

CHURCH HERITAGE RECORD

Recording Policy v.1.2



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CATHEDRAL AND CHURCH BUILDINGS DIVISION
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Introduction

The Church Heritage Record is a digital database of church buildings integrated with a Geographic Information System (GIS), which can be used for planning and development control, but also fulfils an educational and engagement role. It contains over 16,000 entries on church buildings in England, covering a wide variety of topics from architectural history and archaeology to the surrounding natural environment.

The CHR was developed to be the Church of England's Historic Environment Record (HER). HERs record a wide range of information about the historic environment – as unique sources of information, they provide an excellent starting point for management processes, conservation, fieldwork and research into the historic environment. They are also a great resource for public engagement projects to inform local communities about their area.

Although most HERs have been designed to record all aspects of the historic environment built, formed or influenced by human activities from earliest to most recent times, the CHR focuses specifically on church buildings and their immediate setting. Information about the buildings and their surroundings is stored in a systematically organised manner and is maintained and updated for public benefit in accordance with national and international standards and guidance.

This document outlines the CHR's recording practice. It was written as a guide to DAC Secretaries, CCB staff and church recording volunteers responsible for inputting new data and curating existing records in the CHR.

Go to each, individual section to find out how to record information in a consistent manner.

What is an HER?

A Historic Environment Record is a database which contains information about archaeological and historical features and finds, the activities of people involved in investigating the historic environment, and sources of information about their areas and the conservation management process. Many governing bodies maintain an HER and use it to assist them when making decisions in the planning process.

There is now a widespread acceptance amongst existing HERs, Historic England and the National Monuments Record of Wales of the importance of data standards and the three key platforms for this:

1. The Event/Monument/Source data model: The basic structure of the CHR is an adaptation of this model. Please read *Informing the Future of the Past: Guidelines for Historic Environment Records (Second Edition)* which explains the model. You can access it online at <http://archaeologydataservice.ac.uk/ifp/?/contents.html>.
2. The high level MIDAS standards: The minimum level of information which is required to reach a specific level of recording standards. You can access the publication online at <https://www.historicengland.org.uk/images-books/publications/midas-heritage/>
3. The national reference data terminology lists (or FISH Thesauri) which “sets the standards for recording the past!” You can access the thesauri online at <http://thesaurus.historicengland.org.uk/>

These standards are continually developed and improved in the light of practical experience and in response to new areas.

Historic England, the government's advisor on the historic environment, also provides [technical advice](#) on information management and the maintenance of an HER in the UK.

See the [Further Reading](#) section for additional information.

Why is it important to have Data Standards?

Data standards can be simply defined as "what information should be recorded, in what manner, to achieve a particular objective".

Collection and recording of historic environment information is a lengthy process. It is essential that the information contained within HERs can be readily retrieved and understood by anyone and increasingly important that data from different HERs can be compared. **Data standards ensure that information is recorded in a consistent and retrievable way for maximum benefit to the user.**

The benefits offered include (but are not limited to):

- **Reliability:** As standard procedures are tried and tested, if they are sensibly applied they will work well.
- **Consistency:** Data standards promote consistency in recording of information, which ensures that records can be retrieved easily, so that all known relevant information is available when needed.
- **Compatibility:** No one organisation holds all the data relating to a particular site or area. There are usually other organisations with an interest who may have useful data. When recorded to common standards, data held in different databases can be shared and exchanged much more easily. This is increasingly important as new ways of accessing data remotely are developed.

What is the CHR?

The Church Heritage Record is similar to most local authorities' HERs: it is MIDAS compliant and employs the FISH Thesauri for indexing.

It was first and foremost developed to fulfil a planning role; some of its data fields have direct links to the Standard Information Form (1A and 1B) in the Online Faculty System. The information contained within each record can also assist parishes with their Statements of Significance.

It also contains information about all the ancient and historic features and sites that make up the historic landscape of church buildings and their churchyards. These can range in date from the earliest evidence for human activity to modern times. It holds information about fieldwork carried out in the churchyard, from the earliest antiquarian investigations through to the present-day activities of archaeologists, architectural recorders, surveyors, photographers and others.

Maintaining and updating the CHR will, first and foremost, be the responsibility of the Church Heritage Record officer. The CHR officer serves two key roles: as an information manager, they are responsible for developing the record and providing information services; they are also responsible for promoting the CHR as having greater public benefit through programmes of outreach.

Responsibility for maintaining and updating the CHR also falls to each Diocesan office signed up to use the Online Faculty System; DAC Secretaries will be able to assist parishes in their diocese by completing fields in the CHR which have a direct link to the Standard Information Form (1A and 1B).

The CHR is one of a number of information providers operating at national and local levels. These other bodies curate information that both complements and provides a new dimension to the information held by the CHR. Museums may curate artefacts found or previously held within church buildings registered on the CHR. Environmental records hold information about trees, hedgerows and species that sets the archaeological landscape recorded in the CHR in its wider landscape context. Record Offices hold archives which may provide the source and supplementary documentation on churches recorded by the CHR.

Record officers should cross-reference these in their databases to encourage the sharing rather than the duplication of information. Let the reader know where to go to find the information he or she needs!

[How is the CHR configured?](#)

The CHR has been designed for simplicity and ease of use. It records a simplified “Monument-Source-Actor” data structure (in MIDAS terms), i.e. the churches (“monuments”), sources of information including images, documents and references (“sources”), and related people (“actors”). Each church is represented by a single monument record which is interlinked with two other modules (sources and actors) to create the database.

Church Records

There are currently two types of monument records – churches and cathedrals – which cover information about the built asset and its immediate environment, the natural environment and sub-surface remains. Most of these records are created based on existing evidence (i.e. the standing building), however some will have come from written sources, such as historical text, administrative documents and archaeological reports.

Each church or cathedral record should contain data relevant to that particular site (plot of land) spanning all periods and construction phases. **If a building is demolished and a new one constructed on the same site, the record officer should not create a new record unless the Research & Statistics Division assign the new building a new Church Code.** For the purpose of Faculty applications, it is important for the history and development of the site to be easily traceable.

The following sections outline what information is recorded in the monument record, in what manner, and to what particular objective.

Core Details

Basic Identification Information

The basic identification information forms the core of each individual church record. Without this information, you may not be able to properly identify one church building from the next (there are five Weston: All Saints church buildings, for example).

The basic identification information consists of the:

Name: This is the church's legal name as given by the **Church Commissioners**. It consists of the [Parish Legal Name]: [Denomination] – for example Bromley Common: Holy Trinity.

Record type: This identifies the building type. There are currently only two record/building types: Church or Cathedral.

Church code: This is a unique identification number supplied to each church building by the Church Commissioners. It is a crucial piece of information and is required for each record.

Diocese: Name of diocese in which the church building is located at the time of entry.









Archdeaconry: Name of archdeaconry in which the church building is located at the time of entry.

Parish: This is the legal name of the parish as given by the Church Commissioners.



Click the Edit icon on the top right of the field.

Use the drop-down menus to select the appropriate diocese, archdeaconry and parish. If the information is missing, or new ones are created, please inform the CHR recording officer.

Name:	 Edit	<input type="text" value="Axbridge: St John the Baptist"/>	 
Record Type:	 Edit	<input type="text" value="Church"/>	
Church code:	 Edit	<input type="text" value="608112"/>	
Diocese:	 Edit	<input type="text" value="Chelmsford"/>	
Archdeaconry:	 Edit	<input type="text" value="Barking"/>	
Parish:	 Edit	<input type="text" value="Alphamstone"/>	

Click Save 

***The basic information field forms part of the core data of the Online Faculty System and ChurchDays.co.uk.

Statutory Designation Information

Listing Grade

The decision to put a church building on the National Heritage List for England and assign it a listing grade is made by the Secretary of State for Culture, Media and Sport. The decision is normally based on recommendations made by Historic England, the government's adviser on cultural heritage.

There are three listing grades:

- Grade I
- Grade II*
- Grade II






The Church Heritage Record creates a direct link to every church building's individual List Entry, which outlines the reasons for the building's special designation.




Click the Edit icon on the top right of the field.

The CHR records:

1. Whether or not a church building is listed
2. The listing grade
3. The **List Entry Number** (not the UID)

Statutory Designation Information		 
Listed Building?	 Edit	<input type="radio"/> Yes <input type="radio"/> No
Listed Building Grade:	 Edit	<input type="text" value="I"/>
Listed Building National ID:	 Edit	<input type="text" value="1071308"/>

Complete as needed. Click Save 


*This field fills in the relevant question on the Standard Information Form (1A and 1B) required for the Faculty process.

**Information in this field is automatically sent to the relevant church entry on ChurchDays.co.uk

Scheduled Ancient Monument



The decision to schedule a feature (building, monument, archaeological remains, etc.) located within the church building's precinct or churchyard is made by the Secretary of State for Culture, Media and Sport. The decision is based on recommendations made by Historic England, the government's adviser on cultural heritage.


The Church Heritage Record creates a direct link to a scheduled ancient monument's individual List Entry on National Heritage List for England, which outlines the reasons for the feature's special designation. You can currently only create one direct link to a scheduled ancient monument within the precinct of the church building using this field. If there is more than one scheduled ancient monument within the churchyard, please record them in the [Location and Setting](#) field for now. This will be revised in due course.

Click the Edit icon on the top right of the field. 

The CHR records:

1. Whether or not there is a scheduled ancient monument within the precinct or churchyard
2. The **List Entry number** (Not the UID)


Scheduled Monument (within curtilage or precinct)?	 Edit	<input checked="" type="radio"/> Yes <input type="radio"/> No
Scheduled Monument National ID:	 Edit	<input type="text" value="1010746"/>

Complete the fields as needed. Click Save 

*This field fills in the relevant question on the Standard Information Form (1A and 1B) required for the Faculty process.



National Park


National Parks are areas of countryside that include villages and towns, which are protected because of their beautiful countryside, wildlife and cultural heritage. In England, National Parks are designated by Natural England, the government's advisor on the natural environment.


