

## **Correspondence RE: Southbank Centre Archive**

**From: LLSB**  
**Sent: 02 August 2013 12:06**  
**To: Southbank Centre**  
**Subject: Archive access**

Dear Emily Churchill,

I am a researcher working in association with the Long Live Southbank campaign. I notice on your website that the Archive is currently closed to public enquiries, but I was wondering if I would be able to have access in this capacity. Please let me know if this is possible, and at which dates I will be able to make a visit. Thank you.

Yours,  
Steffan

**From: Southbank Centre**  
**Sent: 07 August 2013 11:14**  
**To: LLSB**  
**Subject: RE: Archive access**

Hi Steffan, what is it that you want to research?

It is possible to access some of the collection but I am away on annual leave from next week (I'm here today, tomorrow and Monday). If you let me know if there is something specific you want to look at I might be able to arrange something.

Many thanks  
Emily

Emily Churchill  
Archivist, Southbank Centre Archive

**From: LLSB**  
**Sent: 07 August 2013 11:25**  
**To: Southbank Centre**  
**Subject: RE: Archive access**

Hi Emily,

In particular I am interested in looking at records relating to the formation of South Bank Board Ltd., following the abolition of the GLC in 1986, and its subsequent taking over of the administration of the area.

More generally, I would be very interested in looking at any documents or records relating to the undercroft area of the Queen Elizabeth Hall from its inception in 1968, right up to the present day.

I am available to visit both tomorrow and Monday, and may need to arrange further visits following your leave.

Please let me know if you can help,  
Steffan

**From: Southbank Centre**  
**Sent: 07 August 2013 16:05**  
**To: LLSB**  
**Subject: RE: Archive access**

Dear Steffan,

Thank you for your email. As I advised your colleague [REDACTED], the majority of the archive is currently stored offsite and unfortunately I do not have the records you are looking for to hand. As the archive is closed to public enquiry until further notice I'm afraid at this time I cannot help you.

Southbank Centre apologise for any disappointment and inconvenience this may cause but we look forward to welcoming your enquiries in the future.

If you have any further questions please contact Beth Burgess. Although she will not be able to give you access to the archive she will do her utmost to answer any other questions you may have. Her email is [REDACTED]. I also advised your colleague [REDACTED] to contact the V&A who hold the Arts Council Collection and may be able to help.

With best wishes  
Emily

**From: LLSB**  
**Sent: 07 August 2013 16:35**  
**To: Southbank Centre**  
**Subject: RE: Archive access**

Dear Emily,

I am sorry to hear this.

Is it possible to view a catalogue of the records held at Southbank Centre archive? Both the overall catalogue and a list of those items which are currently accessible would be useful, if this is possible.

Can you provide any more detail on when the archive might once again be open to public enquiries?

Thanks for your help,  
Steffan

**From: Southbank Centre**  
**Sent: 07 August 2013 16:47**

**To: LLSB**  
**Subject: RE: Archive access**

Dear Steffan, I am afraid there isn't a catalogue of our holdings. This is something we are currently working towards.

We are also working towards making the archive fully accessible. We will be updating our website with more information as soon as it becomes available.

Best wishes  
Emily

**From: LLSB**  
**Sent: 07 August 2013 17:50**  
**To: Southbank Centre**  
**Subject: RE: Archive access**

Dear Emily,

Thanks for your reply. I'll keep checking the website for updates. In the meantime, is there no listing or index of the archive's holdings at all. It would be good to have some idea of what kinds of materials are available, so that I can better prepare for my visit when the archives are re-opened. Thanks for your help.

Steffan

**From: Southbank Centre**  
**Sent: 12 August 2013 17:50**  
**To: LLSB**  
**Subject: RE: Archive access**

Dear Steffan, thank you for your email.

There is no public listing of the archive holdings I'm afraid – just my working boxlist. The archive holds a large amount of programmes and event diaries dating back to 1951, administrative material pertaining to the running of Southbank Centre, photographs, event files, visitors books and a special collection about the Festival of Britain. The archive was officially started in the mid 1990s so, apart from the diaries and programmes, full runs of series do not exist and events are covered sporadically.

Many thanks  
Emily

**From: LLSB**  
**Sent: 13 August 2013**  
**To: Southbank Centre**  
**Subject: RE: Archive access**

Dear Emily,

Thanks for your further email. As I understand the position, there is no secrecy or confidentiality claimed in respect of the archive holdings but an administrative decision seems to have been made not to provide public access at this point in time. Could you please let me know who made the decision and the reasons for it?

