



CATHOLIC BISHOPS' CONFERENCE  
OF ENGLAND AND WALES

Patrimony Committee and Patrimony Sub-Committee

## **A Reference List of Sources of Information providing advice and guidance for the care and conservation of churches and their contents for use by Diocesan Historic Churches Committees.**

*An excellent book 'Religious Objects – Preservation and Care' was produced jointly by The Quebec Minister of Culture & Communications and the Foundation of Religious Patrimony in 2001. Its contents are as relevant to historic churches and chapels in England and Wales as to those in Canada. The Patrimony Committee has commended this book to all HCCs and strongly recommends that every HCC Secretary has a copy at hand for reference. This Reference List has been compiled to accompany the book and should be read alongside it. It follows the chapter headings from the Canadian book to provide the relevant contacts for advice and guidance in England and Wales.*

*Copies for those HCCs that do not have one already can be obtained from  
Fr Allen Morris at the Liturgy Office, 39 Eccleston Square, London SW1V 1PL Tel: 020 7901 4850  
Email: [Morrisa@cbcew.org.uk](mailto:Morrisa@cbcew.org.uk)*

### **1 - The Building**

#### **Government Legislation**

Planning Policy Guidance – Full texts online at [www.hmso.gov.uk](http://www.hmso.gov.uk)

England: Planning Policy Guidance Note 15: Planning and the Historic Environment

Planning Policy Guidance Note 16: Archaeology

Wales: 61/96 Planning and the Historic Environment: Historic Buildings and Conservation Areas

1/98 Planning and the Historic Environment: Directions by the Secretary of State for Wales

**English Heritage** - The government's statutory adviser on historic buildings and areas and source of grant aid for historic buildings. 23 Savile Row, London W1X 1AB. Tel: 020 7973 3000.

Website: [www.english-heritage.org.uk](http://www.english-heritage.org.uk) gives contact addresses for regional offices, and guides to grant application under 'Conserving Historic Places'.

***Listed Buildings Information Service*** Tel: 020 7208 8221. The main website also provides links to relevant organisations and a section dedicated to Archaeology.

***National Monuments Record***, Enquiry and Research Services Tel: 01793 414600

Email: [nmrinfo@english-heritage.org.uk](mailto:nmrinfo@english-heritage.org.uk) Website: [www.english-heritage.org.uk](http://www.english-heritage.org.uk) – holds 3 million images and many other records of England's built environment.

***Conservation Bulletin*** – English Heritage magazine published 4 times a year keeps you up to date with developments at English Heritage. To obtain free copies, contact [mailinglist@englishheritage.org.uk](mailto:mailinglist@englishheritage.org.uk) or Tel: 020 7973 3253.

**English Heritage Publications:** many of these are now available online from the main EH website. Tel: 0870 3331181 or email [customers@english-heritage.org.uk](mailto:customers@english-heritage.org.uk) for a catalogue of free publications. Relevant publications include 'New Work in Historic Places of Worship'; 'Repair Grants for Places of Worship in England', 'Guidance Booklet 2002-2005'; 'Human Remains Excavated from Christian Burial Grounds in England – guidance for good practice' (just published); 'Insuring your Historic Building: churches and chapels'; 'Lightning Protection for Churches'.

**Department for Culture, Media and Sport (DCMS):** Government Department with responsibility for the Historic Environment. Information and updates on government policy and initiatives at [www.culture.gov.uk](http://www.culture.gov.uk)

**Cadw** is the historic environment agency within the Welsh Assembly Government with responsibility for protecting, conserving, and promoting an appreciation of the historic environment of Wales. Contact Cadw, Plas Carew Unit 5/7 Cefn Coed Parc Nantgarw Cardiff CF15 7QQ  
Tel: 01443 33 6000 E-mail: [Cadw@Wales.gsi.gov.uk](mailto:Cadw@Wales.gsi.gov.uk) Website: [www.cadw.wales.gov.uk](http://www.cadw.wales.gov.uk).

