

LOCAL HISTORY
Mini-Guide to Sources

No.10
House History
in West Sussex

by Caroline Adams, Martin Hayes and Timothy McCann

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This is the tenth in the series of Mini-Guides to local history sources on particular places and on themes, published jointly by West Sussex County Council Library Service and West Sussex Record Office. It is intended to help the reader to make the best use of opportunities for researching the history of their house, but it does not aim to be a general history of houses in West Sussex. The guide is arranged under subject headings (rather than questions as in previous Mini-Guides). As some sources listed under one heading may also be relevant to others, this booklet should be read as a whole. Larger libraries are defined as the following: Bognor Regis, Burgess Hill, Chichester, Crawley, East Grinstead, Haywards Heath, Horsham, Littlehampton, Shoreham and Worthing.

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Abbreviations used in the Mini-Guide:

(Where appropriate addresses can be found on the inside back cover.)

BRS	British Records Society
ESRO	East Sussex Record Office
FFHS	Federation of Family History Societies
FRC	Family Records Centre
PRO	Public Record Office
RDC	Rural District Council
SFHG	Sussex Family History Group
SRS	Sussex Record Society
UDC	Urban District Council
WSCC	West Sussex County Council
WSL	Worthing Library
WSRO	West Sussex Record Office

Cover illustration: Part of a tracing of a map of Midhurst, Cocking and West Lavington by James FitzOsborne 1632-3 (Add.Ms. 2096). The original is also available at WSRO (Add.Ms. 24,110)

Text by Caroline Adams, Martin Hayes and Timothy McCann. We are also very grateful to Steve Griffiths, Alison McCann and Richard Harris, who read the text before publication.

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1. Architectural evidence

First look at the **physical evidence** of the house: the evidence of the earliest occupation of the land; general style of architecture, and the materials used in the construction of the house and its fittings. Its general shape and symmetry will tell you whether there have been alterations. Many books on the architecture, history and development of houses have been published. The following titles describe the principal architectural features of houses of various periods and are usually copiously illustrated.

General

- H. Barrett, *Suburban Style: the British home 1840-1960* (Little, Brown & Co., new ed. 1993)
R.W. Brunskill, *Illustrated Handbook of Vernacular Architecture* (Faber, 3rd ed. 1987)
R.W. Brunskill, *Traditional Buildings of Britain: an introduction to vernacular architecture* (Gollancz/Peter Crawley, new ed. 1992)
R. W. Brunskill, *Brick Building in Britain* (Gollancz, new ed. 1997)
R.W. Brunskill, *Timber Buildings in Britain* (Gollancz, new ed. 1994)
R.W. Brunskill, *Houses and Cottages of Britain: origins and development of traditional buildings* (Gollancz/Peter Crawley, 1997)
L.F. Cave, *The Smaller English House: its history and development* (Hale, 1981)
E. Gray, *The British House: a concise architectural history* (Barrie & Jenkins, 1994)
R. Harris, *Discovering Timber-Framed Buildings* (Shire Publications, 3rd ed. 1993)
E. Mercer, *English Vernacular Houses: a study of traditional farmhouses and cottages* (HMSO, 1975)
J.T. Smith, *On the Dating of English Houses from External Evidence* (Field Studies Council, 1987)

Particular Periods

- M. Wood, *The English Medieval House* (Bracken Books, 1983)
R. Reid, *The Georgian House and its Details* (Bishopsgate Press, 1989)
R.R. Lawrence, *Period House, Style, Detail and Decoration 1774-1914* (Weidenfeld & Nicolson, 1996)
A. Quiney, *Period Houses: a guide to authentic architectural features* (George Philip, 1989)
A. J. Marshall, *The Victorian House* (Sidgwick & Jackson, 1986)
S. Muthesius, *The English Terraced House* (Yale University Press, 1982)
H.C. Long, *The Edwardian House; the middle-class home in Britain 1880-1914* (Manchester University Press, 1993)
J. Gould, *Modern Houses in Britain 1919-1939* (Society of Architectural Historians, 1977)

These books and many others will be found at the Research Library at Weald & Downland Open Air Museum, as well as in larger libraries.

Timber framing is a highly specialised study, and the wood used, the type of joints and carpenters' marks can tell the expert a great deal. The Weald & Downland Open Air Museum will be able to help on materials and structure. Decorative detail can be informative, but its use is subsidiary to the main structure of the house. Additions and variations usually reflected social ambition, so a study of the house needs to be tied up with the aspirations of its owners. Documentary research and the history of the locality are equally important, and your next step is

to consider the history of the house, its subsequent alterations and the occupants of the house.

