

A Guide to researching and writing a

Building or Site Report

for the Mill Road Area

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key: CA = Cambridgeshire Archives; CC = Cambridgeshire Collection; MR = Mill Road

row 1: [1] Kinema 1960s [CC]

row 2: [1] 127 Hemingford Rd (Elizabeth & George Nightingale) c.1902 [Peter Nightingale]; [2] Norman & Sons, 190–92MR c.1923 [CC]

row 3: [1] Salisbury House, 274MR, Allan Brigham 2012; [2] Romsey Labour Club, architect drawing 1925 [CA]; [3] Stevenson's Printers, Ward's Grocery Store, 175a–175bMR c.1955 [CC]

row 4: [1] Union Workhouse, 81aMR c.1880 [CC]; [2] Romsey House, Allan Brigham, 2009; [3] County Infirmary, Master's House, 81aMR, architect drawing 1935 [CA]; [4] Stevenson's Printers, Hilary's, Co-Op, 175–175a, 177MR, 1978 [CC]

row 5: [1] Moss & Palmer, 206MR c.1908 [CC]; [2] Playhouse, 44aMR, artist's impression pre-1935 [CC]; [3] Bath House, Gwydir St, Peter Bridge 2016; [4] H Gee, 94aMR (Mrs Gee and Philip), Martin Parr 2008; [5] Red Rum at opening of Coral Bookmaker's, 175aMR 1988 [CC]

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INTRODUCTION

Researching a historical building or site can be a very rewarding experience. Whether it is your own house, a shop, church, library, cinema or the site of a building that once stood, you are likely to uncover a wealth of fascinating and sometimes surprising material. While some of this material may reveal when and why a building was built and who lived there at different times, other material will help to put it into a social and historical context.

By researching a single building you will discover much more than the history of that building as a physical entity – you will appreciate how the locality has evolved and changed over time. You may discover fascinating stories of past occupants. The building, which you may have passed in the street many times before, takes on a new meaning as you learn about its beginnings: what was there before it was built; why it was built and when; what it may have looked like; what else was around it when it was built; who lived there; stories about past occupants; when and how it was modified over time; how the locality has changed. During your research it is likely that your investigations will touch on neighbouring buildings which may well provide inspiration for future research. You may also uncover clues and information which may help other researchers investigating buildings in the same locality.

Researching and writing a building or site report for the first time may seem quite a daunting prospect, but this guide attempts to show you the resources that are available and how to make the best use of them. It will guide you through the processes of information-gathering from a variety of sources, and assembling, organizing and writing your report.

The length of time it may take you to complete the task of researching and writing a report will depend on the building or site, how much information is available, and how much time you have to spare. Nowadays many records are accessible online, and this can save time and money travelling to libraries and specialist archives. While much of your research can be undertaken in the comfort of your own home, you will certainly benefit from visiting Cambridgeshire Archives and the Cambridgeshire Collection to view maps, photographs, building plans, street directories etc., so time should be set aside for these visits. You may also need to set aside time to talk to current occupants and long-term residents from the area who may be able and willing to share information with you. Allowing time to visit the site and document its present state may also be considered crucial.

It is not necessary to have had prior experience of doing local history research. Anyone with enthusiasm, curiosity and patience can have a go. It is helpful to have a methodical approach, the ability to organise your notes and material, and to be able to keep good records of where you have sourced your information. As many records are available and accessible online, computer skills are very useful. To be able to accept that your research may never be complete and that some questions may remain unanswered is a helpful attitude to have.

By undertaking this type of project for the first time you may well learn new skills such as how to read and interpret deeds; how to access and use parish records; how to use family history websites and other online archive material; how to interpret census records and how to organise and present your research.

It is worth mentioning that during your research you will not always find all the information you are looking for. Building plans and deeds, for example (which contain useful information about when a building was built and by whom, as well as showing the original layout of the site), cannot always be found. This can be frustrating but should not be seen as a sign of failure. It is completely acceptable to acknowledge in your report that certain information has not been found or that some evidence is contradictory. At times your research may seem tedious and intimidating – for example, when faced with deeds consisting of pages and pages handwritten in copperplate and full of legal jargon. However, the thrill and satisfaction of discovering old photographs, personal letters or old newspaper articles telling fascinating stories of the building (or site) or of associated people will make it all worthwhile.

There are numerous buildings on and around Mill Road which may be suitable for a first report. A small shop or residential property may be more straightforward for the beginner than a large public building and will get you used to using a variety of different resources. Tackling a small project like this first will instill in you the confidence perhaps to take on a more complex building in the future. Alternatively, you may wish to collaborate with one or two other people and tackle something more complex right away.

You may choose to research a site rather than a building. This could be a site that has always been an open space or one that has had a previous function that has since been demolished. Romsey Recreation Ground, the Cambridge Bed Centre (where once stood Danesbury House) and the “Magnet” site on Mill Road (currently being developed for the new mosque and student housing) are possibilities for site reports.

ACKNOWLEDGMENTS

The authors wish to express their thanks to Mary Burgess of the Cambridgeshire Collection for reading this *Guide* in draft and making many valuable suggestions; Shelley Lockwood, former Capturing Cambridge Project Manager at the Museum of Cambridge, for reading and commenting on part of Section 4; Sue Sampson of Cambridgeshire Archives for extensive corrections to the 1st edition incorporated here; Dr Simon Brook, Archivist of St Paul’s Church, for information about the parish of St Andrew the Less, which has been incorporated into Appendix IV; and Tristan Rees-Roberts for advising on the glossary of terms that forms Appendix V. They are grateful also to Lucy Walker, current Chair of the Mill Road History Society, for reading the *Guide* at several stages and giving valuable advice, and to Simon Middleton for posting the *Guide* to the *Capturing Cambridge* website. Figures 2, 3, 4 and 5 are reproduced by kind permission of the Cambridgeshire Archives Services.

They wish also to credit having drawn freely – in the sections on conducting research, writing up a report, and resources – on documents prepared by Becky Proctor, formerly the Project Manager of the Mill Road History Project, and intended for use by volunteers embarking on the production of reports.

1 : DOING THE RESEARCH

Sections 3, 4 and 5 of this *Guide* cover the main materials for your local history research – documents, people, and inspection. But to start with, let's discuss what's involved (A) in conducting research for a building or site report, and (B) in writing up the results of that research.

A : HOW TO CONDUCT YOUR RESEARCH

We suggest you start with sources of information that are easily available, and so establish a solid basis for your work. Then you can proceed to things that involve more effort or time. For further details within the following nine stages, you can refer to the later chapters:

1. Consider what you would like to research. It could be a single house, perhaps a pair of houses, or a short, uniform terrace, a single shop or business, an open space. Nobody has so far researched a religious building, a public house or a school (possibly now demolished), so any of these would be welcome. Appendix I lists the building and site reports that have already been written, Appendix II lists possible subjects for future reports (but don't feel limited to these), and Appendix VI offers further reading.
2. Start with the street directories. The Mill Road History Society has a full set of photocopies of these for the whole of Mill Road between 1874 to 1975, and can make them available to you. Compile a complete list by year and occupant(s) for your building or site. If you choose something on a side road, you will have to consult the directories in the Cambridgeshire Collection or Archive. [See 3 : Documents.]
3. Next look at the relevant Ordnance Survey 25" maps (1885/88, 1901, 1927, 1951, 1964/67), see how the street directory information relates to your subject, examine its (possibly changing) footprint, the adjacent features and boundaries, and the surrounding area. [See 3 : Documents.]
4. Mill Road History Society has an Excel spreadsheet list of all surviving planning permissions from 1887 to 1957 for Mill Road and its immediate side roads, with reference number, and this is available on the *Capturing Cambridge* website under Archive—Documents—"Planning Permissions Documents ...". The permissions that interest you will have to be requested in advance and then consulted in the Archive. For planning documents after 1957, you will have to approach the Guildhall. [See 3 : Documents.]
5. From your street directory information take the occupant for every "...1" year between 1841 and 1911, and search for each occupant in the corresponding census return. This will give you all members of the household or workplace in a given census year, with their ages, occupations and places of birth. [See 3 : Documents and 4 : People.]
6. The subsequent steps will be determined by the nature of your subject, but might include consulting the Land Values Duties 1910–11, which offers detailed information about a building (likewise Land Tax Assessments, and Poor Law records, for earlier buildings), and have useful maps; the Register of Licenses (if you are researching a pub); local newspapers, which may report events relating to your subject, and may give biographical information about your occupants, and include sale advertisements; and title deeds, which if complete will give you a continuous history of your building or site. [See 3 : Documents.]
7. At some point in this process, when you have assembled sufficient basic information, a visit to the building or site is essential. For preparing yourself for this visit, and making external and internal examination, see 5 : On-Site.
8. Try to identify people who have been associated with your building or site and contact them with a view to an interview. Mill Road has many long-term residents and a strong sense of community. A wealth of information can be gleaned from talking with them. [See 4 : People.]

9. It is good practice to give an accurate record of your sources in order to support your data and also so that future readers can return to them if they wish. *Be meticulous*: whenever consulting a source, whether online or in an archive or library, don't just copy out extracts: note down the archive, library or online site you are in, the name and reference number of the document you are consulting, the page number of the extract you are copying, or the year of the census return, and any other information that you will later need either to refer to it in your report or to go back to that source for further research. Likewise when making a visit, take careful notes of all that you see and hear, make drawings, take photographs; in short, document your visit. And when interviewing someone, make notes as to the date and place of the interview, and who were present. — *The more meticulously you record everything you do, the easier will it be to write up your report.*

B : HOW TO WRITE UP YOUR REPORT

We don't expect building and site reports to be strictly uniform; each report will reflect the style and interests of its researcher or research team, as well as the individual character and history of the subject of that research. Nevertheless, a pattern has emerged in the course of writing the dozen-plus previous reports that are now published and accessible on www.capturingcambridge.org. This pattern is worth following unless you have exceptional circumstances.

Each report should normally have:

- **Title-page**
Include a title, an image, the name(s) of the researcher(s), and the date of completion.
- **Preliminary pages**
These include the edition number and details of title-page image, a table of contents, a list of abbreviations, the National Grid reference and/or GPS, and acknowledgments to others who have helped in your research or made contributions to your report.
- **Introduction**
Introduce the main features of the report, and summarise the chronological phases of your building or site.
- **Chapters**
A series of chapters giving historical background, and tracing the history of your building or site from early times to the present day, detailing its different phases and functions, and the people associated with it. Each chapter can be divided into shorter sections using subheadings.
- **Images**
The report should be illustrated with a range of images, representing the range of sources that have been used. These will include photographs, maps and plans (where available). Other images might also include copies of newspaper articles, documents and objects from museum collections. These images should be credited. Each archive will have its own style of credit, and the work of individuals should also be credited.
- **Footnotes**
These are the best way to avoid cluttering your text with sources and credits. Use your word-processor's footnoting system (in Microsoft Word, you create a footnote at the point in the text you want by keying **ctr+alt+F**; or click on **Insert→Reference→Footnote**) – that places the footnote at the bottom of the page. Use a system of abbreviations (e.g. "CA" = Cambridgeshire Archives; "CIP" = *Cambridge Independent Press*). These avoid tiresome repetition and save space. Footnotes should give the sources (with page numbers) not only for information given in the text but also for quotations, whether from books, articles, websites, or from interviews with your informants. If there is something in the evidence that you can't firmly establish, don't "fudge" the issue: state that it is unclear.

