

## Church of All Hallows, Ringmore

A meeting of the Parochial Church Council was held in the Parish Room on Thursday 29 November 2001 at 7.30pm and the following resolution was made:-

1. Mrs Sheppard proposed the PCC petition for a faculty for the Church repairs required under the September 1999 quinquennial inspection and detailed in the builder's specification dated March 2000, updated May 2001, which was prepared by the PCC Architect, Mr F R Reeve, of MSW Conservation to undertake the following works:-

Carry out necessary repairs to slate roofs

Re-point external walls

To overhaul, repair and provide some additional rainwater goods

Strip tower roof, establish extent of any defective timbers, renew defective lead roof including rolls and guttering.

The resolution was seconded by The Reverend John Elliott and agreed unanimously by the voting members present.

*Dunia H. Williams*

Mrs D Williams  
Hon Secretary to Ringmore Parochial Church Council  
December 2001

## Church of All Hallows, Ringmore - Statement of Significance

The particular features of the church, history and unique treasures are :


- All Hallows is built on an ancient site in an area of outstanding natural beauty in the Ringmore conservation area with views from the churchyard overlooking the sea at Ayrmer Cove.
- The church dates from the 13<sup>th</sup> century and the vestry may be part of an earlier Saxon building dating from the 11th century and includes a square Norman style font (16<sup>th</sup> century or earlier).
- The 14<sup>th</sup> century tower unusually adjoins the south wall and is the only pre-reformation example in south Devon.
- The medieval wall painting on the chancel arch is unique and since it was uncovered in the 19<sup>th</sup> century by the Rector, Francis Hingeston-Randolph has attracted a great deal of interest.
- During the Civil war the Rector who supported the King hid in the church tower for three months.
- The round west window shows Christ in glory and replaced the rectangular window when the rickety musicians gallery was removed in the 18th century.
- An 18<sup>th</sup> century sundial is on the tower over the church porch.
- The alcove opposite the pulpit window appears to be a Saxon or Norman hagioscope or 'squint' through which the altar could have been seen.
- The Victorian restoration undertaken in the 19<sup>th</sup> century by the Rector Francis Hingeston-Randolph is of a high quality and sympathetic to the church and include, the colourful pulpit and screen which reflect the colours of the medieval wall mural, and stained glass windows which depict scenes of the life of Christ, and Celtic saints.
- The ornate organ was built by Bevington and was commissioned on Christmas day 1863 and is particularly suited to the size of church.
- In the early 20<sup>th</sup> century the nave walls were lined with decorative tinplate which caused timber rot by condensation, and was replaced by render in 1961.
- The three bells in the tower are chimed not rung.
- The wooden communion rails were designed by Alexander Wood, Rector, 1955 to 1978 and replaced an ornamental brass rail.
- A hot air heating system was installed in 1994 and an induction loop and loudspeaker system installed in 1996.

Yvonne Sheppard  
23 October 2001



## COMMENTS ON ENCLOSED DOCUMENTS

1. Statement of Significance: The font is of Norman style but of much more recent construction.
2. Is the replacement of the tinplate by the present render really significant?
3. Faculty petition (A) 6(b)(b). I think the answer is "yes"
4. Faculty petition (D) 10(d). I will supply latest figures when the document is finalised.
5. Faculty petition (E) 17. I agree we should obtain advice before submitting the petition.
6. Faculty petition (F). We should take Janet Croysdale's advice and seek a desk based archaeological assessment.
7. Faculty petition (H). I will write to the EIO.
8. Faculty petition (P). I suggest contacting both the architect and Good Roofing, but with a very strong hint that we expect work not to interfere with use of the building.
9. Faculty petition (Q) 33(c). The answer must be "no".
10. The faculty application and the English Heritage grant application are tied together, and submission of the former for the January 2002 meeting seems wise. *ye.*
11. We must ensure that church members – and the wider community – are kept up to date with our plans, otherwise unhelpful (and incorrect) rumours will start to circulate. *1 in cheap page*  
*~~late~~ Jan 2002*

  
Michael Tagent  
27.10.01

**Note to Fabric Committee** -

Michael Tagent  
Jacqueline Patterson  
John Elliott

Please would you make comments, pass on and return to me. It would be helpful to have a fabric meeting to discuss any points on the faculty petition plus a number of other items. Please could we agree a date in November – it might be an idea to meet in the Church. I have not been able to find the last faculty petition relating to the Church in the Churchwarden's records.

**Faculty Petition**

Enclosed to approve and/or amendment:-

1. Draft petition
2. Draft letters to South Hams District Council and English Nature.
3. Draft PCC resolution
4. Draft Statement of Significance.

Enclosed for Information:-

1. Commentary on petition – Appendix B.
2. Green booklet (Making Changes to a Listed Church).
3. Beige resume, green addendum, notes on application and Church guide.
4. Copy letter from Jan Croysdale, DAC.
5. Copy letter from Guy Braithwaite, English Heritage.

**NOTE**

Possible delay in allocation of grants from English Heritage from December 2001 to March 2002, therefore suggest faculty petition sent in for meeting on 11 January 2002 (unless fees are likely to rise enormously).

Many thanks,

Yvonne Sheppard  
October 2001



# ECCLESIASTICAL

INSURANCE GROUP

Mr M Tagent  
Challaborough Cottage  
Ringmore  
Kingsbridge  
Devon  
TQ7 4HW

1/CHU/13/302/7/GP  
1<sup>st</sup> November 2001

Dear Mr Tagent

**All Hallows Church, Ringmore Policy: PD98000262**

I write further to your letter dated 27<sup>th</sup> October 2001 in connection with the building works which are to take place at the above Church.

I understand that our approval is required for your Faculty application and are duly giving this on the understanding that:

1. The attached building works questionnaires are completed and returned to us prior to the commencement of the works, as the terms of the contract entered into for the works may make the PCC responsible for arranging insurance for the works and unfixed materials.
2. The Church will remain in use for public worship whilst the works are underway.
3. If works are near the organ, this instrument will be adequately protected in accordance with the organ builders' instructions.
4. If external scaffolding is involved, all access ladders will be removed and secured at the end of each day's operations.
5. If the work involves opening up of the roof or other areas, these will be adequately protected against inclement weather.

Montpellier House Montpellier Gloucester GL1 1LF Tel: 01452 528533 Fax: 01452 380803  
www.eigonline.co.uk email: churches@eigonline.co.uk diocesan\_charities@eigonline.co.uk insurance@eigonline.co.uk

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Office of each is: Beaufort House, Brunswick Road, Gloucester GL1 1JZ. \*Member of the FSC


Printed on environmentally friendly paper.



I look forward to receiving the completed building works questionnaires.

If you have any queries, please contact me on my Direct Dial number (01452) 334762, or for the cost of a local call on (0845) 7773322.

Yours sincerely



Miss Gemma Phelps  
for Ecclesiastical Insurance Office plc  
Email;Gemma\_Phelps@eigmail.com  
gp

*Three Ways, Ringmore  
Nr Kingsbridge, South Devon TQ7 4HL*

*Tel: (01548) 810341*

DRAFT

Ms Metcalfe  
South Hams District Council  
Follaton House  
Plymouth Road  
Totnes  
Devon  
TQ9 5NE

YLS/CRN/CAH5

25 October 2001

Dear Ms Metcalfe,

Church of All Hallows, Ringmore, Kingsbridge, Devon TQ7 4HL

Ringmore PCC are petitioning for a faculty to undertake the following work:-

Carry out necessary repairs to slate roofs

Re-point external walls

To overhaul, repair and provide some additional rainwater goods.

Strip tower roof, establish extent of any defective timbers, renew defective lead roof including rolls and gutter.

Please would you confirm in writing that planning permission is not required.

Yours sincerely,

Yvonne Sheppard  
Churchwarden

*Three Ways, Ringmore  
Nr Kingsbridge, South Devon TQ7 4HL*

*Tel: (01548) 810341*

DRAFT

English Nature

TSA

YLS/CRN/CAH6

~~25~~ October 2001

Dear Sir,

Church of All Hallows, Ringmore, Kingsbridge, Devon TQ7 4HL

Ringmore PCC are petitioning for a faculty to undertake the following work:-

Carry out necessary repairs to slate roofs

Re-point external walls

To overhaul, repair and provide some additional rainwater goods.

Strip tower roof, establish extent of any defective timbers, renew defective lead roof including rolls and gutter.

The Church appears to be inhabited by bats and it would be appreciated if you would advise how work should be carried out without harming or disturbing the bat population.

Yours sincerely,

Yvonne Sheppard  
Churchwarden



# All Hallows Church, Ringmore

Please reply to:  
Challaborough Cottage  
Ringmore, Kingsbridge,  
Devon TQ7 4HW  
Telephone/fax: 01548 810520  
e-mail: met@cix.co.uk

October 29, 2001

Dear Church Member,

On the wall inside the Church is a board – you have no doubt seen it. It sets out some of the areas of the building which need major repairs, with photographs to show how the fabric has suffered from gales and salt winds over the years. With these needs in mind, the PCC has been looking closely at how we finance All Hallows, and has asked me, as PCC treasurer, to share some of our thoughts and concerns with you. This letter is being sent to everyone on the church electoral roll, that is, people who have stated their wish to be members of All Hallows Church, and who thus have accepted a share in the task of maintaining the fabric of the building, and of continuing the work of the Church.

\*\*\*\*\*

All Hallows costs over £11,000 a year to run, half of which is our Common Fund payment to the diocese. This equals **£5 per week for every person** (like you) on the electoral roll. That may sound a lot, but how does it compare with other costs (car costs, sports activities, TV licence?). Put another way, how much is your Church worth to you? I know that there are some who cannot afford that sort of money, and we would not want to put them under any pressure to give what they haven't got. But it does mean that others need to give more in order to make up for it.

Many church members, whether tax-payers or not, give by weekly envelope or regular bank standing order, and these are valuable ways of ensuring that their giving continues when they are unable to get to Church. It would be ideal if these sorts of **regular giving** were adopted by every Church member.

The good news is that the value of your giving can be increased, if you pay tax, by giving through the **Gift Aid Scheme**. Many of you have already signed a Gift Aid Declaration, which enables us to recover tax on your giving, so that every £1 given means £1.28 received by the church! And unlike the old Deed of Covenant scheme, you can give what you want, when you want, and increase or stop it whenever you want. All the old restrictions have been abolished. If you pay tax in any form, you are wasting money if you do not give by Gift Aid! Put that loose change in a Gift Aid envelope and increase its value by 28%! If you haven't signed a Gift Aid Declaration, you will find a form enclosed with this letter. If you pay tax, please sign it now! Thereafter, whatever you give, however large or small, will be covered. And whatever you give is confidential; nobody except the Treasurer will know what you give.

Alternatively, a gift of qualifying investments (for example, quoted shares) can be an effective way of making a donation to All Hallows. The PCC would sell the donated shares for the benefit of Church funds and, as a charity, would suffer no tax. The gift of shares is exempt from capital gains tax for the donor, but would generate up to 40% income tax relief for a high rate tax payer. Various saleable investments of trusts and shares qualify, but as tax legislation changes frequently, it would be best to seek up to date advice before giving in this way.

\*\*\*\*\*

All old buildings need occasional major maintenance, and Churches are no exception. The ravages of time and weather mean that substantial work is now required to our Church. The total cost is likely to exceed £100,000.

Churches like All Hallows are often not eligible for the grants available to secular organisations, and sometimes have to be "matched" by funds raised locally. Will you consider prayerfully how you might be able to help us raise the funds to repair your church? This might be by a donation (another good reason for signing that Gift Aid Declaration!) or by organising a fund-raising activity. The PCC believe that we should set ourselves a target of £20,000 to be raised over the next couple of years towards the total required. This year has seen considerable efforts to raise funds, particularly through the Flower Festival and annual Fête, and we now have nearly £4,000 in our Fabric Fund, and over £7,000 in General Funds. So the total is not impossible!

\*\*\*\*\*

Only if you make a Will can you make sure that your money goes to the people you want. So make sure you have an up to date Will; it's not morbid, just sensible. In a Will you give your earthly possessions to those you love: your family, friends, favourite causes. If you are a Christian, the other church members are your brothers and sisters in Christ. A legacy to the church expresses your love to your spiritual family. It also helps the church to meet its needs and fulfil its ministry in the future. And since a legacy to All Hallows attracts no inheritance tax, it makes good financial sense, too! A Will is, of course, a legal document, and should ideally be drawn up by a solicitor to ensure that it correctly reflects your wishes. We can put you in touch with a solicitor if you are unsure how to go about it; he will also provide a free initial session to advise on how to minimise the amount of tax due on your estate.

\*\*\*\*\*

Previous generations built All Hallows and funded its work over many centuries. Now it is our turn. Just as in a relay race the baton is passed from one runner to the next, so the responsibility of carrying out God's work has been passed to us.

Often, when people send out letter like this, they raise a number of questions in people's minds. I should be more than happy to try to answer any question which you may have, or to explain in more detail any of the points in this letter. Please don't hesitate to contact me! But, please, don't ignore this letter; the issues are real and present, and the PCC wants to be able to move forward in carrying out God's work in this parish. Above all, please pray for All Hallows, for its leaders, members and activities, thanking God for his blessing in the past, and asking for his guidance in the future.

Thank you for all your support.

Yours sincerely,



Michael Tagent  
Hon. Treasurer, Ringmore PCC







**Three Ways, Ringmore, Kingsbridge, Devon, TQ7 4HL**  
**01548 810341 / 01752 220333**  
**yvonne@3waysringmore.fsnet.co.uk**

Mrs Carol Gooch  
Ecclesiastical Insurance Group  
Corporate Marketing Department  
Beaufort House  
Brunswick Road  
Gloucester  
GL1 1XY

YLS/CRN/CAH4

10 September 2001

Dear Mrs Gooch,

Thank you for your invitation to the seminar on 25 September 2001.

I will not be able to attend the meeting in Exeter but would be grateful if you would add me to the list of people who wish to attend a future seminar on the subject of security and personal safety. If possible, it would be helpful if I could attend a seminar in Plymouth.

Yours sincerely,

Yvonne Sheppard



ENGLISH HERITAGE

Squid to  
Guy Braine with

- No need to reply  
(no moral objection)  
but NOTE grant  
funder. Status will not  
26 September 2001 be

known until  
March 2002

Dear Applicant

**UPDATE ON THE JOINT GRANT SCHEME FOR CHURCHES AND OTHER  
PLACES OF WORSHIP IN 2001/02 AND THE NEW GRANT SCHEME FOR  
LISTED PLACES OF WORSHIP**

Your application to the Joint Grant Scheme is currently being assessed by my colleagues in our regional office. I am writing to inform you of revised arrangements for handling Joint Scheme applications this year in the light of the new VAT grant scheme for listed places of worship (LPW Grant Scheme) announced by the Chancellor in the Budget. You will need to consider its implications of these changes for your application.

Listed Places of Worship (LPW) grant scheme

This scheme will represent significant additional new funds for places of worship – initial estimates are up to £30M per year. The Department for Culture, Media and Sport has already gone out to tender to private firms for the operation of the LPW grant scheme. They hope to make payments under the scheme before the end of the year. Up-to-date information on the scheme is posted on the DCMS website: [www.culture.gov.uk/heritage/statement.html](http://www.culture.gov.uk/heritage/statement.html) and on the DCMS helpline (recorded information), 020 7211 2111, where potential applicants can also register their interest in applying.

We are currently finalising how we should take account of the LPW grant scheme in assessing our own grants. As far as new offers are concerned, starting with offers under the Joint Grant Scheme this year, our intention is to assume that places of worship will seek the full grant available under the LPW grant scheme. This means that we will carry out needs assessment as if applicants will only incur a 5% VAT bill. The effect overall will be to enable us to slightly increase the number of places of worship we can help.

Where grants have already been offered, the situation is more complex. If you already have an offer for previous phase which was not complete on 1 April 2001, we will be writing to you separately to set out how your offer will be affected.



## ENGLISH HERITAGE

### Changes to the Joint Grant Scheme

As part of the arrangements for funding the LPW grant scheme the Treasury has required the Department for Culture, Media and Sport (DCMS) to make a contribution to the scheme's costs. DCMS has asked English Heritage to fund this contribution by redirecting some of the grant-in-aid that we would have used to fund our streams in the Joint Grant Scheme in 2001/2 and 2002/3. It would be unreasonable to reduce grant offers for secular buildings and conservation areas when these are unable to benefit from the LPW grant scheme; the English Heritage Commissioners have therefore agreed that the money should be found by reducing offers to places of worship this year.

English Heritage can certainly offer £3M this year and we will be giving priority to highly urgent cases in our streams (1 and 4b), including essential increases on existing offers. The Heritage Lottery Fund Trustees have helpfully agreed to consider how they might increase their offers in order to compensate for some or all of the reduction in offers coming from us. They have already agreed to make up to £15M available under the Joint Grant Scheme this year. They have further agreed that this money can be used on any eligible project within the 112 areas which they are targeting, regardless of which stream they were submitted in. On the basis of applications received, we estimate that this might amount to up to a further £3M in offers which would previously have been for English Heritage to fund in stream 1. In addition, the Heritage Lottery Fund Trustees have agreed that once eligible applications in HLF streams (2, 3 and 4a) have been satisfied, any remaining budget can be put towards other eligible cases in English Heritage streams. We will not have an initial estimate of the total sums available before December and, for many congregations, it will not be possible to give a final decision on their application until March.

We appreciate that in some instances these revised arrangements may cause problems for those who have a moral objection to receiving lottery money. Your application is in stream 1, so you will not have anticipated that you might be offered a grant by the Heritage Lottery Fund rather than English Heritage. We wish to give you and your congregation the opportunity to consider this possibility now. **If you do not wish your application to be considered for lottery funding, please complete the enclosed form and return it to me by 31 October, attaching a copy of the resolution as set out in the minutes of the meeting where the decision was taken.** If you stated in your application that you would not accept lottery funding, I should be grateful if you would reconfirm that decision on the form. If your denomination has a binding national resolution not to seek lottery funding, please indicate this on the form; you do not need to send us a copy of the national resolution.





## ENGLISH HERITAGE

We will do our best to accommodate those eligible applicants with a moral objection to lottery funds within the English Heritage offer budget but we will continue to treat urgency of work and financial need as the criteria for prioritising cases. We therefore cannot guarantee an offer as there may be cases more urgent and needy than yours which must take precedence.

We will be working hard with the Heritage Lottery Fund to ensure that these new arrangements operate as seamlessly as possible and, in particular, that any additional handling or timing problems that will inevitably result have as little impact as possible on applicants.

We have written with this news to all the Archdeacons in English dioceses; the Diocesan Financial Secretaries in the Roman Catholic Church, their equivalents in other denominations and faiths; the Historic Churches Preservation Trust; and other key individuals and bodies.

If you have any questions regarding this letter, you are welcome to contact me. Any queries specific to your application and its assessment should be directed to the regional contact point named in our acknowledgement letter.

Yours sincerely

**Guy Braithwaite**  
Conservation Support Unit

**JOINT GRANT SCHEME FOR CHURCHES AND OTHER PLACES OF WORSHIP 2001/2**

**NAME/DEDICATION OF THE PLACE OF WORSHIP**

\_\_\_\_\_

**ADDRESS OF THE PLACE OF WORSHIP**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NAME OF THE LOCAL PLANNING AUTHORITY**

\_\_\_\_\_

**ENGLISH HERITAGE FILE REFERENCE NUMBER**  
( see acknowledgement letter)

**ABLOT/**

\_\_\_\_\_

☐

I confirm that we do not wish the application to be considered for Heritage Lottery Fund grant aid and enclose a copy of the resolution as set out in the minutes of the meeting where the decision was taken

☐

I confirm that our denomination has a binding national resolution not to seek Lottery funding

**Signed**

\_\_\_\_\_

If you are happy to be considered for Lottery funding, you do not need to complete this form



**Three Ways Ringmore Kingsbridge Devon TQ7 4HL**  
**01548 810341**

**[yvonne@3waysringmore.fsnet.co.uk](mailto:yvonne@3waysringmore.fsnet.co.uk)**

Miss J Croysdale  
Secretary to the Exeter Diocesan Advisory Committee  
Diocesan House  
Palace Gate  
Exeter  
EX1 1HX

27 July 2001

Dear Miss Croysdale

Church of All Hallows, Ringmore

I refer to my letter of 29 May 2001 and our subsequent e-mails relating to the high level repairs to the roof and rain disposal system.

The PCC have decided at their meeting on 19 July to seek quotations for very urgent repairs only, which largely relate to repair of guttering. It is hoped this work will fall within the Schedule B category and planned for the work to be done in the Autumn of 2001. The PCC have also applied for an English Heritage grant and will also be applying to other charitable trusts and raising money in other ways with a view to undertaking some or all of the work identified in the 1999 Quinquennial Inspection in 2002. Please would you let me have a faculty application in due course for the 2002 work.

I will contact you again when the urgent repairs quotations for 2001 have been obtained.

Please also pass on my appreciation to everyone involved in the recent Churchwarden's day in Newton Abbott which was very informative. I wondered if it might be possible to make suggestions for a future day since it is useful to have this forum for an exchange of ideas please?

Yours sincerely

Yvonne Sheppard

Hill Cottage  
Ringmore  
Kingsbridge  
Devon  
TQ7 4HW  
7.6.01

Dear Yvonne,

The Committee of Ringmore  
Historical Society is interested in  
the preservation of the ancient  
broken Tombstone which was excavated  
in the grounds of Barnfield.

Particularly as the Triggs family  
is so important in the history  
of Ringmore, we wonder if it could  
be placed with the other Tombstones  
around the wall of the churchyard.

We realise that this is a  
matter for the P.C.C. rather than  
the Historical Society but we hope  
that you will be able to  
help.

Yours sincerely  
Audrey Bennett.



**Ringmore PCC Fabric Committee**  
**Note of meeting Thursday 15 March at 8pm at Challaborough**  
**Cottage**

Present: Michael Tagent, Andrew Ireland, Yvonne Sheppard, Jacqueline Patterson

Architect/quotations - It was agreed Yvonne and Andrew would draft a letter to Mr Reeve. The letter would seek confirmation from Mr Reeve that no additional costs would be charged by him other than fees based on the total cost of works from re-visiting the specification on a piecemeal basis including a site visit to meet the Fabric Committee and initially obtaining and assessment of further quotations for work on the rain disposal system and roof from Good Roofing and two other local contractors such as Paul Johnson in Plymouth and Mr Lancaster of Aveton Gifford, both of whom have experience of high level work on listed Churches. It was agreed to continue to use the services of Mr Reeve.

