



Discovering the Archaeology of the Brecks



Brecks and Mortar

Norfolk Historic Environment Service



LOTTERY FUNDED



Suffolk
County Council

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Itinerary

10:00 Arrival and registration

10:15 Welcome

10:30 Historic Buildings in the Brecks

Talk by architectural historian Stephen Heywood

11:15 Tea and coffee

11:30 Sources of information – Researching St Leonard's

Talk by Stephen Heywood

12:00 Techniques for manual building recording

Talk by Stephen Heywood

12:30 Lunch

(Not provided)

13:15 Tour of historic Munford

14:15 Building recording

Practical session recording St Leonard's church.

16:00 What else can I do?

Examples of potential research projects and future workshops.

16:30 Close

Why record an historic building?

“The nation’s historic buildings, spanning more than a thousand years of history, have much to tell us about the ordinary lives of past generations – how people of all classes and creeds lived and worked, worshipped and spent their leisure time. We can also learn from them how buildings were constructed and adorned, the traditions they embodied and the aspirations they expressed. They are a living record of our social, economic and artistic history, as well as being powerful contributors to our sense of place and to feelings of local, regional and national identity” – *Historic England, Understanding Historic Buildings*

The study of history is often focussed on major events and the lives of the rich and powerful. The examination of old buildings can give us an opportunity to find out about a wider range of people and their everyday lives, which can tell us things about the past that nobody has ever written down.

Making a record of these buildings and depositing a copy with your local Historic Environment Record makes the information available to everyone. This can help to promote understanding and appreciation of historic buildings to those with a passing interest in heritage, and can also be the basis for research projects, ranging from local studies concerning specific people or places, to larger synthetic works discussing a particular theme, time or area.

As well as informing research, building records are used in the protection of historic buildings. When the Heritage Asset Management team consider planning applications, their recommendations are based on what we already know of the site. Of course not all historic buildings can be protected through this process, but the more that is known about a building the easier it is to determine its significance. A survey can also be used to find information about a building where features have disappeared through demolition, alteration or neglect. Thus allowing those who have not had the opportunity to view the site while it is extant, to benefit from the data others have recorded previously.

What should a building survey contain?

Historic building records can be done to four different levels. A Level 1 survey is a basic visual record, which will typically include: a sketch plan of the building; photographs of the exterior and a summary of the location, purpose, materials, listing status and date if this is known. A Level 4 survey on the other hand is a comprehensive analytical record. This is usually done for buildings that are particularly significant, and so require a much greater amount of detail. A Level 4 survey will typically include: in depth documentary research; a detailed description of the structure; measured drawings of the plan, elevations and significant features and photographs showing the external and internal layout of the building and any other details which may shed light on the history of the building.

Most building surveys fall somewhere in between these levels with local history groups usually undertaking Level 3 surveys. More information about this can be found in Historic England’s *Understanding Historic Buildings* guide.

Remember that although a complete building record will contain all of these things, the individual parts of a survey can add a significant amount of detail to what is already known, all new information is helpful!

First steps

Where to begin?

A good building survey should add details to what we already know; there is little point in repeating work that has already been done, particularly as Norfolk has so many fascinating buildings to study. In order to do this you will need to start with some background research.

Historic Environment Record

A good place to start is the Norfolk Heritage Explorer (www.heritage.norfolk.gov.uk). This is the online version of the Norfolk Historic Environment Record, which contains information on over 11,000 buildings of historic interest.

The Heritage Explorer record will contain: information about the location of a building; a short summary detailing the date, function and interesting features; a full description of the building and any survey work which has been done; whether the building has a protected status, and a list of other sources of information.

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Record Details

NHER Number: 5155
Type of record: Building
Name: St Leonard's Church, Mundford

Summary

A [medieval](#) parish church with an aisleless [nave](#), a north porch with chequered brick and knapped flint, and a mid 19th century southwest tower. The interior of the church has a 14th century [chancel](#) arch, a 14th century font with mutilated carvings and a late [medieval chancel](#) screen with early 20th century [tracery](#) and an organ loft.

Images



Location

Grid Reference: TL 8005 9380
Map Sheet: TL89SW
Parish: [MUNDFORD](#), BRECKLAND, NORFOLK

Full description

(S1) recorded that about 3 years before a house on fire nearby set fire to the [chancel](#) roof and burnt down the stalls, communion rail, etc. and the [rood screen](#) was pulled down to stop the flames. Afterwards the whole church was repaired with a square tower, thatched [nave](#), [chancel](#) and north porch. But at a date subsequent the eastern half of

Extract from the Norfolk Heritage Explorer, 5155 – St Leonard's Church, Mundford

In addition to this, many of the digital records are linked to a secondary file stored at the offices of Norfolk Historic Environment Service. These may contain: original Historic Environment Record notes; professional reports (primarily unpublished reports); published leaflets; press cuttings; architectural plans; photographs and slides. These can be viewed by appointment.

Local information

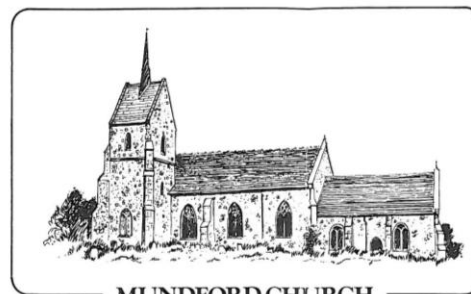
You may be surprised by how much you can learn locally. Ask neighbours if they know anything about the building. Check whether there is a local historical society or ask at your local library. Libraries also often have a local history section containing copies of maps, archives and local history books. There may also be collections of old postcards and photographs that might feature the building.

