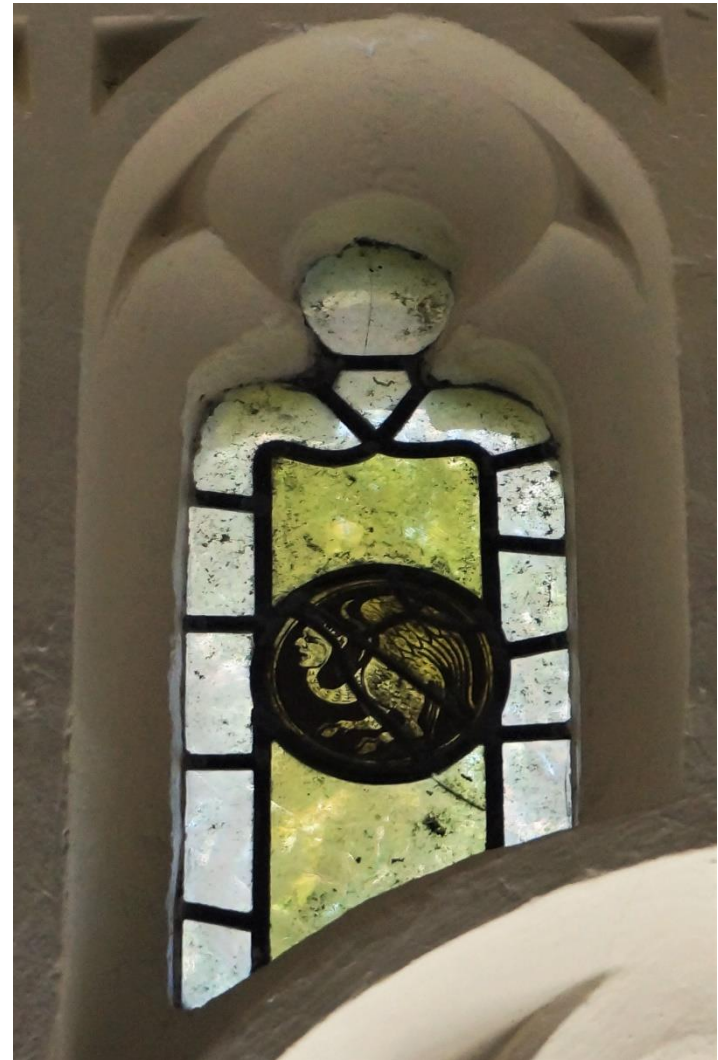


Changed Churches > Changing Lives

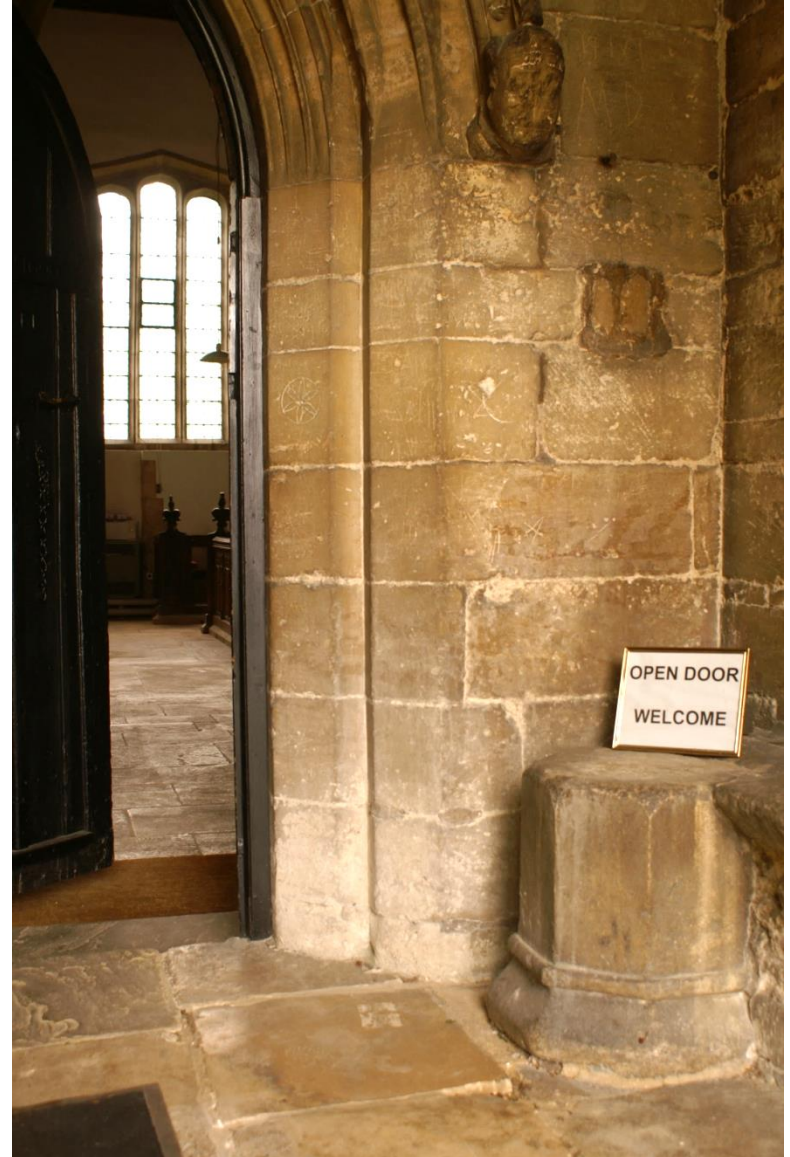
Edmund Harris, Care of Churches Officer
Ven. Darren Miller, Archdeacon of Ashford



Why open your church?

- Church buildings bear witness to the Christian faith.
- An open church turns passers-by into friends and worshippers.
- Around 13 per cent of teenagers said that they decided to become a Christian after a visit to a church or cathedral*
- The Church is the only human institution that exists for the benefit of non-members.

*Source: study by ComRes for Hope Revolution Partnership, 2017



Who wants to come in?

- Tourists

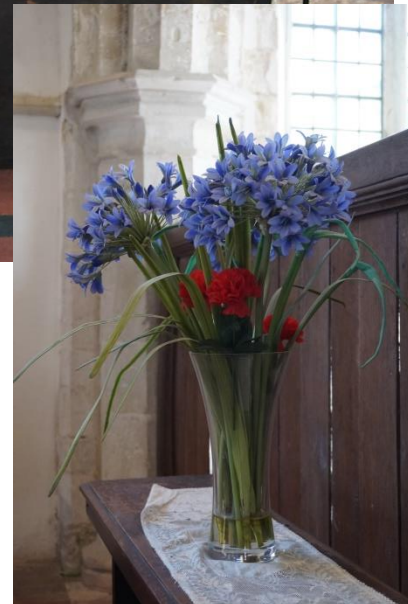
‘In 2015, heritage tourism generated over £3.2 billion in spending by domestic and international visitors in the South East. In total, it is estimated that there were 2.5 million heritage-related domestic overnight trips, 28.3 million domestic day trips and 2.4 million international visits to the South East in 2015’. (source: ‘Heritage Counts’)

- ‘The internet’s second-biggest earner’
- Community groups
- Musicians and artists
- Freelancers

What brings visitors in...



... and makes them feel welcome...



...and what doesn't



Keeping your church open

- Have visitor information on your website/social media platform
- Keep the church open all the time during daylight hours, OR
- Have regular, clearly advertised opening hours, OR;
- Have clearly advertised details of places where the key can be obtained.
- Spread responsibilities for locking and unlocking evenly and have a rota

Making visitors feel at home

- Explain where to get pastoral support
- Set aside an area for quiet prayer and contemplation
- Show where to find the 10 ‘must sees’ in your church
- Have a detailed guide for enthusiasts
- Make the toilet available for visitors (or say where the nearest public toilet is)
- Give advance warning if the church won’t be accessible at a time when it would normally be.