It does seem surprising to me that, given the desire of SBC to provide public access in due course, access cannot be provided to me now. I am willing to travel to view the records and to be supervised in my viewing or to provide any necessary undertakings not to remove material. I look forward to hearing from you and thanks for all your help thus far.

Best wishes,  
Steffan

**From: Southbank Centre**  
**Sent: 13 August 2013 10:13**  
**To: LLSB**  
**Subject: Out of Office: Archive access**

Thank you for your email.  
I am away on annual leave returning on Wednesday 28th August.  
I work part-time and my usual working days are Mondays and Wednesdays and alternate Thursdays.  
Emily

Emily Churchill  
Archivist  
Southbank Centre Archive

**From: LLSB**  
**Sent: 29 August 2013 12:05**  
**To: Southbank Centre**  
**Subject: RE: Archive access**

Dear Emily,

I understand you are now back from your annual leave. I hope you had a good break. Please could you reply to my email of 13 August concerning access to the SBC archive.

Best wishes,  
Steffan

**From: LLSB**  
**Sent: 03 September 2013 13:01**  
**To: Southbank Centre**  
**Subject: RE: Archive access**

Dear Emily,

Please could you reply to my emails of 13 and 29 August concerning access to the SBC archive. This is quite a pressing matter and I would appreciate a response as soon as possible.

Thanks,  
Steffan

**From: Southbank Centre**  
**Sent: 06 September 2013 14:49**  
**To: LLSB**  
**Subject: Southbank Centre Archive**

Dear Mr [REDACTED]

Please find attached our reply to your emails to our archivist Emily Churchill.

Kind regards

Melford Deane  
Company Secretary & Legal Adviser  
Southbank Centre Limited  
Belvedere Road  
London, SE1 8XX



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6<sup>th</sup> September 2013

By email and by post

Dear Mr ██████████

**Queen Elizabeth Hall, Southbank Centre, London**

Further to my correspondence with your colleague ██████████, I am writing in response to your correspondence with Southbank Centre's part-time archivist Emily Churchill.

We have received information requests from five different members of LLSB: yourself and two other requests to our archivist, via your lawyers, and direct to Jude Kelly from Henry Edwards-Wood.

In the interests of efficiency, I have been asked to coordinate responses to these requests in one place, providing the information disclosures to Mr Edwards-Wood as a single point of contact. This is because all requests relate to ongoing dialogue between him and Jude Kelly. I will keep other enquirers informed as appropriate.

As some of the enquiries have been made under the Freedom of Information Act (FOIA) and Environmental Information Regulations (EIR), I need to be clear that Southbank Centre is not covered by FOIA/EIR for reasons that have been set out in detail to your lawyers.

I should be grateful if you would inform your colleagues, ██████████ and ██████████, of this arrangement.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Melford Deane".

Melford Deane  
Company Secretary

**From: LLSB**  
**Sent: 09 September 2013 16:56**  
**To: Southbank Centre**  
**Subject: RE: Southbank Centre Archive**

Dear Mr Deane,

I am surprised at the response since my request has nothing to do with any legal basis for seeking access to the archive. That is not a matter which I am personally concerned with. My request is an historian considering the history of the South Bank. I do not understand there to be any confidentiality in the material (none has been suggested) and I would have thought the Centre would be more open. Please do reconsider.

Yours,  
Steffan

**From: Southbank Centre**  
**Sent: 09 September 2013 15:49**  
**To: LLSB**  
**Subject: RE: Southbank Centre Archive**

Dear Mr [REDACTED]

Thank you for your email. Ms Churchill has already advised you that the archive is uncatalogued and indeed many parts are unsorted.

This means that there is no way to know whether the material you seek is present in the archive. As an historian, you will be aware that laws including data protection preclude research access to unsorted archive materials from the last 60 years. You will also respect our duty of care to the careful handling and preservation of the archive, which includes delicate materials, before it can be made accessible to researchers.

Ms Churchill is leading a project to open up the archive, and you will be aware that public access is a key aim of our ambitious Festival Wing project.

In the meantime, if you let me know the areas on which your research focuses, I would be glad to direct you to alternative ways to access the information.

With kind regards

Melford Deane

**From: LLSB**  
**Sent: 11 September 2013 09:07**  
**To: Southbank Centre**  
**Subject: RE: Southbank Centre Archive**

Dear Mr. Deane,

I was very disappointed with your reply on Monday.

It does seem to me surprising that the SBC should deny me access to material which you do not assert to be confidential and which is held by an organisation which is publicly funded.

You have asserted data protection but I am not a lawyer and I do not understand what you mean by this? Is it the case that SBC is legally prevented from giving me access and, if so, please identify how and why?

