that at some point additional inscriptions have been added that would not have been on the original plan such as roads leading to the north and south of the village.

In order to ascertain the precise historical value of the picture, it was taken to the West Sussex County Council Records Office for an evaluation.

County Records Archive Team Comments

The Archive Team confirmed the map was a valuable (not in monetary terms) original and they would be delighted to receive the Hurstpierpoint map by donation or on loan. Whilst they do have a copy already in their collection, it is one which has been cut up and glued to linen backing so that it can be folded up whereas ours is complete and exactly as it was made originally so would be a very welcome addition to the collections there. The Archive Team confirmed that such maps are incredibly useful to local historians and ours is also a very aesthetically appealing document.

The map can either be gifted to the Archive Team, in which case ownership passes to West Sussex County Council, or as a deposit (effectively a long-term loan) which would mean that ownership remained with the Parish Council. They generally prefer to receive items as a gift, where appropriate, but are very happy with either option. Given how precious the map must be to the Parish Council they can fully understand if we would prefer it to be a deposit.

Please find attached as Appendix A the West Sussex Records Office Terms of Deposit. They outline how they manage and look after the documents in their care.

Further Options

If a decision is made over whether to gift the map to WSCC or deposit it with them, there appear to be three further options. The full costing for these are set out in Appendix B:

Option 1: To Display the Map in the Original Frame (£70)

The minimum and cheapest option for the Parish Council would be for us to commission WSCC to clean it up and replace the brown paper seal on the back of the frame as it is. We could add a sheet of buffered archive paper behind the map for extra protection. If we display the original, the colours will fade and the paper will go darker "photo oxidation". Consideration should always be given to where it is hung, not on an outside wall as temperatures fluctuate in the brickwork, not over a radiator and not in direct sunlight etc. There should always be a gap between the picture and the wall for air flow. The charge for conservation work would be £35 per hour.

Option 2: To Reframe the Original Map for Public Display (Reframing Costs e.g. £350+)

The map could be re-framed with a new frame and frame moulding. The whole map can be cleaned again by the County Records Office. We can have a UV resistant coating on the glass/acrylic to avoid further light damage. It could include "artsorb" paper (a thin sheet) which manages the moisture content within the frame and keeps it in balance a bit like silica gel. Once the frame is opened and if it is found that the map was glued to the back board, it may be impossible to remove it. Animal based glues are easier to remove but sometimes a heat activated adhesive would not allow the removal of the paper map without damaging it.

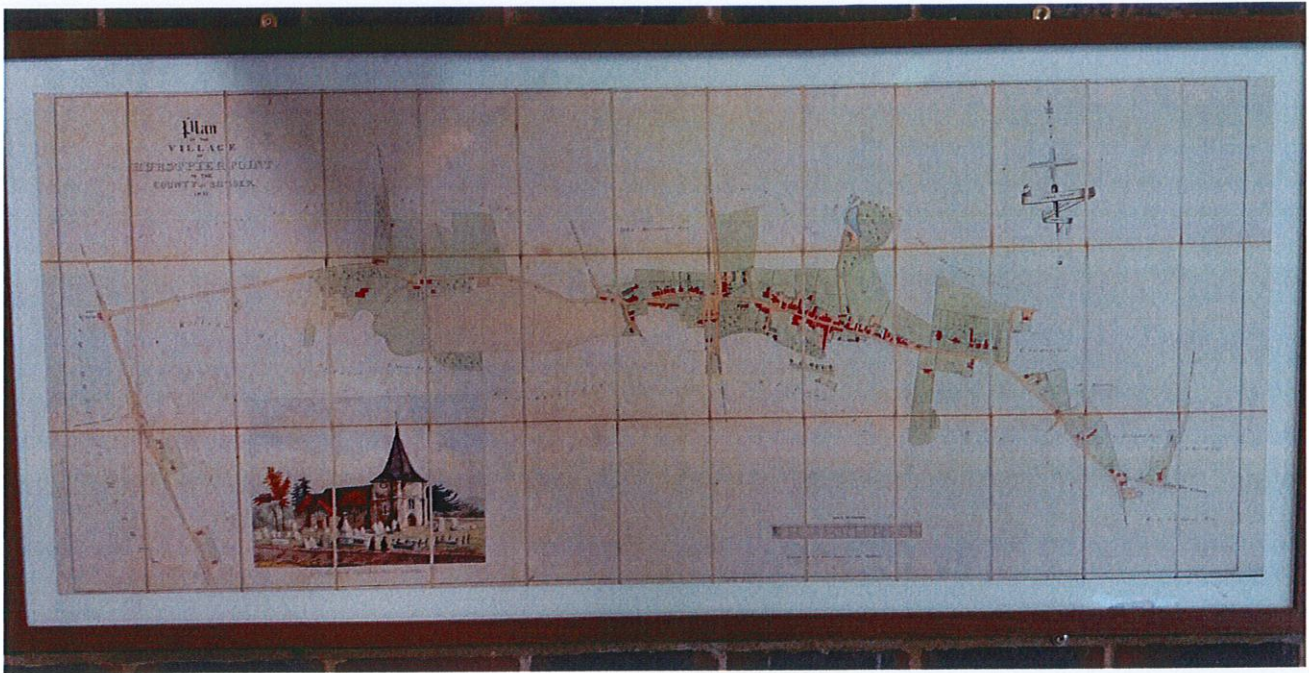
Option3: Display a Scanned Copy and Store the Original (£137)