Don't neglect essential visitor information!



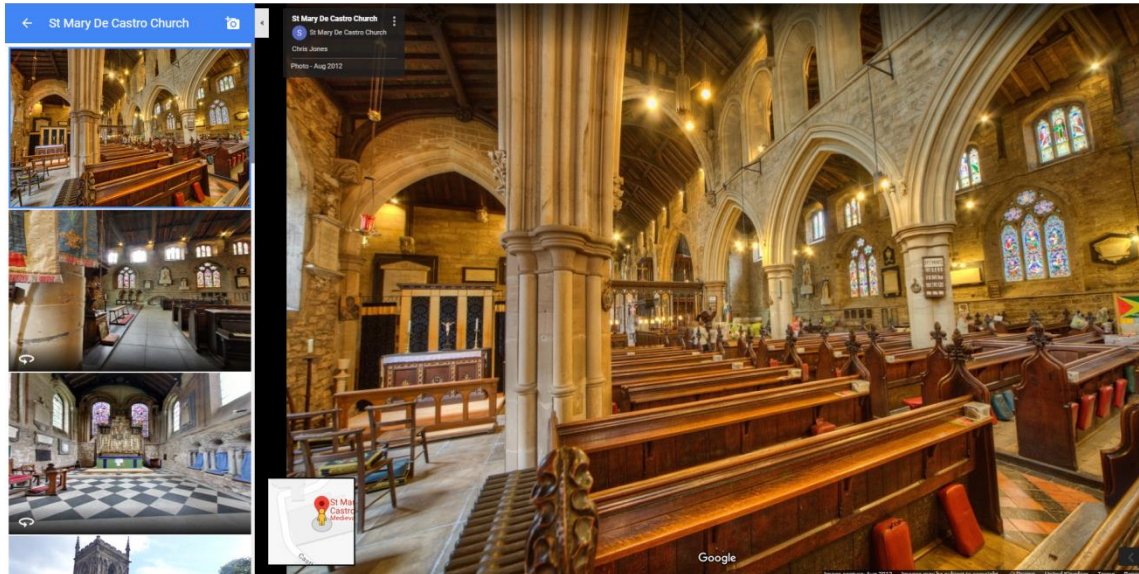
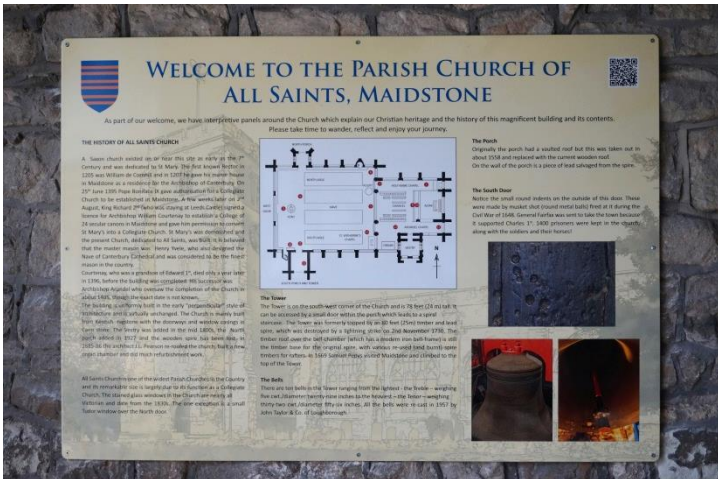
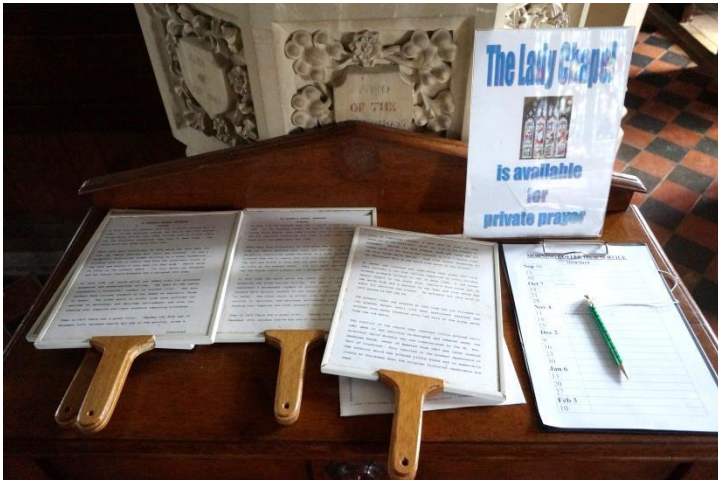
A few more tips

- Have a visitors' book
- Warn visitors about hazards
- Explain where to find light switches
- Install spot-lights to illuminate key features
- Have information about other historic churches/sites in the locality

Good interpretation

Internet resources and platforms

- Facebook and Twitter (for parish and visitor information)
- Geograph.org.uk and Flickr for images
- Wikipedia and Wikipedia Commons for background information
- Wix.com and Weebly.com for building websites



The Keyholder app



App Store Preview

This app is only available on the App Store for iOS devices.



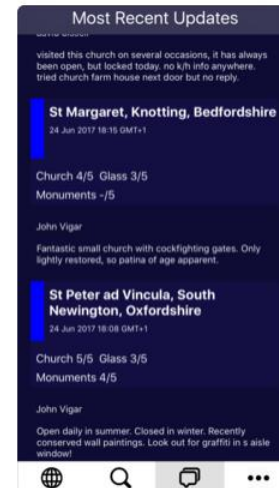
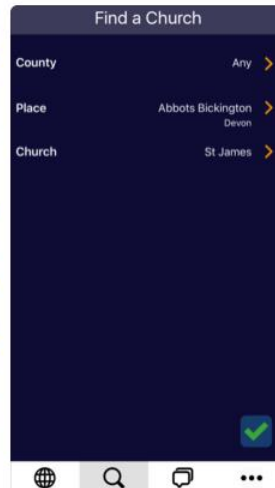
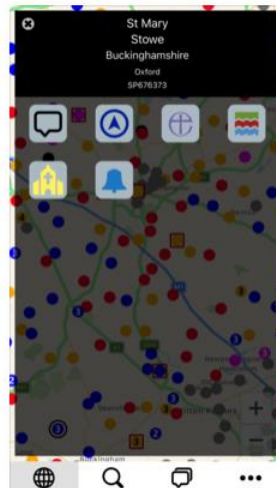
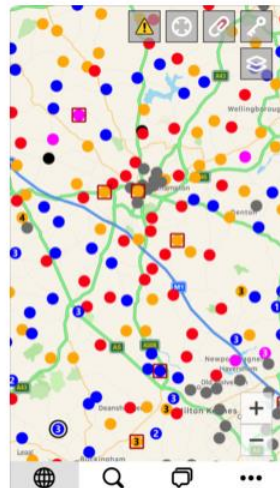
Keyholder for Parish Churches