Funding -it was agreed Yvonne would obtain a form to seek a £2000 grant from the Diocese.

Faculty - it was agreed Yvonne would obtain a faculty application to cover the rain disposal system work, on the assumption the works cost exceeds £2000.

Lady Chapel - Andrew Ireland suggests the damp in the Lady Chapel at the weekend was the result of condensation building up with changes in temperature at this time of year (March). The situation would be monitored and referred to Mike Wynne-Powell in the event more heat was needed in that area.

Sundial - Michael suggested it might not be possible to repair the Sundial over the porch which is thought to be 17<sup>th</sup> or 18<sup>th</sup> century. It was agreed to refer to Mr Reeve.

Other

Lightning Conductor – Michael would refer to Francis Jarvis for comment as to whether one is required at All Hallows.

Chairs – It was agreed to retain several chairs in the 'Lady Chapel' for meetings.

Oil Tank – It was agreed to consult Mike Wynne-Powell to see if the tank could be moved further away from the external West wall since it is suspected the proximity of the tank and trapped fallen leaves is causing a damp problem inside.

Room for a kettle, cups etc for meetings and coffee after services would be found in the vestry.

Church House – Michael would seek funding for central heating to be installed, enquire if the garage door is repairable and is obtaining an estimate from Tim Thornton to cut grass and hedges. A reply has been received from Bob Greig confirming the Parsonages Committee are responsible for the upkeep of Church House.

Brass – Jacqueline offered to assist with cleaning brass before the Flower Festival in May

Yvonne Sheppard  
18 March 2001

Ringmore PCC  
meeting 30 April 2001  
FABRIC

1. Mr Reeve has replied and on the basis tenders are sought in stages for work on All Hallows will charge 12.5% for work of value over £20000 and 15% for work under £20000 with a credit where appropriate for the fee paid of £2850. Work on a time charge basis is £40 (plus VAT?). We need to consider if the original specification is complete – especially around the porch but also on the wall behind the visitors corner and the West wall where there are problems with damp and drainage - ie improve rain disposal or repair what is there? Mr Reeve is seeking further quotations as requested. Suggest we agree extra charges, if any, with him as we proceed. ✓
2. Funding – PCC minute required to agree diocesan application for £2000 grant/loan ✓
3. Faculty – PCC minute required under Schedule B for roof etc which may be acceptable instead of a faculty by the diocese given the nature of the repairs – otherwise a faculty will be required. (Jan Croysdale) ✓
4. Moveable noticeboard – PCC minute required ✓
5. Lady Chapel window – the crack is now a hole and needs replacement. I need to find out from our architect if the glass is historic – possible memorial window to someone as a gift? ✓
6. Sundial – no comment yet – Yellow book – Fred New. –
7. Lightning conductor – Jan Croysdale suggested checking with insurers if one is necessary on All Hallows – ✓
8. Oil Tank – needs refilling shortly – can we move it first please?
9. English Heritage – All Hallows is now G11\*. Jan Croysdale thought they may not give much cash for re-pointing. Need to apply by end of June 2001. Try and see? ✓
10. Radio aerial – should we consider or would it cause trouble? ✓

signed  
water

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bapt  
daddy  
H. was with  
daddy then  
daddy

hopper  
window  
m. h. w. h.

30 m p h  
clock  
inner

Yvonne Sheppard  
30/4/2001



## Fabric Report – meeting 18 June 2001

1. The Vicar of Marlborough has visited All Hallows and reported back to DAC concerning the noticeboard. A letter has been received from Jan Croysdale agreeing the noticeboard can stay in the Church.
2. An e-mail from Jan Croysdale also indicates a faculty is required for the work required to the roof and rain disposal system because of the costs involved and the scale of work. The e-mail also suggests more high level work should be undertaken at the same time and DAC require more detail of the materials and scope of the work i.e. the specification. Following individual discussion with the fabric committee and our architect, it has been broadly accepted to undertake only essential high level repairs now e.g. replace roof slates and clearing gutters and downpipes and leave the rest of the work until more funds are available. The archdeacon has suggested high level work should be included in the English Heritage grant application (main work in 2002) :

Resolutions required: Apply for a faculty for full tender

Apply for grant applications for the full tender.

If grants are not forthcoming the work in 2002 will need to be scaled down.

3. Window in lady chapel *panel -*
4. Birds in bell chamber
5. Roof of lady chapel – Andrew
6. Move oil tank
7. Lightning conductor/sundial- progress o/s
8. Electrical system in Church – recommend it is tested asap
9. Churchwardens day on 7 July – disability access

10) Fred Reeve - letters to 1 of reply

11) Exclusion of - March (Safety) - volunteers may be employed!

12) *Unsettled*

*30K*

*consider  
1 letter  
post-urgent  
work*

*- essential  
repairs -  
tower  
- scaffolding  
- And*

*fact  
discussed*

COPY

**Three Ways, Ringmore, Kingsbridge, Devon, TQ7 4HL**  
**01548 810341 / 01752 220333**  
**yvonne@3waysringmore.fsnet.co.uk**

Mr F R Reeve FRICS ACI Arb  
MSW Conservation  
PO Box 27  
Lifton  
Devon  
PL16 0YD

26 September 2001

Dear Mr Reeve,

**Church of All Hallows, Ringmore**

Following our telephone conversation, I enclose a copy letter from English Heritage which says a report is being prepared on the church as part of the assessment process relating to our recent grant application. I should be grateful if you would be available to attend the meeting in due course with Simon Cartlidge, the Historic Buildings Architect. English Heritage will let me know a date for the proposed meeting in due course.

I refer to your letter dated 18 September 2001 and confirm the PCC have not, to my knowledge, instructed an alternative professional advisor.

Yours sincerely,



Yvonne Sheppard  
Churchwarden



**Yvonne Sheppard**

From: "Yvonne Sheppard" <yvonne@3waysringmore.fsnet.co.uk>  
 To: "Jan Croysdale, DAC Secretary"  
 Sent: Saturday, June 09, 2001 8:56 PM  
 Subject: Re: Ringmore, All Hallows - Roof  
 Dear Jan

Thank you for your message. I am in the process of passing on your comments to our fabric committee and PCC. As you say in your message, we may wish to revise the scope of work to be done now. We have a PCC meeting on 18 June and I will let you know after our discussions.

Regards

Yvonne Sheppard

----- Original Message -----

From: "Jan Croysdale, DAC Secretary" <dac@exeter.anglican.org>  
 To: <yvonne@3waysringmore.fsnet.co.uk>  
 Sent: Thursday, May 31, 2001 3:26 PM  
 Subject: Ringmore, All Hallows - Roof

- > Excuse this e-mail response to your letter of 29 May - for speed and being
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- >
- >
- > Jan Croysdale
- > DAC Secretary
- > (01392 272686 ext 225)
- >
- >
- >

01392 272686

(ext 225)

Sent to Jan Croysdale  
 19.6.2001

Said keep  
 faulty on back  
 until the have  
 done report &  
 then apply as the  
 may need to  
 specification

Yvonne

6/12/01

To Andrew Ireland, Jacqueline Patterson and Michael Tagent

From Yvonne Sheppard

9 June 2001

Fabric repairs to All Hallows

I enclose a copy e-mail from Jan Croysdale relating to our application for approval under Schedule B for repairs to the roof and rain disposal system. When I sent the diocesan grant application the Archdeacon commented the 'high level' repairs would be more likely to be eligible for an English Heritage grant and as far as possible should be deferred. I feel we should consider limiting the scope of the high level repairs now and in the meantime raise funds from grants and trusts with a view to undertaking a lot more of the external work in 2002, subject to agreement by our Architect. It is important to get the strategy clear now so that the English Heritage grant form can be completed and other applications made.

Please may I have your comments.

Yvonne Sheppard

*Agreed*  
*Jacqueline*

12.6.01.

**SOUND SYSTEMS (S.W.) LTD**

29 Tower Park  
 FOWEY, CORNWALL, PL23 1JD  
 Tel: 01726 833783 Fax: 01726 833800  
 VAT Reg No: 557 4230 40

**INVOICE**

92779

TO

Mr. Michael Tagent,

DATE 10th. April 2002

Treasurer, Ringmore P.C.,

JOB NAME

Challaborough Cottage,

JOB LOCATION

TERMS

Ringmore, Kingsbridge, Devon, TQ7 4HW.

## DESCRIPTION

## PRICE

## AMOUNT

To

Installation of sound system at Ringmore Parish Church.

1

Audio Technica 4000 microphone, FMR and clamp

£158

70

1

XLR socket, cable for playing of tapes

19

90

1

Master Volume Control

72

00

Labour

£102

00

EXTRA WORK TO QUOTE 12.12.01.

1

4 way block and 3 mains plugs

23

16

1

New socket in pulpit, microphone cable &amp; extra labour

75

34

£451

10

VAT (Listed building) adding to system.

27

77

£478

87

To avoid paying full VAT please send on CHURCH HEADED PAPER  
 that Ringmore Parish Church is a listed building.

Thank you.



## **Church of All Hallows, Ringmore**

A meeting of the Parochial Church Council was held in the Church vestry on Monday 30 April 2001 at 7.30pm and the following resolutions were made:

1. Mrs Sheppard proposed the PCC apply for a diocesan grant/loan of £2000 for church repairs. Mr Tagent seconded the proposal and all agreed.
2. It was suggested by the Diocesan Advisory Committee Secretary, Miss J Croysdale, Ringmore PCC could apply under Schedule B for approval to the DAC (no faculty required if prior conditions met) for the repairs to the church roof and rain disposal system, although the quotation exceeds £2000. Mrs Sheppard proposed the PCC apply for these repairs to be authorised by the DAC under Schedule B. Mr Trant seconded the proposal and all agreed.
3. Permission from the DAC is required for retention of the free standing display board in the visitors area. Mrs Sheppard proposed the PCC apply for authorisation under Schedule B for the display board to be retained. Mr Errett seconded the proposal and all agreed.

*Dina H. Williams*

Mrs D Williams  
Hon Secretary to Ringmore Parochial Church Council  
1 May 2001

## Conversation with Mr. F. Reeve

Today Mr. Reeve called on 1 May 2001  
I said we had discussed & accepted  
the content of his letter at the meeting on  
30 April. He is ~~is~~ <sup>has</sup> spoken to  
Mr. Lancaster to obtain a further estimate &  
is trying to get in touch with Paul Johnson  
- I gave him more details. We agreed it  
might be an idea for the fabric committee to  
meet to discuss the estimate etc. He will  
also check if the cost of fixing estimate is up to date.

I also mentioned the sundial & the  
lady chapel window. The window is  
historic glass & he is happy that a  
temporary repair is made but suggests ~~we~~  
he finds a conservator to repair the  
sundial & possibly the window.

He expects to visit Ringmar for our  
flower festival & may be interested in  
tickets for our preview night since it  
is his birthday that weekend!

Yf 1.5.2001

**Three Ways, Ringmore, Kingsbridge, Devon, TQ7 4HL**  
**01548 810341**

**[yvonne@3waysringmore.fsnet.co.uk](mailto:yvonne@3waysringmore.fsnet.co.uk)**

Miss J Croysdale  
Secretary to the Exeter Diocesan Advisory Committee  
Diocesan House  
Palace Gate  
Exeter  
EX1 1HX

24 May 2001

Dear Miss Croysdale

Church of All Hallows, Ringmore

I would be grateful if you would obtain authorization from the Archdeacon and the Diocesan Advisory Committee for the following items to be undertaken under Schedule B without a faculty:

- 1.** Introduction of a moveable free standing display board which is temporarily in the church in the visitors area for display of church notices and church guides. The board is made of cork, bound in light wood and measures
- 2.** High level repairs to the roof and rain disposal system as detailed on the enclosed specification and quotation. Two further quotations are being sought by our architect.

I enclose a copy of the Resolution of the PCC authorizing both of these items. The proposed works to the roof and rain disposal system and introduction of the noticeboard are not likely to affect any item of a historic, architectural or archaeological importance. There is no reason to suppose the proposals would be opposed by a significant body of opinion in the Parish and work has not commenced on the roof and rain disposal system.

I look forward to receiving your reply.

Yours sincerely

Yvonne Sheppard  
Churchwarden



Ringmore PCC  
meeting 30 April 2001  
FABRIC

1. Mr Reeve has replied and on the basis tenders are sought in stages for work on All Hallows will charge 12.5% for work of value over £20000 and 15% for work under £20000 with a credit where appropriate for the fee paid of £2850. Work on a time charge basis is £40 (plus VAT?). We need to consider if the original specification is complete - especially around the porch but also on the wall behind the visitors corner and the West wall where there are problems with damp and drainage - ie improve rain disposal or repair what is there? Mr Reeve is seeking further quotations as requested. Suggest we agree extra charges, if any, with him as we proceed. - Thedrine meat b-pet decay - Huse West door then door
2. Funding - PCC minute required to agree diocesan application for £2000 grant/loan ✓
3. Faculty - PCC minute required under Schedule B for roof etc which may be acceptable instead of a faculty by the diocese given the nature of the repairs - otherwise a faculty will be required. (Jan Croysdale) ✓
4. Moveable noticeboard - PCC minute required ✓
5. Lady Chapel window - the crack is now a hole and needs replacement. I need to find out from our architect if the glass is historic - possible memorial window to someone as a gift? - hopper window m. hall
6. Sundial - no comment yet - Yellow book - - Fred New -
7. Lightning conductor - Jan Croysdale suggested checking with insurers if one is necessary on All Hallows - In the church
8. Oil Tank - needs refilling shortly - can we move it first please?
9. English Heritage - All Hallows is now G11\*. Jan Croysdale thought they may not give much cash for re-pointing. Need to apply by end of June 2001. Try ✓
10. Radio aerial - should we consider or would it cause trouble? ✓

Yvonne Sheppard  
30/4/2001

## **Draft Church of All Hallows, Ringmore – Fabric Restoration Progress**

**Aug 1999** Ringmore PCC appoint Mr F R Reeve as new architect.

**Sept 1999** Quinquennial Inspection brought forward one year

**Feb 2000** Ringmore PCC agree to go to tender

**May 2000** Tenders opened in the Church

**June to**

**Oct 2000** Fabric committee set up and various meetings with the architect to attempt to schedule urgent works. No tender accepted but architect recommends Good Roofing as preferred contractor.

**Nov 2000** Revised quotation received from Good Roofing for repairs to rain disposal system and roof. Quotation is 3x original tender for same work and is not accepted

**Dec 2000** Local contractor sought for roof and rain disposal system – declined to quote on basis the work is too extensive and requires scaffolding.

**Mar 2001** PCC agree to ask Architect for quotations from two other roofing companies

**Mar 2001** Application for authorization for repairs to rain disposal system based on the basis the work was too extensive

**June 2001** Andrew Irvine provides quotation around £20,000. PCC meet and discuss and agree to proceed

**Sept 2001** Verbal quotation received from Good Roofing exceed £3500+ (requiring scaffolding)

**Oct 2001** PCC agree to proceed with Good Roofing based on the full specification of work to be done. Work proceeding in April 2002

*Documents not  
used*

## Fabric Report - meeting 18 June 2001

1. The Vicar of Malborough has visited All Hallows and reported back to DAC concerning the noticeboard. A letter has been received from Jan Croysdale agreeing the noticeboard can stay in the Church.
2. An e-mail from Jan Croysdale also indicates a faculty is required for the work required to the roof and rain disposal system because of the costs involved and the scale of work. The e-mail also suggests more high level work should be undertaken at the same time and DAC require more detail of the materials and scope of the work i.e. the specification. Following individual discussion with the fabric committee and our architect, it has been broadly accepted to undertake only essential high level repairs now e.g. replace roof slates and clearing gutters and downpipes and leave the rest of the work until more funds are available. The archdeacon has suggested high level work should be included in the English Heritage grant application (main work in 2002):

Resolutions required: Apply for a faculty for full tender

Apply for grant applications for the full tender.

If grants are not forthcoming the work in 2002 will need to be scaled down.

3. Window in lady chapel *panel -*
4. Birds in bell chamber
5. Roof of lady chapel - Andrew
6. Move oil tank
7. Lightning conductor/sundial- progress o/s
8. Electrical system in Church - recommend it is tested asap
9. Churchwardens day on 7 July - disability access

10) Frost Reeve - letter to 1st reply

11) Ecclesiastical - Health & Safety - volunteer's duty to employer!

12) Unwashed

3 OK

could  
help  
post-visit  
work

essential  
repairs -  
tower  
- scaffolding  
- And

NOT  
DISCUSSED



**Yvonne Sheppard**

**From:** "Yvonne Sheppard" <yvonne@3waysringmore.fsnet.co.uk>  
**To:** "Jan Croysdale, DAC Secretary"  
**Sent:** Saturday, June 09, 2001 8:56 PM  
**Subject:** Re: Ringmore, All Hallows - Roof  
 Dear Jan

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Regards

Yvonne Sheppard

----- Original Message -----

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- >

01392 272686

Ext 225

Sent to Jan Croysdale  
19.06.2001

Said keep  
faulty on back  
until the have  
done report &  
then apply as the  
may need to  
specification

Yes

6/12/01

## ***ALL HALLOWS, RINGMORE, CHURCH REPAIRS***

The PCC are making plans in consultation with the architect to restore and preserve the ancient church of All Hallows in Ringmore. Although there is no obvious visual damage inside except where the west wall containing the rose window is badly stained, the PCC have been advised to take action now to prevent any further deterioration of the building. The Church quinquennial inspection in September 1999 identified a series of major repairs required to the fabric of the Church, which relate to water penetration problems as a result of the Church's exposed position in the village. Extracts from the quinquennial inspection report are on display in the church.

The repairs required are to the roof and rain disposal system, inspection and renovation of the west wall which includes the rose window, repairs to cracks and holes in masonry and around the windows, dealing with suspected beetle infestation and general re-pointing of the whole building. These repairs will require scaffolding to be erected both inside and outside the Church and are extremely labour intensive in nature requiring 20 to 30 workmen over a period of about 18 weeks. In addition, because of the historic nature of the building, it is essential to use correct materials which are likely to be expensive and in the case of lime-based mortar also difficult and consequently expensive to handle.

The PCC have accepted these repairs are necessary but does not have funds to finance all the repairs, for which the total cost including VAT and the Architects fees could be £100,000. The most urgent repairs such as repairing the roof and rain disposal system will be done first with other items delayed until sufficient funds are available, for which the PCC are considering plans for fund raising. The most important criteria at present is to prevent water penetrating the Church building until funds can be obtained to make good the whole building.

**Yvonne Sheppard**  
**Church Warden**

**Three Ways, Ringmore, Kingsbridge, Devon, TQ7 4HL**  
**01548 810341 / 01752 220333**  
**yvonne@3waysringmore.fsnet.co.uk**

Mr F R Reeve FRICS ACI Arb  
MSW Conservation  
PO Box 27  
Lifton  
Devon  
PL16 0YD

26 September 2001

Dear Mr Reeve,

**Church of All Hallows, Ringmore**

Following our telephone conversation, I enclose a copy letter from English Heritage which says a report is being prepared on the church as part of the assessment process relating to our recent grant application. I should be grateful if you would be available to attend the meeting in due course with Simon Cartlidge, the Historic Buildings Architect. English Heritage will let me know a date for the proposed meeting in due course.

I refer to your letter dated 18 September 2001 and confirm the PCC have not, to my knowledge, instructed an alternative professional advisor.

Yours sincerely,



Yvonne Sheppard  
Churchwarden



Anthony E. Good M.Sc. (Conservation) Dip. Arch. RIBA, RIAS  
Chartered Architect

Frederick R. Reeve FRICS ACI Arb.  
Chartered Surveyor

Tuesday, 18 September 2001

The Parochial Church Council of the Church of All Hallows  
C/o Mrs Yvonne Sheppard  
'Three ways'  
Ringmore  
Nr. Kingsbridge  
Devon TQ7 4HL

Dear Mrs Sheppard

**All Hallows Church, Ringmore**

I understand from the Diocesan Advisory Committee that the Parochial Church Council has put in hand repair works to your Church and that it may be you have instructed an alternative professional advisor.

Clearly this news is disappointing to us given the work we have done and the degree of commitment we have made to the Parochial Church Council and your church.

I would be grateful for your formal comment on this matter.

Yours sincerely



F R Reeve  
Partner

PO BOX 27  
LIFTON  
DEVON  
PL16 0YD

Tel:  
01566 784 905

Fax:  
01566 784 906

THANKYOU  
ALL HALLOWS - CLEANING CHURCH  
AND TIDYING CHURCHYARD

Thank you to everyone who  
spring cleaned the church and  
churchyard at the end of  
March. The walls and windows  
are now free of dirt and  
cobwebs, the pews, floor and  
brasses have been polished, and  
outside the church walls and  
churchyard have been tidied  
from ~~a~~ surplus ivy and other  
debris.

Many thanks

Yvonne Steppell  
Churchwarden.

Geoff

Please would you inset  
this item in the April  
newsletter

Many thanks Yvonne

24. 3. 2002

## **Parish Council Wheelchair**

Note to Jackie Tagent

I should be grateful if you would please take up the following points with the Parish Council. Michael pointed out possible defects with the wheelchair, which is now in the church vestry, whilst we were conducting our safety/disability review. I have been advised by Keith Johns of South Hams Council the wheelchair should be subject to an annual service and the church's insurers consulted to ensure adequate cover. He advised the wheelchair should not be used until it has been checked over. Plymouth Industrial Services in Southway will carry out a service for £20 plus parts if it is taken to them or £45 plus if they visit on site (01752 306660) – will the Parish Council finance this cost please?. In addition, please could the Parish Council clear the area on the road outside the Scoble gate, which is currently covered in mud and leaves, in the event access by wheelchair is required through the churchyard. Please can it also be confirmed ownership rests with the Parish Council. I think the wheelchair would fall within the category of moveable items under Schedule B and the PCC should add it to the list of items for which DAC approval is required in due course.

