



The Archbishop's Palace Conservation Trust

A Safe pair of hands

The Archbishop's Palace model

This model has been developed by Patrick Phillips-Schrock an architectural historian, currently based in Iowa, who is working with the Archbishop's Palace Conservation Trust. Patrick is the author of *The White House: An Illustrated Architectural History* and is currently working on a book detailing the Tudor and Stuart palaces in the United Kingdom.



The Archiepiscopal Palace of Otford

Otford Palace Conservation Trust, Chantry Cottage, The Green,
Otford, Sevenoaks, Kent TN14 5PD

Tel/fax +44 (0)1959 525205 / 07968 721 958

secretary@otfordpalace.org

<https://otfordpalace.org>



@otfordpalace

Instructions for assembling the model

1. The Gatehouse:

Begin by gluing together the box-shaped central portion with the great doors and oriels. Start at the battlements, putting beads of glue on both sides of the tab and inserting it carefully between the double folds. Press from inside the structure for better alignment. Press and hold to ensure bond. Glue the main tab to seal the box, carefully aligning the stringcourses and making sure the box is level. Weight with something light to ensure this. Lastly, glue the bottom to the whole structure. Again, weight to ensure structure is level.

For a more realistic look, make up the oriels with their roofs and then glue into place over the two-dimensional windows on both sides of the gate.

Gate box: G-1

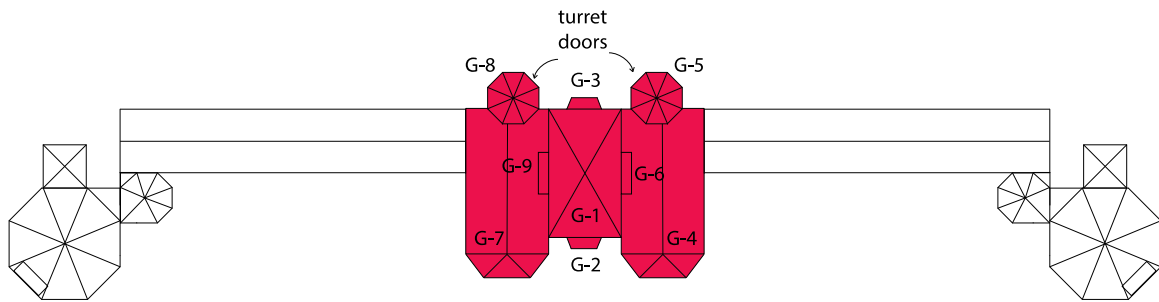
Oriels: G-2 and G-3 with their roofs G-4 and G-5

Next make up the twin structures that are the flanking towers of the gatehouse. They are similar but not identical. One fits on the eastern side of the gateway and the other on the western side. Make certain that the towers are positioned correctly. Again, begin at the battlements gluing as in the gatehouse box, fitting them carefully around the facets of the semi-octagonal bays. Glue the bottom when the sides are set and stable. Weight to guarantee the towers are level.

The stair turrets again are nearly identical, but make certain that the doors at the base are close to the main gateway. Begin at the battlements at the top, making sure to preserve the octagonal shape. Note the slot and take care to make it just wide enough to slide into place once glued. Note the bottom of the towers have five sides with tabs. Align the tabs into position following the dotted lines.

Make up the four-flue chimneystacks in a box-shape. Glue onto the centre sidewalls next to the gateway structure on each side.

Once all structures are glued and set, fit the three main pieces together in their proper sequence east and west, and glue together, taking care to set each piece where it belongs. Weight with something light to ensure the whole is level.



2. The Communication Galleries, west and east:

Each gallery, east and west, run from the main gatehouse structure to the end towers. They are similar but not identical. The battlemented sides are to the front and the cloister and half-timbered side is to the back or facing into the main courtyard to the south. Make certain that the small door at the end of each gallery is next to the main gatehouse.

Nota bene: It is best to construct one gallery at a time so the parts will not be mixed or confused. The instructions here are repeated for each gallery. We'll start with the portion that still exists at Otford, the western gallery, with parts labeled WG.

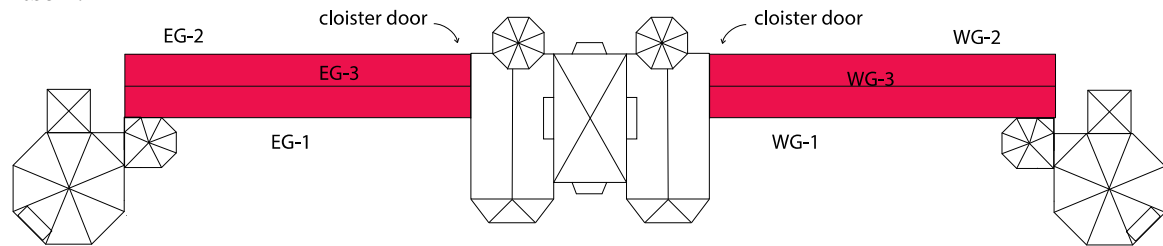
Score and glue down the double-sided battlements on the front pieces (WG-1) so they are flat and set. Make sure the roof tab is not glued down. While the glue sets on that piece, take the backside of the gallery (WG-2) and glue the roof piece (WG-3) into place, being careful of alignment. Press and hold until set. Next glue the front piece WG-1) to the other side of the gallery roof (WG-3), again making sure it is correctly placed.

The two gable ends to the gallery are identical (WG-4). Glue them in place and secure the roof tabs so that a clean, sharp fit is ensured. Once the basic gallery is made up and set, you may notice the walls are curving in a bit. It's a card model, not solid masonry, so the author suggests using the interior spacers (WG-5) at this point to keep the walls from curving inward. Even when the floor of the gallery is in place, this may not give enough support to prevent the warping. Skip the step if you like, but it will displease Archbishop Warham considerably.

If the modeler has agreed to do this step, glue the spacers (WG-5) inside the gallery at staggered intervals along the length. Notice these pieces are shorter and do not reach the floor; that way, they do not interfere with the gallery floor tabs when it is glued in place. Make certain the tabs to the roof and sides align with the interior walls of the gallery. Apply **light** pressure to ensure contact is made on all surfaces. That wasn't so horrible, was it?

The last step is the gallery floor base (WG-6 and EG-6). Apply glue (just beads, remember) to all tabs and set in place. Again, apply light pressure to ensure all surfaces are glued. You may need a pin to coax the ends into alignment. Make certain the floor base is flush and level on all sides. Set gallery aside until you are ready to glue it to the gatehouse on one end and the end tower at the other. Make certain when you glue them to the gatehouse, that the half-timbered/cloister range is to the back, flush with the

gatehouse and that the doors at either ends of the gallery are next to the main gateway itself.