- **Bibliography and Source List**

List in the Bibliography the books and articles that you have used in your research and that you think would be useful as further reading (laid out as in Appendix VI below). Compile a list of the main documentary sources that you have used in archives and libraries.

- **Appendices**

These are not obligatory. But if you have sources from which you have quoted extracts in your chapters and which you feel would be interesting to publish in full, then this is the place for them. An appendix could also be devoted to more extended quotations from the interviews (oral histories) that you have captured on tape. But make sure you have full, written permission from you informant(s) – the Society has a permission form for this purpose. Another could give short biographies of key figures in your subject's history, such as owners, occupiers and people who have influenced the history of your building or site, figures that have already feature more briefly in your text.

The Society will provide a copy editor to help you in the final stages (indeed, at *any* stage) of your report, just as would be the case with a commercial publisher. It will bear the cost of printing a small number of hard copies, and will also upload the report to the website.

Remember that your report not only will stand as a document in its own right but also may serve other researchers who are seeking information about your building or site, or the neighbourhood in which it is located, or the people associated with it, or the issues (historical, social, geographical, etc) that you have raised. This is especially so once the report is posted to the website *Capturing Cambridge*, and copies have been offered to Cambridgeshire Archives and the Cambridgeshire Collection, where people may come across it through google and catalogue searches and use your material in their own work, or even contact you for further information. So make sure you cite all your sources, weigh up all your evidence, and present your information accurately, concisely and unambiguously. Others, whom you may never know, will read your work and learn from it.

2 : RESOURCES

There are many resources available to you, and you should feel able to take as much advantage of them as possible. Let's break them into two groups.

ARCHIVES AND LIBRARIES

We are lucky to have excellent places in Cambridge and the County in which to conduct our researches. A few points to bear in mind when visiting these are:

- Introduce yourself to the staff and let them know the building or site on which you are working.
- Staff will be able to direct you to appropriate indexes, catalogues and handlists to begin your research.
- Don't be afraid to ask questions and seek help.
- You may use your laptop; always use *only pencil* when anywhere near original documents.

Cambridgeshire Archives

Currently at Box SH 1009, Shire Hall, Castle Hill, Cambridge CB3 0AP
01223 699399 cambs.archives@cambridgeshire.gov.uk

In order to use the facilities of the Archive's searchroom, you need a County Archive Research Network reader's ticket (obtainable, free, at your first visit). You also need to phone or email in advance and book a seat; and if you know which documents you want to consult you can pre-order up to six items in advance, allowing at least 24 hours' notice to enable staff to process your order. Currently, the Shire Hall searchroom is open Tuesdays–Thursdays and every third Saturday in the month.

The archive houses millions of documents. For the Mill Road area, these include the enclosure map and award (1811), land tax assessments (1798–1949), land value duties (1910–11), rate books (1838–1948), electoral registers, title deeds, wills and probate records, and also police records, courts proceedings, prison records, and records of workhouses, hospitals, churches and schools (including log books and admissions registers). Over the decades, many firms have deposited their books and accounts, and individuals have deposited their personal and family papers. The archive also houses a large collection of historical maps, including enclosure maps, the R. Rowe survey maps, Baker, Richardson, the land value duties maps, and a full range of Ordnance Survey 25" and 50" maps.

On the open shelves are physical catalogues of the above materials, in binders. There is also a substantial selection of county and city street directories, including those of Spalding, Kelly, the Post Office and Mathieson. Some transcripts of census returns and parish registers of baptisms, marriages and burials by the Cambridgeshire Family History Society are in bound volumes. There is also a large collection of materials available on microfilm and microfiche.

The online catalogue of Cambridgeshire Archives, which is known as CALM, can be accessed at: <http://calm.cambridgeshire.gov.uk/calmview/Overview.aspx> (though searching in the physical catalogue may often be easier). By purchasing a photo permit for the day, currently £10, you may take photographs of some documents. The archive has an excellent Reprographics Service from which you can order photocopies, printouts, high-quality digital photographs and scans for a fee. If you wish to use images in a building report or other publication, please consult the Archives in advance of ordering.

Note: *The Archive is due to move to Ely, where up-to-date search facilities will be provided. The move is currently due to take place sometime after Summer 2018. There will be a period of closure around that time.*

Cambridgeshire Collection

Central Library, 7 Lion Yard, Cambridge CB2 3QD
01223 728519 cambridgeshire.collection@cambridgeshire.gov.uk

This houses a large collection of books, pamphlets and periodicals about local history, including a substantial run of Cambridge street directories 1866–1975, county directories 1790s–1937, and electoral

registers and poll books. It also has runs of 50+ local newspaper titles spanning 1762 to the present. The latter can be read on microfilm, and articles printed off or scanned (bring your own USB stick); their contents are also indexed in the card catalogue, and a collection of newspaper cuttings from the 1960s to the present is classified by over 1,000 topics. It has printed maps of Cambridgeshire dating from 1574 to the present, including Ordnance Survey 25" maps 1888, 1902, 1927, 1951 and 1964-67; and also 60,000 historical photographs and illustrations, catalogued and indexed. Online access to Ancestry, FindMyPast and The British Newspaper Archive is available on any Cambridgeshire Libraries computer in the county, including those of the Collection, free of charge providing you have a reader's ticket.

Museum of Cambridge (formerly Cambridge & County Folk Museum)

2/3 Castle Street, Cambridge CB3 0AQ

01223 355159 <http://www.museumofcambridge.org.uk>

For those researching and writing a house history, the Museum of Cambridge can offer access to its postcard and photographic collection relating to specific streets in Cambridge. If the house in question was formerly a business or located near to a business, the Museum can search its database and may be able to locate objects and paper documents connected to the business. In addition it can also search its database to see if it has items related to, or donated by, former occupants of the house. The Museum also has an archive of historical photographs and images, and a large range of artefacts, any of which might be relevant to your subject.

Cambridge City Council

Guildhall, Market Place, Cambridge CB2 3QJ <https://www.cambridge.gov.uk/>

01223 457000 – ask for the Planning Department or the Legal Department

The City Council retains all plans for new buildings and extensions to existing buildings from 1957 for the area under its jurisdiction. It also retains title deeds to properties that it owns. These can give information about previous owners of the site, and may list the owners of adjoining properties. There are no dedicated staff committed to providing these plans or deeds but for information about access you should contact the Planning Department for building plans and the Legal Department for title deeds.

Cambridgeshire Environment Record (CHER)

Historic Environment Team, SH1011, Shire Hall, Cambridge CB2 0AP; 01223 728 569/570

www.cambridgeshire.gov.uk/info/20011/archives_archaeology_and_museums/318/archaeology/5

This is a repository of information on archaeological sites and finds in Cambridgeshire, held in a computerized database and mapping system. It includes information about existing buildings, monuments, sites, parks, gardens, and excavations that have been carried out, as well as chance finds that have been recorded. You might want to consult it to find any known archaeological history in the vicinity of your site.

National Archives

Kew, Richmond, Surrey TW9 4DU

020 8876 3444 <http://www.nationalarchives.gov.uk/>

This is the principal archive for all preserved government documents, going back to the middle ages. But it also has much material for the local historian: wills, administrations and probate records, for example, from before 1858; also the "field books" and "record maps" for the Land Value Duties 1910–11 (see below: "Valuations" in 3 : Documents); also information about those who fought in the First World War. It has far too much to attempt description here; search its website for further information.

General Register Office

P O Box 2, Southport PR8 2JD – 0300 123 1837

<http://www.gro.gov.uk/gro/content/> ; <https://www.gov.uk/browse/births-deaths-marriages>

This maintains the national archive of all births, marriages and deaths dating back no further than 1837 (when civil registration began). Copies of birth, marriage, death and adoption certificates can be ordered (cost in 2017 is £9.25 + postage per item). The **Principal Probate Registry** (part of the Courts & Tribunals Service (Justice)) holds records of wills, administrations and probates. You can search for these documents at <https://www.gov.uk/wills-probate-inheritance/searching-for-probate-records> (cost in 2017 £10 + postage per item). But you can also order all these types of documents through ancestry, FindMyPast, Family Search and other online sites for similar charges.

Other Archives and Collections

There are numerous other collections that are attached to professional bodies and organizations. For example, when we were researching the Cambridge Playhouse (44A Mill Road), the **Cinema & Theatre Association and Archive** supplied us with historical documents and images, in return for which we were able to provide a great deal of new information. Keep in mind that there might be an organization relevant to the subject of your research.

ELECTRONIC RESOURCES

Electronic resources have become an indispensable means of accessing historical documents of all kinds. Their development has been driven by genealogical researches (tracing ancestors, building family trees); but as a by-product they have left a huge legacy to the local historian.

While it is still better – if practicable – to consult original sources yourself directly, so that you get the feel of them, and pick up the many clues that may be lost in a transcript, electronic records enable you to consult a large range of sources quickly and efficiently, and also provide access to sources that are beyond your reach.

Cambridgeshire Family History Society

01223 853273 <https://www.cfhs.org.uk>

The Society has transcribed a vast number of parish registers, including all the parishes of Cambridge City, and placed them on CD ROMs, which can be purchased from the Society at <https://www.cfhs.org.uk/>. A full list can be viewed at <https://www.cfhs.org.uk/shoplist.cfm?type=&title=&search=+Search+++>. Each CD contains all the transcribed records for one parish, or for two or more. It has also transcribed records of other institutions, such as the Cambridge prison, workhouses and lunatic asylums.

The home page of the Society has a “Super Search” facility into which you can type a name and year, and which then indicates which CDs contain information about that person, but it doesn’t give you access to the contents of the CD itself. — On the second Saturday of every month, if you go to the 3rd floor of the Central Library you can get free help from CFHS personnel. If you become a member of CFHS, you can also get help from research@cfhs.org.uk.

Genealogical websites

There are three main subscription genealogical websites, each of which offers you the ability to search among large numbers of documents, including census returns from 1841 to 1911, indexes of births, baptisms, banns, marriages and deaths, also wills and probates, plus other categories such as school year-books, university, club and professional directories (including British telephone books), military and many other sources, that vary from website to website. In the case of census returns, you can work either from the site’s own transcriptions or from a scan of the original. We recommend that you work from the original (which has information not included in the transcription) wherever possible, and resort to the transcription only if you have difficulty reading something.

These sites don’t give you direct access to birth, marriage and death certificates, only to the indexes, which give you the quarter of the year in which the event took place: if you want more detail (information such as actual date, parents’ names, addresses, occupations, cause of death, etc) you have to order a scan of the certificate concerned via the site from the General Register Office and pay a fee. All these sites will search for variants of names and dates unless you tell them you want only “exact” identifications.

All three sites offer subscription by year and by month (the latter roughly £10), plus 14-day free trial, and several levels of subscription (e.g. basic, national, international).

Availability: Ancestry, FindMyPast and the British Newspaper Archive are accessible free of charge at all Cambridgeshire libraries including the Cambridgeshire Collection, and also at Cambridgeshire Archives.

Ancestry

<http://wiz2.ancestry.co.uk/>

American-based, this is the largest genealogical website, enabling you to search up to approximately 16 billion historical records worldwide (depending on which level of subscription you select). It also includes military and school records. Its search engine is so powerful that it can overwhelm you by the sheer number of identifications. It arranges the results that it returns from a search in descending order of what it considers the likelihood of the identifications.