2. **Research guides**

Many general guides to tracing the history of a house have been published and a selection of some of the more recent follows:

- B. Breckon & J. Parker, *Tracing the History of Houses* (Countryside Books, 1991)
- P. Bushell, *Tracing the History of your House* (Pavilion, 1989)
- P. Cunnington, *How Old Is your House?* (Alphabooks, 2nd ed. 1988)
- N. Curren-Briggs, *Debrett's Guide to your House* (Headline, 1993)
- M. Dowdy, J. Miller & D. Austin, *Be your Own House Detective* (BBC Books, 1997)
- B. Greysmith, *Tracing the History of Your House* (Headway, 1994)
- J. Harvey, *Sources for the History of Houses* (British Records Association, 1974)
- D. Iredale, *Discovering your Old House* (Shire Publications, 3rd ed. 1994)
- D. Williams, *How to Trace the History of your House* (East Sussex County Council, 1971)

3 **Publications on the history of houses in West Sussex**

As regards printed sources specifically on West Sussex houses, general histories and periodicals can give useful historical background on the development of towns and villages, and often mention older, historically significant properties. These include:

- I. Nairn & N. Pevsner, *Buildings of England: Sussex* (Penguin, 1965)
- Victoria History of the County of Sussex*, 9 vols. incomplete (Oxford University Press/ University of London, 1900-97, ongoing)
- Sussex Archaeological Collections* (annual 1848 to date, Sussex Archaeological Society)
- Sussex County Magazine*, (monthly 1926-1956, Becket Features) [including articles on 115 historic houses in Sussex by Viscountess Wolseley, 1926-37]

Has your house been researched before? Studies of various types of local buildings may provide more specific information:

- T. Barnfield, *A Selection of Timber-Framed Houses in Harting* (Harting Society, 1978)
- W.H. Blagden, *Domestic Buildings of West Grinstead* (author, 1976)
- D. Chatwin, *The Development of Timber-Framed Buildings in the Sussex Weald: the architectural heritage of Rudgwick* (Rudgwick Preservation Society, 1996)
- R. Dales, *Older Houses of Warnham: an introduction to the timber-framed buildings which may be seen throughout the parish* (Warnham Historical Society, 1982)
- B. Dawson, *Flint Buildings in West Sussex* (West Sussex County Council, 1998)
- A. F. Hughes, *Causeway Houses* (Horsham Society, 1995)
- A. F. Hughes, *Evolution and Ownership of Timber-Framed Houses within the Old Parish and Market Catchment Area of Horsham c1300-1650: a socio-economic survey*, 2 volumes (PhD. thesis at University of Sussex, 1988)
- A. F. Hughes, *Horsham Houses: a study of early buildings in a market town* (Phillimore, 1986)
- P. Jerrome, *Tread Lightly Here: an affectionate look at Petworth's ancient streets* (Window Press, 1990)

H. M. & U.F. Lacey, *The Timber-Framed Buildings of Steyning* (authors, 1974)
R. T. Mason, *Framed Buildings of the Weald* (author, 2nd ed. 1969)
D. Morris (ed.), *Pulborough before the Great War: a brief guide to Lower Street* (authors, 1986)
D. Morris (ed.) *Pulborough, To the Lord's Place and Beyond: a short guide from Lower Street to Old Place via Rectory Lane and Church Place* (authors, 1990)
J. Shelley, *Early Houses in Crawley High Street* (Crawley High Street Conservation Committee/Crawley Museum Society, 1995)
R.W. Standing, *East Preston, its Houses and Families 1801 to 1881* (author, 1991)
E.M. Venables & A.F. Outen, *Building Stones of Old Bognor* (Bognor Regis Natural Science Society, 1987)
J. Warren (ed.), *Wealden Buildings: studies in Kent, Surrey and Sussex* (Wealden Buildings Study Group/ Coach Publishing, 1990)
Parish and town histories also have useful background information on the development of housing, often including maps and sometimes information on particular properties.

Once you have completed your research why not publish or at least type or word-process it? Good examples include:

B. & L. Dighton, *History of the Grange (twixt Lingfield and East Grinstead) as a Private House, 18th Century to 1947, and the Stories of its Occupants from Birth to Death* (authors, 1997)
A. Powell & E. Colwell, *Fircroft House* [Lancing] (authors, 1998)

When you have looked at the physical and architectural evidence, and read guides to researching house-histories and on houses such as yours, the next step is to look at the documentary evidence. You may already have records about your house, such as sales particulars and title deeds, or they may be with your solicitors or with your building society. Next comes the visit to the County Record Office or your local larger Library.

4 Title Deeds

Title deeds, which include all documents used to prove ownership of property, contain descriptions of a property and the names of its previous owners, and often include one or more abstracts of title, which provide a handy summary of the property's history. You may have the deeds yourself, or they may with your solicitor, building society or landlord. Since the Law of Property Act (1925) abolished the necessity of proving title back more than 30 years and the introduction of the recent procedure for registering title, huge collections of title deeds have been deposited at WSRO. The card index in the Search Room at WSRO indexes them under parish and personal names, and the 50+ catalogues of estate archives. If the house or farm formed part of one of the large estates such as Cowdray, Goodwood, or Wiston, some of the deeds will probably be catalogued and indexed among the relevant estate archives, held at WSRO.