Repeat all steps for the Eastern Gallery.

3. The End Towers:

We must assume that both end towers at Otford were identical. Sadly no known image of the vanished Northeastern Tower survives, but keeping an in mind the early Tudor notion of symmetry, let's assume both towers were, indeed, identical. We'll therefore take our cue from the surviving Northwest Tower, its attached garderobe and stair turret as our guide for both. Of the three pieces for each tower, only the garderobes are straightforward and forms a rather conventional square tower. The larger end tower is heptagonal and the stair turret begins as an irregular pentagon at the base but oddly tapers into a heptagon at the summit. That is the reason for the "gusset" or buttressing triangle halfway up its height.

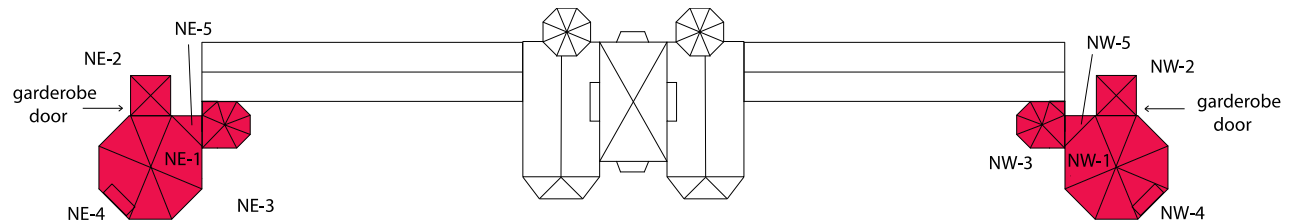
Let's begin with the easiest and end with the most difficult. The garderobe turret (NW-2) begins like so many of the other pieces. Glue down the battlements and secure the roof, then seam up the side. There is no base to this simple structure.

Next take on the great Northwest Tower (NW-1), the large bit of Otford that remains standing. Again, glue down the battlements and secure the roof, then seam up the side. Make sure all parts align. Glue the chimney against the flat of the roof coping (no merlons) as indicated on the chart (NW-4). If in doubt, it is the portion of the tower walls without windows but with faint etchings to show the diapering brickwork on the exterior. Make sure the bottom of the three-flue chimneystack is glued to the roof as well.

Now let's make up the stair turret. The first step is to find part NW-5, a small triangle that needs to fit into NW-3 at the slanted portion. On piece NW-3, glue the top of the triangle into the bottom of the last facet of the tower. This can be located if you lay out the cut-out tower flat and find the last section of the tower next to the tab (left). For pieces NE-3 and NE-5 on the opposite tower, reverse this order. Now glue up the roofs and battlements in the same fashion as the previous pieces. Once in place and dry, proceed to glue up the seams to close up the tower. When set, glue the base to the tower (NE-6). Repeat the same order with the Northeast Tower.

To assemble all the portions of the whole tower, first align the garderobe (NW-2) where it belongs and glue into position as indicated on the plan. Take care the door is next to the tower. Glue the stair turret NW-3 to the main tower NW-4 into position as shown in

the plan.



One can now glue all the portions together or leave them separate and arrange them into place. Well done you! Congratulations. Warham and Cranmer would be proud of you! Archbishop Pole remains censorious, unless your allegiance is to the See of Rome.

4. Some advice:

Print out all of the parts on thin white card to the same scale!

Score where you can see the structure has a bend or corner. Consult the photos or diagrams. This should be done with a pin or dull pointed object, like a ballpoint pen without any ink left. Use a straightedge to guide the hand and make sharp, crisp scores, not too deeply, please.

For a more realistic but labour-intensive model, cut out or remove the spaces between the merlons of the battlements. It is best to do this flat before they are glued back-to-back. All the battlemented sections are executed in the same way. Score along the dividing line between the two sets of battlements one on top of the other. Then fold them down and glue them together, along with the tabs for the roofs. The roof tabs must be coaxied between the doubled battlement sections as you are gluing them. Go facet by facet of the polygons.

Do up the sections in order. Keep the duplicate parts of the structure separate.

The types or lead cupolas to the towers can be added if you feel adventurous or have small, tiny fingers and a lot of determination.

Remember this is a model and glued card, so not all portions will be perfectly plumb. Glue may cause swelling and bumps that are unattractive or make assembly difficult. Go slowly and pay attention to what you are doing.

Read twice; cut once.

Be prepared to do some fudging or surgery on some parts should they not fit.

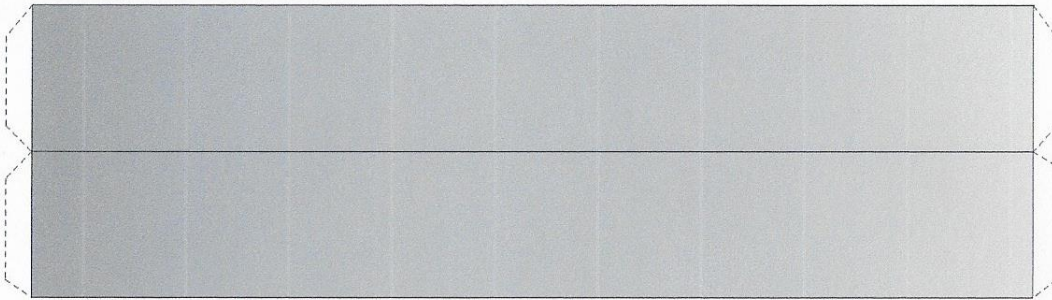
If so inclined, ask the intercession of St. Thomas, the patron of builders.

If all else fails and no one is at hand to lend a hand, consult me at:
philboleyn@msn.com

5. Tools:

- X-acto or modeler's knife or a good sharp pair of scissors
- White glue of your choice
- A pin or an object not too sharp to score
- A ruler or straight edge
- Tweezers
- Old magazine or cutting surface for cutting out the sections.
- A pen or pencil to use to poke into place reluctant pieces of card
- Patience
- Imagination and a surgeon's skill to manipulate or operate when needed
- A beverage of your choice...but do not spill it!

