



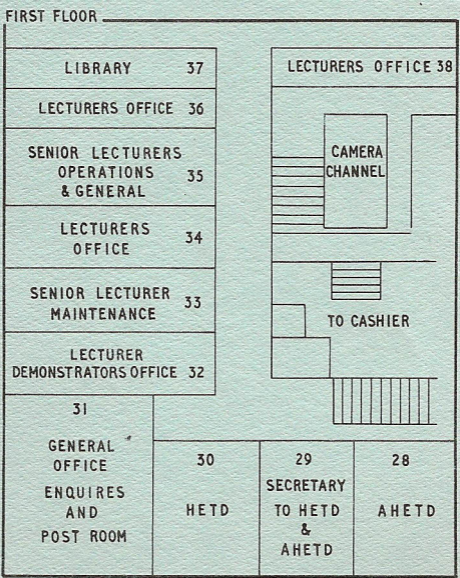
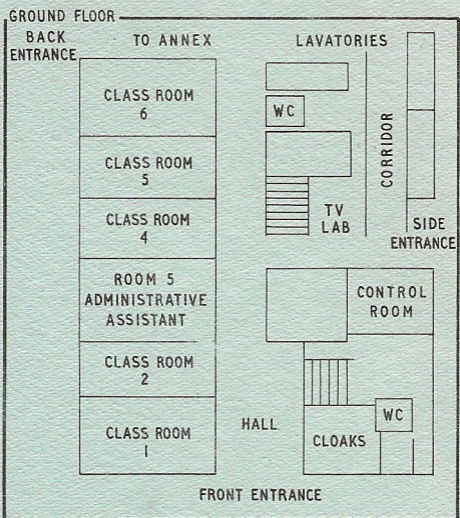
B B C    E N G I N E E R I N G  
T R A I N I N G   D E P A R T M E N T

W O O D   N O R T O N   H A L L  
E V E S H A M  
W O R C S .

W E L F A R E   &   C L U B   G U I D E

T H E   B R I T I S H   B R O A D C A S T I N G   C O R P O R A T I O N

# PLAN OF THE MAIN BUILDING



# WELFARE AND CLUB GUIDE TO THE BBC ENGINEERING TRAINING DEPARTMENT

## - INTRODUCTION -

This booklet is intended to provide you with information concerning the social and welfare facilities at Wood Norton. These change from year to year, the recreational activities varying with the season and with the interests of courses.

For day-to-day information watch the Notice Boards.

For Index  
See Pages  
2 and 3

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## WELFARE & CLUB GUIDE

### LOCATION

Wood Norton Hall, once the residence of the Duc d'Orleans Pretender to the throne of France, is situated in pleasant grounds two and a half miles west of Evesham on the Worcester Road, B 4084 (see map inside back cover). It has been adapted and fully equipped by the British Broadcasting Corporation for training in all branches of broadcast engineering. A map on the centre pages (12 and 13) shows the location of the various buildings which adjoin the main building. A plan of the latter is on the inside of the front cover.

### LIVING ACCOMMODATION

The School is residential, and all students are accommodated on the estate in centrally-heated double rooms. In the senior dormitory block each room is fitted with hot and cold running water. Provision is made for showers and baths. There are drying rooms with ironing facilities in the senior block which may be used by any male student.

## ENQUIRIES

The General Office on the first floor of the main building (Room 31) is open from 9.05 a.m. - 1.00 p.m. and from 1.30 p.m. - 4.50 p.m. Monday to Friday and 9.05 a.m. to 10.55 a.m. Saturday.

### Early and late arrivals

Before 9.00 a.m. and after 5.00 p.m. enquiries should be made either at the Watchman's Hut (by the inner gates facing the main building) or at the Warden's flat which is at the near end of the Senior Dormitory. (This is the large two-storied building a hundred yards to the right of the inner gates to the front drive). (See map on centre page).

### POSTAL ADDRESS

(which should be preceded by the name of the course you are attending)

BBC Engineering Training Dept.  
Wood Norton,  
Evesham,  
W o r c s .