There were three main types of tenure - copyhold, leasehold and freehold. Until 1922, when it was abolished, copyhold was a form of customary tenure where property was held by copy of entry on the manorial court roll in return for service, or later more usually by money payments of fines and rent. Leasehold evolved out of copyhold, with leases granted usually for three lives determinable upon ninety nine years, or in some areas for periods of years (usually 21) in return for an entry fine and an annual rent. They were used for conveying demesne land that the landlord did not wish to farm himself, but which he could recover at

the expiry of the term. Freehold tenure was the holding of property free of manorial customs, whereby it could be bought and sold, usually effected by a bargain and sale or lease and release. Copyhold property can be traced through the manorial court books at WSRO, leasehold property through the records of the major landowners such as the great estates, the established church and corporations, and freehold property through surviving title deeds.

Collections of title deeds will often include conveyances, probate copies of wills, marriage settlements, mortgages, leases, admissions and surrenders of copyholds and abstracts of titles. In some cases they may include maps of the property.

If a property has in the past been sold or auctioned by an estate agent, **Sale Particulars**, which sometimes include plans or photographs, are worth consulting. At WSRO they are indexed under the relevant parish name in the general card index in the Search Room. WSL has over 2000 catalogues from around 1850 to the present, covering many parts of the county, though Worthing and coastal villages are best represented.

Insurance marks were placed on the front of buildings by the relevant companies and, where the mark still survives the number leads directly to the books of the relevant insurance company. Copies of the registers of the Royal Exchange Assurance and the Sun Fire Office, 1775-1787 at Guildhall Library are available on microfilm at WSRO. Records of the Chichester business of the Phoenix Fire Office, 1785-1818, the Sun Fire Office at Chichester, including the registers, 1878-1943, and the Alliance Assurance Company Ltd., 1872-1965, are also at WSRO.

5 Maps and Plans

Maps will indicate whether a property existed at a particular date, and sometimes provide information on how the property was laid out and who owned or occupied it. Printed maps of Sussex were published as early as 1575 (Saxton) but none are detailed enough to include buildings until the 18th century. Richard Budgen's map of 1724 and others are reprinted in Harry Margary's facsimile set *Two Hundred and Fifty Years of Map-Making in the County of Sussex 1575-1825*. These are held at WSL, WSRO and at larger libraries (see Introduction). The first useful map for house history was the 1795 2" (to the mile) edition by Yeakell and Gardner, which shows individual houses.

The earliest Ordnance Survey map covering most of West Sussex is Sheet 9 of the 1" Series issued in 1813, reissued repeatedly. Many of the revisions were partial and inaccurate, and should be used with caution. The surveyors' preliminary survey drawings for this series mostly at a scale of 2" or 3", and dating from the 1790s onwards, are in the Map Library at the British Library. WSL and WSRO have comprehensive sets of these on microfiche. More detailed, and more accurate in terms of house details, are the County Series 6" and 25" scales. The 25" maps were very detailed, and show conservatories, driveways and even garden paths. Both were first surveyed between 1869 and 1875 (including a book of reference available at WSRO), a 2nd edition was published from 1894 to 1898, a 3rd edition 1910 to 1914 and a final revision from 1932 until around 1945. WSRO has a comprehensive countywide collection of these maps at both scales in either paper or microfiche format. WSL has a comprehensive countywide collection of the 25" scale 1st and 2nd editions on microfiche, and 6" 3rd edition (bound volumes). The larger libraries (see introduction) have less complete coverage of their own catchment area. Post-1945 National Grid sheets

(1:10,000, 1:2,500 and 1:1,250) are at WSL and WSRO.

Tithe Maps (listed in *SRS 61*) were produced for all parishes following the Tithe Commutation Act of 1836, and date from the late 1830s to the early 1850s. Their apportionments [reference books] give names of landowners and occupiers, and the title, description, acreage, state of cultivation and rent charge of each property. **Enclosure Award Maps**, produced for parliamentary enclosure of commons and waste, c.1769 – 1872, and **Deposited Plans** of canals, turnpikes and railways may also contain information on a particular building. **Estate Maps**, which date back as far as the late 16th century, can also be useful. *SRS 61* and *66* and a third typescript catalogue at WSRO list all known manuscript maps available in the county, and *SRS 79* printed maps, with location (mostly WSRO). All maps in WSRO are plotted on key maps in the searchroom, which makes a useful starting point for your research.

Smaller-scale **Town Plans** have been published by various individuals and companies particularly from the early 19th century to date. They also appear in guidebooks to Bognor, Littlehampton and Worthing. Collections of these are at WSRO, WSL and at appropriate town libraries. See also D.J. Butler, *The Town Plans of Chichester 1595-1898* (WSCC, 1972); C.J. Adams et al, *Horsham Mapped* (Horsham District Council/WSCC, 1998) containing reproductions of maps from 1792 to 1932-38, and H. Smail, *The Worthing Map Story* (Worthing Art Development Scheme, 1949) which has street plans from 1814 to 1900. WSL and WSRO have an 1852 local Board of Health plan of Worthing at 120", and 1874-75 town plans at 125" for Chichester, Horsham, Petworth and Worthing on microfilm. Under the Parochial Assessment Act a revaluation map was made for Worthing in 1838 by Charles Hide, because the town had grown so rapidly that previous assessments were out of date. The map (available at WSRO) shows every house, and the reference book gives the names of every owner and occupier (see H. Smail, *The Worthing Map Story* for further details).