**Council for the Care of Churches** Church House, Great Smith Street, London SW1P 3NZ.  
Tel. 020 7898 1866. Advice and publications across a wide range of conservation issues in churches. Excellent website at [www.churchcare.co.uk](http://www.churchcare.co.uk) with detailed advice and guidance on all aspects of church maintenance e.g. cleaning, interior redecoration, sewage solutions, security, fundraising and grant aid.

**National Amenity Societies** – The national amenity societies represent a wide body of knowledge in their areas of expertise. They can offer advice, referral and publications.

***The Society for the Protection of Ancient Buildings*** – 37 Spital Square, London E1 6DY.  
Tel: 020 7377 1644 Website: [www.spab.org.uk](http://www.spab.org.uk). Free advice and publications including technical pamphlets, information sheets, general publications and practical building conservation manuals. Recent online articles on subjects such as church extensions and telecoms installations on churches.

***Ancient Monuments Society***, St Ann's Vestry Hall, 2 Church Entry, London EC4V 5HB.  
Tel: 020 7236 3934 Website: [www.ancientmonumentssociety.org.uk](http://www.ancientmonumentssociety.org.uk). ***The Friends of Friendless Churches***, an independent charity that protects a number of redundant churches, is administered from the AMS.

***The Georgian Group***, 6 Fitzroy Square, London W1T 5DX Tel: 020 7529 8920  
Email: [info@georgiangroup.org.uk](mailto:info@georgiangroup.org.uk) Website: [www.georgiangroup.org.uk](http://www.georgiangroup.org.uk)

***The Victorian Society***, 1 Priory Gardens, Bedford Park, London W4 1TT. (If you write to them and would like a reply, please include a stamped, addressed envelope.) Tel: 0870 774 3698  
Email: [admin@victorian-society.org.uk](mailto:admin@victorian-society.org.uk) Website: [www.victorian-society.org.uk](http://www.victorian-society.org.uk).

***Twentieth Century Society***, 70 Cowcross Street, London EC1M 6EJ. Tel. 020 7250 3857.  
Email: [coordinator@c20society.org.uk](mailto:coordinator@c20society.org.uk) Website: [www.c20society.org.uk](http://www.c20society.org.uk).

### **Archaeology**

***Council for British Archaeology***, St Mary's House 66 Bootham, York YO30 7BZ. Tel: 1904 671417  
Website: [www.britarch.ac.uk](http://www.britarch.ac.uk) with links to Archaeology online.

### **Other bodies**

**Ecclesiastical Architects and Surveyors Association.** This is a professional association but Historic Churches Committee Secretaries would be eligible to become correspondent members which would enable them to attend EASA conferences and receive newsletters. Visit the website for contact details [www.easanet.co.uk](http://www.easanet.co.uk)

### **AABC – The UK Register of Architects Accredited in Building Conservation.**

[www.aabc-register.co.uk](http://www.aabc-register.co.uk). Registers of accredited architects (for grant work) are a matter of current debate as to their status and this organisation's website publishes a useful account of their recent conference which describes the current state of play as far as RIBA and English Heritage are concerned.

**Heritage Information** a charitable trust providing an online resource listing vetted registers of contractors, craftsmen and consultants working in the field of all aspects of building conservation. The criteria for accreditation will be based on those of the Royal Institute of Chartered Surveyors and the UK Register of Architects Accredited in Building Conservation, the ICOMOS criteria and for contractors NVQs. In addition those on the register will have been selected on the basis of their work on 5 conservation projects. Heritage Information is supported by the Heritage Lottery Fund and English Heritage, the DTI and The Crown Estate amongst other organizations. Contact The Heritage Information Trust Suite 601 Albany House 324-26 Regent St London W1B 3BL Tel: 020 7637 7744 E-mail: [info@heritageinformation.org.uk](mailto:info@heritageinformation.org.uk) Website: [www.heritageinformation.org.uk](http://www.heritageinformation.org.uk)

**Royal Institute of British Architects (RIBA)**. The RIBA has set up a the RIBA Gateway to Internet Resources with Architecture Links on the Web. It is maintained by the RIBA Library at its headquarters 66 Portland Place, London W1B 1AD, Tel: 020 7580 5533. Email: [info@inst.riba.org](mailto:info@inst.riba.org) It is very wide ranging and is useful for further contact details of related organizations, local government, award schemes, architects, associations etc. Website: [www.architecture.com](http://www.architecture.com).