## POSTAL FACILITIES

Letter boxes are situated in the front entrance of the main building in the General Office (1st Floor, Room 31) and near the main gates at the entrance to the front drive. Stamps may be obtained from the General Office (from 1.30 - 2.00 p.m. only) and from the Welfare Shop (Studio 13 block) from 5.00 - 6.00 p.m. Monday to Thursday. Parcels may be left in the General Office for collection by the mail van at 3.30 p.m. The General Office also takes telegrams.

## INCOMING MAIL

The mail is delivered to the General Office and is usually collected by the appointed member of each course at 9.05 a.m. each weekday.

## LOST PROPERTY

Lost property should be taken by the finder to the Welfare Office where enquiries should be made for anything lost.



## WHO'S WHO

Head of Engineering Training Dept.  
(H.E.T.D.) - Dr. K.R. Sturley  
(Room 30 1st Floor Main Bldg.)

Assistant Head of Engineering  
Training Department. (A.H.E.T.D.)  
Mr. A. E. Robertson  
(Room 28 1st Floor Main Bldg.)

### Senior Lecturers

Maintenance Section  
Mr. H.V. Sims (33, 1st Floor)

Fundamentals Section  
Mr. H. Henderson  
(Room 35, 1st Floor)

Technical Operations Section-  
Mr.G.W.Mackenzie (Room 35, 1st Floor)

### Administrative Assistant

Mr. C.F. Adams  
(Room 5, Ground Floor, Main  
Building).

Warden - Mr.B.D.Oldman (Welfare)  
Office, 1st Floor Studio 13  
Block).

## TELEPHONE NUMBERS

BBC (Evesham) Club -

Evesham 6311

E.T.D., Wood Norton

(after 5.00 p.m. - A.H.E.T.D.)

Evesham 6221

E.T.D., Wood Norton

(after 5.00 p.m. - Warden)

Evesham 6222 (and in emergency)

E.T.D., Wood Norton

(after 5.00 p.m. - Sick Bay)

Evesham 6397

### Call Boxes

(i) Junior Dormitory

Evesham 6366

(ii) Studio 13

Evesham 6494

School Doctor

(Dr. J.M. Robertson)

Evesham 6042

Fire Station

Evesham 2222

## TRANSPORT FACILITIES

A BBC Coach runs to and from Evesham at regular intervals throughout the day and evening. The time-table is given on the back cover.

### ONE WAY TRAFFIC SYSTEM

The front drive is for entrance only, the exit being via the back drive.

## SPEED LIMITS

The speed limit on the estate is 20 m.p.h. except in the built up area and at the main gates where the limit is 15 m.p.h. Negligent and/or dangerous driving will result in a vehicle being refused access to the Estate.

## CARS AND MOTOR CYCLES

Special permission must be obtained to bring a car or motor cycle. It may then be parked at owner's risk in the space allotted to you. There is no covered parking space for cars and only limited cover for motor cycles. Form F/955 Section C must be completed.

## CYCLES ON LOAN

A limited number of cycles are available for loan against a deposit of 10/-d. Application should be made to the Warden. Front and rear lamps new and second hand, may be bought from the Welfare Shop which also supplies batteries at normal prices.

## **CYCLE RACKS**

Covered racks are provided adjacent to the Junior block and at the Club.

## **NEWSPAPERS AND PERIODICALS**

Copies of most of the national daily papers are distributed in the various lounges and there is a variety of periodicals at the Club.

Students requiring copies of Ariel and Radio Times should make arrangements at their base for onward routing, as no copies will be available at Wood Norton.

## **LIBRARY**

By arrangement with the Worcestershire County Council Library Committee works of fiction and general interest may be borrowed from the Welfare Shop.

## **TELEVISION**

The Television Viewing Room (see plan) is equipped with a large screen receiver and receives BBC Television programmes. ITA and BBC programmes are available in special viewing rooms at the Club.

## SOUND RADIO

Sound radio is available in all the lounges.

## RESTAURANT

The self-service canteen seats up to 200 but owing to the large number of residents it is necessary to stagger meal times to ensure efficient service. Please try to keep to the times applying to your particular course. You will be notified of these on arrival. It is our aim to provide the best and cheapest meal service possible. In the event of any complaint please see the Canteen Manageress immediately.