If your house was built after the introduction of building bye-laws at the end of the nineteenth century, WSRO may have original **Plans** among the relevant District Council records: Bognor Regis UDC 1883-1948; Burgess Hill 1880-1948; Chanctonbury RDC 1928-35; Chichester City 1923-48; Cuckfield RDC 1882-1948; Cuckfield UDC 1878-1948; East Grinstead RDC 1907-34; East Grinstead UDC 1886-1948; Haywards Heath UDC 1878-1934; Horsham RDC 1923-48; Littlehampton UDC 1865-1948; Midhurst RDC 1900-48; East Preston RDC 1899-1933; Shoreham UDC c.1883-1933; Steyning West RDC 1927-33; Thakeham RDC 1928-33; Westbourne RDC 1919-33; Westhampnett RDC 1924-33; Worthing Borough c.1865-1965; Worthing RDC 1933-49.

6 Population sources

Directories covering West Sussex have been published since the late 18th century and list tradesmen and wealthier residents. There are two basic types. First county directories cover all towns and villages in Sussex and list about 5% of the population, including the wealthier householders and tradesmen of each parish and town, although address details are often lacking. They also have related information on local public buildings, schools, police stations, etc. WSRO, WSL and all larger libraries (see Introduction) hold microfiche sets covering 1792, 1828, 1848, 1855 and every 3 or 4 years to 1938. Secondly, street or town directories have been published for most large towns in the county, listing about 10% of the population with more specific address details. They include heads of household and, after the mid-nineteenth century,

are often in order of street and house number, with a separate section on tradesmen. The following microfiche sets are all held at WSRO, WSL and at the appropriate town library: Bognor 1900-72; Brighton (covering Shoreham and Southwick) 1890-1974; Chichester 1797-1811, 1839, 1880-1974; East Grinstead 1872-1962/63; Horsham 1844-1975 (includes Crawley 1903-41); Mid-Sussex 1883-1967; Worthing 1870-1975. See J.H. Farrant, *Sussex Directories 1784-1940* (Sussex Genealogical Centre, 1980) for the locations of the originals.

Census records list households in the order in which the enumerator walked around his district. The first decennial Census of population in England and Wales was held in 1801. Until 1841 it was purely statistical, and no information is given on individual properties. However, some returns survive for the following parishes: North Ambersham (1815), Upper Beeding (1870-78), Fernhurst (1815), Graffham (1837-44), Greatham (1821), East Grinstead (1811, 1821, 1831), Hurstpierpoint (1803, 1811, 1821), Kirdford (1811), Rusper (1811, 1822), Singleton (c.1852-58), Tangmere (1821), Woolavington (1837-44). These were both official and unofficial, with names of heads of households, and the number in each house. Lists of some of the inhabitants of Chichester were privately compiled in 1740 and 1784. All are available at WSRO.

From 1841, enumerators' returns record details of every individual present on the night of the census. However, addresses are often vague or even non-existent, particularly in rural areas. Census dates, always on Sundays, were as follows: 1841 June 6th; 1851 March 30th; 1861 April 7th; 1871 April 2nd; 1881 April 3rd; 1891 April 5th; 1901 March 31st. As the records are closed for 100 years, the 1901 census returns will not be released for public use until January 2002. It is, however, possible to obtain by post, for a fee, details of a particular address, from the FRC. Microfiche and film copies of census returns for West Sussex parishes 1841-91 are available at WSRO and WSL; local returns, 1841-91, are held at Bognor, Burgess Hill (whole of Mid-Sussex area including Haywards Heath), Crawley, East Grinstead, Horsham, Littlehampton and Shoreham libraries. Returns for East Sussex 1891 are also available at WSRO.

The SFHG and June Barnes have published **Indexes** to the 1851 returns for the following registration districts: Cuckfield, East Grinstead, Hurstpierpoint, Lindfield, Midhurst, Thakeham (Storrington / Pulborough area) and Worth (Crawley area). Registration districts were larger than parishes – some covered twenty parishes, but they might carry the same name. All are available at WSL and WSRO, and the collection is regularly updated.

WSRO and WSL also have large and growing sets of transcripts and indexes, in card form, typescript or published, all on open access, for various parishes and registration indexes. WSL, and the appropriate local library, hold indexes to these censuses: Angmering 1851-91, Burpham 1851-81, Clapham 1851-81, Crawley 1851, East Preston 1851-91, Felpham & Middleton 1841-91, Goring 1851-71, Heene 1851-71, Ifield 1851, Littlehampton 1851-91, Lyminster 1851-81, Nuthurst 1841-91 (fiche), Patching 1851-81, Petworth 1851-91, Poling 1851-81, Rustington 1841-91, Shoreham (New) 1841-91, Warningcamp 1851-81, West Tarring 1851-71, Worth 1851-61 and Worthing 1851-81. Published transcripts are available for East Preston, New Shoreham, Felpham and Middleton, and Crawley, Ifield and Worth. WSRO indexes include Arundel 1851-91, South Bersted (Bognor) 1841-91, Chichester (9 parishes) 1841-91, Littlehampton 1851-91, Midhurst registration district (27 parishes) 1841, 1861 and 1891; Petworth registration district (14 parishes) 1851-91, Westbourne registration district (12 parishes) 1841, 1861, 1871, 1891, Westhampnett registration district (36 parishes) 1841, 1861, 1871, 1891, and Worthing 1851-1891.

