

Hertfordshire Archives and Local Studies

This catalogue was digitised by The National Archives as part of the National Register of Archives digitisation project

NRA 43644



The National Archives

HERTFORDSHIRE ARCHIVES AND LOCAL STUDIES

D/EDi

JOHN DICKINSON AND COMPANY LIMITED

Records of John Dickinson and Company, 1742 – 1989. [Including: records from the establishment of the business in 1804 by John Dickinson; the partnership of Longman and Dickinson; John Dickinson and Company; John Dickinson and Company Limited after incorporation; and the Dickinson Robinson Group, when the Company merged with ES &A Robinson in 1966; records of the subsidiary company John Dickinson and Company (Australasia) Limited [established 1917]; and records of Millington and Sons Limited, a company it took over in 1932, for the period prior to the take over]

The catalogue should be consulted in conjunction with two previously catalogued archives for the company, *see* D/EDk and D/EB1648, both compiled in 1978. The records contained therein mainly comprise title deeds to the company property and premises and a few miscellaneous items. *See* also the extensive collection of photographs and Company journals deposited at this office

CONTENTS

□ INTRODUCTION	p 2 - 16
• ADMINISTRATIVE HISTORY	p 2 - 10
• CUSTODIAL HISTORY	p 11
• ARRANGEMENT	p 11
• CATALOGUE CONTENTS/ STRUCTURE	p 12
• ACCESS AND COPYRIGHT	p 13
• RELATED RECORDS HELD ELSEWHERE	p 13
• BIBLIOGRAPHY	p 14 - 15
• EDITORIAL NOTES	p 16
• GLOSSARY OF TERMS	p 16
□ CATALOGUE	p 17 - 85

INTRODUCTION TO CATALOGUE

COMPANY HISTORY

JOHN DICKINSON

John Dickinson (1782 – 1869) the founder of the Company, was the eldest son of Captain Thomas Dickinson, RN and his wife Frances. He was apprenticed to Thomas Harrison, stationer of London in 1797, on the recommendation of Andrew Strahan¹ who had a publishing business [later to become the King's Printer] with his brother George and his partner John Spottiswoode.

Dickinson began trading as a stationer selling paper manufactured by others before his apprenticeship ended, and by 1804, when he was admitted to the livery of the Stationers' Company, his clients included the *Gentleman's Magazine*, publishers such as Rivington's and Longman's, and various booksellers. In 1805 he moved premises from 2 Walbrook, London to 39 Ludgate Street, London [now Ludgate Hill].

THE PAPER MAKING PROCESS

John Dickinson's ambition was to make paper rather than sell paper made by others, at a time when traditional methods for making paper were still being used. He, like several others believed that a quicker process could be developed.

The traditional methods required cleaned rags to be boiled in a vat with an alkaline solution, and the resultant pulp was then bleached. The vatman removed the pulp, with a wire mould that had a wooden frame or something similar, to make each sheet of paper. The frame on the wire mesh known as a deckle or deckel was adjustable to create the paper size. The vatman would then shake the frame so the fibres sat evenly, and hand it to the coucher [his assistant] who would let the water drain before turning the sheet on a layer of felt. This process was repeated until there was a pile of felt and paper, which was then pressed. Each piece of paper was then hung to dry, dipped in a tub of size, pressed and dried, and treated according to the type of paper required.²

Saint-Léger Didot, a printer and publisher in Paris saw the potential of new developments being pursued by Nicholas Louis Robert that would quicken the existing process by using an endless web of wire to make continuous lengths of paper, instead of making individual pieces from hand held frames. He sponsored Robert and in 1799 a French Patent was secured. Robert sold the patent rights to Didot, who then turned to his brother in law, John Gamble to help him improve the machine. In 1802 Henry and Sealy Fourdrinier began working with them to improve the machine, from Frogmore

¹ Andrew Strahan was a friend of John Dickinson's mother and later of John, he also supported John financially *see* Evans, Joan, *The Endless Web, 1804-1954*, London, 1955, ch 1

² Evans, J., *The Endless Web*, 5; also *see* Evans, Lewis, *The Firm of John Dickinson and Company Limited*, London, 1896, 'Appendix on Ancient Paper Making', 51 – 63

Mills and Two Waters Mill, Hemel Hempstead, with the assistance of Bryan Donkin.³

The machine they developed had the pulp poured over a wire mesh which vibrated constantly so the pulp was disbursed evenly. Water drained through the mesh, and then the paper was passed through rollers to be flattened. The sheet of paper was then taken from the mesh and put on to a reel, then hung to dry in the traditional way.

DICKINSON'S INVENTION

Dickinson was working on inventing a machine for improving the paper making process long before he had completed his apprenticeship. Before his idea was realised he aided the development of existing methods. In 1807 he took out his first two patents. Patent no. 3030 was for non-smouldering and non-explosive canon cartridge paper [used by the Board of Ordnance, and throughout the Peninsular War and the campaign at Waterloo]. Patent no. 3056 was for mechanical cutting of paper reels, which were used on the machine developed by Fourdrinier to enable specific sized papers to be cut.

John Dickinson's next invention was a machine for paper manufacturing using a new method, patented in 1809, as no. 3191. Basically the machine 'comprised a hollow perforated brass cylinder covered with a fine wire mesh partly immersed in a vat of pulp in which it rotated, picking up fibres from a wet sheet which was taken off at the biggest point on a wet felt.'⁴ The lack of marks on the paper from the wire and the satin finish resulting from the extent of fibres that ended facing the same way, were the basis of the success of his machine. Subsequent improvements to the machine, and methods for printing and cutting card and applying adhesive by machine, were patented by John Dickinson between 1811 and 1847.⁵

LONGMAN AND DICKINSON

In 1809 John Dickinson purchased Apsley Mill, Kings Langley from George Stafford, so he could manufacture his own paper. In order to finance the venture he gained George Longman, of the famous publishing family, as a silent partner and the business became Longman and Dickinson. That year they acquired the lease of 63 Old Bailey [later 65] as their London office.

In 1810 John married Ann Grover, daughter of Harry Grover, a prominent banker in the Hemel area. Later that year Longman and Dickinson purchased Nash Mill, Abbots Langley with financial assistance from Grover. While the success of this business was

³ See Patent nos. 2487, 1801; 2709, 1803; 2951, 1806. Also see Pilkington, A, *Frogmore and the First Fourdrinier: A History of the British Paper Company*, Laurence Viney Limited, 1990

⁴ Ward, A.J., 'John Dickinson and the Brandywine: A Hertfordshire invention goes west', *Hertfordshire's Past* 41, Autumn/Winter 1996, 2 – 3

⁵ See Woodcroft, B., *Alphabetical Index of Patentees of Inventions 1617 – 1852*, Evelyn Adams and Mackay Limited, 1969, 160, for details of all John Dickinson's patents. Evans, Joan, *The Endless Web 1804–1954*, London, 1955, ch 3

becoming evident, the Fourdrinier brothers had gone bankrupt. Several of their machines were hired by Dickinson from the bankrupt estate, and used at Nash Mills.

In 1813 a fire badly damaged Nash Mills, but fortunately the property and premises were insured. By 1818 the company was expanding further, and a small mill at Batchworth, Rickmansworth was purchased for the production of half stuff. Longman and Dickinson had gained a good reputation both locally and further afield and their clients included Constable's of Edinburgh and the Clarendon Press.

In 1822 George Longman died. In 1823 his nephew Charles was apprenticed to the company, and became a partner in 1832.

By 1824 Nash and Apsley Mills were both producing paper under steam power. In 1826 a new mill called Home Park Mills about a mile down the canal from Nash Mill was opened to produce special cards made for Jacquard weaving. Expansion continued, and in 1830 production began at another new mill established at Croxley, Rickmansworth. Between 1835 and 1837 a mill to process waste from cotton mills was built near Manchester. In 1836 a house called Abbot's Hill, near Nash Mills was built for Dickinson and his family.

At this time, and throughout the history of the Company, the supply of water, and the locality of the rivers and canals to the Mills and offices was significant to the production of paper and the transportation of the produce. Dickinson and others were actively interested in the development of the local canals.⁶ He also voiced his opinions on issues such as the Excise Duty imposed on paper-makers in the 1820s – 1840s; and the increase in Coal Taxes, publishing opposition literature in the 1850s.

By the 1830s Dickinson was influencing the development of the postal system, from a system where the recipient paid to one using pre-paid envelopes.⁷ He adapted his silk thread paper [invented in 1828, and already used for Exchequer Bonds] to be used for envelopes introducing the new uniform penny post [on envelopes designed by Mulready, which were not successful]. Later examples using a plain threaded envelope [with the Queens head stamp embossed on it, representing the penny black, penny red, and two penny blue stamps] were also rejected, in favour of watermarked paper made by Messrs de la Rue, paper-makers.

FAMILY BUSINESS

John Dickinson (1815 – 1876) the only son of the Company founder to survive infancy was not interested in taking on his father's business. In 1840 John Evans (1823 – 1908), the second son of the founder's sister Ann was taken on at Nash Mills in the accounts department. He married Dickinson's eldest daughter Harriet in 1850 and Dickinson's

⁶ The relationship between the company and the Grand Junction Canal Company is well documented. See Faulkner, A H, *The Grand Junction Canal*, David and Charles Publishers Limited, 1972; and Evans, J, *The Endless Web*

⁷ See Evans, J., *The Endless Web*, 70 – 86 for further details concerning John Dickinson's influence on the development of the postal system

other daughter Fanny married Frederick William Pratt Barlow (1815 – 1883), solicitor. In 1850 John Dickinson admitted the two men to be partners in the business, with Frederick W. Pratt Barlow based at head office at the Old Bailey and John Evans in charge of running the mills and machinery.⁸

Mass envelope production [pocket envelopes and bankers envelopes] was the new demand in the industry, and by 1851 rival Warren de la Rue had developed a machine for folding the envelope and sealing it. In 1850 Dickinson purchased a patented machine from inventor Amédée Françoise Rémond, which John Evans soon had producing huge quantities of envelopes.⁹

Evans worked to improve other machinery related to the paper-making process and in 1854 – 59 took out several letters patent for improvements in the manufacture of ornamental paper and paper bands, and improvements to the manufacture of paper. These methods were developed when demand for quality papers was high, and Christmas and valentine cards had become popular.

Experiments had begun on using raw materials other than rags, such as grasses to make paper. This was mainly because the duties on imports of rags were high. In the 1860s Thomas Routledge set up the Ford Works in South Hyton, near Sunderland for the manufacture of esparto half stuff for the Company. The demand for this produce was so high that by 1877 the old Fourdrinier mills at Frogmore and Two Waters, Hemel Hempstead was leased to enable the Company to increase production.

At this time the Company expanded further in London. Property was acquired in Prujean Square in 1854, 66 Old Bailey and 1 – 3 Ship Court [later Boy Court] in 1856; 67 Old Bailey in 1861; and 4 Boy Court in 1867.

PARTNERSHIP

John Dickinson retired in 1859, and John Evans and Frederick W. Pratt Barlow became partners in the business, with the Longmans still investing.

Frederick W. Pratt Barlow's son Frederick Pratt Barlow (1843 – 1893) was apprenticed to the Company in 1860, in 1865 took up a position at Stationers' Hall, and in 1872 became a partner in the business. His younger brother Frank (1847 – 1917) became a partner in 1877 after several years experience at the mills. John Evans' second son Lewis (1853 – 1930), apprenticed to Frederick Pratt Barlow at Stationers' Hall in 1871, became a partner in 1881. The active interest from the Longmans ended with the death of Charles in 1873. The Dickinsons also ceased to be involved, with the death of John [junior] in 1876, and his two sons disinterested. Frederick Pratt Barlow's death in 1883,

⁸ It may have been around this time, or earlier [1842?] that the company changed its name to John Dickinson and Company.

⁹ After the Patent Act of 1848 de la Rue accused the company of stealing their idea. In 1857 the Company lost the case and had to pay de la Rue for the use of the invention.

led to John Evans' retirement in 1885 to pursue his many other interests.¹⁰

During this time the Company was still expanding. Most significantly, Nash Mills was rebuilt in 1879 and, under the influence of George A J Rothney a branch was established in Calcutta, 1872 and agents in Bombay, 1884.. Types of production had now changed from mainly paper to stationery and by 1873 Apsley Mill produced 3 million envelopes per week [60 per minute]!

INCORPORATION

On 31 March 1886 the Company was incorporated as John Dickinson and Company Limited, a private Company with a capital of £500,000. The Home Park and Old Bailey premises were not included, and were leased to the Company. Frederick Pratt Barlow was made chairman, as the senior partner, and Frank Pratt Barlow and Lewis Evans, directors. AH Longman and James Harvey Brand, financier became directors. GAJ Rothney was made secretary [holding the post until 1916, when he retired].

Reorganisation began with the concentration of paper making at Croxley Mill. Envelopes and stationery were now solely made at Apsley Mill, managed from 1890 by Reuben Herbert Ling [who later became Company chairman, *see* below]. Nash Mills struggled to find cost-effective produce, as did Home Park Mill, which suffered job losses in 1888. The leases of Two Waters and Frogmore Mills expired in 1887, and in 1891 the Mills producing half stuff at Batchworth and Manchester were closed.

In 1889 the business was again restructured, with the appointment of two managing directors, both with seats on the board. The first, FR Pryor [previously manager at Home Park] was in charge of the newly formed Upper Mills, of Apsley, Nash and Home Park Mills; the second, CH Little was head of Croxley Mill. Frank Pratt Barlow and Lewis Evans were given the title of general managers.

This period witnessed increasing competition, which led to the development of product advertising. In 1890 'Court Mourning' stationery was advertised in newspapers, under the direction of Ling.

In 1892 Frederick Pratt Barlow resigned, and his brother Frank replaced him as chairman. RF Pryor resigned as managing director of the Upper Mills, in 1894, replaced by RH Ling as general manager.¹¹

Apsley Mill was now selling postcards and cheap envelopes on large scale, as well as the other stationery products. Croxley Mill was equally prosperous, and the 'Dickinson Institute' was built in 1895. Although upgrades were made on the machinery at Nash Mill, by 1898 it was still struggling, now making cheap paper. Home Park was producing coloured paper against stiff opposition. In London, 1903, the stationery department moved from Old Bailey to 27 Upper Thames Street, under the management

¹⁰ He became famous for his geological, archaeological and antiquarian pursuits and was also active in local government. *See* Evans, J., *The Endless Web*, 103 – 118

¹¹ Evans, J., *The Endless Web*, 153

of the Upper Mills, from 1904. Paddington Wharf [acquired early to mid nineteenth century] also became part of the Upper Mills Group under Ling's direction.

During this period the Company opened a number of offices and branches including: West India House, Bristol, 1894; 162 Edmund Street, Birmingham 1896 and 44 Summer Street, Birmingham, 1911; Manchester, 1896; Belfast, 1897 with a factory in 1900 and Albert Mills, 1911; Leeds, 1905; Nottingham, 1908 and Liverpool, 1908 [closed 1912].

The Company's export trade was developing and by 1903 a new department was established under the direction of an export manager. The Company also had offices and warehouses in Australia, New Zealand, USA, South Africa, India and Canada

In 1912 Frank Pratt Barlow retired, Lewis Evans became chairman, and Frank's younger son, Robert (b 1885) was made director. Reginald Bosnor was admitted as director in 1901. By 1910, power was devolved to managers at the mills and decisions such as staffing matters and production were made by them. In 1906 the Hertfordshire Hart was adopted by the Upper Mills as their trade mark, and in 1910 the Lion Brand product was officially introduced and the trade mark was adopted for Dickinson products made at Apsley [was instituted in Calcutta, 1890].

By 1917 the subsidiary companies of John Dickinson and Company (Australasia) Limited, and John Dickinson and Company (South Africa) were formed. John Dickinson and Company (New Zealand) began trading in 1930, and John Dickinson and Company (Canada) in 1949.¹²

COMPANY CHANGE

In 1918 Reuben Herbert Ling (1864 – 1939) was appointed joint managing director, alongside Henry Godfrey, after the Firm he was in charge of, Millington and Sons Limited was acquired by the Company. In many respects Millington and Sons Limited still operated as almost a separate Firm, until the final amalgamation in 1932, and [until his sudden death in 1924] Godfrey predominantly concerned himself with their factory at Tottenham, Middlesex. *See* below, under HISTORY OF MILLINGTON AND SONS LIMITED for further details.

In 1924 Ling was elected chairman and sole managing director. F.G. Hawdon and Major Reginald Bosnor were made 'active' directors. Other changes include the appointment of annual directors including Morgan Skeins and W.E. Ellens. In 1919 Administrative Boards for the Company and for Millington and Sons were established to deal with technical issues.

Croxley Mill was united with the Upper Mills under Ling's general direction in 1918. In 1919 the selling organisation split into two sections, Paper and Boards and Apsley [merged again 1951]. At Nash expansion and modernisation were needed to cope with

¹² From notes by Roy Burnell, Company consultant

levels of orders after the war. In London, the Upper Thames Street office was sold, 1919 and in 1920 the lease for Ludgate Hill was terminated by its owners. New offices were opened in Bristol and Newcastle, 1920 and the Belfast premises closed, 1925.