Finally, I am not sure what you mean by "alternative ways to access the information". Do you mean that if I give you a list of subjects your archivist will undertake a search in SBC records for me? I would also like to know when the records are to be made public?

Thanks for all your help and I look forward to hearing from you.

Yours,  
Steffan

**From: Southbank Centre**  
**Sent: 11 September 2013 09:09**  
**To: LLSB**  
**Subject: Out of Office: Southbank Centre Archive**

I'm now on annual leave until Wednesday 18th September and shall respond as soon as I can on my return.

**From: LLSB**  
**Sent: 20 September 2013 10:25**  
**To: Southbank Centre**  
**Subject: RE: Southbank Centre Archive**

Dear Mr Deane,

I understand you are now back from your annual leave, I hope you had a good break. Please could you reply to my email of September 11.

Thank you,  
Steffan

**From: Southbank Centre**  
**Sent: 20 September 2013 10:38**  
**To: LLSB**  
**Subject: RE: Southbank Centre Archive**

Dear Steffan

Thank you - I had a very good break.

Although you consistently claim surprise, the archivist and I have both laid out to you the practical reasons for the restriction of access to our uncatalogued archive.

To spell these reasons out once more in detail, the archive is a significant size. Because it is mostly uncatalogued, we do not know specifically what it contains, which means that searches within it are impracticable. Based on our initial assessment, the archive includes fragile materials and also personal data which we are legally bound to protect. The programme to catalogue it is ongoing and subject to funding constraints. We do not have a target date for access by the general public.

You misunderstood my offer of assistance to refer to the archive. If you provide the subjects you are researching, I will suggest where else, if anywhere, this information may be held.

With kind regards

Melford

**From:** LLSB  
**Sent:** 20 September 2013  
**To:** Southbank Centre  
**Subject:** RE: Southbank Centre Archive

Dear Melford,

Thank you for your email. Could you please explain to me why I cannot attend to examine the archive under supervision. I will not remove any materials and undertake not to make any copies without permission. I am a professional historian and used to examining delicate materials and respecting confidentiality.

Is it really the case that you have given no one access to your archives ?

I am researching the following subjects which are of historical interest to me in my researches:

- 1) The administration of the South Bank Centre – in particular, during and since the handover from the GLC to the South Bank Board in 1985-86. Minutes of board meetings, press releases or other documents relating to SBC policy would be relevant here. Any correspondence between the SBC and other organisations with links to the South Bank (e.g. Lambeth Council, the Arts Council, the London Residuary Body, Government departments etc.)
- 2) Unofficial uses of the South Bank site (e.g. by skateboarders, BMX riders, graffiti artists, the homeless community) over the years, and the attitude of SBC administration to them.
- 3) Any documents/plans relating to the building of the Queen Elizabeth Hall, Purcell Room and the Hayward Gallery in the 1960s.
- 4) Development plans for the South Bank from the 1960s onwards, for example the 'masterplans' for the site by Cedric Price (1983-84), Terry Farrell (1985-93), Richard Rogers (1993-98), Rick Mather (1999-). Any documents, plans, or models relating to these or other schemes, or to the exhibitions in the Royal Festival Hall that I believe accompanied at least the Farrell and Rogers' schemes, would be very useful.

I look forward to hearing from you.

Best wishes,  
Steffan

**From: Southbank Centre**  
**Sent: 23 September 2013 17:41**  
**To: LLSB**  
**Subject: RE: Southbank Centre Archive**

Dear Steffan

Thank you for your email. I'm enquiring further of my colleagues in relation to the questions you ask and will be in touch with you further in due course.

Kind regards

Melford

**From: LLSB**  
**Sent: 01 October 2013 14:29**  
**To: Southbank Centre**  
**Subject: RE: Southbank Centre Archive**

Dear Melford,

Thank you for your assistance. Have your colleagues been able to provide any information over the last week on these matters?

Best wishes,  
Steffan

**From: Southbank Centre**  
**Sent: 07 October 2013 11:42**  
**To: LLSB**  
**Subject: RE: Southbank Centre Archive**

Dear Steffan

Further to my email of 23 September, I have now heard from my colleagues in respect of this matter.

As I have said in each of my previous emails, the archive is closed to public enquiry.

Thank you outlining your areas of research. I note that these mostly pre-date the official creation of our archive in the mid-1990s. While it does of course contain older material, you would therefore always have been better off resorting to other archives, which fortunately are catalogued and in many cases open to public enquiry.