FindMyPast

<https://www.findmypast.co.uk>

UK-based, this offers the ability to search over 4 billion historical records. It is currently the only site to offer the 1939 national identity register (a census taken at the outbreak of the Second World War). Its transcripts tend to be more accurate than those of Ancestry. The search engine returns fewer results, and will even return "0" rather than yielding improbable identifications. In giving access to information from parish records, FMP tends to favour areas outside London, which makes it more useful for Cambridge researchers.

The Genealogist

<https://www.thegenealogist.co.uk/>

UK-based, it offers a similar range of searching to the other two sites.

Two websites that are free of charge, so you can access them from your own computer, are:

FreeBMD

<http://www.freebmd.org.uk/cgi/search.pl>

This offers access to the indexes of civil births, marriages and deaths of the General Register Office for England and Wales, covering 1837 through to (currently) the 1980s. These will usually give you only the quarter of the year in which the event occurred. If you want to see an actual certificate, you have to order it from the GRO and pay a fee. FreeBMD is a UK-based charity, and uses volunteer transcribers.

Family Search

<https://www.familysearch.org/>

This is operated by the Church of Latter Day Saints (Mormons) in the USA, pioneers in genealogy. It offers a huge range of documents worldwide. It is oriented towards searching for one's own ancestors.

The British Newspaper Archive

<http://www.britishnewspaperarchive.co.uk>

The BNA is an online archive offering over 700 scanned and digitised national and regional newspapers dating from the early 19th century which is continually being added to. Local newspapers such as the *Cambridge Chronicle*, the *Cambridge Daily News* and the *Cambridge Independent Press* are included in the archive. You can search newspaper articles by keyword, name, location, date or title. Access is free from computers in the Cambridgeshire Collection and Cambridgeshire Archives, and computers in all Cambridgeshire Libraries throughout the county, providing you have a reader's ticket. Subscriptions (including pay-as-you-go, monthly and annual) are available enabling you to carry out your research from home. They also offer a free trial.

A wealth of evidence ranging from useful and informative to irrelevant but fascinating and entertaining can be gleaned from browsing these newspapers. You may find news articles relating specifically to your building or site, or others that help to put your subject into a social or historical context. Family notices (births, deaths and marriages) can provide information about people related to your research, while advertisements may provide details of the sale of a building or plot of land, or useful information about goods and services offered from the premises you are researching.

3 : DOCUMENTS

The best way to begin researching the history of a building, or of a site, is to work with sources that are (a) relatively accessible, and (b) fairly easy to deal with. These are street directories, maps, planning permissions, sales, and local newspapers.

STREET DIRECTORIES

These are an invaluable source of information for local historians. They were published between the 1860s and 1975, except for 1941–47, initially every three years, later annually. For a private house they tell you who the head of household was in a given year and (usually) that person’s occupation, for a place of business what the firm was, usually with proprietor’s and manager’s names, and for other kinds of buildings the principal people (doctors, librarians, officials, etc).

Street directories can help you pinpoint when your street was first laid out, when your building was constructed, what changes it underwent (e.g. from Plymouth Brethren’s meeting house to Co-op social hall to mosque), and even when it was demolished. In addition, they can bring your building to life by telling you who lived or worked in it (which information can in turn be amplified by census returns). There are two main sequences of these:

Spalding’s Street Directories

Running from 1874 to 1939/40, each volume lists every householder and firm and institution in Cambridge, street by street (alphabetically) and house by house (see Figure 1). In addition, it supplies an alphabetical list of private householders (with their occupations), and a list of businesses classified by trade (e.g. builder, butcher, grocer, printer – including schools). The opening pages give a list of churches (with clergy and office-holders); also lists of banks and post offices, information about public transport, police, elected city officials, and so forth. Easily overlooked are the many advertisements at front and back of each volume, which can provide valuable pictorial evidence – these are indexed at the Cambridgeshire Collection in the card index “Display Adverts and Billheads”.

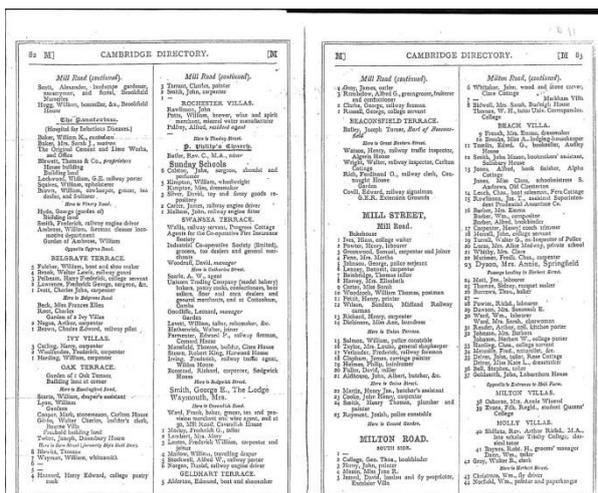


Figure 1 – Spalding's Street Directory 1891

Kelly’s Street Directories

Kelly published Cambridge street directories from 1948 to 1975. This sequence – which takes over from Spalding after the Second World War – does not give occupations for private residences. Kelly produced earlier directories, but these were for the county as a whole.

Note: In 1888 the numbering of houses in many streets was changed – from down-one-side-and-up-the-other, to evens-on-one-side-and-odds-on-the-other. So entries before 1888 will have a different numbering, and the researcher has to work out the post-1888 equivalent by looking at other houses and occupants. What’s more, nearer the middle of the 19th century, houses didn’t have numbers at all, which makes the job more difficult. (Some streets weren’t changed, which is why, e.g., Perowne Street still has its old numbering.) Cambridgeshire Archives has some of the renumbering books listing the old number against the new, but these are currently uncatalogued and enquiry as to their availability is necessary.

Availability: Both Cambridgeshire Archives and the Cambridgeshire Collection have extensive stocks of these street directories running from 1865 to 1975. Many of those in the Cambridgeshire Collection are not on the open shelves and have to be asked for. See Appendix III below for an index of the two sets of holdings.

Note that the Spalding directory for 1881 is available free online at: <http://www.archive.org/stream/spaldingsstreet00firgoog#page/n4/mode/2up>, and the 1913 directory, as well as ten county directories, free online at the University of Leicester's Historical Directories Collection: <http://cdm16445.contentdm.oclc.org/cdm/compoundobject/collection/p16445coll4/id/278575/rec/3>, and one or two from the 1930s can be purchased as CD ROMs from Archive CD Books (listed on <http://www.archivecdbooks.org/>). There are other producers of street directories, including Mathieson 1865–67, Dale 1909/10, and the Post Office.

MAPS

Even though the researcher may already know where a building or site is, maps are useful in showing how that object fits into its geographical surroundings, how those surroundings have changed over the decades under new conditions such as industrialisation, how the local street plan has evolved, how the balance of residential and commercial properties has shifted, and as a result how the living community of the area itself may have changed.

Ordnance Survey maps

The 25-inches-to-the-mile series (1:2,500 County Series) is *the* basic tool for our type of research. It maps every building, every street (by name), pavement, passage-way, footpath, green space, playground, tennis court, railway track, river, even (up to a point) trees! It names civic buildings, and public buildings such as cinemas, hospitals, churches, chapels and public houses, and also industrial premises. It even names groups of private houses (“terraces”, “villas” etc), and large individual houses (such as Romsey House and Gothic Cottage).

For the individual building, it delineates its “footprint” (i.e. outline), showing any additions or extensions. It also shows outbuildings such as sheds, greenhouses and outside toilets, and property boundaries. In many cases, it even depicts flower beds and garden paths.

From this, you can see that it offers a wealth of information for the report writer. By studying the series of maps, you can see how the area surrounding “your” building developed: its street pattern, housing, open spaces, etc. For the building itself, you can see what alterations were made to it, what the rest of the site contained, whether there was access to the rear by a side-passage, and so on. This information can then provide a basis for studying planning applications, advertisements for sale, valuations and other archival sources.

For the Petersfield and Romsey Town areas, the principal 25-inch issues were:

1885/1886/1888: The three editions were available in either black-and-white or colour, with brick and stone buildings coloured pink, sheds and outhouses grey, and glasshouses blue with black hatching. There is a Cambridge Record Society Folio edition of 1888 at 126 inches to the mile. (See Figure 2.)

1901: The first revision of the 1885 map, it records the rapid development of Mill Road and the surrounding land in the intervening fifteen years.

1927 and 1951: Second and third revisions of the 1885 map, showing further development, mostly of Romsey Town.

1964/1967: This National Grid survey is at 50 inches to the mile, and is available also as an unchanged photographic 25-inch reproduction made in the 1970s.

The 25-inch maps are divided into separate sheets, each sheet covering 1½ miles east-to-west and 1 mile north-to-south. Each sheet measures about 38 x 25 inches (96.6 x 64.4 cms).

Availability: In Cambridgeshire Archives, these maps can be found as follows: 1885/1886: OS/XLVII/3. There are also copies of the very detailed 1885/1886 50-inch-to-the-mile plans: OS/XLVII/3/20–22. *The Cambridgeshire Collection has copies of the 1885, 1886, 1888, 1901 (1902) and 1927, also 1951 and 1970 maps. The Mill Road History Society also has several digitised copies of Mill Road sheets that it may be able to make available to you.*

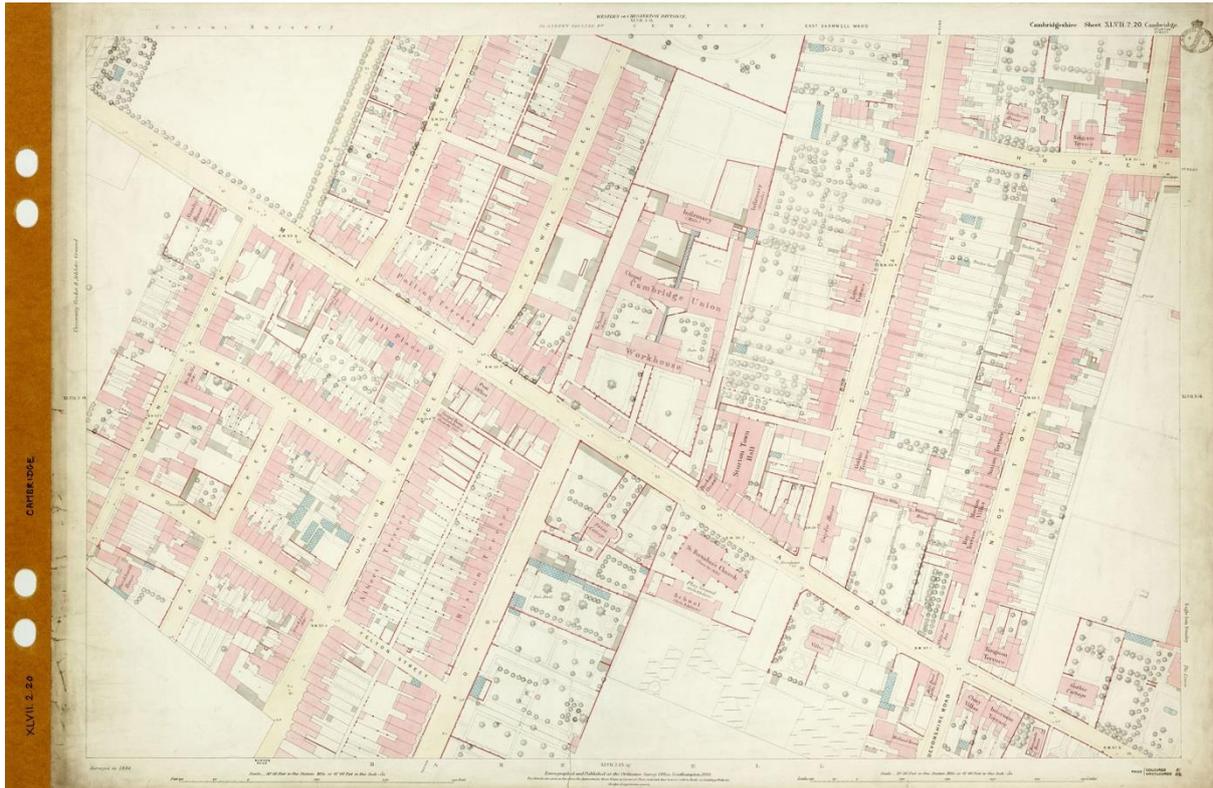


Figure 2 – Ordnance Survey 50" map 1888 (Petersfield)

Early maps

If your building goes back before 1885, or if you want to study the history of your site before that time, there are several earlier maps that may be of use to your research.

