

## RICHMONDSHIRE MUSEUM ACCESSION NUMBER 4958

### Documents and drawings relating to building works The Convent of Assumption Richmond North Yorkshire 1942 to 1974

Document Ref No.	Document type	Description	Date(s)	Notes
1a	letter	From NR planning office re The Hermitage as listed building	14 March 1974	
1b	letter	From N.Dent to Chapel & Sons - copy to Rev Mother	25 July 1952	re alterations bathrooms & WCs
1c	letter	From Chapel & Sons - copy to Dent	15 May 1962	Quote for canopy & ducts
1e	letter	From N.Dent to Rev Mother	10 July 1962	Alterations at Convent
1f	Plan	Plan by N.Dent of proposed bathroom accommodation on first floor landing	01 November 1962	
1g	letter	From Rev Fr Tarcisius of Jaffna Ceylon to Rev Mother	04 June 1962	Thank you letter for ten shillings sent. Notes on verso re alterations at convent.
1h	Receipt	From N.Dent for £100 fees	29 May 1962	Alterations at Convent
1i	letter	From N.Dent to Rev Mother	26 June 1962	Re receipt of fees & query on paint colours.
2a	form	From Yorkshire County Council to Rev Mother Superior	02 June 1966	Planning acceptance alterations to convent
2b	form	From Yorkshire County Council to Rev Mother Superior	02 June 1966	Planning acceptance alterations to cottage
2c	form	Borough of Richmond to Norman Dent	16 June 1966	Notice of passing of building plans additional accommodation in roof space
2d	form	Borough of Richmond to Norman Dent	16 June 1966	Notice of passing of building plans improvements to cottage
2e	plan	drawing no 1567 Norman Dent	23 May 1966	Proposed improvements to cottage
2f	plan	drawing Norman Dent	01 April 1966	Proposed alterations to cottage
3a	letter	Wetherall and Dent to Rev Mother Superior	22 April 1949	Proposed Wash-up

3b	form	from Borough surveyor to Rev Mother Superior	18 March 1949	approval of proposed wash up adjoining refectory
3c	form	from North Yorkshire County Council to Rev Mother Superior	23 March 1949	approval of proposed wash up adjoining refectory
3d	form	from Richmond Borough Council to N Dent	15 March 1949	notices to be completed when work done to wash-up
4a	letter	from Norman Dent to Reverend Mother	18 April 1966	sketchplan improvements to cottage convent alterations
4b	letter	from Norman Dent to Mother Edith	10 May 1966	Sketch Plan meeting convent alterations
4c	plan	drawing no 1568 Norman Dent	01 May 1966	convent alterations
4d	plan	drawing no 1568 Norman Dent	14 June 1966	convent alterations
4e	plan	Roof plan Drawing Norman Dent	01 May 1966	convent alterations
4f	plan	Drawing Norman Dent	01 April 1966	extension to cottage convent
5a	letter	from F Shepherd & Son Ltd to The Rev. Mother	08 November 1955	Convent Proposed new Classrooms
5b	letter	from F Shepherd & Son Ltd to The Rev. Mother	16 November 1955	Convent Proposed new Classrooms
5c	letter	from F Shepherd & Son Ltd to The Rev. Mother	23 December 1955	Convent Proposed new Classrooms
5d	dispatch advice	from Medway Buildings & Supplies Ltd to Convent of Assumption	27 March 1956	List of materials dispatched to F Shepherd
5e	estimate	from F Shepherd & Son Ltd to The Rev. Mother	12 June 1956	specification and estimate for cloakroom fittings
5f	estimate	from F Shepherd & Son Ltd to The Rev. Mother	12 June 1956	specification and estimate for various fittings
5g	letter	from Medway Buildings & supplies Ltd to Reverend Mother	31 October 1956	presence of water on flat roof convent
5h	letter	from F Shepherd & Son Ltd to The Rev. Mother	06 November 1956	re Medway Buildings & Supplies Ltd
5i	letter	from F Shepherd & Son Ltd to The Rev. Mother	12 November 1956	re Medway Buildings & Supplies Ltd
5j	copy of letter	from Medway Buildings supplies to F Shepherd & Son Ltd	16 November 1956	classroom building water on roof