Many thanks

Yvonne Sheppard  
Churchwarden  
6 Jan 2002



**Ringmore PCC meeting – Thursday 31 January 2002 – agenda items**

1. Fabric report – I would like to run through some points at the meeting for feedback – particularly 2, 3, 4, 6.
2. Fundraising report – please can Mike talk about ‘friends’ and I wish to raise the resolution for funds from the Diocese.
3. Architects fees – see note of telephone conversation.
- X 4. The Team Rector’s proposal to make Kingston a separate parish and the implications for Ringmore and our three parishes. 1952-2002
5. Comments from John and clarification of John’s working days. m
- X 6. Team Council report m m m m
7. Choice of delegates for the Bishop’s meeting on 2 March
- X 8. Consider coffee after 11am service on 3 February. – Yes can’t be kept Cing.
- X 9. Review of Christmas services (and flowers) and arrangements for lent and Easter. OK
- X 10. The Reverend Canon NM Ramm, patron of All Hallows ✓ OK – JSH

*Three Ways, Ringmore  
Nr Kingsbridge, South Devon TQ7 4HL*

*Tel: (01548) 810341*

DRAFT

English Nature

YLS/CRN/CAH6

25 October 2001

Dear Sir,

Church of All Hallows, Ringmore, Kingsbridge, Devon TQ7 4HL

Ringmore PCC are petitioning for a faculty to undertake the following work:-

The Church appears to be inhabited by bats and it would be appreciated if you would advise how work should be carried out without harming or disturbing the bat population.

Yours sincerely,

Yvonne Sheppard  
Churchwarden

**Three Ways, Ringmore, Kingsbridge, Devon, TQ7 4HL**  
**01548 810341 / 01752 220333**  
**yvonne@3waysringmore.fsnet.co.uk**

The Archdeacon of Totnes  
The Venerable Richard Gilpin  
Blue Hills  
Bradley Road  
Bovey Trace  
Devon TQ13 9EU

YLS/CRN/CAH3

10 September 2001

Dear Archdeacon,

**Church of All Hallows, Ringmore**

Following discussion with Jan Croysdale, I enclose a schedule of work for roof and rainwater goods, which has been drafted by a member of our PCC.

The PCC are keen to make the church building waterproof before the next winter and I should be grateful for your advice on a couple of points:-

1. The PCC wish to carry out essential maintenance work but it is not clear if the work under points 3.1, 5 and 6 requires authorisation and involvement of our architect before work can be done.
2. The PCC do not wish to prejudice the recent grant applications to English Heritage and other Charitable Trusts.

Please let me know if you require any further information. I look forward to hearing from you.

Yours sincerely,



Yvonne Sheppard  
Church Warden

Enc.

copy to: Miss J H Croysdale  
Diocesan Advisory Committee



## **FAITH SECURED**

### **'Property and Personal Safety in Places of Worship'**

**Devon and Cornwall Police Headquarters, Middlemoor, Exeter  
Tuesday 25 September 2001**

#### **PROGRAMME OF EVENTS**

<b>AFTERNOON</b>	<b>EVENING</b>		
1200	1800	BUFFET	
1230	1830	Welcoming Address	Sir John Evans Chief Constable
1240	1840	Places of Worship: The Problem The Solution	John Knowles BEM Crime Prevention North Devon
1250	1850	Video – 'Faith Secured'	
1305	1905	Property Security	David Scriven Ecclesiastical Insurance Security Surveyor
1330	1930	COFFEE	
1345	1945	Open Church Trust	Brig A B D Gurdon Trust Administrator
1415	2015	Church Watches	Nick Tolson National Church Watch
1435	2035	Ring Master	Sgt Paul Morgan Deputy Force Crime Reduction Officer
1445	2045	Personal Safety Issues	Mark Tomlinson Self Defence Instructor. North Devon
1510	2110	Questions/Discussion	



**DEVON & CORNWALL  
CONSTABULARY**

**Chief Constable  
Sir John Evans OStJ QPM DL LL.B**

Mrs Y Sheppard (3022)  
Churchwarden of Ringmore  
Three Ways  
Ringmore  
KINGSBRIDGE Devon TQ7 4HL

**CHIEF CONSTABLE'S OFFICE  
MIDDLEMOOR  
EXETER  
EX2 7HQ**

Your ref:

Date:

18 July 2001

Telephone:

01392 452771

Direct Dialling:

My ref:

ORR/pm/jac

Please ask for:

Sgt Morgan

Extension:

22771

Fax:

452447

**Places of Worship – Security and Personal Safety Seminars  
Tuesday 25 September 2001**

Places of worship and the people associated with them can be vulnerable to crime.

Whilst it is necessary to be welcoming and open to all, this can create situations in which both people and property are put at risk.

In order to highlight these risks and offer strategies for dealing with them, the Devon and Cornwall Constabulary is working together with the Church of England and Ecclesiastical Insurance Group to organise two seminars.

These seminars will be held on **Tuesday 25 September 2001** at **The Amenity Suite Conference Room, Police Headquarters, Middlemoor, Exeter**. Speakers will include Mr David Scriven, Ecclesiastical's Insurance Consultant and Surveyor for the area who will be speaking on the physical security of churches and Mr Nick Tolson, The National Churchwatch co-ordinator.

Each seminar will be preceded by a buffet meal with the first commencing at 12.00 pm and finishing around 3.30 pm and the second starting at 6.00 pm and concluding around 9.30 pm. A proposed agenda is attached for your information.

It is important to stress these seminars are not just for the Anglican church, but for places of worship of all faiths in Devon, where people feel security is an issue. In addition, churches insured with Ecclesiastical are reminded they can request a free security survey from their local consultant and surveyor at any time.







**EXETER DIOCESAN ADVISORY  
COMMITTEE**  
for the Care of Churches

**SCHEDULES A AND B**

**GUIDELINES**  
and Useful Information

Diocesan House, Palace Gate, Exeter EX1 1HX  
DAC Secretary : (01392) 272686 Ext 225





## CONTENTS

1. **Introduction**  
Why do we have to get permission to repair and look after our church?
2. **Care of Churches and Ecclesiastical Jurisdiction Measure 1991**  
**Schedule A :** Work which does not require prior consultation with DAC  
**Schedule B :** Work needing authorisation by DAC, but not a Faculty
3. **GUIDELINES**
  - A. Petitioning for a Faculty (Notes, and information required)
  - B. Fire Precautions
  - C. Safety
  - D. Security
  - E. Installing a Sound System
  - F. Gift Horses!
4. Information on VAT







## INTRODUCTION

### WHY DO WE HAVE TO GET PERMISSION TO REPAIR AND LOOK AFTER OUR CHURCH?

This is the gist of the most frequently asked question regarding the care of churches. The most straightforward and important answer is, 'It is the law of the land'; not 'Church' law, but law passed by parliament. The current *Care of Churches and Ecclesiastical Jurisdiction Measure*, which came into force in 1993, is an updating and strengthening of earlier legislation under which the Church has for centuries had to obtain authorisation by means of a Faculty for work of repair or alteration to its buildings. The legislation exempts the Church (through its Faculty system, in which the Diocesan Advisory Committee advises the Consistory Court on proposals) from obtaining Listed Building Consent, which secular buildings require. However, only if churches follow the procedures the law lays down will this exemption remain; should it be removed, applications would have to be made to the secular authorities, which do not have an interest in considering the mission of the church.

That's the legal answer. A further reason is that having specifications of proposed work scrutinised, approved, and authorised by Faculty, should ensure that your church is repaired and maintained in the best way for present and future generations. This helps make good use of money.

From the wider community's point of view, another reason that permission has to be obtained is that the church is part of the community's heritage, not that of the congregation alone. Before work can be carried out the community needs to be consulted, and the posting of public notices (citations) is the legal way of ensuring that this has been done. English Heritage, funded through taxation by parliament, grant-aids some vital repairs to churches and its agreement is often required before work can proceed.

#### Plan ahead

From experience the DAC has found that well thought out proposals, presented with clear justification and documentation, are usually recommended with the minimum of delay. However, where this is lacking, frustration and delay for all concerned can build up whilst necessary information is obtained.

The PCC / Churchwardens should therefore

- Plan ahead for effective maintenance;
- Use their architect's advice and expertise;
- Think through a programme of maintenance and how to finance it;
- Make *early* use of the informal advice DAC members can give on all manner of topics eg heating; lighting; re-ordering; bells; clocks; trees; textiles; churchyards. (The DAC Secretary will arrange for a member or consultant to visit and talk through your concerns. Any advice given at a visit is informal, and must not be taken as implying consent for the work, or permission for it to proceed);
- Ask the DAC Secretary to arrange for a desk-based archaeological assessment of any major proposals at an early stage if they affect the fabric or furnishings or involve digging in the churchyard. (With such a request you should provide an outline of the proposals, photographs, plans; and your architect's drawings if available);

- Submit specifications for proposed work to English Heritage for its approval, if an application for grant-aid has been made to that body, or grant aid has been received from it in the past;
- Allow time for obtaining a Faculty. (DAC meetings are held at approximately six weekly intervals, and *if* all the details of your proposals can be commended at one of these meetings, it could be about another four weeks before you obtain a Faculty, assuming there is no objection to the work from the public.) See also the Guideline on Petitioning for a Faculty.
- If considering reordering spaces and furnishings : Think through what ideally you would like to do throughout the building. Although only one aspect of your vision may be accomplished, if you have an overall aim then what you do carry out will not hinder future developments.
- Refer to the booklet '*Making Changes to a Listed Church*' from the Rules Committee of General Synod, sent to incumbents in 1999. Follow the procedures; draw up a Statement of Significance of and a Statement of Needs for your church. As with all work, time spent in preparation saves time later, and gives a better result!

It is planned that the DAC will issue all parishes with guidance leaflets on various topics over the years. This is the first set. Please keep one set in your log book ring binder, and make sure whoever has the responsibility for the fabric has the other handy for reference. They have been punched for ease of filing in a ring binder. Please photocopy them as required.

These Guidelines supplement the DAC Guidelines issued in 1994, which should be kept for reference, as much of the information contained in them is still valid. *However, some technical information may not be up-to-date so you should check with your architect.*

Revised Schedules A and B are included for ease of reference. Please note Schedule B has been revised to include some items previously requiring a Faculty. It replaces any Schedule B issued prior to May 2000, which should be destroyed. Schedule A has also been revised, but only to make clear that scaffolding costs are not included in the £750 limit for the specified minor fabric repairs.

It is intended a copy of the Council for the Care of Churches booklet '*How to Look after your Church*' (at present in the process of being reprinted) will also be distributed free to each parish during 2000/1. This contains useful information and should be used for the helpful resource it is. Sections cover

Parochial Responsibility;  
The Quinquennial Inspection System  
Routine Maintenance  
Churchyard  
Tower; Interior  
Record keeping  
Fire protection; Security  
The Architect and the Parish  
Faculty Jurisdiction  
Secular Planning Control  
Sources of Grant Aid for Fabric Repairs  
Fabric Check List

Further **DAC Guidelines** as follows are available on request from the DAC Secretary :  
Floodlighting  
New church lighting  
Code of Practice for installation of quartz heating





## **SCHEDULE A**

### **No Faculty required and no consultation necessary**

**THIS SCHEDULE** lists very minor matters relating to churches, which may be undertaken without a Faculty and for which no prior consultation or other authorisation is required.

### **EXCLUSIONS**

- i) Matters concerning items which, in their own right, are of historic, architectural or archaeological importance. These matters will require a Faculty.
- ii) Minor repairs of alterations to churches designed and/or built as a cohesive whole. These matters should be dealt with under the Schedule B procedure.
- iii) Any items introduced under this Schedule and having a commemorative plaque or inscription unless :
  - (a) the wording merely states that it is in memory of a particular person and gives his or her dates of birth and death, together (if so desired) with a scriptural reference; and
  - (b) the inscription is on the underside of the particular item or the plaque is no larger than 3½" x 2". In all other instances a Faculty will be required.

## **SCHEDULE A**

### **1. Churchyards**

Routine clearing and churchyard maintenance. Routine maintenance of fences, gates and seats.

### **2. Minor Fabric Repairs**

*At a cost or value (whichever is the greater) not exceeding £750, exclusive of Value Added Tax and scaffolding. These may not be repeated in a series of small 'bites' so as to avoid the need for a Faculty.*

- .01 Small areas of lead burning
- .02 Repairs to roofing felt
- .03 Re-setting of copings
- .04 Repairs to chimneys and flues
- .05 Replacement of defective slating or tiling (like for like)
- .06 Renewal of flashings (like for like)
- .07 Renewal or replacement of flagpoles or weather vanes of unchanged design
- .08 Overhaul or repair of gutters and downpipes
- .09 Lime treatment to areas of stone
- .10 Small areas of plastering or rendering (where there are no archaeological implications or wall paintings)
- .11 Overhaul of ventilators
- .12 Replacement of broken window panes (except for stained or historic glass)
- .13 Renewal of window guards (but not in galvanized steel)
- .14 Timber treatment (except where bats are present)
- .15 Minor floor repairs (stone or pew platforms)



### **3. Maintenance**

- .01 Regular clearance of gutters and downpipes and rodding of drains
- .02 Clearance of vegetation from drains, gulleys, walls and roofs (including the minimal use of chemical sprays)
- .03 De-rusting and repainting (with a suitable rust-proof paint in existing colours) of ironwork to windows, doors, gates, oil tanks, bell frames, weather vanes
- .04 Repainting in existing colours, oiling or lime treatment of wooden doors or gates previously so treated
- .05 Repainting in existing colours of notice boards (provided no alteration is made except for changing the details of an office holder or times of services)
- .06 Repair and replacement of wooden bell stays
- .07 Renewal of bell ropes
- .08 Replacement of bird netting
- .09 Provision and maintenance of mowing equipment
- .10 Inspection and routine maintenance of clocks and clock faces
- .11 Tuning and routine adjustments of organs, harmoniums and pianos
- .12 Maintenance of pianos using matching materials
- .13 Repair or replacement (like for like) and fire-proofing of ordinary carpets
- .14 Repair or replacement (like for like) and fire-proofing of ordinary curtains
- .15 Regular maintenance of heating systems, alarm systems and fire extinguishers
- .16 Regular inspection and maintenance of electrical systems and lightning conductors

### **4. Moveable items**

- .01 Introduction or disposal of surplices or albs for the clergy, choir robes, vergers' robes - all on a like for like basis
- .02 Introduction or disposal of altar linen
- .03 Introduction, replacement or disposal of Bibles and Service Books (provided they are approved by the General Synod under the provisions of the Church of England Worship and Doctrine Measure 1974 but not disposal of handbound or other valuable books), pottery or glass cruets or vases, individual kneelers, hassocks and cushions
- .04 Introduction for no longer than three months in any one year of decorative banners or boards, exhibitions, Christmas cribs and Easter gardens
- .05 Introduction, replacement or disposal of hymn books, books of songs, of choruses and of choir music (but not disposal of handbound or other valuable books)
- .06 Purchase of new registers (but not Books of Remembrance)
- .07 Deposit of closed registers and other parochial records in the Diocesan Record Office

### **NOTE :**

**Where any work is carried out in accordance with these regulations, it shall be done in accordance with any guidelines issued by the DAC, a record of the work shall be entered in the log book, and any item acquired shall be recorded in the inventory.**





## SCHEDULE B

### No Faculty required if Prior Conditions Met

**THIS SCHEDULE** lists relatively minor matters relating to churches which may be undertaken without a Faculty as long as the conditions and procedures set out below are satisfied.

#### EXCLUSIONS

The following items, although they may appear to be relatively minor, are **excluded** from Schedule B and therefore require a Faculty.

- i) Matters concerning items which, in their own right, are of historic, architectural or archaeological importance.
- ii) Any item introduced under this Schedule which has a commemorative plaque or inscription unless:
  - (a) the wording merely states that it is in memory of a particular person and gives his or her dates of birth and death, together (if so desired) with a scriptural reference; and
  - (b) the inscription is on the underside of the item or the plaque is no larger than 3½" x 2".

#### CONDITIONS AND PROCEDURES

Before undertaking any of the items in this Schedule, the following conditions must be fulfilled:

- i) The applicants should send to the Secretary of the Diocesan Advisory Committee
  - (a) Full details, plus specifications and costings where relevant. If a quotation only is submitted, full details of the materials proposed and method of workmanship should be included in it.
  - (b) Written assurance that no item affected by the proposed works is of historic, architectural or archaeological importance in its own right. If there is any query the matter should be discussed with the DAC Secretary.
  - (c) A copy of the Resolution of the PCC authorising the work, together with the voting figures
  - (d) Written assurance that there is no reason to suppose the proposals would be opposed by a significant body of opinion in the Parish, and
  - (e) Written assurance that the work has not yet commenced.
- ii) The applicants must await authorisation to proceed. If the Diocesan Advisory Committee and the Archdeacon recommend the proposals, a letter of authority will be issued. If at any stage it is considered that the matter should be dealt with by Faculty, then the necessary documents will be forwarded to the applicants.

## SCHEDULE B

### 1. Churchyards

- .01 Repairs to walls, fences and gates
- .02 Repairs to existing drains
- .03 Re-surfacing of paths like for like (apart from historic paving and cobbled surfaces)
- .04 Planting of a tree or hedges (provided no archaeological considerations arise)

### 2. Minor Fabric Repairs

*At a cost or value (whichever is the greater) not exceeding £2,000, exclusive of VAT and scaffolding costs. These may not be repeated in a series of small 'bites' so as to avoid the need for a Faculty.*

- .01 Small areas of lead burning
- .02 Repairs to roofing felt
- .03 Re-setting of copings
- .04 Repair of chimneys and flues



- .05 Replacement of defective slating or tiling (like for like)
- .06 Renewal of flashings
- .07 Replacement of flag poles or weather vanes (but not lightning conductors)
- .08 Repair of gutters and downpipes
- .09 Small areas of pointing
- .10 Replacement of small areas of stone or brick (like for like)
- .11 Lime treatment to areas of stone
- .12 Small areas of plastering or rendering (where there are no archaeological implications or wall paintings)
- .13 Overhaul of ventilators
- .14 Replacement of broken window panes (except stained or historic glass)
- .15 Renewal of window guards
- .16 Timber treatment
- .17 Minor floor repairs (like for like)
- .18 Provision of anti-bird measures
- 3. Redecoration**  
Areas of redecoration (less than the whole church or less than the whole nave or chancel) with agreed materials, provided the same colour is used as previously. Marking of steps for safety purposes.
- 4. Investigations**, under architectural supervision, of causes of leaks, drainage problems, dry or wet rot, infestation, structural movement, not involving major disturbance of the fabric.
- 5. Bells**  
Inspection and routine maintenance of bell clappers, bell frames, bell bearings.
- 6. Clocks**  
Minor repairs and overhauls, including repainting clock faces as previously.
- 7. Carpentry and joinery**  
Repairs of louvres, modern doors and furnishings. Provision or renewal of bolts or locks provided there is no interference with fabric of historic importance.
- 8. Electrical**  
Installation (by approved NICEIC or ECA electricians) of security lights and alarms; fire alarms and smoke detectors; new electrical socket or light fitting (provided the existing capacity is sufficient); loop system; organ blowers; clock winding gear. Replacement of amplifiers and speakers.
- 9. Introduction or disposal** of tell tales, oil tank and stand, ramps and handrails, cupboards or safes in vestry.
- 10. Movable items**
  - .01 Introduction or disposal of hymn boards; all or a substantial number of kneelers, hassocks and cushions; fire extinguishers; flower stands; free standing display boards; small movable bookcases; curtains in vestry or tower; dehumidifiers; portable electric or gas heaters
  - .02 Replacement of vestments, altar frontals and falls
  - .03 Disposal of minor items of furnishing and fabric which are of no historical or artistic merit.
- 11. Heating**  
Replacement and repair of pumps, boiler, heating mechanisms and radiators not affecting the appearance of the church. (NB - These matters may also require insurer's agreement.)

**NOTE :** Where any work is carried out in accordance with this Schedule, it shall be done in accordance with any guidelines issued by the DAC, a record of the work shall be entered in the log book, and any item acquired shall be recorded in the inventory.





## PETITIONING FOR A FACULTY

Please bear the following points in mind

1. **The petition is to the Consistory Court**, not to the Diocesan Advisory Committee (DAC). The Consistory Court needs to know what the DAC's advice is on any proposal. After the DAC has considered your proposals the petition will be returned to you with the DAC's formal Certificate of Advice (Form 1), together with details of the next steps to be taken (which will include lodging the petition with the Diocesan Registry). You will therefore have an opportunity at that stage to provide costings and details of contractors if you do not know this information when you submit the petition to the DAC. However all other relevant information must be provided to the DAC (as in the Notes for Completing Schedule on page 2 of the petition) **BUT** see note 2 below.
2. Since the wording for the Schedule of Works on page 2 has to be exactly the same as that on the Certificate of Advice (Form 1) provided by the DAC, **please leave the Schedule of Works on page 2 of the petition blank when submitting it to the DAC.**
3. **The DAC can offer *informal* advice** on any proposal, and has consultants able to give specialist advice on a number of matters including heating, lighting, textiles, trees – so please make sure you have consulted the DAC Secretary to obtain such advice before you go too far towards firming up your proposal.
4. **The DAC does need to be assured that the PCC is behind the proposal.** Therefore it is important that a carefully worded resolution, setting out a clear summary of the works, is minuted, together with voting figures, and that a signed copy of the minute accompanies the petition when it is sent to the DAC.
5. The DAC needs to have **justification** for and **details** of the proposed work – the materials and methods to be used, and the aesthetic impact the work may have. For any work to the fabric of the church building, churchyard or churchyard walls, you will need to provide an up-to-date specification from an architect (or a detailed estimate from a craftsman) which describes the materials and methods in sufficient detail not to leave decisions generally to the contractor.
6. **Archaeology** : If there is any work which may have archaeological implications (eg making a hole in a wall; replacing ancient masonry; trenching for drains) early recording and monitoring may need to take place and there will be costs associated with this work. These costs need to be allowed for in estimates. An assessment of the archaeological implications of the proposals is required and a ***request to the DAC Secretary for an archaeological assessment of any major reordering, building repairs or trenching should be made at the earliest possible stage, before submitting a petition.*** *With any request for an archaeological assessment you should provide outline details of the proposal, together with photographs and plans, and, if available, your architect's drawings.* (It has been found that if archaeological implications are adequately considered in the first place costs of unnecessary architectural / building work have been saved.)
7. **Furnishings and fixtures** : If the proposed work affects the furnishings or fixtures of the church full details are required (eg scale drawings, photographs, catalogue pictures, plan of building showing areas affected).