## RESTAURANT TIMES

### Breakfast

	a.m.
Sat. & Sun.	9.00 - 9.45
Weekdays	8.00 - 9.00
Coffee	10.00 - 11.30

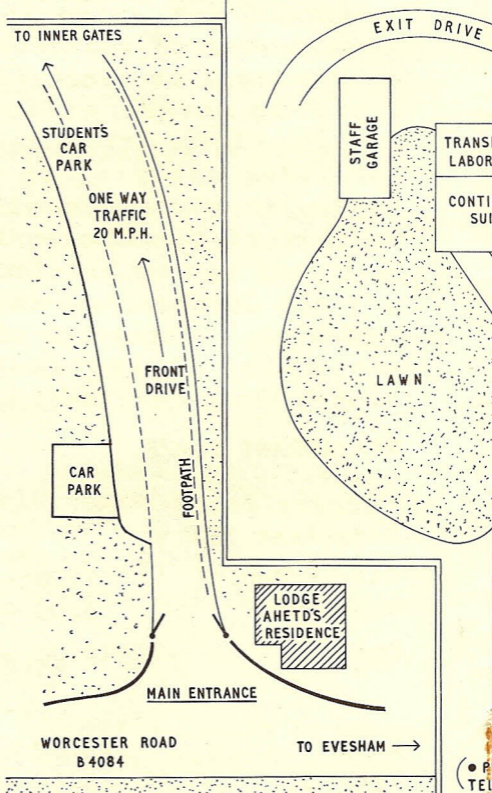
p.m.

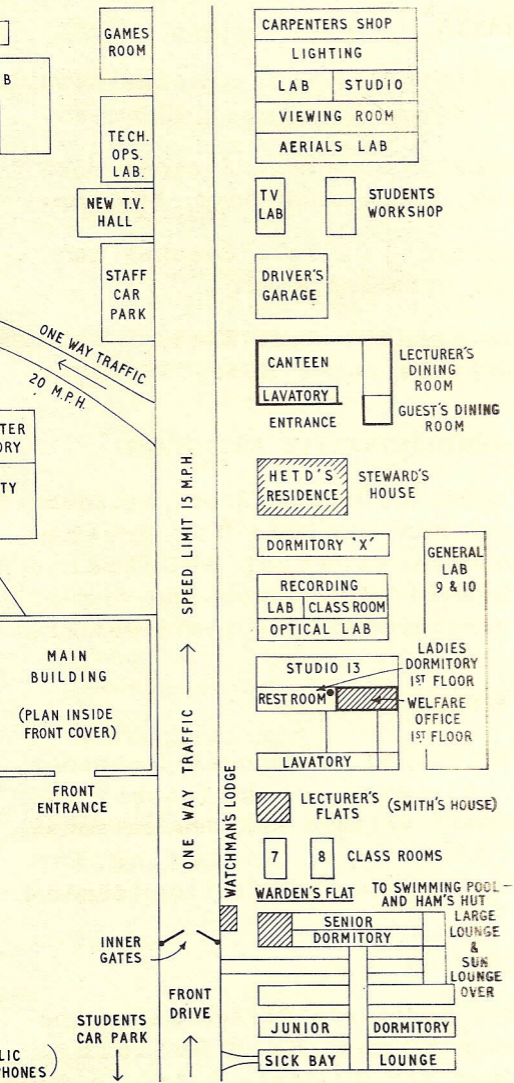
Lunch	12.30 - 2.00
Tea	3.00 - 4.30
Evening Meal	
Mon. - Thurs.	5.50 - 7.45
Fri.Sat. & Sun.	5.30 - 6.45

# MAP OF THE WOOD NORTON ESTATE

BBC ENGINEERING  
TRAINING DEPARTMENT

- 
- ACOUSTICS
- 
- DARK ROOM
- DEAD ROOM





## TAXIS

Griffiths - Tel. Evesham 6404  
5, Edward Street, Evesham.

Jenkins - Tel. Evesham 6082  
179, Cheltenham Road, Evesham.

Jerram - Tel. Evesham 2479  
19, Princess Road.

Wheeler - Tel. Evesham 2727  
181, Pershore Road, Evesham.

## ADMINISTRATIVE ASSISTANT

(Room 5, Ground Floor), Mr. Adams is responsible for general administration (including travel allowances and travel vouchers) and for staff welfare.

