



**Briefing Note prepared by Malcolm S Loveday, DAC\* Bells Adviser,**

For presentation at GDGCBR Discussion at Cathedral Education Centre 31/03/2015

*\*Diocesan Advisory Committee ( DAC)*

**The Bridget Gordon Legacy 2015 – Guildford Guild Bell Projects**

**1. 1<sup>st</sup> Stage**

- 1.1 Read the briefing note distributed at the Guild AGM 14<sup>th</sup> March 2015
- 1.2 Discuss your ideas with your tower members and ensure that you have majority agreement
- 1.3 Prepare a one / two page outline of your idea (with photos) for your Vicar, Wardens & PCC and get their approval.
- 1.4 Estimate ball-park costs.
- 1.5 Prepare the 2 page initial bid and submit to Guild ( John Aronson – [aronson\\_john@hotmail.com](mailto:aronson_john@hotmail.com) ) by 14<sup>th</sup> June 2015.
- 1.6 Copy your outline proposal to the DAC Bells Adviser for information.

**2. Stage 2**

- 2.1. If the Guild supports the project under the Bridget Gordon Bequest clarify the funding shortfall and consider how the shortfall ( if any) will be covered - consult Vicar, Wardens & PCC etc.
- 2.2. Obtain detailed costings, drawings, bell inspection reports from Bell Founders/ Hangers.  
*Note: It is prudent to include ~ 5% contingency funds to cover unforeseen difficulties [Expect the Unexpected!]*
- 2.3. Read the Diocesan Directory ( pages 242 – 252) relating to the Diocesan Advisory Committee and Applying for a Faculty. See <http://www.cofeguildford.org.uk/about/whos-who/dac>  
Also see Appendix 1.
- 2.4. Notify the DAC Bell Adviser ( Malcolm Loveday [malcolm.loveday@npl.co.uk](mailto:malcolm.loveday@npl.co.uk) , 01932 561576 ) of your intentions and supply bell founders reports / quotations. A visit may be necessary to prepare a report for the DAC.
- 2.5. Consult the Church Architect.
- 2.6. Prepare a) Statement of Significance, b) Statement of Need, c) Draft a letter for the Vicar / Wardens to send to the DAC Secretary, Mrs Wendy Harris, together with all drawings and paperwork, photographs etc preferably electronically or on a CD :  
( [wendy.harris@cofeguildford.org.uk](mailto:wendy.harris@cofeguildford.org.uk) )
- 2.7. Submit papers to DAC and respond to their responses or complete Faculty application forms supplied by DAC Secretary and display Faculty Application Notice ( 28 days ).

***Note.*** The DAC makes recommendations, as to whether a **Faculty** should be granted, to the Diocesan Chancellor, The Worshipful Andrew Jordon, who issues the Faculty. By Law, a Faculty, i.e. permission, is required before works are undertaken in a church. A Faculty is equivalent to ecclesiastical planning permission. The DAC comprises approximately 30 volunteers including The Archdeacons, clergy, architects, church members and specialist advisors: bells, clocks, fabrics, lighting, organs, stained glass, archaeological etc. The DAC now normally meets on the 1<sup>st</sup> Thursday of each month and papers should be submitted to the DAC Secretary by approximately ten days before the meeting so that the papers can be copied and circulated with the Agenda to members for consideration prior to the meeting.

*Please bear in mind that the DAC may wish to see the views of other statutory consultees e.g English Heritage, The Georgian Society, Victorian Society, SPAB etc, before recommending a Faculty.*

- 2.8 It is unlikely that the Chancellor will issue a Faculty unless approximately 80% - 90% of the funding is in place to complete the project.

*Note: The Faculty application process usually takes at least 3 months and bell founders will not start work until a Faculty has been granted.*

**3. Other Considerations**

- 3.1. Please note that the DAC may take the view that some heritage aspects may over ride the parish proposals and not be willing to recommend a Faculty. However after discussion a compromise solution is usually achieved, e.g. i) it may

be necessary to preserve a historic bell frame ( Crondall, Farnham, Thames Ditton etc) or ii) an historic bell will need to be preserved ( Stoke D'Abernon ).

Before proposing to recast any bells consider whether they could be retuned – this might be a cheaper option. If bells are recast it would be expected that the original inscriptions are reproduced on the new bells.

3.2 If considering an augmentation project it might be cheaper to use redundant bells held by the Keltek Bell Trust, see Appendix 2. These bells are usually sold at the scrap value of the metal and may thus be a cheaper option, even if they require to be tuned to fit in with an exist peal.

