

Warwickshire Local Studies Toolkit



Historic Environment Record



Front cover

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Numerous people have contributed ideas and suggestions. Without all of these people it would not have been possible to create this toolkit. Sarah Glover worked tirelessly to turn the initial idea into a reality and organise the other contributors. Emma Jones and Jonathan Parkhouse commented on all the drafts and provided advice and guidance. Lesley Kirkwood and Robert Eyre reviewed the toolkit and regularly answered questions about the sources used. Lisa Atkinson, Robert Pitt and Joseph Bates provided the photographs and images. Finally mention needs to be made to Christina Evans who managed the project and brought all the information together to create the final toolkit.

Before this was published two local groups in Warwickshire volunteered to trial the toolkit. These groups were the Burmington Local History Group and the Friends of Chedham's Yard. They both provided us with valuable opinions and critical insight.

Linda Monckton, ALSF Project Officer (English Heritage) kindly read through and commented on the final draft.

Special thanks also need to be given to Tarmac who kindly agreed to print this toolkit.

HOW TO USE THIS TOOLKIT

Have you ever wondered about the history of your area or felt that studying historic documents is too daunting – then the local studies toolkit is here to help.

Within the toolkit you will find

- An explanation of what primary and secondary sources are and why they might be useful to you.
- Examples of some primary and secondary sources.
- Advice about where to find historic documents and information.
- People and organisations that you can turn to for help and advice.
- A brief introduction to the history and landscape of Warwickshire to help you understand the county a little better.
- Information sheets which will help you use maps and care for historic documents and objects.
- A bibliography which will provide you with some suggestions for further reading.
- A glossary containing terms that may be new to you.

This toolkit is not designed to be read from cover to cover but instead be a companion to your research. Each section can be read on its own when you need it. Perhaps you want to know what a primary source is or where you can find out about archaeological sites in your area – all you need to do is go to the correct section (which you can find via the contents page).

Finally, just remember that documentary research is not as difficult as you think!

SOURCES OF INFORMATION

There are a number of key resources that need to be consulted when researching local history. These can be divided into primary and secondary sources.

A **primary source** is usually an original document that provides 'raw' data for the researcher to interpret. For the local historian, this will include first hand accounts, such as photographs, illustrations, newspapers and manuscripts, but importantly it also includes sources such as maps and census returns.

In contrast, a **secondary source** provides information that has been collected and interpreted by someone who has studied primary and other secondary sources. This can include existing local history books, text and reference books, journals and information on the Internet.

Both types of sources have benefits and disadvantages. Secondary sources often provide the reader with a summary of the information held within primary and other secondary sources. There is, however, always the risk that the writer may have misunderstood the source, left important facts out or even explained it in a way that distorts the truth. In contrast, primary sources can be used to provide very specific and focused information. Unfortunately, primary sources can often be difficult to interpret. It can take time and some searching before the relevant information is found.

Secondary sources can provide a good starting point from which to plan the main themes of your study. It is always worth consulting secondary sources in order to find out what research has already been done on an area. Generally, it is after such initial research that primary sources are consulted. Secondary sources can be used in conjunction with primary sources. For instance, some primary sources, such as Ordnance Survey maps, can be helpful for further understanding and relating to some secondary sources, such as the Victoria County Histories or the various other published county histories that exist.

It is always worth remembering that no source should be used in isolation. You will want to gather as much information as possible from as many sources as possible when conducting your research. The real research begins when comparing these different sources.

PRIMARY SOURCES

PRIMARY SOURCES:

Aerial Photographs

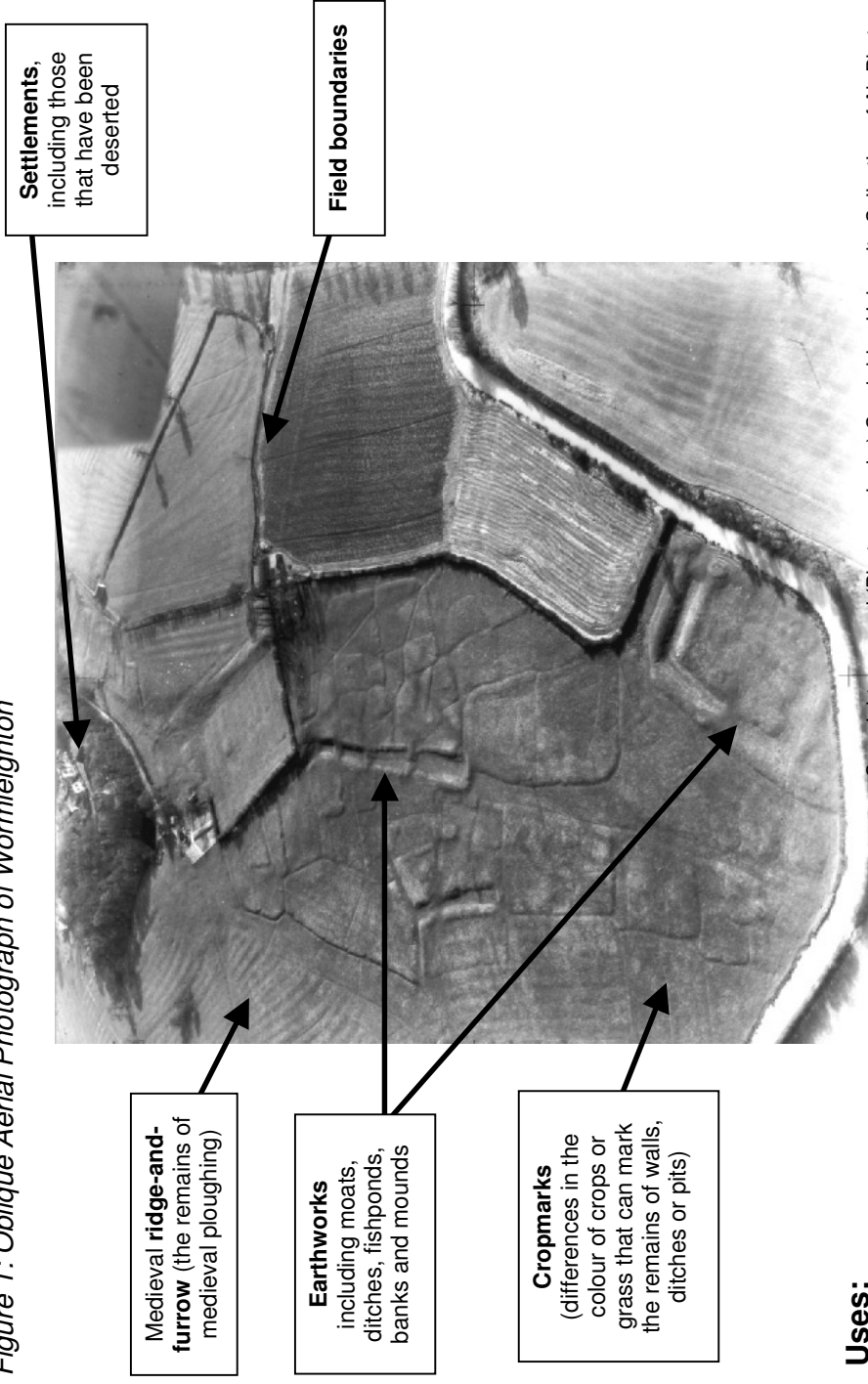
Description:

There are two types of aerial photograph – vertical and oblique. Vertical photographs are taken from directly above an area, whilst oblique photographs are taken at an angle to the ground. Many aerial photographs are taken specifically for archaeological reasons, although photographs taken for other purposes are also useful. Vertical aerial photographs are available from a number of sources, including those taken by the RAF and the Luftwaffe. However, oblique aerial photographs are often more useful for identifying archaeological features.

Where to find this source:

- Historic Environment Record
- National Monuments Record
- Record Office
- Limited availability on the Internet

Figure 1: Oblique Aerial Photograph of Wormleighton



Uses:

Aerial photographs are an important source for understanding a landscape. They can provide information on the layout of a landscape, land use and archaeological features. They are particularly useful for identifying features that may not otherwise be visible, namely cropmarks. Cropmarks appear as differences in the colour of crops or grass. They may signify the remains of buried walls, ditches or pits, but they can also be caused by geological features. Oblique photographs often show sites in greater detail because they are usually photographed from a lower altitude, whereas vertical photographs can be used for mapping features. Soil conditions, the type of crops, weather conditions and the time of year can all affect the visibility of crop-marks. Hence it may be necessary to compare photographs from a number of years.

Other features, such as ridge-and-furrow and barrows, may be more readily visible on aerial photographs than on the ground. Aerial photographs can also be used to identify ploughed-out features in the landscape. Thus aerial photographs are especially useful for identifying prehistoric features in the landscape. It is important to compare aerial photographs with Ordnance Survey and other maps when identifying particular features.

PRIMARY SOURCES:

Census Returns

Description:

The census has been conducted every 10 years since 1801, with the exception of 1941. It was first created to monitor the growing population. The sheets that contain the information about each household are referred to as census returns. From 1801-1831 the returns contained head counts but little personal information. From 1841 onwards returns included information on individuals. At present census returns from 1801-1901 are accessible. Census return details remain inaccessible for 100 years, although statistical summaries are available for all censuses up until 2001. It is worth noting that the census returns from 1931 were destroyed during the Second World War. From 1841 each sheet lists a number of dwellings including the names of the inhabitants, their ages, relationships, occupations and places of birth.

Where to find this source:

- Local library
- County Record Office
- Internet

Figure 2: Census Return 1881

HOUSE NUMBER	NAME and Surname of each Person	RELATION to Head of Family	AGE last Birthday	RANK, PROFESSION, or OCCUPATION	MARITAL STATUS	Place of Birth
25	William Baker	Head	42	Carriage-maker	Married	Northampton
26	John Baker	Wife	38	Carriage-maker	Married	Northampton
27	Elizabeth Baker	Daughter	12		Single	Northampton
28	William Baker	Son	8		Single	Northampton
29	John Baker	Son	5		Single	Northampton

Uses:

Census returns prior to 1841 are less useful for specific information as they are less detailed than subsequent returns. The census returns from 1841 onwards contain detailed information for each household. However only those present on the night of the census were recorded. Identifying individual households can also be tricky because of a lack of detailed addresses, particularly house numbers.

Census returns can be used for a number of purposes including:

- Using occupation information to examine commerce and industry within a specific area.
- Identifying uses of particular buildings, for instance public houses and shops.
- Identifying who was living in particular houses and streets
- Researching family history

Original held by the National Archive

PRIMARY SOURCES:

Ordnance Survey Maps

Description:

The first Ordnance Survey maps were the Old Series, 1-inch to a mile, maps dating from the early 1830s (in Warwickshire). These maps proved to be far more accurate than those issued previously by private cartographers. By the mid 1800s, demand was increasing for larger scale maps (6-inch to a mile and 25 inch to a mile) so a new survey of the country was conducted.

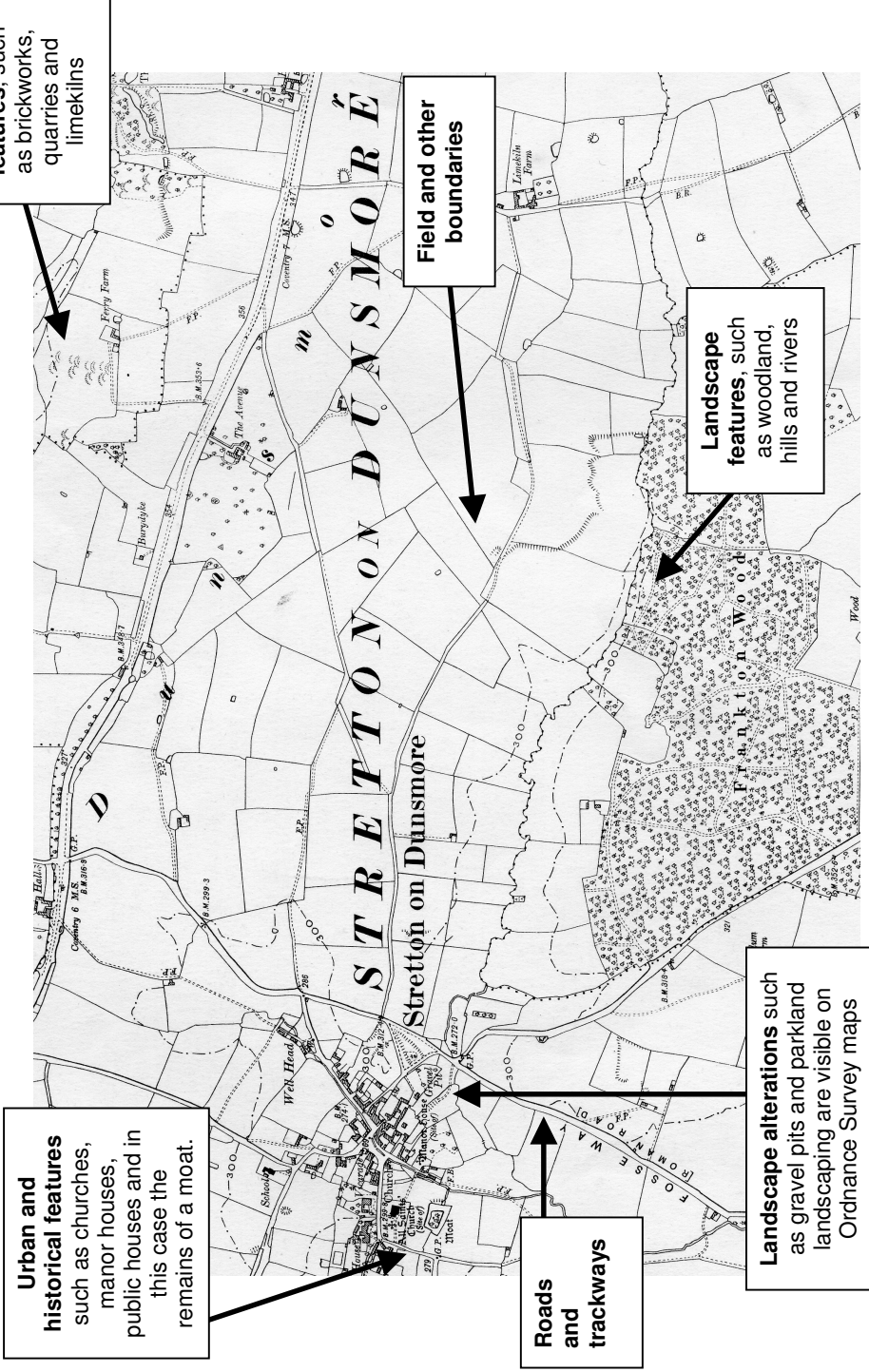
The larger scale OS maps (known as the County Series maps) were produced in the 1880s and subsequently revised approximately every 20 years. In Warwickshire the 1st edition of the 6-inch Ordnance Survey maps were completed between 1884-1897. These County Series maps were created at scales of 6-inches (1:10,560) and 25-inches to the mile (c.1:2500). Further editions of the County Series were subsequently produced with changes and alterations: 2nd edition 1903-1906, 3rd edition 1912-1917, 4th edition 1925 and 5th edition 1938.