Click the Edit icon on the top right of the field. 


The CHR records:

1. Whether or not a church building is located within a National Park
2. The National Park's official name

National Park  

Is the church in a National Park?:  Edit Yes No

National Park Name:  Edit


Complete the fields as needed. Click Save 

N.B. Please do not add the words “National Park” after the park’s name (e.g. Lake District, NOT Lake District National Park).

*This field fills in the relevant question on the Standard Information Form (1A and 1B) required for the Faculty process.


Conservation Area


Conservation areas are places of special architectural or historic interest where it is desirable to preserve and enhance the character and appearance of such areas. Conservation Areas are designated by the Local Council.


Click the Edit icon on the top right of the field. 


The CHR records:

1. Whether or not the church building is located within a Conservation Area
2. The Conservation Area’s official name

Conservation Area  

Is the church in a Conservation Area?:  Edit Yes No

Conservation Area Name:  Edit

Complete the field as needed. Click Save 


N.B. Please do not add the words “Conservation Area” after the area’s name (e.g. Clerkenwell NOT Clerkenwell Conservation Area).

*This field fills in the relevant question on the Standard Information Form (1A and 1B) required for the Faculty process.

Heritage at Risk Status

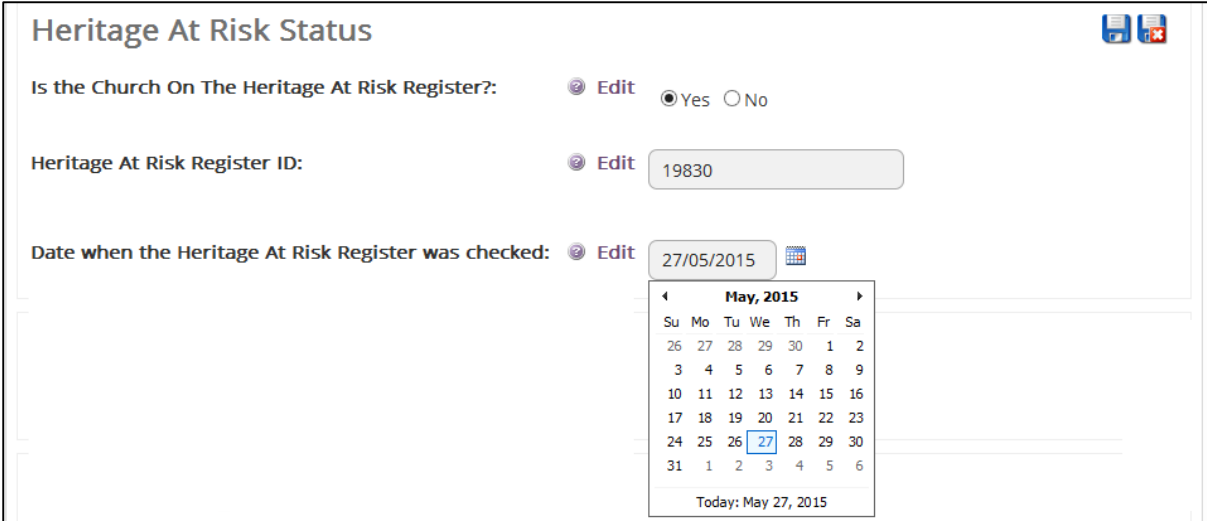
The [Heritage at Risk](#) programme is run and managed by Historic England, the government’s advisor on cultural heritage. It aims to protect and manage the historic environment, so that the number of ‘at risk’ historic places and sites across England are reduced.

The Church Heritage Record creates a direct link to a church building’s individual entry on the register (if “at risk”), which outlines building’s condition and priority category.


Click the Edit icon on the top right of the field. 


The CHR records:



1. Whether or not a church building is on the “at risk” register
2. The Heritage At Risk database identification number
3. The date upon which the “at risk” status was last verified



Heritage At Risk Status


Is the Church On The Heritage At Risk Register?:  Edit Yes No

Heritage At Risk Register ID:  Edit 19830

Date when the Heritage At Risk Register was checked:  Edit 27/05/2015 

May, 2015						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today: May 27, 2015

Complete the fields as needed. Click Save 


Historic England reviews the register once a year. The information on the CHR will be updated centrally each year.

Approximate Date

Selecting a single date for the construction of a church building can sometimes be very difficult as most CoE buildings have seen many phases of development over time. The CHR allows you to record a time period rather than a specific date.

The CHR records the time period for the building’s predominant fabric as opposed to the date of the earliest fabric or the church’s foundation date.

Please record the appropriate date range which indicates the predominant fabric found within the church building.


Click the Edit icon on the top right of the field. 

Choose from:

- Early Medieval (Pre 1066AD)
- Medieval
- Post Medieval (1540AD to 1837AD)
- Victorian/Pre-War (1837AD to 1914AD)

- Modern (1914AD to Present)

Approximate Date

Approximate Date:  [Edit](#)

- Early Medieval (pre 1066AD)
- Medieval
- Post Medieval (1540AD to 1837AD)
- Victorian/Pre-War (1837AD to 1914AD)
- Modern (1914AD to Present)

Click Save 

*This field fills in the relevant question on the Standard Information Form (1A and 1B) required for the Faculty process.

**Information in this field is automatically sent to the relevant church entry on ChurchDays.co.uk

Exterior Image

Use this field to display the best photograph (or image) of the exterior of the church building. Further photographs of the building's exterior can be uploaded under [Sources and Further Information](#).

Before uploading any photographs or images to the Church Heritage Record, please note that:

1. The CHR is not an archive; it only holds access copies of images on display. This means that the Archbishops' Council does not take ownership or responsibility for your original photographs and their long-term preservation.
2. Furthermore, Historic England holds a perpetual non-exclusive royalty-free licence to use and/or sub-licence the project archive and all other project materials for any purpose (including images and photographs). Historic England may also transfer the benefit of this licence to any body or organisation which takes over their statutory responsibility.

N.B. Please **name the file as follows:**

ChurchCode_Parish_Denomination_Diocese_CHRexterior – 631025_Bromley Common_Holy Trinity_Rochester_CHRexterior

Photographs should be submitted in the following format (both for consistency and to save on storage space).

File type: .jpg


File size: 100k – 600k

Physical size: 400 – 300 pixel width – Landscape / 400-300 pixel height – portrait

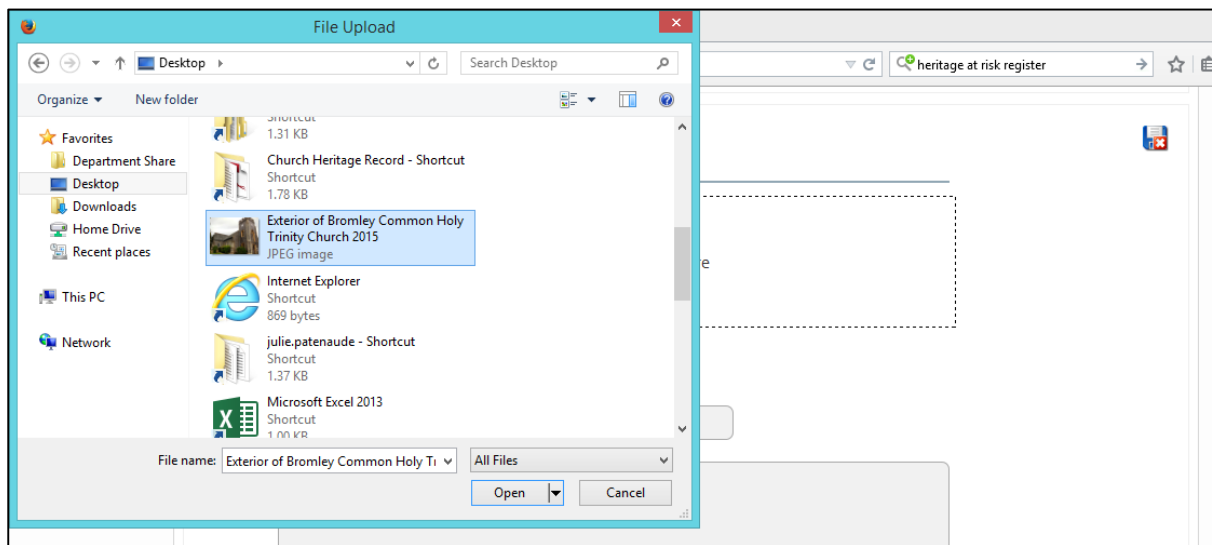
Resolution: 72 dpi (dots per inch)

Colour mode: RGB

Other: Optimize for web


Click the Edit icon on the top right of the field. 

Use the “Drag & Drop” tool or “Select File” to locate the image you wish to upload.



The CHR records:

- 1. Author/Originator:** Name of individual who took the photograph.
Please write the author's first name, initials followed by last name: James R Smith (if unknown, write: Unknown)
- 2. Year:** Year only
- 3. Title:** Please give your photograph a title and include the type of photograph, the church code, and the name of the church – e.g. Exterior image of 608123 Chislet St Mary the Virgin. This field also creates the title of the corresponding [source](#) record.
- 4. Description:** Please provide further information to describe the photograph: at a minimum, include the direction of the façade, the name of the church, the diocese, and the church code. You might also include the date on which the images was created. ** Do not use abbreviations
For example, *Photograph of the south-west façade of Bromley Common: Holy Trinity church in the Diocese of Rochester (631025) taken 1 May 2015. The photographs shows the presence of a churchyard with gravestones.*
- 5. Copyright:** In most cases, the copyright remains with the photographer (First Name, Initials, Last Name). If unknown – write unknown.
- 6. Licence:** Is the image under licence (e.g. Creative Commons, paid licence) and if so, which one. Or is it free-to-use (and therefore reproduce) by the general public?
Please insert the name of the licence or write Publicly Accessible.

Exterior of Bromley Common Holy Trinity Church 2015.jpg 

Upload

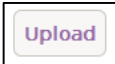
Caption
Exterior Image of Bromley Common Holy Trinity Church 2015

Description
Photograph taken on the north-west side of the building. Indicates the presence of a churchyard with gravestones.