C B Newham

Free - Offers In-App Purchases

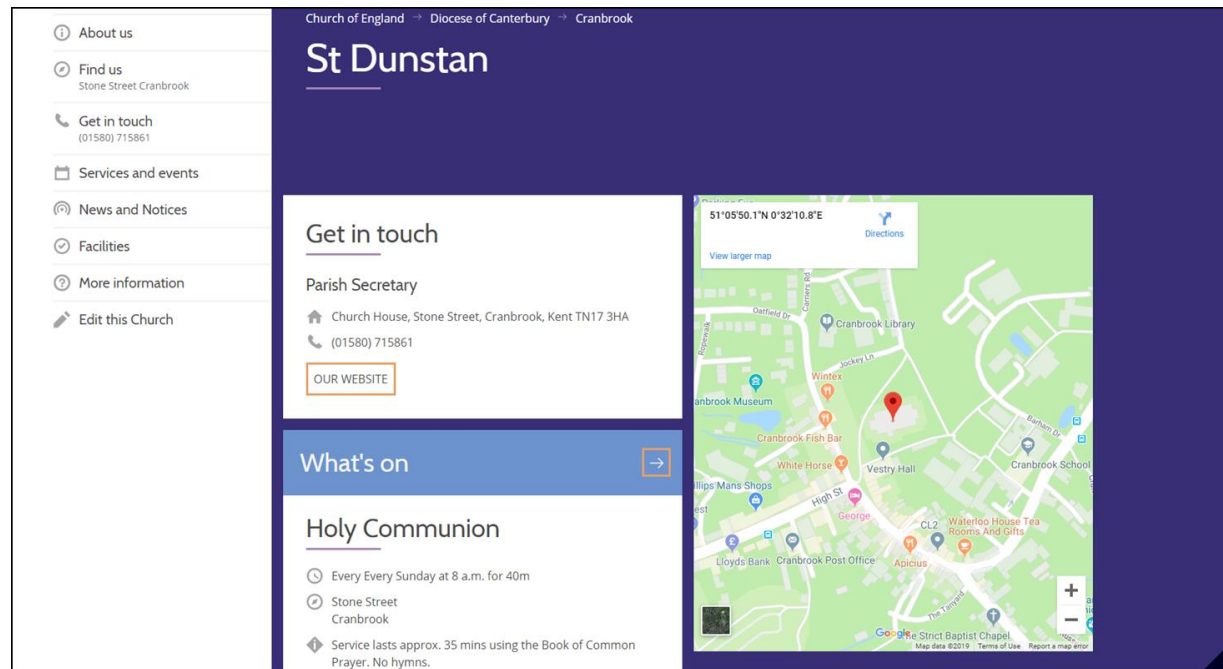
Screenshots

iPhone iPad



www.achurchnearyou.com

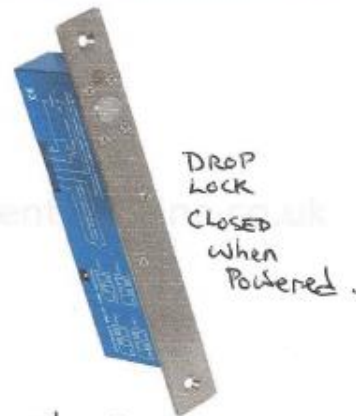
- Make sure that opening times are easy to find
- Have a clearly visible contact number
- Include the postcode of the church for satnav



Automatic locking devices



The ENTRANCE
DOOR will
Require
Ring latch HANDLE.



This Requires
OAK BOX Housing
TO DOOR JAMB
With
OAK BLOCK mounted
TO DOOR
TO RECEIVE BOLT.

Security –key precautions

- Lock away valuable items, secure anything portable
- Make sure you have a good record of valuables, mark them with security codes or SmartWater.
- Install an alarm system, CCTV or motion-sensitive security lights
- Remove combustible items.
- Keep any stands for votive candles well away from anything flammable and don't use matches.
- Use a table-top donation box rather than a wall safe.
- Tell your neighbours and the police that you are opening the church.
- Keep an eye out for new advice

Where to find more guidance

- National Churches Trust toolkit on open churches
<https://www.nationalchurchestrust.org/open-churches-toolkit>
- Diocese of London toolkit on open churches
www.london.anglican.org/support/buildings-and-property/open-churches-toolkit/
- EIG guidance on church security
<https://www.ecclesiastical.com/risk-management/church-security/>
- Churchcare guidance on security
<http://www.churchcare.co.uk/churches/art-artefacts-conservation/protecting-treasures>

St Mary Magdalene, Monkton in December 2017...



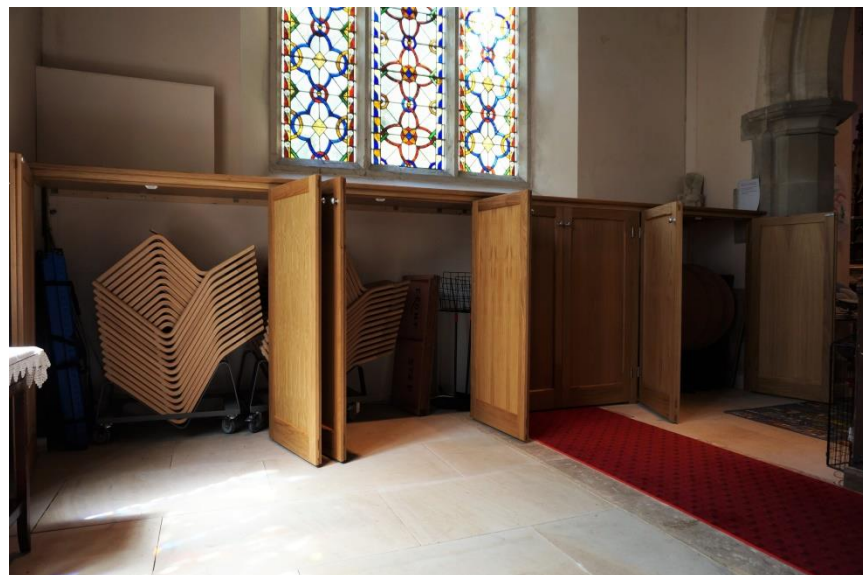
...and in September 2019



St Michael and All Angels, Kingsnorth – reordering of nave and extension with meeting room and parish offices



St Mary, Frittenden – creation of kitchen, toilets and meeting room in former organ chamber and flexible space in south aisle



All Saints, Petham – community space in south aisle



SS Martin & Gregory, Wye – reordering of nave to create flexible space



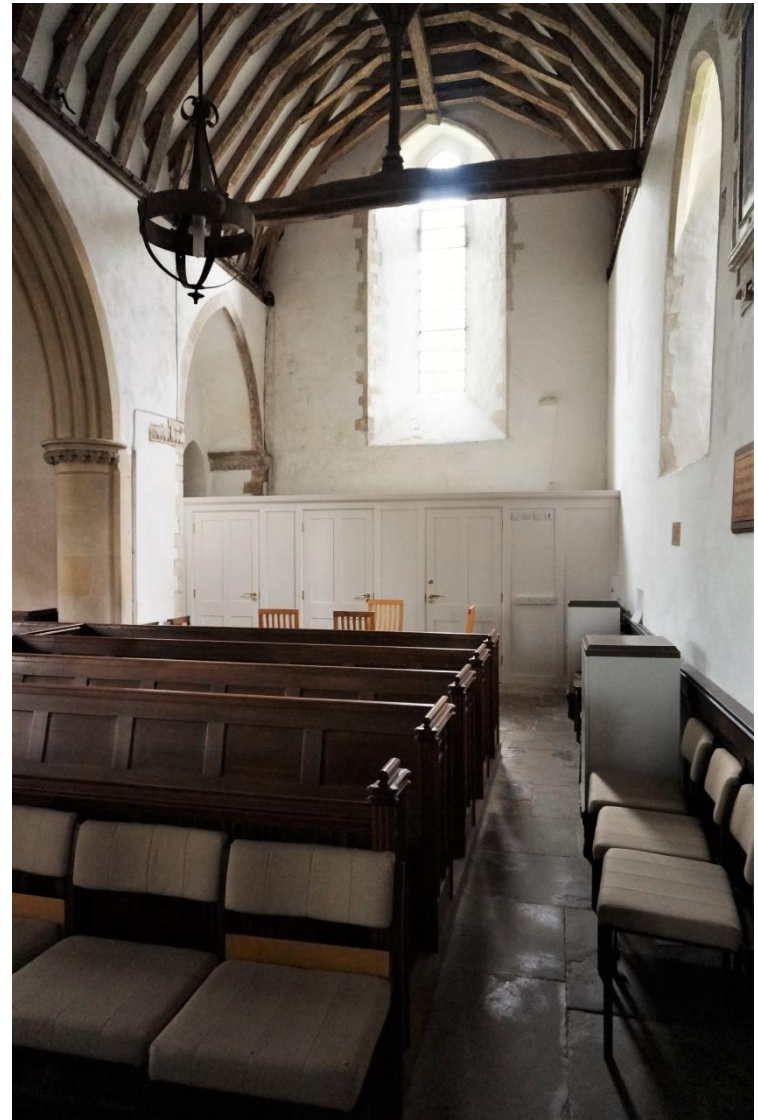
St Mary, Sutton Valence – tea point at west end of nave



