



Discovering the Archaeology of the Brecks



Revealing Records

Norfolk Historic Environment Service



Contents

Itinerary	3
What is the Norfolk Historic Environment Record?	4
How to Read NHER Records	6
Database Access and Searching	8
Norfolk Historic Environment Service Archives	10
NHER Secondary Files	11
Norfolk Air Photo Library	12
NHES Reference Library	14
How do I Access NHES Resources?	15
Research Projects	16
Other Sources of Information	17
Appendix 1: NHER Charges	
Appendix 2: NHER Request Form	

Itinerary

12:30 Arrival and registration

12:50 Welcome

12:55 Breaking New Ground and Discovering the Archaeology of the Brecks
Introduction to the Heritage Lottery Funded project.

13:00 The Norfolk Historic Environment Record
Talk introducing Norfolk's heritage archive.

13:45 Exploring our collections
Participants will split into two groups, one will delve into the sources that make up the Historic Environment Record, the other will find out about our Air Photo Library.

14:30 Exploring our collections
The groups will swap activities.

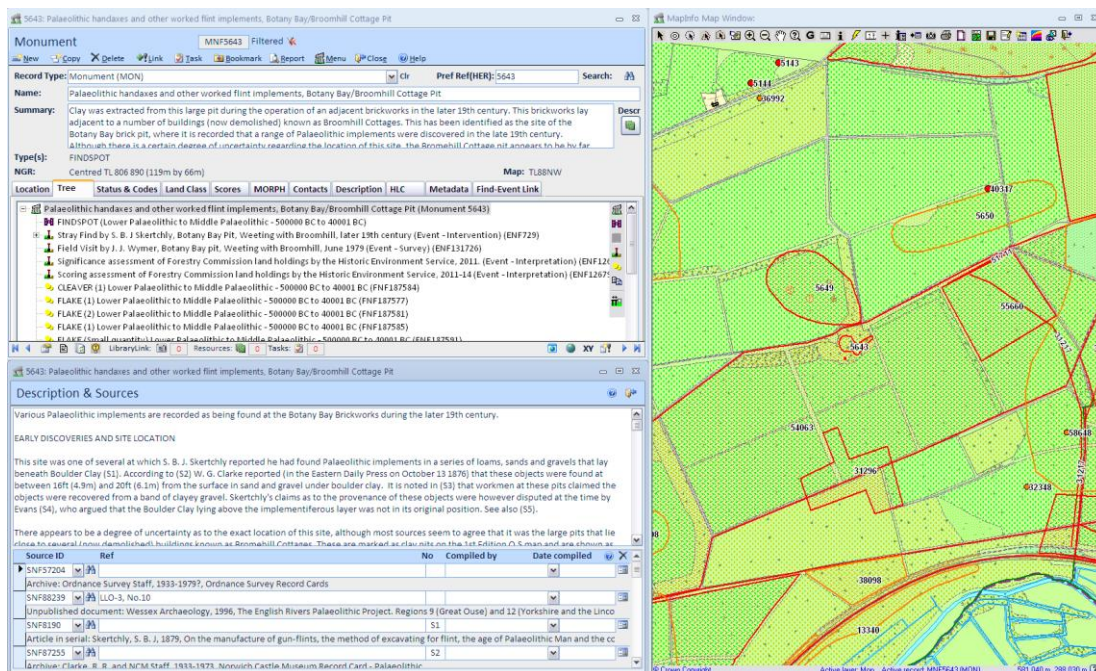
15:15 Tea and Coffee

15:30 Norfolk Heritage Explorer and Norfolk Historic Maps
Demonstration of how to access these resources from home.

16:15 What else can I do?
Examples of potential research projects and future workshops.

16:30 Close

What is the Norfolk Historic Environment Record?



Monument

Record Type: Monument (MON) Pref Ref(NHER): 5643 Search:

Name: Palaeolithic handaxes and other worked flint implements, Botany Bay/Broomhill Cottage Pit

Summary: Clay was extracted from this large pit during the operation of an adjacent brickworks in the later 19th century. This brickworks lay adjacent to a number of buildings (now demolished) known as Broomhill Cottages. This has been identified as the site of the Botany Bay brick pit, where it is recorded that a range of Palaeolithic implements were discovered in the late 19th century. Although there is a certain degree of uncertainty as to the location of this site, the Broomhill Cottages are not known to have been far from the site.

