
**HISTORIC BUILDING RECORDING AT
THE OLD RECTORY
RECTORY ROAD
OUTWELL
NORFOLK
(46871)**

Work Undertaken For
Brand Associates
On behalf of
Dr G Cowley, EDC Holdings Ltd

September 2009

Report Compiled by
Gary Taylor BA (Hons) MA MSc

Planning Application: 09/01019/F
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ARCHAEOLOGICAL PROJECT SERVICES

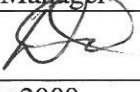

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Quality Control

Historic Building Recording at The Old Rectory Rectory Road Outwell Norfolk (46871)

Project Coordinator	Gary Taylor
Building Recording	Gary Taylor & Jon Smith
Illustration	Gary Taylor
Photographic Reproduction	Sue Unsworth
Analysis	Gary Taylor

Checked by Project Manager	Approved by Senior Archaeologist
Dale Trimble 	 Tom Lane
Date: 30 th September 2009	Date: 30 th September 2009

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1. SUMMARY

A programme of archaeological building recording was undertaken prior to the redevelopment of an outbuilding at the Old Rectory, Rectory Road, Outwell, Norfolk. The building is of architectural interest, the surveyed structure being within the curtilage of a Grade II Listed Building of mid 19th century date. The building is also of historic interest, dating from the 18th century and appearing on the 19th century 1st Edition Ordnance Survey maps.

The building, floor plans, external elevations and internal details were recorded in writing, graphically and photographically.

The building is essentially of one phase, being constructed as a carriage house with attached stabling, perhaps in the mid 18th century. Above the stabling area was a fodder store which retains trapdoors and a pitching hole. It is possible that the carriage house originally had access directly eastward on to the adjacent road, though if such an entrance existed it was soon closed.

Alterations were made to the building when the adjacent rectory was constructed in the mid 19th century. These changes include variations made to the main western door for carriage access, the construction of an internal wall to incorporate the southern end of the building within the rectory, and the insertion of a window in the same southern end.

The final stage of alterations occurred in the 20th century and includes the insertion of a garage door and a window. Much of the roof timbering was also replaced.

2. INTRODUCTION

Archaeological Project Services was commissioned by Brand Associates, on behalf of Dr G Cowley, EDC Holdings Ltd, to undertake a programme of historic

building recording on an outbuilding at the Old Rectory, Rectory Road, Outwell, Norfolk

2.1 Definition of Archaeological Building Recording

Building recording is defined as:

'... a programme of work intended to establish the character, history, dating, form and archaeological development of a specified building, structure, or complex and its setting, including its buried components on land or under water.' (IfA 1999).

2.2 Planning Background

A planning application (09/01019/F) was submitted to King's Lynn and West Norfolk Borough Council for the redevelopment of an outbuilding at the Old Rectory, Rectory Road, Outwell, Norfolk. Permission is subject to conditions including the implementation for a programme of archaeological works involving building recording prior to the development.

The building recording was carried out on 27th August 2009 in accordance with a specification designed by Archaeological Project Services (Appendix 1) and approved by the Archaeological Planning Officer at Norfolk Landscape Archaeology.

2.3 Site Location

Outwell is located approximately 45km southwest of King's Lynn in the borough of King's Lynn and West Norfolk (Fig. 1). The Old Rectory, also known as Springwood, is in the centre of the village, about 150m southwest of the church, on the west side of Rectory Road, at National Grid Reference TF 5117 0351 (Fig. 2). The recorded building lies immediately to the north of the Old Rectory (Fig. 3; Plate 1).

2.4 Historical Setting

Listed Grade II, the main part of the Old Rectory is of mid 19th century date though there is an older, late Georgian rear wing of *c.* 1820. The recorded outbuilding is older still and a date of *c.* 1700 has been suggested (Pemberton 2007). Both the Old Rectory and the recorded outbuilding are depicted on the 1st edition Ordnance Survey map of 1891 (Fig. 4).

Brick usage occurred early around the fen edge in Outwell, Upwell and adjacent parishes and there are several significant early Tudor brick buildings in this area. It has been suggested that brick-making techniques were introduced into west Norfolk up the major river routes, and Outwell is close to one of the main waterways (Tolhurst 1998, 112).

Historic buildings such as this are a disappearing resource and have been identified as a priority in the regional archaeological research frameworks (Glazebrook 1997; Brown and Glazebrook 2000).

3. AIMS

In accordance with the specification, the aims of the work were to provide a record of the standing buildings on the site prior to redevelopment.

4. METHODS

Recording of the building was undertaken to Level 2 standard, according to the English Heritage specification (2006).

Subject to accessibility, the recording of the building included:

- Details of the precise location, status, description of the building's type, materials, possible date, plan, form, function, development sequence, history in terms of architects, builders, patrons and owners if

identifiable, and comments on the building's past and present relationship to its setting.

- A photographic survey showing the building in its context, details of the exterior, interior views of the principal rooms, circulation areas and details.
- Measured plans at appropriate scales of all main floors incorporating details of the form and location of any structural features of historic interest.

Photographic recording was undertaken with a manual 35mm camera fitted with a macro lens and a digital camera. Black and white film was used whilst digital photographs were in colour. An index of the photographs was compiled on Archaeological Project Services pro forma recording sheets.

5. RESULTS (Figs. 5-8, Plates 1-21)

The surveyed building is one range of a general domestic complex that comprises the main house and various ancillary buildings (Fig. 3).

The recorded building was mostly empty at the time of the survey. Externally, vegetation obscured most of the southern elevation. The southern part of the recorded building is incorporated in the adjacent house and was not accessible. However, there are no plans to alter this inaccessible section.

Generally, the building is in good condition, though some of the upper storey floor boards are decayed.

The building is of handmade brick and although the bonding is irregular much seems to be in English Cross Bond. There is a roof of red pantile punctuated with some small skylights formed of glass pantiles. Towards the southern end of the roof, above the inaccessible sections of the

building, there is a plain ridge stack.

Exterior (Figs. 5 and 6)

The northern gable end has corner buttresses that are bonded with, and clasp, the angles of the walls. Towards the centre of the wall is another buttress that is butted against the elevation (Plates 2 and 3).

Toward the east end of the elevation is a window with a semi-circular top and brick arch above. To the west, beyond the buttress, are two further semi-circular brick arches (Plate 3). Both of these are asymmetrical, and the easterly example has been truncated on its east side. These probable windows have been infilled and the lower parts removed by the insertion of a modern garage door.

At first floor level there is a planked opening similar to a pitching hole, with a small hole cut into the planked covering. Above this opening is a semi-circular arch of brick. However, the bottom of the arch is one course above the top of the opening. Moreover, the eastern side of the opening extends beyond the inner line of the arch.

At eaves level on either side of the elevation are short lengths of timber beam.

The northwestern buttress is mostly butted against the western elevation, except for the upper part, which bonds with the wall. There are no clear indications why this western side of the buttress mostly butts the western façade while the other, eastern, side bonds with the northern elevation.

About halfway between the corner buttress and the next buttress to the south on the western wall is a short length of straight join, starting about 1.5m above ground level. The mortar in and around this join is dark and cindery and appears burnt. There is no obvious matching pair to this straight join.

The buttress to the south of the straight join appears to be butted against the west wall, but this is not certain. South of the

buttress is a partially blocked entrance or inserted doorway (Plate 4). This is defined by two straight joins which delimit an area infilled with yellowish-pinkish brick, in contrast to the orange-red brick of the rest of the walls. Within this brick infill is the present entrance which has planked double doors and a flatted brick arch above. South of the infill the wall continues and is butted against by the attached house.

The eastern, street-side, elevation has two corner buttress and three others in between (Plates 5 and 8). All of them bond with the wall. There are inclined triangular flagstones set low in the corners between the buttresses and wall. The outer sides of the second and third buttresses from the south end are square to the elevation but their inner sides are angled to the wall. On the south side of the central buttress is a possible straight join (Plate 6). The top of this buttress overlaps a circular tie plate.