8. **Disposals** : If anything is to be disposed of, its provenance and history (especially where a donor has been involved), will be needed, as well as the method of disposal (sale? bonfire? loan – in which case an agreement will need to be drawn up – consult the Diocesan Registry on 01392 421171 at the earliest opportunity).
9. **Carpets** : If a carpet is being introduced or replaced, a small sample will be required (**NB** : carpets must be able to breathe; they should not be rubber backed.)
10. **Insurance** : (See question 11 on petition). Insurers have reiterated that it is important that they receive request for consent to work at as early a stage as possible, especially bearing in mind any *building* work, the carrying out of which might affect the security of the church.
11. **Local planning authority** : If the proposed works materially affect the exterior fabric and appearance of the church, churchyard, or churchyard wall (eg a new door; clock, window guards; vents for heating; erecting gate in wall), or if they affect the character of the interior of the church, *there may be need for planning permission*. Do consult at an early stage with the Conservation Officer of your local planning authority, and provide the DAC with copies of any correspondence.
12. **English Heritage (29 Queen Square, Bristol BS1 4ND)** : If the proposed works are likely to result in a material alteration to the church or alter its character (as indicated in PPG 15 – your professional adviser / architect should be able to advise you on this) it is advisable to keep English Heritage informed, whether or not the church has received English Heritage grant aid. This again may save delays in procedures at a later date, as the Chancellor of the Consistory Court has a duty to see that English Heritage is specially cited if it appears to him that that body has not previously been notified of the proposed works. (Similarly, other bodies, such as the Council for the Care of Churches or the Victorian Society, may need to be consulted.)

**If your church has received a grant from English Heritage** you must keep that body informed of the proposed works and obtain its consent in accordance with the terms of the original grant offer (see question 5 in the petition).

13. **Building Regulations; Construction Design & Management Regulations (1994); Health & Safety at Work Regulations; Disability Discrimination Act** : Attention is drawn to the need to comply with these where appropriate. Your professional adviser / architect should, if appropriate, include details in the specification, or preliminaries to the schedule, with the contract particulars for the proper management and running of the contract.
14. **National Heritage Lottery Fund** : If you are considering applying to this Fund you must contact the Diocesan Registry first (01392 421171).
15. **Remember no work may be undertaken until a Faculty is received**, and that a Faculty cannot be issued until a completed citation (public notice), duly displayed, has been received by the Registry, and the Consistory Court has ruled on the petition. None of this can take place until the DAC has received **full information** to enable it to issue you with its Form 1 (its formal advice to the Court), and the necessary public notice forms.

#### **NB**

*No fee is payable until you submit the petition to the Registry.* When the petition is returned to you by the DAC with its formal advice (Form 1), it will be accompanied by a letter which gives full details of the steps that have to be taken next, including payment of fees. The scale of fees for Faculties is set annually by General Synod and the fees are paid to the Diocesan Registry. The DAC has no jurisdiction over fees, and does not receive any. Its members give their time and are only paid expenses.



## **INFORMATION REQUIRED**

**Petitions for REPAIRS and works to HEATING AND ELECTRICAL INSTALLATIONS should include TWO (2) sets of**

1. A description of the work

This should give the approximate age of the part of the building or element(s) to be worked on, its current condition, a brief description of any defects and the remedial work to be carried out.

2. A schedule of work, the materials and methods to be used

This should usually consist of an architect or surveyor's specification of materials, workmanship and works, but in the case of specialist work may also take the form of a report and detailed quotation from the appropriate specialist. Where more than one trade is involved (eg builder's work in connection with works to bell frames) specifications for each trade should be submitted. *Electrical work should be carried out by an NICEIC or ECA registered contractor.*

3. Drawings and photographs

Drawings at a scale of at least 1:50 showing the location of the works and details of any fabric to be renewed, repaired or conserved. *If possible a copy of the drawings no larger than A3 should also be provided.* Up-to-date photographs (5" x 7") showing the principal elevation of the building and the particular section of the building affected by the proposals.

For *heating* involving pipe or electrical wiring, a plan of the church showing the proposed wiring or pipe routes and the colour of any wires, together with a catalogue picture of any fittings and photographs of the area where any installation is to be made within the church must be provided.

**Petitions for LIGHTING / FLOODLIGHTING should include TWO (2) sets of**

1. A detailed quotation from the electrical contractor; catalogue pictures (or photocopies thereof) of proposed light fittings; a plan of the church/churchyard showing the position of the proposed fittings and the route and depth of any cables. *Electrical work should be carried out by an NICEIC or ECA registered contractor.*
2. An elevation or photographs marked clearly with the proposed wiring routes and positions of lights.
3. *Evidence that the church's architect is happy with the proposals.*

**Petitions for SOUND REINFORCEMENT should include TWO (2) sets of**

1. A detailed quotation from a specialist contractor, with a plan of the church showing positions of the proposed wiring route and equipment including speakers; catalogue pictures of speakers; clear drawings of any cabinets to house equipment.
2. Photographs of the interior of the church, showing positions of speakers.

## **ALTERATION TO INTERIOR or EXTERIOR, or EXTENSION**

**All alterations and extensions and most repairs** to churches need a Faculty. Listed churches are exempt from obtaining Listed Building Consent. Churches are **not exempt** from obtaining Planning Permission where the works proposed would generally need it (usually works materially affecting the exterior of the church, churchyard, churchyard wall, or the character of the interior of the building). **The Conservation Officer of your local planning authority will be able to advise on the need for obtaining Planning Permission.**



**Petitions for ANY ALTERATION TO OR EXTENSION OF a church  
should include TWO (2) sets of**

1. General drawings

Appropriate accurate plans, elevations and sections to indicate precisely the complete building, or complete part of the building affected by the proposals (including the interior where applicable) **in its existing state** and as proposed. Any existing fabric to be removed should be highlighted. The drawings of the existing and proposed should be to the same scale as each other.

All general drawings shall be to an adequate scale (minimum 1:50) and shall be fully annotated to indicate clearly the proposed works and all materials to be used and surface finishes. Details will need to be separately drawn at a larger scale.

*If possible a copy of all drawings no larger than A3 should also be provided.*

2. Photographs

Up-to-date photographs (5" x 7") showing the whole building and its setting and/or the particular section of the building affected by the proposals as appropriate.

3. A schedule of work, the materials and methods to be used

This should usually consist of an architect or surveyor's specification of materials, workmanship and works, but in the case of specialist work may also take the form of a report and detailed quotation from an appropriate specialist. Where more than one trade is involved (eg builder's work in connection with works to bell frames) specifications for each trade should be submitted.

4. An archaeological assessment

Many alterations and extensions, and also work in the churchyard, will have an impact on the fabric of the building or churchyard. The full significance of this impact needs to be carefully assessed by a professional archaeologist *well in advance* of any proposals being formally developed. A small fee may be charged for this service, which can include a full archaeological brief if this proves to be necessary. (Any significant digging or building alteration will always require such a brief as part of the planning procedure.) A request for an archaeological assessment can be made to the DAC Secretary or to the County Council.

5. Written justification

A written **Statement** of the **Significance** of your building, which need not be lengthy or elaborate but which should summarise the relevant historical development of the church and place the current proposal within that context and within any longer term plans. (See green booklet 'Making Changes to a Listed Church' issued to all incumbents by the Rule Committee of General Synod, January 1999, for guidance). Also required is a **Statement of Needs**, agreed by the PCC after discussion with the Archdeacon. This should set out the needs and reasons you consider the changes (eg reordering or partitioning the church to create meeting areas) are necessary to assist worship and mission in your church, and explain why you consider these needs cannot be met at present and consequently why you believe changes are required.

6. List of information submitted

A list of all documents submitted, including all drawing/document numbers.

**NB :** The above notes do not cover all eventualities, so please be aware that the DAC may well have to return to you to request further information on, or clarification of, your proposals.

Issued May 2000



## FIRE PRECAUTIONS

Most fires are caused by arsonists or builders working on lead. These guidelines provide general advice and set out some of the steps you can take to protect your church. **The guidelines are not exhaustive and professional help should be sought from the local fire service.**

- **Keep inflammable materials such as matches, candles, oil, incense, charcoal, white spirit and petrol locked up in a secure place.** They are a temptation to arsonists. Ideally they should not be stored in the church.
- **Take extra care when workmen are in the buildings.** A fire can easily start when work is taking place on a building. Workmen should be shown the position of fire extinguishers and how to use them. It should be part of the contract that smoking is not to be allowed in the church. The church should be inspected at the end of every day. Ladders should be put away under lock and key, so that they cannot be used by intruders.
- **All hot works** should be finished 3 hours before the end of the working day, and checked before leaving.
- **Keep the vestry locked and do not hide the key in the church.**
- **Discourage clutter.** Too often vestries, towers and odd corners of the church are filled with old books, wood, carpet and rags, all of which are good fuel to start a fire.
- **Portable heaters** are a major fire risk. Ideally gas heaters should not be used - the moisture they give off also damages the fabric of the church. However if they are used they should have a guard and should be kept at least three feet from anything which could catch fire. Paraffin and oil-fired heaters should never be used, even as a temporary measure.
- **Have chimneys and flues swept and inspected each year.** A fractured flue or dirty chimney is a real fire risk. An inspection is not usually part of the maintenance contract with a heating engineer, so you should discuss this with the church architect and make sure that it is done.
- **Have fire extinguishers located at various points in the church and make sure they are inspected regularly.** The fire service will advise on how many and what type of extinguishers you should have in your particular circumstances. For general use, water type extinguishers are best, though there should be a carbon dioxide type near the organ and the mains electric distribution board. Check every month to see if they have been used or damaged, or have been moved from where they should have been kept. They should be serviced every year. Small churches should have at least two, medium sized churches should have three, and large churches should have four or more extinguishers in the main area of the church. In addition a fire extinguisher should be in the boiler house, and the kitchen should have both a fire extinguisher and a fire blanket.
- **Train people to use fire extinguishers.** The parish clergy, the churchwardens, PCC members, all staff and as many responsible members of the congregation as possible should know where extinguishers are and how to use them. A training session should be arranged and can be good fun!



- **Have all electrical wiring professionally checked every five years.** Numerous church fires are caused by faulty electric wiring or apparatus. Only electrical contractors enrolled with the National Inspection Council for Electrical Installation Contracting (NICEIC) should be employed for work in churches. You should also check that the fuse boxes are clean, dry and dust-free. Make sure that the right fuses are to hand when needed and you keep a good supply of spares. *Routine checks* you should carry out should include looking out for breakages; wear/deterioration; signs of overheating; missing parts [covers, screws]; switchgear not obstructed; loose fixings.
- **Switch off all electrical circuits when not in use.** Switchgear of the church should be labelled to show a) the date of the most recent inspection and b) the date of the recommended future inspection.
- **The electrics in the organ and blowers should be inspected regularly.** A professional organ builder should carry out the inspection, and the electric organ blower and humidifying apparatus should be examined by an electrical engineer. Organ lights should be installed so that there is no danger of them setting fire to timber or music sheets if they are left on. The recommended trade practice is to inspect organ blowers and humidifying apparatus every six months.
- **Have the lightning conductor professionally tested.** A lightning conductor system which is not in perfect order is a positive danger, because lightning will be attracted to the terminals and then will not be able to go down to the earth. These should be examined and tested by a competent specialist firm.
- **Professional advice should be sought before installing fire detection systems. A Faculty will be required for the introduction of any such system.**
- The PCC should ensure that a review of fire safety precautions is undertaken.

#### **NB :**

There are *Fire Precautions (Workplace) Regulations 1997, (amended 1999)*, which came into force on 1 December 1997 and which impose certain duties regarding the provision and maintenance of fire fighting and fire detecting equipment and measures regarding emergency routes and exits. These Regulations are available from the Fire Policy Unit page at the Home Office site on the Internet - <http://www.homeoffice.gov.uk>, or The Stationery Office, The Publications Centre, P O Box 276, London SW8 5DT. Tel: 0870 600 5522. There is also a handy guide from the Home Office, *Fire Safety – An Employer's Guide*, available from The Stationery Office (£9.95) but not yet available on the Internet.

#### **Further sources of Information**

EIG Guidance Notes for Churches Section 1 : Fire

Fire Precautions Guide (£2 from Churches Main Committee, Fielden House, 13 Little College Street, London SW1P 3SH. Tel: 020 7898 1861; e-mail: [betty.cracknell@c-of-e.org.uk](mailto:betty.cracknell@c-of-e.org.uk))

Lightning Protection for Churches : A Guide to design and installation. Available free from EIG or English Heritage.

#### **CCC Publications**

A Guide to Church Inspection and Repair

How to Look After Your Church

Wiring of Churches

See also DAC Guidelines on Safety; Security.

This advice and information is given in good faith and is based on our understanding of the current law. The DAC cannot accept any responsibility whatsoever for any errors or omissions which may result in injury, loss or damage including consequential or further loss. It is the responsibility of the PCC to ensure that it complies with its statutory obligations.

Issued May 2000





## SAFETY

Churches are not exempt from Health and Safety legislation. A guidance pack on this is being prepared by EIG, which already has issued Guidance Notes 'Health & Safety' to churches insured with it. Every church should carry out a risk assessment in order to identify hazards (anything that can cause harm) and to identify means of reducing risks (the chance somebody will be harmed by a hazard).

Often simple precautions and preventative measures involving little expense can substantially reduce the risk of damage to or loss of property and injury to persons, most of which occur through trips or falls.

### The following give an idea of some general precautions that should be taken

- **Solo workers** such as churchwardens, organist, cleaner or a flower arranger, should not undertake potentially hazardous tasks alone eg lamp changing.
- **Emergency exit from the building** : When the building is in use all final exit doors should be easily opened from the inside without the use of a key. On special occasions, when large numbers may be present, temporary Fire Exit signs should be in place. There should be escape/emergency lighting available, particularly in first floor tower rooms, bell ringing chambers and staircases. A fire routine should be established.
- **Footpaths** : Regular maintenance is required to ensure these remain free from obstruction, not slippery and reasonably level. Ramps and steps need particular attention with handrails and/or lighting provided if hazardous. Bear in mind the difficulty the frail, elderly, disabled, those with push chairs or on crutches may have in negotiating access to and from the church. However, many paved surfaces are of historic importance. When this is the case a balance between conservation and safety will need to be achieved – possibly through the provision of a new path in addition to that existing, repairing the historic path, or providing an appropriate handrail.
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  - a. The ease with which property may be stolen.
  - b. The vulnerability of security devices such as safes etc.
  - c. The availability of keys.
  - d. The vulnerability of items to arson and criminal damage - eg matches, stones, fuel, paint, loose items on graves etc.

Roofing materials, silver, brass, furniture and electrical items are commonly stolen from churches and churchyards.

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**Deter access to the roof.** Fixed ladders should have the first rung well above head height and lower rungs covered by a padlocked metal cover. Regular checks should be made on the roof and repairs done before damage occurs. Low level roofs can present problems. Your architect's advice should be sought.

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## INSTALLING A SOUND SYSTEM

The purpose of a sound system should be to provide sound reinforcement and not to provide a public address system. The system should be designed and balanced to produce sound which appears to come directly from the person speaking. It is not helpful for hearing, or understanding what one hears, if it seems as though the preacher, reader or prayer is suspended halfway up the nearest pillar!

One of the most effective ways to improve audibility is to improve visibility. If you can see the speaker clearly you will almost inevitably seem to hear better, and certainly comprehend better. (Remember that the profoundly deaf may need to lip-read.) However, all churches need to make some provision for those who have a hearing loss.

There are two distinct, but interconnected systems. First, a loudspeaker system to increase the sound levels which will help those who have a hearing loss, but have no need for a hearing aid. It also allows people with quieter voices to take an active part in the spoken parts of the service.

Secondly, there is the loop system, which will enormously benefit those who have a hearing aid with a "T" switch. The great advantage of a loop system is that the deaf will hear directly without interference, and it will also allow the volume on a loudspeaker system to be reduced well below P/A levels. The disadvantage of a loop system is that, once people have switched to "T", they will not hear anything unless it is transmitted through the loop. Everything, even asides and announcements and, of course, music, must be broadcast through the system. It is wise to ensure as much as the church as possible is covered by the loop system, so as not to create 'no go' areas for the hard of hearing.

In a small church, so long as those contributing to the services as readers, preachers and leaders of intercessions, etc, speak up, there may be no need for a loudspeaker system, but a loop system is invariably required. Larger churches will require both.

### CHOOSING A SYSTEM

- Think through what your needs are for people with hearing loss.
- Get a specification and quotation from at least two audio experts or firms (the DAC Secretary can provide names of firms known to have carried out installations).
- Consult your architect about the appearance and siting of speakers and the routing of cables.

**Amplifier** : The heart of any sound system is the amplifier. When choosing it consider that you may require some, or all, of the following facilities, now or later

- Power to drive sufficient line-source loudspeakers to cover all the church, including the choir, and possibly the church hall.
- Inputs for several microphones, both fixed and radio.
- Power for the loop system (which requires its own amplifier).
- Input for the play-back of pre-recorded tapes (music/teaching courses, etc); and output for recording tapes (ministry to the housebound).

**Speakers** : Modern speakers need not be unattractive, though they are the most visible, and therefore likely to be the aesthetically difficult, part of the system. They need to be well sited, but as unobtrusive as possible, therefore their selection and siting is important. They should be tinted to match their background. The angled mounting of speakers on nave columns should be avoided. Speakers can be incorporated in lighting pendants or installed flush to ceilings.



**Microphones** : The varied demands of worship may be met with fixed or radio microphones, or a mixture of both, and your audio expert will be able to advise on appropriate microphones for your situation.

### **FURTHER PRACTICAL POINTS TO BE CONSIDERED WHEN INSTALLING SOUND REINFORCEMENT OR LOOP SYSTEMS**

**Loop systems** are most efficiently installed approximately one metre above or below ear level. If there is no dado rail which would conceal it, for aesthetic reasons consider the possibility of installing induction loop cabling below the floor. The initial provision of a simple test unit is recommended so that operators may readily check correct functioning of the loop system.

**Cabling**, though small in size, can have a detrimental affect on the appearance of the church if not sensibly routed and neatly installed. The employment of a capable electrician working in conjunction with the supplier of sound equipment may well result in a more satisfactory standard of cable installation. The routes of cables should be carefully planned so that they are unobtrusive, concealed in roof and floor voids, or small trunking could be used. The trunking should be painted on completion to match the background décor. **It is important that all the equipment should be sympathetically installed in the church.**

**Control equipment and housing** should be sited and permanently installed towards the west end of the church, where the operator can hear and observe, and readily make any necessary adjustments. In order to accommodate the control equipment it may be necessary to reduce the length of a pew and provide equipment housing to match existing furniture. This in turn may require employing a specialist furniture/wood worker. Such consideration is a major item and will require prior consultation with the architect and DAC. You will need

- \* Space for the safe storage of accessories like radio microphones, spare batteries, cabling, etc.
- \* An adjacent power supply with 30 mA residual current device (RCD) protection
- \* Lockable security, and possibly a localised security alarm.

**Internal aerials** : These should be permanently installed as inconspicuously as possible

**Fans and fan noise** : Select equipment which does not require an internal cooling fan. Silence is important in worship and fan noise increases with age due to a build up of dust, resulting in unbalance of the fan and consequential wear of the fan bearings.

**Operation** : To ensure reliability it is important that the sound equipment is operated and maintained by a small number of responsible operators (say 2-3) who should have similar average hearing faculties.

**Safety** : All power supplies to sound equipment and in particular to electric guitars should be from 30 mA RCD protected double pole switched socket outlets.

**A Faculty is need to install a sound reinforcement system; a loop system on its own may be installed under the Schedule B process.**

Full details of the proposed installation, including the position of cables, speakers and control gear, and the external appearance of the speakers must be submitted, together with a plan indicating these, catalogue photos of equipment and the contractor's detailed quotation. Photos of the church with the proposed location of the speakers marked should also be provided

### **Further Sources of Information**

**CCC publication** : Sound Amplification in Churches (1990)

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## 'GIFT HORSES'

"I would like to Give..."

**"Do not look them in the mouth" –  
but equally, do not leave your powers of discretion behind!**

- Do not make an instant response.
- How is the offer likely to come?  
Either (a) by letter  
(b) in conversation with incumbent, officers of the church, etc  
(c) by invitation at a PCC – by a member of the council or someone who is a friend of the council
- THANK the donor, but explain that there is a PROCESS and that you, as an individual or PCC, have not the authority to say "yea" or "nay".
- Bring in the Chancellor's remit at the earliest possible stage (that is, the need for approval and authorisation by Faculty).
- Encourage the PCC to form a sub-committee to look at the proposal with care:
  - ... Do you need another stained glass window? What effect will it have on the light / quality of the building?
  - ... Do you need another organ, albeit electronic – when already you have a perfectly good working instrument?
  - ... Are there sensitive issues around the gift? Is it a memorial to someone well-known in the parish? Is it the kind of gift that could cause offence to some? Would the gift stick out like a sore thumb?

BASICALLY – would the gift enhance the building and mission of the Church or would it compromise either?

- Have an alternative "gift" list on offer. A five-year appraisal of parish needs will result in a properly drawn up programme that could advertise the priorities of particular concerns in the parish, and would act as an alternative list to offer enthusiastic donors! BE PREPARED, in other words!
- Despite the above warnings, always act enthusiastically if donors are about. You will wish to encourage the right sort of gift. If this does come your way, make much of it - by acknowledgement, services of dedication, magazine thanks and so on. Others are encouraged to follow good examples. "We are very pleased with X. The next thing it would be a joy to have is Y" approach.
- Good communication is essential in parish life – and gift horses are no exception!!
- Are any other consents necessary?  
e.g.: Planning permission for a notice board or flag pole  
Listed building consent for repairs to a listed lych gate





## VAT as it affects listed church buildings

This is a thorny subject! VAT is a European tax. Lobbying is currently taking place for the UK Government to implement a draft European directive which provides for a lower rate of VAT on labour intensive services, although it appears that as currently drafted it may not apply to repairs on public buildings, including churches.