5k	letter	from F Shepherd & Son Ltd to The Rev. Mother	19 November 1956	re Medway Buildings & Supplies Ltd
5l	letter	from Medway Buildings to Reverend Mother	14 December 1956	classroom building water on roof
5m	draft letter	handwritten by Reverend Mother re Medway Buildings		classroom building water on roof
5n	letter	from Medway Buildings to Reverend Mother	08 January 1957	classroom building water on roof
5o	letter	from Medway Buildings to Reverend Mother	21 January 1957	classroom building water on roof
5p	letter	from F Shepherd & Son Ltd to The Rev. Mother	22 January 1957	convent new classrooms
5q	letter	from F Shepherd & Son Ltd to The Rev. Mother	17 January 1957	convent new classrooms
5r	letter	from F Shepherd & Son Ltd to The Rev. Mother	04 May 1956	estimates
5s	letter	from F Shepherd & Son Ltd to The Rev. Mother	04 May 1956	Specification and Estimate for Painting And Decorating Work to new classrooms
5t	letter	from F Shepherd & Son Ltd to The Rev. Mother	04 May 1956	Specification and Estimate for new lockers
5u	letter	from Reverend Mother to F Shepherd & Son	05 May 1956	new lockers acceptance of specifications
6a	letter	from Norman Dent to Reverend Mother	04 April 1962	alterations to Convent
7a	plan	drawing no 1200 Norman Dent	01 July 1961	proposed alterations entrance and chapel wing convent
7b	plan	drawing no 1201 Norman Dent	01 July 1961	proposed alterations entrance and chapel wing convent
8a	receipt	Barclays Bank to Reverend Mother	15 November 1949	proceeds of USA draft
8b	receipt	Barclays Bank to Reverend Mother	01 February 1950	proceeds of USA draft
8c	scrap paper	Aluminum Class Room Costings in French		French
8d	letter	J Chandler & Co Ltd Wine Merchants London to Reverend Mother	01 November 1949	used for scrap costings on back
8e	copy letter	Sister Bursar to R Sheppard	19 October 1951	payment for work
8f	copy letter	Reverend Mother	01 March 1950	copy invoice
8g	letter	Barugh & Wilkinson Solicitors	31 May 1949	returned form
8h	letters	R Shephard to Mother superior various letters	11 August 1949	to 18 October 1951 classroom block
8i	formal contract	Mother superior and Gilbert Ash Ltd	19 July 1949	signed contract
8k	plan 8/49	Wetherall 7 dent chartered architects	01 February 1949	approved wash-up

8l	insurance endorsements	The Yorkshire Insurance Co Ltd to Reverend Mother	16 March 1950	alterations to insurance
8m	endorsements	The Yorkshire Insurance Co Ltd to Reverend Mother	19 September 1951	alterations to fire insurance
8n	letter	R Sheppard to Mother Superior	01 February 1949	re drawing 148/1
8o	list	R Sheppard to Mother Superior	21 September 1949	classroom Paint Colour schedule
8p	agreement	The Bristol Aeroplane Co (Housing) Mother superior	23 August 1949	supply and erection of school buildings
8q	signed agreement	The Bristol Aeroplane Co (Housing) Mother superior	23 August 1949	supply and erection of school buildings
8r	tender and plan	The Bristol Aeroplane Co (Housing) Mother superior	11 January 1949	supply and erection of school buildings
8s	drawing	The Bristol Aeroplane Co (Housing) Mother superior	06 July 1948	suggested classroom extension
8t	letters	R Shephard to Mother Superior - Ana	23 June 1950	various letters discussing payment of final account for erection of school building
8u	letters	The Bristol Aeroplane Co (Housing) Mother superior	04 June 1948	various letters initial discussions for Aluminium classrooms
8v	letter	Gilbert Ash to Mother Superior	24 December 1948	Aluminium Schools recommending an architect
8w	letters	R Shephard to Mother Superior	06 January 1949	various letters initial discussions for new school building
8x	letter	Norman Dent to Mother Superior	08 May 1950	inspect property
8y	letter	Gilbert Ash to Mother Superior	04 January 1951	re certificates and invoice
8z	receipts	Gilbert Ash to Mother Superior	29 November 1949	3 receipts
9a	letter	R Shephard to Mother Superior	22 October 1951	Acknowledgement of Final Payment
9b	letter	R Shephard to Mother Superior	25 October 1949	invoice
9c	certificates & receipts	The Bristol Aeroplane Co (Housing) Mother superior	22 September 1949	certificates and receipts
10a	Drawing	J T Leake & Co proposed heating to new dormitory	20 February 1958	drawing 5127/1
10b	Drawing	Norman Dent Plans as at Present Entrance & Chapel Wing	01 July 1961	drawing 1199 - Front elevation
10c	sketch	Tracing paper sketch of side entrance to chapel		