The Mormon Church has produced a microfiche index to the 1881 census, county by county, which is available at WSRO for Sussex, Hampshire, Kent and Surrey. All counties in England and Wales are available at WSL, and larger libraries hold the Sussex index. Copies can also be consulted at Mormon Family History Centres (see Mini-Guide 6).

Electoral Registers can be used to check the existence of a property. They have been compiled for the county every year since the 1832 Reform Act, with the exception of the war years 1916-17 and 1940-44. In 1832 they included only male owners of larger properties and tenants; the 1867 Reform Act extended the franchise to male owners of property worth £5 per annum and tenants paying £12 per annum, and in 1884 to all male householders and lodgers paying £10 per annum. The Representation of the People Act of 1918 introduced a universal male franchise and included all women over 30; in 1928 the female qualifying age was reduced to 21. The qualifying age for men and women was reduced to 18 in 1969.

They are not in street order until 1918, so you need to know the name of the occupier. In 1918 street order was introduced into registers of built-up areas only, and rural-area registers were not changed until the 1960s.

WSRO holds a full set of county electoral registers from 1832 with the following exceptions: 1833, 1834, 1836, 1837, 1840 and 1841. They are available on microfiche up to 1895. From 1885-86 to 1915, Botolphs, Bramber, Broadwater, Clapham, Coombes, Durrington, Edburton, Fulking, Goring, Heene, Henfield, Kingston-by-Sea, Lancing, Old and New Shoreham, Sompting, Steyning, Upper Beeding, West Tarring, Woodmancote and Worthing were part of the Mid or Lewes Division of Sussex. From 1832 to 1974 the parishes of Mid Sussex were part of various East Sussex divisions; for these, registers are held at ESRO. WSRO also holds registers of municipal and parliamentary electors for Chichester 1833-1845, 1868 and 1883-1914 (including women from 1883), and Worthing Borough 1949-50 and 1956-61. WSL hold electoral registers for Worthing Borough 1857, c.1880, 1905, 1909, 1914 and 1924 to date. See J. Gibson and C. Rogers, *Electoral Registers since 1832 and Burgess Rolls*, (FFHS, 1989).

Poll Books were introduced in 1696, when sheriffs were first required to compile records of the poll in county elections. Usually divided by parish, they list the name of each voter and the candidate(s) for whom he voted. As the franchise did not become universal for men and women until 1928, the Poll Books include only a relatively small proportion of the population. Poll books were effectively abolished by the 1872 Ballot Act. For West Sussex the following are at WSRO: Arundel 1662, 1727-81; Bramber Borough 1721, 1768; Bramber Rape 1784, 1807, 1836, 1841, 1865 (also at WSL); Chichester 1781, 1782 (also WSL), 1784 (also WSL), 1791, 1793, 1820, 1823, 1826, 1830 (also WSL), 1831; Midhurst 1708, 1710, 1711, 1716, 1735/6, 1737/8, 1741, 1744, 1747, 1754; New Shoreham 1774, 1784, 1807, 1837, 1841 (at WSL only) and 1865 (WSRO and WSL); Steyning 1754, 1790 (also at WSL); Sussex 1705 (*SRS* Vol. 4, at WSRO and WSL), 1734, 1774, 1820 (all also at WSL); Sussex Eastern Division 1832 (PBN Publications, at WSRO and WSL), 1837 (WSL only); Sussex Western Division 1837. See J. Gibson and C. Rogers, *Poll Books c. 1696-1872: a directory of holdings in Great Britain*, (FFHS, 3rd ed. 1994).

7 Taxation records

Annual **Land Tax Assessments** survive for each parish for the period 1780-1832, because they

were needed for electoral registers. They also survive for other dates; see also J. Gibson, *Land Tax Assessments c. 1690-1950* (1983), which lists them, and so does a card index in the searchroom at WSRO. They record assessments for each property, usually naming the landowner and occupier of each, and sometimes identify the property itself. WSRO holds Land Tax records 1780-1832 for the present West Sussex in original (Q/DE/2/1) and microform (MF 625-656).