## WARDEN

Mr. Oldman is responsible (under Administrative Assistant) for staff welfare and recreational facilities, including the welfare shop and fiction library.

## CASHIER

The Cashier's Office is on the 2nd Floor, Main Building. Open for Students 1.15 - 2.00 p.m. Monday, Tuesday, Wednesday and Friday.



## WELFARE OFFICE

(Studio 13, 1st Floor),  
Open 9.00 a.m. - 10.30 p.m.  
for railway and 'bus timetables,  
maps etc.

## WELFARE SHOP (in Welfare Office)

Open Mondays to Thursdays  
between 5.00 and 6.00 p.m.  
Here may be purchased small  
necessities such as razor  
blades, soap, hair cream, pens,  
pencils, erasers, protractors,  
folders, batteries, writing  
paper, envelopes and stamps.  
Bicycle lamps may be bought  
from the Welfare Office, on a  
repurchase basis.

## RECREATION ROOMS

The Lounge Annexe to Studio 13  
(seats 15) is available to  
both sexes and for consuming  
refreshments from automatic  
machines.

The following are available to  
all male students :-

Large Lounge in the Senior  
Block, at far end (seats 50)

Small Lounge in the Junior  
Block, at far end (seats 30)

The Lounge on the first floor  
of Pear Tree Cottage (Seats 8)  
is available to women students  
only.

## FIRE

Any student or visitor discovering a fire (other than a small outbreak easily extinguished) should -

- 1) Sound the alarm - alarm points are:-
  - (i) Courtyard of Studio 13.
  - (ii) Side Door of Main Building (inside)
  - (iii) In Main Dormitory Blocks.
- 2) Call the Fire Brigade

EVESHAM 2222

- 3) Inform H.E.T.D. or A.H.E.T.D.  
and the Warden.

On hearing the alarm, vacate the building, closing all doors and windows. (Note: The fire alarm is tested at 5.00 p.m. each day except Saturday and Sunday.)

## FIRE EQUIPMENT

Extinguishers are located at vantage points in or near each room or hut. Please take an early opportunity of familiarising yourself with the position of the alarm points, extinguishers and hose reels.

## **ELECTRICAL APPLIANCES**

No private electrical appliances other than electric shavers may be used in the bedrooms (vide the Corporation's Safety Regulations).

## **SICKNESS OR INJURY**

There is a well equipped Sick Bay and Surgery at the end of the Junior Block and entrance is either from the dormitory corridor or from the front drive. Normal surgery hours are 8.30 - 9.00 a.m. and 5.00 - 5.30 p.m. In case of emergency ring Nurse through PBX or ring sick bay doorbell. Even minor injuries should be reported immediately.

## **STUDENTS' TECHNICAL LIBRARY**

The technical library for students is in the Fundamentals Laboratory. Copies of E.T.D. Handbooks and training supplements may be borrowed from General Office. 1st Floor Main Building.) Technical Instructions relating to particular equipment are issued to students by lecturers as required.

## BBC (EVESHAM) CLUB

**LOCATION** "St. Ecgwins's",  
117 High Street,  
Evesham.

From the railway station approach "St. Ecgwins's" is the first house on the right in the High Street.

### MEMBERSHIP

All students automatically become members for the duration of their stay at Wood Norton, whether they are members of their local BBC Club or not. There is no subscription fee.

### OPENING HOURS

Mon.	9.00 a.m. - 2.00 p.m. & 5.00 p.m. - 11.00 p.m.
Tues.	9.00 a.m. - 2.00 p.m. & 5.00 p.m. - 11.00 p.m.
Wed.	7.00 p.m. - 11.00 p.m.
Thurs.	9.00 a.m. - 2.00 p.m. & 5.00 p.m. - 11.00 p.m.
Fri.	9.00 a.m. - 2.00 p.m. & 5.00 p.m. - 11.00 p.m.
Sat.	9.00 a.m. - 11.00 p.m.
Sun.	9.00 a.m. - 11.00 p.m.