Overseas, a factory in Kamarhatti, India was opened in 1920, but closed 1926; an office in Rangoon was closed, in the 1920s [opened 1903?]; the Penang office moved to Singapore in 1922; the Shanghai branch modified, 1926; and the Cairo premises closed [temporarily] in 1925. Also, a factory in Snashall, Australia was purchased, 1920 [modified 1925] and in New Zealand factories were built in Auckland, 1921, Wellington, 1923 and Croxley House factory, Wellington, in 1927.

Ling's approach concentrated on 'sales promotion and the management of labour' and not on technical issues as previous chairman and partners had been.¹³ After the General Strike of 1926 when the mills closed, Ling introduced the internal union called the Union of the House of Dickinson [and the Union of the House of Millington] and encouraged the workers to become members stressing the importance of Company unity.

All ties to the family business were severed in 1928 when Robert Pratt Barlow retired. Ling retired after 50 years service in 1929, and was replaced by FG Hawdon as chairman and managing director, until 1933 when he died unexpectedly. Hawdon was replaced as chairman by Sir Reginald Bosnor,¹⁴ who held the position until 1955. Morgan Skeins, WE Ellens, and RS Dove became working directors in 1929, and managing directors in 1933; Ellens for Envelopes and Manufactured Stationery; Skeins for Paper and Boards [until 1936 when Ellens took on both roles] and Dove for Export.

The integration of Millington and Sons Limited in 1932 led to Basildon Bond productions being moved to Apsley from Tottenham, and Labels and the Karrier Bag Department moved to Tottenham from Apsley. By 1937 Apsley Mill produced, amongst other products, 'Montuk' envelopes, lightweight envelopes for air-mail, mass produced stationery and 'Seal-Easi' envelopes that used latex. The Shendish estate was purchased from the Longman family, and was developed as the Dickinson Guild of Sport, opened by Bosnor in 1937. Nash and Home Park Mills were reorganised, 1927 - 37.

In London, the Paddington wharf branch closed down, in 1930 and stock and distribution moved to Wharfedale Road, Kings Cross, London [to be near the river and railway stations]. Provincial additions include Cardiff, 1931 and Edinburgh, 1935. The branch at 44 Summer Street in Birmingham was closed in 1930, and a branch previously owned by Millington and Sons Limited in Leeds shut down in 1939.

Most overseas offices were prosperous and many expanded in the 1930s. Additions included Jerusalem, Palestine 1934, Christchurch and Dunedin, New Zealand, 1932. In the USA the Company had agents, based in New York.

During the Second World War the Company concentrated on completing as much war-work as possible, and as a result became a protected establishment. Restrictions were in

¹³ Evans, J., *The Endless Web*, 188

¹⁴ Who succeeded to his fathers Baronetcy, 1929

place, men and women were conscripted and short-term policies were adopted. Losses due to direct enemy action included the total destruction of the premises at Great Charles Street, London, Broadmead, Bristol 1940, the Old Bailey and Boy Court premises and Liverpool premises in 1941. Damage occurred to the Despatch Department, Tottenham and Edmund Street, London in 1940 and Croxley House, Manchester, 1941.

After the War, Skeins and Dove retired and JW Randall was made sole managing director. When Bosnor retired in 1955, Randall also became chairman. Works were opened in Kirkby, Liverpool, 1946; and a factory in Leighton Buzzard, 1948.

SUCCESSOR COMPANIES AND SITUATION TODAY

In 1966 the Company merged with ES&A Robinson Limited to become the Dickinson Robinson Group Limited; 'the largest manufacturer of stationery in Britain.'¹⁵ ES &A Robinson were a Bristol based company of printers and wholesalers of stationery, established in 1844.

In 1978 the John Dickinson section of the company was reformed into John Dickinson Stationery partly based at Apsley Mills, and John Dickinson Paper and Boards, to include production at Nash Mills. These two units were independently managed and by 1980 production of unprofitable paper was stopped, concentrating on fine paper, specialist paper and board production.

In 1981 John Dickinson Paper and Boards at Nash Mills remained as such, while DRG regrouped and DRG (UK) was formed, and DRG Envelope and DRG Stationery were established as two autonomous businesses. DRG Envelopes [with Mike Slade as the managing director] was based at Liverpool, Tottenham and half the Apsley site to produce envelopes, labels and business forms. DRG Stationery [with Ian Laurie as managing director] was to manufacture office, personal and educational products, including Lion Brand and Basildon Bond, from Apsley and Leighton Buzzard.¹⁶

Home Park Mills were closed in 1979, and the site sold the following year. In 1983 the Croxley and Tottenham sites were sold, and the operations in South Africa and Zimbabwe ended.

In 1988 the merger of DRG Stationery and DRG Paper and Boards began at Apsley Mill. At the same time a new warehouse was built and 18 acres of land were released. In 1989 Roland Franklin (Pembroke Associates) acquired DRG. The next year DRG Stationery was sold to Biber Holding AG of Switzerland [based at Apsley], and they changed the name back to John Dickinson Stationery Limited. Nash Mills was sold to SAPPI [South African Paper and Pulp Industries. Later called SAPPI Europe] in 1990.

In 1996 John Dickinson Stationery Limited was sold to Spicers Limited, part of David S. Smith (Holdings) plc. At the time of cataloguing [1998] plans are underway for the

¹⁵ Richmond, L., Stockford, B., *Company Archives, the Survey of the Records of 1000 of the First Registered Companies in England and Wales*, Gower Publishing Co. Ltd, Aldershot, 1986, p. 396 – 7

¹⁶ *Berkhamsted Mail*, 14 Jan 1981

assets at Apsley to be disbursed over other Company premises, so the site can be sold. The Company's chief products such as Lion Brand, Basildon Bond [originally a Millingtons product] and Three Candlesticks will still be made under the John Dickinson name. Also, a small museum, and historic paper trail, detailing the history of the Company is to be established on part of the Apsley site.

HISTORY OF MILLINGTON AND SONS LIMITED

William Leschellas founded the business in the 1820s, based at Bishopsgate, London. He struck up a partnership with Charles Hatchett in 1834 that lasted for 2 years. Leschellas apprenticed Charles Samuel Millington, and in 1835 moved to premises at Budge Row, London. In 1840 with development of the penny post and the manufacture of hand-made envelopes they expanded to a factory at Skinners Yard, London.

Leschellas died, leaving the whole business to Millington in 1852 because he regarded him so highly. However, because of a fire shortly before his death, the Firm's assets were greatly reduced, so Millington took on a partner, Thomas Outhwaite Hutton, City businessman. Hutton retired in the early 1880s, and Charles S Millington was joined by his two sons, Charles and Walter. The business now became Millington and Sons [hereinafter called the Firm].

Also working for the Firm was Percy Parminter, Charles S. Millington's nephew, who was as devoted to the business as his uncle had been. When Charles S Millington retired in 1889 and the Firm was incorporated to become a private company, Parminter became the first managing director. He was said to be the 'moving spirit behind many of the [Firm's] great enterprises'¹⁷

In 1903 they expanded to works in Tottenham, Middlesex, and acquired premises in Birmingham [at the recently acquired Wilcock's Company Envelope Works], 1906. The Firm was again incorporated in 1908 as Millington and Sons (1908) Limited, at which point Percy Parminter and Henry Godfrey became joint managing directors.

The Firm was the first maker of window envelopes known as 'outlook' envelopes, where it initially held the monopoly in the UK. It also developed the tub-sized paper called Basildon Bond, in 1911. Their success enabled them to expand further by acquiring branches in Manchester, 1909 and Leeds 1912. They also began trading overseas, with representatives working in India, China and Far East from 1908

Henry Godfrey became sole chairman after the death of Percy Parminter in 1916, and when the Firm was first taken over by John Dickinson and Sons Limited in 1918, he became joint chairman of both businesses.

¹⁷ From unpublished company history, *see* D/EDi/3/9/1

CUSTODIAL HISTORY

Some of the records remained in the custody of the Company and its successor companies prior being deposited in Hertfordshire Archives and Local Studies in 1990 from the Apsley Mills site, and the Dickinson Robinson Group head office, Bristol. Others were donated by Mr R Lynn as executor of the Will of Mr H Packman, via Croxley Green Library, in 1995 having presumably been in the custody of the Company until it closed in 1983, then held by an ex-employee until they were donated to the repository. Mrs N Stubbington donated a further archive from Croxley Green Library in 1996, again, presumably being donated as a result of Croxley Mills's closure. Several records were sent to the Company from other people, either ex-employees or the public; their acceptance by the Company authenticates them.

The surviving records of Millington and Sons Limited appear to have been kept by that Firm during the time prior to the take-over in 1932, when the records were held with the rest of the main Company records. From that time on they remained in the custody of John Dickinson and Company Limited and its successor companies until they were deposited in 1990.

ARRANGEMENT

Many of the records were kept at the Old Bailey office prior to its destruction in 1940, when the records were also destroyed. Some were held in a Company archive at Apsley Mill, where various persons arranged them so they could be found. At some point an archivist listed them,¹⁸ although many records in this list have not been deposited at this archive, and the arrangement used could not be identified. *See* below, **RELATED RECORDS** for other surviving Company records held elsewhere.

A classification scheme designed to reflect the key functions of the business was developed in order to accommodate the complex nature of the records. It is flexible enough to encompass all main business functions, while allowing for the creation of other sections where the unique records particular to the business demand. The scheme enables the original order to be reflected if it can be identified; which encompasses classes of records, such as cash books, annual reports and accounts; and records that were identified as a separate functional section [sub-sub-group] to the general outlined sections.¹⁹

¹⁸ The details are included in Richmond, L., Stockford, B., *Company Archives, the Survey of the Records of 1000 of the First Registered Companies in England and Wales*, Gower Publishing Co. Ltd, Aldershot, 1986.

¹⁹ Based on a scheme used at the Guildhall Library, London, described in Turton, A, Ed, *Managing Business Archives*, BAC, London, 1991, 282 – 284, *see* full MA report by V Hynes for details

CONTENTS

D/EDi/1 JOHN DICKINSON AND COMPANY LIMITED

[MAIN COMPANY]

- /1 Corporate records
- /2 Shares records
- /3 Accounting and financial records
- /4 Legal records
- /5 Operational records
- /6 Marketing and public relations
- /7 Staff and employment
- /8 Property and premises
- /9 Croxley Mill correspondence files
- /10 Compiled historic files
- /11 Unpublished histories
- /12 Trade association papers
- /13 Family and personal papers

D/EDi/2 JOHN DICKINSON AND COMPANY (AUSTRALASIA) LIMITED

[SUBSIDIARY COMPANY]

- /1 Corporate records

D/EDi/3 MILLINGTON AND SONS LIMITED

- /1 Corporate records
- /2 Share records
- /3 Accounting and financial records
- /4 Legal records
- /5 Marketing and public relations
- /6 Staff and employment
- /7 Property and premises
- /8 Family and personal papers

ACCESS AND COPYRIGHT

All records can be consulted and copied according to the standard policies of Hertfordshire Archives and Local Studies.

RELATED RECORDS HELD ELSEWHERE

Some Company records and photographs are held at the Dacorum Heritage Trust.

The Company Museum at Apsley Mill holds some records and artefacts.

Records of Croxley Mill 1880 – 1960 including reports on raw materials, memos, estimates, correspondence and photographs have been deposited at the Science Museum Library, Imperial College Road, South Kensington, London, SW7 5NH. *See* DDE 217 for list of holdings.

The records of ES & A Robinson, 1880 – 1960 were deposited at Bristol Record Office in 1990. *See* DDE 218 for draft list of holdings.

The diaries of Anne and Frances Dickinson are held in the library of the Royal Holloway and Bedford New College, London University [presented in 1955 by Mrs Lowry Cole].

BIBLIOGRAPHY

ARTICLES

Ward, A.J., 'John Dickinson and the Brandywine: A Hertfordshire invention goes west', *Hertfordshire's Past* 41, Autumn/Winter 1996

Ward, A.J., 'In the parish of Apsley End. 1. The men who made the village', *Herts Countryside*

NEWSPAPER ARTICLES

Berkhamsted Mail, 28 Feb 1978

Hemel Hempstead Gazette, 7 Jan 1972

Jacques, P., 'An era ends at John Dickinson' [from March 1st to be two businesses called DRG Stationery and DRG Envelopes], *Berkhamsted Mail*, 14 Jan and 4 Feb 1981

Price, T., 'All change down at the mills' [John Dickinson restructuring], *Berkhamsted Mail*, 23 Nov 1977

Price, T., 'Job crisis: another double blow' [concerning Nash Mills], *Hemel Hempstead Mail*, 5 Nov 1975

Price, T., 'Work axe falls at mainstay company' [John Dickinson], *Berkhamsted Mail West Herts and Watford Observer*, 21 Nov 1986

West Herts and Watford Observer, 15 June 1979, [concerning job losses at Croxley Mill]

West Herts and Watford Observer, 23 Sept 1996 [John Dickinson bought by Biber Holdings AG]

JOURNALS

Dickinson News [1940s Company series]

Notes from Home [1930s Company series]

The Paper-Maker and British Paper Trade Journal, various issues

BOOKS

- Dagnall, H., *John Dickinson and his Silk-Thread Paper*, Dagnall, H., Leicester, 1975
- Evans, J., *The Endless Web: John Dickinson & Co. Ltd 1804 – 1954*, Jonathan Cape, London, 1955
- Evans, J., *Time and Chance: The story of Arthur Evans and his forbears*, Longman, Green and Company, London, 1943
- Evans, L., *The Firm of John Dickinson and Company Limited*, Chiswick Press, London, 1896
- Faulkner, A. H., *The Grand Junction Canal*, David and Charles Publishers Limited, Newton Abbot, 1972
- Finerty, E.T., 'The History of Paper Mills in Hertfordshire', *The Paper-Maker and British Paper Trade Journal*, April – June issues, 1957, pt 1 pp 308 – 314, 326, pt 2 pp 422 – 6, pt 3 pp 510 – 518
- Hills, R.L., *Papermaking in Britain 1488 – 1988: A Short History*, The Athlone Press, London, 1988
- Richmond, L., Stockford, B., *Company Archives, the Survey of the Records of 1000 of the First Registered Companies in England and Wales*, Gower Publishing Co. Ltd, Aldershot, 1986
- Shorter, A.H., *Paper Making in the British Isles: An Historical and Geographical Study*, David & Charles (Publishers) Limited, Devon, 1971
- Ward, A.J., *The Early History of Paper-Making, at Frogmore Mill and Two Waters Mill, Hertfordshire*, Hemel Hempstead
- Woodcroft, B., *Alphabetical Index of Patentees of Inventions 1617 – 1852*, Evelyn, Adams & Mackay Ltd, 1969

EDITORIAL NOTES

The Company – is used to refer to John Dickinson and Company Limited, or John Dickinson and Company prior to incorporation. The early partnership records of Longman and Dickinson, and the records of John Dickinson prior to the partnership and the Dickinson Robinson Group [DRG] records are described as such.

The Firm – is used to describe the records of Millington and Sons Limited, and Millington and Sons prior to incorporation. The records for Millington and Hutton, and Leschellas are described as such.

Information contained in square brackets is editorial notes.

GLOSSARY OF TERMS

[The terms are mostly extracted from Hills, R.L., *Papermaking in Britain 1488 – 1988: A short history*, The Athlone Press, London, 1988, or from Allen, R.E., Ed, *The Concise Oxford Dictionary*, eighth edition, BCA, London, 1991]

Board – a thick sheet of paper, either made as such or created from layers of paper either pressed together or glued to create one sheet

Calender – a machine in which paper is pressed by rollers in order to smooth or glaze it. Placed at the end of the paper making machine

Esparto grass – a coarse grass originally from Spain and North Africa developed to make high quality paper

Half stuff – any partially broken or beaten source of fibres used for paper making

Pulp – the aqueous stuff comprising disintegrated fibrous material from which paper is made

Rags – the original material from which paper was made, although now rarely used except for high quality papers. Fibres that could be used include cotton, linen and jute.

Size – originally a solution of glue or gelatine but later any substance that reduces the rate at which paper treated with it absorbs water

Tub-size – is sizing applied to the paper after it has dried, by soaking it in a hot gelatine and gum solution

1 JOHN DICKINSON AND COMPANY LIMITED
[MAIN COMPANY]

This division contains the records of the main Company from 1804 when John Dickinson first began trading as a stationer, and includes records for Longman and Dickinson, John Dickinson and Company and John Dickinson and Company Limited [upon incorporation]. There are also several items for the period when the Company merged with ES&A Robinson to become the Dickinson Robinson Group [DRG]. [For further information *see* **ADMINISTRATIVE HISTORY**].

For subsidiary company records *see* D/EDi/2 and for records of Millington and Sons Limited *see* D/EDi/3.