3.3. Fully document/ photograph/ video the existing installation and the various stages of the project as it progresses. Supply a copy for the Guild Library.

#### 3. 4. ***De Minimis***

Some aspects of routine bell repairs might not need a Faculty but could be undertaken under an Archdeacons Certificate. Repairs costing less than £5000 could come under this heading, please consult the DAC Secretary for advice.

#### 3.5 VAT Recovery

If the church is Listed, then it may be possible to recover the cost of VAT, see Appendix 4.

### **4. Concluding Remarks**

4.1. Please see Appendix 2 for contact details of Bell founders / hangers

4.2. See the Central Council of Church Bell Ringers website for information / guidance for organising a bell re-hanging / augmentation project. Information is also available about additional sources of funding and fund-raising ideas; see Appendix 3.

4.3. I hope you find this Briefing Note of help. Please do not hesitate to contact me if you require further information.

Thank you,

Malcolm S Loveday,  
DAC Bells Adviser,  
Tower Captain, Chertsey

[malcolm.loveday@npl.co.uk](mailto:malcolm.loveday@npl.co.uk) , Phone 01932 561576

## **APPENDIX 1 Extract from Diocesan Directory**

### **HOW TO SET ABOUT OBTAINING A FACULTY**

#### **Larger Projects: Alterations, Extensions**

**You should not enter into any arrangements or begin any works until you receive the written faculty from the registrar.**

#### **Initial Appraisal**

- \_ Clarify your objectives
- \_ Consult within PCC and parish
- \_ Appoint person to manage project
- \_ Consult your inspecting architect<sup>5</sup> and/or appoint project architect
- \_ Prepare Statements of Significance and Needs
- \_ Consult DAC Secretary<sup>3</sup>
- \_ Arrange DAC site visit if appropriate

#### **Outline Proposals**

- \_ Instruct architect to prepare outline proposals and design statement
- \_ Consult secular authorities<sup>6</sup>
- \_ Submit outline proposals to DAC<sup>7,8</sup>
- \_ Consider amendments as advised by DAC
- \_ Obtain encouragement from DAC to proceed

#### **Detailed Proposals**

- \_ Continue discussion with PCC and parish and keep informed of progress
- \_ With architect, further consult DAC and secular authorities when necessary
- \_ Instruct architect to prepare detailed proposals
- \_ Submit detailed proposals to DAC and secular authorities
- \_ Consider amendments in response to any DAC and other comments
- \_ Submit for planning permission (if needed<sup>6</sup>) in parallel

#### **Start of Work**

- \_ Only start work when the Faculty has been received from Registrar
- \_ When needed, only start work when written planning permission received and Building Regulations approved
- \_ Comply with any conditions including further submissions to DAC
- \_ Complete works within faculty time limit or seek extension

#### **Appraisal and Proposals**

- \_ Clarify your objectives
- \_ Consult within PCC and Parish
- \_ Appoint person to manage project
- \_ Consult inspecting architect<sup>5</sup> when necessary
- \_ Consult DAC Secretary<sup>3</sup>
- \_ Prepare detailed proposals<sup>8</sup>
- \_ Submit proposals to DAC
- \_ Consider amendments in response to any DAC comments

#### **Grant of Faculty**

- \_ Obtain recommendation and petition papers from DAC<sup>3</sup>
- \_ Submit petition to Registrar<sup>4</sup> with DAC recommendation
- \_ Display public notice form 28 days (minimum)
- \_ Faculty granted (or not) with or without conditions

**APPENDIX 2 June 2013****Bell Founders, Bell Hangers , Bell Rope Suppliers & Redundant Bells**

<b>Name</b>	<b>Address</b>	<b>Contact Details</b>
Whitechapel Bell Foundry Ltd	32 – 34 Whitechapel Road, London, E1 1DY	Phone: 0207 247 2599 <a href="mailto:bells@whitechapelbellfoundry.co.uk">bells@whitechapelbellfoundry.co.uk</a> <a href="http://www.whitechapelbellfoundry.co.uk">http://www.whitechapelbellfoundry.co.uk</a>
Whites of Appleton Ltd.	Church Bellhangers 69 Eaton Road, Appleton, Abingdon, Oxon, OX13 5JJ	Phone: 01865 862549 <a href="mailto:bells@whitesbellhangers.co.uk">bells@whitesbellhangers.co.uk</a> <a href="http://www.whitesbellhangers.co.uk">http://www.whitesbellhangers.co.uk</a>
Nicholson Engineering Ltd	<i>Works:</i> Church Bell Works, St. Swithin's Road, Bridport, Dorset, DT6 5DW <i>Correspondence :</i> Walton, Woodmead Road, Lyme Regis, Dorset, DT7 3AB	Phone : 01308 422264  E-mail: <a href="mailto:bells@nicholsonbellhangers.com">bells@nicholsonbellhangers.com</a>  Website: <a href="http://www.nicholsonbellhangers.com">www.nicholsonbellhangers.com</a> Phone: 01297 445865
Matthew Higby & Co Ltd	Unit 16, Charmborough Farm, Holcombe, Radstock, BA3 5EX	Phone/fax : 01761 233757 Mobile: 07971 441042 e-mail: <a href="mailto:matthewhigby@gmail.com">matthewhigby@gmail.com</a> website: <a href="http://www.bell-hangers.com">www.bell-hangers.com</a>
John Taylors & Co	The Bell Foundry, Freehold Street, Loughborough, Leicestershire, LE11 1AR	Phone: 01509 212241 <a href="mailto:office@taylorbells.co.uk">office@taylorbells.co.uk</a> <a href="http://www.taylorbells.co.uk">http://www.taylorbells.co.uk</a>