Maps

You may be able to roughly date when your building was erected by looking at old maps. You may also be able to identify changes in the boundaries and size and shape of the building. Some maps also include the names of owners and occupiers. There are a variety of different maps available for consultation:

Ordnance Survey maps (1830 onwards)

The earliest Ordnance Survey maps date back to the 1830s. The first edition 6 inch Ordnance Survey maps (surveyed between 1879 and 1886) are available online on the Historic Map Explorer. Other Ordnance Survey maps are available at the Norfolk Heritage Centre or can be ordered directly from Ordnance Survey.



MUNDFORD CHURCH

Village and surrounding places of interest

INTRODUCTION

This leaflet has been expanded from one that just described the church building. In its present form it is hoped that it will help the visitor, particularly, to appreciate some of the many places of interest in the area.

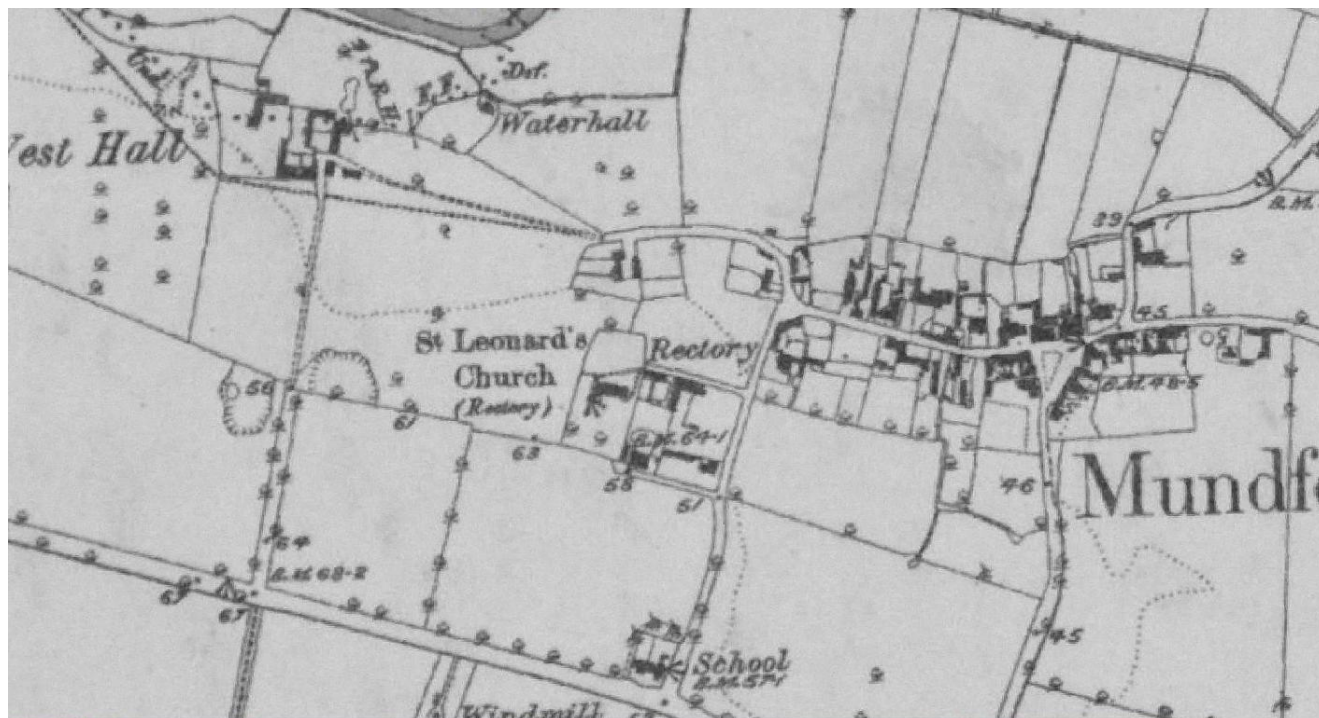
Mundford village is a long-established one near a crossing of the R. Wissey. Some say the name comes from the Mound with a Ford. Others say that it commemorates the de Moundefordes – a leading local family in former times. There is much history in the area.

THE CHURCH OF ST LEONARD'S

The Church and parish are part of the Deanery of Breckland and the Diocese of Norwich. Mundford parish is on the Diocesan boundary. Parishes to the South are in the Diocese of St. Edmundsbury and Ipswich, those further West, along the bank of the R. Ouse, although still in Norfolk, are in the Diocese of Ely. On a clear day one can in fact see Ely Cathedral, 16 miles across the fens, from Whittington Hill 6 miles North West of Mundford on the A 134. Norwich and our Cathedral are 31 miles to the East.

The three parishes of Mundford, Cranwich and Ickburgh are cared for by one clergyman who lives in Mundford. The Rectory is at 37, The Lammas.

The church building consists of a Chancel built in about 1220 with a good lancet window of about that date in the East wall and South windows of an unusual pattern inserted a century or more later. Then the Nave, built about 1340, with six original windows of beautiful simple design. The Porch dates from the 16th century.



Mundford, first edition Ordnance Survey map.

Tithe maps and apportionments (around 1836 to 1850)

Tithe maps usually cover a whole parish and show individual buildings and field boundaries. The apportionment that accompanies the map lists the names of the owners and occupiers of each. Tithe maps are available online on the Historic Map Explorer. Digital tithe maps can be consulted at Norfolk Historic Environment Service. Most are also available on microfilm at the Norfolk Record Office.



Mundford, Tithe map.

Enclosure maps and awards (around 1750 to 1850)

These large scale plans give details of land ownership, highways, footpaths and boundaries. They do not exist for all parishes and may not cover a whole parish. Some Enclosure maps are available online on the Historic Map Explorer. They are also available at the Norfolk Record Office.



Feltwell, Enclosure map.

Private estate maps (from the 16th century onwards)

Private estate maps only survive for some parishes. They cover land owned by one large estate only but occasionally mention adjacent land owners. They are available at the Norfolk Record Office.