- 1809: Sale particulars and plans of an estate in Barnwell and elsewhere with schedule of occupiers
- 1812: Barnwell Enclosure Map: this shows the area divided up into plots, each with its acreage and the person or body to which it has been assigned under the Enclosure Act. An adaptation of this map showing Jesus College titheable land pre- and post-enclosure also exists, dated 1813. (The only building that these three maps give in the Mill Road area is the mill itself; otherwise it is entirely agricultural land.)
- 1830: Baker map: this map has roads coloured gold, cultivated gardens and fens dark green, college buildings pink, houses and other small buildings in dark grey, open land light grey with field boundaries. The only side-street off Mill Road is Covent Garden.
- 1832: Richardson map: similar to Baker, but a small number of new buildings on Mill Road.
- 1840: A later edition of the Baker map, by J. Dewhurst and W. Nichols, this shows how much has been built in ten years. It can be used in conjunction with the 1841 census to identify buildings and their occupants.
- 1858: Rowe's sewerage map of Cambridge showing main drains and pipes and the parish boundaries, 1st edition (44ft-to-inch) (see Figure 3): this is unusual in charting streets with only the *fronts* of buildings, not their entire footprint. Nevertheless, it's useful in showing the early layout of side-streets and first stage of Victorian house-building. Public buildings are mapped but not individually identified. The coloured version distinguishes brick and stone buildings (pink) from sheds etc (grey), and gives grassed open spaces in pale green. Of the Romsey area, only the first few terraces on Mill Road beyond the railway are mapped.

1872: Rowe map, 2nd edition: a reprint of the 1858 1st edition, hence the Romsey area is still not extensively mapped.

Availability: All of these are available in Cambridgeshire Archives: 1809: 65/04; 1812: Q/RD/c16; 1813: 107/P4; 1830: R53/11*/2; 1832: 124/P34; 1858: CB/4/19/1/1-49 (coloured sheets); 1872: uncatalogued: ask for it in the searchroom. Both editions of the Rowe map are available for consultation in the Cambridgeshire Collection, as is the Baker map; the Record Society copy of the Baker map is available there for sale. MRHS has digitised copies of the Mill Road sheets of the 1858 map and limited parts of the enclosure maps.



Figure 3 – Rowe map (1858) – East Road and Mill Road

PLANNING PERMISSIONS

The granting of planning permission for constructing new buildings and altering existing ones began in Cambridge in 1887. Before then, there was no strict control over what builders did. From that date on, the Cambridge Borough Council required to see plans for whole buildings and substantial modifications. Each set of documents comprises a printed form (Figure 4) with handwritten entries indicating materials to be used, type of construction, measurements and sanitary arrangements, accompanied by a set of drawings – plans, elevations, and a block plan showing the item in its surroundings (Figure 5). These documents can be priceless evidence of a building’s history.

Given the age of the building stock in east Cambridge, it is usually not possible to identify an original architect – in fact much of the housing in Petersfield (other than roads like Willis, Guest, Mortimer and St Barnabas) and Romsey was probably put up by small builders without the services of an architect.

In 2011, 22,000 approved planning permissions covering the whole of Cambridge and spanning 1887 to 1964 were handed over by the City Council to Cambridgeshire Archives. Of these, 1,200 concern Mill Road and its immediate side roads, and include everything from full-scale plans for the Playhouse (1912) at 44a Mill Road to an outside toilet or some poultry sheds.

Figure 4 – Planning form 119 MR (1930)

Availability: These records, called building byelaw plans and approvals, CB/2/SE/3/9/1–29918, are in the process of being transferred back to Shire Hall from its outstore. They are all listed in the online catalogue which indicates their location. At least ten working days' notice is required to order any records still stored offsite. Scans can be ordered from the Reprographics Service. The Society has an Excel spreadsheet of the 1,200 permissions concerning Mill Road and its side-streets, and this is available on the Capturing Cambridge website under Archive→Documents→“Planning Permissions Documents ...”. For permissions granted after 1957, approaches direct to the City Council at the Guildhall are necessary. The City Council has digitised just the decision notices (“granted” or “refused”), but even that basic information can be useful: see the site at <https://www.cambridge.gov.uk/view-and-comment-on-a-planning-application>.

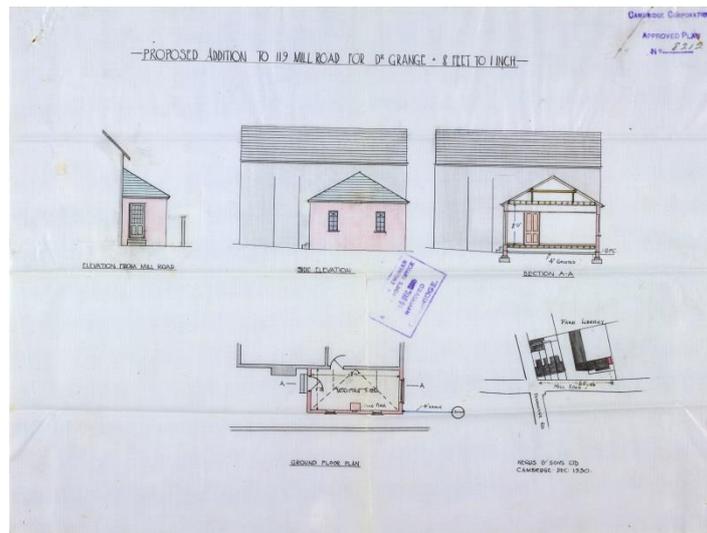


Figure 5 – Drawings for alterations to 119 MR (1930)

SALES

Sales of building land and actual structures in the 19th and much of the 20th centuries took place mostly in Cambridge auction houses. The latter advertised their forthcoming sales in the small advertisement columns of local newspapers (see Figure 6), which can be searched on microfilm (see next section). In addition, auction houses produced a catalogue of each of their sales, and sometimes printed “particulars” such as site plans or drawings of buildings for individual sale items. Many of these survive and are preserved in the Cambridgeshire Collection and Cambridgeshire Archives, as are the sales particulars issued later by estate agents. These particulars can be of great value in tracing the origin or history of a building.

Availability: Consult the “Sales Catalogue” index in the Cambridgeshire Collection, then fill out a book request form for any item of interest. Sale particulars at Cambridgeshire Archives can be searched in the CALM catalogue.

FRIDAY NEXT
CAMBRIDGE.
Romsey Cottage Estate, Mill Road.
TO BE SOLD BY AUCTION BY
Mr. J. CARTER JONAS,
On FRIDAY, the 26th of April, 1889, at the Red Lion
Hotel, Cambridge, at Five o'clock punctually,
all that
FREEHOLD BUILDING LAND,
slightly situate adjoining the Vinery and Heming-
ford Roads, leading from the Mill-road, having an
extensive frontage to the Vinery-road, and abut-
ting upon the Estates of Corpus College, J.
Wallis's Executors, J. Leonard, Esq., and others,
containing altogether about
7a. 1r. 0p.
It is several years since any quantity of Build-
ing Land on the Romsey Town Estate has been
offered for sale in large lots, and it has consid-
erably advanced in value during the last few years.
The neighbourhood is fast being filled up with
houses, and the present is a good opportunity for
purchasing and for making a good investment.
The Land will be first offered for sale in One
Lot, and if not so sold, will then be offered in
Ten Lots.
Particulars and conditions of sale, with plans,
may be had of Mr. PEED, solicitor, Cambridge;
and of Mr. J. CARTER JONAS, Sun Fire and Life
Offices, Cambridge, and 3, Old Serjeants' Inn,
Chancery-lane, London, W.C.

Figure 6 – CIP 19 April 1889

LOCAL NEWSPAPERS

Local newspapers are a vast resource of all kinds of historical information. Their news sections feature major developments such as the laying out of new roads and housing growth, and the construction and opening of public buildings and other local events; they report minutes of meetings of Council and other committees, court proceedings and police actions. They also feature births and marriages, and for the recently dead they provide obituaries (with useful biographical facts) and reports of funerals (with lists of family members). Their “small ads” columns include sales of land and buildings (see previous section); and their advertisements often give precise details of firms, shops, their products and wares. Throughout, they include photographs and other illustrations.

Availability: *Cambridgeshire Collection has copies of some 50 newspapers going back to 1762. Although the originals are held, researchers are encouraged to use the microfilms housed in steel cabinets, stored by newspaper, then by date. The microfilm readers have printers attached, and copies can be made (at a small charge); one machine can also produce scans (bring your own USB stick) for no charge. — In addition, the Collection houses a huge collection of newspaper cuttings covering the 1960s to the present, catalogued under hundreds of subjects (including street names). The Collection’s card catalogue has a biographical section.*

The British Newspaper Archive, in association with the British Library, now offers the facility of searching 700+ newspapers, currently covering 1813 to 1920, including the Cambridge Chronicle, the Cambridge Daily News, and the Cambridge Independent Press. [See above: 2 : Resources]

VALUATIONS

There are three series of documents that provide fine-grain details of properties, including not only value but also occupancy, ownership and description. These are:

Land Value Duties 1910–11

These records fall conveniently after the bulk of the Petersfield and Romsey building stock had been completed. They are therefore particularly valuable for the building researcher. In 1909, the Liberal government realized that the value of properties around the country had risen considerably not through the efforts of the owners but by the work of the government itself in providing roads, drainage, etc. Between 1910 and 1915, it surveyed all properties throughout the country (a modern-day Domesday) in the hope of assessing the *increase* in their value and levying a 20% duty on that. The survey cost a vast amount of money, but was scrapped in 1920 with nothing having been raised for the Treasury! But all the documentation for the survey has been preserved. It is a treasure-trove. The main records (field books, maps) are preserved in the National Archives (see above: 2 : Resources); but Cambridgeshire Archives holds the “valuation books”. Each entry gives the occupier’s name, owner’s name and address, description of property, street and house number, gross annual value, rateable value, acreage of plot and other details. These provide a wonderful “snapshot” of the properties in Petersfield and Romsey Town, and can be correlated with Land Tax Assessments and Poor Rate Records (see next two sections) for the two years concerned. For each area, there is also a “working plan”, with a number for each building that keys to an entry on the corresponding form. These plans are a highly colour-coded version of the 1901 Ordnance Survey map with annotations.