Year / Date
27/5/2015

Originator
Julie Patenaude


Copyright
Archbishops' Council

Click Upload 

**Information in this field is automatically sent to the relevant church entry on ChurchDays.co.uk

Summary Description

The summary should be a brief description of the known information about the church. It should provide readers with a flavour of the church building's significance – history, special features, notable individuals, etc. A more detailed description about the site and exterior features, interior features, and natural environment should be given elsewhere; Description of Archaeology and History, Exterior Description, Interior Description, and Ecology.

Click the Edit icon on the top right of the field 

The CHR records:

1. A short description of the building
2. The presence (or lack thereof) a churchyard
3. A summary of the building's construction history or phases
4. The mention of any architect of note

Summary Description 

Summary Description:  Edit




Click Save 

Visiting and Facilities

Mission and Pastoral Measure 2011

The main aim of the CHR is to record heritage data about a specific building – it is not to inform people about worship and service times (for more information about worship – users should visit *A Church Near You*).

This field, however, will record whether or not a building is open for worship or if it has been closed by the Church Commissioners under the **Mission and Pastoral Measure 2011**.

Click the Edit icon on the top right of the field. 

The CHR records:

1. Whether or not a church building has been closed under the Mission and Pastoral Measure 2011
2. The date of the closure
 - a. If you do not know the closure date – Please leave blank
 - b. If you only know part of the closure date – use 01: e.g. 01/01/2015 or 01/05/2015


Is the church closed for worship?:  Edit Yes No

Date when the church was closed:  Edit 



Click Save 


Church Tourism

Please use this text box to record information that might assist the parish in welcoming tourists or visitors to their church.

Click the Edit icon on the top right of the field. 

- Is the building open to visitors? If so, when and what time?
- Does the church hold regular music events?
- Is there a café or restaurant or shop?
- Are there any other unusual activities: post office, juggle gym, bell ringing events, etc.
- Is there wheelchair access, accessible toilets and accessible parking available?
- Are there visitor toilets, baby changing facilities and parking available?
- Are assistance dogs welcomed?

Visiting and Facilities  


Facilities:  Edit

Click Save 

**Information in this field is automatically sent to the relevant church entry on ChurchDays.co.uk

Church Website

Use this field to link to the parish or church’s own website. Always link to the **home page** as secondary pages on the website can change or disappear over time.

Click the Edit icon on the top right of the field. 

Church Website  

Church Website URL:  Edit

Click Save 

**Information in this field is automatically sent to the relevant church entry on ChurchDays.co.uk

Sources and Further Information

This field is used to create a link between the monument record and a source record.

Sources form an integral part of any HER. They allow us to create links between sources of information rather than to duplicate existing content. This not only speeds up the recording process, but allows the reader to locate valuable information from a greater number of reliable sources.

Add as many sources as you need. Go to [Sources](#) for further details.


Location

Map

The map identifies the location of the church **building**.

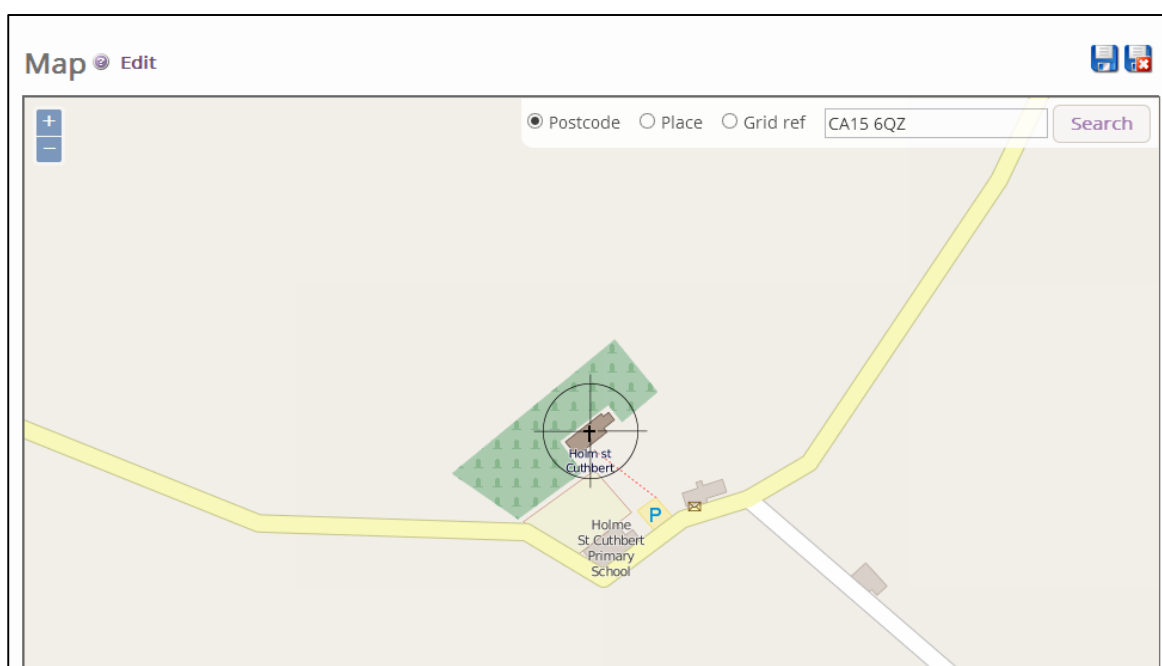
It is important that the location of the building be as accurate as possible.

You can change the location information of a church building to improve its accuracy – or add the information in case of omission.

Click the Edit icon on the top right of the field. 

Search using the Postcode, the National Grid Reference, or the place name.

Locate the church using the target.



Click Save 

**Information in this field is automatically sent to the relevant church entry on ChurchDays.co.uk


Administrative Area

This field is automatically generated once the church building has been located on the map.

Location and Setting

Use this field to describe the setting of the church building, i.e. the surroundings in which the church building is experienced, and whether or not it makes a positive or negative contribution to the significance of the building.

For more on the concept of Setting, click [here](#).

Click the Edit icon on the top right of the field. 

Begin by describing:

- The building's geographical location
- The townscape or landscape context
- The churchyard (if relevant)

Location and Setting

[Edit](#)

Tatenhill is located four miles to the west of Burton on Trent, and roughly halfway between Birmingham and Nottingham. The river Trent runs a few miles to the south and a tributary runs to the east of the church and through the centre of Tatenhill. Branston Road connects the village to the A38.

The church is on the east side of Main Street, just to the south of the main row of house in the village and to the north of the cross roads with Tatenhill Lane, Branston Road and Dunstall Road, with the large collection of houses around there. There are open fields to east and west. To the immediate north is the large and fine Queen Anne rectory.

The churchyard is a reasonably sized grassy area to the south of the church, and in need of care and attention. It slopes down from the road and is very uneven in places. There are numerous mature trees, including yews. There are good views to the east of open fields and hills that contribute to the picturesque setting.

The churchyard contains several fine slate headstones with elegant inscriptions, of which the best are of the early C19.

Use the National Heritage List for England – [Map Search](#) to find out:

- Is the church building located within (or on the buffer of) a World Heritage Site?
- Is the church building located within (or within the setting of) an Area of Natural Beauty, protected Battlefields or Listed Park and Garden?
- Is the church building located within the setting of a Conservation Area or National Park?
- Is the church building located within the setting of Listed Buildings, Scheduled Ancient Monuments or Protected Wrecks (although this last one is highly unlikely!)?
- Is the church building located within significant or protected views?
- Is there more than one scheduled ancient monument located within the churchyard or precinct?

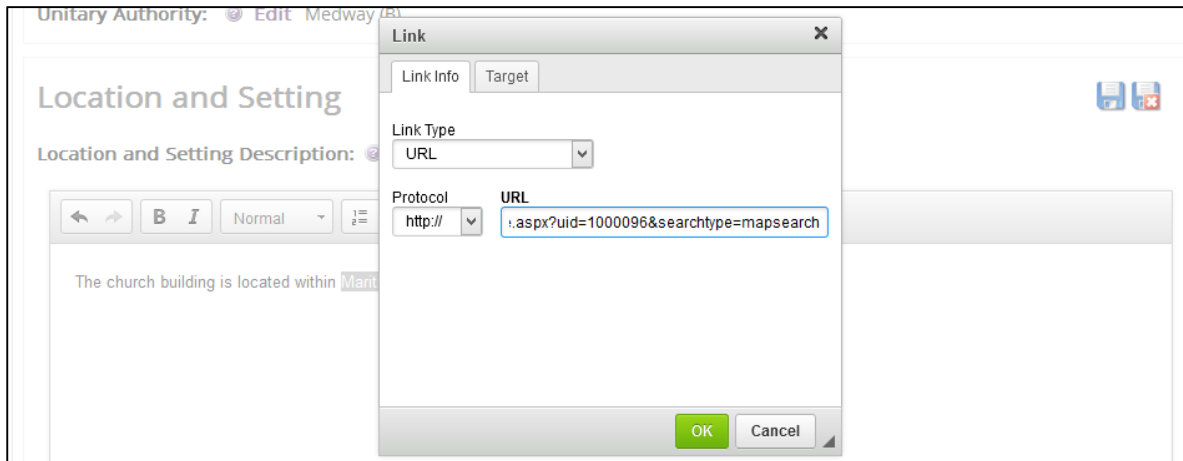
If there is a designated heritage asset within the setting of the church building, please include: the name of the designation, the designation type, the listing grade (if relevant), the List Entry ID, and a hyperlink to the list entry itself. For example:

Location and Setting

[Location and Setting Description: Edit](#)