Road order maps (1773 onwards) and deposited plans (1809-1952)

Road orders were made to close or divert roads and footpaths. Deposited plans show land affected by Parliamentary Bills concerning railways, canals and turnpike roads. They include the names of owners and sometimes of land affected by the proposed schemes. They are available at the Norfolk Record Office.

Aerial photographs

You may be able to roughly date your house by looking at aerial photographs. You may also be able to identify changes in the boundaries and size and shape of the building. The Norfolk Aerial Photographs Collection housed by Norfolk Historic Environment Service contains around 120,000 photographs dating from the late 19th century to the present day and can be consulted by appointment. Aerial photographs taken in 1946 and in 1988 are available online on the Historic Map Explorer.

Unpublished information

Unpublished documents such as title deeds, sale particulars, census records, electoral registers, taxation and rating records, wills, probate records and manorial records can all be helpful when trying to identify when a house was built and more specifically who lived there and when. Most of these records are kept at the Norfolk Record Office or The National Archives at Kew. The Norfolk Record Office has compiled a useful guide to using unpublished records to research your home called *Tracing the History of your House*.

Certain records are available online. The system of compulsory land registration now operating in England and Wales developed gradually during the 19th and 20th centuries. In some counties, registration did not become compulsory until the 1950s. The land register includes details on the location and extent of the property, current owners and details of mortgages and rights of way. The land register can be consulted by members of the public and information downloaded online from the Land Registry.

You can search the 1901 census and the 1841 to 1891 censuses online. Searches are free although a charge is made to download images and see an image of the actual census page. The locations of surviving manorial documents from Norfolk are recorded in the Manorial Documents Register.

Unpublished information can also include building plans and architectural drawings. Since the late 19th century, new buildings and developments have required approval by the local authority. Local Planning Departments of the district councils may hold planning applications and architectural drawings. Some older planning applications are held by the Norfolk Record Office. Norfolk Heritage Centre and the Norfolk Record Office also have collections of photographs of local buildings. Some are available online on the Picture Norfolk database.

Researching a church

Published information

There are many published guides to Norfolk's churches. For a disused church Neil Batcock's survey, *The Ruined and Disused Churches of Norfolk* may be of use. Several descriptions of Norfolk's churches have been published including those by T.H. Bryant and H. Munro Cautley. You may find more information in older publications such as Blomefield's *An Essay Towards a Topographical History of the County of Norfolk*. These may help to identify how the church has changed in the last 200 years. Although Blomefield's "History" is now out of print it is available at Norfolk Historic Environment Service, Norfolk Record Office and through the Norfolk Library and Information Service.

These publications provide information on the history of many of the most well-known of Norfolk's churches. If there is little information available on your chosen church you may need to examine unpublished records at the Norfolk Record Office and the Norfolk Historic Environment Record.

Unpublished records

'Researching a Norfolk Parish Church' is a guide produced by the Norfolk Record Office. This lists how to access various unpublished sources. These include bishop's registers, visitation records, consistory court records, faculties, consecration records and title deeds, glebe terriers, parish records, wills and churchyard surveys. These can provide information on clergy, repairs to church buildings, misappropriations of church property and goods, alteration or destruction of church buildings, the consecration of buildings and descriptions of church furniture and churchyards.

In addition to church records the Record Office also hold private papers that may relate to church history. These include architectural drawings, glaziers archives and antiquarian notes. Thomas Martin's papers may be of especial interest as these include descriptions of church buildings, furnishings and inscriptions often prior to restoration.

Unpublished photographs and illustrations may occasionally be found online at Picture Norfolk or the Norfolk Museums and Archaeology Service's MODES collections online system. Ladbroke's lithographs of Norfolk churches give an idea of what the churches looked like towards the end of the 18th century. These are available at the Heritage Centre in The Forum, Norwich.

Wills are an important source for the dates of various additions to churches, such as towers and porches. Bequests dated to around 1370 to 1550 have been calendared in *Norfolk Archaeology*, volume 38 (available at Norfolk Historic Environment Service, Norfolk Record Office or through the Library Service). The Norfolk Historic Environment Record also holds many unpublished records for Norfolk's churches which can be consulted by appointment.

Get permission!

The most important preparation you need to do before going out to survey a building is to get permission from the landowner. However well-meaning a building survey is, they are not immune to trespass laws.

Get equipped

Now that you have done your background research, you can go out and do your survey. Most of the things that you need to complete a manual building survey are not specialist equipment; you may already have many of them in your house. Some of them are a little trickier to find, however **you are welcome to borrow anything that you do not have from the Historic Environment Service.**

What will you need?

- String
- Hammer and nails/pegs
- Sticky tape
- Tape measures 30m
- Hand tapes
- Folding ruler
- Stanley knife
- Pencils
- Pencil sharpener
- Rubber
- Drawing board
- Drafting film
- Clipboard
- Compass
- Camera
- Line level
- Plumb line
- Ranging rods
- Steel rule



Volunteers recording a WWII air raid shelter at Kettlewell Lane, King's Lynn.