1 Corporate records

This section contains executive records of the Company for the period prior to incorporation, and the records of the incorporated Company. [Including: articles of partnership; records relating to incorporation, such as memorandum and articles of association; directors' reports; AGM reports; annual report and balance sheets; Committee and Council minutes and correspondence concerning corporate matters.

See D/EDi/1/9/52–53 for the minutes and indexes of the Paper and Boards section of the Company [Croxley, Nash and Home Park Mills]. For Millington and Sons Limited Administrative Board Committee minutes, which include information on joint Millington and Dickinson meetings *see* D/EDi/3/1/8.

D/EDi/1/1/1	Copy of draft articles of partnership [revised] between Charles Longman and John Dickinson, of Longman and Dickinson, and related papers [1 bdl]	1832 – 1842
D/EDi/1/1/2/1–2	Memorandum and articles of association [1 bdl; 1 item]	1886 – 1924
D/EDi/1/1/2/1	Mar 1886 [For John Dickinson and Company Limited, upon incorporation as a private company with a capital of £500,000. includes related agreements] [1 bdl]	
D/EDi/1/1/2/2	1903 – 1924 [Amended printed version, with Special Resolutions inserted; used until 1926] [1 item]	

1 Corporate records [cont]

D/EDi/1/1/3/1-2	Directors' reports	1896 - 1934
		[2 vols]
D/EDi/1/1/3/1	1886 - 1912	
	[Includes: copies of prospectuses; details of profit and loss account; notices of next meetings; directors' draft resolutions; correspondence and papers concerning stocks and shares; summary of assets and liabilities etc]	
D/EDi/1/1/3/2	1912 - 1921	
D/EDi/1/1/4/1-27	Reports of the Ordinary General Meeting	1912 - 1939
	[Printed pamphlets; 1915 missing]	
		[27 items]
D/EDi/1/1/4/1	1912	
D/EDi/1/1/4/2	1913	
D/EDi/1/1/4/3	1914	
D/EDi/1/1/4/4	1916	
D/EDi/1/1/4/5	1917	
D/EDi/1/1/4/6	1918	
D/EDi/1/1/4/7	1919	
D/EDi/1/1/4/8	1920	
D/EDi/1/1/4/9	1921	
D/EDi/1/1/4/10	1922	
D/EDi/1/1/4/11	1923	
D/EDi/1/1/4/12	1924	
D/EDi/1/1/4/13	1925	
D/EDi/1/1/4/14	1926	
D/EDi/1/1/4/15	1927	
D/EDi/1/1/4/16	1928	
D/EDi/1/1/4/17	1929	
D/EDi/1/1/4/18	1930	
D/EDi/1/1/4/19	1931	
D/EDi/1/1/4/20	1932	
D/EDi/1/1/4/21	1933	
D/EDi/1/1/4/22	1934	
D/EDi/1/1/4/23	1935	
D/EDi/1/1/4/24	1936	
D/EDi/1/1/4/25	1937	
D/EDi/1/1/4/26	1938	
D/EDi/1/1/4/27	1939	

1 Corporate records [cont]

D/EDi/1/1/5/1-58 Annual report and balance sheets [Printed 1895 - 1954
items, some years missing]

[58 items]

D/EDi/1/1/5/1	1895
D/EDi/1/1/5/2	1896
D/EDi/1/1/5/3	1897
D/EDi/1/1/5/4	1898
D/EDi/1/1/5/5	1899
D/EDi/1/1/5/6	1900
D/EDi/1/1/5/7	1901
D/EDi/1/1/5/8	1902
D/EDi/1/1/5/9	1903
D/EDi/1/1/5/10	1904
D/EDi/1/1/5/11	1905
D/EDi/1/1/5/12	1906
D/EDi/1/1/5/13	1907
D/EDi/1/1/5/14	1908
D/EDi/1/1/5/15	1910
D/EDi/1/1/5/16	1911
D/EDi/1/1/5/17	1912
D/EDi/1/1/5/18	1913
D/EDi/1/1/5/19	1914
D/EDi/1/1/5/20	1915
D/EDi/1/1/5/21	1916
D/EDi/1/1/5/22	1917
D/EDi/1/1/5/23	1918
D/EDi/1/1/5/24	1919
D/EDi/1/1/5/25	1920
D/EDi/1/1/5/26	1921
D/EDi/1/1/5/27	1922
D/EDi/1/1/5/28	1923
D/EDi/1/1/5/29	1924
D/EDi/1/1/5/30	1925
D/EDi/1/1/5/31	1926
D/EDi/1/1/5/32	1927
D/EDi/1/1/5/33	1928
D/EDi/1/1/5/34	1929
D/EDi/1/1/5/35	1930
D/EDi/1/1/5/36	1931
D/EDi/1/1/5/37	1932
D/EDi/1/1/5/38	1933
D/EDi/1/1/5/39	1934
D/EDi/1/1/5/40	1935
D/EDi/1/1/5/41	1936

1 Corporate records [cont]

D/EDi/1/1/5/42	1937	
D/EDi/1/1/5/43	1938	
D/EDi/1/1/5/44	1939	
D/EDi/1/1/5/45	1940	
D/EDi/1/1/5/46	1941	
D/EDi/1/1/5/47	1943	
D/EDi/1/1/5/48	1944	
D/EDi/1/1/5/49	1945	
D/EDi/1/1/5/50	1946	
D/EDi/1/1/5/51	1947	
D/EDi/1/1/5/52	1948	
D/EDi/1/1/5/53	1949	
D/EDi/1/1/5/54	1950	
D/EDi/1/1/5/55	1951	
D/EDi/1/1/5/56	1952	
D/EDi/1/1/5/57	1953	
D/EDi/1/1/5/58	1954	
D/EDi/1/1/6	Administrative Board Committee minutes [1 file]	May 1919
D/EDi/1/1/7	Apsley Managers' Council minutes [1 file]	Sep 1918 – Jan 1919
D/EDi/1/1/8	Old Bailey Managers' Council minutes [For the Company office in London] [1 file]	Oct 1917 – Jan 1919
D/EDi/1/1/9	Export and Mill Co-ordinating Delegates minutes [Paper and Boards section] [1 file]	Mar 1919 – Apr 1919
D/EDi/1/1/10	Export Council of Direction minutes 'No. 1' [See index, D/EDi/1/1/11, below] [1 file]	Oct 1920 – Dec 1921
D/EDi/1/1/11	Index to Export Council of Direction minutes 'No. 1' [For minutes <i>see</i> D/EDi/1/1/10, above] [1 vol]	Oct 1920 – Dec 1921

1 Corporate records [cont]

- | | | |
|--------------|---|------------------------|
| D/EDi/1/1/12 | Original manuscript of John Dickinson detailing his opposition to Coal Tax, and the potential effects on the paper-making industry [Later published, <i>see</i> D/EDi/1/10/5 for John Evans' printed copy of 1854] | 1853 |
| | [1 bdl] | |
| D/EDi/1/1/13 | Correspondence from GAJ Rothney to Frederick Pratt Barlow [Company partner, and director] detailing his findings on a tour of Australia to assess business opportunities, also includes his notes from USA and South Africa [<i>See</i> D/EDi/1/13/1 for further details of Rothney's career with the Company] | Apr 1886
– Apr 1887 |
| | [1 vol] | |
| D/EDi/1/1/14 | Correspondence between the Company and the Ministry of Munitions of War concerning work at the mills, occupations of employees (labour supply) and granting of a protection certificate as a controlled establishment [<i>See</i> also D/EDi/1/9/21] | Apr 1917
– Sep 1918 |
| | [1 file] | |
| D/EDi/1/1/15 | Correspondence and papers concerning company donations and subscriptions [Such as donations to the Red Cross and subscriptions to the Tariff Commission] | Jan 1917
– May 1920 |
| | [1 file] | |
| D/EDi/1/1/16 | General correspondence, newspaper articles and other papers [Including information on overseas trade, letters from shareholders etc] | Feb 1918
– Feb 1919 |
| | [1 file] | |
| D/EDi/1/1/17 | Correspondence and papers concerning the Company's unsuccessful attempt to gain a Royal Warrant, as supplier of paper to the Royal Household | Sep 1955
– Aug 1977 |
| | [1 file] | |

2 Share records

This section contains records relating to the issue of shares by the Company, such as: agreements; trust deeds; share certificates and related forms.

D/EDi/1/2/1	Debenture and debenture stock trust deed for the Company upon incorporation [With schedules of deeds deposited with the Trust] [1 bdl]	Mar 1895 – Jul 1912
D/EDi/1/2/2	Printed copy of the Dickinson Robinson Group [DRG] trust deed for unsecured loan stock [Issued when the Company merged with ES & A Robinson] [1 item]	Jul 1966
D/EDi/1/2/3	Agreements for the transfer of shares [Includes details of shares issued to the new directors of the Company and plans for the issue of the remainder] [1 bdl]	1887; 1894
D/EDi/1/2/4	Preference share certificates, £100 each [1 vol]	Jun 1886 – Nov 1893
D/EDi/1/2/5	Provisional share certificates, 1 – 250, for cumulative preference shares [1 vol]	Jul 1900 – Sep 1900
D/EDi/1/2/6	Cumulative preference stock certificates [1 vol]	May 1907 – Sep 1907
D/EDi/1/2/7	Share transfer forms [completed] [1 vol]	Jul 1886 – Feb 1898
D/EDi/1/2/8	Forms of acceptance for the issue of Ordinary Shares, nos. 1 – 165 [1 file]	May 1920

3 Accounting and financial records

This section includes accounts for the period prior to incorporation as well as after. Including: general company accounts; production accounts for particular factories and mills; ledgers; journals; bill books; cash books; and bank pass books. For early examples of invoices and receipts, and cancelled cheques *see* D/EDi/1/10/12-26.

D/EDi/1/3/1/1-27	Company accounts for Longman and Dickinson [Including: stock inventories; debts owing to the Company; details of bills and cash owed to and by the Company; statements of company affairs etc. There is 1 volume for each year unless stated otherwise]	1821 - 1854
		[27 vols]
D/EDi/1/3/1/1-2	May 1821 [2 versions]	[2 vols]
D/EDi/1/3/1/3-4	Dec 1821 [2 versions]	[2 vols]
D/EDi/1/3/1/5	Dec 1822	
D/EDi/1/3/1/6	Dec 1823	
D/EDi/1/3/1/7	Dec 1824	
D/EDi/1/3/1/8	Dec 1825	
D/EDi/1/3/1/9	Dec 1826	
D/EDi/1/3/1/10	Dec 1827	
D/EDi/1/3/1/11	Dec 1828	
D/EDi/1/3/1/12	Dec 1829	
D/EDi/1/3/1/13	Jun 1830	
D/EDi/1/3/1/14	Jun 1833	
D/EDi/1/3/1/15	Jun 1840	
D/EDi/1/3/1/16	Jun 1842	
D/EDi/1/3/1/17	Jun 1843	
D/EDi/1/3/1/18	Jun 1845	
D/EDi/1/3/1/19	Jun 1846	
D/EDi/1/3/1/20	Jun 1847	
D/EDi/1/3/1/21	Dec 1848	
D/EDi/1/3/1/22	Jan 1852	
D/EDi/1/3/1/23-25	Jun 1853 [3 versions]	[3 vols]
D/EDi/1/3/1/26	Jun 1854	
D/EDi/1/3/1/27	Jun 1855	
D/EDi/1/3/2	Quarterly balance sheets, including percentages [sic] detailing sales and cost accounts for Home Park Mills, 1907 - 1930 [Also includes accounts for the Colouring Department, 1896 - 1910 and the Gumming Department, 1938 - 49]	1896 - 1949
		[1 bdl]

3 Accounting and financial records [cont]

D/Edi/1/3/3	Annual Sales account book	Jan 1879 – Dec 1912
		[1 vol]
D/Edi/1/3/4	Account book of Frank Pratt Barlow [Company partner, became a director upon incorporation in 1886, and was chairman 1892 – 1912. Includes details of the Company capital account, general and direct sales at home and overseas, balances and reserves, general, extraordinary and special meetings etc. Indexed]	1879 – 1912
		[1 vol]
D/Edi/1/3/5	Account book of Robert Pratt Barlow [Company director 1912 – 1928. Includes details of the Company capital account, general and direct sales at home and overseas, balances and reserves etc. Indexed]	1912 – 1917
		[1 vol]
D/Edi/1/3/6/1–52	Quarterly accounts for Manchester factory, for the production of half stuff [Includes details of production, sales and stock, prices for produce etc. 1 volume for Mar, Jun, Sep and Dec of each year unless otherwise stated]	1871 – 1885
		[52 vols]
D/Edi/1/3/6/1–2	1871 [Sep, Dec]	[2 vols]
D/Edi/1/3/6/3–5	1872 [Jun, Sep, Dec]	[3 vols]
D/Edi/1/3/6/6–9	1873	
D/Edi/1/3/6/10–13	1874	
D/Edi/1/3/6/14–17	1875	
D/Edi/1/3/6/18–20	1876 [Apr, Jun, Dec]	[3 vols]
D/Edi/1/3/6/21–24	1877	
D/Edi/1/3/6/25–28	1878	
D/Edi/1/3/6/29–32	1879	
D/Edi/1/3/6/33–35	1880 [Mar, Jun, Dec]	[3 vols]
D/Edi/1/3/6/36–38	1881 [Apr, Jul, Oct]	[3 vols]
D/Edi/1/3/6/39–42	1882 [Apr, Jun, Sep, Dec]	[4 vols]
D/Edi/1/3/6/43–46	1883	
D/Edi/1/3/6/47–50	1884	
D/Edi/1/3/6/51–52	1885 [Mar, Jun]	[2 vols]

3 Accounting and financial records [cont]

D/EDi/1/3/7/1-2 Private ledgers [2 vols] Dec 1879
 - Dec 1885

D/EDi/1/3/7/1 Dec 1879 - Jun 1883
 D/EDi/1/3/7/2 Jun 1883 - Dec 1885

D/EDi/1/3/8 Private journal [1 vol] Jul 1885
 - Dec 1893

D/EDi/1/3/9/1-19 Cash books [19 vols] 1801 - 1852

D/EDi/1/3/9/1 1801
 D/EDi/1/3/9/2 1802
 D/EDi/1/3/9/3 1804
 D/EDi/1/3/9/4 1805
 D/EDi/1/3/9/5 1806
 D/EDi/1/3/9/6 1807
 D/EDi/1/3/9/7 1808
 D/EDi/1/3/9/8 1809
 D/EDi/1/3/9/9 1810
 D/EDi/1/3/9/10 Sep 1811 - Jun 1812
 D/EDi/1/3/9/11 Jul 1812 - Dec 1813
 D/EDi/1/3/9/12 1816
 D/EDi/1/3/9/13 Jan 1817 - Dec 1818
 D/EDi/1/3/9/14 Jan 1819 - Dec 1820
 D/EDi/1/3/9/15 Jan 1823 - Jun 1825
 D/EDi/1/3/9/16 Jul 1832 - Jun 1836
 D/EDi/1/3/9/17 Jul 1840 - Jun 1842
 D/EDi/1/3/9/18 Jul 1842 - Jun 1845
 D/EDi/1/3/9/19 Jul 1848 - Dec 1852

D/EDi/1/3/10/1-2 Cash books [Detailing formal copy of cash flow, Jul 1830
 part of which contained in cash book - Jun 1840
 D/EDi/1/3/9/16 *see* above] [2 vols]

D/EDi/1/3/10/1 Jul 1830 - Jun 1837
 D/EDi/1/3/10/2 Jul 1837 - Jun 1840

3 Accounting and financial records [cont]

D/EDi/1/3/11	Bill book	[1 vol]	Jul 1836 – Feb 1848
D/EDi/1/3/12	Longman and Dickinson bank account details [Recording debits, credits, balance details and amounts overdrawn each month]	[1 vol]	Nov 1810 – Jul 1811
D/EDi/1/3/13/1–6	Bank pass books	[6 vols]	1816 – 1818; 1833 – 1848
D/EDi/1/3/13/1	Dec 1816 – May 1818		
D/EDi/1/3/13/2	Mar 1833 – Mar 1836		
D/EDi/1/3/13/3	Apr 1836 – Dec 1838		
D/EDi/1/3/13/4	Jan 1839 – Dec 1840		
D/EDi/1/3/13/5	Jan 1841 – Dec 1843		
D/EDi/1/3/13/6	Jan 1844 – Aug 1848		

4 Legal records

This section contains records relating to patents and specifications, trademarks, litigation, agreements, contracts and licenses. For other legal records *see* D/EDi/1/10/27–32. Also *see* D/EB1648 B2 for specification for patent no. 4959, for method of cutting card and applying adhesive by machine by John Dickinson, 1824 and D/EDk B1 for specification of patent no. 3056 for improvements to the cutting-machine and machinery for a new method of paper-cutting by John Dickinson, 1807.