After World War II Ordnance Survey maps were produced at a metric scale and began being produced at 1:1250, 1:2500 and 1:10,000.

Where to find this source:

- Local Libraries
- County Record Office
- Historic Environment Record

Figure 3: First Edition Ordnance Survey Map 1886 (Scale: Six inches to a mile): Stretton on Dunsmore



Urban and historical features such as churches, manor houses, public houses and in this case the remains of a moat.

Industrial features, such as brickworks, quarries and limekilns

Field and other boundaries

Landscape features, such as woodland, hills and rivers

Roads and trackways

Landscape alterations such as gravel pits and parkland landscaping are visible on Ordnance Survey maps

Uses:

Maps are a useful starting point for researching local history and when trying to understand the local landscape and built environment. Ordnance Survey maps can be used to chart more recent changes in landscapes and boundaries, urban development, to locate particular features, to find the location of natural resources, and to identify land use, industry and transport links. When recording a feature it is always useful to note its grid reference.

Ordnance Survey maps can also be compared to other maps in order to identify continuity and change (map regression). This can be achieved by overlaying maps of the same scale; reduction or enlargement of different maps may be necessary to achieve this. When comparing old and modern maps it is also worth remembering the change in scale.

Ordnance Survey reproduced under licence (licence no. 100018285)

PRIMARY SOURCES:

Tithe Maps

Description:

Tithe maps were payments made to the local clergy in the form of a tenth of yearly production (crops, wool, milk etc.). Tithe maps were produced after the 1836 Tithe Commutation Act, which formalised the change from these production payments to money payments (i.e. rent). The maps were drawn on a parish basis with an accompanying apportionment schedule. The apportionment schedule lists landowners, tenants, descriptions of property, size of fields, land use and amount of rent payable. Most of the 168 Warwickshire Tithe Maps were produced in the 1840s and cover about 50 per cent of the county. The maps were usually produced on a scale of 3 chains to 1-inch, which is 1:2376 (approximately 25-inches to the mile), but many were produced at other scales. They record field boundaries and buildings.

Where to find this source:

- County Record Office
- British Library Collections
- Limited availability on the Internet

Figure 4: Tithe Map of Wellesbourne Mountford (Reference: CR 569/259).



Uses:

Tithe maps, in conjunction with the appropriate apportionment schedule, are useful for identifying field boundaries, their names and sizes, roads and trackways, buildings, land use and ownership. Tithe maps were not standardised in scale or detail, and the quality of the maps can vary. Additionally, not all tithe maps cover an entire parish, since the tithes may have been commuted at an earlier date, perhaps during field enclosures. The maps need to be viewed in conjunction with the schedule, which can make them awkward to use because of their size and the need for careful cross referencing.

Tithe maps can be compared with other sources, such as Ordnance Survey maps, in order to chart changes in a landscape or settlement. Old maps can also reveal changes in place-names. It is probably worth consulting other historic maps alongside tithe maps. Maps can also be compared with other sources, such as trade directories, the Historic Environment Record, the Victoria County History and other such histories.

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PRIMARY SOURCES:

Trade and Commercial Directories

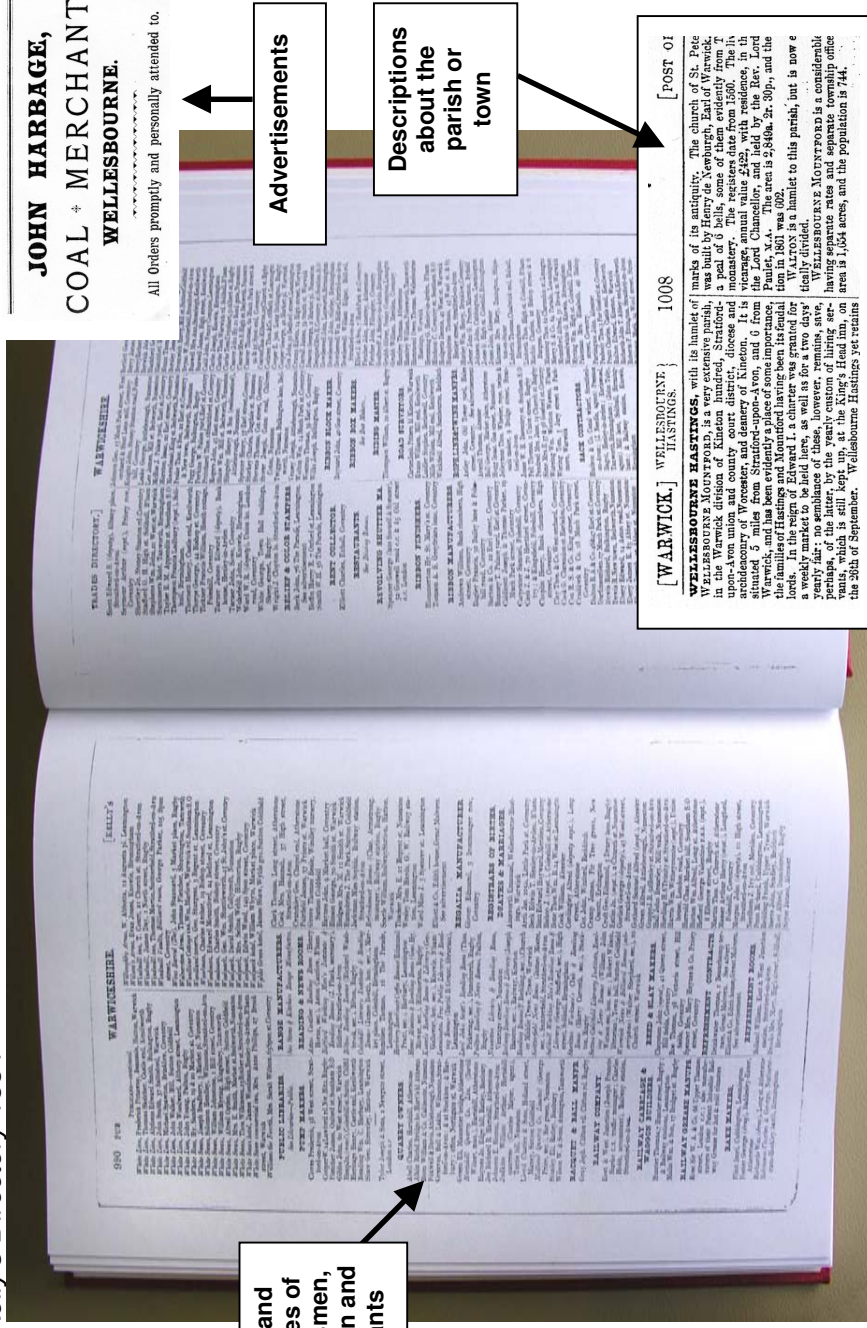
Description:

Trade and commercial directories were first produced in the 17th century but were mainly published from the 19th century onwards. Initially, most directories were produced locally by independent publishers, but by the late 19th century production had become dominated by several large companies. Directories usually list the heads of households by trade and by parish. Some directories also list the occupants of properties street by street within major towns, such as Warwick, Leamington Spa and Stratford-upon-Avon. They often contain interesting news items and articles about local towns. Alongside commercial directories, there are also some which list private residents. The main directories for Warwickshire include Pigot's (1822-1841), Kelly's (1854-1940), Spennell's / Kelly's Street Directories (1880-1974), West's (1830) and White's (1850 & 1874) directories.

Where to find this source:

- Local Libraries
- County Record Office
- British Library Collections
- Limited availability on the Internet

Figure 5: Kelly's Directory 1884



Names and addresses of businessmen, tradesmen and merchants

Descriptions about the parish or town

Advertisements

JOHN HARBAGE,
COAL + MERCHANT
WELLESBOURNE.
All Orders promptly and personally attended to.

Uses:

Trade directories are useful for finding information on industry and trade within an area during a particular period. They are also useful for tracing settlement changes, such as the commercial or industrial usage of particular areas of a town. Directories are good for finding information on a particular type of trade or industry. However, when used in conjunction with other sources, such as maps, photographs, census returns, electoral registers and the Historic Environment Record, they can be used for researching local and family histories. It is also worth bearing in mind that directories do not cover all locations for all periods. When using directories it is important to be aware that properties were included only if the owners/residents were willing to pay for the privilege. Hence if a property was rented, empty or the owners did not wish to subscribe to the directory it would not be included. The directories were also out of date by the time they were published because of the time delay between collecting information and publication, so they may not always be accurate. To find out more about trade directories, Shaw and Tipper's *British Directories* provides lists of all the directories published for particular areas and is a useful guide to using trade directories.

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Other Primary Sources

There are some specific types of primary sources that can be useful for researching local history. These include:

Historic Maps

There are a number of other types of historic maps that can be consulted, including:

- Inclosure (or Enclosure) Maps (most date from 1790s-1850s)
- Estate Maps (most date from eighteenth-nineteenth centuries, although earlier examples do exist. Their accuracy can vary)
- County Maps (including Christopher Saxton's 1576 map, John Speed's 1610 map and Beighton's 1730 map in the second edition of Dugdale's *Antiquities of Warwickshire*. Again their accuracy can vary and they can sometimes be copies of earlier maps).

Goad Insurance Plans

These were produced for fire insurance and were produced from 1885-1970 by the firm Charles E. Goad Ltd. They were produced at a scale of 1:480 and 1:600. They provide a record of all the individual buildings and businesses in a street, covering most major towns and cities. The maps are still updated today, so can also provide information on current street plans and buildings.

Photographs, Illustrations and Engravings

A huge variety of pictorial sources are available from paintings and old photographs through to postcards and illustrations in books.

Parish Registers

Registers kept by Church of England parishes may contain records of baptisms, marriages and burials from as early as the 1530s. They are most frequently used for family history research, but they can also be used for researching local and social history. For instance, they can be used to examine the level of bastardy within a parish or other local events, such as epidemics and unusual weather conditions. Not all parish registers have survived to the present day. It is also worth bearing in mind that there are also separate registers for Non-Conformist churches.

Electoral Registers

Registers of electors in Parliamentary elections have been produced annually since 1832. There are some exceptions: there were no registers 1916-17 and 1940-44. There were two registers a year from 1919-26 and 1945-46. They list all electors by parish or electoral district. It must be born in mind that the different groups were enfranchised at different times: 1832 males with larger properties, 1867 all male householders, 1918 all men over 21 and women over 30, 1928 everyone over 21, 1969 everyone over 18.

Probate Inventories

These inventories accompanied wills and provide records of people's estates at death. They often contain a detailed inventory of personal possessions and provide a fascinating commentary upon personal wealth and material culture. A good example of how to use this type of source is provided by N.W. Alcock's book *People at Home: Living in a Warwickshire Village 1500-1800*, which covers the parish of Stoneleigh.

Hearth Tax Returns

This tax was collected from 1662 to 1689. Householders were required to pay two shillings for each fire-hearth, paid in two instalments per year. Only individuals whose house was worth more than 20 shillings a year and who paid church and poor rates were liable for the tax. Exemption certificates were issued to those not eligible to pay. For those households that did pay, it provides details of hearths in a property and the amount of tax paid. Therefore the size and importance of a property can be gauged by the number of hearths recorded and will reflect the social standing of the occupants. The hearth tax is useful for examining life in the 17th century, but of course does not include the very poor.

Land Tax

Land tax records date from 1693 to 1963. For local history the most useful period of land tax is from 1775 to 1832, since during this period inclusion on the land tax list provided evidence of voting qualification, thus people were prepared to pay it and the lists are fairly complete. For each parish the land tax lists include the names of owners and occupiers of property and the amount of tax paid. After 1832 the lists are much less complete because of the introduction of electoral registers. Land tax records are useful for determining the owners and occupiers of property before the 19th century.

Rate Books

A rate is a tax raised for local purposes based on the yearly value of a property. Rates have been collected intermittently since the 14th century in different parts of the country. Parish rates, which include Church and Poor Rates, were made compulsory in the 16th and 17th centuries until 1868. From 1868 until the 20th century they continued on a voluntary basis. Parish rate books provide evidence on the occupancy of properties, some evidence of status and can be used to trace particular individuals and families. Poor rates were superseded by general rates after 1925. General rate books were the responsibility of local authorities and the rate books have not always survived. However, general rate books can provide information on the size and value of a property, as well as determining when properties were first occupied and when some streets came into use. They can also be used to trace the movements of individuals and families.

Deeds

These are an often under used resource. There are many thousands of deeds and related documents held at record offices in deposited collections from solicitors and landed families. They detail the exchange of land between owners and tenants and provide information on the development of property sometimes over a period of several hundred years. They will often also include details of abutments (i.e. adjoining properties).

Deposited Plans

These plans, which were lodged with the records of the Quarter Sessions, show the development of railways, canals, turnpikes and bridges from the late 18th to early 20th centuries.

There are other broad categories of primary sources which also can be useful for researching local history, including:

Estate Records

These can include details of rentals, surveys, account books, correspondence, maps and deeds, which may date from the late medieval period until the twentieth century. Estate records can be especially useful for finding information on land use, particular families and detailed maps.

Manorial Records

These can include court rolls, surveys, steward's accounts and presentments, amongst other items. They may provide varied and useful information but can be difficult to use. Before using these records it is advisable to seek advice from your local record office.

Ecclesiastical Records

These are records kept by the church. There are two categories of these records.

- Parish Records include records relating to officers of the church within a parish, such as churchwardens, Overseers of the Poor and Surveyors of the Highways. They can also include deeds to parish property, plans, faculties, printed material and accounts. All this type of material may be available in your County Record Office.
- Diocesan Records include records of ecclesiastical courts and administrations. Examples include bishops' transcripts, marriage licence bonds and allegations, bishops' registers and wills. However it is worth bearing in mind that not all record offices will hold these records depending on the organisation of a diocese. For instance Worcestershire or Lichfield Record Offices, depending on the area of the county, may hold the diocesan records for Warwickshire, whereas the Warwickshire Record Office holds Coventry Diocesan records (which covers most of Warwickshire).

Oral History Records

Some oral history records may already exist. However it may also be worth speaking to local people who may have memories of the area in the past.

The Oral History Society (www.ohs.org.uk) publishes guidelines for conducting oral history recording, including ethical considerations on dealing with interviewees. They also run training courses for those who wish to take this research further.

Contact Details

Address: Oral History Society
Department of Sociology
University of Essex
Colchester
CO4 3SQ
Telephone: (01206) 873333

Finally there is one final source which although it is a primary source, is most widely available as a printed secondary source:

The Domesday Book

In 1086 William the Conqueror ordered a survey of the whole of England to be conducted in order to assess the extent of the country's resources and land for taxation purposes. The information was collected within one year. It provides records of landholders, their tenants, the amount of land they owned, how many people occupied the land, the different types of land and resources and any buildings present. There are also records of who held the land before and after the Conquest in 1066. The Domesday Book has its limitations, but can provide an early source of information on settlements. The originals of the Domesday Book are held by the National Archives, but a published version for each county is widely available in libraries, record offices and bookshops. Individual County volumes are also published relatively inexpensively by Phillimore.