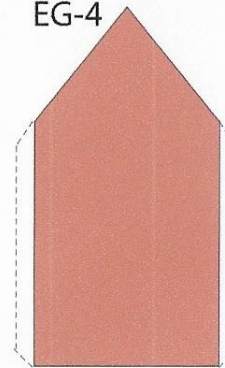
EG-3



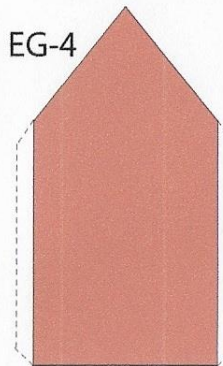
EG-5

spacer
support

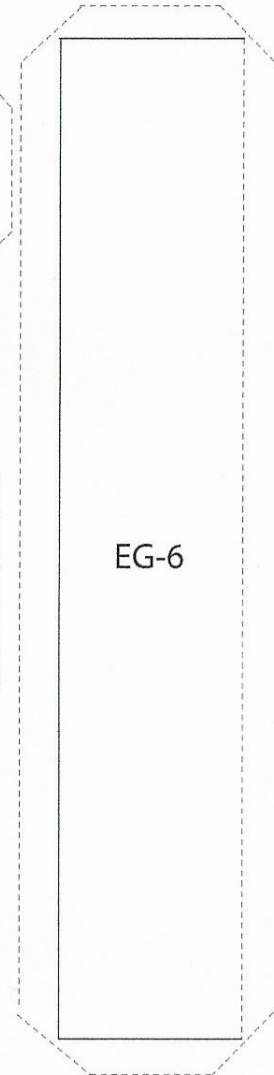
EG-4



EG-4



EG-6



EG-5

spacer
support

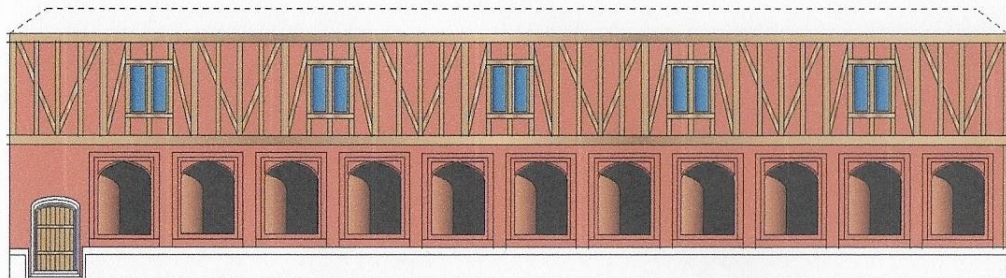
EG-5

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support

EG-5

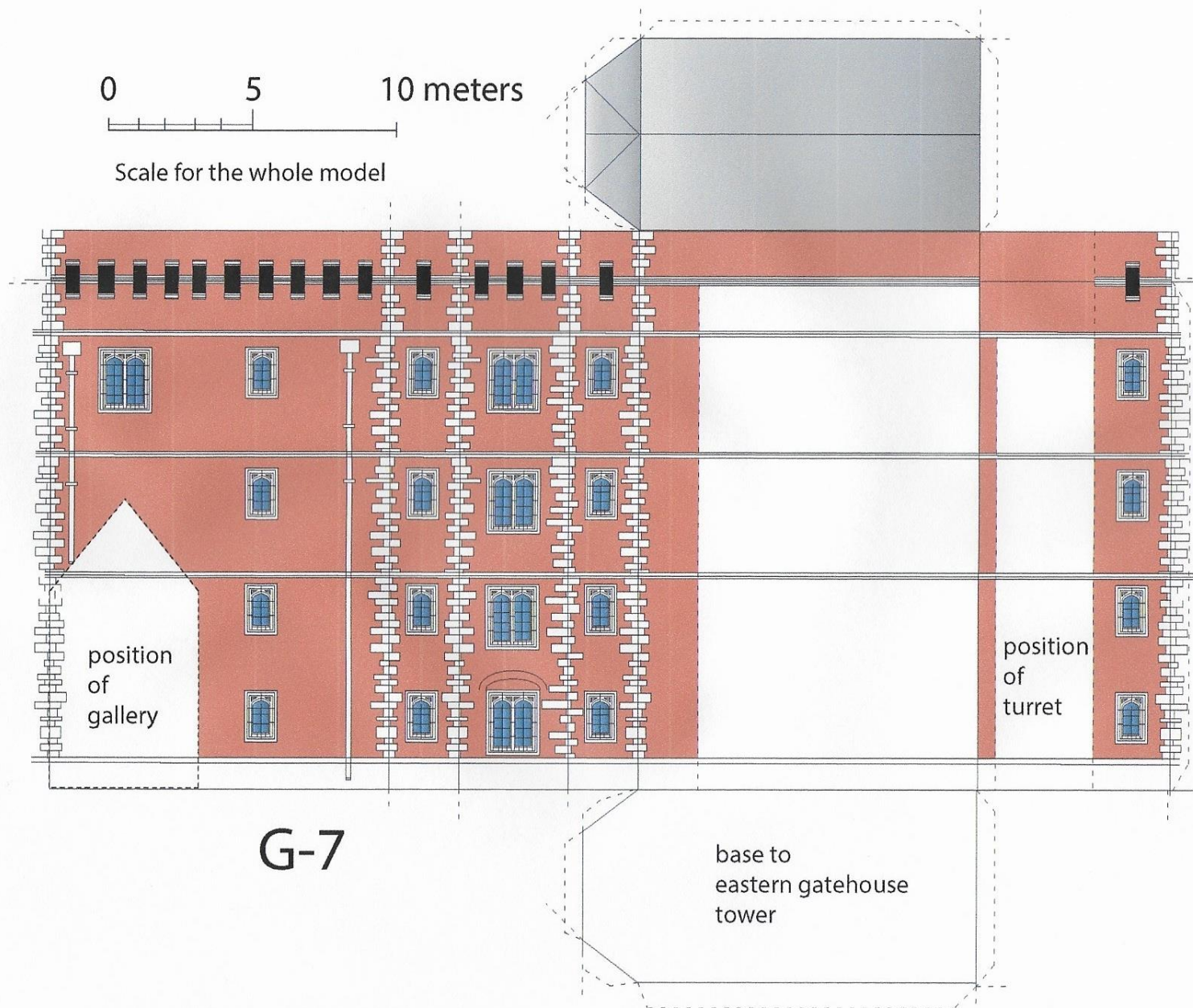
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EG-1