### CLUB BAR OPENING HOURS

	p.m.
Summer	7.00 - 10.30
Winter	7.00 - 10.00
Also daily (except Wednesdays)	12.00 - 2.00

## AMENITIES AT THE CLUB

**Ground Floor:-** Bar, two lounges, one of which is equipped with a bar billiards table, BBC and ITA television lounges, gentlemen toilet. The New Hall, also on the ground floor, is a recent addition to the Club and is used for weekly dances and other entertainments. (Ladies are asked to note that shoes with sharp heels e.g. stiletto, must not be worn in the New Hall).

**First Floor:-** Lounge equipped with hi-fi record playing equipment, (this lounge may be booked for private parties on prior application to the Hon. Secretary), billiards room (small fee for use payable to Steward) and Ladies' Powder Room.

**Second Floor:-** table tennis room. The Club possesses a croquet set and a set of skittles for use on the lawn. In one of the outbuildings there is a small photographic dark room. Members and students using this must provide their own chemicals etc. and must leave the dark room clean and tidy. A fee of 6d. per half hour, payable to the Steward, is charged for use of the dark room.

Light refreshments may be obtained from the Steward from 6.00 p.m. to 10.00 p.m. (or later to special order).

### **PARKING AT THE CLUB**

Cars may be parked on the drive at the side of the house. Please park over to the left to allow free passage for the BBC coach which parks in the yard at the rear. Motor cycles must not be parked in the drive but in the special motor-cycle and cycle park at the rear on the left of the yard. There is also a motor cycle parking place in front of the house.

### **THEATRE TRIPS**

During the year a number of theatre trips are arranged for club members at privilege rates. Particulars are posted on the notice boards.

### **BOATING ON THE RIVER AVON**

During the summer months concession tickets, price 1/3d. may be purchased from the Club Steward. These provide steamer trips (value 2/6d.) or one hour's hire of a punt or skiff.

## ENTERTAINMENT AT WOOD NORTON

**Film Shows** - In Studio 13 alternate Wednesdays during the winter.

**Country Dancing** - In Studio 13 alternate Tuesdays.

**Scottish Dancing** - In Studio 13 alternate Tuesdays.

## SPORT

Soccer and Ruggier may be played in the river meadow opposite the back drive. In the summer the meadow is used for Archery and there is a net for cricket practice. Table tennis and darts are available in the Recreation Room, Hut 21 A Piano is available in Studio 13.

## BADMINTON

There is a good Court available in the Television Hall. White soled gym shoes must be worn.

## SWIMMING

There is an open air swimming pool on the hill just above the main building and there is a public open air swimming pool in Evesham.

## SPORTS EQUIPMENT

Equipment for the various games is available on loan

from the Warden. The Club has skittles and bowls equipment. Facilities for most sports can also be arranged with clubs in Evesham by the Warden.

### GENERAL INFORMATION

(E.C. Early Closing Day)

Evesham.. .. E.C.Wed

Evesham is a municipal borough and market town, population 12,000. With the Cotswold Hills to the North East, Evesham is a fine spring board for visits to many historic and picturesque places in the Midlands. The town is on the River Avon, renowned for its fishing. There is a good park beside the river. An interesting architectural feature is the Bell Tower, last remnant of an ancient abbey, and the Almonry Museum is well worth a visit. There are two cinemas, the Clifton in the High Street and the Regal in Port Street. An enthusiastic musical society provides an excellent programme in the winter season. There is also a film society which shows rare or interesting films each month. Particulars of these and of many other local activities may be obtained from the Warden.



**Broadway.. .. E.C.Thurs.**  
A picturesque village 6 miles from Evesham. Just beyond rises the famous Fish Hill from which lovely panoramic views may be obtained.

**Cheltenham Spa..E.C.Wed & Sat.**  
A well known Midland Health resort and excellent shopping centre. 16 miles from Evesham.

**Coventry .. .. E.C.Thurs.**  
Perhaps the most modern English city. Well worth a visit. 30 miles north of Evesham.

**Gloucester .. .. E.C.Thurs.**  
Ancient cathedral city and market town. 24 miles from Evesham.

**Leamington Spa .. E.C.Thurs**  
Warwickshire health resort. 22 miles from Evesham.

**Malvern .. .. E.C.Wed.**  
Famous for its hills from which panoramic view of Herefordshire and South Wales may be obtained. 22 miles from Evesham.