Type(s): FINDSPOT

NGR: Centred TL 806 890 (119m by 66m)

Location: Tree Status & Codes Land Class Scores MORPH Contacts Description HLC Metadata Find-Event Link

Palaeolithic handaxes and other worked flint implements, Botany Bay/Broomhill Cottage Pit (Monument 5643)

- FINDSPOT (Lower Palaeolithic to Middle Palaeolithic - 500000 BC to 40001 BC)
- Stray Find by S. B. J. Skerchly, Botany Bay Pit, Weeting with Broomhill, later 19th century (Event - Intervention) (ENF729)
- Field Visit by J. J. Wymer, Botany Bay pit, Weeting with Broomhill, June 1979 (Event - Survey) (ENF131726)
- Significance assessment of Forestry Commission land holdings by the Historic Environment Service, 2011 (Event - Interpretation) (ENF1297)
- Scoring assessment of Forestry Commission land holdings by the Historic Environment Service, 2011-14 (Event - Interpretation) (ENF1297)
- CLEAVES (1) Lower Palaeolithic to Middle Palaeolithic - 500000 BC to 40001 BC (FNF187534)
- FLAKE (1) Lower Palaeolithic to Middle Palaeolithic - 500000 BC to 40001 BC (FNF187577)
- FLAKE (1) Lower Palaeolithic to Middle Palaeolithic - 500000 BC to 40001 BC (FNF187581)
- FLAKE (1) Lower Palaeolithic to Middle Palaeolithic - 500000 BC to 40001 BC (FNF187585)
- FLAKE (1) Lower Palaeolithic to Middle Palaeolithic - 500000 BC to 40001 BC (FNF187581)

Description & Sources

Various Palaeolithic implements are recorded as being found at the Botany Bay Brickworks during the later 19th century.

EARLY DISCOVERIES AND SITE LOCATION

This site was one of several at which S. B. J. Skerchly reported he had found Palaeolithic implements in a series of loams, sands and gravels that lay beneath Boulder Clay (S1). According to (S2) W. G. Clarke reported (in the Eastern Daily Press on October 13 1876) that these objects were found at between 18ft (4.3m) and 20ft (6.1m) from the surface in sand and gravel under boulder clay. It is noted in (S3) that workmen at these pits claimed the objects were recovered from a band of clayey gravel. Skerchly's claims as to the provenance of these objects were however disputed at the time by Evans (S4), who argued that the Boulder Clay lying above the implementiferous layer was not in its original position. See also (S5).

There appears to be a degree of uncertainty as to the exact location of this site, although most sources seem to agree that it was the large pits that lie along the several former demesne earthworks known as Broomhill Cottages. These are marked as ruins on the 1st Edition O.S. map and are shown at

Source ID	Ref	No	Compiled by	Date compiled
SNF37204				
Archive: Ordnance Survey Staff, 1933-1979, Ordnance Survey Record Cards				
SNF88239				
SNF88239				
Unpublished document: Wessex Archaeology, 1996, The English Rivers Palaeolithic Project, Regions 9 (Great Ouse) and 12 (Yorkshire and the Lincolnshire Fens)				
SNF1830				
Article in serial: Skerchly, S. B. J., 1879, On the manufacture of gun-flints, the method of excavating for flint, the age of Palaeolithic Man and the				
SNF87253				
Archive: Clarke, W. R. and NCHM Staff, 1933-1979, Norwich Castle Museum Record Card - Palaeolithic				

Sample NHER database record (NHER 5643).

The Norfolk Historic Environment Record (NHER) is the comprehensive and definitive record of the historic environment of the county of Norfolk. It exists to provide a record of all areas of known archaeological activity, sites, finds, cropmarks, earthworks, industrial remains, defensive structures and historic buildings in the county.

The record is held on a computerized, searchable database with integrated digital mapping and is supported by a paper archive containing selected archaeological reports, plans, drawings, photographs, slides, and press cuttings. Historic Environment Record staff members are also responsible for maintaining the Norfolk Aerial Photograph Library and the Norfolk Historic Environment Service (NHES) Reference Library.

The data held in the NHER is used to guide planning and monument management decisions and to assist researchers, school projects, and anyone with a general interest in the historic environment.

What does the database record?

The NHER records structures, deposits, and objects (artefacts and ecofacts) of human origin, whether submerged, buried, standing proud, or no longer extant in any form.

It also records changing interpretations through time so that, for example, it may describe 'Roman urns' found in the 1800's which are now thought to be Early Saxon cremation urns. Both current and past interpretations are retained rather than assuming that the most recent interpretation is the correct one.