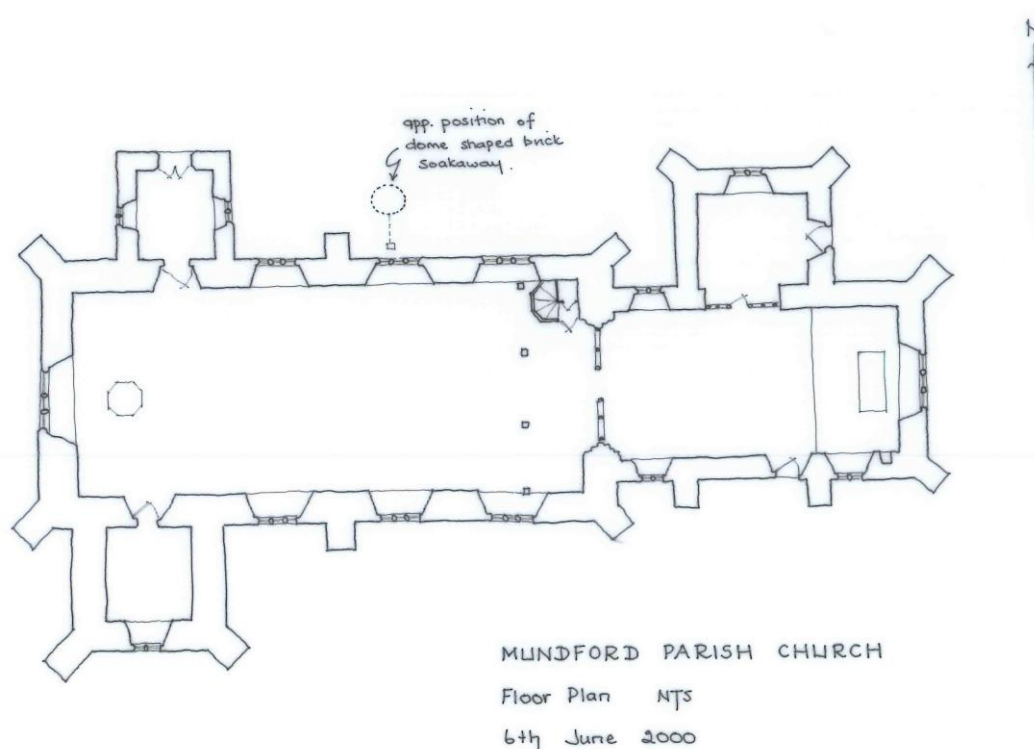
For certain surveys you may also need: a height measurer; moulding gauge; ladder and a torch, but these are not essential for most buildings.

Making a plan

Sketch plans

A survey will usually begin with a sketch plan showing the layout of the building. This can be annotated to show what each area is, or was, used for and whether any parts seem to be later additions. In all but the most basic records a measured drawing will be included rather than a sketch plan; however it is still useful to make the sketch for a more in depth project as it can give a quick indication of features that will help to date the building, and which parts may require further investigation.

A sketch plan does not need to be to scale, and if a measured drawing will be created later, does not need to show all features of the building. It should show external and internal walls, and the position of windows and doors. As on the drawing of St Leonard's Church, below it should feature a north arrow to make it easier to orientate the plan if you, or someone else, comes back at a later date. If you find it helpful you can also add rough dimensions to the sketch.



Sketch plan of St Leonard's church, Mundford.

This is a particularly good example, and sketch plans are usually much rougher than this. The point of the sketch is to act as a visual aid to further research, so does not have to be a work of art in itself.

Measured drawings

Measured drawings are a brilliant way of getting across a large amount of information in a simple and efficient manner. They can often convey details of features that are not easily described, and are particularly helpful when showing sections of the building which cannot all be seen at the same time. The most important feature of a measured drawing is accuracy; measurements taken from the drawing ought to be easily converted to the actual dimensions on the ground. **Historic England's guide to drawing conventions can be found in appendix 1.**

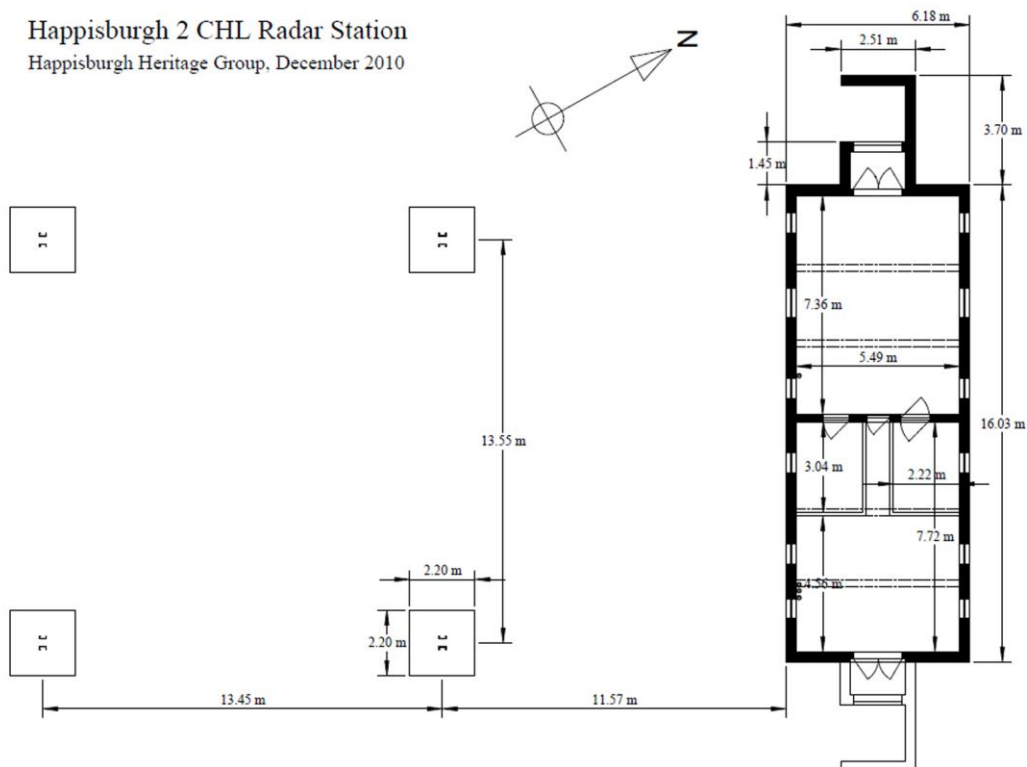
Choosing a scale

The scale you choose for your drawing will depend on how large your building is, how big your piece of paper is, how much detail you wish to record, and which part of the building you are drawing. You will need to make this decision on a case by case basis, but a rough guide is included below.