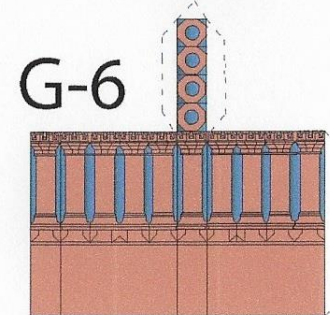
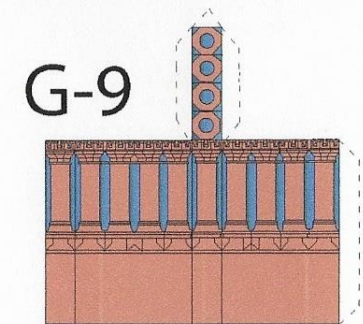
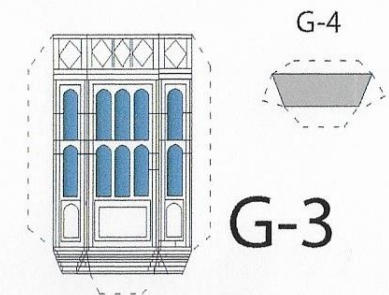
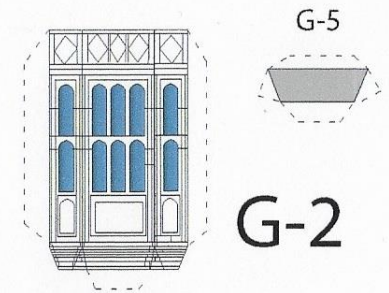
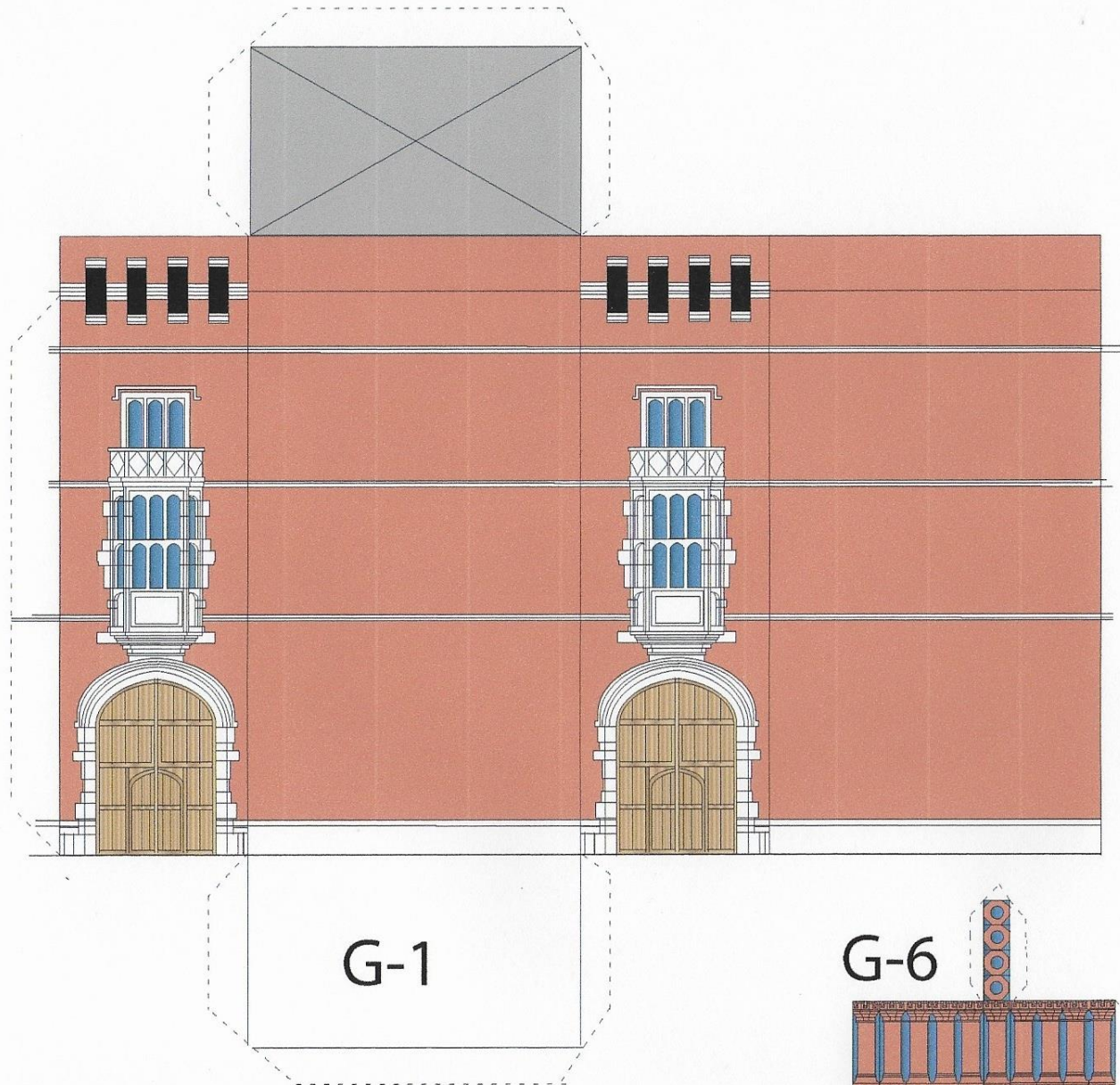