(See http://www4.cambridgeshire.gov.uk/directory_record/4152/land_value_duties)

Availability: *The reference numbers of the valuation books are as follows: Petersfield: 470/O28, O29 and O31; Romsey Town: 470/O30, O32 and O33. If you look these up in CALM you can see which streets each volume covers. These should be enough for your purposes, but the valuers’ field books and maps are held in the National Archives. The Cambridge survey appears to have been carried out in 1910–11. The house numbers match those in the 1901 census and street directories, so information can be collated between the three.*

Land Tax Assessments 1798 to 1949

Land Tax was introduced in 1692, and the assessments for Cambridge survive in Cambridgeshire Archives from 1710 to 1949. Those for the Mill Road area date from between 1798 and 1949, but with gaps. The columns of the forms are headed: Rental, Proprietor, Occupier, Description, then two columns of sums. These enable the researcher to trace occupation *and* ownership *annually* across a wide time-span, so are an ideal tool. They include not only houses (“tents” = tenements) but also public houses, halls, stables, gardens, shops, etc.

Availability: *Cambridgeshire Archives, reference numbers Q/RPI 3–6, 107/06, 107/O109 and 74, 107/O110–120, 337/O16 and 28.*

Poor Rate Records 1838 to 1948

The Poor Law Amendment Act was passed in 1834 to finance relief to impoverished people in the new union workhouses (such as Ditchburn Place used to be) and in their own homes. This was done parish by parish, each parish being obliged to collect the tax from its parishioners and contribute it to their union. The assessments were taken four times a year, in January, April, July and October or November. This arrangement continued until replaced in 1948 by the National Assistance Act. The Poor Rate Records for St Andrew the Less (which incorporated Petersfield and Romsey Town) survive incompletely as volumes containing tables with columns for: Occupant, Owner, Description, Situation, Acreage, and eight columns of figures of which the fifth is the amount of tax to be collected. These records can usefully be correlated with the Land Tax Assessments (with which they often conflict!).

Availability: *These records are held at Cambridgeshire Archives, CB/5/5/3/1–32. Also useful is "CB/5/5 Cambridge St Andrew the Less/Register of owners and proxies/Mar 1840–Jan 1893".*

REGISTER OF LICENCES

Public houses and off-licences were an important social facility in the 19th and early 20th centuries. The numbers of public houses have been diminishing for decades now, but they constituted the most common meeting place for working people, a source of recreation and entertainment, and for many a place to keep warm. (In the later 19th century, for example, Gwydir Street had not two but *five* pubs: "Dew Drop" [now "Cambridge Blue"], "Alexandra Arms", "Brewer's Arms", "Gwydir Arms" and "Prince of Wales".) Their publicans were men and women who knew their local community well. The registers of licences record, in chronological order, all transfers of licence from one publican to another, including details of the public house or off-licence concerned. The columns of these tables are headed: House, Address, Owner [often a brewery], [out-going] Licensee, New Tenant/Date and Forfeiture Fee/Date [in which the previous column often continues].

Availability: *The Cambridge registers, 1872–1947, are held at Cambridgeshire Archives and bear the draft catalogue number KPSCB/UNCAT/1/92–95. The Cambridgeshire Collection has two maps of pubs, in 1890 and 1934.*

The sources given so far are relatively easy to access and to research. The following one is more difficult to handle, but potentially offers vital information about the history and occupancy of a building.

TITLE DEEDS

These are (1) relatively less accessible than the above, and (2) less easy to handle, read and understand.

First a definition: The title deeds of a property comprise a set of paper documents showing the *chain of ownership* of the original land and any buildings erected on that land. They can include many different kinds of documents: conveyances, sale contracts, wills, mortgages, leases, planning permissions, and miscellaneous others.

Ideally the chain of ownership extends all the way from the original site (following the Enclosure Act of 1807) through to recent times. — It is therefore of great interest to the local historian because it shows you who owned the property throughout its history, and in many cases what changes have been made to that property.

Until relatively recently, the physical documents were guarded closely by a property's owners – kept in a locked box or deposited at a bank, or lodged with a solicitor; or, if a mortgage was still in force, held by the mortgage lender. This is because they constituted the sole evidence of one's right to own the property. Nowadays, so long as the property has been registered at HM Land Registry they no longer have legal status.

The Land Registry records them digitally, and so doesn't include the wealth of detail that the paper documents contain – hence their value to the researcher if they can be found.

In practice, most title deeds are incomplete, so can be a bit frustrating. Also, if they still exist at all they can be difficult to locate. If the present owner has them and is prepared to give you access, then you're home and dry. Otherwise they may have been deposited somewhere. Cambridgeshire Archives has large numbers of them, but, owing to the sheer quantity, many are as yet unlisted so are not searchable in the CALM catalogue.

The earlier documents can also be difficult to read, being in archaic writing, highly repetitive, and on very large, awkward, wide sheets of parchment. The 20th-century documents, on the other hand, are usually type-written, or handwritten on printed forms.

Availability: *Cambridgeshire Archives has large deposits of title deeds specific to properties in the Mill Road area, including: R72/089, R79/044 and 098, R81/018 and 120, R82/011, R84/069, R86/023, R87/025, R90/086, R94/028 R96/122, R99/006 and 062, R100/053, R101/054, R104/071 and 099 and 100, R105/018 and 055, R106/014 and 084. These are uncatalogued, so have to be called for and examined.*

4 : PEOPLE

It is *not* a requirement of a building or site report that you *must* research the people involved! On the other hand, whereas by researching maps, permissions, sales notices, valuations and the like, you can establish the *physical* history of a building or a site, in the course of that research you will inevitably encounter the names of people who have been associated with that physical place. Ultimately people – *individuals* – by living or working in a place, leave their stamp on it, and so become part of its history – its *human* history. So exploring the lives of those people brings that building or site to life. And don't forget to do a basic google search early in your enquiries – it is amazing what can come up!

STREET DIRECTORIES

As was said earlier (in 3 : Documents), the Spalding and Kelly street directories of Cambridge give you not only information about when a building was first constructed, when it changed in function, and what its surrounding buildings and spaces were, but also the name of the main householder and that person's occupation.

"Householder" means, for the typical case, the husband of the family occupying a house (as tenant or owner). The majority of householders were male (e.g. "370 Davis, Harry, signalman, G.E.R."). Women are listed only when the husband is away, or they are widowed and so deemed head of the household, or when they live there alone. What's more, whereas a male householder's occupation is always (if known) given (up to 1940), that of a female householder is rarely given. So in a sense, women are doubly discriminated against.

Where shops, businesses, and public buildings are concerned, more personal information may be given. A firm will often have its principal staff listed (e.g. "Romsey Town Cement and Lime Company, Ltd. / Coulson, Thomas, *managing director and secretary* / Wright, David, *manager*"); a hospital will list its matron, a religious institution its principal officer (e.g. "Stockwell Baptist Church. Sunday Schools. Pay, Rev. J. D., *pastor*"), a school its head teacher and caretaker, and so on.

Availability: see above: 3 : Documents.

LOCAL TELEPHONE DIRECTORIES

These can be useful, for example, in determining how much longer a person continued to live at a given address after the run of street directories ends in 1975. They may be of use for other purposes as well in tracking down the location of a given person – but caution is necessary wherever first names are given only as initials. On the whole, information in telephone directories is likely to be more accurate than that in street directories.

Availability: the Cambridgeshire Collection is a run of Cambridge telephone directories spanning 1934 to the present (with some gaps) at C.47.2

Armed with a series of names for your building over the course of its history, you can then – if you want – find out more through a range of sources:

CENSUS RETURNS

Starting in 1841, and for every ten years after that (except 1941), a survey was conducted building-by-building to establish a full tabulated list of a building's occupants. Such a list might contain, e.g., a father, mother, three children, and a lodger or visitor or resident elderly relative. For each person (from 1851 on) their relationship to the householder, their sex, marital status, age, occupation, and place of birth are given. The 1911 census (see Figure 7) is specially useful because it also includes length of marriage, number of children born, how many have died and how many still survive (infant and child deaths were much more common then than they are today). Census returns are most easily accessed through a genealogical website such as Ancestry, FindMyPast or Family Search [see 2 : Resources above for urls].

Bear in mind that these can contain *errors* and *variations*. Ages are particularly prone to error, but the census collector can also mis-record a personal or place name (many people were still illiterate in the 19th century so couldn't spell their name for the collector). Since spelling in the late 19th century was still variable, and a person might spell his or her own name in different ways (e.g. "Cream" vs "Crame" vs "Crane"; "Tungate" vs "Tangate" vs "Tangatt", etc.), you may need to search for names under different spellings. Likewise, first names vary (e.g. "Mary Ann" vs "Maryann" or "Marian"; "William" vs "Billy"; "Amelia" vs "Minnie", etc.), or get reversed (e.g. "Emily Jane" vs "Jane Emily"). Added to that, the modern transcribers that these sites employ can misread the collector's handwriting. To search successfully, you have to be ready for these variabilities.

The 100-year privacy rule applies to census returns, so you are currently allowed to view only 1841 to 1911. In addition, FindMyPast gives you information from the 1939 Register; taken just after the outbreak of war for purposes of issuing ration books, this gives date of birth and records special skills useful in wartime, but access is available only to records of those now deceased or over 100 years of age.

Availability: You can access census returns free of charge on the computers at any of the Cambridgeshire Libraries, including the Cambridgeshire Collection, if you have a reader's ticket, and also Cambridgeshire Archives. Alternatively, you can subscribe to one of these sites on your own computer for something in the region of £100 a year or by the month (currently £9.95), or pay-as-you-go, with a free 14-day trial period.

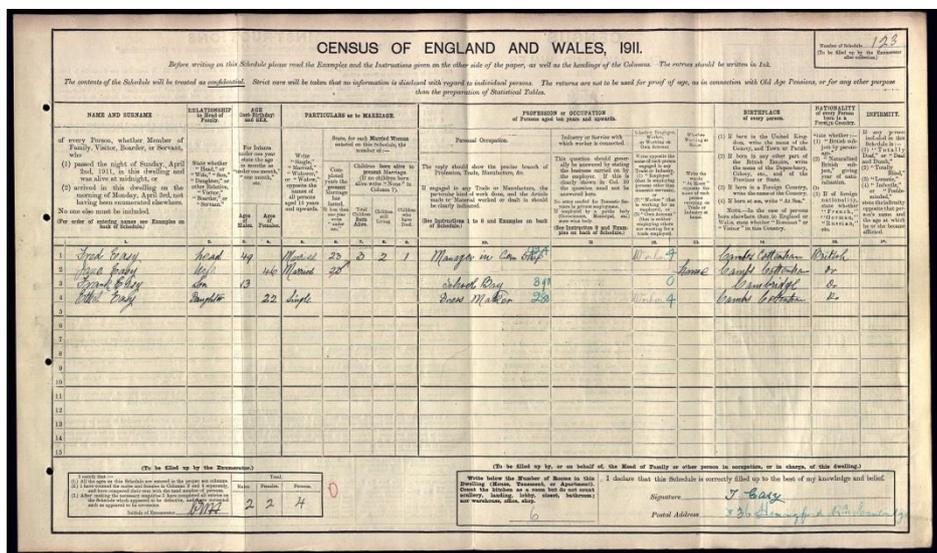


Figure 7 – 1911 census return (36 Hemmingford Road)

PARISH REGISTERS

Whereas civil registration of births, marriages and deaths was introduced in 1837, the recording of baptisms (christenings), marriages and burials by the Church of England has been going on since the 16th century, recorded by the parishes in which they took place. This practice has continued up to the present day (though with diminishing numbers since the mid-20th century). In Cambridgeshire, as in all other counties, each parish maintained a baptismal register, a register of banns, a marriage register, a burial register, and a grave (or sexton's) register. Some parishes still hold on to these books; but many others have deposited them with Cambridgeshire Archives.