The Domesday Book is also now available online via The National Archives website www.nationalarchives.gov.uk/domesday.

Where to find primary sources?

Primary sources such as maps, newspapers, photographs and census returns are available in the County Record Office or in your local library. It is worth checking what libraries and record offices hold if you are planning a visit.

Some of these sources are also available on the Internet. For instance, there are a number of websites that contain census information. There is a small charge for some of these sites. (More information on what is available can be found in the Tip and Hints section or can be found at www.nationalarchives.gov.uk/census).

The local Historic Environment Record in Warwickshire can be found at Warwickshire Museum Field Services, Warwickshire County Council. A series of 1950s aerial photographs are available at the Warwickshire County Record Office, others may be available to view at the HER, but some are also available via the Internet. There is also a national repository of aerial photographs at the National Monuments Record (NMR) in Swindon (www.english-heritage.org.uk/nmr). If a local history or archaeology group or society already exists it may already have recorded some of this information or they may have their own archives that are probably worth consulting.

More information about finding sources can be found in the Tips and Hints section.

SECONDARY SOURCES

SECONDARY SOURCES:

Historic Environment Record

Description:

The Historic Environment Record (HER) – formerly the Sites and Monuments Record (SMR) – is a record of all the historic and archaeological sites and finds within the county. Accessed through a computer and map based system, the record incorporates a wide range of sources, including aerial photographs, published and unpublished material, and historic and modern maps. It is available to the public and for some countries, like Warwickshire, it is available on the internet (tinetrail.warwickshire.gov.uk).

For each site or find the HER provides a location, description, details of any fieldwork done at the site and relevant publications. Information is also held about the status of sites (e.g. whether it is a listed building or a scheduled ancient monument). Maps can be produced showing site locations.

Where to find this source:

- Warwickshire Museum Field Services
- Other County Archaeology Services
- Some availability on Internet

Figure 6: HER entry for Medieval Quarry at The Butts, Warwickshire (HER no. MWA 1991)

HER record number - each site is given a unique reference number.

References to other sources and excavation reports are given. Excavation reports may also be held at the HER.

The **location and grid reference** of the site are given, together with the size of the site if it covers a large area.

Uses:

The Historic Environment Record (HER) is a good starting point for finding out what historic and archaeological sites have been identified within an area. It can be used to identify relevant secondary sources, and sometimes other primary sources. It may also provide information that is not available elsewhere. The HER can provide a focus and stimulus for further research. The information provided can be used to chart human activity within an area over time, as sites are often classified according to time period and type of activity.

SECONDARY SOURCES:

William Dugdale's
The Antiquities of Warwickshire
1656 and 1730

Description:

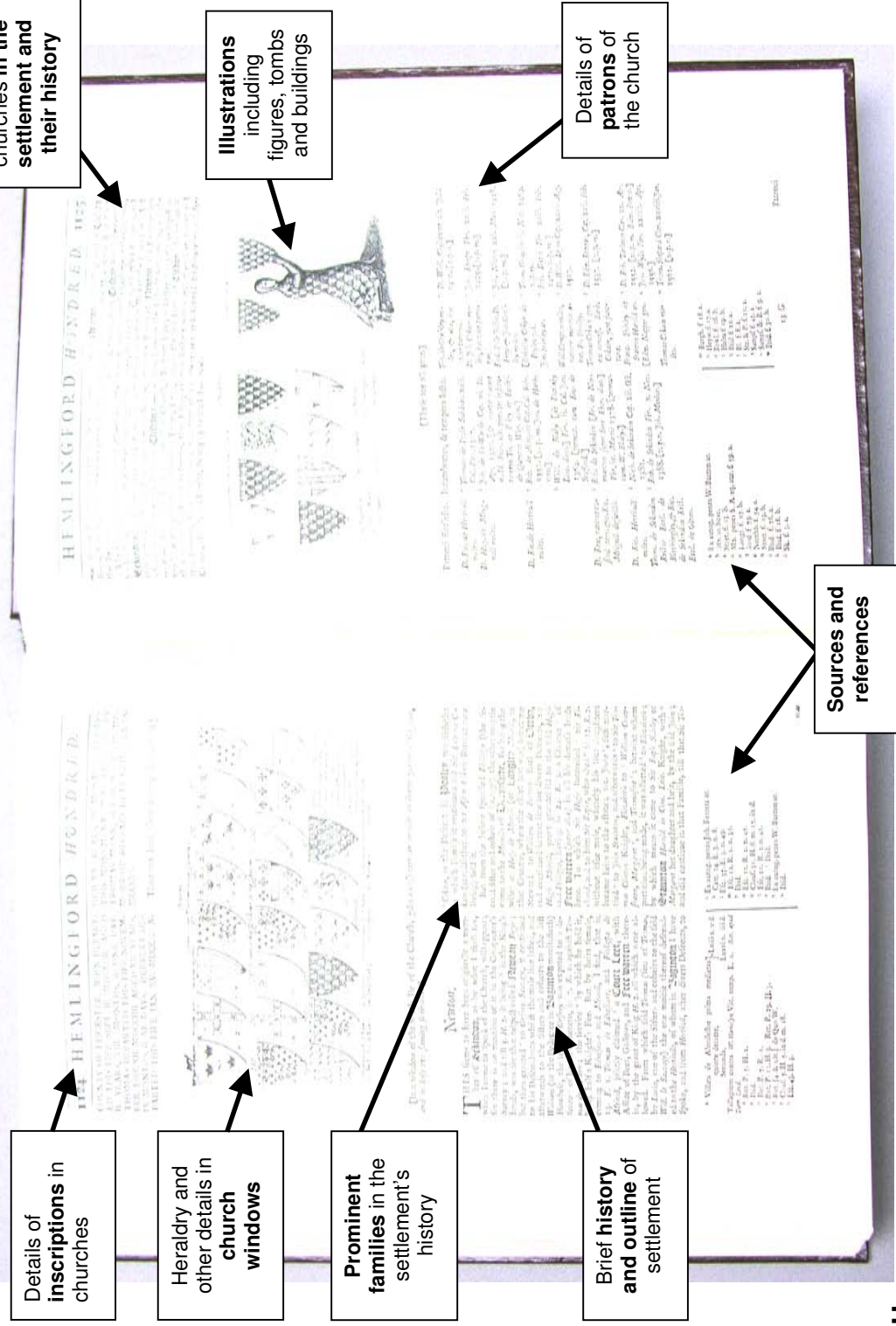
William Dugdale was born at Shustoke in Warwickshire in 1605. During his life he became increasingly interested in antiquarian studies and the history of Warwickshire. He is best known in Warwickshire for his work, *The Antiquities of Warwickshire*, first published in 1656. The second edition was published in 1730 in two volumes. It was one of the most detailed county histories of the period and is praised for its accuracy.

The second edition contains a fine county map and detailed maps of each hundred, all drawn by Henry Beighton in 1730. There are also many illustrations by Wenceslaus Hollar which provide important early views of Warwickshire. The entries for each settlement provide the reader with a brief history of the town and an indication of regional commodities. More prominent and detailed are the recording of family histories, which includes illustrations of coats of arms and family tombs.

Where to find this source:

- Local Libraries
- County Record Office
- Indexes available on Internet

Figure 7: Dugdale Second Edition 1730 Newton Regis (Vol II p1124-25)



Uses:

This type of early county history can be used in a number of ways. For instance, Beighton's maps can be compared with other maps to identify changes in the landscape and key landscape features. A brief history of settlements can be gained from Dugdale's writing but is it unlikely that the reader will learn much about a settlement's layout or its inhabitants. Extensive information can however be gained about prominent families including details of their marriages, family crests and burials. Dugdale wrote *Antiquities* in the 17th Century and so it is important to bear in mind that his language and terminology may be difficult to understand.

Reproduced with kind permission of the Dugdale Society

SECONDARY SOURCES:

The Buildings of England Warwickshire.

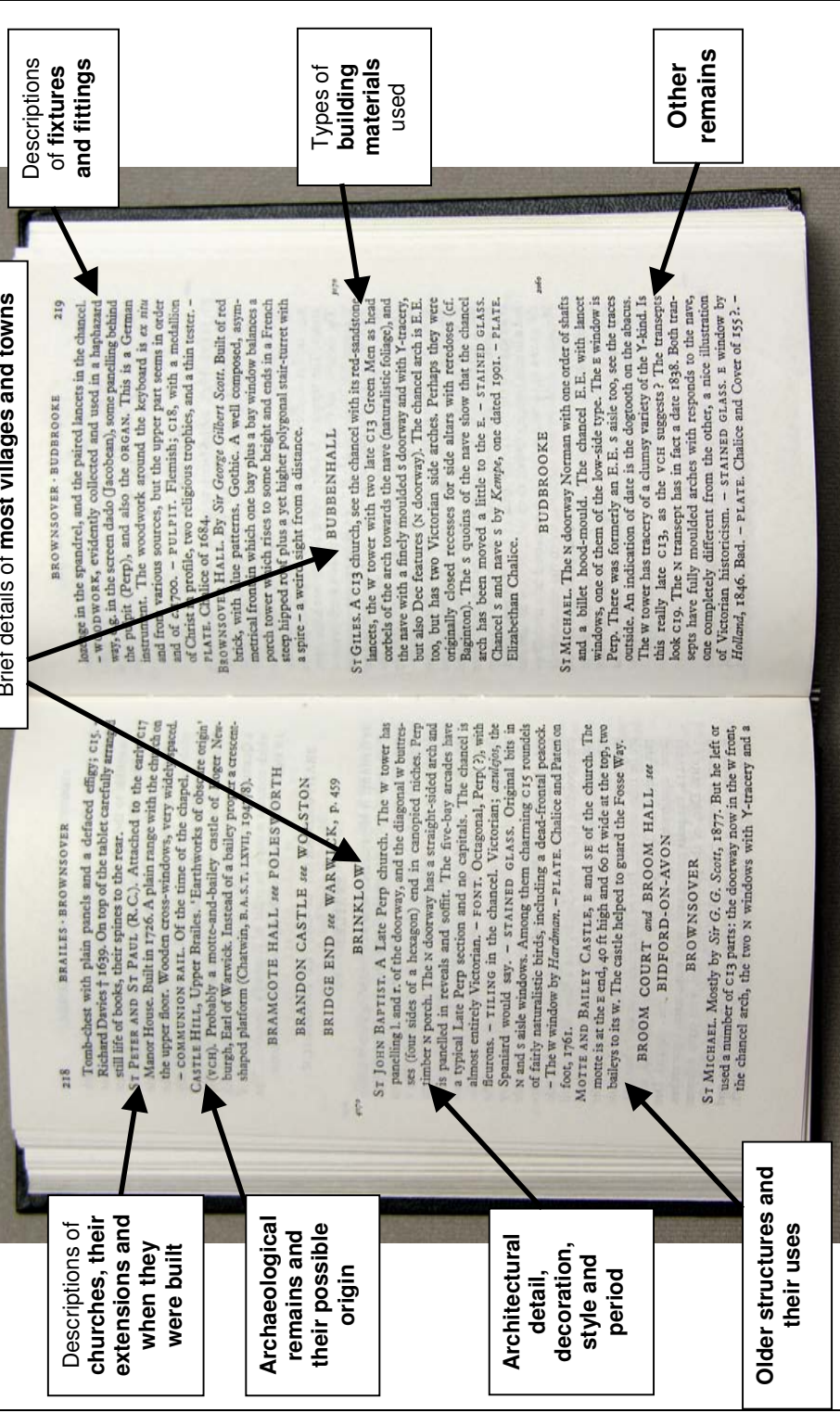
Description:

During the 1950s, 60s and 70s, the architectural historian, Nikolaus Pevsner, wrote a series of architectural guides to the most significant buildings across Britain. Since this time these guides have continued to be expanded and updated. These guides are arranged on a county-by-county basis providing descriptions of buildings that Pevsner and his co-authors considered as of interest. The guide for Warwickshire (written with Alexandra Wedgwood) lists buildings in all of the county's towns and villages, including Warwick, Kenilworth, Stratford-upon-Avon and Coventry, as well as detailing the numerous country houses and gardens. There is also a useful glossary of architectural terms. The series is currently being revised and are now called and sold as Pevsner Architectural Guides by Yale University Press.

Where to find this source:

- Local Libraries
- Bookshops
- Historic Environment Record

Figure 8: Excerpt from Pevsner's work in Warwickshire



Uses:

Pevsner's guides are especially useful when researching the history of buildings or urban development. They provide an architectural description of buildings and usually some historical detail. However it must be remembered that the guides do not provide a comprehensive list and only describe a building as it was when seen by Pevsner or one of the more recent writers. The descriptions are also sometimes highly subjective and idiosyncratic. Pevsner was mainly interested in polite architecture, whilst much vernacular architecture is ignored completely. The guides also tend to be written from an architectural rather than historical or archaeological point of view. Further research may be needed on specific buildings, but the Pevsner guides, like other secondary sources, provide a useful starting point when researching local history. The guides are especially useful when used in conjunction with listed building descriptions, which can be obtained from the Historic Environment Record or downloaded via the Images of England website (www.imagesofengland.org.uk).

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SECONDARY SOURCES:

Victoria County History – Warwickshire

Description:

The Victoria County History (VCH) was created in 1899 with the aim of producing a county-by-county history of the entire country. Eight volumes were produced for Warwickshire. The first two volumes contain a history of the county, from prehistory and ecclesiastical history through to recent social and political history (first published 1904 and 1908). Volumes 3-6 provide a detailed account of each parish arranged alphabetical order (published 1945-1951). The final two volumes give accounts for Birmingham, Coventry and Warwick (published 1964 and 1969). The entries for each parish contain details on size, population, Domesday Book references, history, churches and other prominent buildings and any recorded charities.

Where to find this source:

- Local Libraries
- County Record Office
- Limited availability on Internet
- Historic Environment Record

Figure 9: Victoria County History of Warwickshire: Baginton (Vol 6 pp22-23)

Description of churches and tombs

Details of Advowson (i.e. patronage of the church)

Acreege, population and main features of the settlement

Brief history of the parish from prehistory onwards

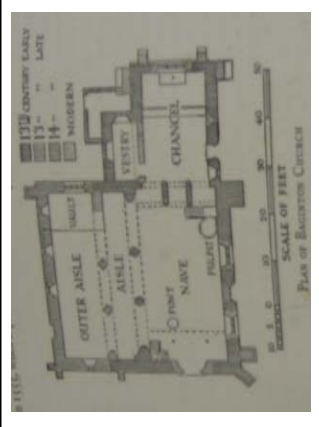
Uses:

The Victoria County Histories (VCH) are an essential starting point when researching local history. They provide a history of each parish together with details of archaeological and historic features and finds. The records of buildings and sites sometimes include illustrations and plans. Thus they present a general overview of a town or parish. However, the VCH is of its time, hence ideas concerning the various sites and finds may have changed. This source is useful in providing background information, but it is best to check particular facts with reference to other sources.