[Patents and specifications]

D/EDi/1/4/1	Manuscript specification entitled 'A Hollow Cylinder with a Pervious Surface' for machine that manufactures paper, sizes it and cuts it into sheets of any size [Later became patent no. 3191], signed as seen by Andrew Spottiswoode, printer, Charles Graves and David Robertson	[1 item]	Nov 1804
-------------	--	----------	----------

4 Legal records [cont]

- | | | |
|-------------|---|----------|
| D/EDi/1/4/2 | Letters patent no. 3839 to John and George Dickinson for certain improvements to John Dickinson's machinery for manufacturing paper, and certain apparatus for separating the knots or lumps from paper or paper-stuff
[1 item] | Aug 1814 |
| D/EDi/1/4/3 | Printed specification and plan for certain Improvements to the manufacture of paper for patent no. 8751 [23 Dec 1840] by John Dickinson
[1 item] | 1856 |
| D/EDi/1/4/4 | Letters patent no. 694 granted to John Evans for 'A new manufacture of paper' [with Great Seal of the Realm attached and in original box]
[1 box] | Apr 1854 |
| D/EDi/1/4/5 | Letters patent no. 1186 granted to John Evans for 'Improvements in the Manufacture of Ornamental Paper and Paper Bands' [with Great Seal of the Realm attached and in original box]
[1 box] | May 1854 |
| D/EDi/1/4/6 | Letters patent no. 739 granted to John Evans for 'Improvements in the manufacture of paper' for a method of burnishing [with Great Seal of the Realm attached and in original box]
[1 box] | Mar 1859 |
| D/EDi/1/4/7 | French letters patent nos. 860 and 1728 granted to John Evans for 'Improvements in the Manufacture of Ornamental Paper and Paper Bands', 8 and 29 Jan 1855 respectively from the Ministère de l'Intérieur; letters patent no. 21975 for same invention granted by the Ministère de l'Agriculture, du Commerce et des Travaux Publics, 8 Jan 1855 [In French]
[1 bdl] | 1855 |

4 Legal records [cont]

- | | | |
|--------------|---|-------------|
| D/EDi/1/4/8 | Printed copies of Eugenio Zuccato's patents nos. 3647, of 1877 and 4434, of 1878, for improvements to certain copying apparatus for drawings etc | 1877 - 1878 |
| | | [1 file] |
| D/EDi/1/4/9 | Printed copies of specifications [some with associated correspondence] for the following patents: no. 19,698, for 'Improvements in or relating to note paper and envelopes', by Edwin Roberts, 1892; no. 891 for 'A new or improved combined note paper and envelope' by George John Victor Gould, 1897; no. 8643 for 'Improvements in invoices, statement forms and the like' by Charles James Croft, 1900; no. 17,399 for 'Improvements in or relating to manifolding devices' by John Edward Norman, 1907. [Also contains details the Patents Act 1902, which came into effect 1905] | 1892 - 1907 |
| | | [1 bdl] |
| D/EDi/1/4/10 | Provisional and draft agreement assigning sole manufacturing rights for the invention of the Loose Leaf Ledger, by Ernest Honey to the Company by the Ernest Honey Loose Leaf Ledger Company | May 1905 |
| | | [2 items] |
| D/EDi/1/4/11 | Copies of agreements and related papers that assign rights to the Company for the use of various patented machines connected with envelope making from Germany and the USA | 1930 - 1935 |
| | | [1 file] |
| D/EDi/1/4/12 | List of all company patents [with notes] | 1978 |
| | | [1 bdl] |

4 Legal records [cont]

D/EDi/1/4/13 Correspondence from *The Paper Industry*, Chicago regarding John Dickinson's patent no. 3191 1938

[1 bdl]

[Trademarks]

D/EDi/1/4/14 Correspondence concerning the registration of the trademark 'Karrisafe' for printed paper rate envelopes sold in the UK and South Africa and 'Montuk' envelopes sold in South Africa 1853 – 1854

[1 file]

D/EDi/1/4/15 Correspondence, articles, and information concerning the origins of trade names belonging to John Dickinson and Company Limited and Millington and Sons, including Court Mourning stationery, Basildon Bond [originally a Millington and Sons product], Three Candlesticks, Lion Brand etc 1975 – 1980

[1 file]

D/EDi/1/4/16 Advertisement [with illustrations] from *The Trade Marks Journal* for trade mark application by the Company for Japanese writing paper and a stationery cabinet called the 'Mikado Cabinet', sent to the Company by the Trademarks Consultants Company, Harrow, Middlesex 1979

[1 bdl]

[Litigation]

D/EDi/1/4/17 Bill of Complaint, copy of Joint Report and details of events in Chancery concerning the Company's alleged theft of an idea for an envelope folding machine designed by William de la Rue and Edwin Hill, with patent of 17 Mar 1845, and later patent for improvements to the machine, of 19 Dec 1849. [An application for an

[cont...]

4 Legal records [cont]

- [cont]
D/EDi/1/4/17 injunction by Thomas de la Rue and Company was made against the Company and was partly successful at a Chancery Tribunal. The Company was fined in 1857. Also includes copy of picture of the invention from the Great Exhibition of 1851, held at the Crystal Palace]
[1 bdl]
- D/EDi/1/4/18 Notice of Order of Court for the Company versus William Booth and George Wrefford [Trustee in bankruptcy of William Burgess] debarring them from right of title of premises
[2 items] Nov 1893
- D/EDi/1/4/19 Correspondence and other papers concerning the action against Robert Götte, printer in Bangkok for receipt of money owed to the Company [Some papers in German]
[1 bdl] 1911 – 1913
- [Contracts and agreements]*
- D/EDi/1/4/20 Powers of Attorney for business overseas [File also included memorandum and articles of association for subsidiary company John Dickinson and Company (Australasia) Limited and related papers, 1917 *see* D/EDi/2/1/1]
[1 file] 1902 – 1926
- D/EDi/1/4/21 Loan of £500 by the Company to Arthur Harvard and Frederick W Selbourn to purchase the goodwill of the business and stock of a stationers at 63 High Holborn, London from Henry S Warr, with covenant to purchase exclusively from the Company
[1 item] 1891

4 Legal records [cont]

- | | | |
|--------------|---|-------------|
| D/EDi/1/4/22 | Mortgage of policy of assurance, with related papers and correspondence for loan of £2000 by the Company to George O Smith, lithographic printer, and Harry Smith, contractor | 1895 – 1899 |
| | | [1 bdl] |
| D/EDi/1/4/23 | Undertaking to stamp equitable mortgages for £23,000, between Frederick Pratt Barlow and Lewis Evans and Arthur Woofrey Bridge | 1886 |
| | | [1 item] |

5 Operational

This section contains records relating to operations at particular mills, namely Croxley, Apsley and Home Park, as well as contracts and licences for particular operational functions. *See* D/EDi/1/9 Croxley correspondence, minutes and papers, for records detailing operations at Croxley Mill. Also, *see* D/EDi/1/10/33–40 for other miscellaneous operational records.

[Agreements and contracts]

- | | | |
|-------------|---|-------------|
| D/EDi/1/5/1 | Copy of agreement [of 1913] between Apsley and Croxley Mills to ensure that no competition exists between them regarding the sale of Croxley Manufactured Stationery | nd [c1950s] |
| | | [1 item] |
| D/EDi/1/5/2 | Licence for rights to take water from the Canal at Battlebridge Basin, Kings Cross, London granted by the Grand Union Canal Company to the Company [Also includes copy of agreement for the use of the Basin by the Company of Proprietors of the Regents Canal to William Horsefell, 1820] | 1941 |
| | | [1 bdl] |

5 Operational [cont]

- | | | |
|------------------------|--|------------------------|
| D/EDi/1/5/3 | Agreement between the Company and the contractors Edward Bennis and Company Limited, engineers of the Lancashire Stoker Works to generate a supply of steam to power Croxley Mill, from the boiler house on site
[1 item] | 1893 |
| D/EDi/1/5/4 | Contract for Induced Draught Fan Motor and accessories at Croxley Mills
[1 vol] | 1919 |
| D/EDi/1/5/5 | Contract [with plan] for Coal Handling Plant at Croxley Mills, with Messrs Bennis and Company Limited, engineers of the Lancashire Stoker Works
[1 vol] | 1920 |
| <i>[Miscellaneous]</i> | | |
| D/EDi/1/5/6 | Papers concerning the development of envelopes using latex gumming, with samples
[1 file] | Feb 1933
– Dec 1934 |
| D/EDi/1/5/7 | Diary for Apsley Mills [Includes details of production methods, staffing matters, fire brigade, the effects of the General Strike of 1926, the situation during World War I and World War II etc. Indexed]
[1 vol] | 1878 – 1950 |
| D/EDi/1/5/8 | Daily output lists and production graphs of the pad packaging machine of Apsley Stationery Department, with examples of the packaging
[1 bdl] | May 1952
– Nov 1953 |
| D/EDi/1/5/9 | Apsley Mills visitors' book
[1 vol] | Jan 1891
– Apr 1869 |

5 Operational [cont]

- | | | |
|------------------|---|------------------------|
| D/EDi/1/5/10 | Apsley Garage accounts [Detailing repairs to company cars, department expenses etc]
[1 item] | Jan 1917
– Jun 1927 |
| D/EDi/1/5/11/1–2 | Board authorisations for capital expenditure at Home Park Mills, Abbots Langley [Includes requests for building work etc]
[2 vols] | 1898 – 1914 |
| | D/EDi/1/5/11/1 | Jan 1898 – Apr 1908 |
| | D/EDi/1/5/11/2 | Dec 1907 – Aug 1914 |
| D/EDi/1/5/12 | Letter concerning expenses owed to John Dickinson from business dealings with London to Birmingham Railway [Opened at Boxmoor, 1837]
[1 item] | Dec 1838 |
| D/EDi/1/5/13 | Printed copies of London and North Western Railway half-yearly directors' reports and Statement of Accounts, sent to John Evans, esq, [the Company was looking to sell land to be used for the proposed railway]
[1 bdl] | 1874 – 1882 |

6 Marketing and public relations

This section includes price lists, stock catalogues, advertisements, samples, photographs, newspaper cuttings and articles. *See* D/EDi/1/10/41–56 for other miscellaneous marketing and public relations material and D/EDi/1/7/5 for examples of company Christmas cards.

[Price lists]

- | | | |
|-------------|---|-------------|
| D/EDi/1/6/1 | Export price list for products manufactured at Apsley and Nash Mills, with samples of envelopes, notepaper, stationery, cards, business cards etc [Price and product updates inserted]
[1 vol] | 1904 – 1908 |
|-------------|---|-------------|

6 Marketing and public relations [cont]

[Product catalogues]

- | | | |
|-----------------------------|---|-------------------|
| D/EDi/1/6/2 | Croxley Paper sample book [Includes details of the history of paper-making and photographs of Croxley Mill and the machinery therein] | nd [c 1920s] |
| | [1 vol] | |
| D/EDi/1/6/3 | Sample book of company products | nd [c 1938] |
| | [1 vol] | |
| D/EDi/1/6/4 | Apsley Stationery Department sample book | nd [c 1948] |
| | [1 vol] | |
| D/EDi/1/6/5 | Croxley Script sample book, <i>see</i> D/EDi/1/10/72 for details of a quote used in the book | 1960 |
| | [1 vol] | |
| D/EDi/1/6/6 | Croxley Fine Papers sample catalogue | nd [c 1960s] |
| | [1 vol] | |
| D/EDi/1/6/7 | Lion Brand sample book for the Dickinson Robinson Group [DRG] | nd [c late 1960s] |
| | [1 file] | |
| D/EDi/1/6/8 | DRG Stationery catalogue [Dickinson Robinson Group] | nd [c 1985] |
| | [1 file] | |
|
<i>[Advertisements]</i> | | |
| D/EDi/1/6/9 | Poster advertising the opening of Apsley railway station and menu for luncheon | Sep 1938 |
| | [2 items] | |

6 Marketing and public relations [cont]

- | | | |
|--------------|--|------------------------------------|
| D/EDi/1/6/10 | Company advertising booklet [Details expansion to new offices, warehouse and showroom at 27 Upper Thames Street, London. Also provides information on existing premises and produce. 2 copies] | 1903 |
| | [2 items] | |
| D/EDi/1/6/11 | Commemorative brick preserved from the original Apsley building, with plaque partly stating 'Apsley Mill 1809 – 1987, Building a Strong Future for a Firm Foundation' | 1809; 1987 |
| | [1 item] | |
| D/EDi/1/6/12 | Smallest book made at Apsley Mills for the British Empire Exhibition at Wembley, 'smaller than any bound book in the Queens dolls house' | 1924 |
| | [1 item] | |
| | <i>[Samples]</i> | |
| D/EDi/1/6/13 | Sample of watch bow tabs, made at Basildon Works, Tottenham | nd [c 1932] |
| | [1 bdl] | |
| D/EDi/1/6/14 | Specimens of Lion Brand Revenue Stamp Papers for India | nd [c early 20 th cent] |
| | [1 vol] | |
| D/EDi/1/6/15 | Experimental 1d letter sheet using silk thread paper [used for display] designed by John Dickinson to demonstrate his views on introducing a uniform penny post [Circulated amongst traders and submitted to Mercantile Committee on Uniform Penny Post] | 1837 |
| | [1 item] | |

6 Marketing and public relations [cont]

- D/EDi/1/6/16 Compiled file of envelopes and paper detailing the development of the postal system, also miscellaneous examples of later Company envelopes inserted at back of file [Includes: 1768 envelope with uniform two penny charge for letters inter-city; 1d and 2d experimental letter sheets using silk thread paper, 1837; photographs of Mulready Caricatures of 1840; envelope distributed to troops on active service during Second World War; envelopes distributed in New Zealand, 1967. *See* D/EDi/1/10/44 and D/EDi/1/10/46 for further envelope samples] 1768 – 1967
[1 file]
- D/EDi/1/6/17 Examples of commemorative envelopes made for the Company centenary, 1904 and Silver Jubilee, 1935 [Sent to the Company by previous employee who inherited them from his uncle, also previous employee; with correspondence] 1904; 1935;
1977
[1 bdl]
- D/EDi/1/6/18 Copy of *Rejected Addresses or the New Theatricum Poetrum*, 13th edition, London, 1813 [Watermarked by John Dickinson, 1810] 1813
[1 vol]
- [Newspaper cuttings and articles]*
- D/EDi/1/6/19 Scrapbook [with index] of newspaper cuttings comprising a detailed account of important information relating to the Company [Including: detailed histories of company directors, managers and other significant persons; financial information; shares details; operational issues and material concerning overseas trade and other events] 1928 – 1963
[1 vol]

6 Marketing and public relations [cont]

- | | | |
|--------------|--|--------------|
| D/EDi/1/6/20 | Newspaper article, as a supplement to the <i>Hertfordshire Hemel Hempstead Gazette</i> , entitled 'The Dickinson Centenary' | Apr 1904 |
| | [1 item] | |
| D/EDi/1/6/21 | Newspaper article from the <i>Observer: Jubilee Supplement</i> , entitled 'Messrs John Dickinson & Company Ltd: the growth of a great industry' | 1913 |
| | [1 item] | |
| D/EDi/1/6/22 | Newspaper cuttings concerning company persons, and events [Including photographs of employees completing 50 years service etc] | 1923 – 1933 |
| | [1 bdl] | |
| D/EDi/1/6/23 | Printed article detailing the history of the envelope, entitled 'The common envelope has a colourful history' by C J Mearing [Reprint from <i>The British Printer</i> , no.374, Sep – Oct 1950] | nd [c 1970s] |
| | [1 item] | |
| | <i>[Photographs]</i> | |
| D/EDi/1/6/24 | Photograph album showing the re-building of Nash Mills and housing for the employees | nd [c 1879] |
| | [1 vol] | |
| D/EDi/1/6/25 | Photograph album entitled 'Memories of Apsley Mills' promoting history of production, growth of the business etc | nd [c 1950s] |
| | [1 vol] | |
| D/EDi/1/6/26 | J W Timberlake's photograph album from South Africa [Includes pictures of the factories, employees etc in Cape Town and Johannesburg. Timberlake was company representative in South Africa, from 1893, establishing offices and warehouses there] | 1930s |
| | [1 vol] | |

6 Marketing and public relations [cont]

- D/EDi/1/6/27 Photographs of plans of Apsley Mills and Shendish, Kings Langley, 1826 – 1950 [Also photograph of Apsley Mill site, c 1950] nd [c 1950]
[1 vol]

7 Staff and Employment

The section includes records concerning the appointment of staff, recreation and events held by the Company, the Company Fire Brigade and other societies that the Company established, and records concerning industrial relations for the Union of the House of Dickinson and the Union of the House of Millington. [See D/EDi/3/6 for other staff records for the Firm].

See D/EDi/1/10/57–62 for other Company records relating to staff and employment and D/EDk/B1 for apprenticeship indenture of Frederick Thomas Pratt Barlow, 1858.