As the law stands at present, as far as listed churches are concerned (and the great majority of churches in Devon are listed)

### **VAT is payable on repairs.**

HOWEVER,

- **Approved alterations** to the fabric of listed churches may be zero-rated for VAT purposes.
- Materials and builders' hardware supplied in the course of *alteration* or *construction* work to listed buildings may be zero-rated for VAT purposes. This includes altars, church bells, fonts, organs, lecterns, pulpits, amplification equipment, heating systems, lighting systems and security systems.
- **Approval** is by way of a Faculty, and H M Customs and Excise say 'normally a copy of the Faculty is given to the builder so that he may zero-rate the relevant alteration work'. Therefore it is recommended that AS SOON AS a Faculty is received this course of action is followed.
- The DAC understands that if, for example, a boiler and heaters are being replaced, this is not an *alteration* and therefore VAT is payable. However, if additional heaters are being installed, that may be an *alteration*, and the additional heaters may be zero-rated. Similarly, if lighting is being renewed in the same position, that is not an alteration, but if the lights are in different positions, then that may be an alteration, as would be the installation of a new external light, fixed to the church.
- **It is the responsibility of the contractor to determine the VAT liability of the work he undertakes and, if he is in doubt in specific areas, he should contact his own VAT office for advice.**







## SAFETY

Churches are not exempt from Health and Safety legislation. A guidance pack on this is being prepared by EIG, which already has issued Guidance Notes 'Health & Safety' to churches insured with it. Every church should carry out a risk assessment in order to identify hazards (anything that can cause harm) and to identify means of reducing risks (the chance somebody will be harmed by a hazard).

Often simple precautions and preventative measures involving little expense can substantially reduce the risk of damage to or loss of property and injury to persons, most of which occur through trips or falls.

**The following give an idea of some general precautions that should be taken**

- **Solo workers** such as churchwardens, organist, cleaner or a flower arranger, should not undertake potentially hazardous tasks alone eg lamp changing.
- **Emergency exit from the building** : When the building is in use all final exit doors should be easily opened from the inside without the use of a key. On special occasions, when large numbers may be present, temporary Fire Exit signs should be in place. There should be escape/emergency lighting available, particularly in first floor tower rooms, bell ringing chambers and staircases. A fire routine should be established.
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Safe and Sound? A Guide to Church Security (1996; obtainable free from EIG)

A Guide to the Photography of Church Furnishings

This advice and information is given in good faith and is based on our understanding of the current law. The DAC cannot accept any responsibility whatsoever for any errors or omissions which may result in injury, loss or damage including consequential or further loss. It is the responsibility of the PCC to ensure that it complies with its statutory obligations.

Issued May 2000





## INSTALLING A SOUND SYSTEM

The purpose of a sound system should be to provide sound reinforcement and not to provide a public address system. The system should be designed and balanced to produce sound which appears to come directly from the person speaking. It is not helpful for hearing, or understanding what one hears, if it seems as though the preacher, reader or prayer is suspended halfway up the nearest pillar!

One of the most effective ways to improve audibility is to improve visibility. If you can see the speaker clearly you will almost inevitably seem to hear better, and certainly comprehend better. (Remember that the profoundly deaf may need to lip-read.) However, all churches need to make some provision for those who have a hearing loss.

There are two distinct, but interconnected systems. First, a loudspeaker system to increase the sound levels which will help those who have a hearing loss, but have no need for a hearing aid. It also allows people with quieter voices to take an active part in the spoken parts of the service.

Secondly, there is the loop system, which will enormously benefit those who have a hearing aid with a "T" switch. The great advantage of a loop system is that the deaf will hear directly without interference, and it will also allow the volume on a loudspeaker system to be reduced well below P/A levels. The disadvantage of a loop system is that, once people have switched to "T", they will not hear anything unless it is transmitted through the loop. Everything, even asides and announcements and, of course, music, must be broadcast through the system. It is wise to ensure as much as the church as possible is covered by the loop system, so as not to create 'no go' areas for the hard of hearing.

In a small church, so long as those contributing to the services as readers, preachers and leaders of intercessions, etc, speak up, there may be no need for a loudspeaker system, but a loop system is invariably required. Larger churches will require both.

### CHOOSING A SYSTEM

- Think through what your needs are for people with hearing loss.
- Get a specification and quotation from at least two audio experts or firms (the DAC Secretary can provide names of firms known to have carried out installations).
- Consult your architect about the appearance and siting of speakers and the routing of cables.

**Amplifier** : The heart of any sound system is the amplifier. When choosing it consider that you may require some, or all, of the following facilities, now or later

- Power to drive sufficient line-source loudspeakers to cover all the church, including the choir, and possibly the church hall.
- Inputs for several microphones, both fixed and radio.
- Power for the loop system (which requires its own amplifier).
- Input for the play-back of pre-recorded tapes (music/teaching courses, etc); and output for recording tapes (ministry to the housebound).

**Speakers** : Modern speakers need not be unattractive, though they are the most visible, and therefore likely to be the aesthetically difficult, part of the system. They need to be well sited, but as unobtrusive as possible, therefore their selection and siting is important. They should be tinted to match their background. The angled mounting of speakers on nave columns should be avoided. Speakers can be incorporated in lighting pendants or installed flush to ceilings.



**Microphones** : The varied demands of worship may be met with fixed or radio microphones, or a mixture of both, and your audio expert will be able to advise on appropriate microphones for your situation.

### **FURTHER PRACTICAL POINTS TO BE CONSIDERED WHEN INSTALLING SOUND REINFORCEMENT OR LOOP SYSTEMS**

**Loop systems** are most efficiently installed approximately one metre above or below ear level. If there is no dado rail which would conceal it, for aesthetic reasons consider the possibility of installing induction loop cabling below the floor. The initial provision of a simple test unit is recommended so that operators may readily check correct functioning of the loop system.

**Cabling**, though small in size, can have a detrimental affect on the appearance of the church if not sensibly routed and neatly installed. The employment of a capable electrician working in conjunction with the supplier of sound equipment may well result in a more satisfactory standard of cable installation. The routes of cables should be carefully planned so that they are unobtrusive, concealed in roof and floor voids, or small trunking could be used. The trunking should be painted on completion to match the background décor. **It is important that all the equipment should be sympathetically installed in the church.**

**Control equipment and housing** should be sited and permanently installed towards the west end of the church, where the operator can hear and observe, and readily make any necessary adjustments. In order to accommodate the control equipment it may be necessary to reduce the length of a pew and provide equipment housing to match existing furniture. This in turn may require employing a specialist furniture/wood worker. Such consideration is a major item and will require prior consultation with the architect and DAC. You will need

- \* Space for the safe storage of accessories like radio microphones, spare batteries, cabling, etc.
- \* An adjacent power supply with 30 mA residual current device (RCD) protection
- \* Lockable security, and possibly a localised security alarm.

**Internal aerials** : These should be permanently installed as inconspicuously as possible

**Fans and fan noise** : Select equipment which does not require an internal cooling fan. Silence is important in worship and fan noise increases with age due to a build up of dust, resulting in unbalance of the fan and consequential wear of the fan bearings.

**Operation** : To ensure reliability it is important that the sound equipment is operated and maintained by a small number of responsible operators (say 2-3) who should have similar average hearing faculties.

**Safety** : All power supplies to sound equipment and in particular to electric guitars should be from 30 mA RCD protected double pole switched socket outlets.

**A Faculty is need to install a sound reinforcement system; a loop system on its own may be installed under the Schedule B process.**

Full details of the proposed installation, including the position of cables, speakers and control gear, and the external appearance of the speakers must be submitted, together with a plan indicating these, catalogue photos of equipment and the contractor's detailed quotation. Photos of the church with the proposed location of the speakers marked should also be provided

### **Further Sources of Information**

**CCC publication** : Sound Amplification in Churches (1990)

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Issued May 2000

# ARCHDEACONRY OF TOTNES

## VISITATION CHARGE 2000

### Introducing Common Worship

Many churches are now preparing for the introduction of **Common Worship** and for most parishes the decision will be straightforward - a church using ASB and Rite A is likely to move over to CW Order 1 without difficulty.

The Diocesan Liturgical Committee has been very active in arranging a number of days to prepare for the new services and have offered their help to parishes and deaneries in moving the whole process forward. However there are some churches who are concerned about the timescale for the changeover for a variety of reasons. Canon B2 (agreed and promulgated at General Synod) has been designed to take account of the genuine needs of some parishes without delaying the overall changeover by most of the church to Common Worship.

Canon B2 makes it possible for the **Suffragan Bishops** to give permission to individual parishes to continue with ASB Services for a limited period where there are particular reasons to delay the changeover from ASB to Common Worship. **Application should be made directly to them.**

### Disability Discrimination Act

PCCs should place this item on their agenda during the coming year and note the good practice recommended in the Church's Main Committee Summary and also the publication **Widening the Eye of the Needle** which is published by the Council for the Care of Churches. The responsibility to meet the requirements of the Act rests with the parishes: the Archdeacons are ready to give advice on possible resources.

### Millennium Projects

A number of these have been approved by the DAC. However we have to remind parishes still in the process of considering what they might do, that a Faculty is required for introducing any tapestry, furniture, commemorative stone, stained glass window etc into the church or churchyard; Schedule B authorisation is required for minor items.

### Making Changes to a Listed Church

This green booklet has been issued to all incumbents and is an invaluable help to parishes wishing to carry out any re-ordering to **further the role of the church as a local centre of mission and worship.**

### Gift Aid - Tax Efficient Giving

We draw your attention to the package sent recently to PCC Treasurers. This opens up a whole new opportunity for us, particularly for those people who would not, for various reasons, enter into a covenant. Any existing covenants can continue but new covenants will not be valid. Any tax efficient giving will be operated under the Gift Aid banner. Please ensure that all gifts are recorded carefully and you have envelopes available.

### Alpha. Dot

The Ecclesiastical Insurance Group have distributed to all parishes insured with them, a system of marking items of value in the church called the Alpha Dot Process. **If you have not used this kit that has been sent to you, we ask you a) to undertake the security marking as soon as possible and b) register with Alpha Scientific using the special telephone number 0870 1280 999.** The markings leave an invisible record which is easily



## **ARCHDEACONRY OF TOTNES**

traceable and is of great assistance to the police if any item is stolen or removed from the church.

### **Letting Vacant Parsonages Houses**

The Parsonages Committee has decided that at the earliest opportunity when a parsonage becomes vacant it will be let after consultation with the churchwardens (but allowing time for routine maintenance and redecoration) in order to safeguard its security and relieve parishes of any contribution towards the ingoing works and garden upkeep. This decision has been warmly welcomed by the sequestrators who find that responsibility for the property an extra burden during a demanding period of the church's life. If you have any questions about this policy please direct them to the Archdeacons.

### **Prepare for your Quinquennial Inspection and Save Time and Money!**

This leaflet has been distributed at the Visitations and we trust you will use it on a regular basis. The points came out of a recent consultation with the QI Inspectors on the Diocesan List.

### **Fees and Travelling Expenses**

Please ensure that retired clergy are offered the service fee and travelling expenses according to the diocesan rates. We are most grateful to our retired clergy for the many services taken during the course of the year.

### **Health and Safety**

Again, we have to draw your attention to new legislation in this respect. A day conference/consultation has already been held in the Archdeaconry and was well attended, but we must stress again the importance for each PCC to have someone who will undertake Health and Safety responsibilities.

### **English Heritage Grants - The Year Ahead**

English Heritage reopened the door for new applications on 1 April 2000 with the following changes:-

Firstly in view of the particular pressures they are reducing the period allowed for submission of applications to three months bringing the deadline forward to 30 June.

Secondly, all applications will be treated as a single batch and they will consider the relevant urgency of projects and the ability of the applicants to put them in hand straightaway when deciding to which projects they should give priority.

In addition, in view of the heavy demand for funds, they will now be encouraging pre-application discussions, in particular for any application involving work to fabric stated to be at risk of imminent loss in order to filter out some of the unpromising and hopefully ineligible projects submitted in these categories.

Beside these general changes, they intend to provide a more stringent sift of applications when they arrive in the Conservation Support Unit at English Heritage. Any incomplete submissions or clearly ineligible projects will be returned or rejected within two months of receipt. They are also giving their regional schemes scope to sift applications early on in the application process, once they have collated each batch.

The Archdeacons have been informed that there is no reason why English Heritage should not pay a grant on the value of the works in the certificate and simply omit the VAT element



## **ARCHDEACONRY OF TOTNES**

until later on in the project when VAT certificates are available. We trust this will avoid parishes having cashflow problems upon repair work.

### **Help on Notice Boards**

A useful leaflet has been produced by the Lichfield diocese and is available upon request from the Archdeacons or the Communications Officer. Modest financial help is available from the Archdeacons.

### **From the DAC**

1. **Guidelines:** these are intended to supplement printed matter already available from the CCC; 2 copies per parish are provided - one to be kept in the log book and the other easily available for reference; the 1994 Guidelines still contain relevant information, but technical details may no longer be valid (mortar mixes etc) and therefore parishes should check with their architects.
2. **Guidelines include Schedules A and B (still using green for A and pink for B); previous schedules should be destroyed. Alterations:**
  - Limit of expenditure on minor fabric repairs remains but also excludes scaffolding costs
  - Procedures under Schedule B: these now spell out the requirement that if a quotation only is submitted, full details of the materials proposed and methods of workmanship should be included in it; and that written assurance is required that no item affected by the proposed works is of historic, architectural or archaeological importance in its own right
  - Replacement of copings now excluded; resetting of existing allowed
  - Replacement of gutters and downpipes excluded, but repair allowed
  - Investigations, under architectural supervision, of causes of problems now included
  - Replacement of amplifiers, speakers etc now falls under Schedule B (no longer have to be like for like). (New systems still require a Faculty!)
  - Although the use of portable electric or gas heaters is not recommended, their introduction may be allowed under Schedule B. (Previously they should have been the subject of a Faculty!)
3. **Guidelines also include notes on petitioning for a Faculty, and give more detail of the sort of information required.**

**The Archdeacons Pay Tribute..... To the diligent work and faithfulness of clergy, readers, churchwardens, sidespersons, PCC officers and members who have worked so hard over the past year to mark the Millennium in their communities and take new initiatives.**

**To Mark Beedell, our Diocesan Secretary and his staff for their professionalism, efficiency and commitment at all times in meeting the requests and challenges which have been placed before them and new initiatives taken on our behalf.**

**To the laity of the diocese for their immense generosity in helping us to improve clergy pay and conditions of service and make this the leading diocese in the South West.**

**Richard Gilpin**

# **PREPARE FOR YOUR CHURCH QUINQUENNIAL INSPECTION AND SAVE TIME AND MONEY!**

1. Negotiate the fee with your architect and ask for confirmation in writing.
2. Arrange for sturdy ladders and adequate labour to handle them, access to all parts of the church and availability of keys in advance eg tower, vestry, boiler room, store rooms etc.
3. Ask if any assistance is required on site.
4. Ensure that the Log Book is up to date and details of additions, alterations and repairs since the last QI are fully documented and recorded. Include photographs. Make them more interesting eg include drawings of the church. Ensure that you know how and where records are stored.

Details of any tree preservation orders or designated ruins should also be available.

The Church Property Register should be provided to check any items which the Archdeacon has directed to be inspected.

5. Make readily available previous QI reports and all Faculty documents.
6. Ensure that any problems are explained to the architect.
7. Bells - the Tower Captain should be requested to ensure that the bells are down on the day of inspection. Note any defects in bell frame.

## **Check List**

The architect will wish to have a measured plan and history of the church.

He/she will want to look at moveables and treasures, security, fire extinguishers and will probably ask to see the Health and Safety Policy. For further details read the CCC booklet **A Guide to Church Inspection and Repair.**



ORR	TITLE	PRICE	REP.	TOT.
	Adaptations: Church Extensions & Adaptations (1996)	6.95	0.55	7.50
	Bells and Bellframes: Code of Practice/Conservation of - (1993)	2.95	0.55	3.50
	Churchscape: Annual Review of CCC (No.18 1999)	3.95	0.75	4.70
	Churchwardens Year (A calendar of maintenance) (1989)	3.50	0.50	4.00
	Churchyards: Responsible Care for Churchyards (1993)	1.25	0.35	1.60
	Clocks, Turret: Guidelines for Repair/Auto Winders (1996)	2.50	0.50	3.00
	Fire Precautions Guide (CMC 1998)	1.50	0.50	2.00
	Floors: Church Floors & Floor Coverings (1992)	3.75	0.50	4.25
	Funding Church Repairs: A Simple Guide (1999) (2000)	1.00	0.50	1.50
	Glass: Repair & Maintenance of Glass in Churches (1991)	4.50	0.50	5.00
	Handle With Prayer (Church Cleaners notebook) (1992)	3.50	0.50	4.00
	Heating Your Church (1996)	5.95	0.55	6.50
	History: CCC: The Protection of Our English Churches (1996)	4.95	0.80	5.75
	How To Look After Your Church (1991)	3.50	0.50	4.00
	Inspection & Repair: A Guide to Church - (1995)	4.50	0.50	5.00
	Lightning: The Protection of Churches Against - (1988)	0.95	0.50	1.45
	Log Book: The Church Log Book (1996)	6.50	0.70	7.20
	Log Book: Ring Blinder (1997)	6.50	2.50	9.00
	Looking After Your Church (VHS VIDEO) (1991)	9.00	2.00	11.00
	Loose Stones: Architectural/Fragments in Churches (1985)	*Free with AS s.a.e.*		
	The National Amenity Societies: A Guide (1998)	*Free with AS s.a.e.*		
	New Arts for Church Buildings (1998)	1.00	0.50	1.50
	Organs: Repair/Replacement & Guide for/considering future of - (1990)	0.95	0.50	1.45
	Photography of Church Furnishings: A guide to - (1999)	3.75	0.50	4.25
	Plate: Care of Church Plate (1989)	*Free with AS s.a.e.*		

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Leaflets Marked \* are Free of Charge but please send a 9" x 6" s.a.e. (26p) per copy required & mark both envelopes with the title you require.

PLEASE TURN OVER FOR ORDER FORM

ORR	TITLE	PRICE	REP.	TOT.
	Plate: Church Plate (1991)	1.50	0.50	2.00
	Recording A Church: An Illustrated Glossary (CBA 1996)	6.50	0.50	7.00
	Redecorating Your Church (1986)	3.75	0.50	4.25
	Roofing: Church Roofing (1988)	4.50	0.50	5.00
	Security: Safe & Sound: A guide to Church - (1996)	3.50	0.50	4.00
	Sound Amplification in Churches (1990)	3.75	0.50	4.25
	Tertier & Inventory: Church Property Register (1995)	6.50	0.50	7.00
	Tertier & Inventory: Ring Blinder (1997)	6.50	2.50	9.00
	Textiles: Guidelines for the Care of Textiles (1984)	*Free with AS s.a.e.*		
	VAT and the Churches (CMC 1997)	0.70	0.30	1.00
	Wallpaintings: Conservation of Wallpaintings (1986)	7.95	1.00	8.95
	Widening the Eye of the Needle (1999)	7.95	1.00	8.95
	Wildlife in Church and Churchyard (1995)	6.95	0.50	7.45
	Wiring of Churches (1997)	3.95	0.50	4.45



## ORDER FORM

PLEASE COMPLETE THE DETAILS BELOW AND SEND  
THIS SHEET WITH YOUR PAYMENT TO:

Publications Dept.  
Council for the Care of Churches,  
Fielden House,  
13 Little College Street  
LONDON  
SW1P 3SH

PLEASE SEND ME THE PUBLICATIONS I HAVE INDICATED

(another list will be sent with order)

I ENCLOSE A CHEQUE MADE PAYABLE TO

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AND MARKED ON THE BACK WITH MY NAME AND ADDRESS  
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THE CHURCH  
OF ENGLAND

Council for the  
Care of Churches

**Publications**



**Three Ways, Ringmore, Kingsbridge, Devon, TQ7 4HL**  
**01548 810341**

Mr G Freeman  
Mount Pleasant  
Ringmore

24 October 2001

Dear George

Thank you very much for installing fine wire mesh in the church bell tower to prevent birds nesting on the window ledges. Your efforts in providing the bird prevention measures so quickly is much appreciated. Perhaps you would let me know if the same protection can be extended to the third window in due course please?

Yours sincerely

Yvonne Sheppard  
Churchwarden

**Three Ways, Ringmore, Kingsbridge, Devon, TQ7 4HL**  
**01548 810341**

Mr K Light  
Plumbing and Heating  
Wychbury  
Ringmore Drive  
Bigbury-on -Sea  
Devon  
TQ7 4AU

24 October 2001

Dear Kevin

Church of All Hallows, Ringmore

Thank you very much for moving the oil tank away from the church wall. It will now be much easier to make sure the leaves and other debris are cleared so that we can attempt to prevent a damp problem inside the church. I am grateful for your efforts in moving the tank.

Yours sincerely

Yvonne Sheppard  
Churchwarden



**Three Ways, Ringmore, Kingsbridge, Devon, TQ7 4HL**  
**01548 810341 / 01752 220333**  
**yvonne@3waysringmore.fsnet.co.uk**

The Archdeacon of Totnes  
The Venerable Richard Gilpin  
Blue Hills  
Bradley Road  
Bovey Trace  
Devon TQ13 9EU

YLS/CRN/CAH3

10 September 2001

Dear Archdeacon,

**Church of All Hallows, Ringmore**

Following discussion with Jan Croysdale, I enclose a schedule of work for roof and rainwater goods, which has been drafted by a member of our PCC.

The PCC are keen to make the church building waterproof before the next winter and I should be grateful for your advice on a couple of points:-

1. The PCC wish to carry out essential maintenance work but it is not clear if the work under points 3.1, 5 and 6 requires authorisation and involvement of our architect before work can be done.
2. The PCC do not wish to prejudice the recent grant applications to English Heritage and other Charitable Trusts.

Please let me know if you require any further information. I look forward to hearing from you.