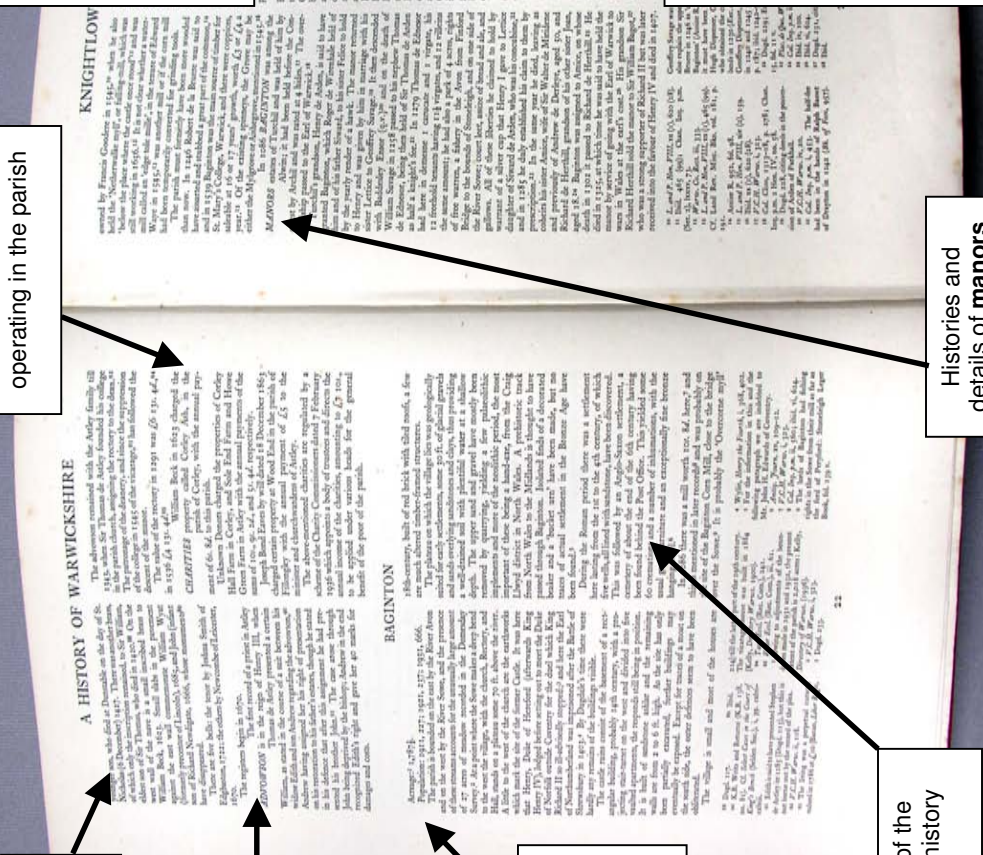
Details of charities operating in the parish

Histories and details of manors in the parish

Illustrations and plans of heraldry, tombs and buildings



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Other Secondary Sources

General Texts

Mick Aston, Interpreting the Landscape, 1992 (Batsford: London)

Description

This book provides a general introduction to conducting research into landscapes. It demonstrates how archaeological fieldwork can be combined with local history research, to gain a wider understanding of local landscapes. A variety of sources, including aerial photographs, maps, plans and charts, are discussed with suggestions of how they can be used in local history research. The topics discussed include early landscapes, boundaries, deserted and surviving villages, farms and hamlets, settlement patterns, land use, field systems, and communications, namely roads, tracks and waterways.

Uses:

This text provides an excellent introduction on how to conduct local landscape and historical research. It demonstrates how a variety of sources and techniques can be used to understand local landscapes. The book stresses the importance of not studying a site or feature in isolation and gaining an understanding of the local history and other related sites or features.

This book is a good guide to how archaeological and historical sources can be combined to gain a wider understanding of local landscapes and history, taking research beyond the simple manorial or village histories which can sometimes be the focus of local histories. When starting any research it is useful to consult this type of general text, to gain ideas of the types of research possible and areas you may wish to concentrate on.

County Histories

William Smith's History of the County of Warwickshire, 1830

Description

During the 19th century William Smith produced a history of the county of Warwickshire, similar to that of Dugdale. It was published in two volumes, which contained a general history of the country, a county map, over 60 illustrations, mainly of castles and country houses, and entries for many Warwickshire towns and villages. These entries are organised by hundreds and give short descriptions of the history and buildings within these town and villages.

Uses:

This type of county history can be used to gain further background information on a particular settlement or location. Smith's county history has a tendency to focus on the remains of large historic buildings, such as castles and country houses. This is a weakness of these types of county history, but it makes them especially useful for studying particular buildings. The illustrations would also be useful for this purpose.

It must also be remembered that over time county boundaries have changed, so the histories of other counties may be relevant to some areas and vice versa. For instance, Smith gives a detailed account of Birmingham, which at the time was in Warwickshire.

There also are a number of general histories of Warwickshire, including William Camden's *Britannia* published in 1610 which has a section on Warwickshire and Sam Timmins' *A History of Warwickshire* published in 1889. These sources give an overview of the history of the county as understood at the time they were written. Smith's county history is more detailed and better for exploring particular areas; however it does not record every settlement within Warwickshire. Histories of the county are still being published, for instance Geoffrey Tyack's *Warwickshire Country Houses* provides an up-to-date history of the county's country houses, many of which are recorded in sources such as the Victoria County History and Smith's history. Terry Slater's *History of Warwickshire* also provides a useful overview of the county.

Local History and Archaeology Journals and Publications:

National Publications

Local History Magazine

The Local Historian: [The Journal Of The British Association For Local History](#)

Journal of Regional and Local Studies

Warwickshire Publications

Warwickshire History: Journal of the Warwickshire Local History Society

Dugdale Society publishes various volumes and occasional papers

Transactions of the Birmingham and Warwickshire Archaeological Society

Warwickshire Antiquarian Magazine (1859-1877)

West Midlands Archaeology (Council for British Archaeology)

There are publications available for specific areas of the county, such as *Local Past: the Journal of the Alcester and District Local History Society*.

There are also publications for specific industries, trades or groups, such as the *Beer and Ragged Staff* produced for the Campaign for Real Ale (CAMRA) which sometimes contain articles on the history of brewing.

Place-name Evidence:

Place-name evidence can also be useful when examining changes in land use, as well as for charting the history of a location. There are several general works on place-names including:

Gelling, Margaret. 1983. *Place-names in the Landscape* (Dent, London).

Mills, Anthony D. 2003. *Dictionary of British Place-names*, New edition (Oxford University Press, Oxford).

For more information on place-names in Warwickshire see:

Gover, J.E.B, Mawer, A., Houghton, F.T.S. and Stenton, F.M. 1936. *Place-Names of Warwickshire* (English Place-Name Society Vol.13).

Anglo-Saxon Charters:

Anglo-Saxon charters, where they exist, can be used to identify changes in the landscape. They are particularly useful in identifying boundaries and landmarks.

Della Hooke. 1999. *Warwickshire Anglo-Saxon Charter-Bounds*.

H. C. Darby & I.B. Terrett. 1971. *The Domesday Geography of Midland England* (Cambridge University Press, London).

Where to find secondary sources?

A good starting point for locating secondary sources is your local library and record office. If you wish to purchase copies, those still in print will be available at bookshops and on the Internet. Second-hand bookshops and suppliers are also a useful place for locating some sources.

Some secondary sources may also be available on the Internet. For instance, on Google Scholar (scholar.google.com) you can search for scholarly literature from many disciplines and sources including papers, theses, books, abstracts and articles.

More information about finding sources can be found in the Tips and Hints section.

WARWICKSHIRE'S HISTORY AND LANDSCAPE

By Della Hooke

The Landscape Of Warwickshire

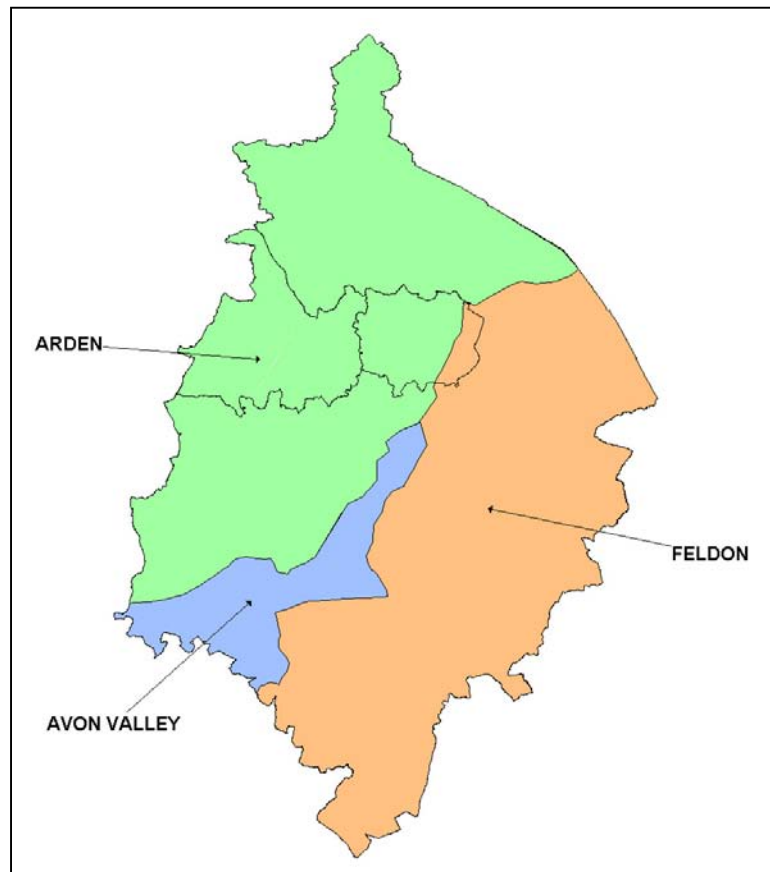


Figure 10 Warwickshire divided into the Arden, Feldon and Avon Valley

Traditionally, the county has often been divided into three parts: the Arden or 'high land' of the north-west, two plateau regions that reach a height of over 150 metres separated by a valley drained by the rivers Tame and Blythe. The soils are predominantly heavy and rather acidic, developed upon Mercia Mudstone, but with a surface layer of lighter glacial drift in places. To the east is the raised plateau of the East Warwickshire coalfield with coal-bearing rocks outcropping along its north-eastern margin. This region was more heavily wooded than areas to the south — the site of the supposed 'Forest of Arden'. Historically, this was the least populated part of the county, a slowly evolving landscape of scattered farms and fields with many patches of woodland and common waste.

Quite different is the flat plain of the Feldon or 'open land' in the south of the county. A platform generally between 100 and 175 metres high, with heavy clay soils developed mainly on the Lower Lias, this was already an area of intensive crop cultivation in prehistoric and Roman times. It was later to be characterised by nucleated villages set amidst open field systems, some of the latter surviving until enclosure in the 18th and 19th centuries. The higher margins, including the Edgehill Fringe along the south-eastern boundary of the county and the area along the north-eastern boundary, were areas of

rather later development in which stock pasture played a more important role in early medieval and post-medieval times.

Between Arden and Feldon, the valley of the River Avon runs south-westwards across the middle of the county forming a transitional zone, with lighter gravel soils either side of the river. To the east, on the Dunsmore plateau, gravel deposits overlie the clays. The Avon valley was also an area of relatively early development and by medieval times market centres had developed for the exchange of goods from north and south.

Changing Landscapes

The Prehistoric and Romano-British periods

Although the landscape of the county in prehistoric times is only known from scattered archaeological and air photograph evidence it seems that Arden was the least settled area in the prehistoric period, its woods and heathlands possibly already providing seasonal pasture for the more intensively developed crop-growing region to the south. Since cropmarks of burial or settlement sites are most easily detected on gravel soils, the Avon valley is also a conspicuous corridor of settlement at this time although find-spots (of flints, pottery or metalwork) show that settlement was much more widespread, especially across many parts of the Feldon. By late Iron Age times the area of the later county was divided between several tribal divisions - the Dobunni to the west and the Corieltauvi to the north-east. Hillforts throughout the region served as regional centres but the majority of settlements seem to have been farmsteads comprising round buildings set within ditched enclosures.

Some Iron Age settlement sites may have continued to be occupied after the Roman conquest of the later 40s AD (e.g. Wasperton); some were abandoned or re-emerged after a hiatus; some subsequently adopted Roman-style planning (more rectilinear buildings, as at Bidford Grange and Crewe Farm, Kenilworth) and more sophisticated building techniques (plastered walls and tiled roofs instead of timber, cob or thatch); and new farmsteads were established, but wealthy villas are not known to have been numerous here. Farming was mixed with considerable areas under arable, growing mainly cereals, and with evidence of paddocks for animals (mainly cattle and sheep); the area under arable probably expanded at this time. Military roads constructed through the region included the Fosse Way running across the county from NE to SW, the N-S Rykniel Street cutting across the west of the county, the Watling Street which later formed its NE boundary, a road running E from Alcester and another SE from Tiddington; all fostered accessibility and trade. New towns grew up close to military forts and at road stations, as at Alcester and Chesterton, with smaller centres that included Tiddington, Bidford, Princethorpe and Coleshill (a ritual centre). Industry was expanding, particularly iron working, tanning and glassmaking, while pottery production dominated in the Hartshill-Mancetter area, a centre for the manufacture of mortaria that were traded across midland and northern Britain. Kiln sites were chiefly located around the margins of Arden where wood for fuel and other raw materials were more readily available.

The early medieval (Anglo-Saxon) period

The kingdom boundaries that are known for this period appear to have respected the late Iron Age divisions, for even in the early Anglo-Saxon period a frontier zone can be

detected running across the central Avon valley which probably represented the ancient eastern boundary of the Dobunni and later formed the eastern boundary of the Anglo-Saxon kingdom of the Hwicce, separating that kingdom from Greater Mercia. Warwick may have developed at this time as a border market town. The Hwiccan kingdom subsumed a number of folk regions that included the tribal area of the *Arosætna* in the Arrow valley while a region across the headwaters of the Alne was granted to a group known as the *Stoppingas*. Known pagan Anglo-Saxon burials are virtually confined to the southern and eastern parts of the county. Within the Hwiccan kingdom, Christian minsters were established at central places such as Wootton Wawen (for the *Stoppingas*), Stratford-upon-Avon, Tredington in the Stour valley and, probably, at Alcester, while Coventry was probably an early religious centre within Greater Mercia (the place-name **ecles* – as in Exhall – found both near Alcester and Coventry strongly suggests a pre-existing Roman-British Christian church in the vicinity).