**Royal Institute of Chartered Surveyors** 12 Great George Street, Parliament Square, London SW1P 3AD – Tel: 020 7222 9430. Website: [www.rics.org.uk](http://www.rics.org.uk) Can provide contact details of specialized accredited surveyors with conservation experience in your area.

**Heritage Link** 89 Albert Embankment London SE1 7TP. Charitable company funded by donations from members and supporters including EH and the National Trust. Its aim is to be a sounding board for strategic policy, to formulate policy, carry out research and gather data. Visit the website [www.heritagelink.org.uk](http://www.heritagelink.org.uk). or email: [mail@heritagelink.org.uk](mailto:mail@heritagelink.org.uk). Issues a very useful regular newsletter via email on all topical matters in the heritage sector.

**Heirnet**, the Historic Environment Resources Network. Under the auspices of the Council for British Archaeology, Heirnet aims to develop a strategic vision for UK information systems relating to the historic environment. For useful updates about its work visit [www.britarch.ac.uk/Heirnet](http://www.britarch.ac.uk/Heirnet)

### ***Books and Publications***

The Building conservation directory Special Report 'Historic Churches, the conservation and repair of Ecclesiastical Buildings'. Comes out annually and provides a directory of firms and organisations which carry out conservation work on churches. Practices pay to be included, editorial material by experts in a wide range of fields. Very good website with many backlisted articles online.

Cathedral Communications Ltd., High Street, Tisbury, Wiltshire SP3 6HA. Tel: 01747 871717.

Website : [www.buildingconservation.com](http://www.buildingconservation.com)

A Guide to Church Inspection and Repair, Council for the Care of Churches

Burman, Peter, (ed) Treasures on Earth, Donhead, 1994

Little, Bryan, Catholic Churches since 1623, Robert Hale, 1996.

Mills, Edward (ed), Building Maintenance and Preservation; A guide for design and management.

Butterworth Heinemann, Oxford 1994

Earl, John, Conservation Philosophy, Donhead 2003

See also EH, SPAB, CCC and other organisations above.

## **2 - Church Furniture, Metals, Easel Paintings, Wall-Paintings, Wood and Plaster Sculpture, Stone, Textiles, Stained Glass Windows.**

**Conservation Register** - owned by the UK Institute for Conservation. The Conservation Register is a national database of conservation restoration practices which have had to meet twelve criteria for inclusion. The Register aims to put you in touch with a suitable conservator in your area and gives helpful advice on how to choose a conservator to suit your needs and how to work with a conservator. The skills offered cover remedial and preventive conservation, surveys, research and analysis, exhibitions, training and emergency response. To enquire about finding a conservator Tel: 020 7721 8246 Email [register@ukic.org.uk](mailto:register@ukic.org.uk) or visit the website [www.conservationregister.com](http://www.conservationregister.com). UKIC also publishes occasional papers including a recent in-depth analysis of the conservation issues relating to Stained Glass conservation and another on archaeological textiles. The UKIC is linked to the European Confederation of Conservator Restorers Organisation.

**Museums, Libraries and Archives Council** - [www.mla.gov.uk](http://www.mla.gov.uk) for free advice and guidance information – an excellent range of practical articles online covering everyday care of objects of all kinds, storage, handling, security, first aid following flood or disaster and expert conservation. The same website has a list of suppliers of conservation materials for storage and cleaning. Hard copies of articles are available from the Information Officer Tel: 020 7273 1458 Email: [info@mla.gov.uk](mailto:info@mla.gov.uk)

**Council for the Care of Churches**. Church House, Great Smith Street, London SW1P 3NZ. Tel: 020 7898 1866. Website: [www.churchcare.co.uk](http://www.churchcare.co.uk) . The church charity that offers advice and publications across a wide range of care and conservation issues in churches. It has sections on security and sources of funding and operates a scheme of small grants for the repair of church contents of particular historic or artistic importance. Contact the CCC Conservation Officer for advice.