Yours sincerely,



Yvonne Sheppard  
Church Warden

Enc.

copy to: Miss J H Croysdale  
Diocesan Advisory Committee

## Meeting of Ringmore PCC Fabric Committee Monday 9 July 2001 8pm at All Hallows Church

**Present** : Andrew Ireland, Jacqueline Patterson, Yvonne Sheppard, Michael Tagent

The meeting was convened to discuss the specification for urgent church repairs which had been drawn up by Andrew Ireland and commenced with a tour of the church to inspect the roof, guttering, downpipes and hoppers and surface drainage. The weather was wet and moderately windy. After discussion, it was agreed quotations should be sought for work to be done to make repairs which can be done immediately without incurring costs of scaffolding but which would improve rain disposal and prevent further damp. It was agreed the external roof repairs to replace missing and slipped tiles would need scaffolding and should be deferred to 2002 at which time more high level fabric repairs could be done assuming sufficient funds have been raised. Remedial repairs to existing downpipes should also be deferred to 2002.

Work required: Level existing guttering and fit new cast iron guttering as required  
Improve drainage on either side of porch  
Move oil tank away from west wall  
Remove laurel from rear of lady chapel and improve ground drainage by clearing around this area and vestry.

It was agreed the fabric committee would recommend Andrew seek quotations from experienced contractors and the fabric committee would oversee the work and hoped the cost and scope of this restricted work will fall within the scope of Schedule B authorisation. Consultation is required with DAC and our Architect to make them aware of the reasons for and changes in scheduling of high level repairs.

*church welfare day / church cleaning date*

Other outstanding items to progress: quotation for lightning conductor, quotation for conservator to assess sundial and broken window in lady chapel, undertake access audit for disability, church cleaning date. *ben 5m.* The English Heritage Grant form has been sent and has been acknowledged. *following.* The Diocese of Exeter have offered a grant of £500 and a loan of £1000 towards the cost of repairs to the roof and rain disposal system on 3 July – we will need to find out if this amount will be downscaled if the new quotations are smaller – but recommend we accept provisionally and with thanks. Applications to Charitable Trusts needs to start together with requests for parish gifts.

Yvonne Sheppard  
15 July 2001

*- miller. - 3*



WALNUT TREE COTTAGE, RINGMORE, KINGSBRIDGE, DEVON, TQ7 4HL  
TEL. 01548 810311

16.9.01.

Fabric Committee Meeting 9.9.01.

My only comment on your report is "remedial repairs to existing downpipes should also be deferred to 2002" - I had it realised that is what we had decided - how can the guttering be realigned without effecting the down pipes. I thought the only down pipe work we had postponed was that relating to the porch - which would

be new work.

Under outstanding matters - if the  
Saddle Gate is wide enough to  
allow wheel chair through we  
wouldn't have a major problem -  
but maybe need hand rail on steps.

YAS.



## Conversation with Mr. F. Reeve

Today Mr. Reeve called on 1 May 2001.  
I said we had discussed & accepted  
the content of his letter at the meeting on  
30 April. He is ~~is~~ <sup>get</sup> has spoken to  
Mr. Lancaster to obtain a further estimate &  
is trying to get in touch with Paul Johnson  
- I gave him more details. We agreed it  
might be an idea for the fabric committee to  
meet to discuss the estimate idea. He will  
also check if the wood roofing estimate is up to date.

I also mentioned the sundial & the  
lady chapel window. The window is  
historic glass & he is happy that a  
temporary repair is made but suggests ~~we~~  
he finds a conservator to repair the  
sundial & possibly the window.

He expects to visit Ringmar for our  
flower festival & may be interested in  
tickets for our preview night since it  
is his birthday that weekend!

Yf 1.5.2001

## **Church of All Hallows, Ringmore**

A meeting of the Parochial Church Council was held in the Church vestry on Monday 30 April 2001 at 7.30pm and the following resolutions were made:

1. Mrs Sheppard proposed the PCC apply for a diocesan grant/loan of £2000 for church repairs. Mr Tagent seconded the proposal and all agreed.
2. It was suggested by the Diocesan Advisory Committee Secretary, Miss J Croysdale, Ringmore PCC could apply under Schedule B for approval to the DAC (no faculty required if prior conditions met) for the repairs to the church roof and rain disposal system, although the quotation exceeds £2000. Mrs Sheppard proposed the PCC apply for these repairs to be authorised by the DAC under Schedule B. Mr Trant seconded the proposal and all agreed.
3. Permission from the DAC is required for retention of the free standing display board in the visitors area. Mrs Sheppard proposed the PCC apply for authorisation under Schedule B for the display board to be retained. Mr Errett seconded the proposal and all agreed.

*Dina H. Williams*

Mrs D Williams  
Hon Secretary to Ringmore Parochial Church Council  
1 May 2001



## Fabric Report – meeting 18 June 2001

1. The Vicar of Malborough has visited All Hallows and reported back to DAC concerning the noticeboard. A letter has been received from Jan Croysdale agreeing the noticeboard can stay in the Church.
2. An e-mail from Jan Croysdale also indicates a faculty is required for the work required to the roof and rain disposal system because of the costs involved and the scale of work. The e-mail also suggests more high level work should be undertaken at the same time and DAC require more detail of the materials and scope of the work i.e. the specification. Following individual discussion with the fabric committee and our architect, it has been broadly accepted to undertake only essential high level repairs now e.g. replace roof slates and clearing gutters and downpipes and leave the rest of the work until more funds are available. The archdeacon has suggested high level work should be included in the English Heritage grant application (main work in 2002) :

Resolutions required: Apply for a faculty for full tender

Apply for grant applications for the full tender.

If grants are not forthcoming the work in 2002 will need to be scaled down.

3. Window in lady chapel *Paul -*
4. Birds in bell chamber
5. Roof of lady chapel – Andrew
6. Move oil tank
7. Lightning conductor/sundial- progress o/s
8. Electrical system in Church – recommend it is tested asap
9. Churchwardens day on 7 July – disability access

10) *Proz leave - letter to 1 ap reply*

11) *Exclusional - March (Safety) - volunteer's by employees!*

12) *Invitation*

*30K*

*consider  
1st yr  
parish  
work*

*essential  
repairs -  
tower  
- scaffolding  
- Arch*

*NOT  
DISCUSSED*

**Ringmore PCC Fabric Committee**  
**Note of meeting Thursday 15 March at 8pm at Challaborough**  
**Cottage**

Present: Michael Tagent, Andrew Ireland, Yvonne Sheppard, Jacqueline Patterson

Architect/quotations - It was agreed Yvonne and Andrew would draft a letter to Mr Reeve. The letter would seek confirmation from Mr Reeve that no additional costs would be charged by him other than fees based on the total cost of works from re-visiting the specification on a piecemeal basis including a site visit to meet the Fabric Committee and initially obtaining and assessment of further quotations for work on the rain disposal system and roof from Good Roofing and two other local contractors such as Paul Johnson in Plymouth and Mr Lancaster of Aveton Gifford, both of whom have experience of high level work on listed Churches. It was agreed to continue to use the services of Mr Reeve.

Funding -it was agreed Yvonne would obtain a form to seek a £2000 grant from the Diocese.

Faculty - it was agreed Yvonne would obtain a faculty application to cover the rain disposal system work, on the assumption the works cost exceeds £2000.

Lady Chapel - Andrew Ireland suggested the damp in the Lady Chapel at the weekend was the result of condensation building up with changes in temperature at this time of year (March). The situation would be monitored and referred to Mike Wynne-Powell in the event more heat was needed in that area.

Sundial - Michael suggested it might not be possible to repair the Sundial over the porch which is thought to be 17<sup>th</sup> or 18<sup>th</sup> century. It was agreed to refer to Mr Reeve.

**Other**

Lightning Conductor – Michael would refer to Francis Jarvis for comment as to whether one is required at All Hallows.

Chairs – It was agreed to retain several chairs in the 'Lady Chapel' for meetings.

Oil Tank – It was agreed to consult Mike Wynne-Powell to see if the tank could be moved further away from the external West wall since it is suspected the proximity of the tank and trapped fallen leaves is causing a damp problem inside.

Room for a kettle, cups etc for meetings and coffee after services would be found in the vestry.

Church House – Michael would seek funding for central heating to be installed, enquire if the garage door is repairable and is obtaining an estimate from Tim Thornton to cut grass and hedges. A reply has been received from Bob Greig confirming the Parsonages Committee are responsible for the upkeep of Church House.

Brass – Jacqueline offered to assist with cleaning brass before the Flower Festival in May

Yvonne Sheppard  
18 March 2001

Ringmore PCC  
meeting 30 April 2001  
FABRIC

1. Mr Reeve has replied and on the basis tenders are sought in stages for work on All Hallows will charge 12.5% for work of value over £20000 and 15% for work under £20000 with a credit where appropriate for the fee paid of £2850. Work on a time charge basis is £40 (plus VAT?). We need to consider if the original specification is complete – especially around the porch but also on the wall behind the visitors corner and the West wall where there are problems with damp and drainage - ie improve rain disposal or repair what is there? Mr Reeve is seeking further quotations as requested. Suggest we agree extra charges, if any, with him as we proceed. ✓
2. Funding – PCC minute required to agree diocesan application for £2000 grant/loan ✓
3. Faculty – PCC minute required under Schedule B for roof etc which may be acceptable instead of a faculty by the diocese given the nature of the repairs – otherwise a faculty will be required. (Jan Croysdale) ✓
4. Moveable noticeboard – PCC minute required ✓
5. Lady Chapel window – the crack is now a hole and needs replacement. I need to find out from our architect if the glass is historic – possible memorial window to someone as a gift? ✓
6. Sundial – no comment yet – Yellow book – Fred Lewis. ✓
7. Lightning conductor – Jan Croysdale suggested checking with insurers if one is necessary on All Hallows ✓
8. Oil Tank – needs refilling shortly – can we move it first please?
9. English Heritage – All Hallows is now G11\*. Jan Croysdale thought they may not give much cash for re-pointing. Need to apply by end of June 2001. Try and see? ✓
10. Radio aerial – should we consider or would it cause trouble? ✓

garden  
work

Therese  
meat  
bapt  
daddy  
H. was with  
daddy & her  
daddy

hopper  
window  
M. Hawthth

for M. P. to  
check  
insurance

Yvonne Sheppard  
30/4/2001



**Three Ways, Ringmore, Kingsbridge, Devon, TQ7 4HL**  
**01548 810341**  
**yvonne@3waysringmore.fsnet.co.uk**

Mr F R Reeve  
MSW Conservation  
PO BOX 27  
Lifton  
Devon  
PL16 0YD

11 April 2001

Dear Mr Reeve

All Hallows Church, Ringmore

Following receipt of the quotation for repairs to the rain disposal and roof from Good Roofing last November, Ringmore Pcc would like to obtain two further quotations from new contractors as a comparison and also to present to the Diocese with our faculty application. The original schedule of works may need to be updated following an extremely wet winter and the fabric committee would like to meet you again at All Hallows to clarify some items which do not appear to be covered in the original specification which may have resulted from the recent heavy rains. Two additional contractors have been identified :

Mr Paul Johnson, Roofing and Building Specialists, Plymouth, 01752 364466  
(Mobile 07767 835879)

R J & C M Lancaster, Builders & Restorers, Helliars, Aveton Gifford, Kingsbridge,  
S.Devon. 01548 550689

Both builders have experience on high level repairs to listed buildings including churches. Please would you confirm you will contact these two contractors for a quotation for the roof and rain disposal system works in due course.

As a matter of expediency, the PCC expects to carry out this work and other repairs to the church on a piecemeal basis and for quotations to be obtained as funds become available. Please would you confirm your fees will be calculated according to the total overall cost of the repairs, with credit for the amount of £2850 already paid, and confirm no separate charges will arise from breaking down the tenders to a series of smaller projects.


Yours sincerely

Yvonne Sheppard



The Rt Revd John Garton  
Bishop of Plymouth

Tel: 01752 769836  
Fax: 01752 769818  
e-mail: [BishopofPlymouth@aol.com](mailto:BishopofPlymouth@aol.com)

 THE CHURCH  
OF ENGLAND

DIOCESE OF  
EXETER

31 Riverside Walk  
Tamerton Foliot  
Plymouth  
PL5 4AQ

21<sup>st</sup> May 2001

Mrs. Yvonne Sheppard,  
Three Ways,  
Ringmore,  
KINGSBRIDGE,  
TQ7 4HL

Dear Yovvne,

'Ringmore in Bloom'

Thank you for your letter of 18<sup>th</sup> May and for your invitation to visit 'Ringmore in Bloom'.

Unfortunately I already have a rather crowded diary next week and it is difficult to change other arrangements. However, if it is at all possible I shall try to make a visit.

I hope all goes well with your Flower Festival and you have a good attendance.

With best wishes,

Yours sincerely,

*P.P.* Bishop of Plymouth

**Three Ways Ringmore Kingsbridge Devon TQ7 4HL**  
**01548 810341**  
**yvonne@3waysringmore.fsnet.co.uk**

Miss J Croysdale  
Secretary to the Exeter Diocesan Advisory Committee  
Diocesan House  
Palace Gate  
Exeter  
EX1 1HX

27 July 2001

Dear Miss Croysdale

Church of All Hallows, Ringmore

I refer to my letter of 29 May 2001 and our subsequent e-mails relating to the high level repairs to the roof and rain disposal system.

The PCC have decided at their meeting on 19 July to seek quotations for very urgent repairs only, which largely relate to repair of guttering. It is hoped this work will fall within the Schedule B category and planned for the work to be done in the Autumn of 2001. The PCC have also applied for an English Heritage grant and will also be applying to other charitable trusts and raising money in other ways with a view to undertaking some or all of the work identified in the 1999 Quinquennial Inspection in 2002. Please would you let me have a faculty application in due course for the 2002 work.

I will contact you again when the urgent repairs quotations for 2001 have been obtained.

Please also pass on my appreciation to everyone involved in the recent Churchwarden's day in Newton Abbott which was very informative. I wondered if it might be possible to make suggestions for a future day since it is useful to have this forum for an exchange of ideas please?

Yours sincerely



Yvonne Sheppard





ENGLISH HERITAGE

SOUTH WEST REGION

Mrs Y L Sheppard  
Churchwarden  
Three Ways  
Ringmore  
Kingsbridge  
Devon TQ7 4HL

Direct Line: 0117 975 0679

Our Ref: ABLOT 6714  
*Please quote in all correspondence*

14 September 2001

Dear Mrs Sheppard

**JOINT GRANT SCHEME FOR CHURCHES AND OTHER PLACES OF WORSHIP  
CHURCH OF ALL HALLOWS, RINGMORE, DEVON**

I write further to your grant application dated 26 June 2001, which has now reached the next stage in our assessment procedures.

We have asked our Historic Buildings Architect, Simon Cartlidge, to prepare a report on the repairs that are proposed for this building, which will assist us to reach a decision on your application and he will be in touch with you shortly to arrange to visit the church.

*Please be aware that undertaking a report is part of the assessment process and should not be construed as an indication that we will be offering a grant.*

Could you please arrange for your architect to be present at this meeting.

Yours sincerely

Nancy Pound  
Casework Assistant

*Spoke her 24.10.2001  
SC will call or e-mail  
shelly yes*

## PCC. fabric

Spoke to Jan Craydall at DAC, & said repair to roof are approx £3400 (ex VAT + scaffolding) & i. we appear to need a faculty. She said we could apply under Schedule B & to work without a faculty & committee may agree. If they do not agree we can submit a faculty application first & the committee meet end May / end June & she will advise us on that course of action. She also said

1) lightning conductor - we may not need one - our ~~Architect~~ should advise insurers.

(2) Lady chapel window - Architect should advise if it is 'historic' glass or not (& i. need a faculty)

- (3) Mural in nave boat - need a PCC minute under Schedule B & they will agree OK.

(4) Also need a PCC minute for rain disposal etc. Architect should also advise re dismantling the drainage pipes dealing with Southwark etc on N. Transept? suggest (3) + (4) at meeting 30.4.2001 for which we obtain a letter of authority to proceed.

(5) Sunbird - I have seen an ad for someone who may be able to advise.  
Y.S. 24.4.2001

**Yvonne Sheppard**

---

**From:** "Jan Croysdale, DAC Secretary"  
**To:** <yvonne@3waysringmore.fsnet.co.uk>  
**Sent:** Thursday, May 31, 2001 3:26 PM  
**Subject:** Ringmore, All Hallows - Roof

Excuse this e-mail response to your letter of 29 May - for speed and being clearer than a phone conversation.

We can try obtaining Schedule B authorisation (an extremely generous reading of it!) but I will wait to consult the DAC until further quotations are to hand. I would hope such quotations would be more detailed - inasmuch as the Good Roof one gives no indication of the type of slates to be used for replacement.

I also notice that the quinquennial report mentions that there are open joints which need pointing, etc. It would seem sensible to have such repairs carried out whilst scaffolding is up. If this, therefore, is what the PCC wishes to do, we would need to see details of the areas to be pointed and of the mortar mix. I also note that the below ground drainage system needs checking - if the soakaway has collapsed and needs repair this requires authorisation also.

I note your architect is obtaining prices. Has he provided a specification against which firms will tender? If so, the DAC would really much rather see the specification because that should give details required.

I rather suspect the work may expand beyond even the most generous of interpretations of Schedule B, and really require a Faculty.

Jan Croysdale  
DAC Secretary  
(01392 272686 ext 225)



To Andrew Ireland, Jacqueline Patterson and Michael Tagent

From Yvonne Sheppard

9 June 2001

Fabric repairs to All Hallows

I enclose a copy e-mail from Jan Croysdale relating to our application for approval under Schedule B for repairs to the roof and rain disposal system. When I sent the diocesan grant application the Archdeacon commented the 'high level' repairs would be more likely to be eligible for an English Heritage grant and as far as possible should be deferred. I feel we should consider limiting the scope of the high level repairs now and in the meantime raise funds from grants and trusts with a view to undertaking a lot more of the external work in 2002, subject to agreement by our Architect. It is important to get the strategy clear now so that the English Heritage grant form can be completed and other applications made.

Please may I have your comments.

Yvonne Sheppard

To Michael Tagent and Jacqueline Patterson

From Yvonne Sheppard

URGENT CHURCH REPAIRS

Copy to Andrew Ireland

Attached is a copy of Andrew's report on the urgent repairs required to All Hallows before the winter to make the church weatherproof. Andrew is willing to obtain quotations for the work required from the builders already suggested to Fred Reeve plus a couple of others to ensure someone will be willing to take on the work. Andrew estimates the work will cost £2000-3000 and it may be a good idea to oversee this work without involving Fred Reeve, subject to your and his agreement, except for a final survey. Andrew says he will be able to obtain cost estimates in the next few weeks with a view to doing this work in September. Can we agree to this course of action and meet to discuss the quotations when available, please? As agreed, other high level work will be postponed until 2002 when the outcome of the various grant applications is known.



24 June 2001

**Three Ways Ringmore Kingsbridge Devon TQ7 4HL**  
**01548 810341**  
**yvonne@3waysringmore.fsnet.co.uk**

Mr D E Hexter  
Assistant Diocesan Secretary  
Diocese of Exeter  
Diocesan House  
Palace Gate  
Exeter  
EX1 1HX

27 July 2001

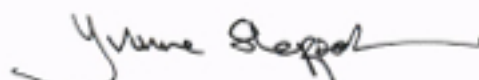
Dear Mr Hexter

Church of All Hallows, Ringmore

Thank you for your letter of 3 July 2001 and your kind offer of a grant and a loan from the Board of Diocesan Finance. On behalf of Ringmore PCC I am very grateful to accept the £500 grant and £1000 loan towards the cost of repairs to the roof and rainwater disposal system of the church. As requested, I will let you have details of the contractor's costs when the work is done so that the grant and loan can be released.

Thank you for obtaining these funds for our church.

Yours sincerely



Yvonne Sheppard



**Meeting of Ringmore PCC Fabric Committee  
Monday 9 July 2001 8pm at All Hallows Church**

**Present** : Andrew Ireland, Jacqueline Patterson, Yvonne Sheppard, Michael Tagent

The meeting was convened to discuss the specification for urgent church repairs which had been drawn up by Andrew Ireland and commenced with a tour of the church to inspect the roof, guttering, downpipes and hoppers and surface drainage. The weather was wet and moderately windy. After discussion, it was agreed quotations should be sought for work to be done to make repairs which can be done immediately without incurring costs of scaffolding but which would improve rain disposal and prevent further damp. It was agreed the external roof repairs to replace missing and slipped tiles would need scaffolding and should be deferred to 2002 at which time more high level fabric repairs could be done assuming sufficient funds have been raised. Remedial repairs to existing downpipes should also be deferred to 2002.

Work required:      Level existing guttering and fit new cast iron guttering as required  
                              Improve drainage on either side of porch  
                              Move oil tank away from west wall  
                              Remove laurel from rear of lady chapel and improve ground  
                              drainage by clearing around this area and vestry.

It was agreed the fabric committee would recommend Andrew seek quotations from experienced contractors and the fabric committee would oversee the work and hoped the cost and scope of this restricted work will fall within the scope of Schedule B authorisation. Consultation is required with DAC and our Architect to make them aware of the reasons for and changes in scheduling of high level repairs.

Other outstanding items to progress: quotation for lightning conductor, quotation for conservator to assess sundial and broken window in lady chapel, undertake access audit for disability, church cleaning date, the English Heritage Grant form has been sent and has been acknowledged. The Diocese of Exeter have offered a grant of £500 and a loan of £1000 towards the cost of repairs to the roof and rain disposal system on 3 July – we will need to find out if this amount will be downscaled if the new quotations are smaller – but recommend we accept provisionally and with thanks. Applications to Charitable Trusts needs to start together with requests for parish gifts.

Yvonne Sheppard  
15 July 2001

## Fabric Report – meeting 18 June 2001

1. The Vicar of Malborough has visited All Hallows and reported back to DAC concerning the noticeboard. A letter has been received from Jan Croysdale agreeing the noticeboard can stay in the Church.
2. An e-mail from Jan Croysdale also indicates a faculty is required for the work required to the roof and rain disposal system because of the costs involved and the scale of work. The e-mail also suggests more high level work should be undertaken at the same time and DAC require more detail of the materials and scope of the work i.e. the specification. Following individual discussion with the fabric committee and our architect, it has been broadly accepted to undertake only essential high level repairs now e.g. replace roof slates and clearing gutters and downpipes and leave the rest of the work until more funds are available. The archdeacon has suggested high level work should be included in the English Heritage grant application (main work in 2002) :

Resolutions required: Apply for a faculty for full tender

Apply for grant applications for the full tender.

If grants are not forthcoming the work in 2002 will need to be scaled down.