In this period, estates were being carved out as new tenurial units with estate centres that often gave rise to villages bearing a topographical type or 'ton' place-name (replacing the older pattern of scattered farms). Several such units (townships) were usually grouped to form an ecclesiastical parish as churches were founded by manorial lords upon their estates within the old minster territories. Some parishes in the Feldon continued to be associated with others in Arden in medieval times, relics of past territorial arrangements and an earlier use of resources – a system of NW-SE trackways running between Arden and the Avon valley/Feldon region may have had its origin in a system of droeways that were used to move stock to seasonal pastures in Arden in prehistoric or early medieval times. In the south of the county, villages grew in size, surrounded by common fields in which farmers held scattered strips and had rights in the meadows and waste. Within Arden villages were smaller, with limited areas of open field, and dispersed settlements may have been more characteristic, many probably more reliant on pastoral farming. The incidence of the 'ley' term, signifying settlements set within wooded countryside or the actual woods themselves, is much higher in this region. Pre-Conquest charters reveal details of land use across the county - fisheries in the rivers, mills being established and a complex pattern of routeways, including ways used for the transport of salt from the inland salt-producing centre of Droitwich in Worcestershire (notably an E-W route through Wellesbourne).

Under the pressure of the Danish invasions new defended burhs were established, including that at Warwick fortified in 914, offering a measure of protection to the surrounding countryside as well as centres for marketing. Warwick was chosen as the centre of the new county demarcated perhaps in the 10th century. By the end of the period, the regional distinctions of the landscape within the new county were firmly established with the framework of settlement patterns, field systems and many routeways already in place. Some of the land use and landownership detail is captured in the Domesday Book that was compiled soon after the Norman Conquest.

The medieval and Tudor periods

Under the Normans the differences between the north and south of the county were at first accentuated – in the south, both villages and their surrounding field systems continued to expand and in many parts of the Feldon meadow and waste was in short supply by the 13th century, with population levels practically as high as the medieval farming system could support. The common fields (usually from two to four per township) were divided into

strips and ploughed using ox teams into ridges with intervening furrows to provide drainage. In the north, however, where the extent of open field was limited but might be divided into more numerous small patches, new farmsteads were being established in the 12th and 13th centuries (often attracting colonists from the more heavily populated crop-growing regions to the south), largely by expansion onto the waste and into the woodland, thus maintaining a mainly dispersed pattern of settlement. These usually held their own land around them and many farmers became more prosperous than the feudal peasantry of the south, building moats around their houses largely as a status symbol, a practice largely confined in the south to manorial lords. The area of woodland and waste diminished as the new farms were established. Open fields, too, were gradually enclosed and divided between farmers – a landscape of banked and ditched hedgerows bordering relatively small fields was created across the region, a marked contrast to the mainly open undivided lands to the south.

New additions to the landscape under the Normans were the castles, many of them simple motte and bailey features, the most impressive of which survives at Brinklow. In time a few belonging to the greater lords were rebuilt in stone, as at Warwick and Kenilworth. These were associated with their own hunting parks. Although Arden may temporarily have been under Norman forest law this was not to last and many lesser manorial lords were also able to enclose parks in which they hunted game. To the north, Sutton Chase, part of Cannock Forest granted to the earls of Warwick, also extended into the county. Parks were most numerous in Arden where there was ample waste for emparkment leaving sufficient pasture for the domestic stock of the peasantry. Tracts of ancient woodland were not infrequently preserved within such parks, which might also include fleets of fishponds and rabbit warrens. Fishponds were to become a common feature of the region as other landowners followed suit.

The new Norman lords also rebuilt manorial churches in stone and the wealthiest were also founding abbeys upon their estates. Only a few of the early minsters had survived and at Coventry the Great Benedictine priory (?re-)founded in 1043 was the oldest monastic house in the county with another smaller priory founded in 1140 at Alcester. However, other abbeys were established, most in the 12th century, including those of the Cistercians at Combe, Merevale and Stoneleigh, many of whom were also involved in the clearance of north Warwickshire's woodland.

The medieval period was brought to a slow and lingering end when the Black Death decimated rural and urban populations in the mid-14th century. Only a few villages entirely lost their inhabitants but often those left could no longer provide the enormous amount of labour needed to maintain the open field system. In Arden, however, where feudal restraints were fewer, the surviving peasantry were often able to purchase land made newly available. Medieval society and economy were deeply disrupted, leaving the way open for the changes that were to follow.

By Tudor times increasing profits were to be made from animal husbandry, for which the Arden farms were well suited. Here landscape change remained gradual – enclosure of remaining open-field patches generally proceeded piecemeal through agreements between landholders. In the south of the county, in the Feldon, however, villages were being abandoned, sometimes voluntarily as their remaining inhabitants sought better lives in the growing market towns; sometimes the villagers were ousted by manorial lords anxious to improve their revenues. Whole townships might lose their village centres as

these were replaced by one estate farm maintaining herds of cattle or giant flocks of sheep: the landscape became a mosaic of empty lands divided into huge, hedged stock enclosures (with few remaining footpaths) intermixed with other areas in which the villages had recovered, their inhabitants maintaining the old open field system (although the fields were seldom as extensive as in the early 14th century), each set at the nucleus of a 'spider's web' of approach roads. Today many deserted settlement sites are revealed by the earthworks of former roads and house platforms with perhaps, too, the moated site of a former manor house. Where pastures have not been subsequently ploughed, ridge and furrow marks the extent of the former arable fields.

The dissolution of the monasteries under Henry VIII added much land to an already fluid land market in Tudor times and enabled many entrepreneurial merchant families to join the old landed dynasties. New country houses were built to express their owner's status like Compton Wynyates, Arbury Hall and Charlecote (both refurbished later) or older ones substantially rebuilt (such as Coughton Court), a few, like Combe, incorporating former monastic buildings. Wealth filtered down to the yeoman farmers of Arden where many new timber-framed farmhouses (some of their owners claiming quasi-manorial status) witness the continuing availability of timber (examples in the Arrow valley include Gorcott Hall and Old Castle in Studley, Church Farm, Greenhill and Netherstead in Morton Bagot). In Arden, the settlement remained dispersed, made up of farms and hamlets linked by a network of irregular roads and trackways. Groups of landless labourers and village craftsmen tended to settle around the edge of the common waste, their settlements often bearing names ending in 'Green' or 'End'.

The post-medieval period

By the middle of the 18th century a new wave of 'agricultural improvement' was being advocated as landowners sought ways to further maximise productivity and profit. Most of the midland countryside lay in large estates and their owners were able to invest in large-scale enclosure by private or parliamentary act – the open fields were eradicated as new fields (and often, too, new roads) were laid out, farmed from new outlying farms built in a distinctive style. The large Tudor stock enclosures were also divided up into smaller fields. Enclosure across the south and east of the county and in the Tame-Blythe corridor created a more uniform landscape of geometric-shaped fields separated by new hedges, often single-specie hawthorn hedges. Country houses were often refurbished in the latest style, like Arbury or Packington Halls, or rebuilt as at Compton Verney, some of them set amidst grounds landscaped in the new 'natural' style of 'Capability' Brown. Such landscape parks around country houses spread the idea of 'parkland' from Arden to the rest of the county. In the south of the county stone also began to be used more for village housing - dark ironstones in the far south and pale-coloured lias from local bands of rock in the Feldon and Avon valley.

However, not all villages relied on farming. Rural industry provided employment in some areas – the woollen industry had flourished in and around Coventry in the 14th century, giving way in the Tudor period to the production of knitted caps and later to the manufacture of hats and ribbons. The textile industry of northern Oxfordshire also spilt over the boundary into southern parishes like Brailes. Most medieval towns with access to hides supported a leather industry and Stratford-upon-Avon was a centre for glove making in the 16th and 17th centuries. Cottagers augmented their low incomes by needle making in the Arrow valley. Coal was being mined on the East Warwickshire Coalfield by the 13th

century but it was the introduction of new industrial techniques developed in the Industrial Revolution and improving communications that concentrated industry in more localised areas after the mid-18th century (like Birmingham, Coventry and the Black Country). New turnpike roads had improved travel and the Avon had been deepened for navigation in the mid-17th century (destroying many local fords) but it was the Coventry Canal, opened in 1771, that led to a concentration of industry in the north-east of the county – industries that often involved the movement of heavy goods such as coal mining and quarrying, lime and cement making (also at Rugby on the Oxford Canal) or tile, brick and stoneware production. Many of these, like the huge quarries near Rugby or at Stockton have left lasting marks on the landscape although mounds of colliery waste have often been obliterated and ‘restored’. Today’s surviving deep mines (Daw Mill opened in 1965) no longer produce surface waste.

The 19th and 20th centuries

Some open fields persisted into the mid-19th century (as at Darlingscott and Tredington in the Stour valley) but generally it was the remaining waste that was to be taken in the last stages of the enclosure movement – including most of the remaining Arden commons. The poor lost their rights to free grazing and increasingly left the countryside: the remains of deserted settlement sites can sometimes be identified along roads and around patches of former waste (as around the former Morton Common in Morton Bagot). Many were attracted to the growing towns, for home industry moved almost entirely into factories – although in the Arrow valley, for instance, water corn mills were at first converted for the finishing processes of the needle industry it was the large mechanised mills established at Alcester and Studley that were to commandeer the trade. Although the introduction of steam-powered machinery met violent protest from the Coventry ribbon makers, large and ‘cottage’ factories here and at Nuneaton continued to prosper until the end of the 19th century, also producing other silk items, woollens and threads. The two World Wars gave new impetus to the car and cycle firm of Coventry.

Although canals were still being built in the earlier part of the 19th century they soon met competition from the railways. With industry and improved communications came a spate of new building – settlements spread over the adjacent countryside at an unprecedented rate, swallowing farmlands and subsequently giving rise to areas of ‘urban fringe’ dominated by ‘overspill’ housing, sports facilities and straggling suburbs. By the 1950s motorways were slicing across the countryside encouraging the development of warehouses etc, close to major junctions. Despite the introduction of stricter planning laws and ‘Green Belt’ policies much former rural countryside has been lost. With the pressures for more intensive farming and greater production that began after World War II the countryside has suffered hedge removal on a huge scale, the loss of old pastures and meadows, the introduction of new crops and colours (like the harsh yellow of rape), and a general loss of regional distinctiveness. With moves now towards a fully ratified European Landscape Convention and greater conservation it is imperative that features of local and regional historical significance should be full recorded and, where possible, preserved.

TIPS AND HINTS

Sources of help

Warwickshire County Record Office

The Warwickshire County Record Office collects, preserves and makes available records relating to the history of Warwickshire and its people dating from the early 12th to the 21st century.

Using the Record Office

Opening Hours

Monday	Closed
Tuesday-Thursday	9am – 5.30pm
Friday	9am – 5pm
Saturday	9am – 12.30pm

The Search Room

The Search Room is the public area of the Record Office. It contains microfilm and microfiche readers and space for the consultation of original documents. Free Internet access is provided, including a subscription to Ancestry.com. The National Burial Index and the 1851 and 1881 census indexes are available on CD-ROM.

The Search Room is freely accessible, but to maintain security visitors are asked to leave bags and coats in the lockers available for such use.

The Duty Archivist is always on hand to answer questions and point searchers in the right direction. Volunteers are available to provide additional assistance on certain sources and equipment.

The County Archive Records Network (CARN) ticket

The Record Office is a member of CARN readers' ticket scheme. Anyone can use the Record Office, but you will need a CARN ticket if you regularly wish to make use of it. You will need to bring proof of name, address and signature (e.g. driving licence or a combination of documents such as a passport and utility bill) if you do not already have a CARN ticket.

Using Documents

The documents held by the Record Office are unique and fragile. Therefore it is necessary to follow these simple guidelines:

- Handle all documents with extreme care.
- Make sure hands are clean and grease-free.
- Use cushions and foam-blocks to support books.

- Protect maps and flat documents with the clear polyester sheets, which are available to use.
- Use only pencils in the Search Room.
- Never fold, crease or force documents.
- Do not pile books or documents on top of each other.
- Do not run fingers over text as this can affect the inks and cause flaking.
- No eating or drinking is allowed in the search room. A tearoom is provided for public use.

Catalogues and Indices

On deposition collections are allocated a reference code and are eventually catalogued. Catalogues and indexes are available on open shelves for consultation.

Warwickshire Record Office also has an online searchable catalogue: (www.warwickshire.gov.uk/archivesunlocked)

A number of resources are available for researching local history at the Warwickshire County Record Office, including:

Newspapers

The Record Office holds back files of the main Warwick and Leamington Spa papers (the Warwick Advertiser from 1806, the Leamington Courier from 1832, and the Leamington Morning News from 1896). There are also incomplete series of back issues of Alcester, Atherstone, Bedworth, Nuneaton and Rugby newspapers.

Maps

The Record Office holds an extensive series of printed maps, including county maps from the 16th century and Ordnance Survey large-scale maps (1:10,000 and 1:2,500 scale) from the 1880s to the 1970s. There are also many manuscript maps, including Tithe Apportionment maps dating from the 1840s for about half the parishes in the county (Ref: CR 328 and CR 569), Inclosure maps, and maps of a large number of estates and farms dating from about 1600 (but mostly from the eighteenth and nineteenth centuries). Many of the apportionment schedules which accompany tithe maps have been transcribed and are available on a searchable database at www.warwickshire.gov.uk/tithe.

Census Returns

Returns for 1841, 1851, 1861, 1871, 1881, 1891 and 1901 for the historic County, excluding Birmingham and a small number of fringe parishes, are available at Warwickshire County Record Office. They also hold indexes to the 1851 census for Warwickshire, Devon and Norfolk and to the 1881 census for the whole country. There are also census returns for a few parishes covering 1801 to 1831.

Photographs

The Record Office has an extensive collection of prints of buildings and places within the county. It also has a large (over 200,000 items) and growing collection of photographs of

Warwickshire places and people. The collection is particularly strong on photographs of individual buildings and street scenes. A small number of RAF 1940s aerial photographs are also available (Ref: MA 1947).

Prints and Views

There is a collection of 4,500 engravings, lithographs, watercolours and drawings showing individual buildings or groups of buildings, dating mainly from 1750-1850. The majority of these images have been photocopied and are available in bound volumes in the Search Room. There is also an index available for these volumes.

Books

A reference library is on open access to searchers. There is a comprehensive card index to this collection available.

Collections of Family and Estate Papers

There are several collections of family and estate papers held by the Record Office which include:

- Deeds
- Maps and plans
- Wills and inventories
- Business and legal papers
- Manorial records including court papers and rolls
- Account and rent books
- Family papers, such as letters, diaries, journals and notebooks
- Photographs

These collections include papers from the Greville estate at Warwick Castle, the Seymour family of Ragley Hall, the Newdegate family of Arbury, the Feilding family of Newnham Paddox, the Throckmorton family of Coughton Court and many more.

Business and Industrial Records

A variety of collections are held by the Record Office relating to particular industries and companies. For instance:

- Records for canals across the county.
- Documents relating to the needle industry.
- Records of engineering companies (e.g. Willans and Robinson of Rugby who manufactured engines, Automotive Products Ltd of Leamington Spa and Eagle Engineering).
- Company records (e.g. Flavels of Leamington Spa who made cookers and Pottertons - boiler manufacturers).