St Michael and All Angels, Marden – tea point in north chancel chapel



**Toilets and teapoints at St Matthew, Warehorne (below, left)
and Holy Cross, Goodnestone (below, right)**



Who we are and what we do

Edmund Harris, Care of Churches Officer

E: eharris@diocant.org, T: 01227 473565 (direct)

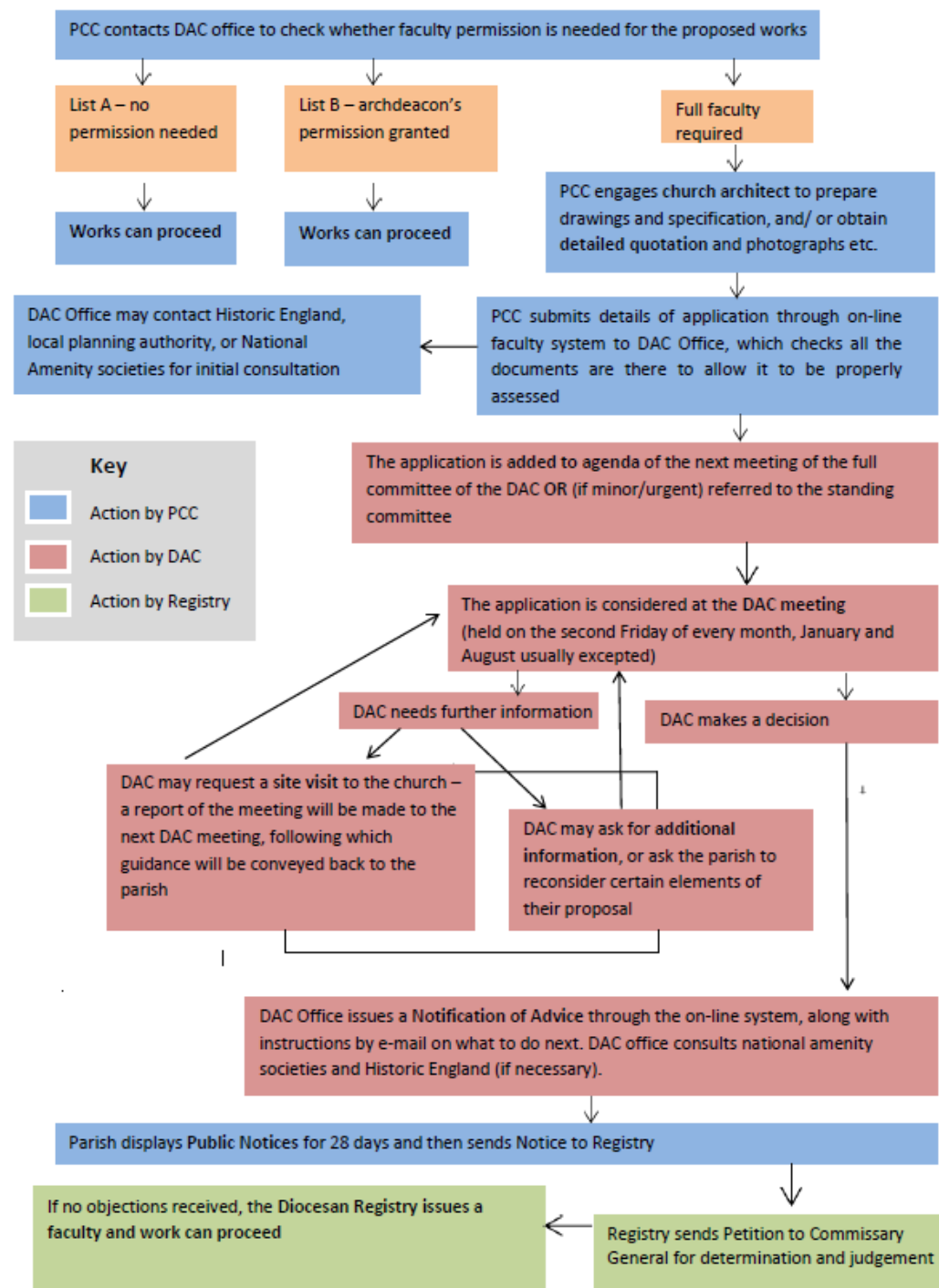
- Alterations and extensions
- Reorderings
- Toilets, kitchenettes, disabled access
- Restoration projects/major repair work
- New heating and lighting
- Grant applications
- Disposal of valuable/significant items
- New artworks in churches

The Old Palace in The Precincts, where we're based



How the faculty process operates

N.B. the DAC and Registry makes the decisions, Chloe and I are the messengers!



(Some of) Canterbury DAC and Registry



Registering for the online faculty system



Online Faculty System

[Home](#) | [Sign In](#) | [Register](#) | [Church Search](#) | [Site Map](#)

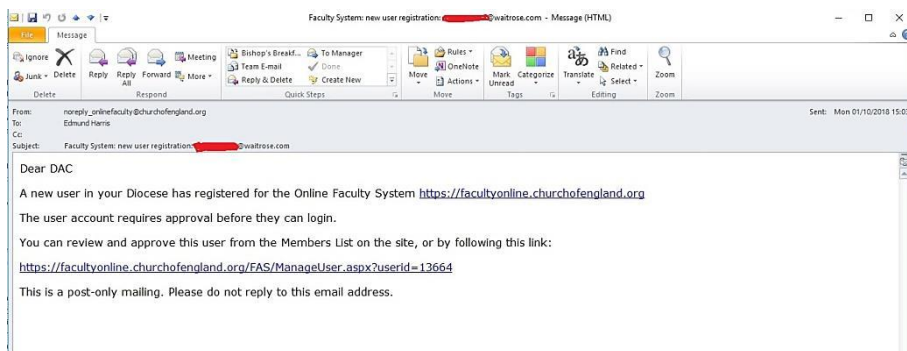
Create a New Account

Please complete the form below to register for the Online Faculty System. Click [here](#) for instructions.

Your DAC Secretary will be automatically contacted so that they may approve your account. This means that there will be a **short delay** between the time you register and when you can actually sign in to use the system.

To Parishes: click [here](#) for instructions on linking your church building to your online account.