10d	Drawing	Norman Dent Plans as at Present Entrance & Chapel Wing	01 July 1961	drawing 1198 - Ground Floor, Second Floor, Basement, First Floor
10e	drawing	Norman Dent Proposed Alterations Entrance & Chapel Wing	01 July 1961	drawing 1200 - Ground Floor, Second Floor, Basement, First Floor
10f	drawing	Norman Dent Present and Proposed Internal Alterations	01 August 1960	drawing 1114
10g	specification	Norman Dent Amendments of work and materials	01 August 1961	Alterations to Convent
10h	letter	Norman Dent to Mother Superior	09 October 1961	Alterations to Convent
10i	letter	Norman Dent to Mother Superior	18 October 1961	Alterations to Convent
10 j	letter	Norman Dent to Mother Superior	20 October 1961	Alterations to Convent
10k	tender	C. Chapleo & Sons to Norman Dent	09 October 1961	Alterations to Convent
10l	letter	Norman Dent to Mother Superior	24 January 1962	Alterations to Convent
10m	letter	Norman Dent to Mother Superior	18 January 1962	Alterations to Convent
10n	Variation Order No 1	Norman Dent to C Chapleo & Sons	18 January 1962	Alterations to Convent
10p	drawing	Norman Dent Proposed Alterations Entrance & Chapel Wing	01 July 1961	drawing 1200 - Ground Floor, Second Floor, Basement, First Floor
10q	Drawing	Sketch 1st Floor, ground floor, 2nd floor		Hermitage
10r	Drawing	Sketch 1st Floor, ground floor, 2nd floor		Hermitage
11a	Variation Order no 3	Norman Dent to C Chapleo & Sons	06 July 1962	Alterations to Convent
11b	letter	C. Chapleo & Sons to Norman Dent	09 July 1962	copy quote
11c	letter	Bernard F Moss to Sister Margaret	08 December 1969	
11d	scrap paper	workings out		
11e	Hand written Statement	Bernard F Moss to Reverend Mother	30 December 1970	Final Account File no 952
11f	Drawing	Bernard F Moss new extension to provide school accommodation	27 February 1969	952/5 signed Reverend Mother Elizabeth Dove
11g	Drawing	Bernard F Moss new extension to provide school accommodation revised	25 July 1969	952/6R

11h	letter	Bernard F Moss to Reverend Mother	15 June 1970	School Extensions completion details
11i	letter	Bernard F Moss to Sister Margaret	29 June 1970	Thank you for payment
11j	letter	Bernard F Moss to Sister Margaret	01 December 1969	interim fee account no 2
11k	Statement	Bernard F Moss to Sister Margaret	01 December 1969	interim fee account no 2
11l	Statement	Bernard F Moss to Reverend Mother	24 April 1969	interim fee account
11m	Statement	Bernard F Moss to The Bursar	14 January 1970	Interim fee account no 3
11n	Compliment slip	Bernard F Moss to Sister Margaret	01 August 1969	
11o	RIBA Form	Bernard F Moss to Sister Margaret	01 August 1969	copy of instruction re cladding to Conder (Northern Ltd)
11p	Certificate	Conder Northern Ltd to Reverend Mother	18 July 1969	certificate and receipt
11q	letter & compliment slip	Bernard F Moss to E Dowfe & Son Removers	16 January 1970	furniture to be collected and stored
11r	drawing	Bernard F Moss new extension to provide school accommodation revised	25 July 1969	952/6R
11s	drawing	Bernard F Moss new extension to provide school accommodation	27 February 1969	952/6
11t	drawing	Bernard F Moss new extension to provide school accommodation	27 February 1969	952/6
11u	letter	Bernard F Moss to Mother Elizabeth	21 July 1969	notification of site visit
11v	letter	Bernard F Moss to Mother Elizabeth	22 July 1969	Reduced Scheme Proposed
11w	statement	Bernard F Moss to Mother Elizabeth	17 July 1969	Statement of Account for reduced scheme
11x	letter	Sr M Margaret to Bernard F Moss	04 August 1969	payment for reduced scheme dated 1989 typing error?
11y	letter & compliment slip	Bernard F Moss to Sister Margaret	29 July 1969	draft letter to Midland Bank detailing how payment will be requested
11z	letter	Bernard F Moss to Sister Margaret	24 April 1969	explanation of interim fee account
12a	Drawing	Bernard F Moss proposed new Refectory, Library, Bedroom and other accommodation	29 January 1969	952/1