3. Window in lady chapel
4. Birds in bell chamber
5. Roof of lady chapel – Andrew
6. Move oil tank
7. Lightning conductor/sundial- progress o/s
8. Electrical system in Church – recommend it is tested asap
9. Churchwardens day on 7 July – disability access

Yvonne Sheppard

To Andrew Ireland, Jacqueline Patterson and Michael Tagent

From Yvonne Sheppard

9 June 2001

Fabric repairs to All Hallows

✓ I enclose a copy e-mail from Jan Croysdale relating to our application for approval under Schedule B for repairs to the roof and rain disposal system. When I sent the diocesan grant application the Archdeacon commented the 'high level' repairs would be more likely to be eligible for an English Heritage grant and as far as possible should be deferred. I feel we should consider limiting the scope of the high level repairs now and in the meantime raise funds from grants and trusts with a view to undertaking a lot more of the external work in 2002, subject to agreement by our Architect. It is important to get the strategy clear now so that the English Heritage grant form can be completed and other applications made.

Please may I have your comments.

Yvonne Sheppard

*Agreed*

*Jacqueline*

12.6.01.



**Three Ways, Ringmore, Kingsbridge, Devon, TQ7 4HL**  
**01548 810341**

**[yvonne@3waysringmore.fsnet.co.uk](mailto:yvonne@3waysringmore.fsnet.co.uk)**

Miss J Croysdale  
Secretary to the Exeter Diocesan Advisory Committee  
Diocesan House  
Palace Gate  
Exeter  
EX1 1HX

29 May 2001

Dear Miss Croysdale

Church of All Hallows, Ringmore

I would be grateful if you would obtain authorization from the Archdeacon and the Diocesan Advisory Committee for the following items to be undertaken under Schedule B without a faculty:

- 1.** Introduction of a moveable free standing display board which is temporarily in the church in the visitors area for display of church notices and church guides. The board is made of cork, bound in light wood and measures 600mm x 900mm.
- 2.** High level repairs to the roof and rain disposal system as detailed on the enclosed specification and quotation. Two further quotations are being sought by our architect.

I enclose a copy of the Resolution of the PCC authorizing both of these items. The proposed works to the roof and rain disposal system and introduction of the noticeboard are not likely to affect any item of a historic, architectural or archaeological importance. There is no reason to suppose the proposals would be opposed by a significant body of opinion in the Parish and work has not commenced on the roof and rain disposal system.

I look forward to receiving your reply.

Yours sincerely

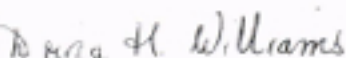


Yvonne Sheppard  
Churchwarden

## Church of All Hallows, Ringmore

A meeting of the Parochial Church Council was held in the Church vestry on Monday 30 April 2001 at 7.30pm and the following resolutions were made:

1. Mrs Sheppard proposed the PCC apply for a diocesan grant/loan of £2000 for church repairs. Mr Tagent seconded the proposal and all agreed.
2. It was suggested by the Diocesan Advisory Committee Secretary, Miss J Croysdale, Ringmore PCC could apply under Schedule B for approval to the DAC (no faculty required if prior conditions met) for the repairs to the church roof and rain disposal system, although the quotation exceeds £2000. Mrs Sheppard proposed the PCC apply for these repairs to be authorised by the DAC under Schedule B. Mr Trant seconded the proposal and all agreed.
3. Permission from the DAC is required for retention of the free standing display board in the visitors area. Mrs Sheppard proposed the PCC apply for authorisation under Schedule B for the display board to be retained. Mr Errett seconded the proposal and all agreed.

 *Dona H. Williams*

Mrs D Williams

Hon Secretary to Ringmore Parochial Church Council

1 May 2001

# GOOD ROOFING (Devon) RAINWATER DISPOSAL SYSTEM

## CHURCH OF ALL HALLOWS RINGMORE

### Preliminaries

Site attendances  
Health/Safety & Welfare  
Signs/Boards/Notices  
Scaffold/Access to the works

### Works to be carried out (taken from original schedule)

6.2.1 Carefully remove all rainwater guttering and inspect  
6.2.2 Carefully remove all rainwater downpipes and inspect  
6.2.3 Allow **provisional** replacement of 15 mtrs of 100mm downpipe  
6.2.4 Allow **provisional** replacement of 18 mtrs of 120mm half round downpipe  
6.2.5 De-scale and repaint 1 No. coat red oxide, 1 No. undercoat and 1 No. gloss coat to all existing rainwater goods. New cast iron to be painted same.

### SOUTH ELEVATION

6.3.1 Check gutter support brackets, ease and realign as necessary. Re-fix guttering  
6.3.2 Re-fix downpipes and check discharge to gullies

### NORTH ELEVATION, NORTH TRANSEPT AND LADY CHAPEL

6.4.1 Check gutter support brackets, ease and realign as necessary. Re-fix guttering  
6.4.2 Re-fix downpipes and check discharge to gullies

### SLATE REPAIRS

Effect repairs to all slipped or missing slates (approx 40 No.)

Total period on site estimated at 3.5 weeks

<b>TOTAL</b>	<b>368.00</b>	<b>368.00</b>
<b>VAT at 17.5%</b>	<b>5589.00</b>	<b>5589.00</b>
	<b>978.08</b>	

<b>Cost</b>	
222.00	
112.00	
86.00	
1342.00	1762.00

220.00	
193.00	
643.00	
434.00	
688.00	

347.00	
312.00	

310.00	
312.00	

3459.00



SECTION 6

RAINWATER DISPOSAL SYSTEM

- 6.1.1 Rainwater guttering and down pipes comprise mixed section half round cast iron guttering (size approximately 100 mm and 120 mm ) and 100 mm diameter cast iron rainwater pipes . £.

Work to be carried out

- 6.2.1 Carefully remove all rainwater guttering and inspect to identify any splits or cracks (a length of approximately 38 lineal metres).
- 6.2.2 Carefully remove all rainwater pipes and inspect to identify any splits or cracks ( a length of approximately 24 lineal metres ).
- 6.2.3 Allow for replacement 90 mm diameter down pipes to match existing (a length of approximately 6 lineal metres) PROVISIONAL
- 6.2.4 Allow for replacement 150 mm half round guttering to match existing (a length of approximately 12 lineal metres) PROVISIONAL
- 6.2.5 De-scale and' repaint 1 no. coat red lead oxide, 1 no. undercoat and 1 no. coat gloss to outside surfaces, and 2 no. coats red lead oxide to inner surfaces to guttering.

SOUTH ELEVATION

- 6.3.1 Check supporting gutter brackets and eases and realign as necessary. Re-fix guttering and recheck alignment. (a length of approximately 26 lineal metres)
- 6.3.2 Re-fix down-pipes. (a length of approximately 12 lineal metres) and ensure discharge into gullies.

NORTH ELEVATION, NORTH TRANSEPT & LADY CHAPEL

- 6.4.1 Check supporting gutter brackets, ease and realign as necessary. Re-fix guttering and recheck alignment. (A length of approximately 22 lineal metres) (PROVISIONAL)
- 6.4.2 Re-fix down-pipes. (a length of approximately 12 lineal metres) and ensure discharge into gullies. (PROVISIONAL)

Carried to Summary £

## **DETAILED REPORT ON CONDITION OF THE FABRIC OF THE CHURCH**

### **EXTERNALLY**

#### **Roof to Chancel**

Approximately four slates are missing from the south slope and two other slates have slipped resulting in an opening in the roof that allows rainwater to penetrate.

Approximately twelve slates are damaged or missing from the north slope.

Seven ridge tiles are cracked or damaged. There are a number of open joints where mortar has washed out.

Lead flashings appear sound.

#### **Roof to Nave**

Approximately four slates are damaged on the south slope.

Approximately twelve slates are damaged or missing from the north slope.

#### **Roof to North Transept**

Approximately twelve slates are damaged or missing from the west slope.

Ten ridge tiles are cracked or damaged. There are a number of open joints where mortar has washed out.

#### **Roof to Lady Chapel**

Re-fix slates to ensure rainwater runs into gutter.

Mortar fill at top of slope is beginning to fail. This item should be monitored over the coming period.

### **RAINWATER DISPOSAL SYSTEM**

Rainwater gutters do not appear to have a continuous fall. Gutters should be taken down checked for any defect. Gutter support brackets to be re-fixed to provide correct falls. Down pipes to be removed and checked for any defect and re-fixed, replacing any damaged pipes with new cast iron.

### **BELOW GROUND DRAINAGE SYSTEM**

It was not possible at the time of the inspection to test the underground drainage system. From inspection there would seem to be a problem with drainage to the north side of the church adjacent to the north transept. It is recommended thorough tests be undertaken to ensure pipes have not collapsed and that the soakaway is functioning adequately.

### **UPSTAND WALL BETWEEN CHANCEL AND NAVE**

The rubble upstand wall appear to be in good condition.

**Three Ways, Ringmore, Kingsbridge, Devon, TQ7 4HL**

**01548 810341**

**yvonne@3waysringmore.fsnet.co.uk**

Mr F R Reeve  
MSW Conservation  
PO BOX 27  
Lifton  
Devon  
PL16 0YD

11 April 2001

Dear Mr Reeve

All Hallows Church, Ringmore

Following receipt of the quotation for repairs to the rain disposal and roof from Good Roofing last November, Ringmore Pcc would like to obtain two further quotations from new contractors as a comparison and also to present to the Diocese with our faculty application. The original schedule of works may need to be updated following an extremely wet winter and the fabric committee would like to meet you again at All Hallows to clarify some items which do not appear to be covered in the original specification which may have resulted from the recent heavy rains. Two additional contractors have been identified :

Mr Paul Johnson, Roofing and Building Specialists, Plymouth, 01752 364466  
(Mobile 07767 835879)

R J & C M Lancaster, Builders & Restorers, Helliars, Aveton Gifford, Kingsbridge,  
S.Devon. 01548 550689

Both builders have experience on high level repairs to listed buildings including churches. Please would you confirm you will contact these two contractors for a quotation for the roof and rain disposal system works in due course.

As a matter of expediency, the PCC expects to carry out this work and other repairs to the church on a piecemeal basis and for quotations to be obtained as funds become available. Please would you confirm your fees will be calculated according to the total overall cost of the repairs, with credit for the amount of £2850 already paid, and confirm no separate charges will arise from breaking down the tenders to a series of smaller projects.

Yours sincerely

Yvonne Sheppard



## **Three Ways, Ringmore, Kingsbridge, Devon, TQ7 4HL**

The Rural Dean  
The Reverend R A Owen  
The Vicarage  
Devon Road  
Salcombe

1 May 2001

Dear Reverend Owen

Church of All Hallows, Ringmore

I should be grateful if you would please add your comments to the enclosed application for financial assistance from the Exeter Diocesan Board of Finance for a £2000 grant or loan towards repairs to the roof and rain disposal system which were identified in the 1999 Quinquennial report and which we plan to start this summer. These repairs are the first stage of a programme of repairs estimated to cost £77000 plus VAT and other fees which our architect has specified as required to weatherproof the church building and for which we are currently fundraising.


I enclose a copy of the financial statements for Ringmore Parochial Church Council, a copy of the PCC resolution which agrees the application and an estimate from Good Roofing received in November 2000. Two further quotations are being sought by our architect and it is suspected more work is required following the severe winter weather. Please would you forward the papers to the Archdeacon for comment.

I apologise for the small timescale to complete the application but it would be appreciated if the form could reach the Diocesan Office by 7 May, although Mr Hexter has indicated a later application would be considered if it arrives a few days before the meeting.

Yours sincerely

Yvonne Sheppard  
Churchwarden



 THE CHURCH OF ENGLAND

DIOCESE OF  
EXETER

Mrs Y Sheppard  
Three Ways  
Ringmore  
KINGSBRIDGE TQ7 4HL

*Diocesan Advisory Committee  
for the Care of Churches  
Miss Janet Croysdale*

Secretary

Tel: 01392 272686 Ext. 225

e-mail : [dac@exeter.anglican.org](mailto:dac@exeter.anglican.org)

14 June 2001

Dear Mrs Sheppard

**RINGMORE, ALL HALLOWS :** Free standing notice board

I am sure you will be pleased to learn the Diocesan Advisory Committee has commended the above, as detailed in your letter of 29 May, and the Archdeacon had given his approval.

This matter falls under Schedule B and may proceed.

May I remind you that if any work affects the security of the church your insurers should be informed in good time; also that a record of the work should be entered in the log book.

With all good wishes,

Yours sincerely

Jan 2

Janet Croysdale  
Secretary

cc : Archdeacon of Totnes (De minimis)

- (1) Ant known available
- (2) Old one - has much time to complete work as fully
- (3) A. approval & living
- (4) Fabric counter -

- 1 year  
- interim  
- meeting  
- funding  
- food  
- get  
- discuss  
- help for  
- 1 year  
- 1 year

Yvonne

**Challaborough Cottage**  
**Ringmore, Kingsbridge, Devon TQ7 4HW**  
**Telephone/fax: 01548 810520**  
**e-mail: met@cix.co.uk**

Mr M D Spencer,  
Vickery Holman,  
26 Lockyer Street,  
Plymouth, PL1 2QW.

April 5, 2001

Dear Mr Spencer,

**The Church House, Ringmore**

Following your visit yesterday, I am writing as agreed to set out the work which it was agreed would be undertaken at the Church House.

- Install oil-fired central heating throughout the property;
- Replace garage door;
- Install uPVC windows and door to rear kitchen;
- Adjust ill-fitting window in middle rear bedroom;
- Remove stove in dining room and open up fireplace;
- Investigate/repair damp in dining room and underneath lounge/dining room bay windows;
- Replace damaged kitchen hob unit;
- Replace cloakroom and bathroom carpets with suitable vinyl;
- Arrange sweeping of chimneys;
- Undertake quinquennial inspection and implement items in the report.

I note that there is evidence of considerable woodworm in the threshold of the front door, but suspect that this is old, treated infestation. It does, however, need to be checked. I believe that the roof void was treated about 8-9 years ago, but do not know whether this extended to the rest of the house.

As promised, I will get together a list of potential contractors to undertake various aspects of the work, and will let you have this when we next meet on site.

I will also arrange, as a matter for the parishes to fund, for the grass and hedges to be trimmed.

With kind regards,

Yours sincerely,



Michael Tagent

cc. Mr Bob Greig  
The Revd Canon Bob Campbell-Smith





THE CHURCH  
OF ENGLAND

DIOCESE OF  
EXETER

The Rev. Canon R. Campbell-Smith  
The Vicarage  
Modbury  
Ivybridge  
Devon  
PL21 0QN

Bob Greig  
Property Services Manager

Emma Osmundsen BSc (Hons) ARICS  
Diocesan Surveyor

*Property Services Department*

Our ref: RGG/B.381

19<sup>th</sup> March 2001

Your ref:

Dear Canon Campbell-Smith,

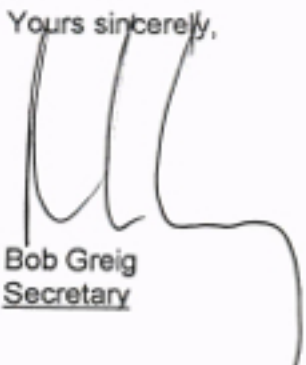
**Ringmore, Church House**

As you will now be aware, we are to consider the installation of an oil-fired central heating system at the above property. I wonder whether you had in mind any local contractors who we should ask to put forward a quotation? If you or your churchwardens can think of a suitable local firm, please do let me know so that I can obtain a quotation.

I would like to come and meet you at the house, together with our Surveyor, Emma. Would either the afternoon of Tuesday 3<sup>rd</sup> April, or the morning of Wednesday 4<sup>th</sup> April be convenient?

I look forward to hearing from you.

Yours sincerely,

  
Bob Greig  
Secretary

## **Church of All Hallows, Ringmore**

A meeting of the Parochial Church Council was held in the Church vestry on Monday 30 April 2001 at 7.30pm and the following resolutions were made:

1. Mrs Sheppard proposed the PCC apply for a diocesan grant/loan of £2000 for church repairs. Mr Tagent seconded the proposal and all agreed.
2. It was suggested by the Diocesan Advisory Committee Secretary, Miss J Croysdale, Ringmore PCC could apply under Schedule B for approval to the DAC (no faculty required if prior conditions met) for the repairs to the church roof and rain disposal system, although the quotation exceeds £2000. Mrs Sheppard proposed the PCC apply for these repairs to be authorised by the DAC under Schedule B. Mr Trant seconded the proposal and all agreed.
3. Permission from the DAC is required for retention of the free standing display board in the visitors area. Mrs Sheppard proposed the PCC apply for authorisation under Schedule B for the display board to be retained. Mr Errett seconded the proposal and all agreed.

*Dina H. Williams*

Mrs D Williams  
Hon Secretary to Ringmore Parochial Church Council  
1 May 2001

**Ringmore PCC Fabric Committee**  
**Note of meeting Thursday 15 March at 8pm at Challaborough**  
**Cottage**

Present: Michael Tagent, Andrew Ireland, Yvonne Sheppard, Jacqueline Patterson

Architect/quotations - It was agreed Yvonne and Andrew would draft a letter to Mr Reeve. The letter would seek confirmation from Mr Reeve that no additional costs would be charged by him other than fees based on the total cost of works from re-visiting the specification on a piecemeal basis including a site visit to meet the Fabric Committee and initially obtaining and assessment of further quotations for work on the rain disposal system and roof from Good Roofing and two other local contractors such as Paul Johnson in Plymouth and Mr Lancaster of Aveton Gifford, both of whom have experience of high level work on listed Churches. It was agreed to continue to use the services of Mr Reeve.

Funding - it was agreed Yvonne would obtain a form to seek a £2000 grant from the Diocese.

Faculty - it was agreed Yvonne would obtain a faculty application to cover the rain disposal system work, on the assumption the works cost exceeds £2000.

Lady Chapel - Andrew Ireland suggested the damp in the Lady Chapel at the weekend was the result of condensation building up with changes in temperature at this time of year (March). The situation would be monitored and referred to Mike Wynne-Powell in the event more heat was needed in that area.

Sundial - Michael suggested it might not be possible to repair the Sundial over the porch which is thought to be 17<sup>th</sup> or 18<sup>th</sup> century. It was agreed to refer to Mr Reeve.

**Other**

Lightning Conductor - Michael would refer to Francis Jarvis for comment as to whether one is required at All Hallows.

Chairs - It was agreed to retain several chairs in the 'Lady Chapel' for meetings.

Oil Tank - It was agreed to consult Mike Wynne-Powell to see if the tank could be moved further away from the external West wall since it is suspected the proximity of the tank and trapped fallen leaves is causing a damp problem inside.

Room for a kettle, cups etc for meetings and coffee after services would be found in the vestry.

Church House - Michael would seek funding for central heating to be installed, enquire if the garage door is repairable and is obtaining an estimate from Tim Thornton to cut grass and hedges. A reply has been received from Bob Greig confirming the Parsonages Committee are responsible for the upkeep of Church House.

Brass - Jacqueline offered to assist with cleaning brass before the Flower Festival in May

Yvonne Sheppard  
18 March 2001



**Yvonne Sheppard**

---

**From:** "Yvonne Sheppard"  
**To:** "Fred Reeve" <Fred\_Reeve@msn.com>  
**Sent:** Saturday, June 09, 2001 9:01 PM  
**Subject:** Re: Flower Festival  
Dear Mr Reeve

I am glad you came to the flower festival and sorry I missed you. I was wondering if you could let me know what is happening with the quotations please? Before you go back to the builders, we may wish to re-assess what 'urgent' work can be deferred in the event we are successful in obtaining grants etc. in 2002.

Regards

Yvonne Sheppard

----- Original Message -----

**From:** Fred Reeve  
**To:** Yvonne Sheppard  
**Sent:** Tuesday, May 29, 2001 12:32 PM  
**Subject:** Flower Festival

Just to say how enjoyable your flower festival was. The displays were both ingenious and beautiful. We did catch a quick glimpse of you whilst we taking lunch in the marquee. I guess we were just a bit too slow to catch up with you. I hope the event proved successful in income terms as much as it was in terms of visual impact and splendour.

Fred Reeve

6/12/01

**Challaborough Cottage**  
**Ringmore, Kingsbridge, Devon TQ7 4HW**  
**Telephone/fax: 01548 810520**  
**e-mail: met@cix.co.uk**

Mrs Yvonne Sheppard,  
Three Ways,  
Ringmore.

January 11, 2001

*Dear Yvonne*

Many thanks for the details of hirers for the 4<sup>th</sup> quarter of 2000. You will remember that the PRC agreed that regular users would be invoiced quarterly in arrears (and I will deal with that as normal), other users paying you when the event took place. Would you therefore please let me have the money for the following:

October 21	Margaret Wood	10.00
December 4	Stef	7.50
Christmas	Sam & Phil	10.00

I have now looked at the drafts for the re-listing of All Hallows, and have the following comments on the proposed letter to the Department for Culture, etc.

1. Being picturesque and with sea views may carry little weight. Perhaps we should mention the church is in a conservation area; is it also in an Area of Outstanding Natural Beauty?
2. What positive knowledge is there that parts of the church date from the 11<sup>th</sup> century? My understanding is that the church is 13<sup>th</sup>-14<sup>th</sup> century, with only a suggestion that it may incorporate, in the vestry, part of an earlier building.
3. It might be unwise to suggest that the wall painting "is worthy of greater restoration". Who says so? We don't want the authorities to start demanding we undertake this work out of our present (limited) funds.
4. The commentator from English Heritage should be named if this point is to carry weight.

The proposed letter asking for support might be reworded to make the point that Kingston church (a much more recent building) and Bigbury church meet the criteria for Grade 2\* but Ringmore, with greater historical treasures, is currently only Grade 2. Again, I would suggest that you say "the Church dates from the 13<sup>th</sup>/14<sup>th</sup> centuries (and part may date from the 11<sup>th</sup> century)..."

*Yours*

*Michael*

**Ringmore PCC Fabric Committee**  
**Note of meeting Thursday 15 March at 8pm at Challaborough**  
**Cottage**

Present: Michael Tagent, Andrew Ireland, Yvonne Sheppard, Jacqueline Patterson

Architect/quotations - It was agreed Yvonne and Andrew would draft a letter to Mr Reeve. The letter would seek confirmation from Mr Reeve that no additional costs would be charged by him other than fees based on the total cost of works from re-visiting the specification on a piecemeal basis including a site visit to meet the Fabric Committee and initially obtaining and assessment of further quotations for work on the rain disposal system and roof from Good Roofing and two other local contractors such as Paul Johnson in Plymouth and Mr Lancaster of Aveton Gifford, both of whom have experience of high level work on listed Churches. It was agreed to continue to use the services of Mr Reeve.