**Stained Glass**. [www.worshipfulglaziers.com](http://www.worshipfulglaziers.com) provides technical and financial support for the restoration and conservation of historic or important stained glass. The Glaziers Company, 9 Montague Close London Bridge London SE1 9DD Tel: 0207 403 6652 Email: [info@worshipfulglaziers.com](mailto:info@worshipfulglaziers.com)

### ***Books***

Both these books have chapters dedicated to the care, cleaning and first aid of particular types of objects found in churches. They give advice on environment, handling and storage. Both bridge the gap between everyday care or 'housekeeping' and conservation.

Sandwith H., and Stainton S., The National Trust Housekeeping Manual, The National Trust, 2000  
Burman, Peter, (ed) Treasures on Earth, Donhead, 1994

### **Wall-Paintings:**

Mora, Paulo; Mora, Laura, and Philippot, Paul Conservation of Wall Paintings, Butterworth Series in Conservation and Museology, 1986

### **Stone:**

Ashurst, John, and Dimes, Francis, Conservation of Building and Decorative Stone, Heinemann  
Caroe, Alban and Martin, Stonework – Maintenance and surface repair, Council for the Care of Churches

### **Textiles:**

A Stitch in Time, 0 71517595 5 – Council for the Care of Churches

### **Stained Glass:**

A fragile inheritance – 07151 7600 5 – Council for the Care of Churches

### **3 – Organs**

**Institute of British Organs**, 13 Ryefields, Thurston, Bury St Edmunds, Suffolk IP31 3TD.

Tel: 01359 233433. Email: [administrator@ibo.co.uk](mailto:administrator@ibo.co.uk) Website: [www.ibo.co.uk](http://www.ibo.co.uk) Advice and scheme of accredited organ restorers.

**Association of Independent Organ Advisers**, 47 Constable Road, Ipswich IP4 2UZ.

Tel: 01473 219102. Email: [admin@aioa.org.uk](mailto:admin@aioa.org.uk) Website: [www.aioa.org.uk](http://www.aioa.org.uk).

**BIOS, The British Institute of Organ Studies**, the Hon Sec, BIOS, Lime Tree Cottage, 39 Church

Street, Haslingfield, Cambridge CB3 7JE. Tel/Fax: 01223-872190 Website: [www.bios.org.uk](http://www.bios.org.uk)

Publishes 'Grants for funding Work on Historic Pipe Organs' which gives information on how to prepare organ appeals.

#### ***Books***

Bicknell, Stephen, The History of the English Organ, Cambridge University Press, 1996

Burman, Peter, (ed) Treasures on Earth, Donhead, 1994

Gwynn, Dominic, Historic Organ Conservation, Church House Publishing, 2001

Norman, John and Berrow, Jim, Sounds Good, a guide to church organs, Council for the Care of Churches

Thistlethwaite, Nicholas, The Making of the Victorian Organ, Cambridge University Press, 1990

Towards the Conservation and Restoration of Historic Organs. Council for the Care of Churches.

### **4 – Inventories**

**NADFAS - The National Association of Decorative and Fine Arts Societies**. NADFAS House, 8

Guilford Street, London WC1N 1DA. Tel. 020 7430 0730. e-mail [churchrecorders@nadfasc.org.uk](mailto:churchrecorders@nadfasc.org.uk).

Website: [www.nadfasc.org.uk](http://www.nadfasc.org.uk) Teams of trained volunteers from this nationwide charity have been carrying out detailed inventories mainly of Anglican churches for 30 years and have recorded over 1000 churches using a schedule devised with experts from the Victoria and Albert Museum. The RC dioceses of Birmingham and Portsmouth has experience of working with NADFAS. A church record costs approximately £500.00. Contact Chloe Bevan at NADFAS.

**Conservation Register** - owned by the UK Institute for Conservation. The Conservation Register is a national database of conservation restoration practices which have had to meet twelve criteria for inclusion. The Register aims to put you in touch with a suitable conservator in your area and gives helpful advice on how to choose a conservator to suit your needs and how to work with a conservator. The skills offered cover remedial and preventive conservation and condition surveys include all the details required for an inventory. Telephone enquiries to 020 7721 8246 or visit the website [www.conservationregister.com](http://www.conservationregister.com).