THE CORE DATABASE CONTAINS THE FOLLOWING COUNTY INFORMATION:

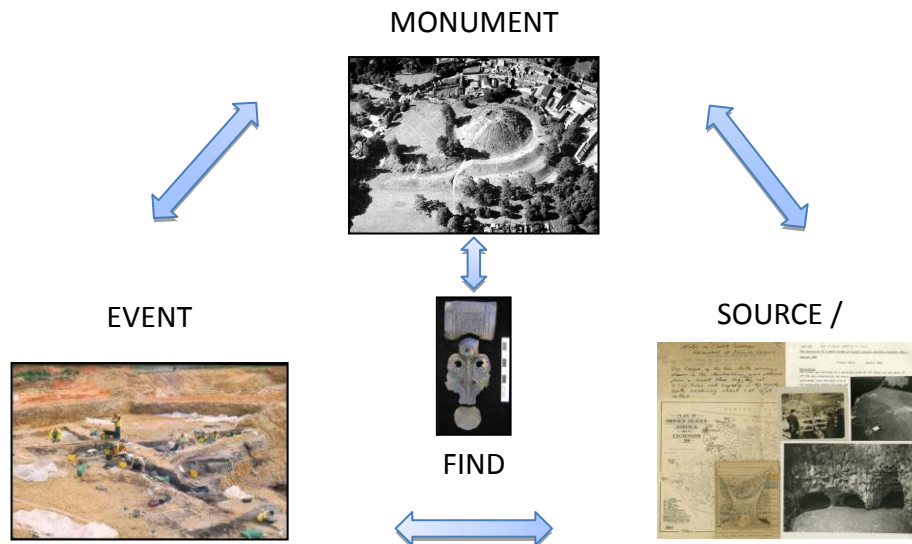
- Nationally designated sites (Scheduled Monuments, Listed Buildings, Registered Parks and Gardens, Battlefields)
- Buildings and monuments of local interest including industrial remains, defensive structures, and maritime sites
- Historic landscapes
- Earthworks and cropmarks
- Archaeological interventions (excavations and surveys)
- Fieldwalking and metal-detecting finds including all PAS finds for Norfolk

A few important notes about HER data...

- The database is designed to be **a record of and an index to** the historic environment of the county of Norfolk. It has been compiled over many decades, by numerous people and from a huge range of sources, many of which have not or cannot now be checked. This means that the dataset reflects changes in data collection methods, recording techniques, and methods of reporting. It is constantly being enhanced and **the absence of a record should not be relied upon as indicating a lack of heritage interest**. Other national or specialist sources may contain information not held or indexed.
- The digital resource that exists today began as a paper record using index cards, paper maps, and typed descriptions. The record was first digitised in the early 1980's and since then has undergone several transformations as technology has improved. However, much of the original paper-based information has not yet been fully digitised and can only be consulted at our offices.
- The NHER depends upon the continuing co-operation of professional archaeologists, local researchers and enthusiasts who supply us with information about their work and observations. It is important for everyone involved in archaeological research and investigation to supply the NHER with the results of their work in a suitable format for incorporation into our records.

How to Read NHER Records

The NHER uses the 'Monument-Event-Source' model to record information.



MONUMENTS

The primary unit of information is the 'Monument' record, which is assigned a unique number prefixed by NHER when referenced (example NHER 2819). Monuments can include almost any structure or deposit of human origin, whether submerged, buried, or standing proud. These take many forms, for example earthworks, standing structures, buildings, cropmarks, sub-surface deposits, industrial complexes, component features of buildings, elements of archaeological sites, natural features with apparent prehistoric activity, environmental data, artefact scatters, findspots, and destroyed sites known from documentary sources. Some monuments are even created to inform researchers that no archaeological remains have been encountered during an investigation. However, it is important to remember that this does not necessarily mean that such an area is completely devoid of features and artefacts, merely that nothing was disturbed during the investigation.

As most places have a long history of use, monuments of different date may lie on top of or alongside one another, and differential preservation across the site may mean that a monument survives in different forms in different parts of the site. Our understanding of monuments may change over time as new information becomes available or existing material is reinterpreted.

Each monument record consists of a short summary, a detailed written description and, where possible, a digital polygon, line, or point illustrating its geographical extent. In most cases the mapping is indicative rather than definitive, and areas of, for example, finds scatters, are likely to be approximate. It is also important to remember that the recorded extent of an archaeological site may be based upon surface finds or cropmarks, and that the below-ground remains may well cover a larger area than that shown.

Groups of monuments are often recorded by a combination of 'parent' and 'child' records, wherein the 'parent' record provides an overview of the site as a whole, such as an historic landscape park, and several 'child' records describe individual elements of that site, such as an orangery located within the grounds of the park. All elements of a related group of monuments will be cross-referenced.

EVENTS

Events record information about activities through which information has been gathered about the presence, absence, and character of monuments in a locality. These take a wide variety of forms including geophysical, fieldwalking, and metal-detecting surveys, archaeological excavations, historic building recording, environmental sampling, and assessments of documentary sources such as aerial photographs and historic maps.

Event records show where, how, and by whom information has been gathered. They include all activities from large-scale excavations undertaken by professional archaeologists, to amateur investigations carried out by local societies, and individual finds recovered by metal-detectorists and other individuals with an interest in the historic environment.