12b	Drawing	Bernard F Moss proposed new Refectory, Library, Bedroom and other accommodation	29 January 1969	952/1
12c	Drawing	Bernard F Moss Key Plan showing Phase 1 and 2	30 January 1969	952/2
12d	drawing	Bernard F Moss new extension to provide school accommodation	27 February 1969	952/5
12e	letter	Bernard F Moss to Mother Elizabeth	27 February 1969	reference 952/l bedroom size
12f	schedule	Bernard F Moss to Reverend Mother	24 April 1969	file 952/C/BFM/A items requiring urgent attention
12g	letter	Bernard f Moss to Reverend Mother	28 May 1969	revised Plans 952/c/bfm/a
12h	letter	to Reverend Mother report of meeting	23 April 1969	file 952/C/BFM/A
12i	Drawing	Bernard F Moss	06 June 1969	952/21
12j	Drawing & letter	Bernard F Moss to Reverend Mother	18 June 1969	952/21 with comments
12k	Drawing	Conder		Classroom
12l	letter	Reverend Mother to Mr. Moss	25 April 1969	file 952/C/BFM/A
12m	letter	Reverend Mother to Mr. Moss	24 February 1969	file 952/C/BFM/A
12n	letter & minutes	Bernard F Moss to Reverend Mother	18 February 1969	file 952/C/BFM/A
12o	letter	Bernard F Moss to Reverend Mother Proposed School Development	30 January 1969	Proposed School Development
12p	letter	Bernard F Moss to Reverend Mother Preliminary Report and Cost	30 January 1969	File 952
12q	letter	Bernard F Moss to J Lowder Study Bedroom Fittings	08 January 1970	File 952
12r	letter	Bernard F Moss to D.S.Jones Conder (Northern Ltd)	13 January 1970	File 952
12s	Drawing	Bernard F Moss lower Ground Floor Plan	08 September 1969	952/21/A
12t	Drawing	Bernard F Moss Partitions setting out ground floor	30 October 1969	952/22
12u	Drawing	Bernard F Moss Wardrobe/Vanitory /Desk /Bookshelf units	01 November 1969	952/60
12v	Letter	F.Shepherd & Son to The Mother Superior	4th May 1954	Estimate for proposed Gym & Assembly hall
12w	Receipt	F.Shepherd & Son	21 July 1954	for £1500
12x	Letter	Taylor, Whalley & Spyra to Sister Bursar	24 November 1961	Letter of receipt for £193

12y	Letter	Taylor, Whalley & Spyra to Weighman & Bullen - Liverpool	27 June 1961	Invoice for professional charges
12z	Letter	Weightman & Bullen - York to Rev Mother	20 November 1961	Account for site investigations
13a	Letter	Weightman & Bullen - York to Rev Mother	27 October 1961	Re Bill of Quantities for new chapel
13b	Letter	Weightman & Bullen - Liverpool to Bishop of Middlesbrough	11 May 1961	New chapel & refectory drawings and estimate of cost
13c	Letters (2)	Weightman & Bullen - Liverpool to rev Mother & TB Wilkinson	12 July 1961	New chapel bill of quantities
13d	Letter	Weightman & Bullen to Rev Mother	30 June 1961	New chapel site investigations
13e	Letter	Weightman & Bullen to Rev Mother	20 January 1961	meeting dates
13f	Letter	Weightman & Bullen to Rev Mother - annotated	16 January 1961	New chapel drawings ; meetings and visit; planning authority
13g	Letter	Weightman & Bullen to Rev Mother	03 January 1961	Instructions to proceed with project; personal notes; meeting
13h	Letter	Weightman & Bullen to Rev Mother	05 July 1961	Bishop's approval
13i	Letter	Weightman & Bullen to Rev Mother	02 February 1961	New chapel drawings ; meeting; Mr Dent proposal for extending cells
13j	Letter	Weightman & Bullen to Rev Mother	07 February 1961	New chapel central altar and seating arrangements; parents help; Messrs Taylor, Whalley & Spyra
13k	Letter	Weightman & Bullen to Rev Mother	09 March 1961	J T Leake & Co; heating system for new chapel.
13l	Letter	Weightman & Bullen to Rev Mother	10 May 1961	Approval of estimate Profession ceremony
13m	Letter	Bishop of Middlesbrough to Rev Mother (2 sheets handwritten)	19 May 1961	Comments on chapel; Decrees from Rome re High Altar; pictures & statues
14a	Drawing	Cottage floor plans	23 April 1974	Richmond 7455 12
14b	Drawing	Cottage floor elevations	24 April 1974	Richmond 7455 11
14c	Drawing	Cottage floor section BB	25 April 1974	Richmond 7455 10