#### ***Publications***

Recording a church: an Illustrated Glossary, T. Cocke et al., Council for British Archaeology, 1995

The NADFAS Church Recorder's Manual, 1997. NADFAS

The Pontifical Commission for the Cultural Heritage of the Church, The Inventory and Catalogue of the Church a Necessary and Urgent Task, 1999



Guidelines for Inventories – a leaflet prepared by the Patrimony Committee following the HCC Conference of 2004 – available from Tricia Brooking, Secretary to the Patrimony Committee, 23 Horseguards Drive, Maidenhead, Berkshire SL6 1XL email [triciabrooking@dsl.pipex.com](mailto:triciabrooking@dsl.pipex.com)

## **5 - Archives and Paper Artifacts**

**Catholic Archives Society** – [www.catholic-history.org.uk/catharch](http://www.catholic-history.org.uk/catharch). Founded in 1979 to promote the care and preservation of records of dioceses, religious foundations, institutions and societies of the RC Church in the UK and the Republic of Ireland. Promotes the identification and listing of Catholic records by providing those with responsibility for these records, with information, technical advice and training opportunities, by arranging an annual conference, by publishing a yearly periodical and by circulating a bulletin to members. Membership is open to any individual. Chairman Graham Foster, 20 Mavis Avenue, Ravenshead, Nottingham NG15 9EB.

**Society of Archivists**, Prioryfield House, 20 Canon Street, Taunton, Somerset TA1 1SW.  
Tel: 01823 327030. Website: [www.archives.org.uk](http://www.archives.org.uk) The professional association of archivists who are signed up to the society's accreditation scheme. Archivist members cover a wide range of specialist areas.

Your Local Record Office will provide free and technical advice.

**Institute of Paper Conservation**, Bridge house, Waterside, Upton upon Severn, Worcestershire WR8 0HG. Tel.: 01684 591150. E-mail: [information@ipc.org.uk](mailto:information@ipc.org.uk). Website: [www.ipc.org.uk](http://www.ipc.org.uk) Members of the UK Institute for Conservation of Artistic and Historic Works. A professional body of accredited conservators of paper and books which can refer enquiries to appropriate specialists.

**Museums, Libraries and Archives Council** - [www.mla.gov.uk](http://www.mla.gov.uk) for free advice and guidance information – an excellent range of practical articles online covering everyday care of objects of all kinds, storage, handling, security, first aid following flood or disaster and expert conservation. The same website has a list of suppliers of conservation materials for storage and cleaning. Hard copies of articles are available from the Information Officer Tel: 020 7273 1458 Email: [info@mla.gov.uk](mailto:info@mla.gov.uk).

**The British Library** publishes guidance leaflets available from The Information Officer, National Preservation Office, The British Library, 96 Euston Road, London NW1 2DB. Tel: 020 7415 7612 Email: [npo@bl.uk](mailto:npo@bl.uk) Website: [www.bl.uk/npo](http://www.bl.uk/npo)

## **6 - Insects and Rodents**

**Museums, Libraries and Archives Council** – [www.mla.gov.uk](http://www.mla.gov.uk) for free advice and guidance information – an excellent range of practical articles online covering everyday care of objects of all kinds, storage, handling, security, first aid following flood or disaster and expert conservation. The same website has a list of suppliers of conservation materials for storage and cleaning. Hard copies of articles are available from the Information Officer Tel: 020 7273 1458 Email: [info@mla.gov.uk](mailto:info@mla.gov.uk).  
Articles on Pest control.

***Books:***

Sandwith H., and Stainton S., The National Trust Housekeeping Manual, The National Trust, 2000  
Pinniger D, and Winsor, P. Integrated Pest Management, Museums and Galleries Commission, 1998

## **7 - Storage and Display**

**Museums, Libraries and Archives Council** – [www.mla.gov.uk](http://www.mla.gov.uk) for free advice and guidance information – an excellent range of practical articles online covering everyday care of objects of all kinds, storage, handling, security, first aid following flood or disaster and expert conservation. The same website has a list of suppliers of conservation materials for storage and cleaning. Hard copies of articles are available from the Information Officer Tel: 020 7273 1458 Email: [info@mla.gov.uk](mailto:info@mla.gov.uk).