Between the south corner buttress and the next to the north is an infilled window with a gauged arch of yellowish brick. Within the blocking is a crittall window of probable mid 20th century date (Plate 7).

The southeastern corner buttress is underbuilt with modern (c. 1960s) machine-made brick to about 1.5m high. Above this are four courses of late handmade brick of perhaps late 19th century date. On top of this are three courses of earlier, possibly 18th century, handmade brick.

Vegetation obscures much of the southern elevation (Plate 8). However, the wall appears to be fairly plain. Alongside and rising about 0.2m above the southeastern corner buttress is a straight join. At the top of this are indications of an eaves scar that extends about 0.6m to the west (Plate 9).

In the lower part of the east side of the gable is tumbled brickwork. Gault brick appears to have been used to repair the western side of the roof line. There is also a patch of gault brick near the middle of the gable.

Interior (Figs. 5 and 6)

The ground floor consists of two rooms, with a third room to the south being incorporated within the rectory and inaccessible.

Entered by the double doors on the west side (Plate 10), the southern (accessible) ground floor room has a concrete floor and a modern lath and plaster ceiling. All the walls are rendered except the southern, which is of late handmade brick of probable late 19th century date. The northern wall has a central door to the northern room and, above and either side of this, the ends of two sawn-off timber beams (Plate 11). To the west of the doorway is a rack of wooden pegs for coats or horse trappings (Plate 12). On the opposite, south wall, are two wooden triangular projecting supports (Plate 13), perhaps to carry horse collars or other pieces of harness. Wooden steps to the upper storey are located towards the southwestern corner of the room.

The northern ground floor room also has a concrete floor and all the walls are rendered. The north wall contains the window and garage door evident on the exterior (Plate 14). Two beams cross the room north-south at ceiling height and flank the southern doorway (Plate 15). The ceiling appears to be a 20th century replacement or refurbishment but contains a trapdoor at the junction of the western beam and south wall (Plate 16).

The upper floor is accessed from the stairs up from the southern ground floor room (Plate 10). As with the ground floor, the most southerly room on the first floor is incorporated in the house and inaccessible.

The southern, accessible, room is crossed by an original tie beam just above the floor. Raking struts from the tie beam support the lower purlins. Two collar trusses also cross the room, the collars clasping the purlins (Plate 17). These collars, purlins and struts are all replacements of probable 20th century date,

though most of the rafters are probably original.

There are two areas of floorboards that have been cut. Both of the cut sections are rectangular, with one located in the northeastern corner of the room and the other on the west side.

Sitting on a tie beam, the north wall of the room only extends to the height of the collars and the top of the door to the room beyond. The southern face of this wall is of brick with regularly-spaced timber studs and contains an off-centre doorway (Plate 17).

Crossing the northern room are a low tie beam and two collars (Plate 18). As with the southern room, the tie beam supports sloping struts that carry the lower purlins, while the upper purlins are clasped by the collars. However, all of these timber members, including the tie beam, are relatively recent replacements, with only the majority of the rafters being original.

Both the north and south walls of this room are covered in render or thick whitewash (Plate 19). The north wall reduces in thickness and is set back above the level of the upper purlins (Plate 18).

There is a centrally-positioned window in the north wall. Above this is a semi-circular recessed arch, this arch being narrower than the full width of the window (Plate 18). The recessed area below the arch has recently been painted with a cross of red. An improvised ledge or small table has been set up at the base of the window in the recent past.

Adjacent to the eastern side of the window is a small plinth of brick that runs from the bottom of the window arch up to the point where the wall is set back (Plate 18).

There are two trapdoors in the floor, one against the north wall to the east of the window (Plate 20) and the other alongside the south wall, to the west of the door (Plate 21). This latter trapdoor is the one

evident in the ceiling of the ground floor room (see above). There are also several areas where the floorboards have been cut out or patched. One of the largest of these areas is in the northeast corner of the room and encloses the northern trapdoor. A further large patch is located in the northwestern corner of the room, and there are two adjacent small patches near the centre of the room, and another in the southwestern corner.

6. DISCUSSION

Currently, the recorded building forms part of a domestic complex, though its form and layout suggests it had a service or agricultural function originally. At present, the surveyed building is mostly in good condition.

The building as a whole is broadly of a single phase with later alterations. It is shown on the 1891 map and a date of *c.* 1700 has been suggested for it (Pemberton 2007). However, it lacks the architectural embellishment characteristic of that period and it might be of a slightly later date, perhaps toward 1750.

Externally, the building largely retains its original form. The clasping corner buttresses give the building an appearance of a small chapel. This was probably intentional and to reflect the connection with the rectory and church. A short length of straight join toward the northern end of the western elevation may mark one side of a blocked former window.

Surviving brick arches in the northern gable end indicate this elevation originally had three lunette windows (with semi-circular tops), the most easterly of these still surviving. The central and western windows indicated by the arches were later blocked. It is possible that all three of these windows were semi-circular openings, without lights below, as such D-shaped openings are traditionally associated with stables (Wade Martins 1991, 173). Such semi-circular windows

seem to be a stylistic introduction of 18th century date and had replaced the earlier pattern of rectangular ones by the early 19th century (*ibid.*, 178-9). It is possible that the lights below the semi-circular opening of the eastern window were a later insertion. If all three had lights below then the blocking of the two windows to the west may have occurred in the mid-late 20th century when a garage door was installed, truncating the lower parts of the windows.

Above the windows, at first floor level, is a pitching hole with a planked covering. These are a typical feature of stables and hackney stables or gig houses (Brunskill 1999, 74-5). Pitching holes allowed hay, on carts outside the building, to be moved into the upper level fodder store, which was the function for at least part of the upper storey of the building. It was convenient for hay to be stored above stabling so that it could be pushed down through hatches in the floor to hayracks for the horses (Wade Martins 1991, 174). The two trapdoors in the upper floor are such hatches, and suggest the approximate location of ground floor hayracks, since removed.

Hay lofts over stables tend to date from before 1800 as, prior to this time, it was thought to be a good arrangement. However, it was found that the hay chamber floors tended to rot very quickly, probably due to a combination of the weight of the hay and the warm damp air rising from the horses. As a result, hay loft floors needed repair, often frequently (*loc. cit.*). Much of the patching of the upper storey floor probably reflects such repairs.

Cumulatively, therefore, the evidence indicates that the northern bay of the building served as stabling on the ground floor with a fodder loft above.

The central bay has a large double door in its western elevation and a pair of buttresses on its eastern side. Straight joins and a variation in the brick indicate that the western doorway is inserted, or a

replacement that narrowed the original opening. This insertion or replacement perhaps occurred in the mid 19th century when the adjacent house was built, or possibly a little later.

The buttresses on the eastern side of the central bay are splayed out internally. This suggests that they flank a former opening. However, the only other indications that such an opening ever existed are provided by a short length of straight join rising from the northern buttress, and the brick in the upper part of the wall between the buttresses being rather orange, compared to the brick elsewhere (though this might be due to the erosion of the bricks). Nonetheless, it is possible that the splayed buttresses did flank a wide opening to provide direct access to the adjacent road. If this opening did exist then it was probably blocked early.

There are few indications within this central bay of its original use. However, at ground floor level on the side (north and south) walls are wooden pegs and triangular rests that were probably used as tack hooks on which to place horse harness and collars. Such fittings commonly occur in stables or carriage shelters (Barnwell and Giles 1997, 54-5). The upper storey is fairly plain, and lacks the extensive floor patching evident in the northern bay. However, there are two rectangular patches towards opposite corners of the room. It is not clear if these are just repairs or whether they indicate the former presence of trapdoors.

The southern bay is incorporated within the house and was not internally accessible. However, the east wall contains a window, later blocked. This window has an arch of yellowish brick and it is possible that this is an insertion made around about the mid 19th century when the adjacent house was constructed. This window was subsequently blocked, perhaps in the mid 20th century when a smaller crittall window was inserted.

The southern elevation is mainly plain but

displays indications of roof repair, particularly on the west side, and the wall was raised to link to the adjacent house when that was built in the mid 19th century. An eaves scar indicates there was previously another building attached to the south side of the recorded structure.