**Bell Ropes :**

Ellis Ropes Ltd	The Rope Works, Bars Hill, Costock, Loughborough, Leicestershire, LE12 6XY	Tel/Fax 01509 852178 E-mail: <a href="mailto:ellisprichardsropes@ntlworld.com">ellisprichardsropes@ntlworld.com</a> Web site: <a href="http://www.ellisandprichards.co.uk">www.ellisandprichards.co.uk</a>
Philip Pratt	Avon Ropes	<a href="http://www.avonropes.co.uk">www.avonropes.co.uk</a> Phone: 0117 957 4372 <a href="mailto:sales@avonropes.co.uk">sales@avonropes.co.uk</a>

**Redundant Bells**

Keltek Bell Trust  UK Registered Charity Number: 1061224	The Keltek Trust The Kloof Lower Kingsdown Rd Kingsdown Corsham Wiltshire, UK SN13 8BG	<a href="http://www.keltektrust.org.uk/bells1.html">http://www.keltektrust.org.uk/bells1.html</a>  <i>e-mail :</i> <a href="mailto:bells@keltektrust.org.uk">bells@keltektrust.org.uk</a>
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### **APPENDIX 3: Central Council of Church Bell Ringers : Publications**

<http://www.cccbr.org.uk/pubs/pricelist>

#### **Maintenance, restoration, etc**

*(Click on titles to see Bibliography details)*

- £ 17.95 [Towers and Bells Handbook](#)
- £ 3.00 [Schedule of Regular Maintenance](#)
- £ 3.50 [Splicing Bell Ropes Illustrated](#)
- £ 2.50 [Organising a Bell Restoration Project \(2010\)\\*](#)
- £ 5.00 [Church Bells and Towers \(an analysis of interaction\)](#)
- £ 1.50 [Sound Management |](#)

\*This booklet gives guidance and encouragement upon all aspects of a bell restoration project from getting started, through choosing a contractor to fund raising and other financial and legal matters.

## **APPENDIX 4. VAT Recovery**

### **LISTED PLACES OF WORSHIP SCHEME - TRANSFER TO NEW SUPPLIER**

Please note that from **1st June 2014** existing applications and any new applications will be handled by:

Topmark (LPOW)  
160 Bath Street  
Glasgow  
G2 4TB

Telephone number: 0845 013 6601

From **1 June 2014**, claims can be submitted in three ways:

1. The application form can be completed and emailed to Topmark at the address below, along with electronic copies or scans of any supporting invoices or documentation.
2. The application form can be emailed and invoices or other supporting documentation sent by post.
3. The application form can be completed by hand and sent by post along with other documentation.

You will be able to download the application form from [http://www.lpwscheme.org.uk/lpw\\_application\\_form.pdf](http://www.lpwscheme.org.uk/lpw_application_form.pdf) however if you require a paper version of the form please call 0845 013 6601 (from 1 June) for further assistance or alternatively, send an email to:

[dcms@topmarkadjusters.co.uk](mailto:dcms@topmarkadjusters.co.uk)

From 1 June any new applications or queries should also be sent to this email address.

You will not need to re-submit any claims which are already in process, as all information will be transferred. Post sent to the old Newport address will be re-directed until the autumn.

### **Extension of the Listed Places of Worship Grant Scheme**

The Government recently announced changes to the scope and operation of the Listed Places of Worship grant scheme, these changes came into effect on 1 October 2013. From this date, works to pipe organs, turret clocks, bells and bell ropes are eligible for claims under the scheme. Professional services directly related to eligible building work such as architect fees are also eligible.