For the material you require relating to government bodies, we recommend you research within the archives of Lambeth Council, Arts Council, London Residuary Body and Government departments. You will find the London Metropolitan Archive a useful resource; it contains the GLC archive. The V&A holds the Arts Council archive.

We are not aware of anywhere, including our own archive, which holds extensive material relating to unofficial uses of the South Bank site. This would perhaps best be researched in newspaper archives, particularly in relation to rough sleeping, which as you may know was the other main use for the undercroft of the Queen Elizabeth Hall.

I am pleased to report that we may be able to obtain a digital copy of the Rick Mather masterplan for you. I will forward to you as soon as I receive it. In terms of the other masterplans, you will need to apply to the individual architectural practices for access to their archives. Richard Rogers' plans for the South Bank are in his current exhibition at the RA.

Yours sincerely

Melford

**From: LLSB**  
**Sent: 08 October 2013 12:07**  
**To: Southbank Centre**  
**Subject: RE: Southbank Centre Archive**

Dear Melford,

Thank you for your reply. I am aware that the archive was created in the 1990s but it was my understanding from my correspondence with your colleague Emily Churchill that there is material stretching back much further than this.

I am aware of the other sources of material you mention but as you will appreciate, given the complex administrative history of the South Bank Centre, the relevant documents have become quite scattered, leaving inevitable gaps. It would therefore be very useful to complement my research elsewhere by seeing the records held by SBC. I am aware also that it is the nature of 'unofficial' uses to have no extensive records, but I feel that administrative records should provide some clues here also.

You repeat again that the archive is closed to the public, but when I initially enquired I was told by Emily Churchill that arrangements could be made for specific requests. Following on from the question asked in my email of 20 September, can you confirm that no one else has been given access to the archive? Obviously, without any kind of index it is difficult for me to be selective, but I would certainly be interested in any internal administrative material - for any of the period - that could be made available.

Regards,  
Steffan

**From: LLSB**  
**Sent: 17 October 2013 14:43**

**To: Southbank Centre**  
**Subject: RE: Southbank Centre Archive**

Dear Melford,

Have you been able to obtain the copy of the Mather masterplan you mentioned in your last email? Could you also please reply to my email of 8 October. Thank you.

Best wishes,  
Steffan

**From: Southbank Centre**  
**Sent: 18 October 2013 10:58**  
**To: LLSB**  
**Subject: RE: Southbank Centre Archive**

Dear Steffan

I acknowledge your email of 8 October.

Most archives do not allow access to uncatalogued material so what we are saying is not unusual. You must accept this as our final word on the matter.

Furthermore, you still seem to be under a misconception concerning the content of the archive and its potential significance to your research.

In the main, it holds performance related material from the events and exhibitions that have taken place in Royal Festival Hall, Hayward Gallery, Queen Elizabeth Hall and Purcell Room. This includes material from across our history, focused on the time from the creation of the archive onwards.

The majority of business records prior to 1985 are held by the London Metropolitan Archive, which is why I referred you to it, and as such are unlikely to be found in our archive.

Kind regards

Melford

**From: Southbank Centre**  
**Sent: 18 October 2013 14:26**  
**To: LLSB**  
**Subject: RE: Southbank Centre Archive: masterplans**

Dear Steffan

Thank you for your email.

I regret that we have been unable to obtain a digital copy of the Mather masterplan. However, it seems that I will be able to obtain paper versions both of the Mather masterplan and the Farrell

masterplan. I will have these copied and send them on as soon as they are made available to me. Please note that we do not propose to charge you for copying this material.

Kind regards

Melford

**From: LLSB**  
**Sent: 21 October 2013 12:44**  
**To: Southbank Centre**  
**Subject: RE: Southbank Centre Archive**

Dear Melford,

Thank you for your reply. I am glad you have been able to obtain paper versions of the Mather and Farrell masterplans and look forward to receiving them in due course.

While I accept that many archives do not allow access to uncatalogued material, I do find it unusual that you have been unable to provide any specific information relating to any catalogued material.

I am confused by your claim that the material held in the archive will not be of significance to my research. Surely such an evaluation can only be made by the researcher. While admittedly it is difficult to know what will be of significance before I have a chance to see it, especially when so little information has been provided, an example you do give – ‘material from the events and exhibitions that have taken place in the Royal Festival Hall, Hayward Gallery, Queen Elizabeth Hall and Purcell Room’ – in fact relates precisely to point 4) of the list I provided (at your request) on 20 September, when I asked about documents relating to the exhibitions in the Royal Festival Hall which accompanied each successive ‘masterplan’ for the South Bank. Two such exhibitions (those relating to Richard Rogers’ and Rick Mather’s plans) have taken place since the creation of the archive. In light of this, will it be possible for any of this material to be made available?