Each event record consists of a brief written description and, where possible, a digital polygon, line, or point illustrating its geographical extent. The location of all development-led archaeological interventions has been recorded with digital objects since the early 2000's, but many interventions carried out prior to this have not yet been mapped. In addition, the vast majority of other types of events have not yet been mapped.

SOURCES

Source records consist of references to any material that has been created during an event or has been used as a source of information about monuments or finds recorded in the NHER. This includes publications, site archives, manuscripts, maps, photographs, press cuttings, correspondence, and websites. These records show where information included in monument or event records was obtained from and where it can be accessed in detail, either within the NHER or by reference to a source of information held elsewhere.

Sources recorded in the NHER are referenced within the descriptive text of the monument records using a numbering system (example: S1).

FINDS

Objects associated with a monument are recorded separately as Find records. These include surface finds, material recovered during archaeological interventions, and environmental data (ecofacts). Historically, Find records in the NHER have been used only to indicate the presence of an object type and date, not the quantity, and where more than one possible identification has been suggested multiple Find records have been created to describe one object. However, since January 2013 this practice has ceased. For all new information added to the NHER and all enhanced records only one Find Record is added per object and quantities are indicated.

DESIGNATIONS

All nationally designated historic sites (Scheduled Monuments, Listed Buildings, Registered Parks and Gardens, Battlefields) are included in the Monument records which form the primary NHER database. However, these designations often apply to large areas covering several separate monuments and the extent of a given monument is not necessarily a reflection of the extent of the designated area.

The NHER also maintains separate 'Designation' records with their own written descriptions compiled by English Heritage and digital map objects illustrating their extent. These can be provided on request, but they are not to be used as the definitive dataset for legal purposes. For full details of designated sites and their geographical extent, please consult the [National Heritage List for England](#).

Please note that NHER records for buildings (indexed as Monument Type "Building") include structures protected by Listing *as well as* those of local interest. If a building is Listed this will be indicated in the Status and Scores section of the monument details.

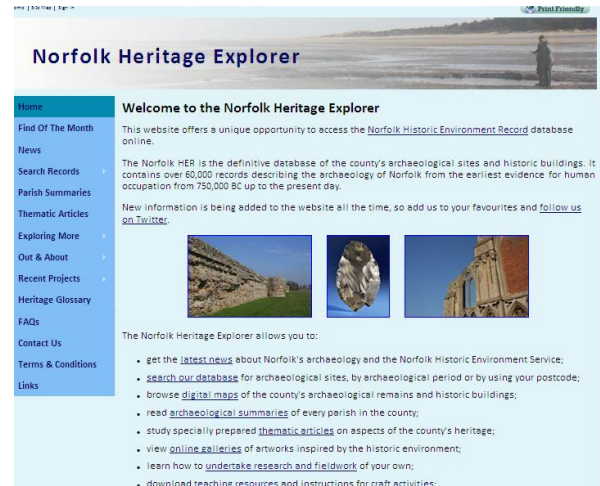
Database Access and Searching

The HER database can be accessed in a wide variety of ways including:

- ✓ Publicly accessible on-line database
- ✓ Remote Searches
- ✓ Self-service database searches

What can I access on-line?

*The Norfolk Heritage Explorer
www.heritage.norfolk.gov.uk*



The [Norfolk Heritage Explorer](http://www.heritage.norfolk.gov.uk) website was launched in 2007 in order to improve public access to the NHER. All monument records within the electronic database can be viewed on-line and searched in a variety of ways including site and/or find type, parish, post code, national grid reference, and keyword. The majority of these records can also be searched via the map search. However, the location is not shown for a small number of sensitive sites and the majority of our metal-detected sites.

- Please note that this website is not updated automatically. We endeavour to update the information on the Norfolk Heritage Explorer quarterly. However, due to the amount of new information constantly being acquired, it may take several months for a completely new record to appear on the website.
- Please also note that the Norfolk Heritage Explorer is not designed for academic research, for planning or development-control related work, for archaeological desk-based assessments, commercial archaeological work or for legal purposes. For these you will need to use the Norfolk Historic Environment Record itself, with professional advice as appropriate.

What additional information can I access directly from an HER Officer?

The complete HER can be accessed via a remote search (where data can be sent to you in a wide variety of formats), or an HER Officer can help guide you through the full database at our offices.

- ✓ The primary advantage to requesting an HER Search is that it contains complete, up to date information up to the day the search was carried out.
- ✓ You will receive a complete copy of the written records (which contain a bit more detail than the on-line records) as well as the mapped extent.
- ✓ Additional map layers such as Event locations and NMP cropmark transcriptions can be requested.
- ✓ Complex searches can be carried out to include and exclude information based on a wide array of criteria.

What does an HER Search consist of?