Floor plans and elevations (vertical drawings of the walls) are usually done at a scale of 1:50 (1m on ground = 20mm on drawing).

Details and features can be done anywhere between a scale of 1:1 (1m on ground = 1m on drawing) and 1:20 (1m on ground = 50mm on drawing), or can even be enlarged. This will entirely depend on what it is you want to illustrate, and how much space you have on the paper.

Plan drawings



Plan of radar station drawn by volunteers from Happisburgh Heritage Group.

A measured floor plan should show a horizontal cross section through the building, at about the height of the base of any window frames.

It should detail the position of: external and internal walls; staircases; doors, windows and fireplaces, including those that have been blocked; changes in floor level and any evidence of significant fixtures.

Taking the measurements

Unless you have access to expensive equipment, the best way to record a building is using the tape and offset method, as demonstrated below by volunteers from the West Norfolk and King's Lynn Archaeological Society.



Volunteers recording a WWII air raid shelter at Kettlewell Lane, King's Lynn

First you will need to set up a primary baseline. To do this you will need to extend a 30m or 50m tape measure in a straight line parallel to the building you wish to record, and secure it with pegs. This is where all of your measurements will be taken from, so you will need the tape to be quite close to the building and ideally stretch along its entire length.

Next you will need to choose the first part of the building you wish to measure, probably a corner. You then need to run a steel hand tape measure (3m or 5m) from the point on the building to your baseline, at a right angle. You should be able to tell when you have a right angle, as this will be the shortest distance between the measured point and baseline. You can then take the measurement from the baseline and from the hand tape and draw the point where they intersect on your paper.

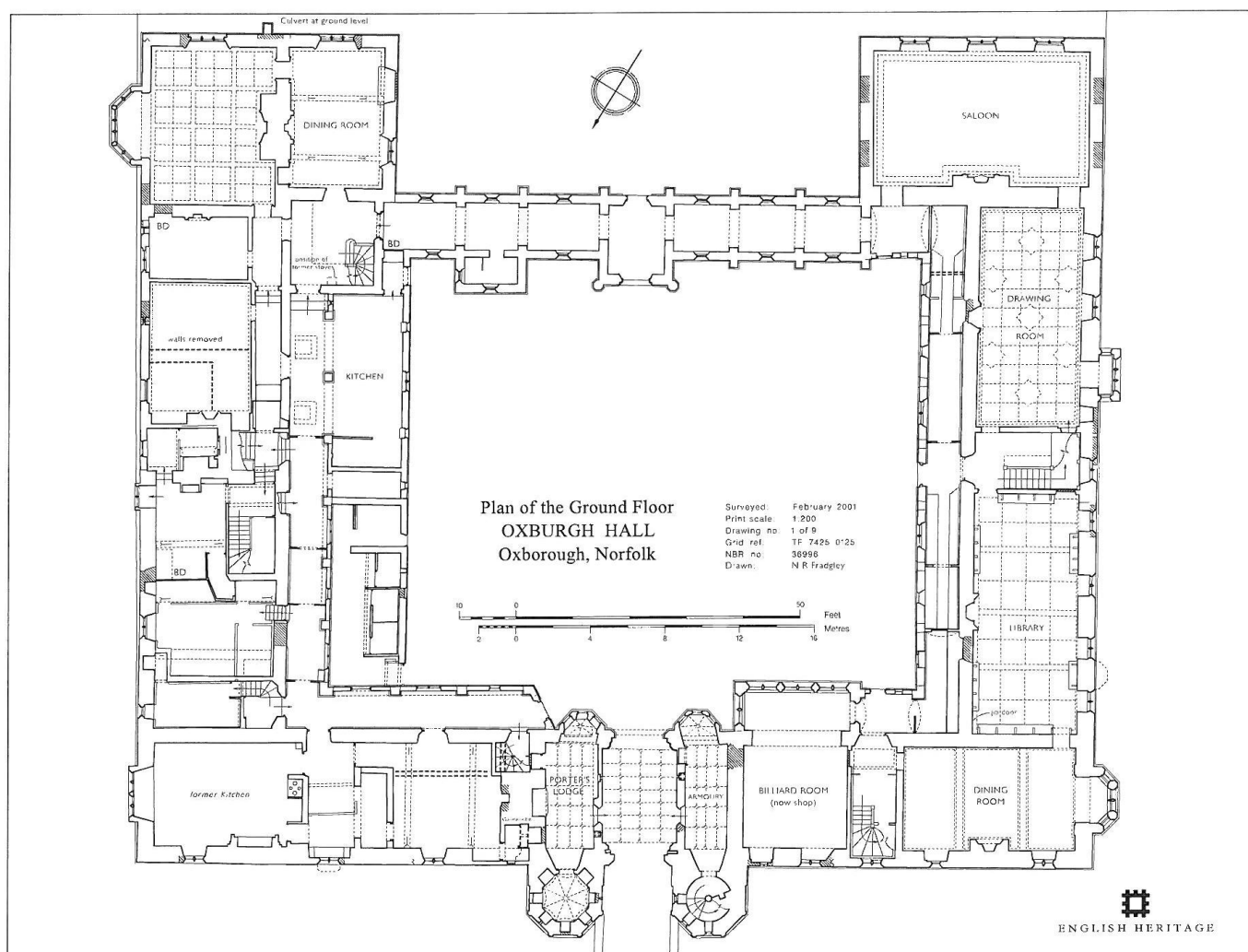
If your baseline is more than 1m away from the point you are measuring, this method becomes less accurate and you will need to use triangulation to find your point. To do this you will need to take measurements of the feature from two different distances along the baseline, and then use the point where these two measurements intersect; using compasses will make this easier.

You then need to repeat this process for every point on the building you wish to draw. This should include windows and doors, but you will also need to look out for changes in the measurements of the walls as, particularly in older buildings, they are not always straight.