Many of the roof timbers were replaced in the 20th century and it probable that the tiles were taken off and then re-laid as part of this operation.

7. CONCLUSIONS

Building recording was undertaken prior to the redevelopment of an outbuilding at the Old Rectory, Rectory Road, Outwell, Norfolk.

The recorded building is in the curtilage of a Grade II Listed house of the mid 19th century. However, the recorded building is earlier than the house, perhaps dating from about 1750, or before. For the most part the shell of the building is in its original form, though there have been some internal alterations.

Originally, the building was constructed as a gig or carriage house with incorporated stabling. Trapdoors in the ceiling and a pitching hole in one gable suggest the upper floor acted as a fodder store. Pegs and supports on the ground floor walls were probably for the storage of harnesses and horse collars. It is possible that the building originally had an opening on the east side, for carriage access to the adjacent road. However, this is uncertain and if such an opening ever did exist it was probably closed early. A window in the east, road-side, elevation was perhaps inserted in the 19th century, and partially blocked later, possibly in the mid 20th century, and a metal-framed window installed.

The building seems to have been open through to its southern bay, at both ground and first floor level, until the 19th century. However, the southern bay was then

closed off from the rest of the building by a brick wall and incorporated in the adjacent house. This perhaps occurred when the house was built in the mid 19th century, or possibly a little later.

Also in the 19th century, the main western door of the building was altered, perhaps by being partially infilled and slightly narrowed. Later, in the 20th century, a concrete surface was laid on the ground level, a new ceiling was installed, in the eastern elevation. Additionally, some of the roof timbers were replaced.

8. ACKNOWLEDGEMENTS

Archaeological Project Services wishes to acknowledge the assistance of E. Brand and H. Chapman of E. Brand Associates who commissioned the work on behalf of Dr G Cowley. Dr Cowley expressly wishes it to be known that the work was mandatory and that it was commissioned and paid under protest. The project was coordinated by Gary Taylor and this report was edited by Dale Trimble and Tom Lane. David Start kindly permitted access to the library maintained by Heritage Lincolnshire.

9. PERSONNEL

Project Coordinator: Gary Taylor
 Building Recording: Gary Taylor & Jonathon Smith
 Photographic reproduction: Sue Unsworth
 CAD Illustration: Gary Taylor
 Analysis: Gary Taylor

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11. ABBREVIATIONS

APS Archaeological Project Services
 IfA Institute of Field Archaeologists, (since renamed Institute for Archaeologists)
 OS Ordnance Survey
 RCHME Royal Commission on the Historical Monuments of England

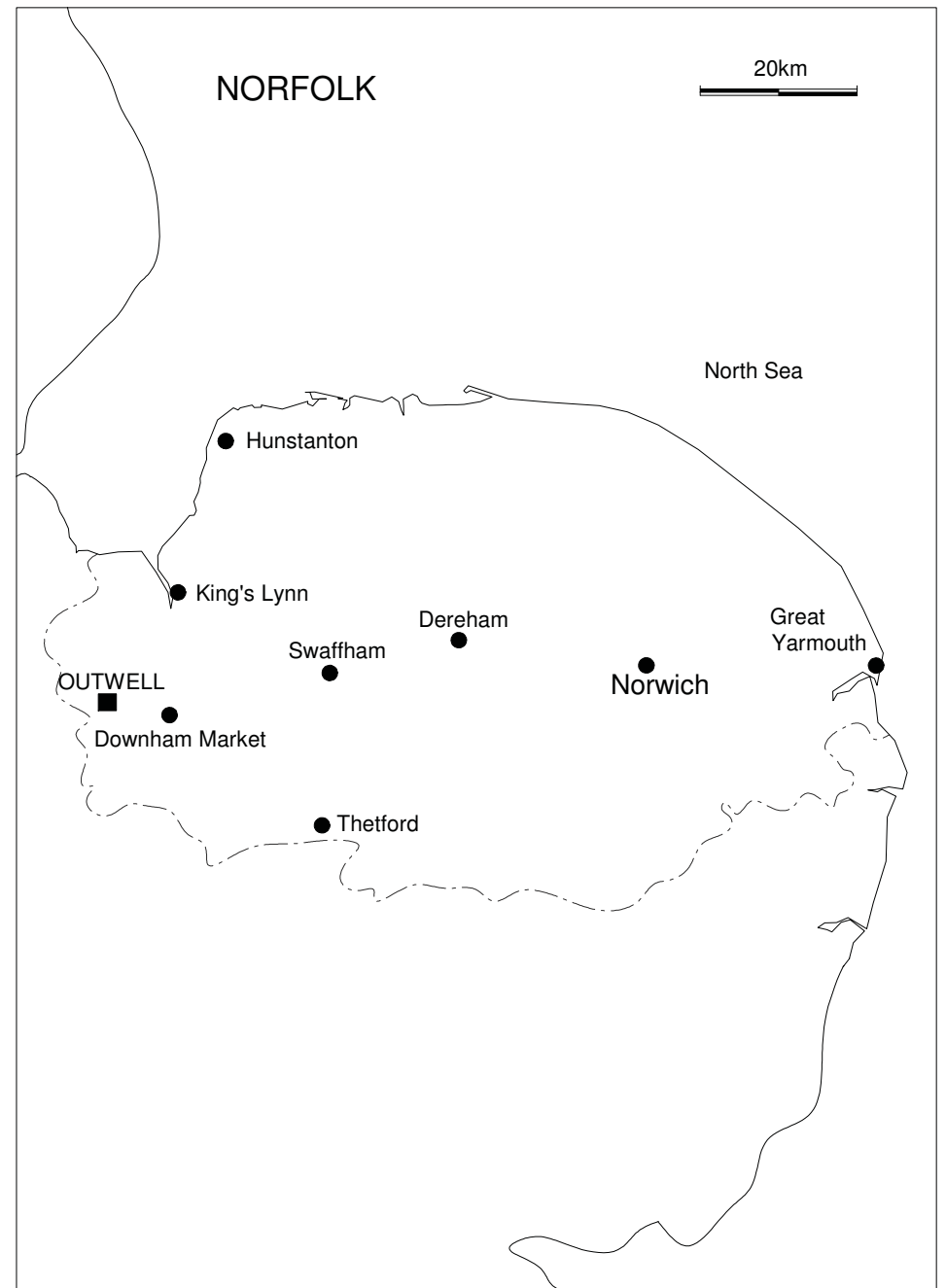
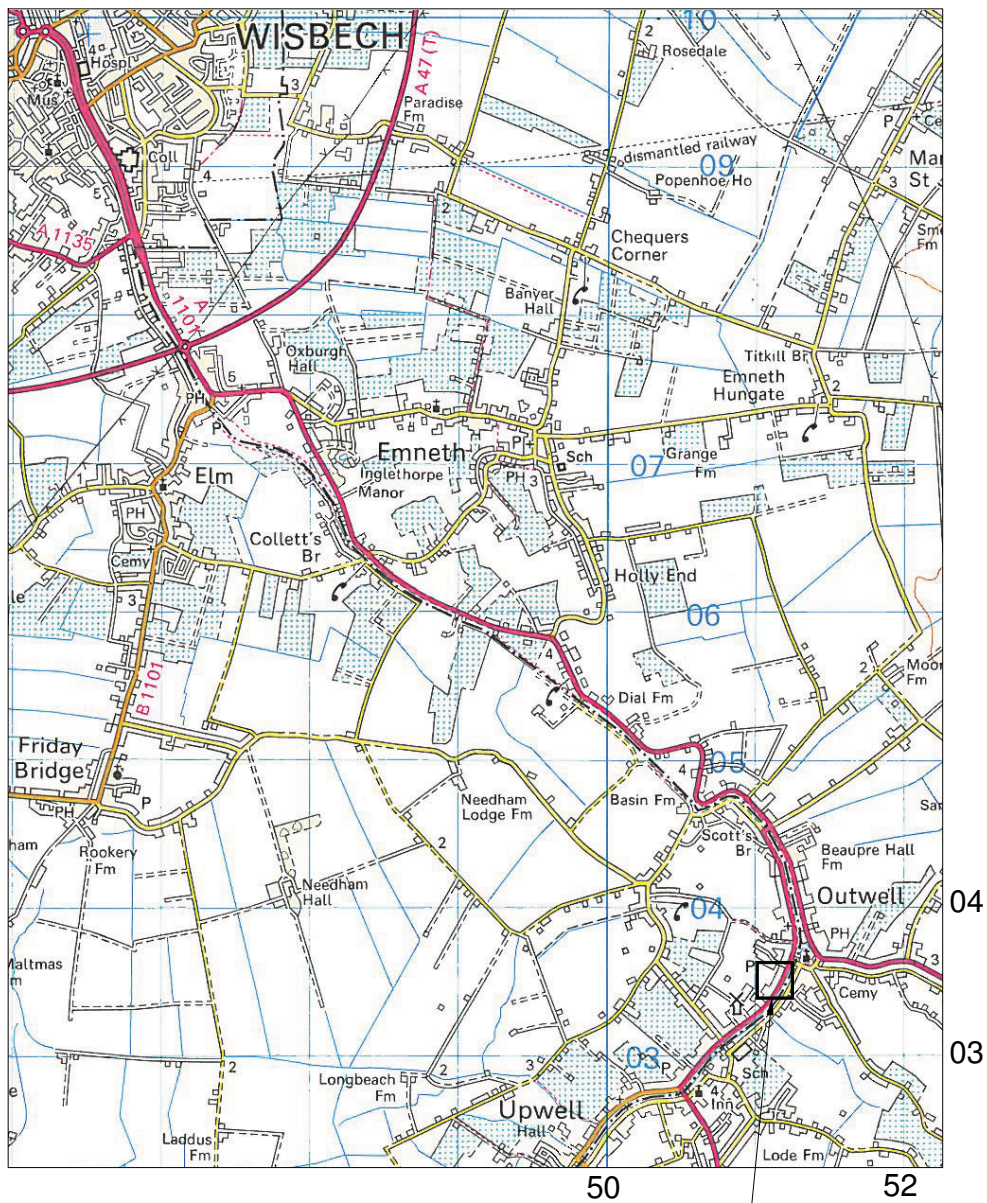