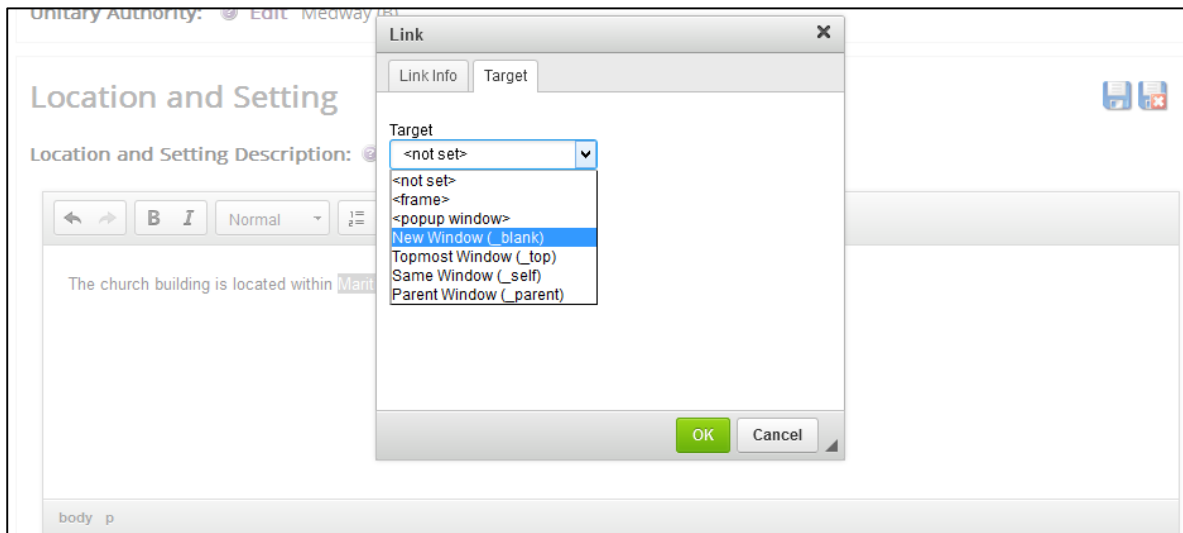
The church building is located within [Maritime Greenwich](#) World Heritage Site - List Entry ID: 1000096

Insert the URL

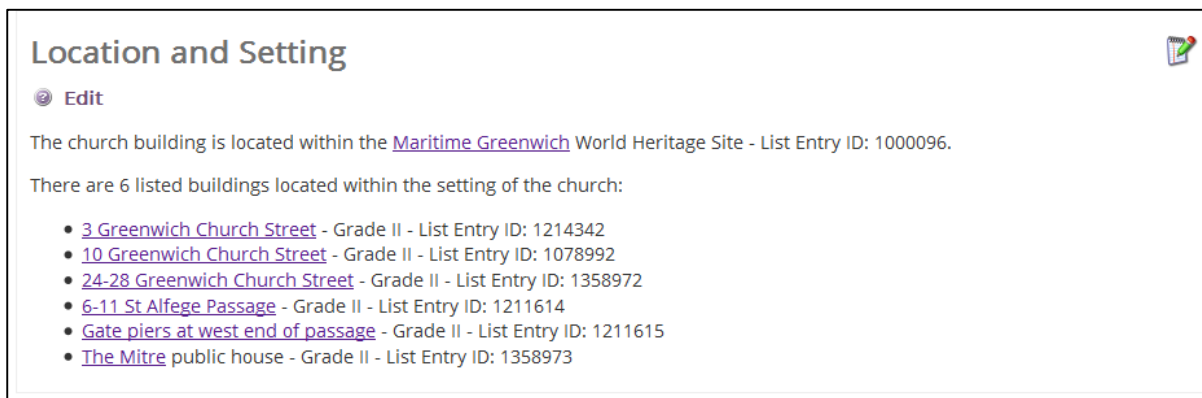


Create a New Window

Click Ok



Click Save 



Do not forget to also describe non-designated assets such as (but not limited to):

- Topography and land use

- Green spaces, enclosures or boundaries
- Streetscapes, formal designs of buildings, and surface or historic materials
- Views and focal points towards, through, and across
- Noise, vibrations, tranquilities, sense of enclosure

This information will assist parishes with their Statement of Significance.

Building

Church Plan

The plan of any church building can (and does) reveal much information about its history and construction. To store more than one plan, go to [Sources](#).

Please use this field to display the best plan (or more up-to-date plan) of the church building.

Before uploading any photographs or images to the Church Heritage Record, please note that:

1. The CHR is not an archive; it only holds access copies of images on display. This means that the Archbishops' Council does not take ownership or responsibility for your original photographs and their long-term preservation.
2. Furthermore, Historic England holds a perpetual non-exclusive royalty-free licence to use and/or sub-licence the project archive and all other project materials for any purpose (including images and photographs). Historic England may also transfer the benefit of this licence to any body or organisation which takes over their statutory responsibility.

N.B. Please **name the file** as follows:

ChurchCode_Parish_Denomination_Diocese_CHRplan – *631025_Bromley Common_Holy Trinity_Rochester_CHRplan*

Plans should be submitted in the following format (both for consistency and to save on storage space).

File type: .tiff or .png

File size: 100k – 600k

Physical size: 400 – 300 pixel width – Landscape / 400-300 pixel height – portrait

Resolution: 72 dpi (dots per inch)

Colour mode: Greyscale

Other: Optimize for web

See the section on [Exterior Image](#) for step-by-step instructions on uploading images.

The CHR records:

1. **Author/Originator:** Name of individual (or architectural firm) who did the drawing (if unknown, write: Unknown)
Please write the author's first name, initials followed by last name: James R Smith
OR, Please write the company's full name (no abbreviations)
2. **Year:** Year only
3. **Title:** Please give your photograph a title and include the type of photograph, the church code, and the name of the church – e.g. Plan of 608123 Chislet St Mary the Virgin. Please note this will also create the title of the corresponding [source](#) record.

4. **Description:** Please provide further information to describe the drawing (e.g. plan or elevation, floor, etc.): at a minimum, include the drawing type, the name of the church, the diocese, and the church code. You might also include the date on which the drawing was created. ** Do not use abbreviations

For example, *Ground Plan of Bromley Common: Holy Trinity church in the Diocese of Rochester (631025) dated 1 May 2014. The plan shows a new extension in the south-west corner of the building.*

5. **Copyright:** In most cases, the copyright remains with the architectural firm (full name – no abbreviations). If unknown – write unknown.

6. **Licence:** Is your image under licence (e.g. Creative Commons, paid licence) and if so, which one. Or is it free-to-use (and therefore reproduce) by the general public?
Please insert the name of the licence or write Publicly Accessible.

Ground Plan Description and Dimensions

This field enables you to provide a written description of the ground plan of the church building and well as its dimensions.


Click the Edit icon on the top right of the field.










Please refer to your measurements in metres (and feet in parentheses):


e.g. [Approximate] Nave c 19 m (66 ft) x 8m (25 ft), Chancel 8m (25 ft) x 7m (21'6 ft)








Ground Plan Description and Dimensions

Ground Plan:  Edit

  **B** **I** Format     

Nave and chancel in one, twin west towers with porch between, south-west porch set in the angle and leading into south aisle, south chapel. North organ chamber in transept, and vestry adjacent.

Dimensions:  Edit

  **B** **I** Format     

Nave 30m (102ft) long, 9m (30ft) wide, wider south aisle.

Click Save.



Description of Archaeology and History

This field aims to record the archaeological potential of the wider area around the building and churchyard, as well as the history of site.


Click the Edit icon on the top right of the field.








When completing this section, think about:

- What is the wider archaeological potential of the area (Prehistoric, Roman, Saxon, etc.)?
- Are there any early or significant burials in the churchyard?
- Should Local Authority HERs be consulted if new works are being proposed?
- What is the history of the parish?
- Was there an older church building on the site?
- What is the history of the church building (current and demolished – if relevant)?
- Who are the architects and artists involved?
- What is the building's architectural style?
- What are the building's construction phases?
- Any particular event happened worth mentioning (e.g. hit by lightning or bomb damage)?
- Has the building had alternative uses over time?

Description of Archaeology and History

Description of Archaeology and History:  Edit

← → **B** *I* Format     

priority of regular canons. After the Reformation it was given to the village as its parish church, a gift which was viewed with some suspicion. The monastic choir fell into disuse and had to be demolished. The size of the church has continued to cause problems to the present day

Prehistoric-Roman

There are a number of scattered findspots of flints along the coast and estuary and Bronze Age barrows are known in the area, though none in the immediate vicinity of the Priory site. There has been much landscaping around the church and house but stray finds from all these periods are possible. There is little evidence for Iron Age occupation in the immediate vicinity, some Romano-British material has been found.

Early Medieval

The site is of exceptional potential for the archaeology and history of the Early Medieval period and reference should be made to the Historic

body

Click Save



Exterior Description

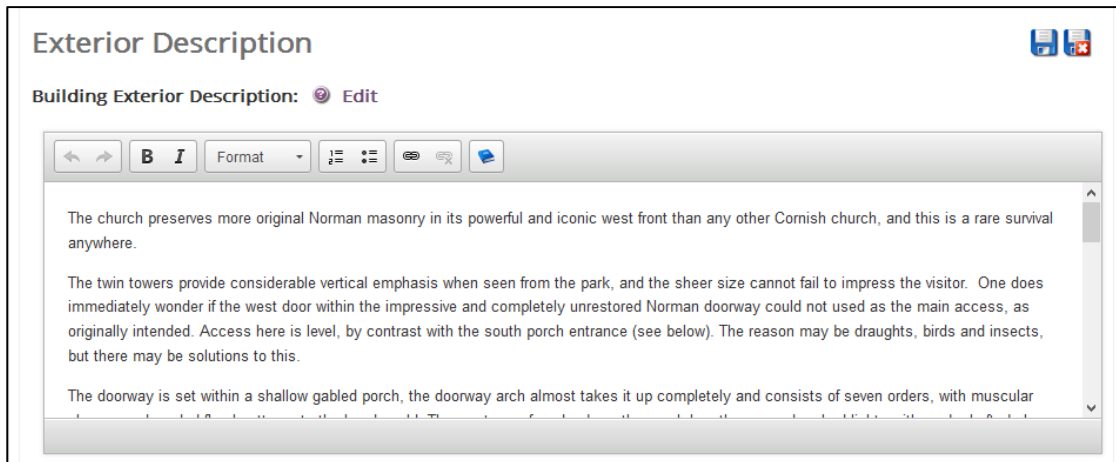
This field aims to record a written description of the exterior of the church building and the churchyard.