Property Index

An index of documents relating to property available in the Search Room. It is organised by place and includes a variety of documents:

- Valuation Books
- Deeds
- Sale catalogues

Other potentially relevant archives and records:

- Collections of antiquaries
- Building regulation plans
- Local government records
- Parish registers and other parish records
- Non-Conformist records
- Wills and probate records
- Courts of law, coroners, criminal and police records
- School and education records
- Business collections
- Solicitors' archives, which can include wills
- Hospitals and health records

Copying and Publishing Documents

Copying of some documents is allowed. Details of prices are available on request. However some documents may be too fragile to copy or be subject to copyright restrictions. For instance Ordnance Survey maps have restricted copyright if they are less than 50 years old.

If documents are to be published then permission needs to be sought by filling in the relevant form at the Record Office.

Additionally photography of some documents may also be allowed, providing it is without the use of a flash.

Contact the Record Office for further information regarding copying, photographing and publishing particular documents.

Contact Details

Address: Warwickshire County Record Office
Priory Park
Cape Road
Warwick
CV34 4JS
Telephone: (01926) 738959
Fax: (01926) 738969
Email: recordoffice@warwickshire.gov.uk

More help and information on the Warwickshire Record Office can be found on the record office website: (www.warwickshire.gov.uk/countyrecordoffice)

Shakespeare Birthplace Trust Record Office and Library

The Shakespeare Birthplace Trust Record Office holds records relating to Stratford-upon-Avon and the surrounding area, as well as historical documents concerning Shakespeare and his family (www.shakespeare.org.uk).

Visiting the Library and Record Office

On your first visit you will need to sign a record card and provide proof of identity if you are consulting original documents. You will then be issued with a Readers Ticket.

On each visit you should:

- sign the register in the reception
- leave bags and coats in the lockers provided
- switch off mobile phones
- use pencils only

Staff may also be able to deal with enquiries by telephone, email or post. For extensive searches a charge may be made. A searchable catalogue is also available online at www.shakespeare.org.uk/content/view/313/313.

For further details of their collections and service use the contact details below.

Contact Details

Address: The Shakespeare Centre Library and Record Office
The Shakespeare Birthplace Trust
Henley Street
Stratford-upon-Avon
Warwickshire
CV37 0NP

Telephone: (enquiries) (01789) 201813
(bookings) (01789) 204016

Fax: (01789) 296083

Email: records@shakespeare.org.uk

Warwickshire Libraries and Information Service

Warwickshire Libraries' Local Studies & Family History Service collects and makes available information about the people and communities, and the built and natural environment of the present county of Warwickshire.

The main countywide collection of books and mapping is held in the Warwickshire Collection located at Warwick Library.

Unique collections relating to specific areas are located at the main Warwickshire Libraries:

- Atherstone
- Bedworth
- Kenilworth
- Leamington Spa
- Nuneaton
- Rugby
- Stratford-on-Avon
- Warwick.

Warwickshire's county boundaries changed in 1974. Warwickshire Libraries hold documents that relate to the present county and to areas it included pre-1974. If you cannot find an area you are interested in it is worth asking a member of staff.

A number of resources are held by the Warwickshire Library and Information Service, including:

Maps

All main libraries in Warwickshire house extensive collections of current Ordnance Survey maps at 1:1250, 1:2500 and 1:10,000 scales for their local area, and historic Ordnance Survey maps from the 19th and 20th centuries. In addition they may hold Goad, geological, land use, post-code and administrative area maps.

Books

Warwickshire County Libraries' local studies collections aim to collect all printed material relating to Warwickshire and its people. The main county collection is located at Warwick Library, with books both for use in the library and for loan.

Guides to help with research local and family history are also available in the libraries.

Books can be found on the WCC library catalogue, which is available on-line at: (library.warwickshire.gov.uk)

Periodicals

Main libraries within Warwickshire hold collections of journals and magazines that relate to the county and to aspects of family history.

Newspapers

Warwickshire Library & Information Service, in conjunction with Newsplan2000 and West Midlands Newspaper Committee, are collecting local newspapers and making them available to the public on microfilm.

The NEWSPLAN West Midlands Database (www.newsplan.org.uk) has details of newspaper titles published in Warwickshire. You can search for copies held by record offices and libraries in the region.

Census Returns

Census returns on Ancestry.com Library Edition can also be viewed for free via computer at all libraries.

Census returns for Warwickshire parishes' towns and villages are available on microform for the years from 1841. The libraries can provide details of holdings. All Warwickshire libraries have copies of the 1851 (Warwickshire) and 1881 (national) Census information on CD Rom, together with free computer use.

The 1901 Census returns for England and Wales are available, on a pay per view basis, via the Internet. Vouchers, which can be used to pay for access to the enumerator's entries, can be purchased from all Warwickshire libraries.

Parish Registers

Main libraries hold copies of parish registers relating to their area on microfilm. The index of parish registers the IGI (International Genealogical Register) is accessible on the Internet through Family Search (www.familysearch.org). The IGI is an on-going project, with new entries being added all the time. It includes principally baptism and marriage entries, mostly covering the period before 1875. Burials are not usually included.

Illustrations, Ephemera and Cuttings

All main local studies libraries have illustration collections containing photographs, prints and postcards of their area. To view the collections please contact the library concerned in advance to confirm that the images required are available. It is possible to obtain copies of photographs, but copyright restrictions and charges apply.

A collection of newspaper cuttings, posters, playbills, programmes, timetables, election leaflets and a variety of local leaflets may be found at the main libraries.

Photographs and Images of Warwickshire can also be found on the Windows on Warwickshire website (www.windowsonwarwickshire.org.uk).

Trade and Commercial Directories

Main libraries within Warwickshire have collections of trade directories for their area.

All trade directories in Warwickshire can be found on the WCC library catalogue, which is available on-line at: (library.warwickshire.gov.uk).

The Libraries and Information Service have made available digital versions of all Warwickshire's trade directories online at www.midlandshistoricaldata.org.

More help and information on local studies resources can be found on the Warwickshire libraries website: (www.warwickshire.gov.uk/localstudies)

Alternatively you can contact a member of the Warwickshire Local Studies team by email at librarylocalstudies@warwickshire.gov.uk.

It is often worth telephoning a library if you have a specific enquiry, or wish to find out what resources they hold before visiting. The telephone numbers of Warwickshire Libraries can be found on the Libraries and Information Service website at: www.warwickshire.gov.uk/libraries.

Inspire Coventry and Warwickshire

Local libraries do not always have all the books and/or journals that you may need for your research. Other libraries, such as universities, may hold these books. The Inspire scheme allows you access to materials in other libraries.

Inspire Coventry & Warwickshire is a partnership between almost all libraries within this region. This means that if you are registered at any of the libraries within this partnership you can also use any other library in the scheme for reference or study purposes free of charge.

You need to complete an application form to register for this scheme and take it to one of the participating libraries. The application form and further information on this scheme are available at: www.warwickshire.gov.uk/inspire.

Libraries participating in Coventry and Warwickshire:

- City College, Coventry
- Coventry Libraries and Information Services
- Coventry PCT Health Sciences Library
- Coventry University, Lanchester Library
- Henley College, Coventry
- Hospital of St. Cross, Health Sciences Library
- North Warwickshire and Hinckley College
- Shakespeare Birthplace Trust
- South Warwickshire Primary Care Trust, Education Centre Library
- Stratford upon Avon College
- University of Warwick
- Walsgrave Hospital, Clinical Sciences Library
- Warwickshire Library and Information Service
- Warwickshire College
- Worcestershire Health Libraries

The Inspire scheme covers the whole West Midlands Region and other areas of the country. You can find out more about participating libraries in other areas at: www.inspire.gov.uk/west_midlands.php.

Local Museums

Local museums can *sometimes* provide information about the landscape and human history of your local area. It is worth visiting your local museum to see if you can find out more about where you live.

Museums can also provide an insight into the types of finds and sites that have been discovered in your area.

Objects and family items may have specific local connections and identifying what they are can add depth to your research. Some museums have an 'identifying' service which may help you.

Warwickshire County Museums:

Market Hall Museum
Market Place, Warwick CV34 4SA
Tel: 01926 412500
(www.warwickshire.gov.uk/museum)

St John's House Museum
St John's, Warwick CV34 4NF
Tel: 01926 412021/412132
(www.warwickshire.gov.uk/museum)

There are also established museums in the Warwickshire districts of Leamington Spa, Nuneaton and Rugby.

Local Heritage Centres and town museums are often a good source of specific knowledge about the immediate locality.

Warwickshire also has a Community Museums Officer. Information and advice about local museums, heritage centres, events and relevant local training can be obtained by contacting the local officer. Contact: museum@warwickshire.gov.uk

The Portable Antiquities Scheme (www.finds.org.uk) provides advice for finders of archaeological objects. The Finds Liaison Officer for Warwickshire and Worcestershire can be reached on 01905 721130. Finds identification days are often held locally.

Warwickshire Historic Environment Record

The Warwickshire Historic Environment Record (HER), formerly known as the Sites and Monuments Record (SMR) has a number of functions:

- To maintain and enhance the record of historic and archaeological sites.
- To operate a public information service
- To provide information to planning archaeologists and consultants, government bodies such as English Heritage, forestry and agricultural bodies, the public utilities, local research groups, landowners and developers.
- To actively promote local archaeology to the community through lectures, local history fairs and open days.

The HER incorporates information from a number of sources including:

Aerial Photographs

The Warwickshire Museum Air Photograph Collection is an integral part of the HER and with over 12,000 photographs, provides an invaluable source of information. Copies of some of these may be made available, however there may be some restrictions depending on copyright.

Historic Maps

The HER holds c.350 historic and modern maps, including First and Second Edition Ordnance Survey maps.

Published Material

A library of books is available for consultation on archaeological sites and techniques of excavation.

Unpublished Material

The HER has material including the writings of local antiquarians and local research groups and societies, including parish surveys.

Journals

The HER uses a variety of national and local journals, including *Britannia*, The Transactions of the *Birmingham and Warwickshire Archaeological Society* and *Proceedings of the Prehistoric Society*.

Fieldwork Reports

The HER holds over 1000 reports on archaeological fieldwork, including geophysics, trial trenching and excavation. Most of this work has been undertaken as a result of development work.

Statutory Designations

Information is held by the HER on Scheduled Ancient Monuments and some Listed Buildings.

Personal Communication

A valuable source of information. The HER is always interested in hearing from those who have any information on any site that could enhance the records.

An online form is available for groups and individuals to provide information on fieldwork and project that can be entered into the HER.

Access to the Warwickshire HER is free for the public, students and other researchers, but appointments are required. Please contact to arrange a visit. Most enquiries can be dealt with by post, fax, or e-mail so a personal visit is not always necessary.

A searchable database of records is available on the Internet at (www.warwickshire.gov.uk/timetrail)

The Warwickshire HER only holds information on the county as it has existed since 1974. It does not cover Coventry but does cover Solihull. However if you are interested in an area on the borders of the county, it may still be worth contacting the Warwickshire HER to see if it holds any information. If it does not, the staff can tell you who might be able to help further.

Contact Details

Address: Warwickshire Historic Environment Record
Museum Field Services
The Butts
Warwick
CV34 4SS
Telephone (01926) 412734
Fax (01926) 412974
Email sitesandmonuments@warwickshire.gov.uk

More help and information on the HER can be found on the Warwickshire Historic Environment website:

(www.warwickshire.gov.uk/Web/Corporate/Pages.nsf/Links/2DC41913EFBDA6C180256A290042E029) or follow the links from www.warwickshire.gov.uk/museum.

Where to Find More Information

Local Groups and Societies

There are a large number of local history and archaeology groups across the county, who may be able to help you get started and even have information in their own archives.

Information on these groups can be found at:

The Local History Directory, a national directory of local groups all over the country (www.local-history.co.uk/Groups/).

The Community Information Database lists over 4000 local services and organisations including clubs, societies and voluntary groups (www.warwickshire.gov.uk/cid/).

The Dugdale Society promotes research and publishes articles on Warwickshire's local history (www.shakespeare.org.uk/dugdale)

Online Parish Clerks (OPCs)

OPCs are volunteers who collect and transcribe records for a chosen specific parish. The data may include census, parish registers, cemetery records, parish histories and other records. Each OPC decides what data to collect, how it will be organized and distributed or displayed, and considers possible copyright, data protection and privacy issues, and avoids misuse of data. Data provided by OPCs must not be used for commercial purposes without the permission of the OPC.

The Warwickshire Online Parish Clerk volunteers provide information to researchers at no charge. All information is provided to researchers on the understanding that transcripts are, at best, a secondary source and only a guide. As errors may occur in transcription, original documents should always be checked.

More information on the Warwickshire OPC can be found at: www.hunimex.com/warwick/opc/opc.html

Internet links to help get you started

British Association for Local History (www.balh.co.uk)

Local History Magazine Online (www.local-history.co.uk)

National Archives guides to using archives for researching local history (www.nationalarchives.gov.uk/localhistory)

BBC Local History trail (www.bbc.co.uk/history/lj/localj/preview.shtml)

More information about the County Record Office and libraries in Warwickshire can be found on the County Council website, together with links to many useful websites. (www.warwickshire.gov.uk)

Useful Internet Resources

Maps and Plans

Online archive of **old Ordnance Survey maps** (www.old-maps.co.uk)

Church Plans Online is a database that contains 12,300 church plans, dating from the 19th and 20th centuries, held in the records of the Incorporated Church Building Society (www.churchplansonline.org).

Antique Maps and Prints includes a useful online book *Antique Maps – A Collector's Handbook* which describes various types of maps. Maps and prints can also be bought from this website. (www.antiquemaps.co.uk/index2.html)

Photographs and Other Images

Windows on Warwickshire is a website with photographs and images of Warwickshire, containing over 10,500 fascinating items from some of Warwickshire's most important historic collections, including old photographs, rare documents, maps, historic buildings, art, letters, fossils, literature and everyday memorabilia. (www.windowsonwarwickshire.org.uk)

The English Heritage **Images of England** website is still expanding, but aims to have photographs of each of England's c.370,000 listed buildings. It also provides listed buildings descriptions, even for sites where no images are presently available (www.imagesofengland.org.uk).

National Monuments Record (NMR) is based in Swindon and has a huge collection of photographs and historic resources. The website contains several searchable databases of information and photographs, which can be viewed online (www.english-heritage.org.uk/nmr). Other resources available at their Swindon offices including listed building descriptions, aerial and other photographs, buildings files, measured drawings collections, estate sales particulars, survey notes and an extensive reference library.

Archives and Historical Documents

Access to Archives (A2A) has a database of archives from across the country (www.a2a.org.uk)

Ancestry.com is a searchable database of census returns and family history records (www.ancestry.co.uk).

Pickard's Pink Pages is a free source with a variety of information about Warwickshire including census returns, parish registers and trade directories (www.hunimex.com/warwick).

Archives Hub provides information and descriptions of archives in UK universities and colleges (www.archiveshub.ac.uk).

National Register of Archives (NRA) contains information on the nature and location of manuscripts and historical records relating to British History, held in British record offices (www.nationalarchives.gov.uk/nra).

Archon is a website providing information about UK record office holdings (www.nationalarchives.gov.uk/archon).