***Books:***

Sandwith H., and Stainton S., The National Trust Housekeeping Manual, The National Trust, 2000.

## **8 - Theft and Vandalism**

**Council for the Care of Churches**. Church House, Great Smith Street, London SW1P 3NZ.  
Tel. 020 7898 1866. [www.churchcare.co.uk](http://www.churchcare.co.uk). The church charity that offers advice and publications across a wide range of care and conservation issues in churches. The website has a section on security. The Church Watch scheme, [www.nationalchurchwatch.com](http://www.nationalchurchwatch.com) provides further security advice.

**Museums, Libraries and Archives Council** – [www.mla.gov.uk](http://www.mla.gov.uk) for free advice and guidance information – an excellent range of practical articles online. There are articles on security and fire protection. Hard copies of articles are available from the Information Officer Tel: 020 7273 1458  
Email: [info@mla.gov.uk](mailto:info@mla.gov.uk)

**The Art Loss Register**, Suite 101, Linton House 164-180 Union Street London SE1 0LH  
Tel: 020-7928 0100 Email: [artloss@artloss.com](mailto:artloss@artloss.com) Website: [www.artloss.com](http://www.artloss.com). To register items that have been stolen.

***Books and Publications***

Safe and Sound, A Guide to Church Security, 0 7151 7569 6 – Council for the Care of Churches.

## **9 – Disaster**

**Museums, Libraries and Archives Council** – [www.mla.gov.uk](http://www.mla.gov.uk) for free advice and guidance information – an excellent range of practical articles online covering everyday care of objects of all kinds, storage, handling, security, first aid following flood or disaster and expert conservation. The same website has a list of suppliers of conservation materials for storage and cleaning. Hard copies of articles are available from the Information Officer Tel: 020 7273 1458 Email: [info@mla.gov.uk](mailto:info@mla.gov.uk)

**Ecclesiastical Insurance Group** established over a century ago by Anglican churchmen and laity its profits are distributed to the church and the community. As part of its programme it sponsors the Council for the Care of Churches website. Publishes guidance notes on Fire; Security; Health and Safety; and church functions. Tel: 0845 7773322 Email: [churches@eigmail.com](mailto:churches@eigmail.com) Website: [www.ecclesiastical.co.uk/church](http://www.ecclesiastical.co.uk/church)

**Fire Protection Association**, London Road, Moreton-in-Marsh Gloucestershire GL56 0RH  
Tel: 01608 812 500 Website: [www.thefpa.co.uk](http://www.thefpa.co.uk) for advice and guidance on fire protection.  
For a publications catalogue email: [sales@thefpa.co.uk](mailto:sales@thefpa.co.uk)

### ***Books and Publications***

Lightning Protection for Churches, English Heritage

## **10 - Grants and Funding**

**English Heritage**, see details above

**Heritage Lottery Fund**, 7 Holbein Place, London SW1W 8NR. Tel. 020 7591 6042  
Email: [enquire@hlf.org.uk](mailto:enquire@hlf.org.uk) Website: [www.hlf.org.uk](http://www.hlf.org.uk). Details of available grants and how to apply.

**Listed Places of Worship Grant Scheme** Website: [www.lpwscheme.org.uk](http://www.lpwscheme.org.uk). An interim grant scheme which returns, in grant aid, the difference between 5% and the actual amount spent on VAT on eligible repairs to listed places of worship. The Scheme is currently due to continue until the end of March 2006.

**Council for the Care of Churches**. Church House, Great Smith Street, London SW1P 3NZ.  
Tel. 020 7898 1866. [www.churchcare.co.uk](http://www.churchcare.co.uk) The website has a section on grant giving bodies such as the Getty Organisation with advice on how to approach them.

**The Historic Churches Preservation Trust** 31 Newbury Street London EC1A 7HU  
Tel: 0207 600 6090 Fax: 0207 796 2442 Email: [info@historicchurches.org.uk](mailto:info@historicchurches.org.uk) The Trust's main purpose is to help churches that are at least one hundred years old and in need of structural repair. It is not just for Anglican Churches.

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