Funding -it was agreed Yvonne would obtain a form to seek a £2000 grant from the Diocese.

Faculty - it was agreed Yvonne would obtain a faculty application to cover the rain disposal system work, on the assumption the works cost exceeds £2000.

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Other

Lightning Conductor - Michael would refer to Francis Jarvis for comment as to whether one is required at All Hallows.

Chairs - It was agreed to retain several chairs in the 'Lady Chapel' for meetings.

Oil Tank - It was agreed to consult Mike Wynne-Powell to see if the tank could be moved further away from the external West wall since it is suspected the proximity of the tank and trapped fallen leaves is causing a damp problem inside.

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Brass - Jacqueline offered to assist with cleaning brass before the Flower Festival in May

Yvonne Sheppard  
18 March 2001



Ringmore PCC  
meeting 30 April 2001  
FABRIC

1. Mr Reeve has replied and on the basis tenders are sought in stages for work on All Hallows will charge 12.5% for work of value over £20000 and 15% for work under £20000 with a credit where appropriate for the fee paid of £2850. Work on a time charge basis is £40 (plus VAT?). We need to consider if the original specification is complete - especially around the porch but also on the wall behind the visitors corner and the West wall where there are problems with damp and drainage - ie improve rain disposal or repair what is there? Mr Reeve is seeking further quotations as requested. Suggest we agree extra charges, if any, with him as we proceed. ✓
2. Funding - PCC minute required to agree diocesan application for £2000 grant/loan ✓
3. Faculty - PCC minute required under Schedule B for roof etc which may be acceptable instead of a faculty by the diocese given the nature of the repairs - otherwise a faculty will be required. (Jan Croysdale) ✓
4. Moveable noticeboard - PCC minute required ✓
5. Lady Chapel window - the crack is now a hole and needs replacement. I need to find out from our architect if the glass is historic - possible memorial window to someone as a gift? ✓
6. Sundial - no comment yet - Yellow book - Fred New - ✓
7. Lightning conductor - Jan Croysdale suggested checking with insurers if one is necessary on All Hallows ✓
8. Oil Tank - needs refilling shortly - can we move it first please? ✓
9. English Heritage - All Hallows is now G11\*. Jan Croysdale thought they may not give much cash for re-pointing. Need to apply by end of June 2001. Try ✓ and see?
10. Radio aerial - should we consider or would it cause trouble? ✓

Lightning  
rod

Thick brick  
work  
by the  
doorway -  
House work  
done & then  
damp proof

hopper  
window  
m. hawthorn

By the  
church  
inner

Yvonne Sheppard  
30/4/2001

## Fabric Report – meeting 18 June 2001

1. The Vicar of Marlborough has visited All Hallows and reported back to DAC concerning the noticeboard. A letter has been received from Jan Croysdale agreeing the noticeboard can stay in the Church.
2. An e-mail from Jan Croysdale also indicates a faculty is required for the work required to the roof and rain disposal system because of the costs involved and the scale of work. The e-mail also suggests more high level work should be undertaken at the same time and DAC require more detail of the materials and scope of the work i.e. the specification. Following individual discussion with the fabric committee and our architect, it has been broadly accepted to undertake only essential high level repairs now e.g. replace roof slates and clearing gutters and downpipes and leave the rest of the work until more funds are available. The archdeacon has suggested high level work should be included in the English Heritage grant application (main work in 2002) :

Resolutions required: Apply for a faculty for full tender

Apply for grant applications for the full tender.

If grants are not forthcoming the work in 2002 will need to be scaled down.

3. Window in lady chapel *Paul -*
4. Birds in bell chamber
5. Roof of lady chapel – Andrew
6. Move oil tank
7. Lightning conductor/sundial- progress o/s
8. Electrical system in Church – recommend it is tested asap
9. Churchwardens day on 7 July – disability access
- 10) *Post Review - letter to 1 sep reply*
- 11) *Excluded - Health & Safety - volunteers may be employed!*
- 12) *Insurance*

*30K*

*consider  
1 Sept  
post report  
work  
essential  
repairs -  
tower  
- scaffolding  
- And*

*NOT  
DISCUSSED*



116 - adventures - Health  
historic - family - Supply

2001 Diaries?

Devotional Church things  
week celebration

## WHAT DOES THIS CHURCH BUILDING SAY?

Secretary at DRC

As you tour the church here are a few questions to have in mind:

\$2500 next

4 times a year

Mr Plummer

**Impression** : What words would you use to express your first impressions?

Noticeboards : What do they say?

Porch / Doors : Do you feel welcomed and invited inside?

If the church had not been open are hours of opening provided?

Would a key have been available if locked?

Is disabled access needed / provided?

**Information** : Is it available re:-

- Times of worship
- activities of the congregation
- baptism, wedding, etc
- architecture and history of the building
- availability of clergy or local lay representative
- the Christian faith

**Presentation** : Are the building and its surroundings well cared for?

What evidence is there of

- spiritual life, prayer, etc
- missionary interest
- community involvement
- provision for all ages

**Imitation** : Is there one 'good idea' you would like to take back to your PCC for consideration?

- PIP Small light over porch
- lighting whiteboard
- banner get 2 quotes
- ground to spine
- ventilators to be left clear



*Ringmore PCC – potential items for donation to All Hallows*

1. Replacement hymn books
2. Replacement gold/white frontals and curtain
3. Bound bible for the lectern
4. Improvements to lighting in side chapel and vestry
5. Additional silver communion vessels
6. Improvements to sound system
7. Replacement window in side chapel
8. Restoration of the sundial
9. Outside handrail and replacement seat
10. Lighting over Scoble gate entrance
11. Other ideas - TBA

YLS.15/12/2001

They are the survivors of a Ring of Three recorded in an inventory of 1553 when the Commissioners spelt the name RYDDEMORE.

At one time they were a peal but now they can be chimed only. They were re-hung in October 1869 by Mr Wm. Aggett of Chagford and again after an inspection in 1962.

### TREBLE BELL.

The late Rev. H. T. E. Ellacombe of Clyst St George who made a special study of the bells of the Diocese recorded that our Treble Bell is one of the oldest in the Diocese. It has no name of the founder or of a Warden of the time, only the founder's mark I.T. His name is not known but he was working in Exeter around 1440.

The bell has inscribed in 'Black Letter' which is notoriously hard to read

'Voce Mea Viva Depello Cuncta Novica'  
trans. 'With my living voice I drive away all things that may do hurt.'

It is 29 $\frac{1}{2}$ " in diam.

*Following the affair of the blacksmith's hammer, (see village history)*  
This was recast by MEARS of London in 1869.

It is 30 $\frac{1}{2}$ " in diam.

It was previously recast by a local founder Mordecai Cockey of Totnes.

The old inscription used to read:

'Nicholas Hooppell Ch Warden -  
Mordecai Cockey cast me in Totnes 1692'

Nicholas Hooppell probably lived in Cottage Farm which is now Cross Manor.

It is the largest bell 32 $\frac{1}{2}$ " in diam.

It was recast by AMBROSE GOODING of Plymouth in 1740.

The inscription reads:

'JAMES GILBERT WARDN A GOODING 1740.'  
James Gilbert occupied one of the Tenements at Marwell and is listed in the Survey of 1754.

Gooding's bells had a faulty design in the crown staple and the clapper tended to fall out. There are few of his bells left in Devon. The crown staple in our bell has been strengthened, no doubt because of the technical knowledge of Hingston Randolph at the time of the re-hanging in 1869. So we have one of the few remaining Gooding bells in Devon.

Authority: Rev. H. T. Ellacombe. (1860)  
Prebendary John Scott of Bampton.  
(New Totnes. 1995)

### SECOND BELL.

*Robert Stainbank the  
owner of Mears, put his  
mark R.S. on the bell.*

*The bells were re-hung  
by Agate.*

### TENOR BELL.

**Yvonne Sheppard**

---

**From:** "Fred Reeve" <Fred\_Reeve@msn.com>  
**To:** "Yvonne Sheppard"  
**Sent:** Thursday, November 22, 2001 10:08 AM  
**Subject:** Ringmore Church  
Yvonne

I met, at your church, with an Architect from English Heritage last week. He asked me to go down to review with him the works that we are hoping to undertake.

I had assumed because the meeting was consequent upon your application the PCC would have been notified also. It was only apparent once we were at the church that EH had not written directly to the PCC.

For any oversight on my part, I apologise.

The upshot of the meeting is EH will have visited all church's who have made application by the beginning of December. EH will then begin the very difficult task of grading the applications commensurate with the grant they have been allocated. My understanding is that EH will give us some indication as to our position in the 'pecking order'. This in itself is a welcome change as it will allow us to plan what works if any should be undertaken. If I hear anything further I will advise you.

Finally I think I left a green rechargeable torch in you church. Could I ask you to confirm if it has been found there. May I also ask that it is kept for me I will try to collect it when I am next in you area. This may be quite soon.

Thank you for your help. If you have any questions please let me know

Sincerely

Fred Reeve

11/24/01



**PCC Fabric Sub-Committee - meeting at Challaborough Cottage**  
**Thursday December 13 8-10pm**

Present: Michael Tagent, Jacqueline Patterson, Yvonne Sheppard

1. **Faculty Petition for repairs** - the petition has been signed by John Elliott, Michael Tagent and Yvonne Sheppard and will be sent to DAC in Exeter with the specification for repairs and other documentation for the deadline date of 11 January 2002 (meeting date 1 February).
2. **Sound System** - following a meeting with John Elliott and Keith Monks on Tuesday 11 December it was agreed to consider improvements to the sound system in All Hallows. Mr Monks helpfully adjusted the system to enable the lectern microphone function properly, explained how the system should be used and confirmed the choir stalls were included in the loop system. The volume control in the churchwarden's pew does not work. Attached is a quotation for a second microphone on the pulpit, a mixer to enable music to be played through the speakers and a new volume control - **note recommendation to be agreed.**
3. **Storage of wheelchair** - Jackie Tagent would be asked to obtain details of the size of the wheelchair so that an appropriate position can be found (probably in the vestry). *- note of safety aspect of wheelchair with the*
4. **Noticeboards** - it was agreed the 'repairs' noticeboard had served its purpose and would be removed for the timebeing. It was also agreed the 'missions' noticeboard in the porch could be improved and be used to provide more information as to what the PCC is doing, to support missions, friends, team council and fabric and fundraising. Michael will refurbish the board and Yvonne will ask George Grimshaw if his map could be removed. A welcome notice on the church noticeboard by the gate will be drafted by Michael - also to say All Hallows is open to visitors during the day (note to Michael - also a note as to keyholders). Jacqueline suggested a welcome card for all those who move to Ringmore from their local church.
5. **Shrubs** - Michael will ask John Reid if he can remove the laurel which overhangs the north side of the church. It was agreed a twice yearly clean of the church and churchyard in March and October 2002 would be arranged.
6. **Health and Safety and Disability Access** - the sub-committee will carry out an audit on Wednesday 2 January at 11am in and around the church and consult churchgoers as to potential areas to improve - lighting, handrails etc.
7. **Memorial to Nancy Grimshaw** - George wishes to have a permanent memorial to Nancy in All Hallows and so far has suggested Books of Common Worship or improved lighting. It was agreed to draw up a wish list (see attached) of items the church needs for consultation with George and any other potential donor. Yvonne will liase with John.
8. **Victorian Gates** - it was agreed to consider, with John, where the gates could be re-sited in the church itself.
9. **Sundial and damaged window** - Yvonne would consult DAC for advice since both may be irreparable.
10. **Lightning conductor** - a leaflet has been ordered on this subject.

11. **Memorial seat to Gordon Mackintosh** – John Mylne-Smith has confirmed the seat is rotten and indicated he is willing to make a replacement and Hazel has been consulted and has no objection. Yvonne will find out if there will be a cost to the PCC for this work.
12. **Reference Books on churchyard etc.** – the books have been ordered and the cost will be spread between our three parishes with the library probably kept at Church House.
13. **Brassware** – Jacqueline has researched the loose brassware with Margaret Locke as an entry for the log book and has found a few items for disposal which are damaged and of no value. Two candle sticks in the side chapel are worth approximately £80 each and Jacqueline will produce a list of estimated values.
14. **Oil tank** – Kevin Light has moved the tank away from the church wall and made no charge – the new indicator will be followed up. The tank is now full of oil. George Freeman has installed fine wire mesh in the belfry except for one window where pigeons were nesting.

Yvonne Sheppard  
15 December 2001

*Ringmore PCC – potential items for donation to All Hallows*

- 1. Replacement hymn books*
- 2. Replacement gold/white frontals and curtain*
- 3. Bound bible for the lectern*
- 4. Improvements to lighting in side chapel and vestry*
- 5. Additional silver communion vessels*
- 6. Improvements to sound system*
- 7. Replacement window in side chapel*
- 8. Restoration of the sundial*
- 9. Outside handrail and replacement seat*
- 10. Other ideas - TBA*

YLS.15/12/2001



Anthony E. Good M.Sc. (Conservation) Dip. Arch. RIBA, RIAS  
Chartered Architect

Frederick R. Reeve FRICS ACI Arb.  
Chartered Surveyor

Tuesday, 18 September 2001

The Parochial Church Council of the Church of All Hallows  
C/o Mrs Yvonne Sheppard  
'Three ways'  
Ringmore  
Nr. Kingsbridge  
Devon TQ7 4HL

Dear Mrs Sheppard

**All Hallows Church, Ringmore**

I understand from the Diocesan Advisory Committee that the Parochial Church Council has put in hand repair works to your Church and that it may be you have instructed an alternative professional advisor.

Clearly this news is disappointing to us given the work we have done and the degree of commitment we have made to the Parochial Church Council and your church.

I would be grateful for your formal comment on this matter.

Yours sincerely



**F R Reeve**  
Partner

PO BOX 27  
LIFTON  
DEVON  
PL16 0YD

Tel:  
01566 784 905

Fax:  
01566 784 906

## fabric

- 1) Archdeacon recommended no work on All Hallows until Gynther has prepared a report (shortly)  
There appears to be a small problem of water from 'concretes' in the choir stall which needs to be monitored.
- 2) Oil tank has been moved by Kevin Light & I will send a note of that. Oil delivery asap. & heating for this week.
- 3) Birds - George Freeman has installed a fine wire metal mesh on 2 sides (safety of pigeons or not).
- 4) Faulty - in progress & fabric committee to review from in next week.
- 5) Hazel new back for holiday & will be consulted re seat asap.
- 6) Fabric committee to meet asap.

part - fine + fabric

Conversation with Archdeacon  
on 12 September 2001

# MSW Conservation

Chartered Architects & Surveyors

Anthony E. Good M.Sc. (Conservation) Dip. Arch. RIBA, RIAS  
Chartered Architect

Frederick R. Reeve FRICS ACI Arb.  
Chartered Surveyor

Friday, 29 June 2001

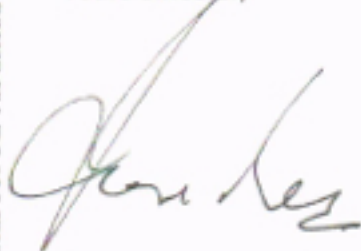
The Parochial Church Council of the Church of All Hallows  
C/o Mrs Yvonne Sheppard  
'Three ways'  
Ringmore  
Nr. Kingsbridge  
Devon TQ7 4HL

Dear Mrs Sheppard

All Hallows Church, Ringmore

Further to our telephone conversation I enclose two copies of the  
Quinquennial Inspection as requested.

Yours sincerely



F R Reeve  
Partner

PO BOX 27  
LIFTON  
DEVON  
PL16 0YD

Tel:  
01566 784 905

Fax:  
01566 784 906



## Note of PCC fabric sub-committee

Wednesday 14 November 2001 5pm-6pm at Three Ways

Present: John Elliott, Jacqueline Patterson, Yvonne Sheppard and Michael Tagent

The meeting was arranged to discuss the faculty application to undertake the repairs to the Church of All Hallows based on the the specification for the full tender dated May 2001. Recommendations to the PCC are:

The Statement of Significance agreed subject to describing the font as Norman style. The letters to South Hams District Council (planning) and English Nature (bats) to be sent.

The PCC resolution was agreed for proposal at the November 2001 PCC meeting.

### **Faculty petition**

The petitioners to be John Elliott, Yvonne Sheppard and Michael Tagent. The petition to be sent to DAC with the May 2000 specification, tender documents and 1999 quinquennial report.

Michael Tagent will supply figures for the PCC's current balances of general funds and fabric fund.

The petition to be sent to Exeter DAC before Christmas for consideration at the meeting on 11 January 2002.

### **Specific points on the petition:**

Our architect Mr Fred Reeve to be consulted relating to point (E)17(b) relating to possible disturbance of bats in the church.

Jan Croysdale to be consulted on (F) Archaeological matters.

Michael Tagent will inform the church's insurers that work is to be carried out on the church (H).

Work will start in April 2002, subject to funds being raised and the architect advised will take 26 weeks to complete(P).

The works are external and we have not been advised it is necessary to hold public worship elsewhere (P) but confirmation will be sought from Fred Reeve.

A note will be included on the Church page of the January 2002 newsletter informing parishioners of the PCCs plan to submit a faculty and carry out the repair works to the Church of All Hallows, subject to funds, from April 2002.

### **Other fabric points:**

John ~~would~~ agreed to be an ex officio member of the fabric committee but would not necessarily attend meetings.

The fabric committee would meet again on Thursday 13 December at 8pm to discuss other agenda items.

A meeting will be arranged with Mr Keith Monks (before Christmas if possible) to check operation of the sound system in the church which has been causing problems, discuss possible improvements and enable a service to be carried out.

Yvonne Sheppard  
17 November 2001

**Note to Fabric Committee**

Michael Tagent  
Jacqueline Patterson  
( John Elliott \ )

b  
3  
3  
7/11  
X<sup>21/10</sup>

Please would you make comments, pass on and return to me. It would be helpful to have a fabric meeting to discuss any points on the faculty petition plus a number of other items. Please could we agree a date in November – it might be an idea to meet in the Church. I have not been able to find the last faculty petition relating to the Church in the Churchwarden's records.

**Faculty Petition**

Enclosed to approve and/or amendment:-

1. Draft petition
2. Draft letters to South Hams District Council and English Nature.
3. Draft PCC resolution
4. Draft Statement of Significance.

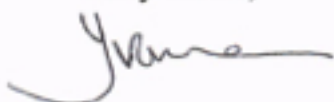
Enclosed for Information:-

1. Commentary on petition – ~~Appendix B~~
2. Green booklet (Making Changes to a Listed Church).
3. Beige resume, green addendum, ~~notes on application~~ <sup>Appendix B</sup> and Church guide.
4. Copy letter from Jan Croysdale, DAC.
5. Copy letter from Guy Braithwaite, English Heritage.

**NOTE**

Possible delay in allocation of grants from English Heritage from December 2001 to March 2002, therefore suggest faculty petition sent in for meeting on 11 January 2002 (unless fees are likely to rise enormously).

Many thanks,

  
Yvonne Sheppard  
October 2001

(CAH8)

Meeting Sep 14. 11.0. 2001  
at Three Ways to finalise

COMMENTS ON ENCLOSED DOCUMENTS FOR FACULTY PETITION

The letters to South Hams District Council and English Nature should be sent immediately so that we have time to deal with any queries.

Statement of Significance

The font 'bowl' is not later than the 16th century but the columns and base are 19th century - we definitely cannot say Norman. *— amen*

The final four items on the list are of no great significance and perhaps could be left off the list.

Faculty Petition

A.6. (b)(b) Yes

E 17 Agree we obtain advice

F The Diocesan Archaeological Adviser is helpful on the telephone - the answer maybe No (He only had to be informed that the work was to take place in the churchyard.)

P We have not been advised that worship will not be able to be held in the church. Answer: No

Q 33 (c) No

Jacqueline Patterson  
6 November 2001



Yvonne Sheppard  
Three Ways  
Ringmore  
Kingsbridge  
Devon  
TQ7 4HL

Your Ref:

Our Ref: MP-SU484-01

15 March 2001



Dear Ms Sheppard

**PLANNING (LISTED BUILDINGS AND CONSERVATION AREAS) ACT 1990  
BUILDINGS OF SPECIAL ARCHITECTURAL OR HISTORIC INTEREST  
ALL HALLOWS CHURCH, RINGMORE, DEVON.**

Thank you for your letter of 12 March in which you asked the Secretary of State to consider upgrading the above building to Grade II\* in the statutory list.

We are currently seeking advice on your request from English Heritage, the Secretary of State's statutory advisers on the historic environment. Shortly after we have received their recommendation we should be able to notify you of the Secretary of State's decision on whether the building is to be upgraded.

If in the meantime the question of upgrading becomes more urgent, or you wish to provide any further information about the building, please contact me at the above address.

Yours sincerely

**GORDON HOWELL**  
Listing and Archaeology Branch

**Yvonne Sheppard**

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**From:** "Yvonne Sheppard"  
**To:** "Fred Reeve" <Fred\_Reeve@msn.com>  
**Sent:** Saturday, June 09, 2001 9:01 PM  
**Subject:** Re: Flower Festival  
Dear Mr Reeve

I am glad you came to the flower festival and sorry I missed you. I was wondering if you could let me know what is happening with the quotations please? Before you go back to the builders, we may wish to re-assess what 'urgent' work can be deferred in the event we are successful in obtaining grants etc. in 2002.

Regards

Yvonne Sheppard

----- Original Message -----

**From:** [Fred Reeve](#)  
**To:** [Yvonne Sheppard](#)  
**Sent:** Tuesday, May 29, 2001 12:32 PM  
**Subject:** Flower Festival

Just to say how enjoyable your flower festival was. The displays were both ingenious and beautiful. We did catch a quick glimpse of you whilst we taking lunch in the marquee. I guess we were just a bit to slow to catch up with you. I hope the event proved successful in income terms as much as it was in terms of visual impact and splendour.

Fred Reeve

6/12/01