NHER searches provide information selected from the record, normally for a defined area, although bespoke searches can also be done for particular periods or types of records.

Simple searches for monument records can be conducted on-line via the [Norfolk Heritage Explorer](#). However, locations of sensitive sites are excluded from the website and it is not suitable for professional or academic research or for use in the planning process. The full NHER database can be consulted at our offices, by appointment, and remote searches can be requested by submitting our NHER Search Request Form.

Basic HER Search:

Provides copies of all Monument records within a defined geographical area.

You will receive:

- ✓ A PDF file of the written database records.
- ✓ Map objects for these records in one of the following formats:
 - PDF
 - GIS (Map Info Tables or ESRI Shape Files)

What you will need to do:

1. Obtain a request form.
 - E-mail the HER (heritage@norfolk.gov.uk).
 - Go to the NCC webpages and download a form.
 - Ring the HER to request a paper form to be posted.
2. Fill out the form as fully as possible
 - Provide some information about yourself.
 - Provide some information about your site.
 - Define your search area.
 - Select a format for receiving the mapping data.
 - Provide an explanation of why you're consulting the HER.
 - Sign the terms and conditions.
3. Submit the form to the HER
 - E-mail your completed form to heritage@norfolk.gov.uk
 - Post your paper form to :
Norfolk Historic Environment Record,
Union House, Gressenhall, Dereham, NR20 4DR

Optional Search Extras:

- Cropmark transcriptions by English Heritage's National Mapping Team.
- Historic Landscape Characterisation Data.
- Some event data is available by special request.
- Some HER records refer to context numbers. Some of this material is available as a GIS map layer or PDF map.
- ***Academic searches:*** Bespoke searches can be carried out for particular archaeological periods or types of records, either remotely or at our offices, and results can be exported in a wide variety of formats including Excel spreadsheets. Please note that much of the original paper-based information has not yet been fully digitised and can only be consulted at our offices.

Norfolk Historic Environment Service Archives

The Norfolk Historic Environment Service (NHES) maintains several collections of paper and photographic archive material which support the Historic Environment Record and other NHES departments.

THESE INCLUDE ...

- The NHER Secondary Files
- The Norfolk Air Photo Library (NAPL)
- The NHES Reference Library



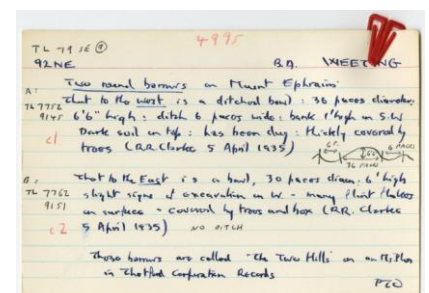
These resources can be viewed at our offices **by appointment**.

- ✓ Appointments are usually available on **Tuesdays and Thursdays** between **10am and 4pm**.
- ✓ All material must be requested prior to your appointment as HER Officers will need to retrieve it in advance.

Please see the Access page for further details.

A FEW IMPORTANT NOTES ABOUT OUR ARCHIVES....

- Please note that the Norfolk Historic Environment Service (NHES) is **not** a repository for archaeological objects and/or archives from archaeological projects. The collections have been formed for the sole purpose of augmenting the NHER database and other curatorial work undertaken by the NHES.
- Much of the material referenced within the electronic database is held by other organisations such as the Norwich Castle Museum, the Norfolk Records Office, the Norfolk Heritage Centre, and local and national libraries or by private individuals.
- The official repository for **archaeological archives** (the objects and paperwork generated by undertaking excavation, surveys, or other research) for Norfolk is the **Norfolk Museums Service**.



Norfolk Historic Environment Record (NHER) Secondary Files

The NHER is supported by an extensive paper, photographic, and digital archive. Like the database itself, these archives have been collected from a wide variety of sources over many years and reflect changes in recording policies over the lifetime of the NHER.

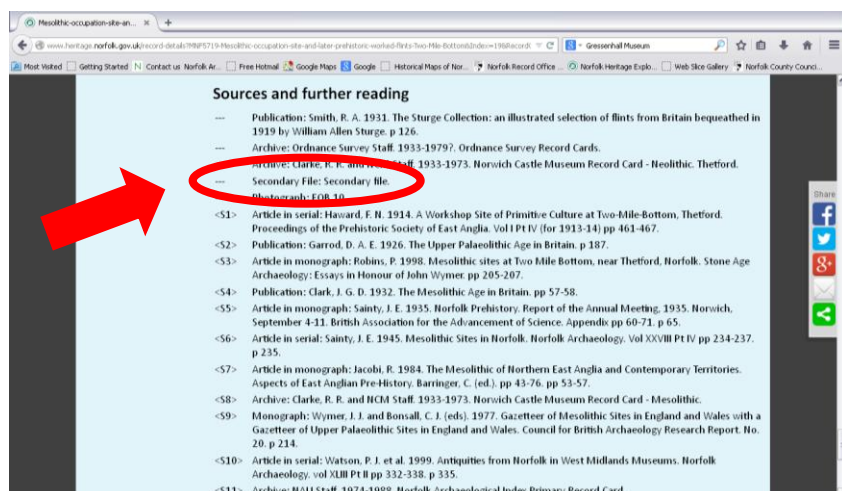
The NHER Secondary Files and Associated Collections include:

- ✓ Original NHER Notes
- ✓ Finds Descriptions
- ✓ Professional Reports (primarily unpublished reports)
- ✓ Published Leaflets
- ✓ Press Cuttings
- ✓ Architectural Plans
- ✓ Original Finds Illustrations
- ✓ Photographs and Slides



Selected Secondary File material from Grimes Graves Neolithic flint mining site (NHER 5640).

All items are indexed by the NHER (Monument) number they relate to. This is the reference number you will need to provide the HER Officer if you wish to view the file for a specific monument. However, the NHER does not hold additional material for all monuments recorded in the database.

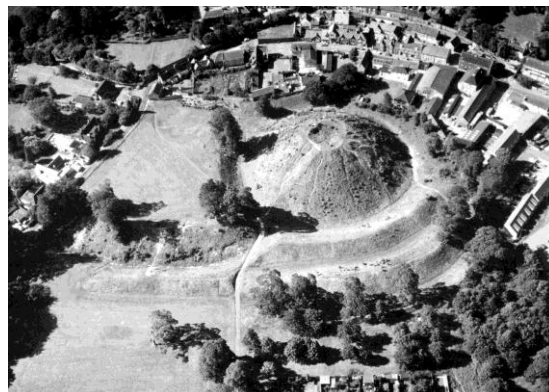


The presence of a Secondary File, which may contain notes, reports, plans, and photographs, is indicated within the list of Sources by the entry: 'SNF 8804 – Secondary File'. The presence of other archival material such as slides, original finds illustrations, and large plans is indicated by individual source records.

Norfolk Air Photo Library (NAPL)

The Norfolk Air Photo Library contains over 85,000 images of Norfolk and consists of oblique photographs, vertical photographs, and special collections.

- ✓ The collection is housed at the offices of the Historic Environment Service in Gressenhall and can be **viewed by appointment** (please see the Access page for further details).
- ✓ All images within the collection are available for consultation on-site and digital copies of NCC copyright images can be requested for personal use or publication.
- ✓ The images are filed by 1km areas based on the National Grid Co-ordinates for the centre of the image. You will need to provide the HER Officer with the National Grid Co-ordinates for the geographical area you would like to look at or provide a good plan of the region.



Thetford Castle (NHER 5747)

1. Oblique Image Collection

Oblique images are taken at an angle, often using a hand-held camera from an open window. They tend to focus on a specific building or site and the angle at which they're taken tends to highlight details such as earthworks in the landscape.

The core of our oblique image collection is formed of over 40,000 specialist photographs of archaeological sites and historic buildings in Norfolk taken by Derek A. Edwards between 1974 and 2000. These images focus on cropmarks, earthworks, and historic buildings throughout the county and provide an important record of Norfolk's heritage.

The Oblique Image Collection also includes copy prints of Norfolk images held by other repositories, including the Cambridge University Centre for Air Photography (CUCAP) and the National Monuments Record (NMR), as well as images taken by private individuals and organisations, including Aerial Archaeology Foundation and Mike Page (freelance aerial photographer).

2. Vertical Image Collections

Vertical images are taken with a mounted camera with the lens pointing straight down. Photographs are usually taken at specific intervals as the plane flies in parallel lines over a given area in order to capture a map or plan of that area at a specific scale. The NAPL contains three primary collections of vertical images.

RAF Images (1946)

This collection consists of over 8,000 vertical photographs of Norfolk taken by the RAF as part of the National Air Survey of 1946. The photographs were taken at a scale of approximately 1:10,560 or six-inches to one-mile and overlap to provide stereoscopic viewing. The collection provides almost complete coverage of the county and selected images were used to form the digital map available for consultation on the Norfolk Historic Maps website <http://www.historic-maps.norfolk.gov.uk>.

Ordnance Survey Images

The NAPL contains copy prints of approximately 11,000 vertical photographs taken by the Ordnance Survey between 1964 and 1997 for mapping purposes. This collection does not provide complete coverage of the county. Additional Ordnance Survey images are held by the National Monuments Record in Swindon.

1988 Aerial Survey

This aerial survey was commissioned by Norfolk County Council and was carried out by BKS Surveys Ltd in the summer of 1988. It provides overlapping colour images of the entirety of the county at a scale of 1:10,000 which overlap to allow for stereoscopic viewing. These images were used to form the digital map available for consultation on the Norfolk Historic Maps website <http://www.historic-maps.norfolk.gov.uk>.