Figure 1 General Location Plan



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Area shown on Figure 3

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Figure 2 Site Location Map

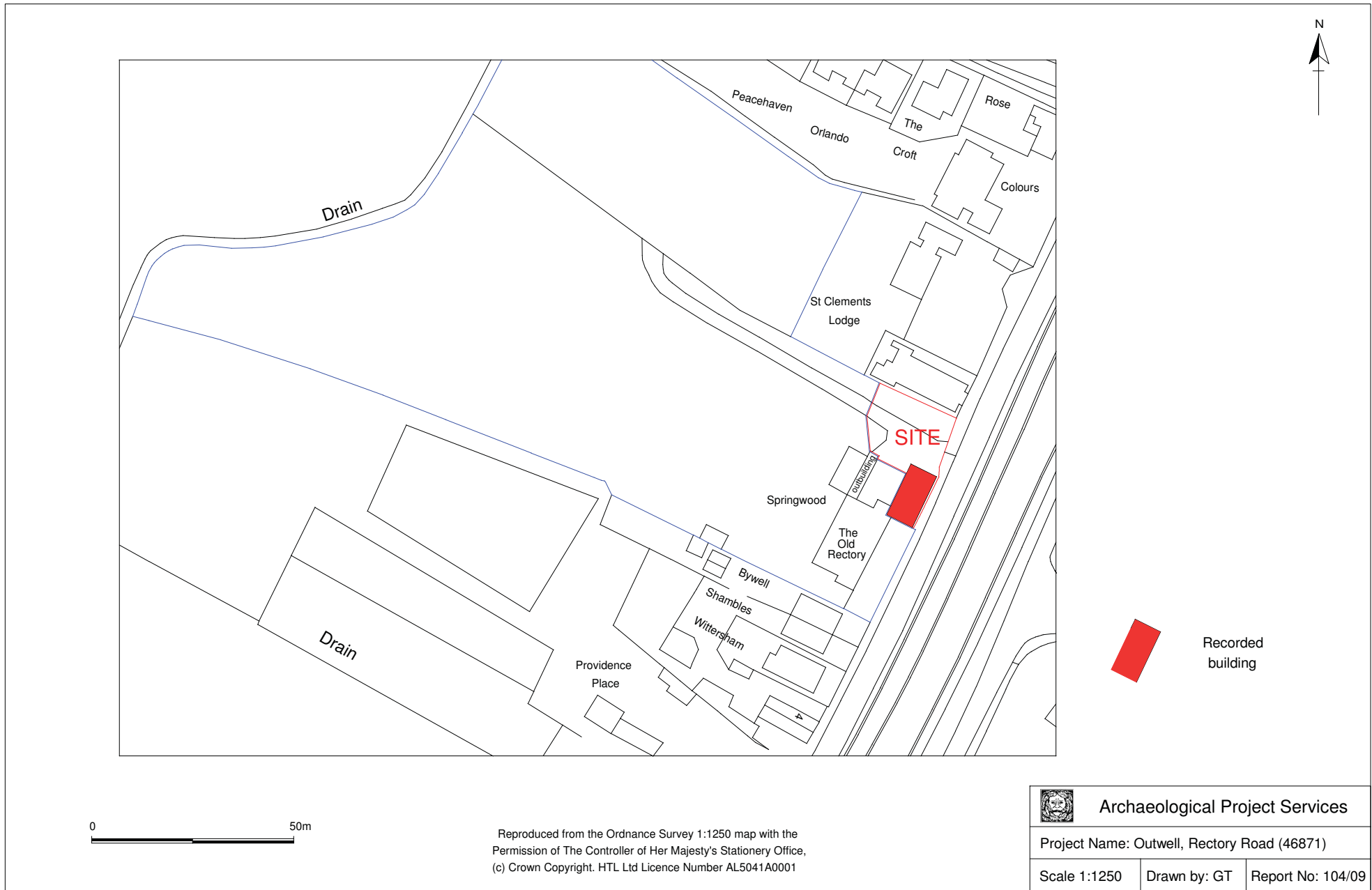


Figure 3 Site Plan showing recorded building



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Site