As a valued original WSCC could make a high quality digital copy that could be displayed instead of the original. The copy could go back in the current frame.

The original would be put away in a properly constructed "folder" made by WSCC for preservation, and if "deposited" with WSCC, stored by the Parish Council somewhere. This would preserve the map from acidity etc. Copies could then be easily re-printed if stolen or damaged. If "gifted" WSCC would store the map themselves.

Hurstpierpoint Society Copy

There is already a different version of this map hanging in the entrance foyer to the Village Centre on the Library wall. That version is owned by the Hurstpierpoint Society and is one of the versions that show how the map was folded into squares.



Accompanying Codebook

Accompanying the map is a “codebook” that lists the details behind each numbered property or parcel of land. A copy of this codebook is not currently in the Parish Council’s possession but once secured would be displayed alongside the map.

Conclusion

Following the kind donation of the 1841 Plan of Hurstpierpoint village, Members are asked to consider the way forward with the options available.

RECOMMENDATION: Council is asked to AGREE to:

- i) Gift the map to WSCC so the ownership transfers to West Sussex County Council.
- ii) Receive a scanned copy back from WSCC and display the copy in the original frame.

Appendix A – West Sussex Records Office Terms of Deposits

Appendix B – Quotes for Restoration

West Sussex Record Office: Terms of Deposit

1. West Sussex Record Office acquires, preserves and makes accessible the archives relating to the County of West Sussex in accordance with its collections policy. West Sussex Record Office accepts private records by way of gift, purchase, bequest or indefinite loan. This statement sets out the terms under which the Record Office accepts deposited records on indefinite loan.
2. Where documents are deposited, the depositor retains ownership together with the right to withdraw all or part of the collection upon reasonable notice in writing, subject to any special conditions agreed upon at the time of deposit. In the case of permanent withdrawals, reasonable notice shall consist of a period of time sufficient to allow the Record Office to make copies of the documents for the purposes of research and private study. In the case of temporary withdrawals this shall be for a period of no more than three months.
3. Although records are deposited on indefinite loan it is assumed that the period of deposit will be, other than in exceptional circumstances, not less than 25 years in order that expenditure incurred by the Record Office on conservation and cataloguing can be justified. If a deposit is withdrawn permanently, the depositor may be required to make a financial contribution towards the costs incurred during the period of deposit.
4. The Record Office reserves the right to undertake any repair or conservation work deemed necessary for the preservation of the material in accordance with our conservation programme.
5. The Record Office reserves the right to make copies of deposited records for the purposes of preservation and in order to improve access. Ownership of such copies shall be vested in the Record Office.
6. The Record Office may take such measures deemed necessary for the administration and security of deposited documents such as their rearrangement, stamping and marking.
7. The deposited material will be stored in secure accommodation and the Record Office will take all reasonable steps to ensure the long term preservation of the records by protecting them from damage from climatic extremes, flood, fire, theft or physical misuse. However should damage or loss occur the County Council cannot be held liable for compensation.
8. Documents will be produced for consultation by researchers under supervision in accordance with the Record Office rules for public use of archives, subject to any statutory restrictions or any special conditions agreed between the depositor and the Record Office at the time of deposit. In the event of any access restrictions agreed with the depositor, the Record Office will only produce these records with the written permission of the depositor. The Record Office observes the principles set out in the Data Protection Act 1998, the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.
9. The copying of documents by photography or photocopying is permitted for the purposes of private and unpublished research, subject to any restrictions agreed upon at the time of deposit and in accordance with current copyright regulations. People to whom copies are supplied for research purposes will be required to sign a declaration of compliance with the current copyright legislation. For any other purposes, including publication, the consent of the owner or depositor will be sought.
10. The Record Office may place any of the deposited material in an exhibition on its own premises, subject to any restrictions on access applicable to the deposit and under such conditions as are reasonable for the exhibition of such material. Requests from other institutions for the loan of records for temporary exhibitions will be referred to the depositor for approval.
11. We reserve the right to dispose of duplicate and non-archival material (by destruction as confidential waste if necessary), unless you have previously indicated a wish to have such documents returned.
12. Private depositors: Please let us know of any subsequent change of address or contact details. On your death, your documents will become the property of your personal representatives, or of anyone to whom you leave them by your will. We will need firm evidence of your death and of your wishes before we will treat any other person as the owner of your documents.
13. Non-private depositors: Please let us know of any changes within your organisation, such as the name of the current contact, or changed address.
14. West Sussex Record Office is the Diocesan Record Office for the Diocese of Chichester and accepts parish records in accordance with the Parochial Registers and Records Measure 1978 (amended 1992).