14d	Drawing	Cottage floor section AA	26 April 1974	Richmond 7455 9
14e	Drawing	Assembly hall foundation plans and sections drawing	undated	
14f	Drawing	Assembly hall sectional details drawing No.6	undated	
14g	Drawing	Assembly hall block plan	undated	
14h	Drawing	Assembly hall details of dressing room drawing No.4	undated	
14i	Drawing	Site plan showing services (based on Ordnance Survey Plan NZ1601 SW)	24 September 1971	
14j	Catalogue	Medway Buildings Transportable Classrooms	undated	
14k	Catalogue	Medway Timber Buildings	undated	
14l	Quotation letter	Medaway Building Supplies to Reverend Mother	09 September 1955	Supply and erection quotation
14m	Quotation letter	Medaway Building Supplies to Reverend Mother	21 September 1955	Amending quotation
14n	Quotation letter	Medaway Building Supplies to Reverend Mother	24 August 1955	Supply and delivery quotation
14o	List of costs	List of cost of internal fittings by Medway Building Supplies Ltd	24 August 1955	
14p	Copy of form	Hire purchase proposal for copy for supply and erection of Medway classroom.	15 September 1955	
14q	Advice note	Medway Buildings advice of dispatch	24 March 1956	To Shephard & Sons
14r	Advice notes (2)	Medway Buildings advice of dispatch	25 March 1956	To Shephard & Sons
14s	Letter	Norman Dent to Reverend Mother	12 September 1957	Proposed new store encl Town Planning notices and plans
14t	Notice	Notice of decision of Planning Authority erection of new store	6th Aug. 1957	
14u	Notice	Notice of Passing of Plans - Store at Convent of Assumption	10th Sep 1957	
14v	Drawing	Drawings for New Store	10 September 1957	Signed as submitted and approved
14w	Drawing	Drawings for New Store (As 14v but unsigned)	01 July 1957	
14x	Drawing	Copy of drawing for proposed cottage	09 May 1973	
14y	Drawing	Proposed extension to wash up	01 October 1956	By Norman Dent
14z	Drawing	Proposed heating to new dormitory	20 February 1958	J.T.Leak & Co
15a	Drawing	Proposed fire escape extension - Two copies	undated	
15b	Drawing	Proposed water and sanitary installations	undated	Allinson Leake & Co
15c	Drawing	Stair details	undated	Vic Hallam Ltd

15d	Drawing	Proposed office space in corridor of Science Block	01 February 1965	Approved plan 13th April 1965
15e	Drawing	New Chapel Revised ground floor plan drawing 1A	12 January 1961	Weightman & Bullen
15f	Drawing	New Chapel Revised road elevation drawing 2	13 January 1961	Weightman & Bullen
15g	Drawing	New Chapel General Arrangement sheet 14c	24th May 1961	Weightman & Bullen
15h	Drawing	New Chapel General Arrangement sheet 15 Two copies	25th May 1961	Weightman & Bullen
15i	Drawing	New Chapel General Arrangement drawing of proposed	20 March 1961	Weightman & Bullen
15j	Drawing	New Chapel Revised ground floor plan drawing 1	12 January 1961	Weightman & Bullen
15k	Drawing	New Chapel Revised road elevation drawing 2A	21 April 1961	Weightman & Bullen
15l	Drawing	New Chapel General Arrangement sheet 1 drawing 14c	24-May-61	Weightman & Bullen
15m	Drawing	Proposed extension to existing chapel Scheme Drawing 1A	01 June 1960	C.M.Vis
15n	Drawing	Proposed extension to existing chapel Scheme Drawing 2	01 June 1960	C.M.Vis
15o	Drawing	Proposed extension to existing chapel Scheme Drawing 1A	01 June 1960	C.M.Vis
15p	Drawing	The Hermitage Richmond - Heating plan	24 April 1942	W.Richardson Darlington