[Appointments]

- D/EDi/1/7/1 Memorandum to Reuben Herbert Ling from RF P[ryor] concerning Ling's salary when he was manager at Apsley Mill, and Pryor was managing director of the Upper Mills [Apsley, Nash and Home Park] 1893
[1 item]

[Industrial Relations]

- D/EDi/1/7/2 Union of the House of Dickinson and the Union of the House of Millington papers and correspondence, employees loyalty statements and pictorial messages, guides for best practice and 'Members Year' messages [Declared in 1928 to promote 'unity' within the Company] 1913 – 1955
[1 bdl]

7 Staff and Employment [cont]

- | | | |
|-----------------|--|-------------|
| D/EDi/1/7/3 | Information file entitled 'Notes from home' for the Union of the House of Dickinson [Includes details of company events, departmental achievements and photographs of staff, events, machinery and buildings etc] | Jan 1934 |
| | [1 file] | |
| D/EDi/1/7/4 | Company mission statement and Union of the House of Dickinson work statement entitled 'Order of Service' [signed by Reginald Bosnor, company chairman 1933 – 1955. Leonard Charles Mills [?] copy, in original case] | Dec 1934 |
| | [1 roll] | |
| D/EDi/1/7/5 | Compiled scrapbook containing new years message cards to the employees of the Company by J W Randall [sole chairman and managing director of the Company from 1955]; also inserted are examples of several Company Christmas cards | 1946 – 1965 |
| | [1 vol] | |
| D/EDi/1/7/6 | Details of workers' strike of 8 – 13 May 1926, entitled 'A short history of the strike' [Also includes Union of the House of Dickinson posters and information leaflets concerning Company policy on workers who strike] | May 1926 |
| | [1 bdl] | |
| D/EDi/1/7/7/1-2 | 'Ordinary Shares: Employees Series' information booklets [Details how employees could invest in the Company] | 1924; 1931 |
| | [2 items] | |
| D/EDi/1/7/7/1 | 1924 | |
| D/EDi/1/7/7/2 | 1931 | |
| | [Entitled 'How to become a Shareholder'] | |

7 Staff and Employment [cont]

[House of Dickinson Fire Brigade]

D/EDi/1/7/8 Photograph of the Fire Brigade, with trophies
that they won during 1929 1929
[1 item]

[Recreation, clubs and events]

D/EDi/1/7/9 Sports Programme for 'Dickinson Fete and
Sports' 1905
[3 items]

D/EDi/1/7/10 Apsley Cricket Club season card 1890
[1 item]

D/EDi/1/7/11 Design card for company's New Year dinner 1896
[1 item]

D/EDi/1/7/12 Menu for the annual Croxley Mill dinner held at
the Dickinson Institute [with photographs of
Company premises] Mar 1900
[1 item]

D/EDi/1/7/13 Menu for the annual New Year dinner of the
Upper Mills [Apsley, Nash and Home Park
Mills, and 27 Upper Thames Street, London] 1910
[1 item]

D/EDi/1/7/14 Photograph of possible fancy dress competition
for staff, entitled 'Hospital Demonstration, May
1918' May 1918
[1 item]

8 Property and premises

This section contains general surveys of company property and premises, schedules of company deeds, plans and maps, correspondence, title deeds and agreements for Hertfordshire, and out of County title deeds and agreements.

The title deeds should be consulted in conjunction with previously catalogued material, *see* D/EDk/T1-18 and D/EB1648/T1-10.

[Schedules and surveys]

- | | | |
|-------------|--|------------|
| D/EDi/1/8/1 | Survey and valuation [with estimates] for all the freehold mills in the possession of the Company and associated messuage, land and machinery [Prior to incorporation of company] | 1885 |
| | [1 bdl] | |
| D/EDi/1/8/2 | Brief schedule of freehold property deeds for the Company held by Messrs Patterson Snow and Company [the Company's solicitors] | 1919; 1921 |
| | [1 bdl] | |
| D/EDi/1/8/3 | Printed report of McKenna and Company of the 'Titles to Various Properties belonging to John Dickinson and Company' [Includes lists of deeds, leases and tenancy agreements. 3 copies] | 1927 |
| | [3 vols] | |

[Maps and plans]

- | | | |
|-------------|---|------|
| D/EDi/1/8/4 | Colour plan of Machine Shop [Apsley?] and pencil drawn duplicate [Fragile] | 1922 |
| | [2 items] | |
| D/EDi/1/8/5 | Map of London Spring Water Company, detailing 'section from the wells at Bushey Meadows near Watford to Oxford Street, through the Stanmore Heath and Childs Hill Reservoirs, and the line of main pipes'. [Includes the Croxley Mill area] | 1852 |
| | [1 item] | |

8 Property and premises [cont]

[Correspondence]

- | | | |
|-------------|--|------------------------|
| D/Edi/1/8/6 | Correspondence concerning the estates and mortgages of Apsley Mills and Nash Mills [Including: the purchase of Apsley Mill from George Stafford, 1809; and the purchase of Nash Mills estate, 1810] | May 1809
– Dec 1835 |
| | [1 bdl] | |
| D/Edi/1/8/7 | Correspondence concerning the mortgages for Batchworth Mills and Apsley Mills | Jan 1837
– Feb 1841 |
| | [1 bdl] | |
| D/Edi/1/8/8 | Correspondence concerning the purchase of land adjoining Home Park Mills by Messrs A Wander Limited from the Company | Apr 1919 |
| | [1 bdl] | |
| D/Edi/1/8/9 | Papers concerning tithes in Abbots and Kings Langley [Including: extract of altered apportionment for plots near Nash Mills, Abbots Langley, with map, 1881; correspondence from Humbert and Flint, surveyors, of Watford [Church tithe agents?] concerning the Company's payment of tithes in Abbots Langley, 1904 and 1908; Schedule of lands owned by the Company in Abbots Langley and vicarial tithes payable thereon, with plan, nd [c 1910]; provisional valuation with suggested revisions for various properties in Kings Langley and Apsley End, Hemel Hempstead, under Finance Act, 1910; map from altered apportionment of part of Abbots Langley parish, 1912; certificates of redemption of rent charge of plot no. 1149 in Kings Langley, Jan 1913 and plot no. 954 also Kings Langley, May 1913; correspondence concerning dispute of tithes payable on Baverstock Field, Home Park, between the Revd RVG Shaw, the Company and Humbert and Flint, surveyors, of Watford, Jan 1921 – Apr 1922] | 1881 – 1922 |
| | [1 bdl] | |

8 Property and premises [cont]

[Title deeds and agreements – Hertfordshire]

[Hemel Hempstead]

- D/EDi/1/8/10 Freehold land called Box Moor, and leasehold premises with associated lands and messuage at Frogmoor Mill, Frogmoor End and Two Waters Mill, Two Waters [Descent of Title: Frederick Thomas Pratt Barlow, Frank Pratt Barlow and Lewis Evans, esqs, all of no. 65 Old Bailey, London to the Company, assignment of Lease for 40 years, upon incorporation, 1886. Also includes licence to assign above mentioned Lease, granted by the Company and Proprietors of the Grand Junction Canal to Frederick Thomas Pratt Barlow, Frank Pratt Barlow and Lewis Evans and tenancy agreements for associated machinery at the Mills, 1885] 1885 – 1890
[1 bdl]

[Kings Langley]

- D/EDi/1/8/11 Cottage called 'Hip End', in Brooke End [Descent of Title: William Brinkley, tobacconist, of St Mary at Hill, City of London, and Henry Watkins, of Kings Langley, labourer, to John Winkfield, of Kings Langley, gent] 1742
[2 items]

- D/EDi/1/8/12 Copyhold land and messuage at Ruckholds Lane, Manor of Kings Langley, 3a of land and associated messuage, Kings Langley, land and messuage at Waterside, land and messuage at Chipperfield, land abutting Chipperfield, butchers shop in Kings Langley [Descent of Title: Admission of John Winkfield (son), surgeon and apothecary, of Markyate Street, Studham, Bedfordshire upon death of father John Winkfield, gent, 1779. Also includes Deed of Enfranchisement, 1824 and Probate copy of Will of John Winkfield, 1778] 1778 – 1824
[3 items]

8 Property and premises [cont]

- D/EDi/1/8/13 Sale Particulars for 17 cottages and associated lands, a beer house called 'King William IV' and gardens, and 3a 2r 3p of mainly freehold land (small parcel copyhold of Manor of Kings Langley)[To be sold by the direction of the Will of Thomas Toovey, esq, deceased] 1877
[1 item]
- D/EDi/1/8/14 Copyhold land and messuage at Waterside, Manor of Kings Langley [Descent of Title: Copy of admission by surrender of Richard Friend, coach wheelwright, of Liquor Pond Street, Holborn, Middlesex to admit John Hudson, higler, of Kings Langley (farmer by 1826) 1784; George Cowdrey and Henry Hudson (son of John) trustees of the Will of John Hudson to Thomas Toovey (junior), of Kings Langley, esq, 1827; Copy of admission of William Archibald Toovey, upon death of father Thomas Toovey (junior), 1849] 1784 – 1849
[6 items]
- D/EDi/1/8/15 Apsley Mill with 6 vats and 40 acres of freehold land, 6 messuages, all other associated messuage and lands [Descent of Title: George Stafford, paper-maker, of Apsley Mills, Kings Langley, William Dance, gent, of Manchester Street, St Mary le Bone, Middlesex and Thomas John Burgoyne, gent, of Duke Street, Grosvenor Sq, Middlesex to John Dickinson, stationer, of Ludgate St, City of London and George Longman, stationer, of Ludgate Street, City of London 1809; John Dickinson, paper-maker, of Nash Mills, to George Longman, of Old Bailey, City of London, 1821; Mortgage, John Dickinson to Andrew Strahan, esq, of Little New Street, City of London, 1823; Mortgage by John Dickinson, esq, of Old Bailey, City of London and Abbots Hill, Abbots Langley, Freeman Willis Elliot, esq, of Eling Grove, near Southampton, Hants and others (legal and personal representatives of Andrew Strahan, [cont...]) 1809 – 1869

8 Property and premises [cont]

- [cont]
D/EDi/1/8/15
- deceased) to Edward Smith Foss, esq, and William Nash, grocer, 1835; John Dickinson, 1835; Security by Charles E Grover, banker, of Hemel Hempstead, 1841; Frederick William Pratt Barlow, esq, and John Evans, esq, 1869. Also includes: Details of reconveyance of several parcels by Freeman Willis Elliot, esq, of Eling Grove, near Southampton, Hants and others (as above) to John Dickinson, of Old Bailey and Nash Mills 1835; and the sale of several parcels of land to the London to Birmingham Railway Company, 1863. For detailed description of lands *see* the information contained in earlier deeds, reference D/EDk/T7]
[20 items]
- D/EDi/1/8/16
- Copy draft conveyance of 2 parcels of land associated with Apsley Mills [Descent of Title: Thomas Norton Longman, esq, of Shendish, Kings Langley to the Company, 1911]
[1 bdl]
- 1911
- D/EDi/1/8/17
- 4 cottages called 'Snatchups End Cottages' at Apsley End [Descent of Title: Thomas Norton Longman, esq, of Shendish, Kings Langley to John Dickinson and Company Limited, by counterpart lease of 21 years, 1919]
[1 item]
- 1919
- [Kings Langley and Abbots Langley]*
- D/EDi/1/8/18
- Apsley Mills and 40a and associated messuage, Kings Langley, also messuage at Nash Mill End, Nash Mill, with freehold land in Abbots Langley and Kings Langley, 1 acre meadow called 'Puckerills', 2 acres arable ground called 'The Ware' (previously copyhold of Manor of Kings Langley). Also the tithes associated with 9a of copyhold land called 'Lower Broad Croft', 12a of copyhold arable land called 'Lower Water Croft' (formerly 'Great Broad Field &
[cont...]
- 1823

8 Property and premises [cont]

[cont]
D/EDi/1/8/18

Little Broad Field'), Abbots Langley, 70a belonging to Keenes Hill farm (otherwise Blackhill) except part of Highway field and Bushey mead parcel sold to the Grand Junction Canal, 6 acres and 2 woods from the 4th Moor, and all other lands and associated buildings [Descent of Title: Thomas Norton Longman, esq of Hampstead, Middlesex (legal heir of brother the late George Longman, esq, of Highgate, Middlesex for his share of the lands of Longman and Dickinson) to John Dickinson, stationer and paper-maker, of the Old Bailey, London and Nash Mills]

[2 items]

D/EDi/1/8/19

Agreement for the erection and maintenance of a gas pipe over canal at Nash Mill, between the Company and the Grand Junction Canal

1900

[1 item]

[Kings Langley, Abbots Langley and Rickmansworth]

D/EDi/1/8/20

Apsley Mill, Do Little Cottages and Do Little Meadow, and other associated messuage and lands, Kings Langley and Abbots Langley; Nash Mill and land, 1 house, Nash Mill House and gardens, Steam Engine Meadow, 2 houses and 7 cottages, Abbots Langley; Home Park Mill and associated lands and messuage, Abbots Langley; Batchworth and Croxley Mills, with lands and messuage, Rickmansworth [Descent of Title: John Dickinson, esq, of Abbots Hill, Abbots Langley to John Evans, esq, of Nash Mills, Abbots Langley and Frederick William Pratt Barlow, esq, of Old Bailey, City of London]

1861

[1 item]

[Croxy Green, Rickmansworth]

D/EDi/1/8/21

Land and messuage in Croxy Green [Includes Abstract of Title with recitals back to 1795]

1860 – 1896

[1 bdl]

8 Property and premises [cont]

- | | | |
|--------------|--|------|
| D/EDi/1/8/22 | Copy of Act (9 Geo IV ch. 9) assigning 5a of land called Blackmoor, a strip of land, a parcel of Mallet Moor, parts of Lott Mead, 13a and water rights for parts of the River Gade, all in Croxley Green [Descent of Title: Gonville College, Cambridge to John Dickinson, esq, of Abbots Hill. With schedule] | 1828 |
| | [1 bdl] | |
| D/EDi/1/8/23 | Lease of 21 years for 6a of land in Rickmansworth, and tenancy agreement for 3a 2r 37p of adjoining land, between the same parties [Descent of Title: the Master and Fellows of Gonville and Caius College, Cambridge to the Company. <i>See</i> also D/EDi/1/9/6 for deeds of associated lands] | 1890 |
| | [1 item] | |
| D/EDi/1/8/24 | General agreement for building on Common Moor, Croxley Green, between Caius College, Cambridge [Lords of the Manor of Croxley] and the Company | 1886 |
| | [1 bdl] | |
| D/EDi/1/8/25 | Draft conveyance of freehold land in Milestone Field for the erection of a school [Descent of Title: the Company to the Minister and churchwardens of All Saints' church, Croxley Green, 1894] | 1894 |
| | [1 item] | |

8 Property and premises [cont]

[Title deeds and agreements – out of County]

[Birmingham]

- | | | |
|--------------|---|-------------|
| D/EDi/1/8/26 | <p>Freehold land and manufactory known as 'King Edward's Works' in Summer Hill Street, Birmingham [Descent of Title: Evan Thomas, builder, of Cozells, Aston, Birmingham to Jacob Hort Player, lease of 100 years, 1872; Reconveyance of Mortgage to Evan Thomas, builder, 1874; Charles James Phillip, chandelier manufacturer, of Birmingham, 1874; Mortgage to William Horton Ellis, silversmith, of Exeter, and Segar Bastard, merchant, of Exeter, 1881; Samuel Henry Baker, artist, of Wheeley Road, Edgbaston, Birmingham, and others (trustees of Will of Charles James Phillip), 1885; Annie Jane Smith (<i>nee</i> Phillip), wife of William A Smith, brass-founder, of Birmingham, and Laura Elizabeth Timmins (<i>nee</i> Phillip), wife of Henry TH Timmins, architect, of Birmingham, 1891; Glover and Main Limited, 1914. Also includes: Sale particulars, and papers 1954; Abstract of Title with recitals back to 1833, extract of the Wills of Joseph Hadley, the elder, button-maker, of Birmingham, 1833, and Robert Wrighton, gent, of Birmingham, 1866; Abstract of Title with recitals back to 1881, and extract of Will of Charles James Phillip, gent, of Birmingham, 1884]</p> <p style="text-align: right;">[21 items]</p> | 1871 – 1969 |
| D/EDi/1/8/27 | <p>Lease for 7½ years of 162 Edmund Street, Birmingham by Charles F Arnold, of Birmingham, solicitor to the Company</p> <p style="text-align: right;">[1 item]</p> | 1905 |
| D/EDi/1/8/28 | <p>Tenancy agreement for offices at 160 Edmund Street, Birmingham by the Company to William Ramsay Chester, esq, of Handsworth, Birmingham [and related correspondence]</p> <p style="text-align: right;">[1 bdl]</p> | 1925 |

8 Property and premises [cont]

[Bristol]

D/EDi/1/8/29 Lease for 7 years [with plan] of rooms 10 – 12 on first floor of West India House, 54 Baldwin Street, and 2 – 4 Welsh Back, Bristol by Charles Henry Bartlett, gent, of Bristol to the Company
[1 item] 1906

[London]