Email	<input type="text"/>
Password	<input type="password"/>
Confirm password	<input type="password"/>
Title	<input type="text"/>
First name	<input type="text"/>
Last name	<input type="text"/>
Daytime telephone	<input type="text"/>
Alternative telephone	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Email preference	<input checked="" type="radio"/> Daily reminder of your workload <input type="radio"/> Everytime something happens <input type="radio"/> Daily digest of all case work notifications
Role applied for	<input type="radio"/> Archdeacon




[Home](#) | [Applications](#) | [Churches](#) | [Forms](#) | [Contact](#) | [Help](#)

Manage user: robert george

Identity	Profile
Title	<input type="text" value="mr"/>
First name	<input type="text" value="robert"/>
Last name	<input type="text" value="george"/>
Daytime telephone	<input type="text" value="REDACTED"/>
Alternative telephone	<input type="text" value="REDACTED"/>
Address	<input type="text" value="REDACTED"/> Kent
Postcode	<input type="text" value="ct214bx"/>
Email preference	<input type="radio"/> Daily reminder of your workload <input checked="" type="radio"/> Everytime something happens <input type="radio"/> Daily digest of all case work notifications
Role applied for	Consultee
Role	<input type="radio"/> Archdeacon <input checked="" type="radio"/> Applicant (to apply for Faculty or List B) <input type="radio"/> DAC Secretary <input type="radio"/> Registrar <input type="radio"/> Chancellor <input type="radio"/> CCB (Cathedrals & Church Buildings Division) <input type="radio"/> Consultee <input type="radio"/> Heritage Recorder
Diocese	<input type="text" value="Canterbury"/>
Church	<input type="text" value="Please select a Church"/> <input checked="" type="checkbox"/> Lydd: All Saints (606273) <input checked="" type="checkbox"/> Saltwood: St Peter & St Paul (606111) <input checked="" type="checkbox"/> Womenswold: St Margaret (606025) <input checked="" type="checkbox"/> Monks Horton: St Peter (606255) <input checked="" type="checkbox"/> St Mary-in-the-Marsh: St Mary the Virgin

Using the on-line faculty system




Signed in as: Edmund Harris | Home | Sign Out | My Account | Church Search | Member list | Site Map




 THE CHURCH OF ENGLAND Online Faculty System




Application Ref: **2018-017753** Church: **Minster-in-Sheppey, St Mary & St Sexburga**
Diocese: **Canterbury** Archdeaconry: **Maidstone**
Status: **Awaiting DAC processing** Logged By: **Mr Dan Beardsmore (Wed 03 Jan 2018)**
Summary: **New glass screen and Ringing Gallery floor to Tower**




Your proposal has been sent to the DAC and is being looked at.




[Details](#) [Supporting documents and images](#) [History](#) [My Notes](#) [Messages](#) [Archived Forms](#)




Summary description of proposed works   

Standard Information   


Petition   

Statement of Significance   


Statement of Needs   

DAC informal feedback on proposal   

[Submit](#) [Return to Applications dashboard](#) [Delete the application](#) [Invite Consultees](#) [Download all forms & documents](#)

 Site Map | Privacy | T & C | © 2014 - 2018 Archbishops' Council | Web site by exeGesIS SDM | Rev. 2.7.6765.13462













Signed in as: Edmund Harris | Home | Sign Out | My Account | Church Search | Member list | Site Map

 THE CHURCH OF ENGLAND Online Faculty System

Application Ref: **2018-017753** Church: **Minster-in-Sheppey, St Mary & St Sexburga**
Diocese: **Canterbury** Archdeaconry: **Maidstone**
Status: **Awaiting DAC processing** Logged By: **Mr Dan Beardsmore (Wed 03 Jan 2018)**
Summary: **New glass screen and Ringing Gallery floor to Tower**

Your proposal has been sent to the DAC and is being looked at.

[Details](#) [Supporting documents and images](#) [History](#) [My Notes](#) [Messages](#) [Archived Forms](#)

	File Name	Description	Size	Modified	Uploaded By
	 00 662018 Minster Abbey Tower -cover.pdf	00 662018 Minster Abbey Tower -cover	2591357	07/09/2018 14:19:03	Joanna Glasin
	 01 662018 SCH-101 Schedule of Works.pdf	01 662018 SCH-101 Schedule of Works	8472215	07/09/2018 14:25:53	Joanna Glasin
	 02 662018 Drawing Register.pdf	02 662018 Drawing Register	1136197	07/09/2018 14:26:11	Joanna Glasin
	 03 662018 Minster Abbey Tower - architectural drawings 180907-compressed.pdf	03 662018 Minster Abbey Tower - architectural drawings 180907	1777514	07/09/2018 14:26:30	Joanna Glasin
	 04 Minster Tower - Pilkington drawings and specs.pdf	04 Minster Tower - Pilkington drawings and specs	3240868	07/09/2018 14:26:55	Joanna Glasin
	 05 Minster Tower - Morton Partnership 180829.pdf	05 Minster Tower - Morton Partnership 180829	3157727	07/09/2018 14:27:10	Joanna Glasin
		06 662018		07/09/2018	Joanna Glasin

The three key documents: 1. Notification of Advice

Ref: 2018-019012 Church: Benenden: St George's
Diocese: Canterbury Archdeaconry: Maidstone
Created By: Mrs Julia Collard (20/02/2018) Contact Tel.: 01580 241944
Status: Faculty granted, awaiting Practical Completion

Form 2

(Rule 4.5)

Diocesan Advisory Committee
Notification of Advice

This notification constitutes advice only and does not give you permission to carry out the works or other proposals to which it relates. A faculty must be obtained from the Commissary Court before the works or proposals may lawfully be carried out.

The Committee should delete any parts of the form that are not applicable when completing it.

In the diocese of Canterbury

Parish of Benenden

Church of Benenden: St George's

The church is listed under the Planning (Listed Buildings and Conservation Areas) Act 1990.

The listing is grade II*

At a meeting of the Diocesan Advisory Committee held on 23/03/2018

The following works or other proposals were considered:

We seek a faculty to confirm our Archdeacon's Licence dated 1st March 2017 to reorder the back of St. George's Church, Benenden. This Licence expires on 23rd May 2018. The works that were undertaken under the Archdeacon's Licence are: - The removal and storage of eight pews and two pew frontals at the west end of the nave - The in-fill of the centre aisle at the west end of the nave - The repositioning of a carved wooden figure, in memory of Lt. Frank Cooper, from the west end of the nave to the new location on the north wall to the west of the organ. We now ask for permission to retain these works as we seek to decide how the west end of the church can be reordered in the near future, but in an unhurried manner. The above works were undertaken in 2017 and have been well received by the parish. The in-fill of the centre aisle at the west end of the nave was undertaken under supervision of a qualified local carpenter and was designed to be removable if it was ultimately decided not to proceed with the reordering of the back of our church. There are no architect's or surveyor's plans or specifications although our architect, John Bailey and Ian Dodd of DAC as well as our Archdeacon were consulted. We are not at this time seeking to dispose of the pews and pew frontals and can confirm these are safely stored locally, the storage having been viewed and approved by Ian Dodd of DAC. I enclose before and after photographs both of the west end of the church and the repositioning of the carved wooden figure which now stands very much nearer to the Roll of Honour on our north wall.

The Committee recommends the works or proposals for approval by the court.

This advice does not constitute authority for carrying out the works or proposals and a faculty is required.

In the opinion of the Committee rule 9.9 of the Faculty Jurisdiction Rules (publication of notice on diocesan website) does not apply.

In the opinion of the Committee the work or part of the work proposed is likely to affect -

the character of the church as a building of special architectural or historic interest ☐ Yes ☒ No

the archaeological importance of the church ☐ Yes ☒ No

archaeological remains existing within the church or its curtilage ☐ Yes ☒ No

The Committee recommends that the intending applicants consult the bodies or persons as indicated below -

Historic England ☐ Yes ☒ No

the local planning authority ☐ Yes ☒ No

the following national amenity societies ☐ Yes ☒ No

the Church Buildings Council ☐ Yes ☒ No

the following body or person: ☐ Yes ☒ No

Any recommendation of the Committee as to consultation with a body or person indicated above should be followed before submitting a petition for a faculty.

This advice is valid for 24 months from the date given below.