I have asked on two occasions (20 September; 8 October) if anyone else has been granted access to the archive during this period of temporary closure, and have so far received no reply. Given your unwillingness to answer, it seems fair to conclude that access is being, or has been, granted to others while my requests have been consistently refused. Can you confirm whether or not this is the case?

Regards,  
Steffan

**From: Southbank Centre**  
**Sent: 25 October 2013 16:08**  
**To: LLSB**  
**Subject: RE: Southbank Centre Archive**

Dear Steffan

I acknowledge receipt of your email of 21st October and have pleasure in attaching pdf copies of the Mather and Farrell masterplans.

With reference to your final paragraph, the position is that only two members of the public have been granted access to catalogued material (relating to the Royal Festival Hall organ) during the period of temporary closure. They were academics writing an article about the organ. Our (part time) archivist Emily Churchill would not have granted them access to it at all, had it been uncatalogued. Further, the material was here on site and Emily was able to put her hands on it easily.

Apart from the above, or when Emily has answered specific questions or occasionally sent scans of programmes or photographs, we are happy to state categorically that no member of the public has been given access to the archive during the period of temporary closure. Contrary to the assumption you have made, therefore, I believe you can safely conclude that access has not been, is not being, and will not be granted to others while your requests are refused.

As for your other point, there was no intent to enter into an argument about your research priorities and it is misinterpreting my words to assert as much. In your letter, you had said that "administrative records should provide some clues" and accordingly asked for "any internal administrative material". I therefore advised you that such papers were held in the London Metropolitan Archive, to which I had already referred you.

Kind regards

Melford

**From: LLSB**  
**Sent: 11 November 2013 17:45**  
**To: Southbank Centre**  
**Subject: RE: Southbank Centre Archive**

Dear Melford,

Thank you for your email of 25 October. Thank you also for attaching the Farrell and Rogers masterplans, which are greatly appreciated.

I am still unclear about what you mean by 'catalogued material'. Whereas previously (9 September) you have stated that the archive is uncatalogued, in your most recent email you imply that there is at least some material that is catalogued and readily available, and of which some has indeed been made available to researchers. Please could you clarify whether or not the archive does have any catalogued material and, if so, whether any kind of listing of any of the archive's holdings can be made available?

Following on from this, I am still unclear about material in the archives concerning exhibitions held in the Royal Festival Hall relating to plans for the Southbank Centre over the years. After I specified that this was an area I was interested in looking at, your email of 18 October implied that some of this material may be available. Please could you also clarify this point. Of course, if a listing of catalogued and available material could be provided, confusion could be avoided here also.

Regards,  
Steffan

**From: Southbank Centre**  
**Sent: 25 November 2013 10:51**  
**To: LLSB**  
**Subject: RE: Southbank Centre Archive**

Dear Stephan

With reference to your email of 11 November, please see our archivist Emily Churchill's comments in red below.

We now feel unable to help you further and trust you agree we have disposed of the need for any further correspondence between Southbank Centre and yourself in relation to this matter.

Kind regards

Melford

**Sent: 11 November 2013 17:45**  
**To: Deane, Melford**  
**Subject: RE: Southbank Centre Archive**

*Dear Melford,*

*Thank you for your email of 25 October. Thank you also for attaching the Farrell and Rogers masterplans, which are greatly appreciated.*

*I am still unclear about what you mean by 'catalogued material'. Whereas previously (9 September) you have stated that the archive is uncatalogued, in your most recent email you imply that there is at least some material that is catalogued and readily available, and of which some has indeed been made available to researchers. Please could you clarify whether or not the archive does have any catalogued material and, if so, whether any kind of listing of any of the archive's holdings can be made available?*

*The organ material has been 'catalogued' (meaning listed more fully) in order to make the material accessible to me and our visual arts producers who are working on an exhibition about the organ. There are also some catalogue lists of 1950s programmes. Other than that the only list of overall holdings we have is my working box list which is not publicly available and never has been.*

*Following on from this, I am still unclear about material in the archives concerning exhibitions held in the Royal Festival Hall relating to plans for the Southbank Centre over the years. After I specified that this was an area I was interested in looking at, your email of 18 October implied that some of this material may be available. Please could you also clarify this point. Of course, if a listing of catalogued and available material could be provided, confusion could be avoided here also.*

*There is archive material relating to different exhibitions in Royal Festival Hall but there is not a comprehensive listing of this.*

*Regards,  
Steffan*