Recorded building



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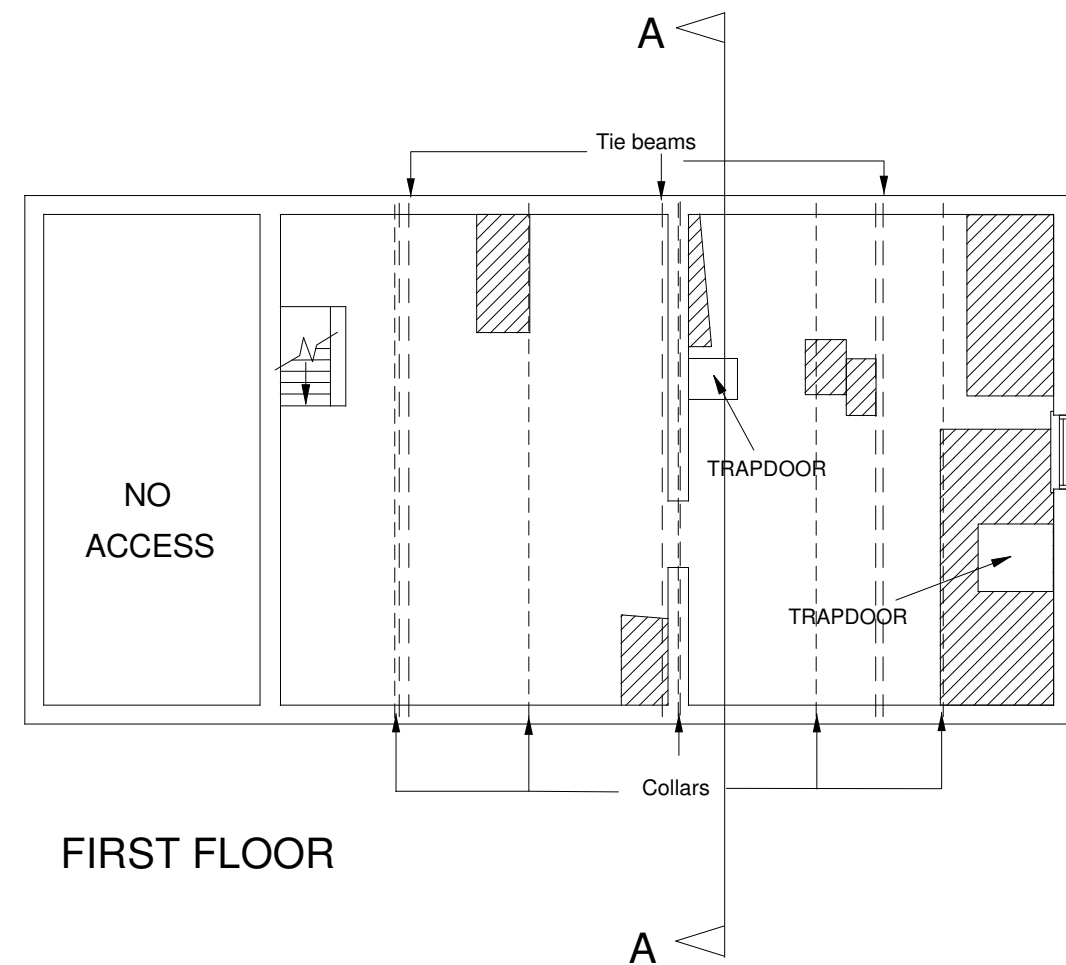
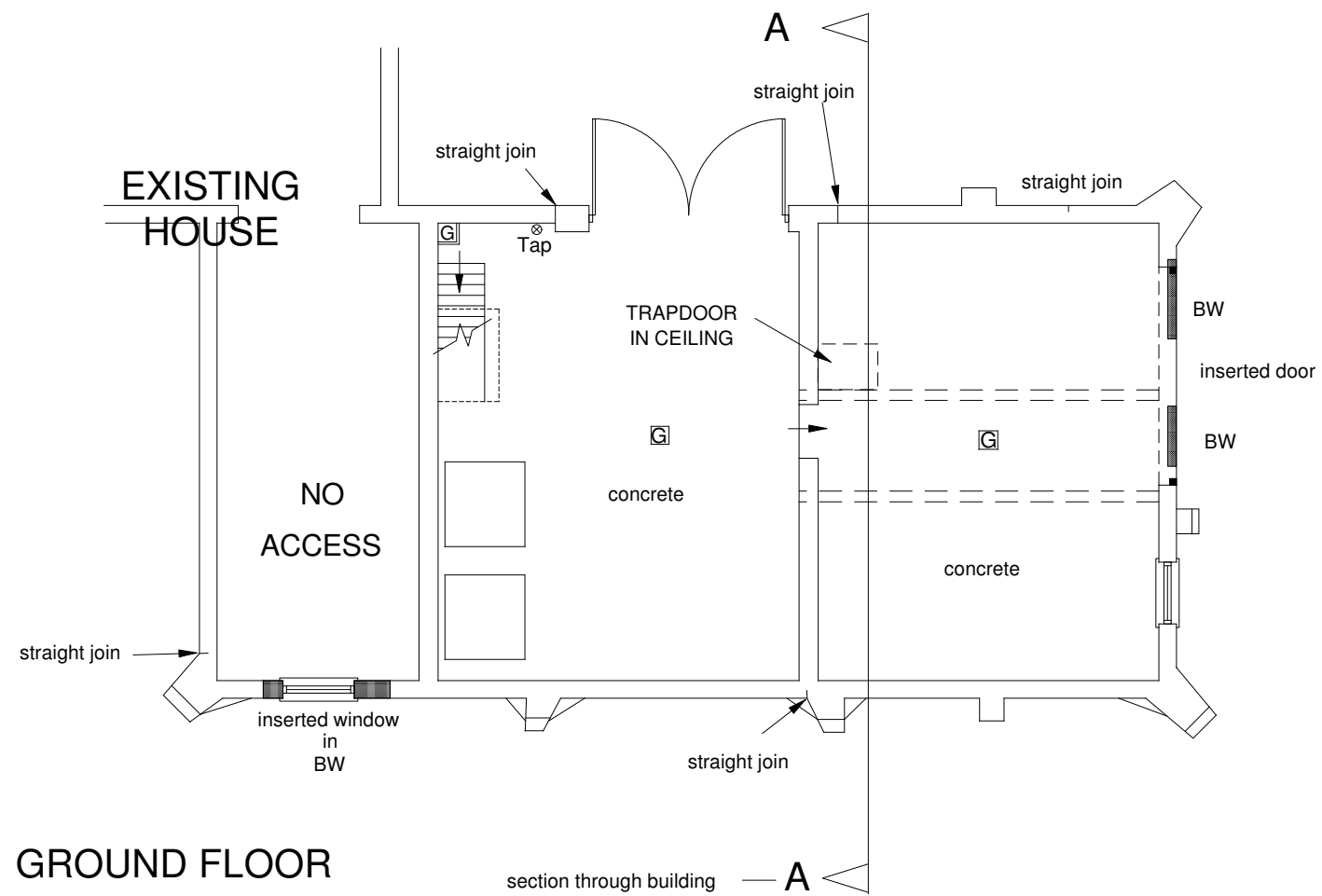
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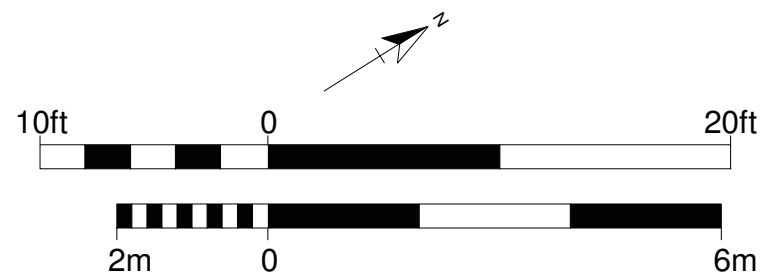
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Figure 4 Ordnance Survey map of 1891, showing site