British History Online provides details of the contents for volumes of the Victoria County History for some counties. Details of Warwickshire volumes are available on this site (www.british-history.ac.uk/source.asp?qid=34&type=&sponsor=)

Manorial Documents Register (MDR) identifies the location of manorial records. The Register is only partially computerised, including Wales and several English counties but not including Warwickshire. Records for other locations are available at the National Archives (www.nationalarchives.gov.uk/mdr).

The Workhouse website provides information about the Poor Law, workhouses, their locations and surviving records (www.workhouses.org.uk).

Newspapers and Trade Directories

The British Library has a large collection of newspapers (www.bl.uk/collections/newspapers.html). The website gives details of the collections and includes access to an online catalogue over 52,000 newspaper and periodical titles held, together with a database of searchable facsimile issues of London's *Daily News*, *The News of the World*, *The Weekly Dispatch*, and *The Manchester Guardian*.

NEWSPLAN West Midlands Database (www.wmnewsplan.org.uk) has details of 1100 newspaper titles published in the counties of Herefordshire, Shropshire, Staffordshire, Warwickshire, Worcestershire and in the Metropolitan Boroughs of Birmingham, Coventry, Dudley, Sandwell, Solihull, Walsall and Wolverhampton as well as in the Unitary Authorities of Stoke-on-Trent and Telford & Wrekin.

Historical Directories Online provides online access to over 600 trade directories from across England and Wales (www.historicaldirectories.org).

Midlands Historical Data provides digital versions of a variety of sources including Warwickshire's trade directories which are available online for free (www.midlandshistoricaldata.org).

Archaeology Related Sites

Portable Antiquities Scheme is a voluntary scheme to record artefacts found by the public in England and Wales. The scheme website provides more information on the scheme together with advice on what to do with finds and information on recent finds across the country (www.finds.org.uk).

Archaeological Data Service (ADS) provides access to a variety of academic and digital resources relating to archaeology. There is a searchable database, as well as a tutorial in how to use academic books (ads.ahds.ac.uk/index.html).

British & Irish Archaeological Bibliography (BIAB) is an online bibliographic database, which includes virtually all British archaeology publications from 1968. It includes publications from 1695 to the present day on archaeology and the historic environment, historic buildings, maritime and industrial archaeology, environmental history, and the conservation of material culture with a geographical focus on Britain and Ireland (www.biab.ac.uk/index.asp).

Archaeological Investigations Project (AIP) has a searchable database of abstracts of archaeological short reports, which have not been formally published. The database entries consist of short abstracts summarizing the work carried out, information about the location of the site and the investigating authority/body, and full bibliographic references for each and every archaeological investigation completed during the period covered by the project (cswweb.bournemouth.ac.uk/aip).

Council for British Archaeology provides lots of resources and links for British archaeology. There are also various factsheets available on the site to help people get started in archaeological research (www.britarch.ac.uk).

West Midlands Regional Research Framework for Archaeology is an initiative aiming to provide an archaeological framework for the region. The website includes a series of papers outlining the archaeology of the region during different time periods (www.iaa.bham.ac.uk/research/fieldwork_research_themes/projects/wmrrfa).

Other websites mentioned in this Toolkit

Warwickshire Historic Environment Record (HER) has a searchable online database (timetrail.warwickshire.gov.uk)

Warwickshire Libraries and Information Service (www.warwickshire.gov.uk/libraries) has an online catalogue of material held in Warwickshire Libraries (library.warwickshire.gov.uk). More help and information on local studies resources can be found at www.warwickshire.gov.uk/localstudies.

Warwickshire Record Office (www.warwickshire.gov.uk/countyrecordoffice) holds records for the entire county and has an online searchable catalogue. (www.warwickshire.gov.uk/archivesunlocked)

Shakespeare Birthplace Trust Record Office and Library holds records for Stratford and the surrounding area. There is also a searchable online catalogue available (www.shakespeare.org.uk).

Warwickshire Museum Service operates the Market Hall Museum and St John's House Museum in Warwick (www.warwickshire.gov.uk/museum).

The Warwickshire **Online Parish Clerks (OPCs)** are volunteers who collect and transcribe records for a chosen specific parish (www.hunimex.com/warwick/opc/opc.html).

The **Dugdale Society** promotes research and publishes articles on Warwickshire's local history (www.shakespeare.org.uk/dugdale)

The **National Archives** have a guide to using archives for researching local history (www.nationalarchives.gov.uk/localhistory). They also have more information on the census (www.nationalarchives.gov.uk/census).

The **Index of Parish Registers** the IGI (International Genealogical Index) is accessible on the Internet through Family Search (www.familysearch.org).

Inspire Coventry & Warwickshire is a partnership between almost all libraries within this region (www.warwickshire.gov.uk/inspire). The Inspire scheme allows you access to materials in other libraries (www.inspire.gov.uk/west_midlands.php).

BBC Local History trail can help you get started in researching local history (www.bbc.co.uk/history/lj/localj/preview.shtml).

The **Local History Directory** is a national directory of local history groups all over the country (www.local-history.co.uk/Groups).

The **Community Information Database** lists over 4000 local services and organisations including clubs, societies and voluntary groups (www.warwickshire.gov.uk/cid).

British Association for Local History have useful information on their website (www.balh.co.uk).

Local History Magazine Online is a useful reference source (www.local-history.co.uk)

Google Scholar can provide access to secondary sources published on the Internet although there is often a charge for accessing a complete document (scholar.google.com).

INFORMATION SHEETS

How to Care for Documents

Collecting, preserving and making available records relating to the county of Warwickshire are the professional responsibilities of the staff of Warwickshire County Record Office, an archive repository approved for this purpose by the National Archive. We therefore strongly advise anyone coming into possession of archival material relating to Warwickshire to consider seriously the possibility of depositing such material at the WCRO. Archives are catalogued to a professional standard and stored in a secure location at the correct environmental conditions.

It is possible to deposit items at the WCRO either as a gift or loan or occasionally as a purchase. We are also interested in producing copies of documents as an alternative to a deposit where appropriate.

For private collectors of archives we would offer the following advice:

Storage of Documents

DO NOT STORE

- In a damp environment.
- Near a source of high temperature, e.g. a fire or radiator.
- Exposed to direct sunlight.
- In a smoky atmosphere.

DO STORE

- In a stable environment, i.e. as little fluctuation in humidity and temperature as possible.
- In an area that is secure against theft.
- In a suitable acid free container; do not overpack the container and ensure that there is a hole to allow fresh air to circulate.

During transport and exhibition documents are particularly vulnerable to damage or loss

Transit of Items

- Make sure that the container is secure in your vehicle.
- Do not place heavy objects on the container or documents.
- Do not leave the documents unattended in your vehicle.

Exhibition of documents

- Exhibit documents in a place as secure as possible, ideally with someone in attendance at all times. If practical, place the documents in a display case.
- Do not exhibit outdoors.
- Avoid direct sunlight, i.e. use blinds or curtains and cover showcases when exhibition is closed.
- Make sure all photographs stay in polyester sleeves.
- Documents can be secured by using strips of polyester over the document and by putting pins through the polyester where it does not overlap the documents.
- Use silica gel granules to control humidity.
- Avoid contact with food and drink.

DO NOT

- Use pins, sticky pads, bluetac or adhesive tape on the documents.
- Place original documents on top of each other.
- Overfill showcases.
- Fold documents where there is no fold already.
- Erase reference numbers.
- Allow the public to handle the documents.

If there is any damage to the material, under no circumstances attempt to repair the item. Contact the County Record Office as soon as possible.

For further advice on storage and conservation of archive material please contact Donata Santorini or Robert Pitt on 01926 738972, Conservators at Warwickshire County Record Office.

Written by Rob Eyre, WCC Senior Archivist (June 2006)

Caring for Objects

People interested in their local history often find themselves in possession of a bewildering range of objects relating to their quest; from embroidered pincushions and trophies to bits of agricultural machinery.

This toolkit cannot give specific advice about caring for these objects. Your local museum may help with the identification of any item and will let you know if it needs any special care.

If your County has a Museum Development Officer they may be able to advise you where to find more specialist advice.

Time isn't kind to anything.

Different kinds of objects need different kinds of care.

Knowing what the item is made of and what can cause it damage is the first step to keeping the item in good condition for future generations.

Light

Light is one of the most harmful factors in speeding up decay because it creates chemical changes which fade and weaken materials.

Both natural and artificial light can cause problems.

- Reduce fading and damage by keeping objects out of direct daylight, and away from close, direct contact with artificial light. Move items around so that no single item is exposed for long periods.

Relative humidity and temperature

Relative humidity is a term used for how much moisture is in the air.

A damp environment can encourage moulds to grow, especially on organic materials such as leather, paper and fabrics. A dry environment can cause objects to dry out and become brittle.

Changes in humidity and temperature can be particularly damaging because objects alternate between drying out and becoming moist. This causes materials to expand and contract, and over time this weakens them and may cause cracks and splits. Modern central heating is often to blame.

- Try to keep objects in a place where the temperature and relative humidity are fairly constant.
- Avoid storing items in places that can get very cold and damp, such as garages, or very hot and dry, such as near fires and radiators.
- Don't put objects on windowsills unless they are very robust and can withstand damage from light, heat, cold and condensation.

- Don't seal anything tightly in plastic bags because these can create a warm, humid environment

Pests

Clothes moths, carpet beetles, silverfish, furniture beetles (woodworm), and other pests can all cause serious damage to some objects. Many of us have some of these pests in our homes, however much we do housework!

- Check items regularly for signs of infestation – for example, if you find fresh wood dust around holes or on the floor around wooden furniture or beams, you may have live furniture beetle. If you find tiny brown beetles on your windowsills in May/June, then you will have carpet beetle and these may have laid eggs in woolen clothes or carpets. Check vulnerable items regularly and if you are concerned, then seek professional advice.

Pollution

Dirt, dust and other atmospheric pollutants can cause damage.

If you let something get very dirty, it will need cleaning and the cleaning process itself can weaken and damage delicate materials.

- Gentle dusting with a soft cloth is better than vigorous polishing. Don't buy polish and other cleaning products unless you are certain they will not harm your object. Some metal wares are particularly prone to damage by unnecessary and unsympathetic cleaning.

Certain types of wood, mdf and plastic can give off damaging vapors – so drawers and cupboards are not 'neutral' spaces for objects.

Storage

- Make sure you leave adequate ventilation around stored items.
- Use acid free tissue paper to store objects in
- Try not to keep objects in plastic bags.
- Try not to fold/crease delicate objects such as costume/textiles. If you need to fold them, protect fold lines with rolls of acid free tissue paper.

You !

Humans are probably the greatest threat to objects - however much you love them Handling them can accelerate decay.

Sweat, dirt and grease on your hands can be damaging to some types of object, particularly metal work.

Handling some items roughly can weaken them and dropping them.... can be catastrophic.

- Wash your hands before you touch anything you want to keep in good condition.

- Think ahead if you are moving objects; is your route clear, can you carry something more safely in another container, a box or a tray?
- To limit any corrosion on metal objects wear clean white cotton or latex gloves.

Looking after and handling objects.

- 1. Find out what it is made of**
- 2. Handle gently**
- 3. Work slowly**
- 4. Store items properly**
- 5. Get professional advice**
- 6. Use the right materials**

If your object is very important to you try to use 'conservation quality' materials – for example acid-free tissue, paper and cardboard.

Art shops sometimes stock these materials and your Museum Development Officer may be able to advise you where these could be purchased.

Always ask a qualified conservator before attempting any major work.

Written by Glynis Powell, Community Museums Officer (June 2006)

Map Regression

Map regression basically involves comparing maps drawn up at different dates, to understand changes over time. Modern and old Ordnance Survey, tithe, inclosure and estate maps can all be used for this purpose.

Map regression can be used for a number of purposes:

- To understand and determine those features that have changed and those that have not.
- To locate features which may be on earlier maps but have vanished from modern maps.
- To determine the phases of a building, although there can be inaccuracies on maps when recording buildings especially on the earlier types of maps.
- To identify field and other boundaries, trackways and roads, as well as locating particular features.

How is map regression done?

It is best to start with the most recent map, such as a modern Ordnance Survey map and gradually work back through time comparing the relevant maps. Map regression is made simpler if all the maps have been reduced or enlarged to the same scale. Maps can then be overlaid.

A good starting point is to identify a number of features or structures, which have not changed, as this provides a framework from which to start locating other features and comparing maps.

It may also be useful to trace maps so they can be more easily overlaid.

Written by Sarah Glover, Assistant Project Officer (June 2006)

How to plot a National Grid Reference.

Ordnance Survey maps are covered in a series of faint blue lines that make up a grid. The lines have numbers accompanying them that allow you to accurately pinpoint your location on a map. Once you have located where you are, the grid system makes it simple to give others (such as mountain rescue) an accurate description of your location. This description, which will be a series of numbers, is known as a grid reference.

Grid references

Before you begin to look at grid references it is important to be aware that all the numbers going across the face of the map, for example, left to right, are called eastings (this is because they are heading eastward), and similarly, all the numbers going up the face of the map from bottom to top are called northings again because they are heading in a northward direction). There are two main types of grid reference:

- **4-figure** – for example, **1945**, this indicates a single kilometre square on an Ordnance Survey map.
- **6-figure** – for example, **192454**, shows a point within a square.

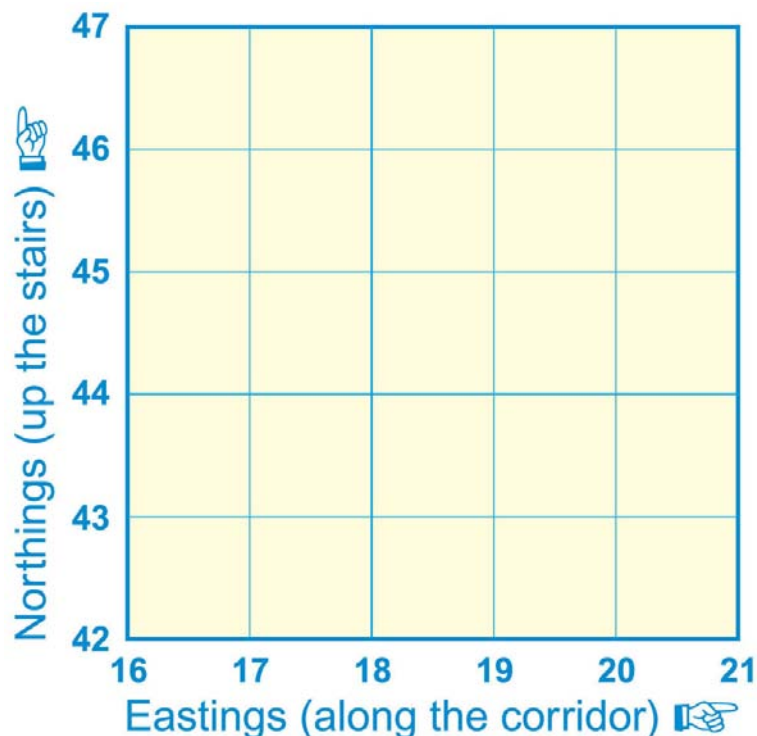


Figure 11: Example of an Ordnance Survey grid system

4-figure map references

When giving a 4-figure grid reference you should always give the eastings number first and the northings number second, very much like when giving the reading of a graph in school – you must go along the corridor/hallway (horizontal) and then up the stairs (vertical).