EG-2

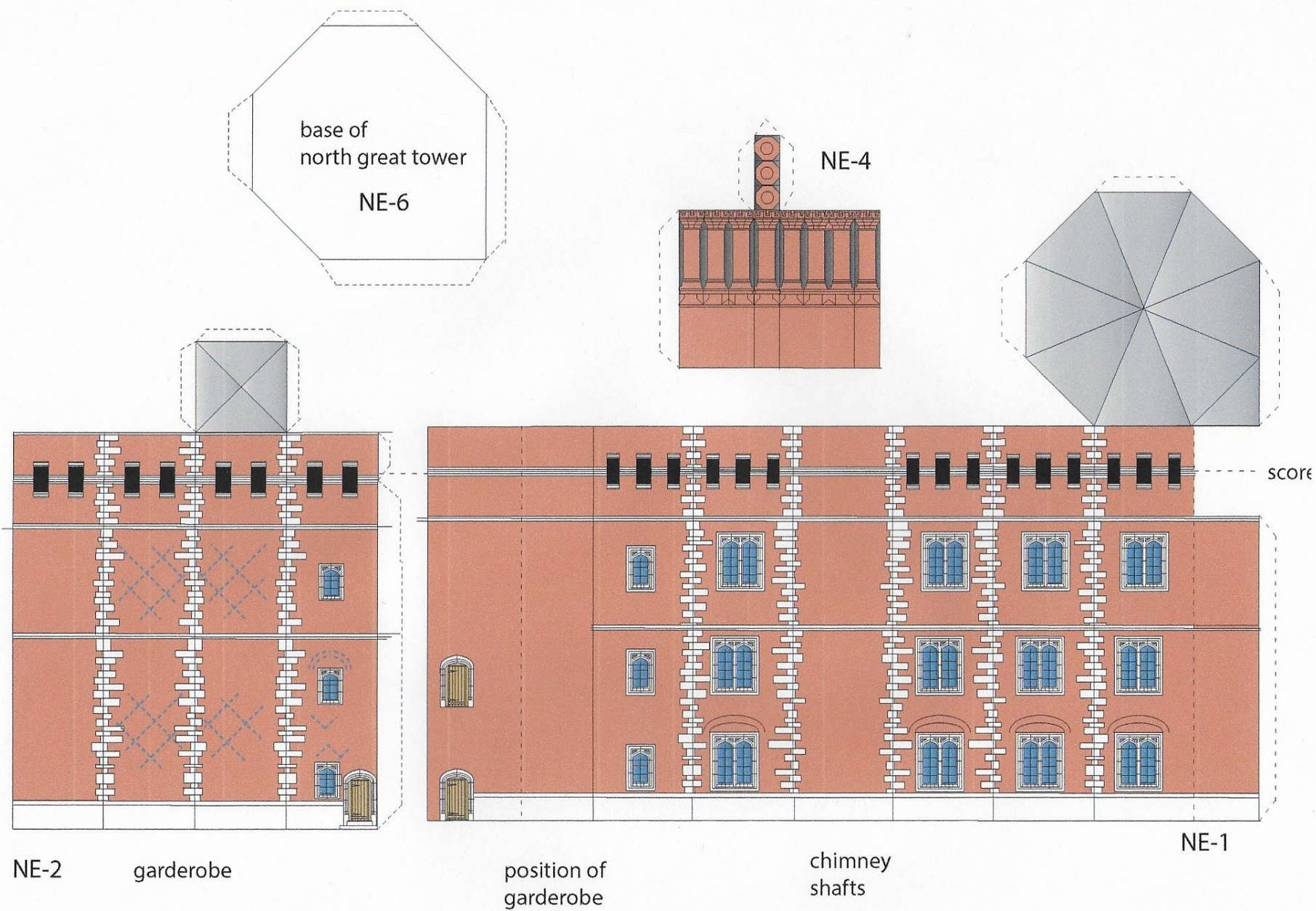
Eastern Gallery



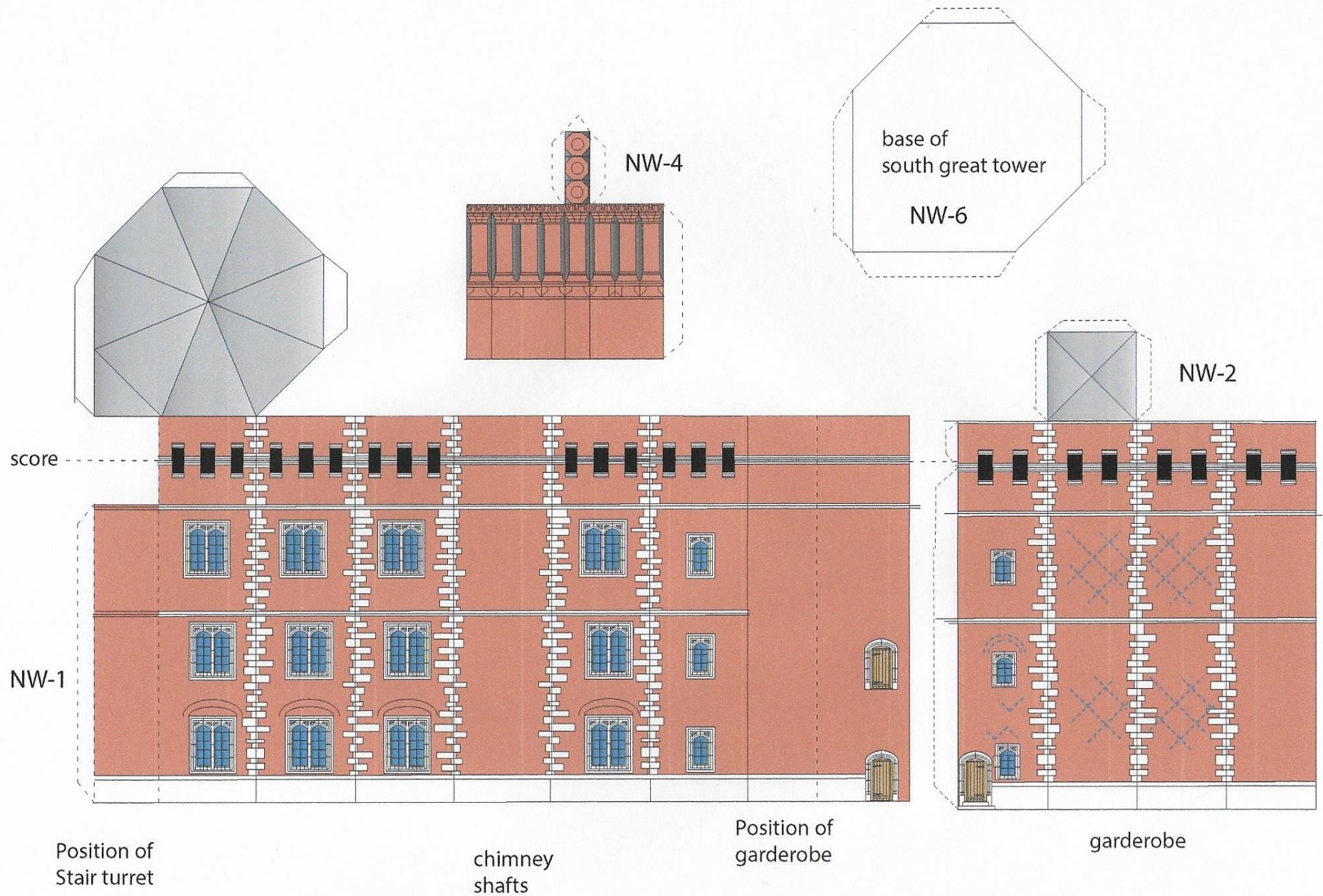
Eastern Tower to Gatehouse



Gateway Building and Oriels

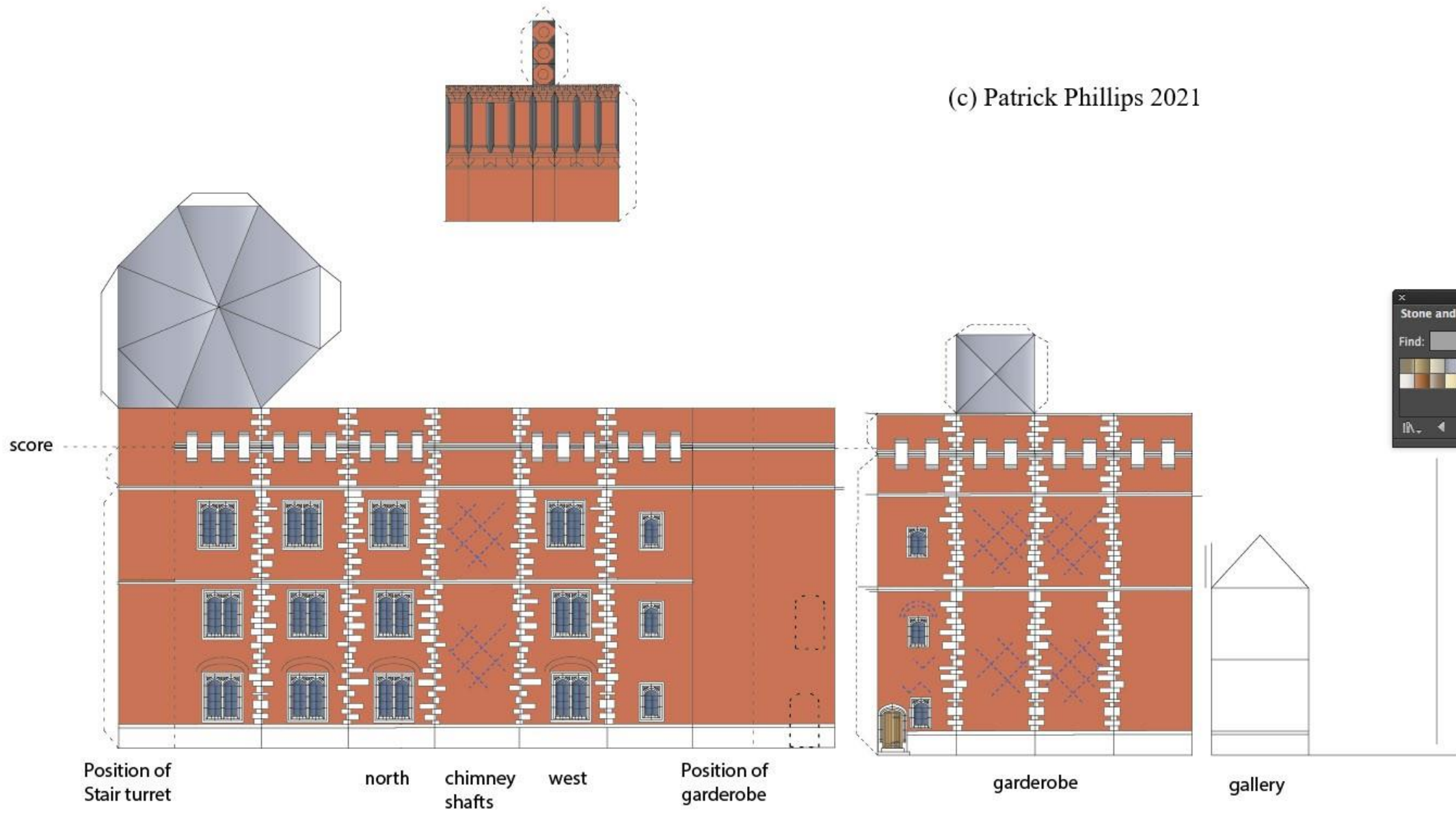


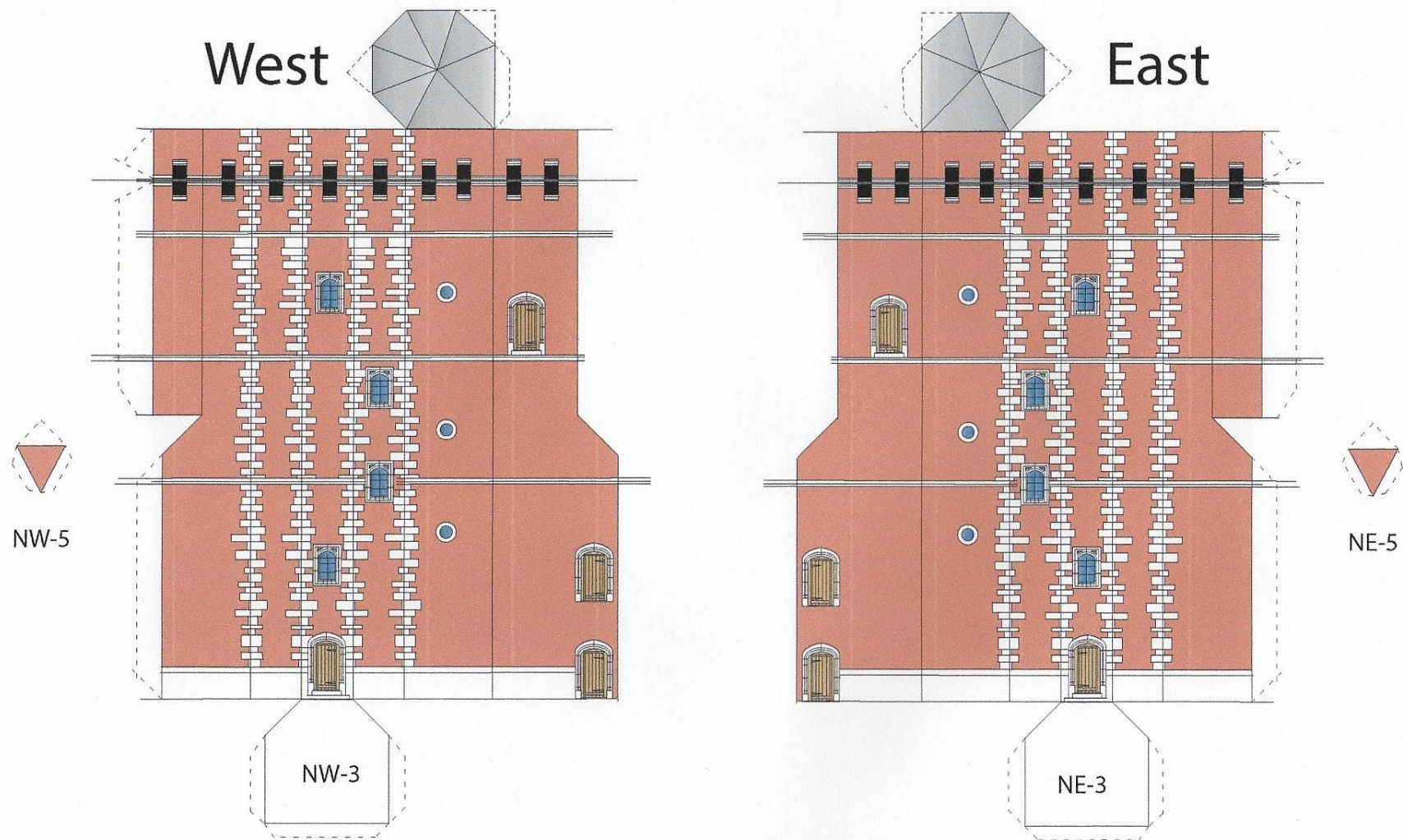
Northeastern Tower and Garderobe



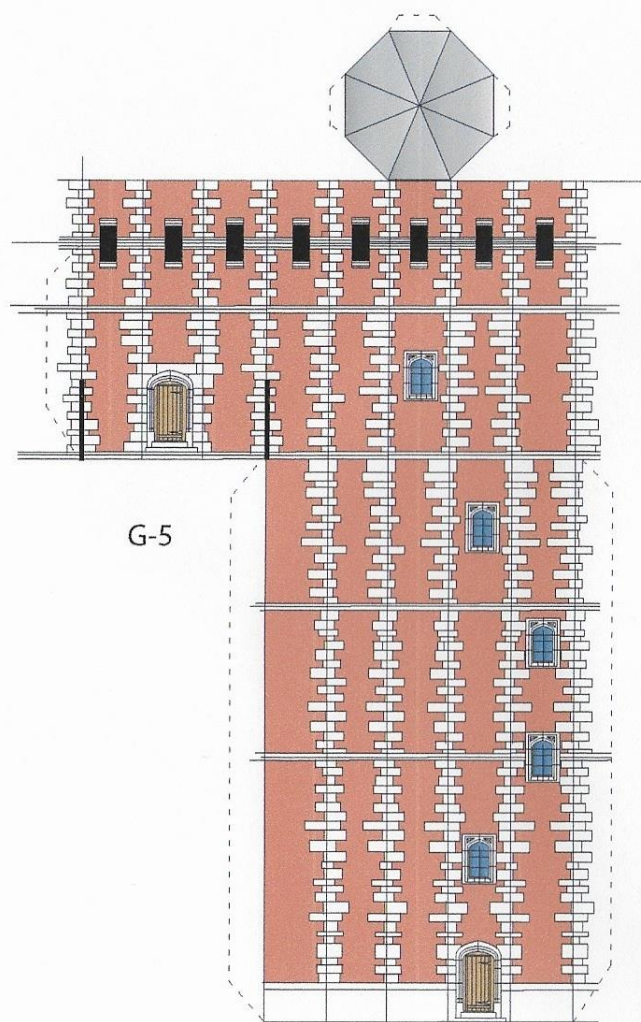