GROUND FLOOR

FIRST FLOOR



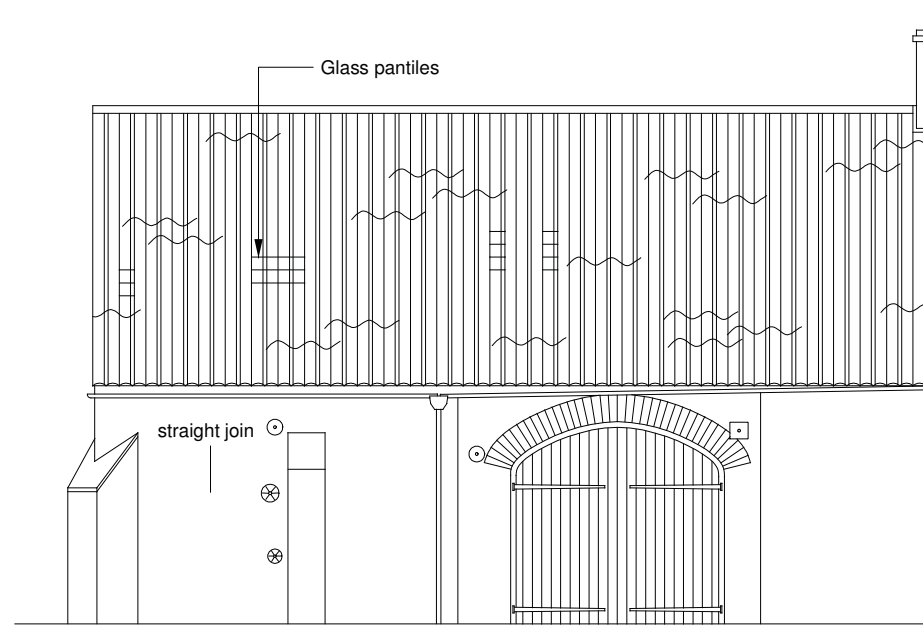
KEY

-  Patched timber flooring
-  Drain grid

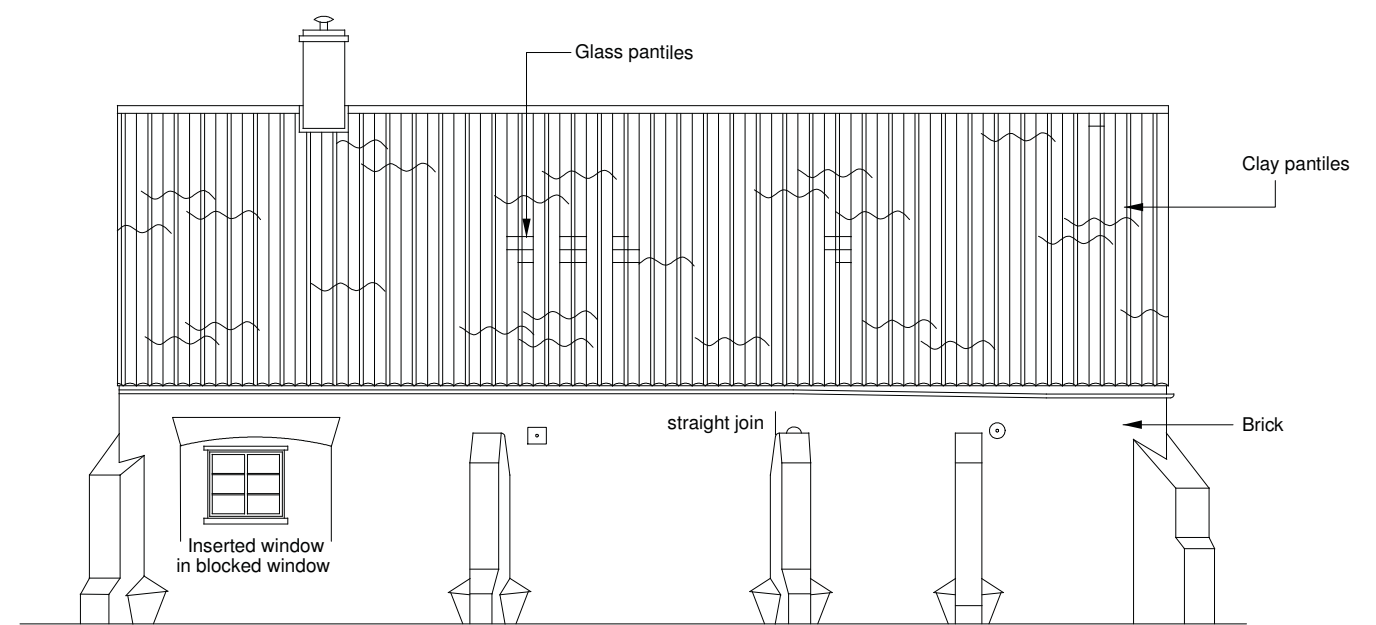
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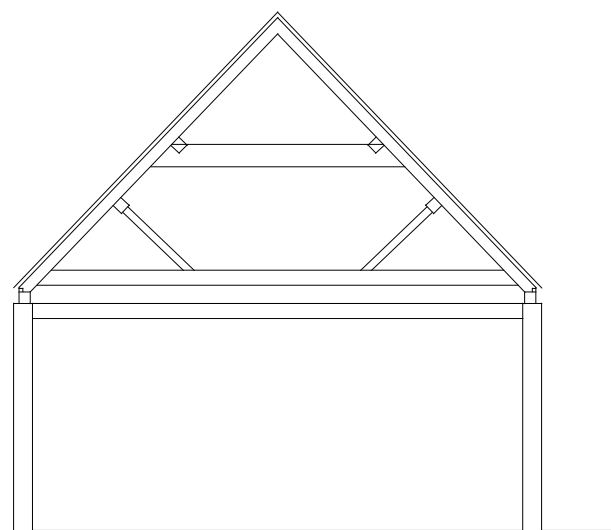
Figure 5 Plans of Ground and Upper Floors



NORTHWEST ELEVATION



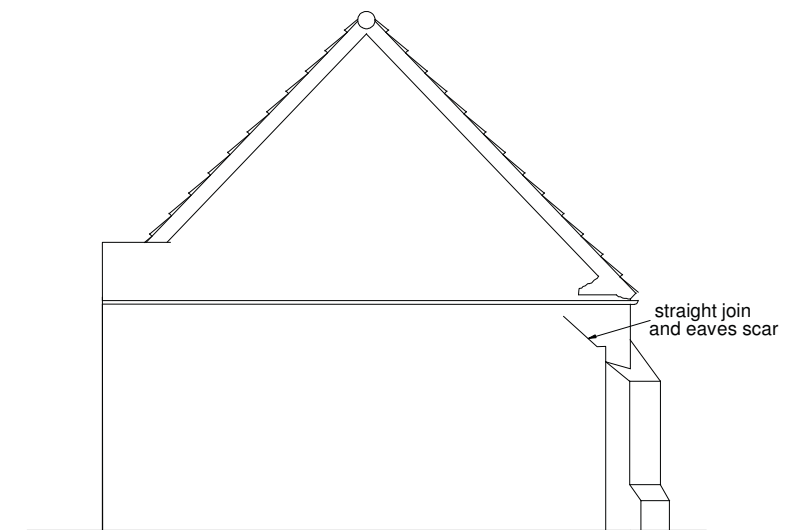
SOUTHEAST ELEVATION



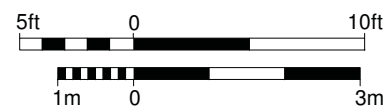
SECTION A - A



NORTHEAST ELEVATION



SOUTHWEST ELEVATION



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Figure 6 Elevations and cross-section of building