For example, the number **2** in the diagram below is **19** across and **45** up and therefore the 4-figure grid reference is **1945**.

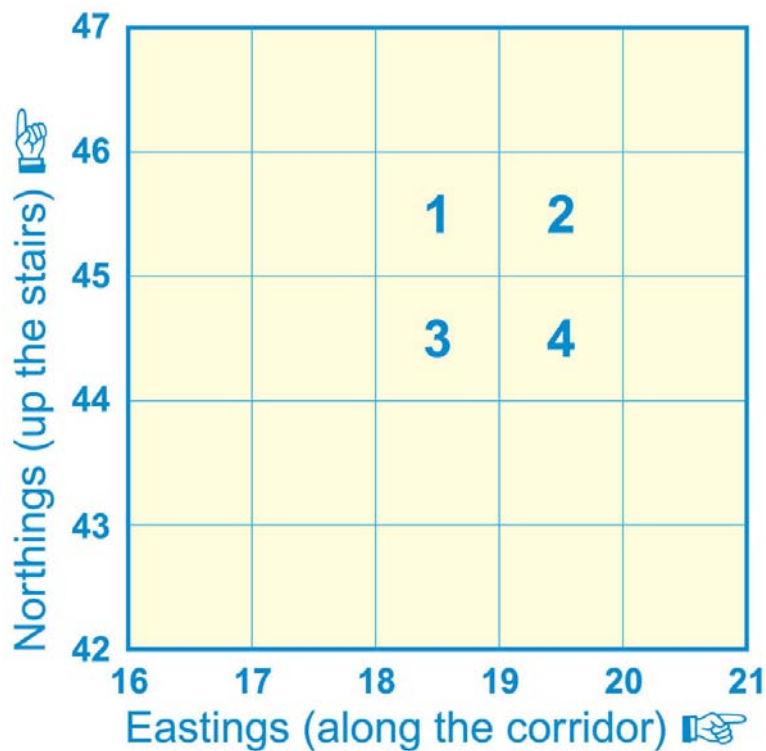


Figure 12: Theoretical points in grid square

The numbered squares on figure 12 above would have the following 4-figure grid references:


1 = **18 45** 2 = **19 45**


3 = **18 44** 4 = **19 44**

6-figure map references

Having worked out the basic 4-figure grid reference, for example, square 3 below, imagine this square is further divided up into tenths (see figure 13). Using the example below, the grey box is in the square **1844**. More accurately it is 7 tenths across and 8 tenths up within the grid square **1844** and therefore has the 6-figure map reference **187448**.

The shapes on the map below would have the following 6-figure grid references:

 = 187448

 = 185443

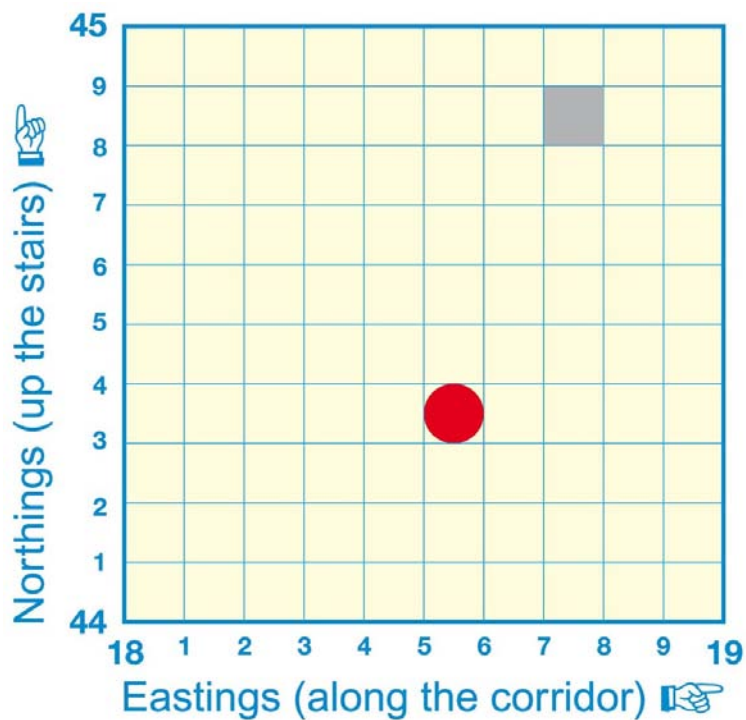


Figure 13: Square 3 divided into tenths

National Grid Lines

As well as numbered grid lines, Ordnance Survey maps have codes made of two letters. These two letter codes can be found printed in faint blue capitals on Ordnance Survey maps. The whole of Great Britain is divided into squares of 100 km and each square is given two letters (see figure 14). There will be a diagram within your map's key showing you which areas of your map fall into different squares of the National Grid.

When you quote your six-digit grid reference you should put the two letters of the area you are in before the numbers. This means that there is no doubt or confusion about your location. For example, you may be at grid reference 509 582 in south-west Scotland. The complete grid reference you should quote would be NX 509 582 (without the letters the numeric reference would be repeated in every 100 km square).

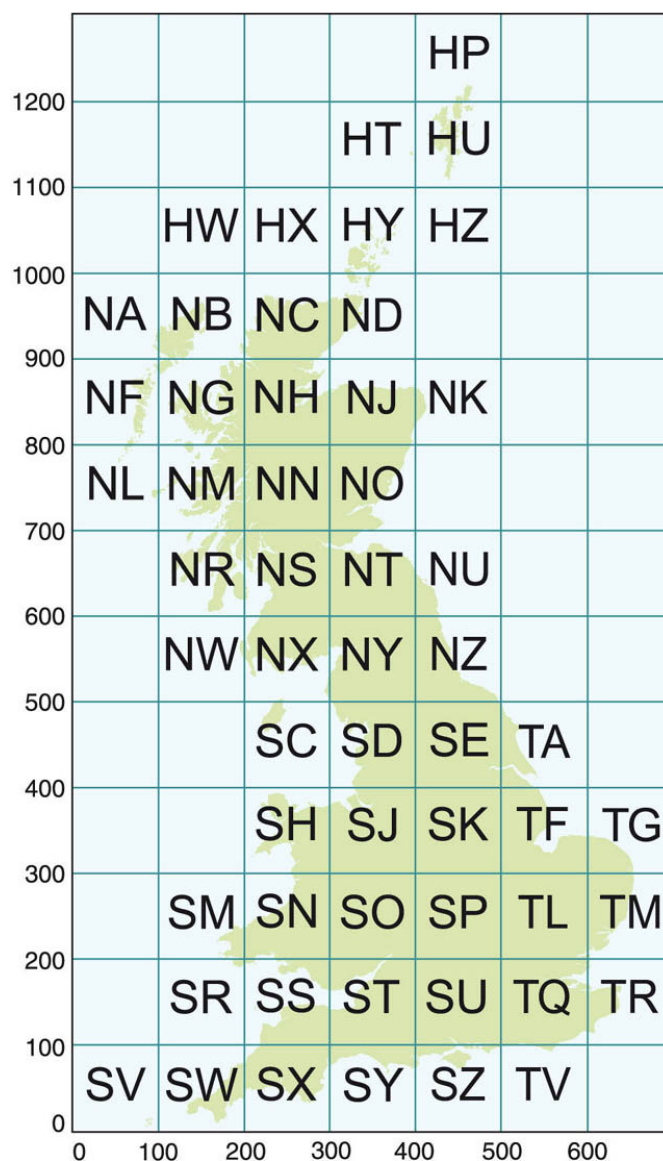


Figure 14: The grid layout of Great Britain

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GLOSSARY

Animal husbandry	The agricultural practice of breeding and raising livestock.
Apportionment Schedule	Apportionment schedules were documents that were produced alongside tithe maps. They list landowners, tenants, size of fields, land use and amount of rent payable.
Barrows	These are mounds of usually earth that were placed over graves usually dating from the prehistoric period although there are examples from Romano-British and early Anglo-Saxon periods. The barrow was often surrounded by a ditch (see ring-ditch).
Burh	An Anglo-Saxon term for a defended site, such as a hill fort or a town.
Cartography	Cartography or mapmaking is the study and practice of making maps or globes.
Census Returns	These are the sheets that contain the information about each household. Sheets generally listed a number of dwellings including the names of the inhabitants, their ages, relationships, occupations and places of birth.
Census Summaries	These give statistics on all the main topics covered by the census for a particular area (e.g. age and sex distributions, population figures, occupations). They are available for censuses from 1801-2001.
Charters	These were legal documents used particularly for the land grants and transactions of the Anglo-Saxon period, whereby the king granted areas of land to monasteries and individuals. Such charters often record the boundaries of the land, making them some of the most important records for place names and details of the Anglo-Saxon countryside.
Crop Marks	These are archaeological features that can be seen due to the differences in the growth and colour of a crop caused by underlying features (e.g. buried ditches, pits and walls). They show up on aerial photographs, although weather conditions, the time of year and other factors can affect whether crop marks are visible on photographs.
Earthworks	Earthworks can take the form of banks, ditches and mounds. They are usually created for a specific purpose. A bank, for example, might be the remains of a boundary

between two or more fields. Some Earthworks may be all that remains of a collapsed building, for example, the grassed-over remains of building foundations or the platforms upon which timber buildings were constructed.

In the winter, when the sun is lower in the sky than during the other seasons, Earthworks have larger shadows. From the air, archaeologists are able to see the patterns of the Earthworks more easily. Earthworks can sometimes be confusing when viewed at ground level, but from above, the general plan is much clearer.

Archaeologists often carry out an aerial survey or an earthwork survey to help them understand the lumps and bumps they can see on the ground.

Ecclesiastical	This term refers to anything associated with Christian Church, especially liturgy, buildings, vestments, furnishings and governance.
Electoral Registers	These are lists of electors registered for Parliamentary elections, which have been produced annually since 1832.
Enclosure	Archaeologically speaking, an enclosure is a bank and ditch surrounding an area of land. Many of the sites that archaeologists work with are not easily seen except for the enclosures, which now remain as earthworks or cropmarks
Enclosure (or Inclosure)	'Enclosure' was the conversion of open fields or previously unproductive land (wastes and commons) to individual private plots of land. Landowners and some non-landowning commoners (those who lost their communal right to use the land for pasture, fuel, building materials etc.) were provided with plots of land referred to as 'allotments'. Enclosure was managed at a local level and records produced during an enclosure can provide a snapshot of an individual parish or manor. The process of enclosure commenced in the later medieval period. From the middle of the 18th century enclosure often took place under individual acts of parliament. Maps were one of the documents produced as part of this process. They show boundaries, roads, fields and buildings. Most date from 1790s-1850s
Faculties	In the Church of England, a faculty is a license from the Diocesan Chancellor, issued on behalf of the bishop, to make additions or changes to church property (e.g. to move a font or to build a meeting room). These can sometimes appear within parish records.

Farmstead	A farm and its associated land and buildings
Field Enclosure	This describes the process by which the medieval open field system was enclosed into smaller individual fields. The process started in the later medieval period and continued into the 19 th century.
Grid Reference	A grid reference is a standard method for identifying the location of a point on a map (see the further information sheets for guidance on grid references).
Head of Household	<p>This is the term used for the person whose name appears first on census returns for a family or group of people living together. Before 1850 these were the only peoples' names that appeared on census returns.</p> <p>The head of household is usually the member of a household who either owns the accommodation occupied by the household or is responsible for the rent. If, however, this person is a married woman whose husband is also a member of the household, then the husband counts as the head of the household.</p>
Historic Environment Record (HER)	This is a record of all the historic and archaeological sites and finds within a county, generally kept on a computerised system. The HER was formerly known as the Sites and Monuments Record (SMR).
Hundred	A hundred was an administrative division used to divide counties into small areas for administrative, military and judicial purposes. The term originates in the Anglo-Saxon period. Some sources use this as a means of dividing a county into area to be described (e.g. Victoria County History, William Dugdale's <i>Antiquities of Warwickshire</i>).
Manuscript	A written document that is hand written, as opposed to being printed.
Mortaria/Mortarium	A form of Roman pottery (singular – Mortarium)
Non-Conformist Churches	These are church denominations other than the Church of England (e.g. Baptist and Methodist Chapels, Quaker Meeting Houses). The term originally denotes sects which did not subscribe to the 1662 Act of Uniformity. The term is usually applied to protestant churches, although the Roman Catholic Church is technically Non-Conformist too.
Nucleated settlement	A settlement where buildings are clustered around a particular point such as a cross roads, as opposed to a dispersed settlement.

Open Fields	This was a system where several large, open fields were divided into strips. These strips were all individually owned but all of the owners and tenants farmed them together.
Ploughed-Out Feature	This is an archaeological feature that has been removed from the surface by ploughing and is probably no longer visible.
Polite Architecture	This style of architecture characterises buildings that are built following national trends and fashions (e.g. neo-classical buildings) rather than using local styles and materials (i.e. vernacular architecture). These may often be large public buildings or country houses; however domestic buildings can also follow these trends and fashions.
Poor rates	A local tax for the relief of the poor
Primary Source	An original document created at or around the time an event occurred (e.g. manuscripts, photographs, drawings and maps). Primary sources provide the 'raw' data for researchers to interpret.
Quarter Sessions	From the 16 th century until 1889 these were the main judicial and administrative bodies for England. In 1889 their administrative function was replaced by county councils, however their judicial function remained until 1971. Quarter Sessions typically met four times a year.
Ridge-And-Furrow	The term is used to describe the pattern of ridges and troughs created in an open field by the medieval method of ploughing with an ox team. Each ridge has a distinctive reverse S-shape.
Ring Ditch	Circular ditch, often surrounding a barrow (see above). These are usually visible as cropmarks, and in arable areas they may represent the only traces of barrows which have been ploughed away.
Secondary Source	A secondary source provides information that has already been collected and interpreted by someone else using primary sources (e.g. local history books, text and reference books, journals and information on the internet).
Sites and Monuments Record (SMR)	The old name for the Historic Environment Record. You may find some counties still use SMR rather than HER.
Tithe Maps	These are maps that were produced in the 1840s on a

parish basis recording the owner of property and rent payable. They are accompanied by an apportionment schedule (see above).

Vernacular Architecture

This style of architecture characterises buildings that are built using local styles and materials (e.g. flint buildings in East Anglia and limestone buildings in the Cotswolds). These are usually domestic, farm and small-scale industrial buildings, rather than large public buildings or grand residences.

Victoria County History (VCH)

The Victoria County History (VCH) was created in 1899 with the aim of producing a county-by-county history of the entire country. They generally include a history of the county as well as entries for each parish. The entries are organised by hundreds and each parish contains details on size, population, Domesday Book references, history, churches and other prominent buildings and any recorded charities.