Click the Edit icon on the top right of the field.



When completing this section, describe each architectural elements of the building as seen from the exterior (e.g. towers, chancel, nave, porch, etc.). Think about the building's **size and height, its style and design, the presence of evidence of its construction phases, and any architectural elements.**

For example: *“The church consists of west tower, unaisled nave, porch, and chancel. The tower is of two stories, separated by a string course. It has angle buttresses to the west with three set offs and a tall base and plinth. The large west window is of four round-headed lights with a transom. The splay appears to be medieval, with a double chamfer, but the tracery is probably Victorian. There is a narrow square-headed window on the south face. The upper storey has two-light Perpendicular-traceried bell openings in each face with labels. The tracery has nearly triangular heads, suggesting a mid-century date. The west face has a clock face. The tower is battlemented with a string course below. The nave has four buttresses with three set offs, a base, plinth and cornice, all well moulded. It has three square-headed windows to N and S each of four round-headed lights with transoms and unpierced spandrels.”*



Click Save 

Architects, Artists, and Associated People/Organisations

This field is used to create a link between the monument record and an actor record.

Actors form an integral part of any HER. They allow us to create links between individuals and monument records in a consistent manner. This not only speeds up the recording process, but reduces the risk of misspellings and unreliable information.

Read more about [Actor](#) records for further instructions.

Building Fabric and Features

This field is an index of the building and its major components. Do not index the churchyard components here.

Indexing allows users to conduct targeted searches – for example, identifying all church buildings with cellars.

The terms found in the drop-down menu are taken from a national list approved and generated by the Forum on Information Standards in Heritage ([FISH](#)). Adopting the FISH Thesauri ensures that the CHR meets national standards and is consistent with all other Historic Environment Records in England. Historic England and FISH are continually developing new thesauri to provide structure and guidelines for the standardisation of terms to be used when creating new records of the past.

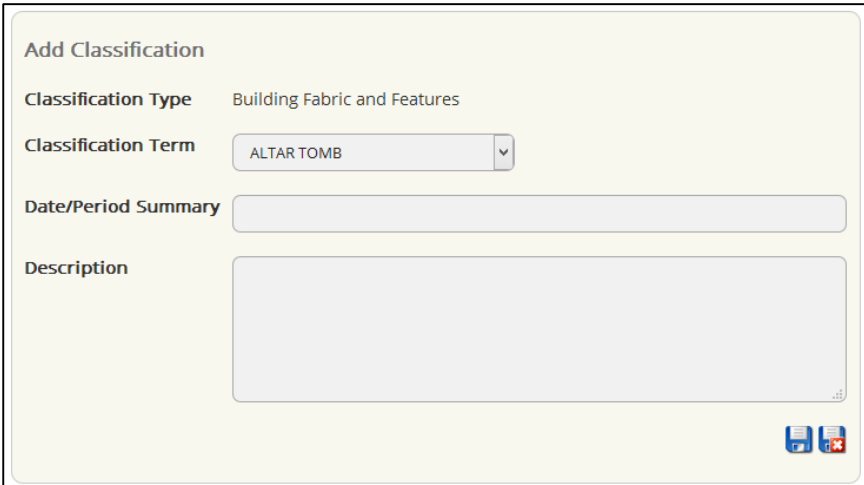
Using the FISH Thesauri can be somewhat tricky. Before you begin, click [here](#) to read more about how a thesaurus works.

Each term in the thesaurus comes with a scope note, which is used to define the term. It indicates exactly how the term is to be used in the context of the thesaurus. That is, it will provide a definition and any point that should be taken into consideration for the use of the term. **Please read the scope note before using the term in the CHR index.** Some terms are found more than once, but can have slightly different definitions according to their context. It is, therefore, important that you use the correct one.

First, access the contents of the [FISH Thesauri](#).

Then, click Add.  [Add Building Fabric and Features](#)

Use the Drop-down Menu to locate the correct term.



If you are having problems finding the correct term, this could be either because:

1. The word you are trying to find is “non-preferred” term. A non-preferred term is a term that has the equivalent meaning to the preferred term but is not used for indexing. This might be because the term is a synonym, a quasi-synonym, a foreign term, a regional term or an archaic term.
2. The current drop-down menus in the CHR are incomplete. We are currently working to improve the thesauri and update it in due course.
3. The FISH thesauri was developed in an attempt to index archaeological sites. This means that the terms used to index architectural components are not as well developed. Now that the Church of England has launched the Church Heritage Record, there might be an opportunity for us to work in partnership with FISH and improve that aspect of the thesauri.

Classification Term: Select the appropriate term from the FISH Thesauri ([monument type](#)) to describe the building’s architectural components. *(Make your life easier by searching with the “View by Letter” option).* In most cases, you should create only **one entry per monument** type.

This means that if the parish church itself has undergone five different construction phases, you only need to index the term once.

However, there might be circumstances when you feel that you need to index a **monument** type **more than once**.

This might be because the church building has five private chapels, all from different periods, and each with its own interesting history. (For example)

<ul style="list-style-type: none">[-] Building Fabric and Features<ul style="list-style-type: none">[...] BAPTISTERY (19th Century)[...] CHURCHYARD (17th Century to Victorian/Pre WWI)[-] PARISH CHURCH (Early Medieval to Modern)<ul style="list-style-type: none">[...] PRIVATE CHAPEL (Medieval)[...] PRIVATE CHAPEL (15th Century)	Classification: PRIVATE CHAPEL
	Date/Period Summary: Medieval
	Description: Chapel in honour of the Shaw family dedicated to the Virgin Mary. Located in the east aisle.


Use your best judgement.

(You can also create entries for monument types that are no longer present in the building, but where used at one time or another).

Date/Period Summary: Date range/period for the building's architectural components. Please select the Period from the following: ** do not write the dates – these are only there for reference.

- a. Prehistoric (-500000 to 42)
- b. Palaeolithic (-500000 to -10001)
- c. Mesolithic (-1000 to -4001)
- d. Neolithic (-400 to -2201)
- e. Bronze Age (-2200 to -701)
- f. Iron Age (-700 to 42)
- g. Roman (43 to 409)
- h. Early Medieval (410 to 1065)
- i. Medieval (1066 to 1540)
- j. 15th Century (1401 to 1500)
- k. 16th Century (1501 to 1600)
- l. Post Medieval (1541 to 1837)
- m. 17th Century (1601 to 1700)
- n. 18th Century (1701 to 1800)
- o. 19th Century (1801 to 1900)
- p. Victorian/Pre WWI (1837 to 1914)
- q. Modern (1914 to present)
- r. World War One (1914 to 1918)
- s. World War Two (1939 to 1945)
- t. 20th Century (1901 to 1999)
- u. 21st Century (2001 to 2099)

Description: Describe the building's architectural component and any other information which might be of interest.




Click Save. 

To provide further details about the Period or Date, select the indexed term, and click Add a Period.

Building Fabric and Features

[Edit](#)
[+ Add Building Fabric and Features](#)

Building Fabric and Features
 BIER HOUSE (16th Century)

Classification: BIER HOUSE   

Date/Period Summary: 16th Century

Description: It was built to house the parish bier on which coffins could be placed to be conveyed from the house of the deceased, or the place of laying out, to the church for burial.

Date/Period Details
[+ Add a Period](#)

Date/Period Details: This field allows you to record each, individual date/period of the building's components found in the church (existing and demolished). This could be because the building has undergone multiple construction and alterations phases or perhaps major repair works were undertaken. Be as specific and accurate as you can.

Date/Period Details


Add Period

Year From



Approximate? Yes No

Year To

Approximate? Yes No

Type 

Notes

Year From: YYYY – use the dates outlined above to help you.


Approximate: Yes or No?

Year To: YYYY – use the dates outlined above to help you.

Approximate: Yes or No?

Type: Select between Origin, Use, or Alteration.

Notes: Add any useful facts about that particular event.

Click Save. 

[+ Add Building Fabric and Features](#)

- Building Fabric and Features
 - BAPTISTERY (19th Century)
 - CHURCHYARD (17th Century to Victorian/Pre WWI)
 - PARISH CHURCH (Early Medieval to Modern)
 - PRIVATE CHAPEL (Medieval)
 - PRIVATE CHAPEL (15th Century)

Classification: PARISH CHURCH



Date/Period Summary: Early Medieval to Modern

Description:

Date/Period Details

[+ Add a Period](#)

Origin: c.1066 AD (Medieval) to c.1541 AD (Unknown). Church constructed during the Medieval period.

Alteration: c.1701 AD (Post Medieval) to c.1799 AD (Post Medieval). South aisle demolished.

Alteration: From 1944 AD (Modern). Bomb damage to roof

Use: 2001 AD (Modern) to 2015 AD (Modern). Sold to Methodist Now used as a community centre.

To provide evidence to support your term selection, click ADD

Evidence: Use the [Evidence Thesauri](#) to source your term selection above. The terminology covers the existing physical remains of a monument or the means by which a monument has been identified where no physical remains exist.

Add Classification

Classification Type Evidence

Classification Term ARCHITECTURAL COMPONENT

Date/Period Summary

Description

Classification Type: Evidence

Classification Term: Select the appropriate term from the FISH Thesauri to describe the type of evidence. Create as many entries as you need.

Date/Period Summary: Date range/period for evidence. Use same list as above.

Description: Provide a useful description of the evidence.

Click Save.

- PARISH CHURCH (Early Medieval to Modern)
 - EXTANT BUILDING (Early Medieval)

Building Materials

This field is an index of the building's material composition.

First, access the content of the [FISH Thesauri](#). **Please read the scope note before using the term in the CHR index.**

For step-by-step instructions on how to index a term, go to [Building Fabric and Features](#).