Please sign this document in the space overleaf to accept these terms of deposit.



Quote for conservation work – Village Plan of Hurstpierpoint, 1841

Identification of item:

Lithographic print with hand-colouring in watercolour paint and some hand-drawn additions in black ink. Substrate is comprised of 2 sheets of wove paper, pasted together along the middle of the map. Item is framed. Framing materials are: wooden/composite moulding painted black and gold, acrylic glazing, woodpulp hardboard, brown gummed paper tape, 2 eyelet screws and hanging cord.

Condition:

- Minor to moderate surface dirt visible on surface of paper, particularly at left and right edges due to previously rolled format. Dirt is likely also present on the back of the paper.
- Horizontal crease across whole width of paper, likely due to having been folded in the past.
- Several vertical undulations across the paper, due to previously rolled format.
- Some water staining visible, especially on left side. Some dark brown stains visible, possibly extreme localised oxidation of the substrate or spillage of substance in the past (it was difficult to ascertain more accurately, due to item being framed).
- Media in good condition
- Frame in good condition but not made to museum standards. Seal at the back is not intact due to failed adhesion of the gummed paper tape at several points.

Costs of conservation work:

This follows the 3 options as stipulated in email sent by Sarah Groom on 3rd May 2024.

All options include material costs.

Option 1:

- Total cost: **£25**
 - Unframing / Cleaning map substrate on front and back* / Placing an interleaving sheet of buffered archival paper between the map and backboard (unless they are stuck together) / Removing existing gummed tape from back of frame and replacing it with new tape

Option 2:

- Total cost: **£10 (optional)**
 - We can un-frame the map to inspect/condition assess it and clean the paper* prior to the map being sent to be framed.

Option 3:

- Total cost: **£137**
 - Unframing / Cleaning map substrate on front and back* / Rehousing map in bespoke folder made from archival, buffered card: **£60**
 - Scanning: **£32**
 - Printing display copy: **£20****
 - Mounting and framing of display copy in original frame: **£25**

Notes:

* Please note: Cleaning of the paper as quoted here involves techniques that will only remove surface dirt that can be dislodged mechanically, e.g. using a vacuum cleaner, brushes, or conservation-grade cleaning sponges. It is possible that some dirt is chemically bonded with the paper or embedded deep within the fibres of the paper; this would require more extensive treatment to be removed, e.g. washing and alkalisation. We may provide quotes for more extensive treatment, should this be desired. It would, however, require a more in-depth assessment of the map after unframing.

** Please note: Regarding printing a display copy of the map, our printer can accommodate a maximum height of 60cm. If the original is larger than this, we would need to print the display copy marginally smaller. Alternatively, you could find a commercial printing company to print your display copy after we have scanned it – in this case the total cost from our end would be reduced by £20 (cost of printing).

Possible further work or additional costs:

After unframing and inspecting the map more closely front and back, it may become evident that more work would be necessary or beneficial. In this case, you would be contacted and informed of the issues or vulnerabilities identified, as well as treatment options and their costs. Further work would only be undertaken after receiving your written approval to proceed.

Examples of further work or additional costs may include:

- If the map is fully stuck to the backboard and you would like it removed, spot testing would be necessary to identify the solubility characteristics of the adhesive and inks. The results would inform which treatment options are possible and enable an accurate time estimate and cost for work required.
- If the map is fully stuck to the backboard and your preference is Option 3, this would incur an additional cost of £20, as a replacement backboard would be required to frame the display copy.

If you have questions or require further clarification, please contact Carina Rosas by email: Carina.rosas@westsussex.gov.uk.

Quote produced by:

Carina Rosas

Senior Conservator, West Sussex Record Office

3rd May 2024