In order to measure every side of the building it is likely that you will need to create a new baseline at a right angle to the first. To do this, extend another long tape measure from the end of your first baseline, roughly parallel to the new wall you wish to measure. To make sure the tape is at a right angle, measure 3cm along your first tape and 4cm along your second tape; if you then measure diagonally between these two points the distance should be 5cm. Adjust as necessary.

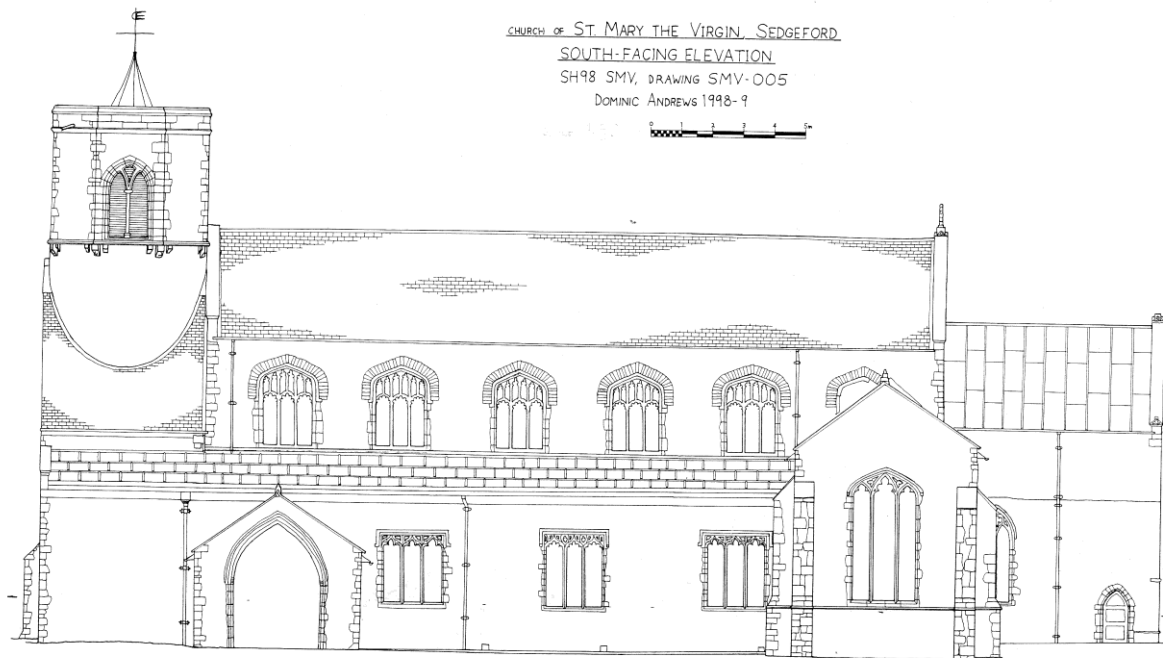
To establish the internal dimensions of the building including the thickness of the walls, you will need to take measurements diagonally across the interior of individual rooms.

The complexity of the drawing will depend on the complexity of the building. The example of Happisburgh radar station above is a relatively simple building, which may not take long to measure. Below you can see the floor plan of Oxburgh Hall; this is a very large and complex building which will take much more time to draw. You will need to take this into consideration when choosing which buildings to study.



Floor plan of the ground floor of Oxburgh Hall, © Historic England

Elevation drawings



South-facing elevation of the church of St Mary the Virgin, Sedgeford

Elevation drawings are vertical representations of the walls of the building. These should show the external walls of one side of the building; any doors, windows or chimneys; indicate the building materials used; and detail any other architectural features of interest.

You should be able to take the locations of the bases of the doors and windows from your plan. If your elevation drawing is at the same scale as your plan, you can trace these from the plan to your new piece of paper.

You will need to measure the height of the openings, and any other features. You can do this by running a long tape measure along the side of the building, as shown in the image below and taking measurements above and below this line.

Of course this is only practical for features that you can reach from ground level. To measure heights of features out of reach you will need a digital measuring device, which can be borrowed from Norfolk Historic Environment Service. In cases where you have an unobstructed view of the elevation it is much better to take a photograph rather than attempt a drawing.



Volunteers from Happisburgh Heritage Group surveying the Happisburgh radar station

Features

Internal and external features such as masonry joints, door surrounds, mouldings and fireplaces can be drawn where a photograph does not show adequate detail. It is important to remember that it is not necessary to draw every part of a building, only the details which are of historic interest, and provide information about the building.

All drawings should be clearly labelled with the name and location of the building; the part of the building you are drawing; your name; the date; the scale of the drawing and a north arrow. These will all help when you or someone else come back to look at the drawing later.

Do I need drawings?

Whether you need to make your own measured drawing will depend on a number of factors. If there is already a measured drawing of the building, for example from an architect's or surveyor's plan, then there is no need to draw your own. Bear in mind that the construction of the building may differ from the architect's initial drawings, so do check any existing plans for accuracy, and annotate a copy of the drawing if there is anything of historical interest that can be added to it.

For simple or repetitive building types, or those with few historical features, it may not be necessary to make measured drawings. The point of making these drawings is to add to our knowledge of the building. If this can be achieved more easily, or to a higher standard by taking a photograph or using a written description, then it is perfectly fine to do so. It is worth remembering that measuring a building will cause you to examine it more methodically than if taking a photograph, and as a consequence makes it likely that you will come across more interesting details that may be missed through a camera.

Taking photographs

What photographs should I take?

With the ready availability of digital cameras it is far less costly to take numerous photographs and decide which to use later. With that in mind, if you have time and particularly if the building is deteriorating, take as many pictures as you wish. However, not all of these will need to be included in the record of your survey. Numerous photographs take up space in an archive, and so only the ones which give useful details should be included.

Which photographs need to be taken will change from building to building, depending on its significance and complexity. Generally speaking, you should include a photograph of the building as a whole, preferably in its landscape setting.