D/EDi/1/8/30 Premises at the Old Bailey and 4 – 5 Boy Court, London [Descent of Title: Sir John Evans of Nash Mills, Hemel Hempstead, Lewis Evans, esq, of Barnes Lodge, Kings Langley, and others to the Company, lease for 21 years, 1898; Lewis Evans, of Clifton Lodge, Watford and others to John Dickinson and Company Limited, lease for 47 years, 1918. Also includes termination of lease, according to section 2(1) of the Landlord and Tenant (War Damage) Act, 1939, when the offices were totally destroyed by an explosive bomb during the Second World War]
[1 bdl] 1898; 1918; 1940

D/EDi/1/8/31 Agreement [with plan] for alterations to premises at Boy Court, between The Worshipful Company of Cutlers and the Company
[1 item] 1921

D/EDi/1/8/32 Agreement particulars [with plan] for the sale of freehold property at Wharfdale Road, Kings Cross, London by United phosphate and Malt Company to the Company
[1 item] 1932

D/EDi/1/8/33 Memorandum of agreement for tenancy of 28 Upper Thames Street, London by the Worshipful Company of Dryers to the Company
[1 item] 1904

8 Property and premises [cont]

D/Edi/1/8/34 Counterpart underlease for 7 years, tenancy agreements and license for hydraulic pump for 2nd, 3rd and 4th floors of Ludgate House, 23 Ludgate Hill, London [Formerly known as 1 – 3 Ludgate Square] 1898 – 1903
[1 bdl]

[Manchester]

D/Edi/1/8/35 Lease of 7 years for part of the 1st floor of 38 King Street West, Manchester by Samuel Britten, estate agent, of King Street West, Manchester and others to the Company 1906
[1 item]

D/Edi/1/8/36 Agreement of tenancy, and related papers for 16 – 16a Queen Street, Albert Square, Manchester between Margaret Wright, widow, of Wilmslow Place, Wilmslow, Cheshire and others (trustees of the late John Wright, land and estate agent, of Cross Street, Manchester) and the Company [Freehold subsequently purchased by the Company] 1911 – 1912
[1 bdl]

[Middlesex]

D/Edi/1/8/37 Part of 15 [formerly 3] Wharf Irongate, Wharf Road, Paddington [Later called Irongate Wharf, Edgware Road, London. Descent of Title: The Grand Junction Canal Company to the Company, lease of 40 years, 1884; Arthur Lucas, esq, of 15 Wharf Irongate, Paddington, underlease for 8 ½ years, 1884; the Company to Thomas Martin Roake, carriage builder, of 34–36 Irongate Wharf, Edgware Road, London lease of 21 years, 1892; Surrender to the Company, 1909] 1884 – 1909
[1 bdl]

8 Property and premises [cont]

- D/EDi/1/8/38 Conveyance for small parcel of land in 1970
Tottenham between British Railways the
Company [Previously of Millington and Sons.
Also includes copy of an agreement [with plan]
for the laying of a drainage pipe prior to the
development the land adjoining the Firm's site
between the Great Eastern Railway Company,
Harry Lebus and Solomon Lebus, 1901]
[1 item]

[Nottinghamshire]

- D/EDi/1/8/39 Copy of lease for 5 years of 11 The Poultry, 1920
Nottingham between Mary Matilda MacDonald,
widow, of Coleville Street, City of Nottingham
and others and the Company
[1 bdl]

9 Croxley Mill correspondence files

The records in this section have been maintained in their original order, according to the original filing system that was clearly evident from the format of the records and the reference codes on the files. Some files have no references but obviously form part of the section as the format and/or content is the same as the others. [Where the references exist they are detailed at the end of the description, underlined in square brackets].

Most of the records comprise correspondence files relating to administration, operations, staff, property and premises. There is also a series of managers' minutes and indexes for the Paper and Boards section of the Company [Croxley, Nash and Home Park Mills] *see* D/EDi/1/9/52-53.

- D/EDi/1/9/1 Agreements and correspondence concerning the Dec 1886
Company's use of the Grand Junction Canal at - May 1923
Croxley [Includes an agreement for the
suspension of an injunction against the
Company for unauthorised traffic on the canal.
A16]
[1 bdl]

9 Croxley Mill correspondence files [cont]

D/EDi/1/9/2	Correspondence and newspaper cuttings concerning the Company display at the Crystal Palace Article Club Exhibition of 1899 [A84] [1 vol]	Apr 1899 – Jun 1928
D/EDi/1/9/3	Correspondence and agreements for Croxley commoners' rights over Croxley Mill property [A100&194] [1 vol]	May 1901 – Nov 1911
D/EDi/1/9/4	Correspondence with Watford Fieldpath Association concerning the right of way, Loudwater Lane, Watford [A115] [1 vol]	Apr 1908
D/EDi/1/9/5	Correspondence and papers concerning enlargement of the billiards room at the Dickinson Institute, Croxley Green [A210] [1 file]	Dec 1909 – Dec 1910
D/EDi/1/9/7	Correspondence and accounts concerning the making up of roads and paths at Dickinson Square, Croxley Green [A247] [1 vol]	Jan 1899 – Jul 1911
D/EDi/1/9/8	Correspondence, specifications and plan detailing the erection of a new salle and stock room [A272] [1 vol]	Jun 1912 – Jan 1914
D/EDi/1/9/9	Correspondence with Lord Ebury [Francis Egerton, 4 th Baron Ebury] and plans concerning the proposed back stream alterations at Croxley Green [the Company land adjoined his. A307] [1 vol]	Jun 1912 – Aug 1913

9 Croxley Mill correspondence files [cont]

- | | | |
|--------------|--|------------------------|
| D/EDi/1/9/10 | Correspondence and papers concerning labour unrest of Croxley paper mill [Includes papers and leaflets for the Committee of Southern Paper-Makers, which formed as part of the Federation of Employers, to defend the position of employers in the industry. <u>A312</u>] | Jun 1914 |
| | [1 vol] | |
| D/EDi/1/9/11 | Correspondence and papers relating to the manufacture of photographic paper, four additional beaters and alterations to No. 2 Machine [Includes specifications and plans, and also a bundle of papers relating to No. 2 machine for 1921 – 1923. <u>A313</u>] | Jan 1915
– Jan 1924 |
| | [1 vol] | |
| D/EDi/1/9/12 | Correspondence relating to the possibility of removing the esparto boiler's covering, without damaging the material, so they could be examined [<u>A321</u>] | Nov 1914
– Dec 1914 |
| | [1 vol] | |
| D/EDi/1/9/13 | Correspondence and papers relating to alterations to the method of paying tonnage, levels of wages and overtime and the extent of holiday leave etc during wartime [<u>A327</u>] | Mar 1915
– Jul 1915 |
| | [1 file] | |
| D/EDi/1/9/14 | Correspondence and details relating to the possible development of a wood pulp mill at Croxley [Includes details of experiments in the manufacturing of wood pulp. <u>A329</u>] | Aug 1914 |
| | [1 vol] | |
| D/EDi/1/9/15 | Correspondence, specifications and estimates for 5 pulping machines [<u>A331</u>] | Dec 1914
– Dec 1917 |
| | [1 vol] | |

HERTFORDSHIRE ARCHIVES AND LOCAL STUDIES
JOHN DICKINSON AND COMPANY LIMITED

D/EDi

- | | | |
|--------------|--|------------------------|
| D/EDi/1/9/16 | Correspondence concerning the purchase of a second-hand linen facing machine [<u>A332</u>]
[1 vol] | Sep 1915 |
| D/EDi/1/9/17 | Correspondence and papers concerning marine insurance for shipping materials by barge and ship in the UK and overseas [Also details related War Risks Insurance. <u>A333</u>]
[1 vol] | Dec 1914
– Jul 1916 |
| D/EDi/1/9/18 | Correspondence, opinions and papers regarding the shift from the internal provision of compensation to injured workers to an external insurance policy [Includes copy of Workmen's Compensation Act, 1906. <u>A334</u>]
[1 vol] | Oct 1914
– Mar 1925 |
| D/EDi/1/9/19 | Correspondence regarding the use of bamboo to make paper in place of soda wood [Includes samples of paper. <u>A336</u>]
[1 vol] | Jun 1915
– Jul 1915 |
| D/EDi/1/9/20 | Correspondence, specifications and plans regarding patent no. 6874/1914 for 'Combined boiler and washing machine'; patent no. 6875/1914 for 'Bed plates for tearing up rags and the like'; and patent no. 6876/1914 for a 'Beating and refining engine'. All developed by TH Nash [<u>A337</u> . <i>See</i> D/EDi/1/4/1–13 for further records relating to Company patents and specifications]
[1 vol] | May 1914
– Aug 1915 |
| D/EDi/1/9/21 | Official reports, correspondence and papers concerning the Company's mills becoming controlled establishments by the Ministry of Munitions of War [Includes subsequent changes to all working practices and conditions. <i>See</i> also D/EDi/1/1/14]
[1 vol] | Sep 1915
– Mar 1918 |

9 Croxley Mill correspondence files [cont]

D/EDi/1/9/22	Details of staff figures gathered under the Board of Directors instruction, so each member of staff could be issued with a gift during testing times [<u>A341</u> . Poor condition]	Apr 1916
	[1 vol]	
D/EDi/1/9/23	Papers, specification and plan relating to boiler feed pump for boiler house [<u>A348</u>]	May 1916 – Jun 1916
	[1 vol]	
D/EDi/1/9/24	Correspondence and details concerning licences and restrictions of importation of paper, pulp and other materials during the First World War [<u>A355</u> also includes <u>A353</u> , <u>A354</u> and <u>A355b</u>]	Feb 1916 – Feb 1919
	[1 vol]	
D/EDi/1/9/25	Correspondence, specification, application for Directors Board permit and other details relating to a new workshop for beater house millwrights [<u>A357</u>]	Mar 1916 – Nov 1916
	[1 vol]	
D/EDi/1/9/26	Correspondence, application for Directors Board permit, estimate, etc concerning re-erection of roof to blacksmiths shop in the Repairs Department [<u>A358</u>]	Jan 1916
	[1 vol]	
D/EDi/1/9/27	Correspondence, specification and estimate for electric overhead conveyor at Salle Wharf [<u>A359</u>]	Feb 1916 – Apr 1916
	[1 vol]	
D/EDi/1/9/28	Correspondence, specification and estimate concerning Harris-Anderson Oil Eliminating Plant [Water softener. <u>A365</u>]	Jul 1915 – Jul 1916
	[1 vol]	

9 Croxley Mill correspondence files [cont]

- | | | |
|--------------|--|------------------------|
| D/EDi/1/9/29 | Correspondence concerning the manufacture of wood pulp at Croxley Mill [Includes details of different methods used and types of machinery available. <u>A381</u>] | Apr 1916
– Sep 1916 |
| | [1 vol] | |
| D/EDi/1/9/30 | Correspondence concerning proposed alteration and improvements to No. 1 Machine [<u>A385</u>] | Jun 1916
– Aug 1916 |
| | [1 vol] | |
| D/EDi/1/9/31 | Correspondence concerning the Association of Makers of Esparto Papers, and related issues such as minimum prices [Although sympathetic to some of the issues raised, the Company did not become a member] | Jul 1916
– Feb 1933 |
| | [1 vol] | |
| D/EDi/1/9/32 | Correspondence, tenders and other papers concerning a new turbo alternator for the Power House Plant [<u>A389</u>] | Dec 1915
– Sep 1922 |
| | [1 vol] | |
| D/EDi/1/9/33 | Correspondence concerning the use of wood plugs no longer needed by the Ministry of Munitions of War [after they become defective from continuous use in shells] to generate a further supply of wood for manufacture of wood pulp for paper [<u>A390</u>] | Apr 1917
– May 1918 |
| | [1 vol] | |
| D/EDi/1/9/34 | Correspondence concerning the use of straw to make paper and limits on supply during the first world war [Prohibition of use by Army Council Order. <u>A392</u>] | Feb 1916
– Jul 1917 |
| | [1 vol] | |
| D/EDi/1/9/35 | Correspondence and specification regarding proposed alterations to No. 5 Machine | Dec 1917
– Dec 1921 |
| | [1 vol] | |

9 Croxley Mill correspondence files [cont]

- | | | |
|------------------|---|------------------------|
| D/EDi/1/9/36/1-2 | London and Eastern Counties Association of Controlled Establishments [Part of the Federation of British Industries] reports of the AGM, Committee minutes and correspondence relating to issues such as controlling orders introduced during the war to enforce contracts for areas of production [<u>A397a</u> and <u>A397c</u> <i>See</i> also D/EDi/1/9/38 for later Association records] | Oct 1917
– Jun 1920 |
| | [2 vols] | |
| | D/EDi/1/9/36/1 | 1917 [<u>A397a</u>] |
| | D/EDi/1/9/36/2 | 1918 [<u>A397c</u>] |
| D/EDi/1/9/37 | Correspondence and other papers relating to National War Savings and War Certificates sold to employees [Incentives introduced to increase funding for the war effort under slogans such as 'Save money for England and Yourselves'. Includes details of possible schemes, numbers of subscribers, money generated etc. <u>A399</u>] | Jun 1916
– Mar 1918 |
| | [1 file] | |
| D/EDi/1/9/38 | London and Eastern Counties Association of Controlled Establishments reports etc [<u>A400</u> . <i>See</i> D/EDi/1/9/36/1-2 for earlier Association files] | 1919 – 1920 |
| | [1 vol] | |
| D/EDi/1/9/39 | Correspondence with the Grand Junction Canal Company regarding the proposed extension of wharf wall at Croxley Mills | Jul 1916
– Feb 1918 |
| | [1 bdl] | |
| D/EDi/1/9/40 | Correspondence concerning a settlement [Employers Liability] upon the death of Harry Humphrey by accident at work, to Sarah A Humphrey, his wife [<u>A402</u>] | Jan 1917
– Apr 1929 |
| | [1 vol] | |

9 Croxley Mill correspondence files [cont]

D/EDi/1/9/41	Correspondence and experiment details for an enquiry into bleaching paper pulp using an electric process [A404] [1 vol]	Aug 1916
D/EDi/1/9/42	Correspondence, estimate and Directors Board permit for Coburn-Taylor Rag Cutter [A407] [1 vol]	Feb 1918 – Mar 1918
D/EDi/1/9/43	Correspondence and papers concerning Typewriting trade [Includes details of development of trade at Croxley and the Old Bailey, and a sample book. A436] [1 file]	Dec 1918 – Jun 1923
D/EDi/1/9/44	Correspondence and specifications etc concerning the installation of wood pulp bleach towers [A442] [1 vol]	Apr 1919 – Jun 1920
D/EDi/1/9/45	Correspondence and other papers referring to alterations of buildings and the erection of new furnace in the Small Brass Foundry [A443] [1 vol]	Oct 1919 – Nov 1919
D/EDi/1/9/46	Correspondence and papers relating to medals distributed to employees assisting in the War effort at home and overseas [Also includes details of numbers of persons at other Company Mills that received medals. A444] [1 vol]	Jul 1919 – Jan 1920

9 Croxley Mill correspondence files [cont]

- | | | |
|------------------|--|------------------------|
| D/EDi/1/9/47/1-2 | Correspondence and notices etc, concerning arrangements for the annual Armistice anniversary [Includes papers relating to other Company Mills] | 1919 - 1936 |
| | | [2 vols] |
| D/EDi/1/9/47/1 | 1919 - 1925 [A445a] | |
| D/EDi/1/9/47/2 | 1925 - 1936 [A445b] | |
| D/EDi/1/9/48 | Correspondence, Repairs Department estimate and other papers concerning purchase and installation of second-hand linen facing calender for trade in linen faced papers [A446] | Oct 1919
- Nov 1919 |
| | | [1 vol] |
| D/EDi/1/9/49 | Figures for, and correspondence concerning monthly direct sales of Croxley Paper for Croxley Mill and the Old Bailey, Manchester and Belfast [A449] | Nov 1919
- Oct 1922 |
| | | [1 vol] |
| D/EDi/1/9/50 | Correspondence and papers regarding the Company's peace celebrations at the end of World War I [Includes: statement issued to the workers from the directors and management of the Company; details of the Mill's closure on 19 Jul - the declared Bank Holiday. A459] | Jul 1919 |
| | | [1 vol] |
| D/EDi/1/9/51 | Correspondence and receipts for Demobilisation Payments (War Service Allowance) [A467] | Nov 1918
- Feb 1920 |
| | | [1 file] |
| D/EDi/1/9/52/1-3 | Paper and Boards Managers Council minutes [For indexes <i>see</i> D/EDi/1/9/53/1-3, below] | 1918 - 1922 |
| | | [3 vols] |
| D/EDi/1/9/52/1 | 'No. 1', Nov 1918 - Dec 1919 [A484a] | |
| D/EDi/1/9/52/2 | 'No. 2', Jan 1920 - Dec 1920 [A484b] | |
| D/EDi/1/9/52/3 | 'No. 3', Jan 1921 - Aug 1922 [A484c] | |

9 Croxley Mill correspondence files [cont]

- | | | |
|------------------|--|------------------------|
| D/EDi/1/9/53/1-3 | Indexes to Paper and Boards Managers Council minutes [For minutes <i>see</i> D/EDi/1/9/52/1-3, above] | 1918 - 1922 |
| | [3 vols] | |
| D/EDi/1/9/53/1 | 'No. 1', Nov 1918 - Dec 1919 [A484a] | |
| D/EDi/1/9/53/2 | 'No. 2', Jan 1920 - Dec 1920 [A484b] | |
| D/EDi/1/9/53/3 | 'No. 3', Jan 1921 - Aug 1922 [A484c] | |
| | | |
| D/EDi/1/9/54 | Correspondence concerning the proposed weir in the pound adjoining Croxley Mills [A504] | Feb 1921 |
| | [1 vol] | |
| | | |
| D/EDi/1/9/55 | Correspondence, papers and minutes of meeting with the chairman [RH Ling] and delegates representing Croxley, Nash, Home Park and Frogmore Mills, concerning paper-makers' wages | Apr 1925
- May 1925 |
| | [1 file] | |
| | | |
| D/EDi/1/9/56 | Correspondence with the Board of Trade Census Office regarding provision of information for 1930 census of production for Croxley Mill [A574] | 1930 |
| | [1 vol] | |
| | | |
| D/EDi/1/9/57 | Correspondence, newspaper cuttings and other papers concerning the railings and gate at Croxley Sports Ground, particularly keeping the iron gate after proposed requisition of ironworks by the Ministry of Works [Includes photograph of the gate] | May 1943
- Sep 1943 |
| | [1 file] | |

10 Compiled historic files

This section contains the records from three files purposely compiled by various persons in the Company to represent the Company history. They comprise miscellaneous records surviving within the Company from various internal sources and documents sent to the Company from ex-employees and the public.