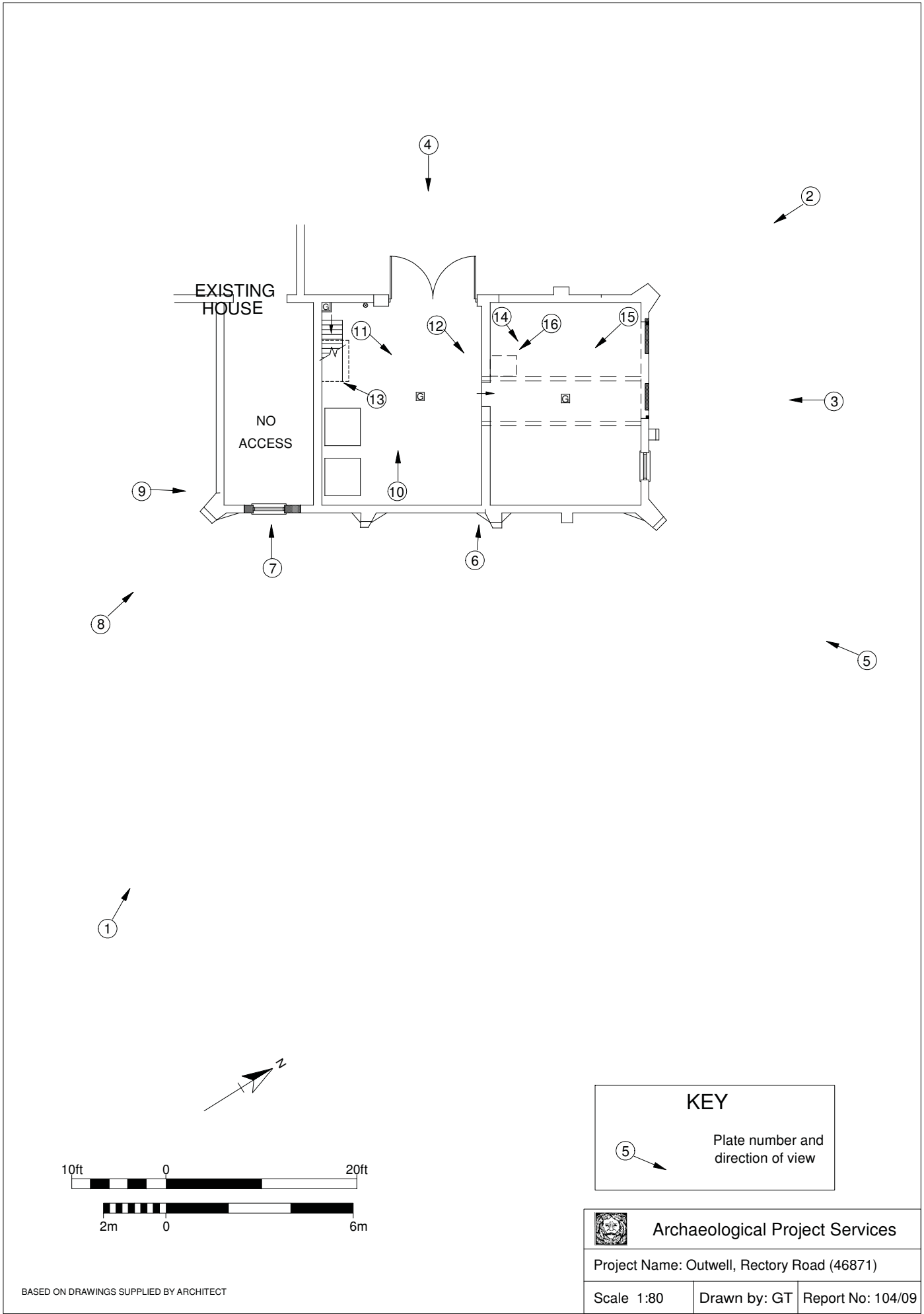
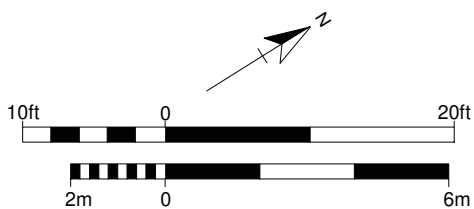
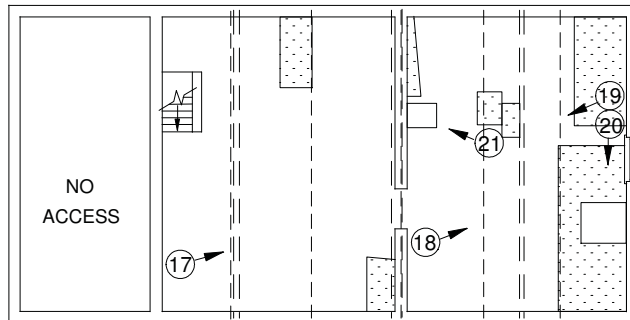





Figure 7 Ground floor, plate arrangement



KEY

 Patched floorboards

 Plate number and direction of view

 Archaeological Project Services		
Project Name: Outwell, Rectory Road (46871)		
Scale 1:80	Drawn by: GT	Report No: 104/09

BASED ON DRAWINGS SUPPLIED BY ARCHITECT

Figure 8 Upper floor, plate arrangement



Plate 1 General view of surveyed building (on right), looking northwest



Plate 2 North and west elevations of recorded building, looking south



Plate 3 North elevation, showing blocked window arches, looking southwest



Plate 4 Western elevation, inserted doorway, looking southeast



Plate 5 North and east elevations, looking southwest



Plate 6 Detail of straight joint adjacent to buttress, looking west



Plate 7 Detail of inserted and blocked window, eastern elevation, looking west



Plate 8 South and east elevations, looking north



Plate 9 Southern elevation, east side, showing detail of straight joint, eaves scar and tumbling, looking northeast



Plate 10 Interior of southern surveyed room, ground floor, showing main doorway and stairs, looking west



Plate 11 Interior of southern surveyed room, ground floor, showing door to north room, looking northeast



Plate 12 Ground floor, southern room, showing peg rack on north wall, looking northeast



Plate 13 Ground floor, southern room, showing timber horse collar supports and stairs looking southwest



Plate 14 Ground floor, north room, showing window and garage door, looking east



Plate 15 Ground floor, north room, showing beams and door to south room, looking south



Plate 16 Ground floor, north room, showing trapdoor in ceiling, looking south



Plate 17 Upper storey, southern surveyed room, looking northeast



Plate 18 Upper storey,
northern room, looking north



Plate 19 Upper storey,
northern room, showing
partition wall between
rooms, looking south



Plate 20 Upper storey,
northern room, trapdoor and
patched floor in northeastern
part of room, looking east



Plate 21 Upper storey,
northern room, trapdoor
and patched floor in
southwestern part of room,
looking west



A P S
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Project Designs

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Archaeological Project Services
The Old School, Cameron
Street, Heckington, Sleaford,
Lincs NG34 9RW

Tel. 01529 461618
Fax 01529 469444

Email:
info@apsarchaeology.co.uk

www.apsarchaeology.co.uk



Appendix 1

**OUTBUILDING AT
THE OLD RECTORY,
RECTORY ROAD,
OUTWELL,
NORFOLK**

**SPECIFICATION FOR
BUILDING RECORDING**

**PREPARED FOR
BRAND ASSOCIATES LTD**

**BY
ARCHAEOLOGICAL PROJECT SERVICES
Institute for Archaeologists'
Registered Organisation No. 21**

AUGUST 2009

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1 SUMMARY

- 1.1 *A programme of building recording is required at The Old Rectory, Rectory Road, Outwell, Norfolk.*
- 1.2 *The building to be surveyed is of historic interest and appears on the 1st Edition Ordnance Survey maps of Outwell.*
- 1.3 *The building recording will be undertaken prior to any development works on the structure. The building, floor plans, external elevations and internal details will be recorded in writing, graphically and photographically. A brief programme of historic research will also be undertaken in order to determine the date, development and associations of the building.*
- 1.4 *On completion of the fieldwork a report will be prepared detailing the results of the investigation. The report will consist of a narrative supported by illustrations and photographs.*

2 INTRODUCTION

- 2.1 This document comprises a specification for historic building recording prior to redevelopment of an outbuilding at the Old Rectory, Rectory Road, Outwell, Norfolk.
- 2.2 This document contains the following parts:
 - 2.2.1 Overview.
 - 2.2.2 Stages of work and methodologies.
 - 2.2.3 List of specialists.
 - 2.2.4 Programme of works and staffing structure of the project

3 SITE LOCATION

- 3.1 Outwell is located approximately 45km southwest of King's Lynn in the borough of King's Lynn and West Norfolk. The Old Rectory is in the centre of the village, about 150m southwest of the church, on the west side of Rectory Road, at National Grid Reference TF 511 035.

4 PLANNING BACKGROUND

- 4.1 A planning application (09/01019/F) was submitted to King's Lynn and West Norfolk Borough Council for the redevelopment of the outbuilding. Permission is subject to conditions including the implementation for a programme of archaeological works involving building recording prior to the development works.

5 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

- 5.1 The outbuilding at the Old Rectory is recorded on the 1st edition Ordnance Survey plans. Historic buildings such as this are a disappearing resource and have been identified as a priority in the regional archaeological research frameworks (Glazebrook 1997; Brown and Glazebrook 2000).

6 AIMS AND OBJECTIVES

- 6.1 The aims of the work will be to provide a record of the standing building on the site prior to redevelopment.

6.2 The objectives will be to establish:

6.2.1 The form of the building;

6.2.2 the date of the building and features of special interest;

6.2.3 the state of preservation of the buildings and any features of special interest present.

7 BUILDING RECORDING

7.1 Building Investigation will be undertaken prior to the demolition of the existing buildings. A Level 2 survey in accordance with English Heritage guidelines (2006) will be undertaken on the standing building. Subject to accessibility and Health and Safety considerations, the record will include:

7.2 Details of the precise location, status, description of the building's type, materials, possible date, plan, form, function, development sequence, history in terms of architects, builders, patrons and owners if identifiable, and comments on the building's past and present relationship to its setting.