You should then seek to photograph the building's external appearance, usually one of each wall. Do be aware that the angle of your camera will distort the image that you take. Where possible try to keep the camera at right angles to the ground.

Where you have access to the inside of the building you should photograph the overall appearance of each room. You should also take pictures of any structural or decorative details of interest, if they are not well displayed in the more general shots.



Old mullion window incorporated into newer wall.

Pay particular attention to any inscriptions or graffiti, and any furnishings or machinery that is significant to the development of the building.



Where possible all photographs should have a scale in them, to make sure that the size of the building can be determined from the images at a later date. For general shots the scale can be a red and white ranging rod. For close up detail shots the scale can be a ruler, or any object with a known size. While people have been used as a scale in the past, it is best to avoid this as people are not a standard height. The scale should always be directly vertical or horizontal, as a change in the angle of the scale will result in a distorted impression of size.

Fireplace with ranging rod on the left side.

Filling in the details

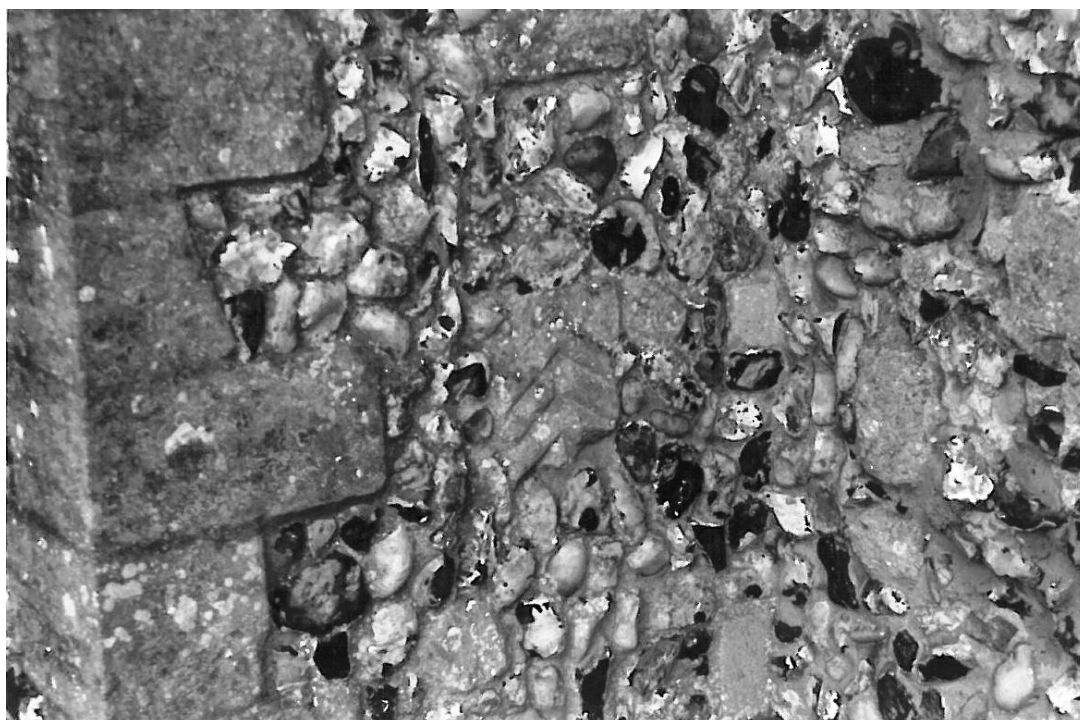
Once you have observed the building, done some research, made drawings and taken photographs, you can now write a written description of the building. There are numerous things that you can include in your description, details of which you can find in Historic England's *Understanding Historic Buildings*. Below is an indication of some of the details that you should include.

Building materials

Buildings in Norfolk are constructed from a variety of materials, which material is used can help to give an indication of how old the property is. For example, until 1370 locally made bricks were not widely used. Once brick had become accepted for major buildings in the 15th century its use filtered down to smaller more modest houses although it was usually used for embellishment rather than the main building material in these smaller properties. It wasn't until the 16th century that smaller houses were constructed entirely of brick. Therefore a small house made entirely of brick is unlikely to have been constructed before 1500.

Most structures are built of locally available materials due to the high cost and difficulty of transportation prior to the invention of trains, however high status buildings, such as churches, can include rich and exotic stones in their construction. In some cases materials from earlier structures were incorporated into the new building.

Building materials used in Norfolk churches include: local flint, occasionally clunch, carstone, ironbound conglomerate, timber framing and imported limestone. Locally made brick has been used from the medieval period. Materials salvaged from Roman sites are also used in church construction. This example of part of the south wall of St Leonard's church shows reused Norman decorative stonework.



South wall of St Leonard's church, showing reused Norman stonework. © NCC

Before the Industrial Revolution most houses were built with local materials. The most common building materials in Norfolk houses are flint, carstone, clunch, brick, timber and clay lump. Plain tiles, pantiles and thatch are used on roofs.

More details about the relative dates of different building materials can be found in the *How to trace the history of your house* and *How to investigate a church* articles on the Norfolk Heritage Explorer.

Style

After considering what your house is made of the next step is to look at how it was constructed and the style of the building. You can look at the various different component parts of the house - windows, doors, the façade (front) and other features. As fashions changed over time, as they do today, these can all provide clues as to the age of the building.

These clues are even easier to identify in church architecture. As grand buildings like churches have usually been designed and constructed by professional builders, rather than an untrained future occupant, they are much more likely to adhere to an architectural style. These styles have changed quite dramatically over time and so can be a really useful indicator of the date the church was constructed. Archaeologists and buildings historians have categorised these changes and defined a large number of different historical architectural styles. Often these overlap or were used in combination. However, by identifying the style of certain features in a church you can assign a rough date to parts of the building.