Through the **Hearth Tax**, occupiers of houses were taxed on each of their hearths (the number of fireplaces in a dwelling was supposed to indicate its size). Only a few records have survived for Sussex and are at the PRO (1662, 1664 and 1665 for Bramber Rape, 1662 for Lewes Rape and 1670 for the whole county). Published transcripts of the 1662 assessment for Bramber Rape (by T.P. Mitchell) are held at CWL, WSL and WSRO and Lewes Rape (M.J. Burchall) at CWL, WSL and WSRO; and the 1670 assessment for Arundel rape (T.P. Mitchell) at WSRO. Explanation of their origin and use can be found in J. Gibson, *The Hearth Tax and Other Later Stuart Tax Lists and The Association Oath Rolls* (FFHS, 2nd ed. 1996). The 1670 Hearth Tax for Chichester is printed in the *Sussex Archaeological Collections*, vol.24 (1872). There are **Window Tax** records at WSRO for Amberley, 1779, East Grinstead, 1766, Littlehampton, 1737 and Petworth 1762. Several returns for Harting are among the Caryll Mss in the British Library.

Records of the payment of **Poor Rates and Surveyors' Rates** also identify property owners, and for many parishes survive well into the nineteenth century. Parish Rates were levied by the Churchwardens, the Overseers of the Poor or the Surveyor of the Highways. The few that survive before the mid-eighteenth century are found in parish records at WSRO, where details will be found in the typescript catalogues. Since their creation in 1894, District Councils have been responsible for collecting local rates. For most, an incomplete run of Rate Books survives, listing by address property owners and occupiers. Inland Revenue Land Valuation "Domesday Books" and Forms created under the 1910 Finance Act also give owners and occupiers of individual properties, and their rateable values. Unfortunately, those for the western end of West Sussex, including Bognor, Chichester and Midhurst, have not survived. WSL holds bound photocopies of some highway, parish church, poor, surveyors' and valuations rate books covering the parishes of Broadwater (including most of central Worthing) and Durrington between 1818 and 1892.

8 Probate records

Wills were sometimes used for the transmission of property. It must be remembered however, when tracing property through wills that there were other methods of transmitting property and that not all descendants are necessarily named in the document. Before 1858 virtually all Wills and other probate records for the Archdeaconry of Chichester, and the two Peculiar Jurisdictions are at WSRO and the records are listed in F.W. Steer and I.M. Kirby, (eds.), *The Records of the Bishop, Archdeacon and Former Exempt Jurisdictions*, (1966), pp.57-54, 143-144, and 150-152. They are available on microfiche at both WSRO and WSL. There are printed indexes to the original wills, 1479-1800 in E.A. Fry (ed.), *Calendar of Wills in the Consistory Court of the Bishop of Chichester, 1482-1800*, (BRS, vol.49, 1915), and to Letters of Administration, 1555-1800 in E.A. Fry (ed.), *Calendar of Administrations in the Consistory Court of the Bishop of Chichester, 1555-1800; Wills and Administrations in the Peculiar of the Archbishop of Canterbury, 1520-1670; Wills and Administrations in the Peculiar Court of the Dean of Chichester, 1577-1800*, BRS, vol.64, 1940. There is a card index to all pre-1858 wills and

administrations omitted from the published indexes in the Search Room at WSRO, and this will shortly be published by the *British Record Society*. Wills and Administrations for the Archdeaconry of Lewes are at ESRO (microfilm copy at WSRO). There is a published catalogue of wills, 1518-1652 in *BRS*, vol.24 (1901) and a typescript index of all pre-1858 Wills and Administrations. Copies of the *BRS* volumes are at WSRO, WSL and CWL. There are also incomplete runs of *BRS* and *Society of Genealogists* indexes to wills proved in the Prerogative Court of Canterbury, 1383-1800 at WSRO and WSL (the originals are at FRC). See M. Scott, *P.R.P. Readers Guide No. 15: Prerogative Court of Canterbury Wills and other Probate Records* (PRO, 1997)

Probate Records for England and Wales since 1858 are at the Principal Probate Registry of the Family Division, First Avenue House, 42-49 High Holborn, London WC1Z 6NT (moved from Somerset House at the end of 1998). WSRO has on microfiche a set of national probate calendars 1853-1943, which for each year provide an alphabetical list, with abstracted details, of wills proved and administrations granted. Indexes up to 1929 are held locally at ESRO and Hampshire Record Office. WSRO also has indexed copies of locally-proved wills 1858-1928. See A. Collins, *Basic Facts about using Wills after 1858 and First Avenue House* (FFHS, 1998), E. McLaughlin, *Wills Before 1858* (FFHS, 3rd ed. 1989) and *Somerset House Wills from 1858* (FFHS, 3rd ed. 1985) and J. S.W. Gibson, *Probate Jurisdictions: where to look for wills* (FFHS, 4th ed., 1994).

Almost 12,000 **Probate Inventories** [lists of the personal effects of the deceased drawn up by local appraisers for calculating ecclesiastical court fees and to avoid disputes over wills] have survived between 1521 and 1834 (the majority between 1580 and 1740). They are useful for house histories because they sometimes list the contents of rooms in the testator's house, and give details of furnishings. See F.W. Steer, 'Smaller houses and their furnishings in the seventeenth and eighteenth centuries' in *Journal of the British Archaeological Association*, **20** and **21** (1957-8), 140-59. Most of the inventories are from the Archdeaconry of Chichester, but some are from the Peculiar of the Dean of Chichester and the Archbishop's Peculiar of Pagham and Tarring. In addition there are a small number from East Sussex and a few from the neighbouring counties of Hampshire and Surrey. T.J. McCann, *West Sussex Probate Inventories, 1521-1834: a catalogue* (WSRO, 1981) classifies them by name, date, parish and value.