Signed: Chloe Ewen Date: 23/03/2018

Secretary to the Diocesan Advisory Committee

External consultees



Historic England



THE
GEORGIAN
GROUP



The Registry

- **Commissary General: Morag Ellis QC**
- **Deputy Commissary General: Steven Gasztowicz QC**
- **Registrar: Owen Carew-Jones**
- **Registry Clerk, Ann Beswick**
E: abeswick@wslaw.co.uk
T: 020 7 593 5148 (direct)

The three key documents: 2. Public Notice

Ref: 2018-019012 Church: Benenden: St George's
Diocese: Canterbury Archdeaconry: Maidstone

Form 4.A
(Rule 6.2)
Public Notice
(general form)

In the Commissary Court of the Diocese of Canterbury

Church of Benenden: St George's

In the parish of Benenden

NOTICE IS GIVEN that we are applying to the Commissary Court of the diocese for permission to carry out the following:

We seek a faculty to confirm our Archdeacon's Licence dated 1st March 2017 to reorder the back of St. George's Church, Benenden. This Licence expires on 23rd May 2018.

The works that were undertaken under the Archdeacon's Licence are:-

- The removal and storage of eight pews and two pew frontals at the west end of the nave
- The in-fill of the centre aisle at the west end of the nave
- The repositioning of a carved wooden figure, in memory of Lt. Frank Cooper, from the west end of the nave to the new location on the north wall to the west of the organ

We now ask for permission to retain these works as we seek to decide how the west end of the church can be reordered in the near future, but in an unhurried manner.

The above works were undertaken in 2017 and have been well received by the parish. The in-fill of the centre aisle at the west end of the nave was undertaken under supervision of a qualified local carpenter and was designed to be removable if it was ultimately decided not to proceed with the reordering of the back of our church.

There are no architect's or surveyor's plans or specifications although our architect, John Bailey and Ian Dodd of DAC as well as our Archdeacon were consulted.

We are not at this time seeking to dispose of the pews and pew frontals and can confirm these are safely stored locally, the storage having been viewed and approved by Ian Dodd of DAC.

I enclose before and after photographs both of the west end of the church and the repositioning of the carved wooden figure which now stands very much nearer to the Roll of Honour on our north wall.

Copies of the relevant plans and documents may be examined at

7 Fuggles Court
Benenden
Kent
TN17 4EF

Petitioners:

1. REV DAVID COMMANDER, RECTOR
2. MRS JULIA COLLARD, CHURCHWARDEN
3. MR TRACY CLARIDGE, CHURCHWARDEN

Date 26/03/2018

Sunday, October 07, 2018 4:45 PM

Page 1

If you wish to object to any of the works or proposals you should send a letter stating the grounds of your objection to The Diocesan Registrar at

Canterbury Diocesan Registry
Minerva House
5 Montague Close
London
SE1 9BB

so that your letter reaches the registrar not later than 25/04/2018. A letter of objection must include your name and address and state whether you live in the parish and/or your name is entered on the church electoral roll of the parish or any other basis on which you have an interest in the matter.

Sunday, October 07, 2018 4:45 PM

Page 2

Directions to petitioner

You must display this public notice (or a copy of it) for a continuous period of not less than 28 days, not counting the day on which it was put up or the day on which it is taken down, (or for such other period as the Court may direct and subject to any special directions of the registrar) in each of the following places:

1. on a notice board or in some other prominent position inside the church; and
2. on a notice board outside the church or in some other prominent position (whether on the outside of the church door or elsewhere) so that it can be read by the public.

Certificate of publication

I, _____ (name), one of the petitioners, certify that a copy of this public notice was displayed during the period from 26/03/2018 to 25/04/2018 (inclusive)

1. on a notice board inside the church of Benenden: St George's; and
2. outside the church of Benenden: St George's, on a notice board [or on the principal door] [or _____] where it could be read by the public.

Signed _____ (signature of petitioner)

Date _____

Note: This certificate must be completed in full by making appropriate entries in the blank spaces and declaring that which does not apply. The public notice (or a copy) with a completed certificate of publication must be returned to the diocesan registrar once the period for the display of the notice has expired.

Sunday, October 07, 2018 4:45 PM

Page 3

The three key documents: 3. Faculty

Online Application Reference: 2018-019012

Diocese of Canterbury Faculty No 856

Form 7
(Rule 7.4)
Faculty

In the Commissary Court of the Diocese of Canterbury

Parish of Benenden

Church of Benenden: St George's

Steven Gasztowicz QC, Deputy Commissary General of the Diocese of Canterbury

To:

1. REV DAVID COMMANDER (RECTOR),
2. MRS JULIA COLLARD (CHURCHWARDEN),
3. MR TRACY CLARIDGE (CHURCHWARDEN)

A petition presented by you has been submitted to the Registry of this Court together with designs, plans, photographs or other documents, requesting a faculty authorising the works or other proposals specified in the petition.

A public notice was duly displayed giving an opportunity to all persons interested to object and give reasons why a faculty should not be granted.

The proceedings were unopposed and did not give rise to a question of law or of doctrine, ritual or ceremonial or relate to proposals that affect the legal rights of any person or body.

This Court now grants a faculty authorising you to carry out the works or other proposals described in the Schedule in accordance with the designs, plans or other documents accompanying the petition and subject to any conditions set out in the Schedule.

The works must be completed within TWELVE MONTHS from the date below or such further period as this Court may allow and the certificate of practical completion is to be sent to the Registry within the period allowed.

A copy of this faculty is to be supplied by you to the architect or surveyor and contractors to be employed in respect of the authorised work before any work is commenced.

This faculty is duly authenticated by the seal of this Court.

Dated 4 October 2018

Owen Carew-Jones

Signature of Registrar

SCHEDULE

(Description of Works or Proposals)

We seek a faculty to confirm our Archdeacon's Licence dated 1st March 2017 to reorder the back of St. George's Church, Benenden. This Licence expires on 23rd May 2018. The works that were undertaken under the Archdeacon's Licence are: - The removal and storage of eight pews and two pew frontals at the west end of the nave - The in-fill of the centre aisle at the west end of the nave - The repositioning of a carved wooden figure, in memory of Lt. Frank Cooper, from the west end of the nave to the new location on the north wall to the west of the organ We now ask for permission to retain these works as we seek to decide how the west end of the church can be reordered in the near future, but in an unhurried manner. The above works were undertaken in 2017 and have been well received by the parish. The in-fill of the centre aisle at the west end of the nave was undertaken under supervision of a qualified local carpenter and was designed to be removable if it was ultimately decided not to proceed with the reordering of the back of our church. There are no architect's or surveyor's plans or specifications although our architect, John Bailey and Ian Dodd of DAC as well as our Archdeacon were consulted. We are not at this time seeking to dispose of the pews and pew frontals and can confirm these are safely stored locally, the storage having been viewed and approved by Ian Dodd of DAC.

Conditions

None

Faculty processing times



List A and List B matters

www.legislation.gov.uk/uksi/2015/1568/schedule/1/made

If in doubt how to classify your application, check with us!

Table 1

List A – Matters which may be undertaken without the need for consultation

This table prescribes matters which may be undertaken without a faculty subject to any specified conditions.

The matters prescribed in the table are subject to general exclusions set out in rule 3.5 which, among other things, excludes certain categories of works to listed buildings.