Classification Term: Select the appropriate term from the FISH Thesauri to describe the building's material composition. Create only **one entry per material** type. You can also create entries for materials that are no longer present in the building, but where used at one time or another.

Date/Period Summary: Date range/period for use of material in the building's composition. Please select the Period from the following: ** do not write the dates – these are only there for reference.

- v. Prehistoric (-500000 to 42)
- w. Palaeolithic (-500000 to -10001)
- x. Mesolithic (-1000 to -4001)
- y. Neolithic (-400 to -2201)
- z. Bronze Age (-2200 to -701)
- aa. Iron Age (-700 to 42)
- bb. Roman (43 to 409)
- cc. Early Medieval (410 to 1065)
- dd. Medieval (1066 to 1540)
- ee. 15th Century (1401 to 1500)
- ff. 16th Century (1501 to 1600)
- gg. Post Medieval (1541 to 1837)
- hh. 17th Century (1601 to 1700)
- ii. 18th Century (1701 to 1800)
- jj. 19th Century (1801 to 1900)
- kk. Victorian/Pre WWI (1837 to 1914)
- ll. Modern (1914 to present)
- mm. World War One (1914 to 1918)
- nn. World War Two (1939 to 1945)
- oo. 20th Century (1901 to 1999)
- pp. 21st Century (2001 to 2099)

Description: Describe what the material has been used for and where is it found in the building. Add additional information (if relevant) about the grain size, texture and colour of the material. Where did the material originate? Any other information which might be of interest.

Date/Period Details: This field allows you to record each, individual date/period of the building material used in the church (existing and demolished). This could be because the building has undergone multiple construction and alterations phases or perhaps major repair works were undertaken. Be as specific and accurate as you can.

Year From: YYYY – use the dates outlined above to help you.

Approximate: Yes or No?

Year To: YYYY – use the dates outlined above to help you.

Approximate: Yes or No?

Type: Select between Origin, Use, or Alteration.

Notes: Add any useful facts about that particular event.

Evidence: Use the [Evidence Thesauri](#) to source your term selection above. The terminology covers the existing physical remains of a monument or the means by which a monument has been identified where no physical remains exist.

Classification Type: Evidence


Classification Term: Select the appropriate term from the FISH Thesauri to describe the type of evidence. Create as many entries as you need.

Date/Period Summary: Date range/period for evidence. Use same list as above.

Description: Provide a useful description of the evidence.

Church Renewables

This information forms part of the [Shrinking the Footprint](#) project. The data is held and managed centrally by CCB. Please contact [Ruth Knight](#) for further information.

Click the Edit icon on the top right of the field. 

The CHR records if a building has:

- Solar PV Panels
- Solar Thermal Panels
- Biomass boiler
- Air Source Heat Pump
- Ground Source Heat Pump

Church Renewables




Solar PV Panels:  Edit Yes No

Solar Thermal Panels:  Edit Yes No

Bio Mass:  Edit Yes No

Air Source Heat Pump:  Edit Yes No

Ground Source Heat Pump:  Edit Yes No

Click Save. 

Interior

Interior Image

Use this field to display the best photograph (or image) of the interior of the church building. Further photographs of the building's interior can be uploaded under [Sources and Further Information](#).

Before uploading any photographs or images to the Church Heritage Record, please note that:

7. The CHR is not an archive; it only holds access copies of images on display. This means that the Archbishops' Council does not take ownership or responsibility for your original photographs and their long-term preservation.
8. Furthermore, Historic England holds a perpetual non-exclusive royalty-free licence to use and/or sub-licence the project archive and all other project materials for any purpose (including images and photographs). Historic England may also transfer the benefit of this licence to any body or organisation which takes over their statutory responsibility.

N.B. Please **name the file** as follows:

ChurchCode_Parish_Denomination_Diocese_CHRinterior – *631025_Bromley Common_Holy Trinity_Rochester_CHRinterior*

Photographs should be submitted in the following format (both for consistency and to save on storage space).

File type: .jpg

File size: 100k – 600k

Physical size: 400 – 300 pixel width – Landscape / 400-300 pixel height – portrait

Resolution: 72 dpi (dots per inch)

Colour mode: RGB

Other: Optimize for web

See the [Exterior Image](#) section for step-by-step instructions on uploading photographs.

The CHR records:


1. **Author/Originator:** Name of individual who took the photograph.
Please write the author's first name, initials followed by last name: James R Smith (if unknown, write: Unknown)
2. **Year:** Year only
3. **Title:** Please give your photograph a title and include the type of photograph, the church code, and the name of the church – e.g. Interior photograph of pews at 608123 Chislet St Mary the Virgin. Please note this will also create the title of the corresponding [source](#) record.
4. **Description:** Please provide further information to describe the photograph: at a minimum, include the room name, the name of the church, the diocese, and the church code. You might also include the date on which the images was created. ** Do not use abbreviations

For example, *Photograph of the nave of Bromley Common: Holy Trinity church in the Diocese of Rochester (631025) taken on 1 May 2015. The photographs shows the presence decorated concentric arches in the roof structure.*

- 5. Copyright:** In most cases, the copyright remains with the photographer (First Name, Initials, Last Name). If unknown – write unknown.
- 6. Licence:** Is your image under licence (e.g. Creative Commons, paid licence) and if so, which one. Or is it free-to-use (and therefore reproduce) by the general public?
Please insert the name of the licence or write Publicly Accessible.

Interior Description

This field aims to record a written description of the interior of the church building.

Click the Edit icon on the top right of the field. 




When completing this section, describe each architectural elements of the building as seen from the interior. Think about the building's **size and height, its style and design, the presence of evidence of its construction phases, and any architectural elements.**







For example: *“The interior of the tower is of two storeys with a crowed office in the lower part and a bell ringing floor in the upper.*

The nave is unaisled, with a king post roof. The squares created by the intersection of purlins and principles has been filled with decorative timber work. The tie-beams and king posts are slender and moulded. The nave has large four-light windows, one with Victorian stained glass. The flooring consists of tiles and timber pew platforms, with marble to the east end.

The chancel has a roof of a similar form to that in the nave but without king posts and with battlemented tiebeams, echoing the battlements on the interior of the window transoms. The windows are as described above but with battlements on the transoms. The chancel has a marble floor.”


Interior Description

Building Interior Description:  Edit  

  **B** **I** Format    

This is a complex church, even more so than one would guess from the exterior. The walls are bare, with the exception of the north transept which is plastered, probably applied after the 1966 fire. Looking west, the south-west tower has a just-pointed Transitional arch to the aisle, with round columns with fluted abaci, clustered columns to east and north, but round-arched entrances to the tower bases. Stepped Transitional arch with clustered columns from the nave to the west porch.

There are doorways in the inner faces of the towers to allow access to a lost gallery which used to connect them, as noted above lit by two lancets either side of the porch gable. The south-west tower preserves a Norman stone staircase up to half way, the only one in Cornwall and rare anywhere. This leads to a ringing floor with ringing boards and clock mechanism case (an attractive room), and up to the belfry and out onto the parapets.

Click Save. 

Internal Fixtures and Fittings

This field is an index of the building's internal, architectural components. This includes its internal spaces and those areas' fixtures and fittings (building components which are securely fixed to the church or cathedral).

First, access the content of the components [FISH Thesauri](#). **Please read the scope note before using the term in the CHR index.**

For step-by-step instructions on indexing, go to [Building Fabric and Features](#).

Classification Term: Select the appropriate term from the FISH Thesauri to describe the building's components. (*Make your life easier by searching with the "View by Letter" option*).

In most cases, you should create only **one entry per component** type. There is no need to index every single ridge tile, for example.

However, there might be circumstances when you feel that you need to index a **component** type **more than once**.

There might be a particular rose window which should be indexed in its own right, for example.

Use your best judgement.

(You can also create entries for component types that are no longer present in the building, but where used at one time or another).

Date/Period Summary: Date range/period for building's internal components. Please select the Period from the following: ** do not write the dates – these are only there for reference.

- a. Prehistoric (-500000 to 42)
- b. Palaeolithic (-500000 to -10001)
- c. Mesolithic (-1000 to -4001)
- d. Neolithic (-400 to -2201)
- e. Bronze Age (-2200 to -701)
- f. Iron Age (-700 to 42)
- g. Roman (43 to 409)
- h. Early Medieval (410 to 1065)
- i. Medieval (1066 to 1540)
- j. 15th Century (1401 to 1500)
- k. 16th Century (1501 to 1600)
- l. Post Medieval (1541 to 1837)
- m. 17th Century (1601 to 1700)
- n. 18th Century (1701 to 1800)
- o. 19th Century (1801 to 1900)
- p. Victorian/Pre WWI (1837 to 1914)
- q. Modern (1914 to present)
- r. World War One (1914 to 1918)
- s. World War Two (1939 to 1945)
- t. 20th Century (1901 to 1999)
- u. 21st Century (2001 to 2099)

Description: Full description of internal space or fixture.

Date/Period Details: This field allows you to record each, individual date/period of the building components in the church (existing and demolished). This could be because the building has undergone multiple construction and alterations phases or perhaps major repair works were undertaken. Be as specific and accurate as you can.

Year From: YYYY – use the dates outlined above to help you.

Approximate: Yes or No?

Year To: YYYY – use the dates outlined above to help you.

Approximate: Yes or No?

Type: Select between Origin, Use, or Alteration.

Notes: Add any useful facts about that particular event.

Evidence: Use the [Evidence Thesauri](#) to source your term selection above. The terminology covers the existing physical remains of a monument or the means by which a monument has been identified where no physical remains exist.

Classification Type: Evidence

Classification Term: Select the appropriate term from the FISH Thesauri to describe the type of evidence. Create as many entries as you need.

Date/Period Summary: Date range/period for evidence. Use same list as above.

Description: Provide a useful description of the evidence.

Portable Furnishings and Artworks

This field is an index of the building's movable, non-fixed furnishings and artworks.