Some 1100 **Probate Accounts**, submitted to the ecclesiastical courts by executors when settling the accounts of the deceased, have survived, 1572-1711, covering all the jurisdictions in West Sussex. A detailed alphabetical catalogue (also arranged by parish) giving details of date, parish and value and an index with details of occupations, is at WSRO.

9 Pictorial sources

Prints, Drawings and Photographs may give you an image of the exterior of the house in the past. WSRO has a substantial collection, including over 150,000 photographs, which is indexed by parish, subject and person. Some of these are on the Photographic Database, which will eventually include the collections at WSL and WSRO. In the 1960s Chichester Camera Club photographed every building in Chichester; and during the European Architectural Heritage Year in 1975 communities were asked to photograph their buildings at that date. The resulting collections are held by WSRO. The Library Service holds over 41,000 local photographs and

pictures. Crawley and East Grinstead libraries have respectively over 3000 and 500 views of their own catchment area. The principal collection of over 38,000 views is at Worthing Library and every town and village in West Sussex is represented. It comprises 19,000 photographs from c1860 to date, 12,000 postcards, 2000 glass lantern slides, 1000 negatives, 3,800 prints and engravings and 800 original works of art. An appointment is essential to view this specialised material.

The Roy Armstrong collection of 7-8,000 slides at the Weald & Downland museum, are mostly of traditional buildings in Sussex. The National Monuments Record Centre, Kemble Drive, Swindon SN2 2GZ holds 10,000 photographs of Sussex buildings.

10 Manorial and estate records

Manorial Records: Properties that belonged to a particular manor were known as copyhold. They had to be bought, leased or conveyed in any other way in the Manorial Court, and a record made in the Manor Court Books or Rolls. These have survived for many of the county's manors, and WSRO has a card index, arranged by name of manor. If you don't know the name of the manor to which your property belonged, the *Victoria County History of Sussex* may provide a list of all the manors in each parish. Other useful records are surveys - not necessarily cartographic surveys, but written accounts of manorial deeds, often giving field names, acreages, names of adjacent fields and owners, dwellings, tenants' names, roads and lanes - and rentals. The latter usually only contain the names of the tenant and the rent paid. During the nineteenth century many manorial properties were enfranchised, or converted into freehold. If such enfranchisement deeds survive, they will also help to identify the relevant manorial records for your property.

Estate Records: If a property belonged to or formed part of one of the great estates in the county, such as Arundel, Cowdray, Goodwood, Petworth, West Dean or Wiston or to institutions, such as the Dean and Chapter of Chichester or the Corporation of Chichester, it is often possible to trace its history from the estate records of the relevant landowner. The records of the Arundel and Petworth estates are still preserved in situ, but those at Petworth can be consulted at WSRO given two weeks notice. The records will include manorial documents, titles deeds, rentals, surveys, maps, accounts, correspondence and sale particulars.

Solicitors' Records

WSRO has a large number of collections of Solicitor's collections, almost entirely devoted to transactions of property. These include Messrs. Alberry and Lucas, covering the Midhurst area; Arnold, Cooper and Tompkins of Chichester; Holmes, Campbell & Co., of Arundel and Littlehampton; Oglethorpe and Anderson, covering the Petworth area; Pearless, de Rougemont and Co., of the East Grinstead area; Raper & Co., of the Chichester area; Rawlinson and Butler of Horsham; and Whitley, Hughes and Luscombe of East Grinstead.

11 Sources for certain types of houses

Agricultural Buildings such as stables and barns, and other buildings such as churches, chapels, factories, warehouses and mills have often been converted into dwellings in recent years, but only when the change took place many years ago will there be a history of domestic ownership to discover. Suggestions for research are given in other sections, but with respect to farm buildings their history must be sought as part of that of the farm to which they belonged. Rates will only have been paid after the conversion to a dwelling house. Some architectural studies are listed in the bibliography.

Almshouses. Information concerning houses founded for charitable purposes will be found at WSRO among the records of the charities concerned. Many of these are catalogued among the parish records. An Act of 1812 required trustees of charities to register a statement of estate, annual income and object of the charity with the Clerk of the Peace. A register of Sussex charitable donations is QDS/2/EW1 at ESRO. Records of many almshouses can be found at WSRO, including for example those of Martha Dear Almshouses in Chichester, Sackville College in East Grinstead and Thompson's Hospital in Petworth.