The Cambridgeshire Family History Society has transcribed most of these registers and offers them for sale either on CDs or as downloads. [See above: 2 : Resources]

Availability: The CFHS parish register transcripts are held in book form at Cambridgeshire Archives; and the Archives also holds many of the CDs, available for you to consult there. The Cambridgeshire Collection has some of these CDs on microfiche. On the second Saturday of every month, if you go to the 3rd floor of the Central Library you can get free help from CFHS personnel. If you become a member of CFHS, you can also get help from research@cfhs.org.uk. The genealogical website FindMyPast includes many parish registers. See Appendix IV "Cambridge Parish Boundaries" for a colour chart of parish areas in the 19th century.

GENEALOGICAL SOURCES

A massive, and constantly increasing, amount of information about people and their families is now available online. A detailed account of the principal websites has already been given above (under “Electronic Resources” in 2 : Resources). The three sites described first there all offer facilities for building family trees. There are other websites that are dedicated wholly to building family trees; one such website is Family Tree Builder (<https://www.myheritage.com/family-tree-builder>). The Cambridgeshire registers of baptisms, marriages and burials, re-indexed by the Cambridgeshire Record Office and Family History Society, can be searched free of charge at <https://www.camdex.org.uk/search.cfm>.

Availability: see above: “Electronic Resources”, under 2 : Resources; also “Census Returns” earlier in the present section.

LOCAL NEWSPAPERS

Already discussed above (in 3 : Documents), these also present a wealth of information about people. At the Cambridgeshire Collection, the biographical index of the card catalogue (which includes people from all walks of life) gives references to newspaper stories and pictures by title, date and page. If this produces nothing and if you have a date at which a particular event in a person’s life took place, you can go to the microfilms of the relevant papers and search on or after that date. Announcements of births, marriages and deaths in the small ads can sometimes pin down a precise date where you have only a vague one. Obituaries often give detailed accounts of a deceased person’s life and achievements. Funeral accounts give useful lists of mourners that can help sort out family relationships. Searching for newspaper articles on microfilm can be an eye-straining business but one that is worthwhile, and you can print out or download anything that you want to capture, rather than having to transcribe it by hand.

Availability: see above: 3 : Documents.

INTERVIEWING PEOPLE

Talking with people who have been associated with your building or site offers two things: (1) they may have knowledge of its *physical* history, or may possess documents that illuminate that history; and (2) they may be able to throw light on its *human* history by reminiscing about their own experiences, or describing previous occupants or workers. And in so doing, they may point you towards other people who have links with the object of your research. Let’s call all these people “informants”. Informants may include not only those directly associated with your building or site, past or present, but also people who have lived or worked nearby – next door, further down the street, the local newsagent or postmaster, etc.

The conditions in which people lived or worked in the past can be particularly revealing. Imagine a small terrace house with parents, five children, a grandparent and an aged aunt, all living together, with two bedrooms, no bathroom, only a cold tap downstairs, and a soil closet at the bottom of the garden; or a crowded workplace with little heating, poor light, and insanitary facilities . . . Conditions in the building today, with their mod cons and extensions, may be very different from what they were in the past. Such changes are all part of a building’s history.

If your informant is the owner of a building, he or she may have access to its title deeds, in which case you can ask to see them (this may incur cost) – see above: 3 : Documents. But *any* informant may have photographs (see Figure 8) or other memorabilia that could contribute to your report or (if permission is granted) serve as illustrations (duly credited).



Figure 8 – Palmer family

How do you contact possible informants, starting with a list of names that have surfaced during your research? This can be either (1) indirectly, by making enquiries – asking others about the present whereabouts of those former occupants – or even writing a brief letter to a local newspaper asking people to contact you; or (2) directly, by approaching people with the corresponding names – searching the local telephone directory and writing letters, or simply picking up the phone.

Before you interview someone, you need to do some homework, clarify some questions in your mind, and acquire some skills. You should assemble information for the forthcoming interview, and prepare a list of topics to raise. To help you, the Mill Road History Society holds occasional workshops in “oral history” in which you can learn how to handle an interview and gain the skills required for using recording equipment. Inevitably some of your informants will be elderly and will need to be treated with special care. On the *Capturing Cambridge* website you can listen to selected recorded passages from such interviews. You can also see, from the building and site reports that are in the “archive” of that site, how writers have incorporated material from interviews.

5 : ON-SITE

If at all possible, you need to gain access to your building or site at least once. A site visit is perhaps the single most useful part of your research, giving you the opportunity to see the site or building in its three dimensions and come away with a vivid image in your mind. It may also prove a unique chance to ask questions and see spaces/rooms not normally visible.

IN ADVANCE

Before you make your visit, compile as much information as you can about it, so as to take fullest possible advantage of the occasion. In particular, it will be good to inspect any planning permissions, especially architect's drawings, and to go through any title deeds.

Then contact the owner, or in the case of business premises possibly the agent, explain what you are doing and why you need to visit. For a small house, half-an-hour should be sufficient; for a large and complex building such as a church, school, or cinema, two hours may be needed. Of course, if you can establish good relations with the owner, you may be able to make more than one visit.

EXTERNAL INSPECTION

It's preferable to inspect as much of the exterior as possible in advance of your official visit. How does the building compare with neighbouring buildings? Record the main building materials (brick, stone, wood?) and roofing materials (slate, tile?) and any architectural details; if the building is brick, note the colour and any detailing or patterning; whether the window openings are defined by stone or wooden lintels and sills. Examine the brick or stonework very closely for signs of alteration. Look carefully at the surrounds of windows to see if the apertures have been enlarged or reduced in size, or bricked up altogether; likewise for doors. Check for juxtapositions of materials (e.g. brickwork and roughcast), which may betray different phases of building, or problems that have arisen. Check for any changes of colour or type of bricks that might indicate an alteration or addition. Do the windows themselves (fenestration) look original by comparison with similar windows in comparable buildings in the area? Or have they been modernised or converted? See if you can spot differences in style of building or detailing that might suggest that work has been carried out at different times in its history. Has there been a roof conversion? — Then, when your official visit does finally take place, you will be in a good position to ask the owner or agent about such features and changes as you've noticed.

It's advisable to make a list of things you want to look out for in the interior, and of questions to ask the person who gives you access. On the day of the visit itself, in addition to that list, have an A4 pad and pencils (so that you can make notes and diagrams), a camera or mobile phone, and a measuring-tape. You could consider taking recording equipment as well, but you'd need to clear that in advance.

INTERNAL INSPECTION

A good strategy is to start by identifying the original features of the building, or signs of the earliest state of the site. If it's a house, does it have a hallway? How many rooms were there originally, and what were their purposes? Do any original features – such as fireplaces, ceiling mouldings (covings, cornices, bosses), friezes, wooden flooring, gaslights – survive? Is there a basement, and if so what might it have been used for, and is it still accessible? Do any original sheds (coalshed, soil closet, washhouse, etc.) survive?

Have interior walls been removed or doors repositioned? Has the staircase been moved? If you see signs of changes, then try to draw diagrams (it doesn't matter how scruffy they are!) to show these, and use your measuring-tape for dimensions. Changes of function may leave their trace on a building. A shop that changed from being a grocery or a corn-merchant to being an optician or a carpet retailer probably underwent modification. A house that was converted to a shop, or vice-versa, must have undergone remodelling.

Drawings will help you remember the site more clearly after the visit. You might even use them as a basis for illustrations in your report. That is true of photographs, too. But *you will need to ask permission* at the beginning of the visit for any photography. Be careful never to include people in your photographs unless you have their agreement, if possible written; and the owner may ask you not to photograph certain things – especially if these are commercial premises. This issue needs to be handled diplomatically.

Be constantly alert to such questions as: What must life have been like living or working in this place? How did conditions change over time, as electricity or sanitation were introduced, as rooms were modified, and extensions were added? (If you already know from census returns what and how many people lived or worked here, try to imagine what life was like for them.)

TALKING TO PEOPLE

Advice has already been offered (4 : People) on talking to the owner, occupant or agent of a building or site. In addition, it may well be worth your while to talk to the occupants of neighbouring buildings, since they may have lived or worked in the area for longer than those of your chosen subject, and may have memories or factual information about your subject, or even photographs (see Figure 8, earlier), cuttings from newspapers, and the like. So consider spending some time walking around the neighbourhood and asking questions, including enquiries in local shops – if there is a local, small post office, that may be a good bet – and businesses.

In conclusion, there is an instructive youtube clip created by the National Archives, which uses the example of a small Victorian school. It illustrates how to conduct an external and internal inspection, to record what you learn from these, and how to talk to the occupants (in this case the present-day schoolchildren). This could be particularly helpful if you were researching the history of a school (such as that of St Barnabas on Mill Road or St Matthew on Norfolk Street), but its message is applicable to many other kinds of buildings, such as a church, a public building, a shop or a private house.

This clip can be found at: <https://www.youtube.com/watch?v=4AjmxETkKkNk>. It is also followed by a series of other clips that re-enact aspects of Victorian life.

CONCLUSION

We hope you have found this guide helpful, and that you feel inspired as well as equipped to embark on your own building or site research. Whatever subject you choose, we hope you will gain satisfaction from pursuing it in depth and exploring documents in archives and online, that the material you uncover will interest and intrigue you, and ultimately that you will be able to take a real pride in the finished article. We hope that, as our introduction predicted, you will find the whole experience rewarding.

Please feel you can contact the Mill Road History Society (millroadhistory@gmail.com) at any point in your research for further advice or support. All the building and site reports completed so far can be viewed in PDF format on the “Archive” section of the *Capturing Cambridge* website (<http://www.capturingcambridge.org/archive/>). These are well worth looking at not only because they are absorbing and inspiring examples of local history writing, but also because they may provide additional clarification on the process of researching and writing up your report.