The records have been arranged by the cataloguer into manageable sections to aid use. The sections follow the general structure of the main catalogue, with divisions for corporate records, accounting and financial records, legal, operational, marketing and public relations, staff and employment, property and premises and family and personal papers. There is also a miscellaneous section at the end for material that could not be placed elsewhere.

The records should all be consulted in conjunction with the relevant sections of the rest of the catalogue for John Dickinson and Company Limited [D/EDi/1].

[Corporate records]

D/EDi/1/10/1	Letters from Andrew Strahan to Edward Foss, solicitor concerning the insurance of Apsley Mill after a fire badly damaged the premises at the 'Watford Mills', 1817	1811 – 1841
		[1 bdl]
D/EDi/1/10/2	Correspondence to George Longman concerning financial matters, stock etc	1815 – 1819
		[3 items]
D/EDi/1/10/3	Correspondence to Longman and Dickinson [the Company] concerning the sale of products and financial transactions	1819 – 1820
		[3 items]
D/EDi/1/10/4	Correspondence to Longman and Dickinson from Constables and Company, of Edinburgh concerning their need to defer payment of money owed to the Company [<i>See</i> D/EDi/1/10/28 for the writ for the repayment of these debts to the Company]	1819 – 1820
		[3 items]

10 Compiled historic files [cont]

- | | | |
|--------------|--|-------------|
| D/EDi/1/10/5 | Letter from Edward Foss, the Company solicitor referring to financial and personal matters concerning the recipient, John Dickinson
[1 item] | 1857 |
| D/EDi/1/10/6 | John Evans' printed copy of Dickinson, John, <i>London Corporation Coal Tax: An explanation of the origin, progress and operation of this tax</i> Longman, Brown, Green and Longmans, London, 1854 [See D/EDi/1/1/12 for original manuscript, 1853]
[1 item] | 1854 |
| D/EDi/1/10/7 | Correspondence [some by John Evans] and General Orders of the Board of Trade 1857 and 1861] concerning the repeal of duty on paper [Where the main duty was removed but regulations were placed on paper warehoused in bond, and 'drawback' on Jacquard cards, introduced in 1861, proved difficult to claim]
[1 bdl] | 1857 – 1861 |
| D/EDi/1/10/8 | Copy of return, 1857 for number of pasteboard makers under the Excise Survey in London, Manchester, Liverpool and Birmingham
[1 item] | Apr 1859 |
| D/EDi/1/10/9 | Census details for all Company properties and factories
[1 bdl] | Apr 1861 |

10 Compiled historic files [cont]

D/EDi/1/10/10	John Evans papers [on behalf of the Company and the Paper-Makers' Association, which he had founded by 1857] regarding opposition to the Factories Act Extension Bill, which proposed an extension of the 1864 Factories Act to include paper-makers [The resulting Act of 1867 had a clause enabling working hours of men, women and children to differ if 'according to accustomed hours of trade']	1866
	[1 item]	
D/EDi/1/10/11	Paper entitled 'On the manner in which British paper-manufacture is affected by foreign legislation' read by John Evans at a meeting of the National Association for the Promotion of Social Science, Edinburgh	1863
	[1 item]	
	<i>[Accounting and financial records]</i>	
D/EDi/1/10/12	Balance of account details [Includes debits and credits. Some years missing]	1830 – 1847
	[1 bdl]	
D/EDi/1/10/13	Bill for rags worth £102 purchased by George Stafford, stationer, of Apsley Mill [Owner before John Dickinson]	1804
	[1 item]	
D/EDi/1/10/14	Invoice of Longman and Dickinson to Charles Mercer and Company	1810
	[1 item]	
D/EDi/1/10/15	Invoices and order details for purchase of rags for paper-making by Longman and Dickinson	1813
	[1 bdl]	

10 Compiled historic files [cont]

D/EDi/1/10/16	Invoice received for the purchase of iron work in Halifax [1 item]	1841
D/EDi/1/10/17	Invoice and receipt for payment from Joseph Town and Sons Limited [1 bdl]	1860
D/EDi/1/10/18	Invoice from the Company to SC Jennings, 1917, with receipt of payment acknowledged [Sent to the Company by EK Jennings of SC Jennings and Sons Limited, 1972] [1 bdl]	1917; 1972
D/EDi/1/10/19	Receipt for chair purchased by John Dickinson [presumably] for office at 2 Walbrook, London [1 item]	Dec 1804
D/EDi/1/10/20	Receipt issued by Stationers' Company for John Dickinson's admission to its Livery [2 items]	Mar 1804
D/EDi/1/10/21	Receipt for carriage of goods, Bull Inn, Holborn, London [1 item]	1811
D/EDi/1/10/22	Receipts for payment of £50 for half years rent on 2 Fourdrinier machines [Signed by Henry Bloxham, one of the assignees appointed to manage the bankrupt estate of the Fourdrinier Brothers] [1 bdl]	1816 – 1820
D/EDi/1/10/23	Receipts for payment of half-yearly rent to Andrew Strahan by Longman and Dickinson [1 bdl]	1818 – 1820

10 Compiled historic files [cont]

- | | | |
|---------------|---|----------------------|
| D/EDi/1/10/24 | Receipts for the purchase of rags in Venice and Rome

[1 bdl] | Mar 1858 |
| D/EDi/1/10/25 | Cheques and cancelled cheques issued by John Dickinson, stationer when based at A Strahan's office at New Street, Shoe Lane, London and by John Dickinson from 2 Walbrook, London

[1 bdl] | 1804 –
1818; 1858 |
| D/EDi/1/10/26 | Cheques and cancelled cheques issued by the Company and their customers [Including: several to and from John Dickinson, stationer, while at 2 Walbrook, London, 1804; several by George Stafford from Apsley Mills, 1804 – 1805; several issued by Longman and Dickinson from 39 Ludgate Street, 1810 – 1815; one to the Company for £410 from Archibald Constable and Company, booksellers, of Edinburgh, 1817]

[1 bdl] | 1804 – 1817 |
| | <i>[Legal]</i> | |
| D/EDi/1/10/27 | Details of a proposed petition against John Dickinson by Thomas Cobb the younger, paper-maker, of Calthorpe House, near Banbury, Oxford, claiming letters patent for certain improvements to paper-making

[1 item] | Apr 1812 |
| D/EDi/1/10/28 | Writ issued by Longman and Dickinson for £500 for debts owed to the Company by Messrs Archibald Constable and Company, booksellers, of Edinburgh [<i>See</i> D/EDi/1/10/4 for related correspondence]

[1 bdl] | 1820 |

10 Compiled historic files [cont]

- | | | |
|---------------|--|-------------|
| D/EDi/1/10/29 | Letter from John Dickinson to his sister Frances Dickinson, recording favorable result in action against the Grand Junction Canal, Jan 1852 [Sent to company by descendant of Ann Evans (<i>nee</i> Dickinson) 1929] | 1852; 1929 |
| | [2 items] | |
| D/EDi/1/10/30 | Treasury minutes detailing amendments to the contract of Messrs de la Rue for the supply of post cards pre-stamped with the half penny stamp to the Post Office, and printed correspondence between the Committee of Wholesale and Retail Stationers, the Board of Inland Revenue and Her Majesty's Postmaster-General concerning the matter [Opposition to the monopoly from other paper-makers led to the stamping of cards made by other manufacturers being permitted] | 1871 – 1894 |
| | [1 bdl] | |
| D/EDi/1/10/31 | <i>Act to reduce certain duties payable on stage carriages, and to amend the laws relating to stamp duties and to bonds and securities to the inland revenue, 5 & 6 Vict c.79</i> [The Act was of interest to the Company who used carriages to transport their goods] | 1855 |
| | [1 item] | |
| D/EDi/1/10/32 | <i>Act for better prevention of corruption during transactions with business agents, 6 Edw VII c.34</i> [Presumably used by the Company to ensure transactions were conducted properly] | 1906 |
| | [1 item] | |
| | <i>[Operational]</i> | |
| D/EDi/1/10/33 | Certificate to John Dickinson for use of salt for making 'oxygenated muriatic acid for the sole purpose of bleaching linen and cotton rags to be made into paper' | 1816 |
| | [1 item] | |

10 Compiled historic files [cont]

- | | | |
|---------------|--|-------------|
| D/EDi/1/10/34 | Letter by John Dickinson to Joseph Applegarth of Leopard and Smith [Printers?] concerning paper production
[2 items] | Sep 1818 |
| D/EDi/1/10/35 | Correspondence from Charles Longman to John Dickinson concerning production at Nash Mills, the canal gate at Croxley Mill, the use of threaded paper etc
[1 bdl] | 1838 |
| D/EDi/1/10/36 | Letter to Revd L Evans [sic] from Thomas Taylor at Croxley Mill [Includes mathematical equation for substance used in production]
[1 item] | Jan 1821 |
| D/EDi/1/10/37 | Letter to John Dickinson regarding supply of fancy borders to More and Robinson, Tottenham
[1 item] | Aug 1849 |
| D/EDi/1/10/38 | Letter from John Evans to John Dickinson concerning his business visit to Leighton [During his Journal of Observations, 1849/50?]
[1 item] | 1850 |
| D/EDi/1/10/39 | Experiment results for Nash Plate machine, sent to Lewis Evans at Nash House, and samples of card produced
[1 bdl] | 1891 |
| D/EDi/1/10/40 | Accounts for Ford Works Company Limited, of Hylton near Sunderland, producers of esparto half stuff for the Company [Includes: directors' report and statement of accounts, 1884; balance sheet and accounts, 1884 and copy of extract of balance sheet, 1865 with annotations]
[1 bdl] | 1884 – 1885 |

10 Compiled historic files [cont]

[Marketing and public relations]

- | | | |
|---------------|---|--------------------------|
| D/EDi/1/10/41 | Copy of poster advertising the Mulready Stationery Cabinet sold by the Company on the Jubilee of the Penny Post, with a copy of original 1d Mulready Wrapper on the reverse
[1 item] | nd [c 1940] |
| D/EDi/1/10/42 | Poster for Company centenary, detailing employees bonuses and donations given to local institutions
[1 item] | 1904 |
| D/EDi/1/10/43 | Apsley Traffic Department information leaflet for wholesale buyers [Detailing methods of distribution and stock. Sent to the Company archive by the Traffic Department, 1974]
[1 item] | nd
[c 1920s];
1974 |
| D/EDi/1/10/44 | Samples of penny post and 2d letters [<i>See</i> D/EDi/1/10/45 and D/EDi/1/6/16 for samples detailing history of postal service]
[2 items] | 1768; 1832 |
| D/EDi/1/10/45 | Sample of penny post envelope with silk-thread paper, introduced after failure of Mulready envelopes [from Nash Mills 1840-57] embossed with head of Queen [<i>See</i> D/EDi/1/10/44 and D/EDi/1/6/16 for samples detailing history of postal service]
[1 item] | nd [c 1840
- 1857] |
| D/EDi/1/10/46 | Watermarked sample of company paper
[1 bdl] | nd [c 1837];
1950 |
| D/EDi/1/10/47 | Sample of company paper, watermarked Holkar State Indore 1927 - 28
[1 item] | 1928 |

10 Compiled historic files [cont]

- | | | |
|---------------|---|----------------------------------|
| D/EDi/1/10/48 | <p>Croxley Service Jotter [small note pad] manufactured by the Company in South Africa, for use by troops during Second World War [Includes general and medical hints for soldiers] Also, a copy of a letter by JW Timberlake, Company representative in South Africa, to Morgan Skeins, Company managing director, concerning a combined note pad that troops used during the Boer War, 1900 [This was the original product, developed by J W Timberlake, from which the Service Jotter evolved]</p> <p style="text-align: right;">[2 items]</p> | 1936 – 1942 |
| D/EDi/1/10/49 | <p>Newspaper article from the <i>Hertfordshire Guardian</i> detailing proceedings at an Anti Coal Tax meeting [where John Evans was speaking]</p> <p style="text-align: right;">[1 item]</p> | Mar 1861 |
| D/EDi/1/10/50 | <p>Newspaper cutting detailing a tour of Apsley Mills</p> <p style="text-align: right;">[1 item]</p> | nd [c mid 20 th cent] |
| D/EDi/1/10/51 | <p>Article entitled ‘50 years of Trade Service’ celebrating 50th year of company trading in South Africa [in 1945]</p> <p style="text-align: right;">[1 item]</p> | nd [c 1950] |
| D/EDi/1/10/52 | <p>Newspaper article from the <i>Illustrated Times</i> entitled ‘The late John Dickinson and the paper manufacture’</p> <p style="text-align: right;">[1 item]</p> | Jan 1869 |
| D/EDi/1/10/53 | <p>Picture of Nash Mills, Abbots Langley by Rock and Company, London [and photograph copy, used in J Evans, <i>The Endless Web</i>, 1955]</p> <p style="text-align: right;">[2 items]</p> | 1859;
nd [c 1954] |

10 Compiled historic files [cont]

- | | | |
|---------------|---|--------------------------------------|
| D/EDi/1/10/54 | Photograph copies of machine design and specification for John Dickinson's papermaking machine, patent no. 3191 of 1809 | nd
[c 1950's] |
| | [2 items] | |
| D/EDi/1/10/55 | Photograph of menu, designed by company in amusing style [Found in print shop in the West Country] | nd [c late
20 th cent] |
| | [1 item] | |
| D/EDi/1/10/56 | Programme for meeting of The Printers' Managers and Overseers Association [established 1912], including details of lectures on paper-making by Mr Heckford chemist of Croxley Mills and H Goldstraw, manager of Home Park Mills | Mar 1914 |
| | [1 item] | |
| | <i>[Staff and employment]</i> | |
| D/EDi/1/10/57 | Letter to Lewis Evans from Mr Downer requesting a position of employment for his son in electrical engineering at Croxley Mill | 1893 |
| | [1 item] | |
| D/EDi/1/10/58 | Correspondence between Major Reginald Bonsor, Lewis Evans and Reuben Herbert Ling concerning their roles within the Company and on the Board of Directors | 1918 |
| | [1 bdl] | |
| D/EDi/1/10/59 | 'A personal stocktaking' card to encourage the best from employees [<i>See</i> also D/EDi/1/7/1-7 for other industrial relations records] | nd [c 1920s] |
| | [1 item] | |

10 Compiled historic files [cont]

D/EDi/1/10/60 Papers regarding celebrations of extensions at Croxley Mill [Including: 'Conversazione' programme for celebratory evening; copy of notes for John Evans' speech and newspaper cuttings] 1890
 [1 bdl]

D/EDi/1/10/61 Newspaper cuttings relating to company Christmas celebrations at Apsley Mill 1890
 [1 bdl]

D/EDi/1/10/62 Photograph of Sir John Evans [1823 – 1908], partner in the firm, with John Dickinson and Frederick William Pratt Barlow nd [c 1880s]
 [1 item]

[Property and premises]

D/EDi/1/10/63 Notice of General Court Baron for the Manor of Abbots Langley to Foss and Son [Company solicitors] Apr 1822
 [1 item]

[Family and personal papers]

D/EDi/1/10/64 Cheque received of Captain Dickinson [John Dickinson's father] 1808
 [1 item]

D/EDi/1/10/65 Photograph of John Dickinson (junior) [1815 – 1876] given to Company archive by Finance Department, 1942 nd [c 1870s]; 1942
 [1 item]

10 Compiled historic files [cont]

- | | | |
|---------------|---|--------------|
| D/EDi/1/10/66 | Correspondence between R H Ling and Florence A Longman concerning escriptoire belonging to Captain Thomas Dickinson, RN, father of John Dickinson, given to Dickinson after his fathers death [Includes transcript of the letter giving the table to him from his mother Frances in 1828] | Mar 1924 |
| | [1 bdl] | |
| D/EDi/1/10/67 | Correspondence concerning plaster busts of John Dickinson and his son John | 1949 |
| | [1 bdl] | |
| D/EDi/1/10/68 | Copies of the 'Bradford Family History', written by Penelope Woolrich, and 'Grandmamma Dickinson's story of her maternal ancestors from notes taken by Harriet Ann Dickinson afterwards wife of John Evans' | nd [c 1950s] |
| | [1 bdl] | |
| D/EDi/1/10/69 | Information extracted from deeds for Belswains Farm owned by Dickinson family [Includes: Abstract of Title of 1927, with recitals back to 1882; family members wills etc] | 1974 |
| | [1 bdl] | |
| D/EDi/1/10/70 | Letter by Frances Dickinson [John Dickinson's sister] from Bramblebury, Woolwich, to friend | 1842 |
| | [1 item] | |
| D/EDi/1/10/71 | Photograph and Christmas card showing 'Bramblebury', Woolwich [now Greenwich] previously the Evans family home | 1970 |
| | [2 items] | |

10 Compiled historic files [cont]

[Miscellaneous]

- D/EDi/1/10/72 Typescript extracts from the journal of Sir Walter Scott [Quoted in paper catalogue, *see* D/EDi/1/6/5] nd [c 1950s]
[1 bdl]
- D/EDi/1/10/73 2 filing markers, one for Brablebury, the other for Nash Mills correspondence [On back were details of the election of an orphan to a home for orphans in Lambeth, 1839] nd [c 1839]
[2 items]
- D/EDi/1/10/74 Article entitled 'Origins of the Stationers: Notes on the ancient City Company' concerning Stationers Company history, from *The Worlds Paper Trade Review* Jun 1943
[1 item]

11 Unpublished histories

- D/EDi/1/11/1 Typescript company history [Including history of Millington and Sons Limited] 1950
[1 file]
- D/EDi/1/11/2 House of Dickinson Fire Brigade history 1930
[1 file]
- D/EDi/1/11/3 History of company transportation 1920s – 1970s [Includes details regarding canal barges, the coastwise steamer, railway and road] nd [c 1975]
[1 bdl]

12 Trade association papers

This section includes papers relating to Associations that the Company was interested in prior to the establishment of the Union of the House of Dickinson. For other records concerning the Union *see* D/EDi/1/7/2-6.