Quarter Sessions have been responsible for the supervision of **Inns and Alehouses** since 1551, and by an Act of 1753 the Clerk of the Peace was required to keep a register of alehouses. None have survived, but a few fragments for 1613 and 1781 were re-used as wrappers. The Quarter Sessions Rolls at WSRO and Order Books (on film at WSRO), listed in the Quarter Sessions catalogue in the Search Room, provide alehouse keepers and victuallers' licences, testimonials to the good character of intending licencees and details of cases concerning affrays in alehouses. By the late nineteenth century, separate licence registers were kept under the Petty Sessions. WSRO has them for Arundel 1893-1969, Chichester 1872-1953, Crawley 1945-68, Haywards Heath 1911-65, Horsham 1879-1970, Littlehampton 1879-1956, Petworth 1872-1964 and Steyning 1932-62. N.B. these registers are closed for 75 years. Once publication of Directories begins they are easily traceable (see section 6).

Nonconformist Meeting Houses. By an Act of 1689 dissenting places of worship were to be registered either at Quarter Sessions or at the Bishop's or Archdeacon's Registry. Prior to 1812 such registration was recorded in the Order Books. The register and certificates give the building and where it was situated, the owner or occupier and the person requesting registration. Denominations are not stated but are sometimes given in the Order Books. Meeting Houses registered at Quarter Sessions or in the ecclesiastical registries are indexed at WSRO. From 1852 it became the responsibility of the Registrar General.

Before Catholic emancipation, **Catholic chapels** were normally to be found in the homes of Catholic gentry. An Act of 1790/1 allowed Catholics to meet for worship in buildings without steeple or bell, on certifying to Quarter Sessions the place of meeting, and the name and description of the officiating priest; consequently records of Catholic places of worship will be found amongst the Quarter Sessions records at WSRO.

Former **Rectories and Parsonage Houses** are often described in Glebe Terriers and Sequestration Papers among the Episcopal Archives. Glebe Terriers (Ep.I/25) should include a description of the parsonage house while Sequestration Papers (Ep.I/71) might include accounts for repairs. They are also well documented in the Faculties or Church Building papers among the Episcopal archives at WSRO. A Faculty had to be obtained from the Chancellor of the Diocese before the fabric of the church, including the churchyard and parsonage house, could be altered in any way, except in the course of necessary repairs. Such records are to be found in

Faculty Papers (Ep.I/40) and Church Building Papers (Ep.I/41), which include plans and specifications for new parsonage houses. There are also reports by Rural Deans on the fabric of churches and parsonage houses in their deaneries, 1817 and 1821 (Ep.I/41/65 and 66).

Documentation concerning Union **Workhouses** and parish **Poor Houses** will be found among the Poor Law records at WSRO listed in J. Coleman, *Sussex Poor Law Records* (WSCC, 1960), and among vestry minutes, overseers accounts and similar records among the parish collections.

Records of **School Houses** will be found among the school records at WSRO, and for some church schools among the parish records or records of nonconformist congregations. In addition the Department of Education and Science has deposited under the 1958 Public Records Act the building grant plans for schools during the period c.1860-1904.

The maintenance of **Police Stations** is referred to in some police records (see the West Sussex Constabulary records at WSRO) and also in Quarter Sessions records, including plans.

Records of **Toll Houses** will be found among those of Turnpike Trusts, which may supply the date of construction and possibly the name of an architect of surviving tollhouses.

Useful addresses:

- Brighton Reference Library (BRL), Church Street, Brighton, East Sussex BN1 1UE
Tel: 01273 296969; fax: 01273 296965
- Chichester Library (CWL), Tower Street, Chichester PO19 1QJ
Tel: 01243 777352; fax: 01243 531610
- Crawley Library (CNL), County Buildings, Northgate Avenue, Crawley RH10 1XG
Tel: 01293 895131; fax: 01293 895141
- East Sussex Record Office (ESRO), The Maltings, Castle Precinct, Lewes BN7 1YT
Tel: 01273 482349; fax: 01273 473321
- Public Record Office (PRO), Ruskin Avenue, Kew, Richmond, Surrey, TW9 4DU
Tel: 0181-876 3444; fax: 0181-878 8905
- Weald & Downland Open Air Museum, Singleton, Chichester, West Sussex PO18 0EU
Tel: 01243 811363; fax: 01243 811475
- West Sussex Record Office (WSRO), County Hall, Chichester PO19 1RN
Tel: 01243 533911; fax: 01243 533959; e-mail: recordsoffice@westsussex.gov.uk
- Worthing Library (WSL), Richmond Road, Worthing BN11 1HD
Tel: 01903 212060; fax: 01903 821902; e-mail: mhayes@westsussex.gov.uk

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Local History Mini-Guides:

1. *Crawley* (1994)
2. *West Sussex at War 1939-1945* (1995) Copies at £1 each are available
3. *East Grinstead* (1995) from WSRO and can be ordered from all
4. *Railways in West Sussex* (1996) West Sussex public libraries.
5. *Bognor Regis* (1996)
6. *Family History in West Sussex* (1997)
7. *Shoreham* (1997)
8. *Newspapers in West Sussex* (1998)
9. *Burgess Hill* (1998)
10. *House History in West Sussex* (1999)

Forthcoming: 11. *Worthing* (1999)

A complete list of WSRO publications is available on the WSRO website:

<http://www.westsussex.gov.uk/CS/RO/rohome.htm>

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