7.3 A photographic survey showing the building in its context, details of the exterior, interior views of the principal rooms, circulation areas and details. The survey will use black and white print film, supplemented by colour print and digital photography.

7.4 Measured plans at appropriate scales of all main floors incorporating details of the form and location of any structural features of historic interest.

8 SITE OPERATIONS

8.1 General considerations

8.1.1 All work will be undertaken following statutory Health and Safety requirements in operation at the time of the investigation.

8.1.2 The work will be undertaken according to the relevant codes of practise issued by the Institute for Archaeologists (IfA), under the management of a Member of the institute (MIfA). Archaeological Project Services is IfA registered organisation no. 21.

8.1.3 All work will be carried out in accordance with *Standards for Field Archaeology in the East of England, 2003* (Gurney 2003).

8.1.4 The building recording would be undertaken by staff with appropriate building recording experience.

8.1.5 Any and all artefacts found during the investigation and thought to be 'treasure', as defined by the Treasure Act 1996, will be removed from site to a secure store and promptly reported to the appropriate coroner's office.

9 REPORTING

9.1 On completion of the fieldwork, a report detailing the results of the building recording will be prepared. This will consist of:

9.1.1 A summary of the survey results.

9.1.2 A description of the historical setting of the building.

9.1.3 A text describing the results of the building survey.

9.1.4 Location plans of the site and building.

9.1.5 Plan of the main floors of the building.

9.1.6 Interpretation of the development and use of the building.

9.1.7 Appropriate photographs of all elevations, general interior views and specific features.

10 REPORT DEPOSITION

10.1 Copies of the report will be sent to the client; Norfolk Landscape Archaeology (3 copies, 2 for Norfolk Historic Environment Record, one for the Local Planning Authority); and NCC Heritage and Landscape division.

11 ARCHIVE

11.1 The documentation, finds, photographs and other records and materials generated during the evaluation will be sorted and ordered in accordance with the procedures in the Society of Museum Archaeologists' document *Transfer of Archaeological Archives to Museums* (1994), and any additional local requirements, for long term storage and curation. This work will be undertaken by the Finds Supervisor, an Archaeological Assistant and the Conservator (if relevant). The archive will be deposited with the receiving museum as soon as possible after completion of the project, and within 12 months of that completion date.

11.2 The archive will be microfilmed. The silver master will be transferred to the RCHME and a diazo copy will be deposited with the Norfolk Sites and Monuments Record.

11.3 Prior to the project commencing, Norfolk Museums Service will be contacted to obtain their agreement to receipt of the project archive and to establish their requirements with regards to labelling, ordering, storage, conservation and organisation of the archive.

12 PUBLICATION

12.1 A report of the findings of the investigation will be presented to the editor of the journal *Norfolk Archaeology*. If appropriate, notes on the findings will be submitted to the appropriate national journals, *Post-medieval Archaeology* and *Vernacular Architecture*.

12.2 Details of the investigation will also be input to the Online Access to the Index of Archaeological Investigations (OASIS).

13 CURATORIAL RESPONSIBILITY

13.1 Curatorial responsibility for the archaeological work undertaken on the site lies with Norfolk Landscape Archaeology. They will be given written notice of the commencement of the project.

14 VARIATIONS AND CONTINGENCIES

14.1 Variations to the proposed scheme of works will only be made following written confirmation of acceptance from the archaeological curator.

14.2 In the event of the discovery of any unexpected remains of archaeological/historical importance, or of any changed circumstances, it is the responsibility of the archaeological contractor to inform the archaeological curator.

14.3 Where important archaeological/historical remains are discovered and deemed to merit further investigation additional resources may be required to provide an appropriate level of investigation, recording and analysis.

- 14.4 Any contingency requirement for additional fieldwork or analysis outside the scope of the proposed scheme of works will only be activated following full consultation with the archaeological curator and the client.

15 PROGRAMME OF WORKS AND STAFFING LEVELS

- 15.1 The building recording will be undertaken prior to the development and is expected to take a day. The background research is expected to take about half a day.
- 15.2 An archaeological supervisor and assistant with experience of building recording will undertake the work.
- 15.3 Analysis and report production will be undertaken by the archaeological supervisor, or a post-excavation analyst as appropriate, with assistance from an illustrator.

16 INSURANCES

- 16.1 Archaeological Project Services, as part of the Heritage Trust of Lincolnshire, maintains Employers Liability Insurance of £10,000,000, together with Public and Products Liability insurances, each with indemnity of £5,000,000. Copies of insurance documentation can be supplied on request.

17 COPYRIGHT

- 17.1 Archaeological Project Services shall retain full copyright of any commissioned reports under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it hereby provides an exclusive licence to the client for the use of such documents by the client in all matters directly relating to the project as described in the Project Specification.
- 17.2 Licence will also be given to the archaeological curators to use the documentary archive for educational, public and research purposes.
- 17.3 In the case of non-satisfactory settlement of account then copyright will remain fully and exclusively with Archaeological Project Services. In these circumstances it will be an infringement under the Copyright, Designs and Patents Act 1988 for the client to pass any report, partial report, or copy of same, to any third party. Reports submitted in good faith by Archaeological Project Services to any Planning Authority or archaeological curator will be removed from said planning Authority and/or archaeological curator. The Planning Authority and/or archaeological curator will be notified by Archaeological Project Services that the use of any such information previously supplied constitutes an infringement under the Copyright, Designs and Patents Act 1988 and may result in legal action.
- 17.4 The author of any report or specialist contribution to a report shall retain intellectual copyright of their work and may make use of their work for educational or research purposes or for further publication.

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Specification: Version 1, 25-08-09

Appendix 2

GLOSSARY

Bay	Regular structural subdivision of a building; the bays may be marked by roof-trusses, beams <i>etc.</i>
Collar	Transverse horizontal timber connecting pairs of rafters above their feet and below the apex of the roof.
Crittall window	Steel casement window, particularly popular in the 1930s and given the generic name after the main firm that manufactured them.
English cross bond	Brickwork arranged with alternate courses of stretchers (bricks laid lengthwise) and headers (bricks laid so their ends are visible) but with each alternate bed of stretchers moved over half a brick to give a stepped effect to the joints.
Gauged arch	Flat arch with a slightly cambered underside, often made of brick rubbers.
Pitching hole	Unglazed, shuttered window-like hole at first floor level to ease unloading of an unprocessed crop into the building from a cart outside.
Straight join	Regular vertical junction between two sections of walling that shows one part was butted against the other.
Tie beam	Main transverse beam in a roof truss connecting the feet of the principal rafter and preventing the spreading of the two sides of a sloping roof.
Tumbled gable	Gable in which bricks by the eaves are laid at 90 ⁰ to the slope of the roof line, forming a pattern of a sequence of triangles where these bricks taper into the horizontal courses.

Appendix 3

THE ARCHIVE

The archive consists of:

- 3 Photographic record sheets
- 2 Sheets containing annotated plans, elevations and notes
- 1 Daily record sheet
- 2 Sheets of notes

All primary records are currently kept at:

Archaeological Project Services
The Old School
Cameron Street
Heckington
Sleaford
Lincolnshire
NG34 9RW

The ultimate destination of the project archive is:

Norfolk Museums Service
Union House
Gressenhall
Dereham
Norfolk
NR20 4DR

The archive will be deposited in accordance with the document titled County Standards for Field Archaeology in Norfolk, produced by Norfolk Landscape Archaeology.

Archaeological Project Services Site Code:	OURR09
Norfolk Museums Service Site Code:	46871
OASIS reference number	archaeo11-64113

The discussion and comments provided in this report are based on the archaeology revealed during the site investigations. Other archaeological finds and features may exist on the development site but away from the areas exposed during the course of this fieldwork. *Archaeological Project Services* cannot confirm that those areas unexposed are free from archaeology nor that any archaeology present there is of a similar character to that revealed during the current investigation.

Archaeological Project Services shall retain full copyright of any commissioned reports under the *Copyright, Designs and Patents Act 1988* with all rights reserved; excepting that it hereby provides an exclusive licence to the client for the use of such documents by the client in all matters directly relating to the project as described in the Project Specification.