- D/EDi/1/12/1 Correspondence and minutes concerning the Employers' Federation of Paper-Makers of the UK, the National Federation of Employers Organisations, the Paper-Makers' Association and the National Union of Printing and Bookbinding 1925 – 1930
[1 bdl]

13 Family and personal papers

- D/EDi/1/13/1 Papers of George A J Rothney [Includes details of his life achievements, a printed copy of his farewell message to the Company, 20 Mar 1916 and later copy that was distributed to the staff in 1942. He was Company representative in India, 1870 after being a manager at the Old Bailey office, travelled overseas to assess potential Company development, then Company secretary from 1886 – 1916 when he retired] Mar 1916 – Nov 1942
[1 file]
- D/EDi/1/13/2 'Directions Book' of where to obtain household articles and assistance, for Ann Dickinson, wife of John Dickinson, while living at 13 York Street, Portman Square, London Nov 1861
[1 vol]
- D/EDi/1/13/3 Household accounts book for Abbots Hill, near Nash Mills, Abbots Langley Mar 1873 – Dec 1875
[1 vol]
- D/EDi/1/13/4 Envelope of letter (letter missing) from Frances Dickinson to her son John Dickinson [Found in a secret drawer in his desk] nd [c 1830s]
[1 item]

13 Family and personal papers [cont]

- | | | |
|--------------|---|------|
| D/Edi/1/13/5 | Photograph of portrait of Captain John Dickinson, RN, the grandfather of John Dickinson, and father of Captain Thomas Dickinson, RN [Original hangs in the home of Lord Dickinson, Gloucester]
[1 item] | 1979 |
| D/Edi/1/13/6 | Printed sermon entitled 'Present national delusions upon wisdom, power, and riches' preached by Arthur Benoni Evans, father of John Evans, and headmaster of Market Bosworth Free Grammar School, Leicestershire
[5 items] | 1831 |
| D/Edi/1/13/7 | Classical music programmes from Altenburg, Germany [In German], and Copy of <i>Les Misrables</i> , by Victor Hugo play by Charles Hugo, 1878 [In French] performed in Paris in May [From personal visit by John Ehret Dickinson, grandson of John Dickinson]
[4 items] | 1878 |

2 JOHN DICKINSON AND COMPANY (AUSTRALASIA)
LIMITED [SUBSIDIARY COMPANY]

The subsidiary company was formed by John Dickinson and Company Limited [main company] in 1917, as were several others in that year and at later dates [See ADMINISTRATIVE HISTORY for details]

1 Corporate records

D/EDi/2/1/1	Memorandum and Articles of Association and related agreements and other papers, for company established in 1917 [Records previously inserted in file D/EDi/1/4/20]	1917
	[1 bdl]	

3 MILLINGTON AND SONS LIMITED

These records are for the Firm for the period prior to its take-over by John Dickinson and Company Limited, in 1932 [*See* ADMINISTRATIVE HISTORY for further information].

1 Corporate records

This section includes executive records for the Firm, prior to incorporation, as well as the records for the incorporated Firm.

- | | | |
|-------------|---|------------------------|
| D/EDi/3/1/1 | Dissolution of copartnership indenture between Charles Hatchett and William L M Leschellas [begun 1 Jan 1834] | Jan 1836 |
| | [1 item] | |
| D/EDi/3/1/2 | Details relating to Charles Hutton's retirement from the partnership of Millington and Hutton [Including: agreement details; bond of repayment; balance sheet for partnership and 'matters to settle' statement; leases for premises at Southwark Street, Southwark, Surrey, 11 Sise Lane and 31-2 Budge Row, London etc] | Dec 1879
- Oct 1881 |
| | [1 bdl] | |
| D/EDi/3/1/3 | Agreement for sale of the Firm by Charles Leschellas Millington and Walter Samuel Millington to Millington and Sons Limited, upon incorporation and assignment of goodwill, patents, licences, copyrights and trademarks | 1892 |
| | [1 bdl] | |
| D/EDi/3/1/4 | Memorandum and articles of association upon incorporation [24 Jun 1908] to become Millington and Sons (1908) Limited | 1908 |
| | [1 vol] | |

1 Corporate records [cont]

- | | | |
|-------------|---|------------------------|
| D/EDi/3/1/5 | Contract of agreement between Millington and Sons Limited and Millington and Sons (1908) Limited for purchase of the Firm, the property and premises, debts etc, and assignment of goodwill, patents, licences, copyrights and trademarks

[1 item] | 1908 |
| D/EDi/3/1/6 | Agreement for the appointment of Henry Godfrey and Percy Parminter to act as joint managing directors for the Firm, for 10 years as of 1 Feb 1908

[1 item] | 1908 |
| D/EDi/3/1/7 | Transfer of goodwill and trademarks of the Firm to John Dickinson and Company Limited [the Firm being in liquidation]

[2 items] | Dec 1932 |
| D/EDi/3/1/8 | Board of Administration Minute Book [Includes: joint meetings of the Firm and the Company on particular issues; details of administrative changes to the Firm prior to the final take-over, 1932; the establishment of the Union of the House of Millington etc]

[1 vol] | Oct 1925
– Jan 1932 |

2 Share records

- | | | |
|-------------|---|------------------------|
| D/EDi/3/2/1 | Register of preference shares certificates [used and unused]

[1 vol] | Jul 1890
– Jan 1913 |
| D/EDi/3/2/2 | Register of ordinary shares certificates [used and unused]

[1 vol] | Apr 1913
– Sep 1932 |

3 Accounting and financial records

D/EDi/3/3/1/1-7	Balance sheet and accounts	1909 – 1915
		[7 items]
D/EDi/3/3/1/1	1909	
D/EDi/3/3/1/2	1910	
D/EDi/3/3/1/3	1911	
D/EDi/3/3/1/4	1912	
D/EDi/3/3/1/5	1913	
D/EDi/3/3/1/6	1914	
D/EDi/3/3/1/7	1915	

D/EDi/3/3/2	Trading and profit and loss accounts	Mar 1914 – Sep 1922
		[1 item]

4 Legal records

The section includes records relating to patents, contracts and agreements.

[Patents]

D/EDi/3/4/1	Assignment of French letters patent no. 221,579 for 'Improvements in combined note papers and envelopes' by William Henry Hook to the Firm, and related papers	May 1892
		[1 bdl]
D/EDi/3/4/2	Applications and papers concerning the Firm's right to use several patents for envelope making machinery [Includes original patent plates]	1912 – 1913
		[1 bdl]

[Agreements and contracts]

D/EDi/3/4/3	Agreement and assignment of the goodwill of Willcocks Envelope Company and lease of premises and interest in most of the contents at 53 Banwick Street, Birmingham to the Firm	Dec 1905
		[1 item]

4 Legal records [cont]

- | | | |
|-------------|---|----------|
| D/EDi/3/4/4 | Agreement for Graham H Brown and Berthold B Brown to act as representatives for the Firm in India, China and the Far East [For the sale of goods manufactured and dealt with by the Firm]
[1 item] | Jan 1908 |
| D/EDi/3/4/5 | Agreement for Graham H Brown to act as the Firm's representative in India, China and the Far East [To sell goods manufactured and sold on by the Firm]
[1 item] | Oct 1908 |

5 Marketing and public relations

- | | | |
|-------------|--|-------------|
| D/EDi/3/5/1 | Stationery price list [with product illustrations]
[1 item] | 1889 |
| D/EDi/3/5/2 | Basildon Bond sample catalogue
[1 vol] | nd [c 1911] |
| D/EDi/3/5/3 | Company Magazine entitled <i>Millington's Magazine</i> , vol. 1, no. 1 [several copies]
[2 items] | Feb 1920 |
| D/EDi/3/5/4 | Programme for 'the Monier's Cricket Club Fifth Annual Smoking Concert', chairman W H Hook, supported by Charles Leschellas Millington and Walter Samuel Millington
[1 item] | Feb 1890 |

6 Staff and employment

See D/EDi/1/7/2 for employee's loyalty statements and pictorial messages to staff for the Union of the House of Millington [and Union of the House of Dickinson].

- | | | |
|-------------|--|----------|
| D/EDi/3/6/1 | Staff booklet entitled 'Rules of the United Sick and Benefit Fund at Millington and Hutton's Envelope Works', New Southwark Street, London | 1870 |
| | | [1 item] |

7 Property and premises

This section includes title deeds for the property and premises of the Firm, all of which were situated outside of Hertfordshire. See also D/EDi/1/8/37 for deeds and agreements relating to land in Tottenham that was used by John Dickinson and Company after the Firm was taken over.

[Title deeds and agreements – out of County]

[London]

- | | | |
|-------------|---|------------|
| D/EDi/3/7/1 | Warehouse premises in Saint Antholins churchyard, Budge Row, London [Descent of Title: the Grocers' Company to William Lois Moinier Leschellas, wholesale stationer, Budge Row, Canon Street, City of London, Lease for 21 years, 1846; John Leschellas, builder, of New Cross, Kent (upon death of father William Lois Moinier Leschellas) to Charles Samuel Millington and Thomas Outhwaite Hutton, wholesale stationers, of Sise Lane and 32 Budge Row, London, 1853] | 1846; 1853 |
| | | [1 item] |

7 Property and premises [cont]

- D/EDi/3/7/2 Messuage at 11 Sise Lane and 32 Budge Row, London [Descent of Title: the Worshipful Company of Skinners to William Lois Moinier Leschellas, Lease for 21 years, 1837; John Leschellas, builder, of New Cross, Kent (upon death of father William Lois Moinier Leschellas) to Charles Samuel Millington and Thomas Outhwaite Hutton, wholesale stationers, of Sise Lane and 32 Budge Row, London, 1853] 1837; 1853
[2 items]
- D/EDi/3/7/3 Messuage at 11 Sise Lane, and 31 and 32 Budge Row, St Antholins, London [Descent of Title: the Worshipful Company of Skinners to Charles Samuel Millington and Thomas Outhwaite Hutton, Lease for 30 years, 1860; Thomas Outhwaite Hutton to Charles Samuel Millington and Charles Leschellas Millington, Hutton's share by Lease and Assignment and Release, 1881. Also includes licence to assign this share and interest, 1881] 1860; 1881
[3 items]
- [Middlesex]*
- D/EDi/3/7/4 Conveyance of 2a 3r 13p of freehold land and messuage at Tottenham by The New River Company to the Great Eastern Railway Company [Includes plan] 1897
[1 item]
- D/EDi/3/7/5 Conveyance of 1a 1r 12p of land at Tottenham by the Great Eastern Railway Company to Millington and Sons Limited [Part of the land conveyed in above deed, *see* D/EDi/3/7/4] 1914
[4 items]

7 Property and premises [cont]

- D/EDi/3/7/6 Approximately 4a of land, formerly part of Willow Croft, in Tottenham [Descent of Title: the Metropolitan District and General Land Company Limited to Millington and Sons Limited, 1901; Millington and Sons (1908) Limited, 1909; McCorquodale and Company Limited to Millington and Sons (1908) Limited, 1917. Also includes Abstract of Title with plans, schedules and details of mortgage] 1899 – 1917
[29 items]
- D/EDi/3/7/7 Agreement for diversion of sewer on site of Millington and Sons (1908) Limited of approximately 4½a of land at Tottenham, and adjoining 2a of land [proposed site of Firm] between the Firm and Tottenham Urban District Council [Includes detailed plan of the Firm's premises] 1913
[1 item]
- D/EDi/3/7/8 Deeds for 4½a of freehold land in Tottenham [Descent of Title: George Ware, traveller, Bush Hill Park, Enfield, Middlesex, and others to John Clarke, pianoforte maker, Northwold Road, Upper Clapton, London, 1902; Mortgage by Millington and Sons Limited to Millington and Sons (1908) Limited, 1908; London Life Association Limited, 1908; Mortgage to Millington and Sons (1908) Limited, 1917] 1902 – 1917
[1 bdl]
- D/EDi/3/7/9 Agreement regarding use of siding laid on land in Tottenham owned by The Great Eastern Railway Company and adjoining the Millington and Sons (1908) Limited site; also transfer of that use to John Dickinson and Company Limited after the Firm was taken over 1902 – 1932
[1 bdl]

7 Property and premises [cont]

- | | | |
|--------------|---|-------------|
| D/EDi/3/7/10 | Agreement for the erection of a new stockroom at the Tottenham factory by contractor Alfred James Bateman | 1908 – 1910 |
| | [4 items] | |
| D/EDi/3/7/11 | Agreement for the erection of an envelope department in the Tottenham factory by contractor Alfred James Bateman | 1913 |
| | [1 item] | |
| D/EDi/3/7/12 | Copy of agreement concerning unloading and loading on land over boundary at Tottenham factory, between Millington and Sons (1908) Limited and The Great Eastern Railway Company | 1909 |
| | [1 item] | |
| D/EDi/3/7/13 | Counterpart lease of small piece of land for transformer station, by Millington and Sons (1908) Limited to the North London Metropolitan Electric Power Supply Company | 1909 – 1929 |
| | [3 items] | |
| D/EDi/3/7/14 | Agreement for supply of electricity at Tottenham factory ['Tottenham Works'] between the firm and the North London Metropolitan Electric Power Supply Company | 1921 – 1928 |
| | [1 bdl] | |
| | <i>[Surrey]</i> | |
| D/EDi/3/7/15 | Deeds for 1 st , 2 nd , 3 rd , 4 th and 5 th floors, and part of ground floor and basement of premises in Southwark Street [Later 82, 84, 86 and 88 Southwark Street], Southwark, Surrey [Descent of Title: Edward H Beddington, esq, Lancaster Gate, Hyde Park, Middlesex to Charles Samuel Millington and Thomas Outhwaite Hutton, stationers and copartners, of Budge Row, City | 1866 – 1922 |
| | [cont...] | |

7 Property and premises [cont]

[cont]
D/EDi/3/7/15

of London, Lease of 30 years, 1869; Mortgage by Captain John Henry Pige Leschellas, Glenfinart, Argyllshire, and others to Pelican and British Empire Life Office, 1904; Mortgage to the Phoenix Assurance Company Limited, 1908. Also includes: Abstract of Title, with plan, from 1875; tenancy agreement for 86 Southwark Street, 1877; tenancy agreements for 88 Southwark Street, 1889 and 1904]

[12 items]

8 Family and personal papers

D/EDi/3/8/1

Draft Will of Walter Samuel Millington, wholesale stationer, of 32 Budge Row, City of London [Partner in the Firm, with his father Charles Samuel Millington and brother Charles]

1912

[1 item]