3. Special Collections***The 'Floodlight' Project (1953)***

This collection consists of over 2,000 vertical and oblique photographs taken by the RAF during and after the coastal floods of February 1953. These images provide coverage of the Norfolk coast and some low-lying areas further inland.

Royal Flying Corps Collection (1915-1917)

The Royal Flying Corps (RFC) was founded in April 1914 and continued until 1918, when it became the principal element of the RAF. In its early years, the corps was primarily used for reconnaissance and its members were instrumental in developing the first practical aerial cameras. The NAPL holds a small collection of copy prints of images taken by members of the RFC, which were donated by several private individuals. The collection includes a mixture of aerial photographs of the county and images of members of the RFC.

H. Frederick Low Collection

H. Frederick Low was the official photographer of the Norfolk and Norwich Aero Club, which was formed at Mousehold Heath Aerodrome in 1927. The NAPL holds a small collection of copy prints of a variety of images taken by H. Frederick Low, including aircraft flown by the Aero Club and aerial images of selected archaeological sites in Norfolk.

George Swain Collection (1920-1958)

The George Swain photo archive is a large collection of glass plate and celluloid negatives and prints of Norfolk taken by Norwich photographers George Edwin Swain (1869-1933) and George Swain junior between c. 1880 and 1965.

The bulk of this collection is comprised of internal and external photography of buildings in Norwich, cityscapes, portraits, and images taken by George Swain as an official wartime photographer. These images are held in the Norfolk Heritage Centre, operated by the Norfolk Library and Information Service (NLIS).

However, George Swain junior was also a pioneer in aerial photography and the collection includes approximately 1100 aerial photographs taken between 1920 and 1958. Copy prints of these images are held within the Norfolk Air Photography Library.

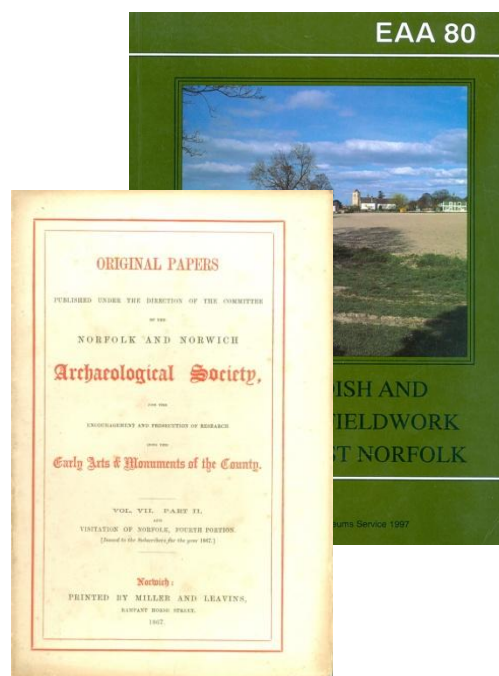
Norfolk Historic Environment Service (NHES) Reference Library

The NHES maintains a reference library containing over 7,000 books, journals, and offprints focused on the Historic Environment.

Titles can be viewed at our offices **by appointment**. Appointments are usually available on **Tuesdays and Thursdays** between **10am and 4pm**. Please see the Access page for further details.

OUR HOLDINGS INCLUDE...

- ✓ A full set of the following county journals and monograph series:
 - Norfolk Archaeology
 - East Anglian Archaeology
- ✓ Partial sets of national archaeological journals such as:
 - Archaeologia
 - The Archaeological Journal
 - Current Archaeology
 - The Journal of Roman Archaeology
 - Medieval Archaeology
 - Post Medieval Archaeology
- ✓ Local History and Archaeology Group Publications such as:
 - The journal of the Norfolk Industrial Archaeology Society
 - NAHRG (Norfolk Archaeology and History Research Group) publications
- ✓ National monograph series and research group bulletins such as:
 - Selected reports from the British Archaeological Report (BAR) series
 - CBA Research Group Bulletins
 - Deserted Medieval Villages Research Group reports
- ✓ Local history publications, including parish histories
- ✓ A small selection of antiquarian publications
- ✓ Other published works on related topics such as
 - Archaeological theory and practice
 - Archaeological periods, site types, and object types
 - Excavation reports



How do I Access NHES Resources?

The Norfolk Historic Environment Record and associated archives are based at the Gressenhall Farm and Workhouse Museum in Gressenhall, near Dereham.

YOU CAN ...