Northwestern Tower and Garderobe

(c) Patrick Phillips 2021



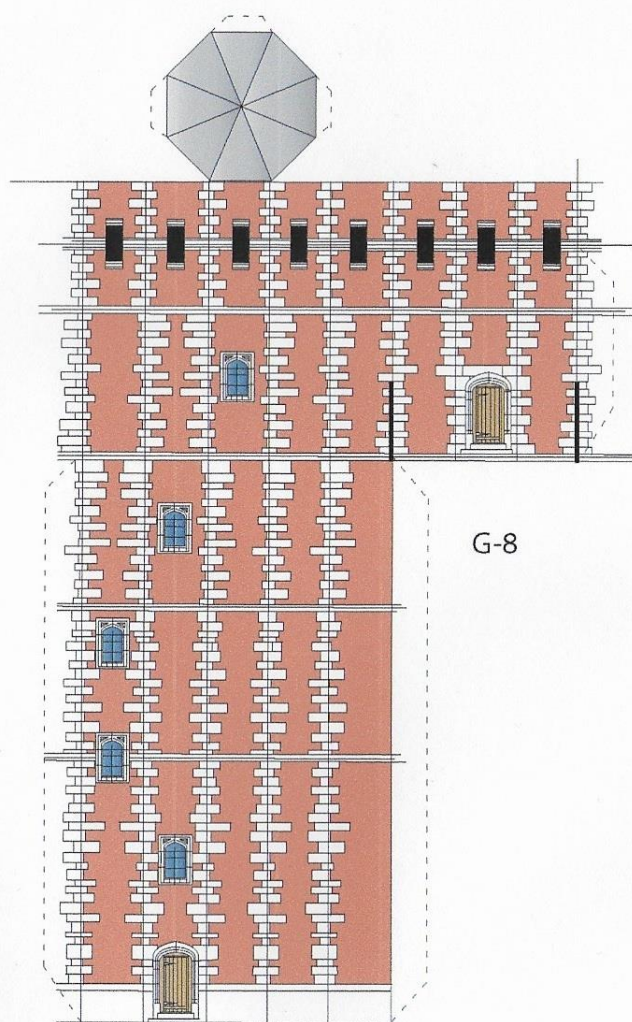


The Stair Turrets of the End Towers



G-5

gatehouse turret west



G-8

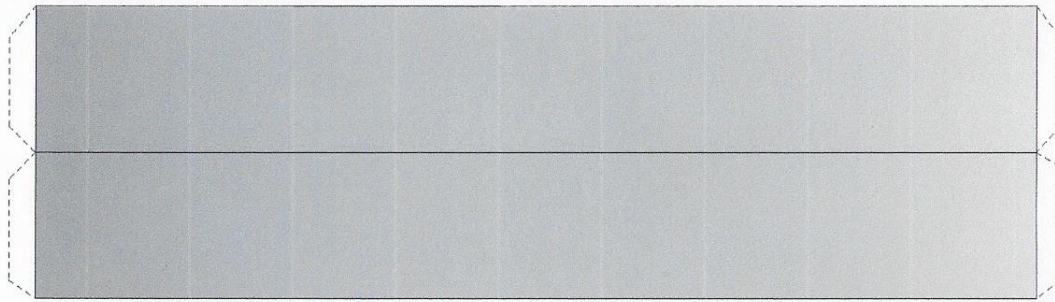
gatehouse turret east



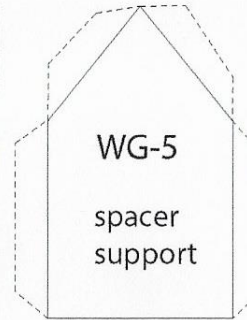
Stair Turrets to the Gatehouse

The Types

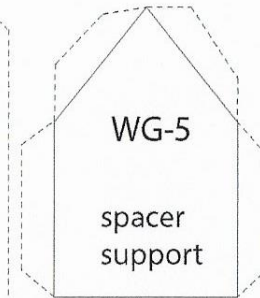
WG-3



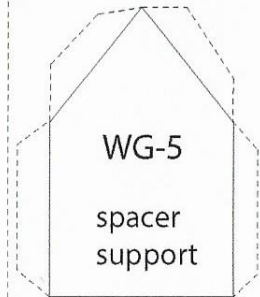
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support



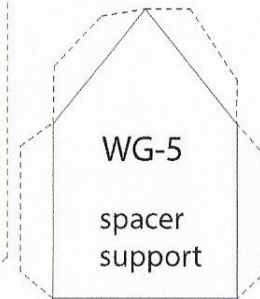
WG-5
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support