**Pershore .. .. E.C.Thurs**  
Market town and abbey. Surrounded by plum orchards. 6 miles from Evesham.

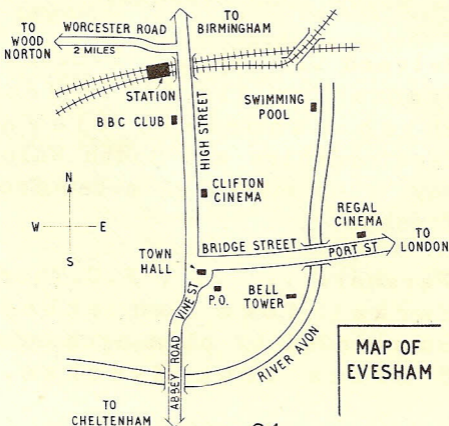
**Stow on the Wold** .. E.C.Wed.  
Costwold village once the  
centre of the wool industry.  
16 miles from Evesham.

**Stratford-upon-Avon.** E.C.Thurs.  
The Shakespeare Shrine, 14 miles  
from Evesham. Of special  
interest are the Memorial  
Theatre, Birthplace and Ann  
Hathaway's Cottage.

**Tewkesbury** .. .. E.C.Thurs.  
Renowned for its abbey. 14  
miles from Evesham.

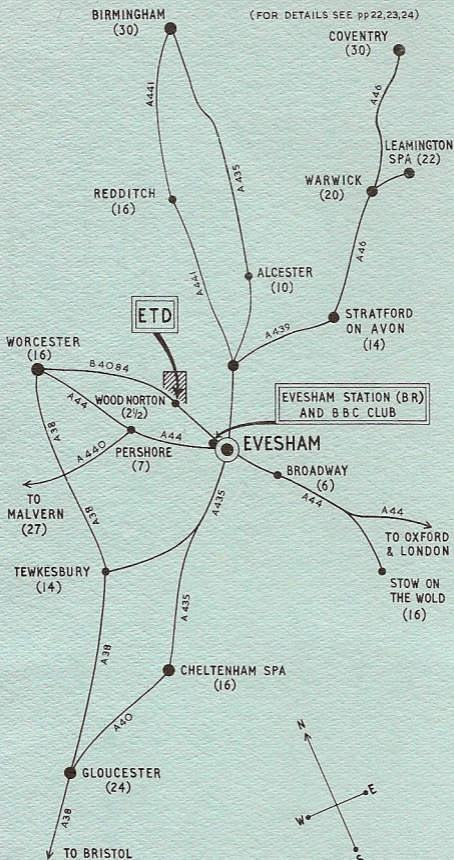
**Warwick** .. .. . E.C.Thurs.  
Famous for its castle. 20  
miles from Evesham.

**Worcester** .. .. E.C.Thurs.  
Cathedral city and market  
town. 16 miles from Evesham  
(12 miles from Wood Norton).  
Famous for china.



## PLACES OF INTEREST NEAR EVESHAM

(FOR DETAILS SEE pp 22,23,24)



FIGURES IN BRACKETS INDICATE MILES FROM EVESHAM

## BBC COACH TIMETABLE

To EVESHAM from Drivers' Garage near the Canteen.

MONDAY FRIDAY to	SATURDAY	SUNDAY
a.m.	a.m.	a.m.
8.30	8.30	10.30
10.00	11.00	
p.m.	p.m.	p.m.
3.30	12.05	3.30
5.06	2.00(e)	6.45
6.45	3.30	7.32
7.32(a)	6.45	10.45
8.30(b)	7.32	
10.45	10.45	

To WOOD NORTON from BBC Club, near Evesham Railway Station

a.m.	a.m.	a.m.
8.50	7.50	7.50
11.10	8.50	11.00
11.35(c)	11.10	
p.m.	p.m.	p.m.
4.17	12.20	3.40
5.50	4.15	10.15
7.15(d)	10.15	(f) 35
10.15 32	32	

- (a) Friday only (b) Not Friday  
 (c) On Mon. & Tues. only on start of new courses or after Bank Holidays.  
 (d) 7.40 (not 7.15) on Tuesday  
 (e) 2.00 only runs on Saturdays when required by students.  
 (f) On Sun. An additional run from Evesham Stn. at 10.40 will be made if required.