Matter	Specified conditions
A1. Church building etc.	
(1) Works of repair and routine maintenance to the church building not affecting the fabric or any historic material	The parochial church council's insurers are notified if external scaffolding is to be erected
(2) Repairs and replacement of fittings in existing kitchens, lavatories and office accommodation	
(3) Like for like repairs to window glass	The works do not include repairs to broken or cracked quarries in stained glass or historic clear glazed windows
(4) The repair or like for like replacement of wire mesh window guards	Only non-corroding fixings are used and, where practicable, are fixed in mortar joints
(5) Works of repair and routine maintenance to existing— (a) heating systems (b) gas, water or other services (c) electrical installations and other electrical equipment	<p>The works do not involve making additions to an electrical installation</p> <p>Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998)</p> <p>Any work to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1(6))</p>
(6) The application of forensic marking on roof lead or other material covering a roof or to rain water goods or flashings	
(7) Work to an existing lightning conductor	The parochial church council's insurers are notified of the proposed work and the work is carried out by a specialist contractor approved by them
(8) The repair, maintenance, removal, disposal or replacement of a flagpole	Only non-corroding fixings are used where a flagpole is repaired or replaced
(9) The introduction, removal or disposal of furniture, furnishings, office equipment and minor fixtures (other than safes) in vestries	<p>The existing use of the vestry is not changed</p> <p>No article of historic or artistic interest is removed or disposed of</p>

Table 2

List B – Matters which may be undertaken without a faculty subject to consultation etc.

This table prescribes matters which may, subject to any specified conditions, be undertaken without a faculty if the archdeacon has been consulted and has given notice in writing that the matter may be undertaken without a faculty. The archdeacon may impose additional conditions in the written notice.

The matters prescribed in the table are subject to general exclusions set out in rule 3.5 which, among other things, excludes certain categories of works to listed buildings.

Matter	Specified conditions
B1. Church building etc.	
(1) Works of routine maintenance and repair affecting the fabric of a church or historic material	<p>The works are identified as routine items of maintenance in the most recent report prepared in respect of the church pursuant to section 1(2) of the Inspection of Churches Measure 1955 (commonly known as the "quinquennial inspection report") or in subsequent written advice from a person registered under the Architects Act 1997 or a member of the Royal Institution of Chartered Surveyors qualified as a chartered building surveyor</p> <p>Details of any materials to be used are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p> <p>The works do not involve any new disturbance below ground level</p> <p>The parochial church council's insurers are notified if external scaffolding is to be erected</p>
(2) The installation of a wall offertory box	The installation does not affect historic fabric
(3) The introduction of a safe in a vestry or similar room	
(4) Works of external or internal redecoration (other than to areas of historic wall painting, even if already painted over)	<p>Details of materials and colours are submitted to the archdeacon when the archdeacon is consulted on the proposal to undertake the matter</p> <p>The overall appearance of the building is not changed</p> <p>The parochial church council's insurers are notified if external scaffolding is to be erected</p>
(5) The treatment of timber against beetle or fungal activity	The works do not involve the replacement of timber
(6) Works of adaptation (not amounting to substantial addition or replacement) to— (a) heating systems (b) gas, water and other services (c) electrical installations and other electrical equipment	<p>Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998)</p> <p>Any work to an electrical installation or electrical equipment is</p>

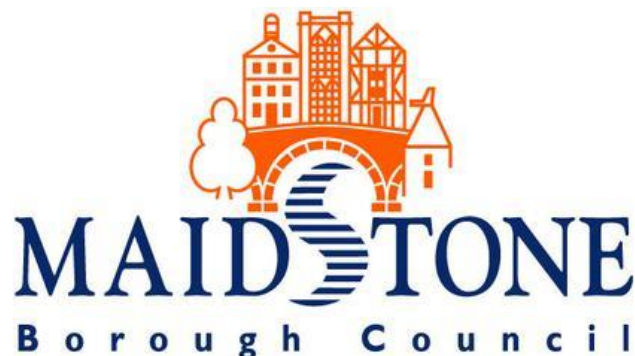
The secular authorities



Folkestone

Hythe & Romney Marsh

Shepway District Council



ASHFORD
BOROUGH COUNCIL

DAC site visits



Technical support (if you get really stuck)

Dr James Miles MCIfA

Digital Projects and Outreach Manager

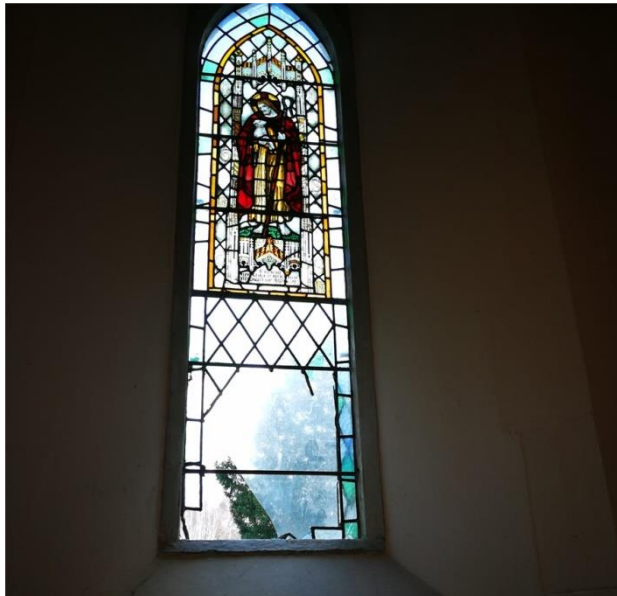
Cathedral and Church Buildings Division

Church House, Great Smith Street, London SW1P 3AZ

T (direct dial): 020 7 898 1860

E: james.miles@churchofengland.org

What to do in an emergency



- Contact the Registry directly for an emergency faculty (N.B. this covers **only** works to avert damage to life and limb)
- You can proceed when it's issued, but must stop immediately if there are any objections
- There's a blanket faculty for lead repairs



Rebecca Chantler Dip CII

Church Insurance Consultant for Diocese of Canterbury

T: 01424 756 268 (direct); M: 07736 507 043

Rebecca.chantler@ecclesiastical.com



**Kent
Police**

- Call 999/101
- <https://www.kent.police.uk/services/report-online/kent-police-online-reporting/>

Tips for a good faculty application

- Don't assume background knowledge.
- Include drawings, information from the manufacturer, annotated plans, etc.
- **Illustrate!**
- Write clear, comprehensive but proportional supporting documents.

A good Statement of Significance

Stowting, St Mary – Statement of Significance



General view from north-east

In origin this church was a simple two-cell building with a bell turret adjoining the west wall and timber-built south porch, as depicted in Petrie's watercolour of 1807. It was probably 13th century in date, although herringbone masonry in the west wall may point to even more ancient origins. There was some re-fenestration in the 15th century, when a large three-light window was opened in the south wall of the nave. This retains contemporary stained glass depicting three saints under canopies with, situated below, donor Richard Stotync and his family, kneeling in prayer. There is also a 14th century figure of the Virgin and Child set in Victorian quarries – it is now in the north aisle and the original location is unknown. In the chancel there is a fine English baroque wall memorial to Thomas Jenkin (d. 1674) and his wife (d. 1695), along with excellent altar rails of c. 1700 with twisted balusters.

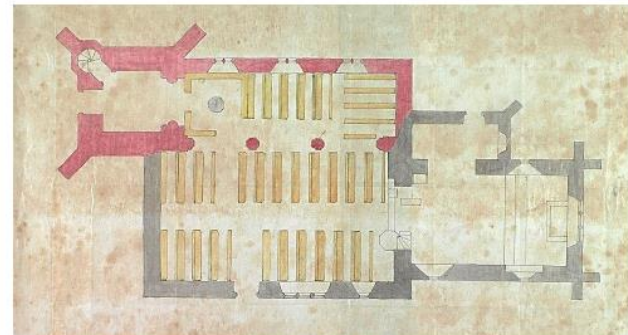
Despite these ancient origins, in its present form the church is largely the product of two major Victorian remodellings. First, the chancel was rebuilt in 1843 by R.C. Carpenter (1812-1855), an important figure in the earlier Gothic Revival who was one of the first architects to embody the principles of A.W.N. Pugin (his exact contemporary) in Anglican church-building. He added the elaborate tracery to the east window, which is glazed with contemporary patterned glass, built on a lean-to vestry-cum-organ chamber and reconstructed the chancel arch. Then, in 1857-1858, William Slater (1819-1872), Carpenter's former pupil who took over the practice after his teacher's early death, removed the bell turret, added the lean-to north aisle and northwest tower and reseated the nave. Subsequent restoration included the remodelling of the south porch, which seems to have retained only a few timbers from the original. There is good glass of 1887 by Henry Holiday in the three windows of the west wall of the nave depicting King David between the prophets Samuel and Isaiah. The sumptuous reredos with mosaic and tile images was introduced in 1897 and is by Powell's.