WG-5
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support

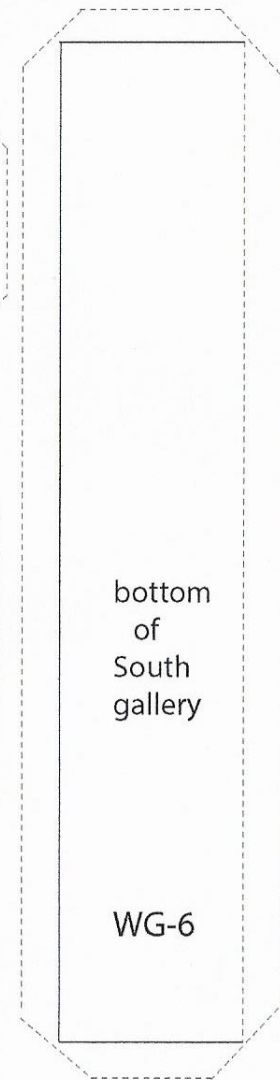


WG-5
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support



bottom
of
South
gallery

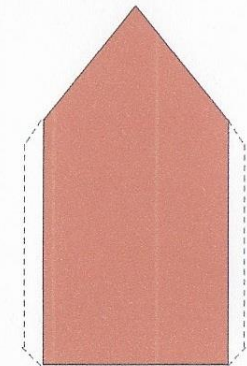
WG-6



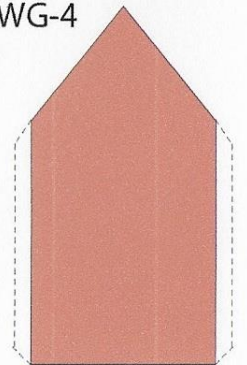
WG-1



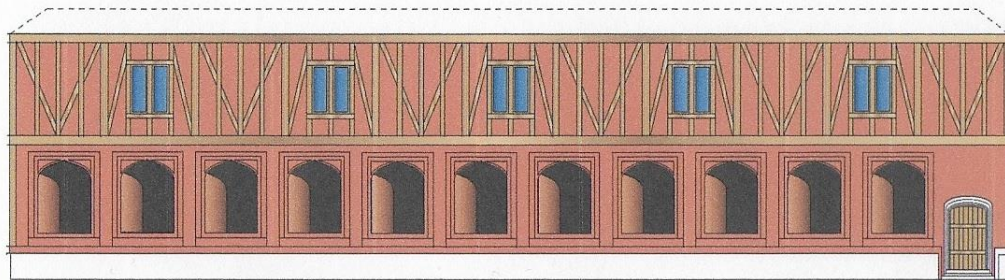
WG-4



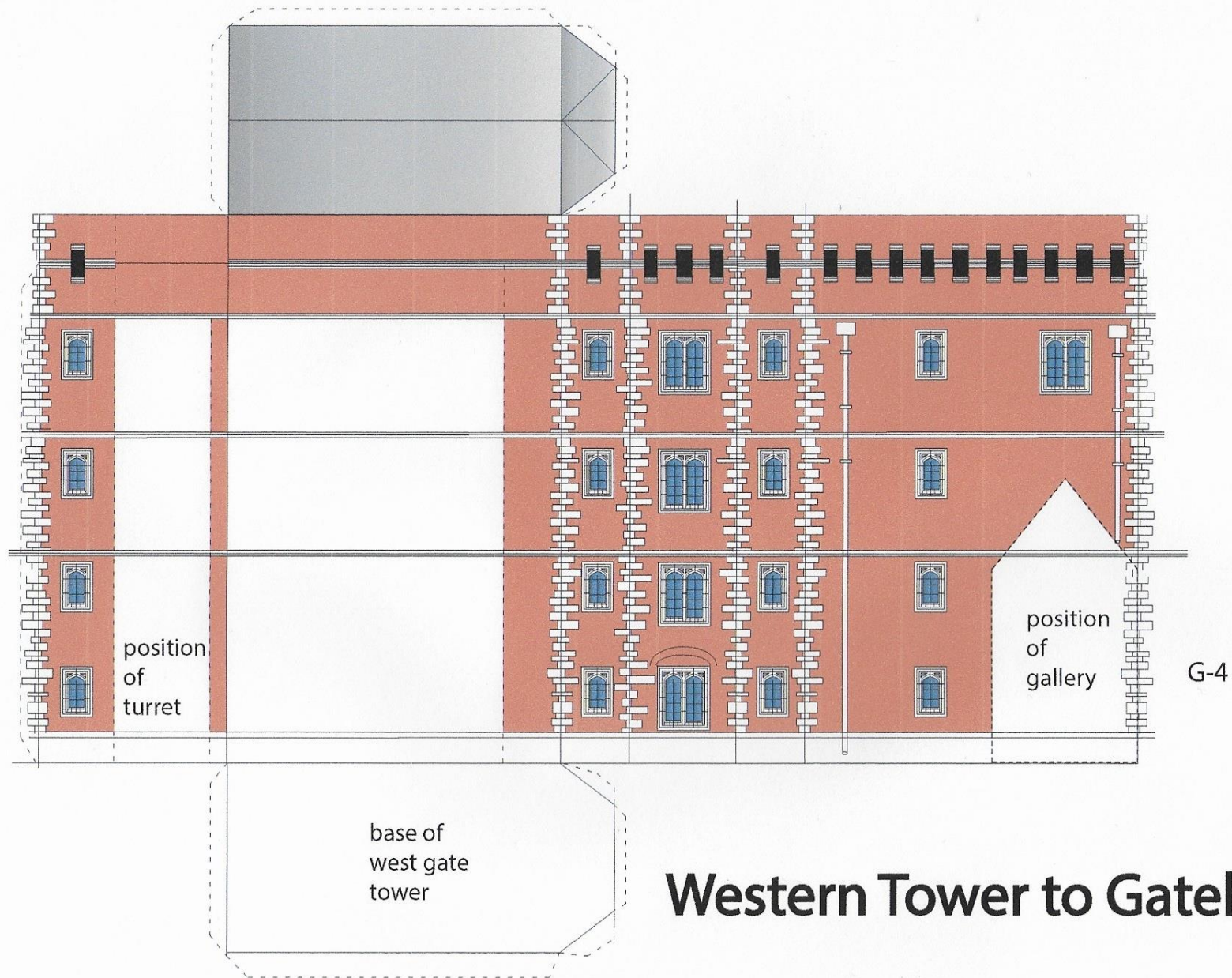
WG-4



WG-2



Western Gallery



Western Tower to Gatehouse