First, access the content of the archaeological objects [FISH Thesauri](#). **Please read the scope note before using the term in the CHR index.**

For step-by-step instructions on indexing, go to [Building Fabric and Features](#).

Classification Term: Select the appropriate term from the FISH Thesauri to describe the building's furnishings and artworks. (*Make your life easier by searching with the "View by Letter" option*).

In most cases, you should create only **one entry per object** type. There is no need to index every single candle, for example.

However, there might be circumstances when you feel that you need to index an object type **more than once**.

There might be a particular tapestry which should be indexed in its own right, for example.

Use your best judgement.

Remember that this information is all publicly accessible. This means that everyone can see it. Some churches might not want their valuables (e.g. silverware) listed on the internet for security reasons. More advice on this matter is currently being drafted and will be provided soon.

(You can also create entries for component types that are no longer present in the building, but where used at one time or another).

Date/Period Summary: Date range/period for building's furnishings and artworks. Please select the Period from the following: ** do not write the dates – these are only there for reference.

- a. Prehistoric (-500000 to 42)
- b. Palaeolithic (-500000 to -10001)
- c. Mesolithic (-1000 to -4001)
- d. Neolithic (-400 to -2201)
- e. Bronze Age (-2200 to -701)
- f. Iron Age (-700 to 42)
- g. Roman (43 to 409)
- h. Early Medieval (410 to 1065)
- i. Medieval (1066 to 1540)
- j. 15th Century (1401 to 1500)
- k. 16th Century (1501 to 1600)
- l. Post Medieval (1541 to 1837)
- m. 17th Century (1601 to 1700)
- n. 18th Century (1701 to 1800)
- o. 19th Century (1801 to 1900)
- p. Victorian/Pre WWI (1837 to 1914)
- q. Modern (1914 to present)
- r. World War One (1914 to 1918)
- s. World War Two (1939 to 1945)
- t. 20th Century (1901 to 1999)
- u. 21st Century (2001 to 2099)

Description: Full description of the object.

Date/Period Details: This field allows you to record each, individual date/period of the furnishings in the church (existing and demolished). This could be because the object has undergone multiple alterations or conservation repair phases. Be as specific and accurate as you can.

Year From: YYYY – use the dates outlined above to help you.

Approximate: Yes or No?

Year To: YYYY – use the dates outlined above to help you.

Approximate: Yes or No?

Type: Select between Origin, Use, or Alteration.

Notes: Add any useful facts about that particular event.

Evidence: Use the [Evidence Thesauri](#) to source your term selection above. The terminology covers the existing physical remains of a monument or the means by which a monument has been identified where no physical remains exist.

Classification Type: Evidence

Classification Term: Select the appropriate term from the FISH Thesauri to describe the type of evidence. Create as many entries as you need.


Date/Period Summary: Date range/period for evidence. Use same list as above.

Description: Provide a useful description of the evidence.

Churchyard

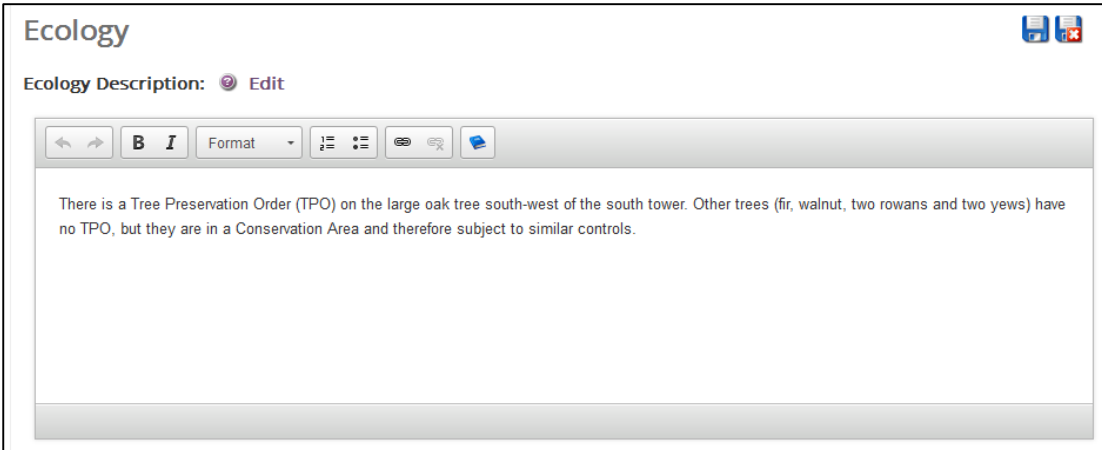
Ecology


This field aims to record a description of the ecology of the churchyard and surrounding setting.

Click the Edit icon on the top right of the field. 

When completing this section, think about:

- The presence and location of significant trees (e.g. yews, mature trees and bushes, etc.)
- The existence of a Tree Preservation Order (TPO)
- Existence of protected species
- Are there any Statutory Designations in place?
- Describe the wildlife
- Describe the insect life
- Describe the plant life




The screenshot shows a web interface for the 'Ecology' field. At the top, the title 'Ecology' is displayed in blue, with a save icon and an edit icon to its right. Below the title, the text 'Ecology Description:  Edit' is shown. A rich text editor toolbar is visible, containing icons for undo, redo, bold, italic, a format dropdown, bulleted list, numbered list, link, unlink, and a blue square icon. The main text area contains the following text: 'There is a Tree Preservation Order (TPO) on the large oak tree south-west of the south tower. Other trees (fir, walnut, two rowans and two yews) have no TPO, but they are in a Conservation Area and therefore subject to similar controls.'

Click Save. 

Evidence of the Presence of Bats



This field aims to record any evidence of the presence of bats in the church building or churchyard.


Click the Edit icon on the top right of the field. 


The CHR records:

- If there has been evidence of the presence of bats
- Type of evidence (notes):
 - bat droppings, emergence survey, bat “chattering”, bat sighting, etc.
 - Bat species (if possible)
 - Date/time period
 - Any other relevant notes

Evidence of the Presence of Bats

Bat Evidence:  Edit Yes No


Bat Evidence Notes:  Edit

Click Save 

*These fields fill in the relevant question on the Standard Information Form (1A and 1B) required for the Faculty process.

Burial and War Grave Information

This field records basic information about the presence of a churchyard and its use as a burial ground.

Click the Edit icon on the top right of the field. 

The CHR records:

1. Is the churchyard, burial ground or building consecrated?
2. Has the curtilage of the building been used for burials?
3. Is the churchyard, burial ground or curtilage still used for burial?
4. If the churchyard, burial grounds or curtilage is no longer used for burials has it been closed by Order in Council?
5. Date of the Order in Council
 - Please be as specific as possible dd/mm/yyyy. If you are uncertain of the month or day please use 01 – e.g. 01/01/2015 or 01/05/2015
6. Are there any graves that are identified as war graves by the Commonwealth War Graves Commission?

Burial and War Grave Information




Is the church building or churchyard consecrated?:  Edit Yes No

Has the churchyard been used for burial?:  Edit Yes No

Is the churchyard used for burial?:  Edit Yes No

Is the churchyard closed for burial?:  Edit Yes No

Date of burial closure order:  Edit

Does the churchyard have War Graves?:  Edit Yes No

Click Save 

*These fields fill in the relevant questions on the Standard Information Form (1A and 1B) required for the Faculty process.

Churchyard Structures

This field is an index of the churchyard's components.

First, access the content of the [monument type](#) FISH Thesauri. **Please read the scope note before using the term in the CHR index.**

For step-by-step instructions on indexing, go to [Building Fabric and Features](#).

Classification Term: Select the appropriate term from the FISH Thesauri to describe the churchyard's components. Create as many entries as you need. (*Make your life easier by searching with the "View by Letter" option*).

In most cases, you should create only **one entry per monument** type. There is no need to index every single tombstone, for example.

However, there might be circumstances when you feel that you need to index a **monument** type **more than once**.

There might be a particular tombstone which should be indexed in its own right, for example, because of its date or inscription.

Use your best judgement.

(You can also create entries for component types that are no longer present in the building, but where used at one time or another).

Date/Period Summary: Date range/period for building's components. Please select the Period from the following: ** do not write the dates – these are only there for reference.

- a. Prehistoric (-500000 to 42)
- b. Palaeolithic (-500000 to -10001)
- c. Mesolithic (-1000 to -4001)
- d. Neolithic (-400 to -2201)
- e. Bronze Age (-2200 to -701)
- f. Iron Age (-700 to 42)
- g. Roman (43 to 409)
- h. Early Medieval (410 to 1065)
- i. Medieval (1066 to 1540)
- j. 15th Century (1401 to 1500)
- k. 16th Century (1501 to 1600)
- l. Post Medieval (1541 to 1837)
- m. 17th Century (1601 to 1700)
- n. 18th Century (1701 to 1800)
- o. 19th Century (1801 to 1900)
- p. Victorian/Pre WWI (1837 to 1914)
- q. Modern (1914 to present)

- r. World War One (1914 to 1918)
- s. World War Two (1939 to 1945)
- t. 20th Century (1901 to 1999)
- u. 21st Century (2001 to 2099)

Description: Full description of churchyard component.

Date/Period Details: This field allows you to record each, individual date/period of the churchyard components (existing and demolished). This could be because the components has undergone multiple construction and alterations phases or perhaps major repair works were undertaken. Be as specific and accurate as you can.

Year From: YYYY – use the dates outlined above to help you.

Approximate: Yes or No?

Year To: YYYY – use the dates outlined above to help you.

Approximate: Yes or No?

Type: Select between Origin, Use, or Alteration.

Notes: Add any useful facts about that particular event.

Evidence: Use the [Evidence Thesauri](#) to source your term selection above. The terminology covers the existing physical remains of a monument or the means by which a monument has been identified where no physical remains exist.

Classification Type: Evidence


Classification Term: Select the appropriate term from the FISH Thesauri to describe the type of evidence. Create as many entries as you need.

Date/Period Summary: Date range/period for evidence. Use same list as above.

Description: Provide a useful description of the evidence.