This makes it very important to document changes to the fabric and features of the building, such as filled in doors, as this can give us information about how the building developed, if it has been extended, and when. The image below is an excellent example of this.



Church showing original window which has been blocked and then partially covered by an extension.

What else you include will entirely depend on what features your building has. You will need to look out for:

- Height of ceilings
- Window shape and style
- The construction of the roof
- Construction of the floor
- Indications that the façade of the building is different to its internal construction
- Any beams
- Fireplaces
- Pillars
- Mouldings
- Cornices
- Obvious internal alterations
- Inscriptions
- Graffiti
- Wall paintings
- Original furniture
- Machinery
- Items that indicate use (e.g. a font)
- Original doors and handles



Volunteer recording moulding surrounding blocked up window in a church.

Most of these features will be present in different styles depending on the age of the building, so could be integral to finding out when it was built, or when its primary period of use was.

To find out about the dates of different architectural styles and features have a look at www.hiddenhousehistory.co.uk which contains a catalogue of features from a range of time periods, including pictures.

www.lookingatbuildings.org.uk is an introduction to architecture with pages on Building Types, architectural styles and traditions and building materials and methods of construction, and an expanding guide and introduction to buildings in seven of England's cities.

There are also articles on the Norfolk Heritage Explorer about tracing the history of your house www.heritage.norfolk.gov.uk/record?tnf1216 and how to investigate a church www.heritage.norfolk.gov.uk/record?tnf1235 which expand on some of the things you can learn through looking at buildings.

Where can I find out more?

Other sources of information

Norfolk Record Office

The Norfolk Record Office is an archive of historical documents based at County Hall in Norwich. The archive contains millions of documents, which are available for public consultation on weekdays. They range in date from the eleventh century to the twenty-first and relate to every town and parish in Norfolk. Among them are royal charters, title deeds, manorial court rolls, registers, accounts, minute books, correspondence, diaries, maps, architectural and other drawings, photographs, music and oral histories.

NRO staff are available to help with locating documents in person, or by telephone, post and email. There are also several handy research guides on the main website. Part of the archive can be found online at: <http://nrocat.norfolk.gov.uk>

Norfolk Record Office have also published an advice leaflet on tracing the history of your house, which can be downloaded for free here: <http://www.archives.norfolk.gov.uk/view/NCC098495>

You will need a reader's ticket to access the search room, NRO will request that you bring some identification.

www.archives.norfolk.gov.uk/

Norfolk Record Office
The Archive Centre
Martineau Lane
Norwich
NR1 2DQ

Telephone: 01603 222599

E-mail: norfrec@norfolk.gov.uk

Norfolk Heritage Centre

Norfolk Heritage Centre, at Norwich Millennium Library is a large local studies collection of more than half a million printed volumes, maps, newspapers and photographs. Examples of its holdings include: more than 300 years of local newspapers; trade directories, sale catalogues and electoral registers; a large local, genealogical and historical lending library; an extensive reference library for all things Norfolk and Norwich; thousands of local interest images from photographs to prints, postcards and slides; special collections including the original Norwich City Library (founded 1608), Colman Collection and Shipdham Library; family history databases including BMD and census information; and Norfolk Record Office archives from parish registers to probate, and work house records to cemetery records. The Heritage Centre is open Monday to Saturday, and documents can be searched online using the library catalogue.

http://www.norfolk.gov.uk/Leisure_and_culture/Local_history_and_heritage/Norfolk_Heritage_Centre/index.htm

Old Maps

Old Maps Online is a fantastic website for finding historic maps. The portal allows you to see digital copies of maps from archive and library collections all over the world. You can either browse an area using a modern OS map for reference, or search for a specific place name, some of the collections date back to the 15th century, with most starting in the 16th century.

The map viewer can be accessed at www.oldmapsonline.org

National Archives

The National Archives is the official archive and publisher for the UK government, and for England and Wales. The National Archives' collection of over 11 million historical government and public records is one of the largest in the world. From Domesday Book to modern government papers and digital files, the collection includes paper and parchment, electronic records and websites, photographs, posters, maps, drawings and paintings.

Many documents are available to consult online, if you wish to see original documents you will need to register for a reader's ticket, please note the National Archive request that you bring two forms of identification with you.

www.nationalarchives.gov.uk/

The National Archives

Kew, Richmond

Surrey TW9 4DU

020 8876 3444

British Library

The British Library is the national library of the United Kingdom. The collection includes more than 150 million items, in over 400 languages, to which three million new items are added every year. It contains books, magazines, manuscripts, maps, music scores, newspapers, patents, databases, philatelic items, prints and drawings and sound recordings. There is a catalogue and a variety of research guides in the 'help for researchers' section of the website. To register for a reader's ticket you will need identification, and to have found the documents that you are interested in through the catalogue.

www.bl.uk

The British Library

96 Euston Road

London

NW1 2DB

0330 333 1144

Historic England

Formerly English Heritage, they are responsible for the designation of historic buildings (listing). They collect information about listed buildings on the National Heritage List for England <https://www.historicengland.org.uk/listing/the-list/> and provide advice on caring for historic buildings.

They have also published a guide to building recording called Understanding Historic Buildings. This is available to download for free here: www.content.historicengland.org.uk/images-books/publications/understanding-historic-buildings/understandinghistoricbuildings.pdf/

Picture Norfolk

Picture Norfolk is a digitally available photograph collection curated by Norfolk Library and Information Service. There are over 17,000 images (with information) in the collection which reflect stories of Norfolk life and history. You can also buy copies of the images as high quality photographic prints or as digital files, which make excellent original gifts.

The images are mainly photographs taken by both professionals and amateurs, dating from the early days of photography to the present. The collection also contains images of engravings, paintings and drawings.

The collection can be accessed here: <https://norfolk.spydus.co.uk/cgi-bin/spydus.exe/MSGTRN/PICNOR/HOME>