APPENDIX I

LIST OF PUBLISHED MILL ROAD REPORTS

Mill Road building and site reports so far published on the *Capturing Cambridge* website, and issued in a limited number of printed copies, are:

Mill Road Windmill (Brigham/Filby/Clark)
 Mill Road 1823–1851 (Brigham)
 Donkey's Common (Brigham/James Ingram)
 44a Mill Road (Sally Ann's) (Bent/Perkins)
 81a Mill Road (Ditchburn Place) (Bent/Brigham) : Part I 1838–1939
 Bath House, Gwydir Street (Ewans)
 85–89 Mill Road (Scholars' Court, Kinema) (Middleton/Brigham)
 124–134 Mill Road (Railway Cottages) (Wilson)
 175 Mill Road (Hilary's) (Blyth)
 186 Mill Road (Greg's Cycles) (Blyth)
 206 Mill Road (Old Chemist Shop) (Blyth)
 Hemingford Road 1878–2012 (Brigham) [printed copy only]
 Romsey Labour Club (Will Ingram)
 East Romsey Town Cement Works (McGill/Wells)

Other reports part-completed or at research stage:

1 Mill Road (Petersfield Apartments/PO Sorting Centre)
 Sinclair Building (Anglia Ruskin/Collier Road)
 112 Mill Road (Elitian)
 Bharat Bhavan (Mill Road Branch Library)
 119 Mill Road (Regent Language School)
 Mill Road Bridge
 Polecat Farm
 Romsey House (Mill Road/Coleridge Road)
 Brookfields Hospital

APPENDIX II

POSSIBLE FUTURE SUBJECTS

Here are some possible subjects for future building and site reports:

Subjects on Mill Road itself:

Petersfield Green
"Loco" (formerly "Locomotive")
St Barnabas' Church
"White Swan"
Eagle Foundry (demolished, west side of railway line)
"Earl of Beaconsfield"
The Broadway (formerly "The Lodge")
Mill Road Baptist Church
St Philip's Church
Conservative/Salisbury Club
"Royal Standard"
Magnet Site (between Brookfields and Vinery Road)

Subjects on side-streets to Mill Road:

Abubakr Siddiq Islamic Centre (mosque), Mawson Road
St Barnabas School (St Barnabas Road and Covent Garden)
Dale's Brewery, Gwydir Street
Moslem Community Centre, Devonshire Road
The Courtyard, 11–21 Sturton Street
Edinburgh House, Hooper Street
"Kingston Arms", Kingston Street
"The Empress", Thoday Street
St Philip's School (Catherine Street and Ross Street – replaced by houses)
Romsey School (Coleridge Road – replaced by flats)
Romsey Recreation Ground

APPENDIX III**Index of Street Directories in the Cambridgeshire Archives and Cambridgeshire Collection****Key:**

CA = Cambridgeshire Archives

CC = Cambridgeshire Collection

NB Superscript numbers indicate number of copies**Spalding's Street Directories**

1874 – CA, CC ²	1930-31 – CC ²
1878 – CA, CC ²	1931-32 – CA, CC ²
1881 – CA, CC ²	1932-33 – CA, CC ²
1884 – CA, CC ²	1933-34 – CA, CC ²
1887 – CA ² , CC ²	1934-35 – CA, CC ³
1891 – CA, CC	1935-36 – CA, CC ²
1895 – CA, CC ⁵	1936-37 – CA, CC
1898 – CA, CC	1937-38 – CA, CC ²
1901 – CA, CC	1938-39 – CA, CC ²
1904 – CA, CC	1939-40 – CA ² , CC ² + Hunts
1907 – CA, CC	
1910 – CA, CC	
1911 – CC	
1912 – CA, CC	
1913 – CA, CC ²	
1914 – CA, CC	
1915 – CA, CC ²	
1916-17 – CA, CC	
1919-20 – CA, CC ³	
1920-21 – CA, CC	
1921-22 – CC	
1922-23 – CA, CC ²	
1923-24 – CA, CC	
1924-25 – CA, CC ²	
1925-26 – CA, CC	
1926-27 – CA, CC	
1927-28 – CA, CC ²	
1928-29 – CC	
1929-30 – CA, CC ²	

Kelly's Street Directories

1948 – CA, CC ²
1951 – CA, CC
1953 – CA, CC ²
1955 – CA, CC ²
1957 – CA, CC ³
1960 – CA, CC ³
1962 – CA, CC ²
1964 – CA, CC
1965-66 – CA, CC ³
1967 – CA, CC ²
1968 – CA, CC ²
1969 – CA, CC ²
1970 – CA, CC ²
1971 – CA, CC
1972 – CA, CC
1973 – CA, CC
1974 – CA, CC ²
1975 – CA, CC ² + Hunts

Important! More than half of the volumes in CC are not on the open shelves, so have to be requested.

APPENDIX IV

CAMBRIDGE PARISH BOUNDARIES

The Borough of Cambridge

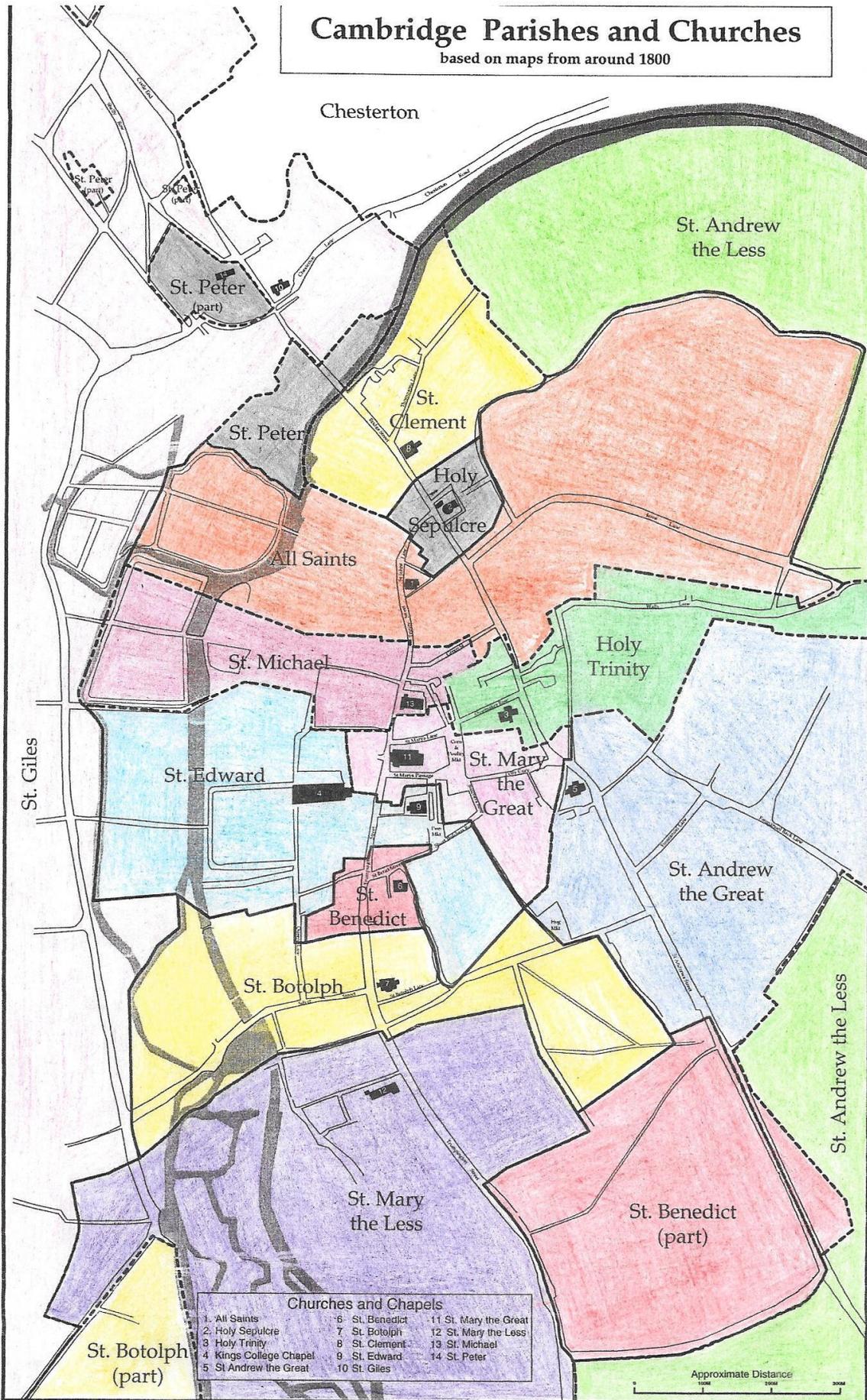
When using parish records to determine where people lived and when and where they were born, baptized, got married, and died, it is important to know which areas of Cambridge the parishes encompassed, hence where their parish boundaries fell.

The map on the next page is taken from M D Lobel, *Cambridge* (London: Scholar Press, 1974) (Cambridgeshire Collection loan copy CC44.4LS). It reconstructs the parish boundaries for central Cambridge as they were in about the year 1800. Most of these boundaries remained unchanged during the 19th century.

St Andrew the Less

Unfortunately, Lobel's map covers only the most westerly and northerly parts of the parish that included Mill Road itself, namely St Andrew the Less. Until 1838 the parish church was what is now familiarly known as "the Abbey Church" on Newmarket Road. In 1838 Christchurch on Maids' Causeway was built to serve as the main parish church. In the first half of the 19th century, the parish extended eastwards along the Newmarket Road as far as the leper chapel, and included the whole of Coldham's Common. In the southeast it shared its boundary with the parish of Cherry Hinton. In the southwest, St Andrew the Less included the land between Hills Road and Trumpington Road south of Lensfield Road (New Town) down as far as the boundary with the parish of Trumpington.

As the population of east and south Cambridge rapidly grew, the parish was gradually subdivided into smaller parishes: St Paul's Church on Hill's Road was built in 1841, and was established by Queen Victoria in 1845 as a parish in its own right covering a large swathe of the southwestern portion of the old St Andrew the Less parish. St Paul's parish was later subdivided: St Barnabas' Church (on Mill Road) was built in 1869 and became the first daughter church of St Paul's in 1886; and St Martin's (Coleridge), which started as a mission hall in 1928, later became the second daughter church of St Paul's. The remainder of St Andrew the Less was itself gradually subdivided: St Matthew's Church, on St Matthew's Street, was built in 1866, and St Philip's Church (Romsey Town) was built in 1902, both as daughter churches of St Andrew the Less. All four daughter parishes, as well as St Paul's and St Andrew the Less itself, kept their own parish records (which the Cambridgeshire Family History Society has transcribed), but in census returns St Andrew the Less continued to be given as the locating parish at least to the end of the 19th century.



APPENDIX V

GLOSSARY OF USEFUL ARCHITECTURAL & BUILDING TERMS for local historians working in the Mill Road area

Key: → denotes cross-reference to another definition
 ~ denotes repetition of the main term
 MR = "the Mill Road area"

Arch – curved structure distributing weight from above. In Victorian and modern domestic Cambridge, arches are usually of brick or stone. Brick arches mostly comprise pre-made "sets", each brick wider at the top than the bottom.
 flat ~ – row of bricks, or a single stone slab, laid across the aperture of a door or window and supported by the wooden lintel
 round ~ – semi-circular row of bricks or stone blocks, usually placed above a semi-circular →fanlight, the ends often resting on two wider stone slabs. Round arches often have a keystone of brick or stone larger than the flanking elements and standing proud.
 segmental ~ – row of bricks less than semi-circular in form. This is the most commonly found form in MR.

Balustrade – open →parapet comprising a series of short pillars (balusters) topped by a rail or →coping, placed along the edge of a balcony or terrace, or the front edge of a roof

Bay window – window projecting forwards from an outside wall and creating additional space and increased natural light in a room. Bay windows are usually square or canted (i.e. with flat front and slanted sides), often with decorative stonework above. Mostly single-storey, they can rise two or more floors. They became popular in the 1870s and remained so throughout the Victorian era and beyond.