The church gains much from its spectacular natural setting at the foot of a west-facing slope of the Kent Downs below Stone Street. However, it is set back from the village street and not immediately visible to passers-by. One of the buildings that screens it from view is the Church of England Primary School, through whose playground it is approached from the east.

by Edmund Harris, Care of Churches Officer, Diocese of Canterbury, May 2019



General view of interior looking north-east



Plan of the church from 1850, showing in red the fabric added by William Slater

A good Statement of Significance



Satellite view of the church from Google Earth, showing the graveyard and immediate surroundings



Nave looking west from chancel (above, left) and general view of chancel and sanctuary (above, right)



14th century Virgin and Child in the north aisle (above, left) and 15th century glass with donor Richard Swynyn and his family on the south side of the nave (above, right)



The Jenkin monument on the north wall of the chancel (above, left) and the timber-built south porch (above, right)

What makes a good Statement of Needs

- Provide a brief summary of what you want to do and why.
- Don't premise a proposal on speculative gains
- Be honest about your intentions and accentuate the positive.
- If you examined other options and rejected them, say what they were.
- Don't deliberately underplay significance.

Quinquennial inspections - MoTs for churches

INSPECTION OF CHURCHES MEASURE 1955 (AS AMENDED)

QUINQUENNIAL INSPECTION REPORT



CHURCH OF ST NICHOLAS, RINGWOULD, KENT

2017

St Nicholas' Church, Ringwould, Kent

PHOTOGRAPHS



20

St Nicholas' Church, Ringwould, Kent

RECOMMENDATIONS

- 23.0 **Most urgent repairs**
- 23.01 Rebed loose flints at the top of the east wall. (13.06)

- 24.0 **Works recommended to be carried out over the next two years**
- 24.01 Remove channels and debris from valley gutter (7.03)
- 24.02 Remove plants growing behind the NE chimney and carry out any local repointing or leadwork repairs required. (7.05)
- 24.03 Adjust tower gutter outlet leadwork to provide adequate fall. (7.06)
- 24.04 Check downpipe DP.1 is clear and re-caulk joint. (8.01)
- 24.05 Repoint cracks and repair any loose or live flintwork on Chancel south wall. (9.02)
- 24.06 Repoint cracks and rebed loose and live flintwork to Tower Stairwell walls. Structural reinforcement may be required to corner. (9.06)
- 24.07 Replace iron strap on tower stairwell internal wall. (11.01)
- 24.08 To the South Porch, repoint and monitor cracks in flintwork internally and externally. (9.05,13.06)
- 24.09 Rebed loose parquet blocks to pew platforms. Replace missing floor tiles in North Aisle. (14.01; 14.03)
- 24.10 Repair cracked brickwork corner to Boiler Room steps. (18.03)
- 24.11 Trim back branches of trees encroaching on the building. (21.09)

- 25.0 **Works recommended to be carried out over the next five years**
- 25.01 Repoint weathering stones to Porch gable end. (7.04)
- 25.02 Redecorate rainwater goods. (section 8)
- 25.03 Check falls to North Aisle gutter over DP.5.(8.05)
- 25.04 Replace missing flint and tile from weathering of buttress B3. (9.07)
- 25.05 Repoint open joints on Vestry N & W wall and Chancel N wall. Repair brickwork to top of NW and NE chimneys. (9.08; 9.11; 9.10)
- 25.06 Replace cracked stone to jamb of W3. Repoint open joint to head of W4. Repair stone jamb to W7 and repoint cracks around W7 & W8. (10.03; 10.04; 10.06; 10.07)
- 25.07 Rust treat and redecorate protective grilles to windows. (section 10)
- 25.08 Repair cracked panes to W15. (10.14)

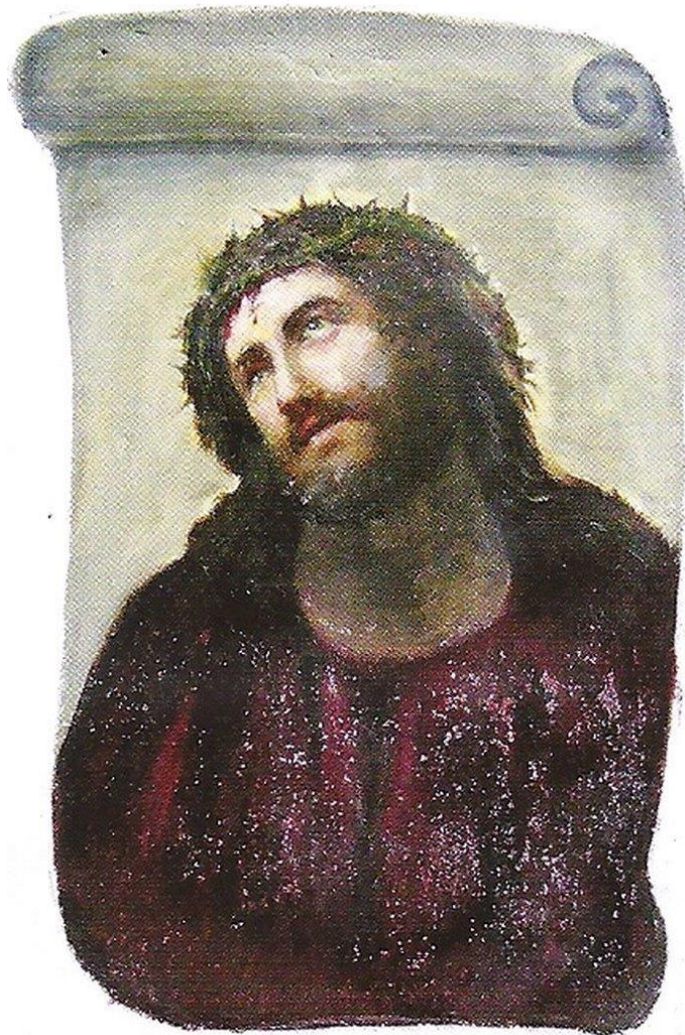
18

Fee for quinquennial inspections

- Large church: £900
- Medium church: £700
- Small church: £550

N.B. Advisory only!

Why getting professional advice matters



Finding a contractor

For organisations experienced in carrying out work
on historic buildings:

www.buildingconservation.com

<https://icon.org.uk/>

www.maintenancebooker.org.uk

Ask your inspecting architect!

A stitch in time...



Do...

- Always say which church you're calling/e-mailing from
- Nominate a lead contact
- Watch out for spam filters
- Get a preliminary view from us before developing a major scheme
- Aim for clarity

Don't...

- Do work on your church without a valid faculty
- Set a start date for works without talking to us
- Forget to get an extension for your faculty if it's going to expire
- Take your eye off the ball
- Be afraid to get in touch!

If you take only three things away
from this talk, let them be...

1. It's a two-stage process.
2. Ask for help if you're unsure.
3. Plan ahead!

Thank you to you all from us for
everything you do!