- ✓ View the NHER records on-line via the **Norfolk Heritage Explorer**
www.heritage.norfolk.gov.uk

OR

- ✓ Contact us by letter, email or telephone to:
 - discuss a query with a member of staff
 - request a bespoke search
 - make an appointment to visit us in person

NHES RESOURCES INCLUDE:

- Norfolk Historic Environment Record
 - Digital Database
 - Secondary Files
- The Norfolk Aerial Photograph Library
- NHES Reference Library

CONTACT DETAILS:

Post: Norfolk Historic Environment Record
Union House
Gressenhall, Dereham, Norfolk
NR20 4DR

Phone: 01362 869 282

E-mail: heritage@norfolk.gov.uk

OPENING TIMES:

The NHER is open for enquiries **Monday to Friday, 10am to 4pm**.

Appointments can normally be booked for **Tuesdays and Thursdays** between **10am and 4pm**.

If you wish to visit in person you will need to telephone or e-mail first to make an appointment and make sure that someone is available. An appointment can normally be arranged within 5 working days.

FACILITIES

If you choose to visit the NHER in person we have a work space with a computer terminal available for you to use. The HER Officer will assist you and make you familiar with the database, if you choose to use it, and digital data can be saved on a portable drive.

The HER Officer will retrieve relevant items from our archives in advance of the appointment and will assist with making photocopies and scans where possible. Charges may apply for obtaining digital copies.

CHARGES

The Norfolk Historic Environment Service has a policy of charging developers and their agents, consultants and contractors to consult the Historic Environment Record for commercial purposes or to reproduce images or digital data. Please see our Charges information sheet for full details.

If you are consulting the HER for any other purpose, please contact us to obtain an exemption form as some charges may be waived. The majority of our services are offered free of charge to individuals accessing our data for non-commercial purposes.

Research Projects

The Discovering the Archaeology of the Brecks project was set up to help volunteers explore the hidden history of this fascinating area of Norfolk. Archaeological records, old maps and historical documents all contain vast amounts of information relating to Breckland, but this information still needs to be gathered together to really tell the story of this iconic landscape.

To this end the Historic Environment Service will be setting up a series of web pages dedicated to collecting everything we know about the Brecks, and we would like you to contribute! Using the sources of information detailed in this pack, we encourage you to choose a topic that you are interested in, and see what you can find out about it. Your research can then be included in the web pages (credited to you; of course), bringing together knowledge of an area that has been occupied for hundreds of thousands of years.

We realise that choosing to start researching can seem daunting, so we have put together a list of ideas for projects which could uncover some interesting information. Of course you are not limited to this list, and we would be very happy to discuss any other ideas you may have and help you to find resources.

Parish history

The Heritage Explorer website currently holds a summary of our records for every parish in Norfolk. These were mostly written in 2007, and we have added a lot of new information to our database since then. One project could be to have a look at these newer records, compare them to the summary on the website, make updates to these summaries and find out whether this changes the interpretation of the history of the parish.

Period overview

This project would involve choosing a time period, (e.g. the Bronze Age) and finding all of the records for that time in the Brecks area. These records can then be studied together, which would tell us more about what the inhabitants of the Brecks were doing at that time.

Thematic research

This project would involve picking a topic that you are interested in (food; farming; religion; gender are just some ideas), and finding any records or documents which relate to that topic. You can investigate this topic in a small area, for a single time period, or if you were feeling ambitious you could look at all of the Brecks, throughout history.

These projects are designed so that you can do as much or as little research as you like. Your time is valuable, and how much of it you spend discovering the past is completely up to you, we hope that you would like to get involved!

Other sources of information

Portable Antiquities Scheme

The Portable Antiquities Scheme exists to record archaeological artefacts found by members of the public. Information about these finds is collated on a database, and made available for research via the PAS website. Artefacts seen by our Identification and Recording Service are entered directly into the PAS database and information about finds from Norfolk is transferred directly to the Historic Environment Record from this database, and so the records are the same. This database can be very useful to quickly locate specific artefact types, or if you are only looking for artefacts. It is especially helpful for finding images of artefacts.

In addition to the finds data, the website contains guides to identifying certain types of artefact, how to conserve them and details of the Treasure Act.

www.finds.org.uk

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>

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

Norfolk Museum Service

Norfolk Museums Service looks after a variety of museums around the county, and holds over three million objects within its varied collections ranging from Natural History, Social History, World collections and Archaeology to Contemporary Art and Regimental History. Many of the collections are of national and international importance. Not all of these objects can be displayed, but **87649** of them have been made available online through the collections database which can be found at:

www.museums.norfolk.gov.uk/Research/Collections/index.htm

The Museum Service also has a number of study centres which can be booked by groups and individuals who wish to view objects.

www.museums.norfolk.gov.uk/Research

NMAS
Shirehall
Market Avenue
Norwich
NR1 3JQ

General Enquiries: 01603 493625

Email: museums@norfolk.gov.uk