Boss – ornamental carving, usually protruding downwards from the centre of a ceiling

Brick –
 common ~ – lower-quality brick, suitable for interior dividing walls and the inner leaf of an external wall
 facing ~ – high-quality brick, water-resistant and of good appearance, suitable for the outer leaf of an external wall
 header – brick laid horizontally with its end exposed

rowlock – brick laid on its long narrow side, with its short end exposed (= →header turned through 90°) – often used for the top course of a wall

sailor – brick laid standing on end with its narrow long side exposed – often used for the top course of a wall

stretcher – brick laid horizontally with its long narrow side visible

white ~ – type of brick made in East Anglia, of a whitish-yellow hue when clean, greyish when dirty. Most of the older housing stock in Cambridge is built of this type. After 1870, the main whites were "Cambridge Gault" and "Burwell White", both pressed to make smooth.

Brickwork – the masonry produced by a bricklayer, comprising bricks and mortar, the bricks arranged in courses, usually following one of a number of patterns called "bonds"

Chamfer – where two external surfaces, usually of wood or stone, meet at right angles, a 45° cut-away that produces a narrow transitional edge

Chimney –
 ~ breast – (internal) portion of a chimney that projects forward from a wall to accommodate a fireplace
 ~ pot – (external) →terracotta tube (circular, square, etc) set atop a ~ stack to increase the height at which smoke is released into the atmosphere
 ~ stack – (external) block of masonry sitting above a roof, which channels smoke upwards from a fireplace

Coping, copestone – the top layer (stone, brick or →terracotta) of a wall or pillar, its upper surfaces sloped outwards in two or four directions, and projecting beyond the wall below it so as to drain rainwater away

Cornice –(internal) ornamental moulding round the wall of a room just below the ceiling; (external) decorative horizontal projection crowning a building

Coving – a strip of material used to cover the transition between two surfaces such as a ceiling and a wall. The profile of a coving may take many different shapes.

Dado rail – horizontal strip of moulding fitted round the walls of a room at waist height and dividing the upper from the lower half of the wall surfaces, particularly when the latter are differently decorated

Damp proof course – continuous impervious membrane built into walls of a property, through which damp cannot pass into the brickwork above and cause mould. The membrane is typically 6 inches above ground level, and is made of slate (or bitumen, pitch, etc.) and is externally visible as a thin layer. Older properties were built without DPC, but most will have been required to install one more recently.

Datestone – a small slab of stone embedded within the →facade of a building, on which is carved the date of the building and any other information

Dogtooth – a design of →moulding, usually in stone, but it can be in brick, having a sharply undulating pattern that resembles canine teeth.

Dutch gable – type of →gable that, rather than triangular in shape, forms a series of concave and convex interlocking curves; used by Victorian architects in MR for the more flamboyant building styles

Eaves – the edges of a roof that overhang and usually project beyond the wall(s) below. They are designed to throw rainwater clear of the walls. They often feature a →fascia.

Facade – the main front of a building, looking on to a street or open space

Fanlight – window (rectangular, semi-circular or semi-elliptical) over a door; sometimes hinged on the →transom

Fascia – vertical board, usually wooden, metal or pvc, extending just under the edge of a roof and capping the ends of the rafters

Fenestration – the arrangement of windows in a →facade

Foundation stone – nowadays a masonry slab, prominently placed on a building, engraved with the name of the person who ceremonially “founded” the building and the date of the

ceremony. Also called cornerstone, ceremonial stone, etc

Frieze – the area of a wall above the →picture rail and below the →cornice

Gable, gable end – triangular upper part of an external wall supporting the end of a →pitched roof. The term can refer also to the entire wall.

Hip roof – a roof having four or more triangular sides sloping down to the walls, thus a roof with no →gables; especially used in bungalows and cottages

Hip tile – a tile, curved or inverted-V-shaped in section, used to cover the joints between the sloping faces of a →hip roof

Jamb – either of the two vertical side supports of a doorframe, to one of which the door is attached by hinges

Keystone – wedge-shaped block at the top-centre of an →arch. It can be brick or stone in a brick arch, or stone in a brick or stone arch. Stone keystones are often decoratively carved.

Lintel – top element of a window- or doorframe, resting on two →jamb

Mortar – paste used between bricks or stones in a wall to hold those materials together and fill gaps. Until the early 20th century, lime mortar was used (lime + sand); by 1930 it was replaced by cement mortar, which is harder, more liable to crack, and less able to draw out damp. Mortar is sometimes coloured for decorative effect.

Moulding – shaped strip of wood, stone, plaster etc fitted as a decorative feature

Mansard – roof, usually with four sides, each side comprising two parts, the lower one sloped more steeply than the upper

Mullion – vertical bar, of wood, stone or brick, separating two panes of glass in a window

Panelling – wooden lining to the wall(s) or ceiling of a room, traditionally of oak and made up of rectangular decorative panels, but also of pine or other woods, and in humbler circumstances done in tongue-and-groove

Pantile – roofing material comprising interlocking baked-clay tiles S-shaped in section, usually orange or brown

Parapet – low protective wall along the bottom edge of a roof (flat or →pitched)

Pebbledash – a form of →rendering: a coarse surface created by spreading lime or cement and sand on to a vertical external surface (usually →common brickwork), and then throwing small pebbles or stone chippings at it to produce a rough, consistent surface that can then be painted or left as it is. This is a technique used in England between 1890 and 1940 and favoured by the Arts & Crafts movement.

Picture rail – moulded horizontal strip of wood running round the four walls of a room just above head height, from which pictures are hung

Pitched roof – roof that slopes, either front-to-back or side-to-side, topped with a →ridge. The “pitch” (angle of slope) gives rise at each exposed end to a →gable.

Pointing – cement or mortar used to fill the joints between bricks, stone blocks or other masonry items in a wall

Rendering – the application of a lime or cement and sand mixture to a vertical external surface. Its purpose is to provide a waterproof coating on to brick or other materials. The three principal types are →pebbledash, →roughcast, and stucco (not common in MR).

Reveal – either of the two external flanking surfaces to left and right of a window or door, which lie between the outer surface of the wall and that of the window- or doorframe

Ridge – edge formed where two sloping sides of a →pitched roof meet at the top

Ridge tile – an inverted-V-shaped tile used to cover the meeting point of the two sloping sides of a →pitched roof. Together these form the →ridge. Ridge tiles are sometimes shaped decoratively.

Roof materials – the surface material of a →pitched roof is usually either →slate, →tile or →pantile, but can be thatch (not in MR), plastic or other material

Roughcast – form of →rendering: a coarse surface, made of lime or cement and sand with gravel or pebbles or shells mixed in, which is thrown on to a vertical external surface (usually →common brickwork) and spread evenly, and which can be painted or left as it is

Semi-detached – house construction in pairs with mirror-image design, the two units sharing one internal wall – the principal design for council

house building as well as for middle-class private housing from the 1920s on.

Sill – downward-sloping shelf of wood or stone at the foot of a window, projecting beyond the wall below it so as to drain rainwater away

Skirting board – strip of material, usually wood, fitted at the base of an interior wall to cover the transition between that and the floor

Slate – roofing material comprising overlapping thin flat plates, usually bluish-purple, grey, or green (“Cumberland slate”). This is the most common material used by Victorian and later builders in MR.

Soffit – (external) horizontal covering (wood, MDF, PVC, etc) of the exposed undersurface of the →eaves, enclosing the gap between the →fascia board and the building wall, thus protecting the undersides of the rafters from exposure to the elements

String course – a continuous course of bricks in an external brick wall, differentiated from the surrounding brickwork by projecting out and/or being of different colour. It can also be a horizontal band of stone set into and projecting from brickwork, or a projecting band of stone in a stone wall. It is often placed at the junction between two storeys, in which case it may run round an entire building; but it is often used purely decoratively.

Terrace – uniform row of houses of identical or mirror-image design, two or three storeys high, each house sharing a wall with one or both of its neighbours. Humble two-up two-down terraces were the Victorians’ solution to provision of high-density working-class housing during industrial expansion. Largely replaced by →semi-detached housing from the 1920s on.

Terracotta – ceramic material, unglazed, usually reddish-brown, used in domestic architecture for decorative elements set into the brickwork, often above doors, and also for →chimney pots

Tile – roofing material comprising overlapping slabs of baked clay or concrete, usually reddish or orange

Transom – the horizontal bar separating a door from a →fanlight above it.

Wainscot – wooden →panelling covering the lower part of an internal wall, between the →skirting board and →dado rail

Window Types:

casement ~ – window hung on vertical hinges so that it opens sideways, like a door
dormer ~ – window that projects out vertically from a →pitched roof
pivot ~ – single-pane window that pivots horizontally at the centre (or other) point

sash ~ – window comprising two frames, both sliding vertically, the upper one in front of the lower, their movement controlled by weights

MRHS (Ian Bent) – March 2017



APPENDIX VI

FURTHER READING

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Petty, Mike, *Memory Lane Cambridge* (Derby: The Breddon Books Publishing Company, 1999), esp. pp. 108–120 “Barnwell and Romsey” [Cambridgeshire Collection, loan copies: C.66.1]

Pevsner, Nikolaus, *Cambridgeshire*, *The Buildings of England*, new edn by Simon Bradley (New Haven and London: Yale University Press, 2014)

Porter, Enid, *Victorian Cambridge: Josiah Chater's Diaries 1844–1884* (London: Phillimore, 1975)

Purkis, Sallie, *Over the Bridge: Another Cambridge between Two Wars: Communal Responses to Political, Economic and Social Changes, 1919–1938* (University of Essex, Dept of Sociology, MA diss. in Social History, 1982) [Cambridge Collection: C.30]

'The City of Cambridge: Schools', in *A History of the County of Cambridge and the Isle of Ely*: vol. III, *The City and University of Cambridge*, ed. J P C Roach (London, 1959), pp. 141-45 [see also websites, below]

Tribe, Henry, *My University: A History of Mill Road Branch Library, Cambridge from 1897 to the Present Minute* (Cambridge: Henry Tribe, 1997) [Cambridgeshire Collection C.77.4]

Also very useful, although not directly related to Cambridge, are:

Beech, Geraldine and Mitchell, Rose, *Maps for Family and Local History* (2nd edn, Lancaster: Gazelle Book Services Ltd, 2004; Toronto: The Durndurn Group, 2004)

Muthesius, Stefan, *The English Terraced House* (New Haven & London: Yale University Press, 1982) [the standard large-scale work on this subject]

Oliver, Richard, *Ordnance Survey Maps: A Concise Guide for Historians* (London: The Charles Close Society, 1993) [Cambridgeshire Collection, loan copy: 912.42]

Thom, Colin, *Researching London's Houses: An Archives Guide* (London: Historical Publications, 2005)

In addition, there are several websites that are useful for local history work in the Mill Road area:

Capturing Cambridge: <http://www.capturingcambridge.org/>

[created by the Mill Road History Project in 2014–16, and now managed by the Museum of Cambridge]

Cambridge Historian blogspot: <http://cambridgehistorian.blogspot.co.uk/>

The City of Cambridge: Schools:

<http://www.british-history.ac.uk/vch/cambs/vol3/pp141-145>

GPS Locator for Mill Road Area [uses Ordnance Survey 1881 and 1913 6-inch maps]:

<http://maps.nls.uk/geo/explore/sidebyside.cfm#zoom=16&lat=52.1968&lon=0.1494&layers=6&right=Opendata>

Gwydir Street Website: <http://gwydir.demon.co.uk/jo/gwydir/>

Mill Road History Society: <http://www.millroadhistory.org.uk>