Significance

Significance is the whole set of reasons why people value a church, whether as a place for worship and mission, as an historic building that is part of the national heritage, as a focus for the local community, as a familiar landmark or for any other reasons.

Click the Edit icon on the top right of the field. 

Levels

Start by articulating the various levels of significance of the church and its churchyard.

A lower designation of significance does not imply that a feature is expendable. Furthermore there are many instances where parts or aspects of the place may be susceptible to enhancement or reduction of significance as currently perceived, especially where there is a lack of information or understanding at the moment.

High: Important at a national to an international level (i.e. exceptional)

Moderate: Important or significant at a regional level (i.e. Some to Considerable)

Low: Of local value only (i.e. Little to Local)



The screenshot shows a form field titled "Significance". On the right side of the field, there are two icons: a document with a pencil and a document with a plus sign. Below the title, the text "Setting Significance Level:" is followed by a small circular icon with a pencil, the word "Edit", and a dropdown menu currently showing "High".

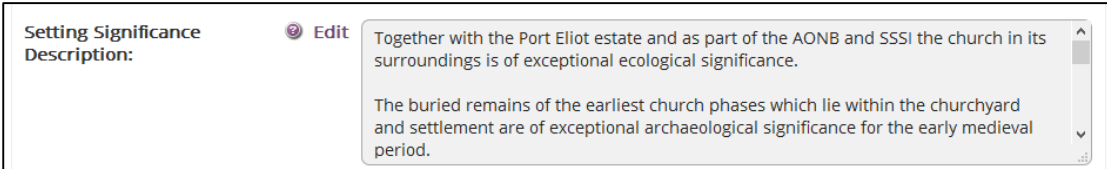
Descriptions

Provide your assessment of the significance in the categories below.

Setting:

A brief summary which sets the church within its spatial, environmental, social, archaeological and historical context.

Are there distant or near views which are valued by the congregation / wider community / visitors / experts? How do the trees contribute to the setting? What is known of the landscape design and history of the churchyard, including extensions? Are there archaeological remains? Are adjacent buildings similar, complementary or contrasting in age, style, materials or age? How are the boundary and entrances marked? Are the monuments, war memorials significant?



The screenshot shows a form field titled "Setting Significance Description:". On the right side of the field, there is a small circular icon with a pencil and the word "Edit". The field contains two paragraphs of text: "Together with the Port Elliot estate and as part of the AONB and SSSI the church in its surroundings is of exceptional ecological significance." and "The buried remains of the earliest church phases which lie within the churchyard and settlement are of exceptional archaeological significance for the early medieval period." There is a vertical scrollbar on the right side of the text area.

Fabric:

What is the history of the church; when was a church first established on the site and how has it changed over time; who are the architects, artists and other craftsmen who have been involved; have there been any significant benefactors and has this affected the choice of architect / artist or the incorporation of any monuments in the church? How does work carried out on the church link to international, national, regional or local architectural and artistic movements? What is its plan form,

spatial quality, building materials used? how it is lit and heated? What is the theological 'message' communicated by the exterior and interior of the church? Are there any significant events or personalities associated with the church? Are there important memories associated with the church or churchyard?


Interior:

These may include; Altar; Reredos; Pulpit; Lectern; Font; Stained glass; wall paintings; Bells and Bell frame; Monuments; Organ; Communion plate; Registers; Pews and other woodwork; Metalwork; Communion rails; floor finishes. Do the contents relate to any particular historical changes to the church and do they contribute to the significance of those changes? Are any of the artists or craftsmen of international, national, regional or local importance? It is reasonable to group these if there is a contemporary scheme which is significant as such, for example one could say a complete scheme of 18th century furnishings.

Community:

This information focuses on how people interact, and interacted in the past, with the church; the human dimension of the place.

Explains the primary mission and role of the church, and the various activities which take place within it, including mission and worship, community uses, outreach, education, music, maintenance, visitors and visitor management.

Click Save. 

Forum

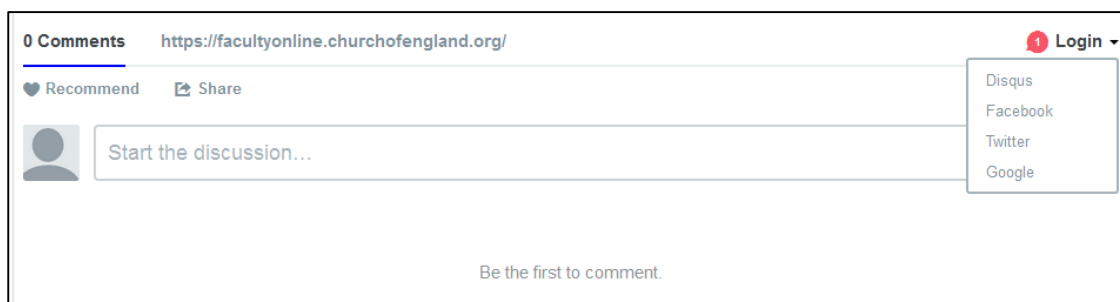
This tab aims to engage the **general public** with the topic of church heritage.

The public is free to use this tab to insert text or upload images to the CHR. **Content is monitored by the CHR recording officer.*

The CCB hopes to use this field to record the building's **Social History**. Please encourage members of the public to share stories and archival photographs of the building:

- Family history
- Significant events
- Local Legends

Users will need to create a social media login first (Disqus, Facebook, Twitter, or Google).



Condition

This tab is only accessible to individuals registered to use the Online Faculty System. There is no public access to any information recorded here.

The Roles of the Online Faculty System are allowed different levels of **reading-access** to this tab:

- Applicants can only access this tab for church buildings in their care
- DAC Secretaries can only access this tab for church buildings in their diocese (in addition to editing rights)
- Archdeacons can only access this tab for church buildings in their archdeaconry
- Registrars can only access this tab for church buildings in their diocese
- Chancellors can only access this tab for church buildings in their diocese
- CCB staff can access this tab for all church buildings (in addition to editing rights)
- Heritage Recorders can access this tab for all church buildings (in addition to editing rights)
- Consultees cannot access this tab

Standard Information (Faculty)

*This field fills in the relevant question on the Standard Information Form (1A and 1B) required for the Faculty process.


Click the Edit icon on the top right of the field.





The CHR records:


1. The details of any privately owned chapels, aisles or windows
2. The name of the Lay Rector (if applicable)
 - a. Please record as First Name, Initials, Surname – e.g. James B Smith
3. The name and address of the architect or surveyor appointed for the church or building under the Inspection of Churches Measure 1955
 - a. Please record as:
First Name, Initials, Surname
Company Name
Postal Address (including road number, street name, city or town, county)
Postcode
4. Is the buildings included in the list under the Care of Places of Worship Measure 1999?
5. Is the building the parish church?


Standard Information (Faculty)


Privately Owned Features:  Edit

Lay Rector Name:  Edit

Architect / Surveyor ICM55:  Edit

Care of Places of Worship?:  Edit Yes No

Parish Church?:  Edit Yes No

Click Save. 

QI Inspections

The Inspection of Churches Measure 1955 provides for the establishment of schemes for the inspection of churches by architects at least once in every five years. Every diocese is responsible for setting up its own scheme. However, the Measure outlines the components which must be inspected and reviewed in the final report.

This field records the basic details of each QI Inspection undertaken and stores a copy of the report.

N.B. Avoid deleting previous entries from the CHR.

Click Add 

The CHR records:

1. Date the building was visited
 - a. Use the calendar tool provided
 - b. Or enter the date manually dd/mm/yyyy – if uncertain use 01 – e.g. 01/01/2015 or 01/05/2015
2. Name of Architect who undertook the survey
 - a. This field automatically conducts a search amongst the [Actor](#) Records and links that individual (or organisation) to the church building.
 - b. Make sure to conduct a thorough search before creating a new actor record (click on the hyperlink above for more details).
3. Upload a copy of the report as **PDF** no more than **5MB**.

N.B. Before uploading the report to the CHR, please **name the file** as follows:
ChurchCode_Parish_Denomination_Diocese_QI-Inspection_Year:
For example: *631025_Bromley Common_Holy Trinity_Rochester_QI-Inspection_2015*

Date visited:

Survey undertaken by: Edit

[+ Add new person / organisation](#)

Report:

Drag and drop a file here

Select file...

Click Save

Condition Surveys

This field records the condition of a building at a particular point in time and allows individuals to monitor that condition over extended periods of time.

N.B. Avoid deleting previous entries from the CHR.

Click Add. [Add condition survey](#)

The CHR records:

1. Date the building was visited
 - a. Use the calendar tool provided or
 - b. Enter the date manually dd/mm/yyyy – if uncertain use 01 – e.g. 01/01/2015 or 01/05/2015
2. Condition of the building at the time of the survey according to the specialist architect's conclusions.
 - a. Choose from: very bad, poor, fair, good, N/A
3. Name of Architect who undertook the survey
 - a. This field automatically conducts a search amongst the [Actor](#) Records and links that individual (or organisation) to the church building.
 - b. Make sure to conduct a thorough search before creating a new actor record (click on the hyperlink above for more details).
4. Notes

Summarise the significant results from the survey and highlight issues which require the most attention.

Date visited:

Condition:

Survey undertaken by: Edit

[Add new person / organisation](#)

Notes:

Click Save

A copy of the report (or a reference to it) should be attached under [Sources and Further Information](#).

N.B. Before uploading the report to the CHR, please **name the file** as follows:

ChurchCode_Parish_Denomination_Diocese_ConditionSurvey:

For example: *631025_Bromley Common_Holy Trinity_Rochester_ConditionSurvey*

Event Log (Faculty History)

This field is a direct feed into the Online Faculty System.

It stores every Faculty application anyone has ever begun for a particular church building using the online system ***The OFS launched 8 February 2015 in the Dioceses of Leicester and Truro. It was rolled out gradually to other dioceses over the course of the following years.*

Users registered to use the OFS can access Faculty applications from the Event Log. DAC Secretaries can start new applications on behalf of parishes from the Event Log field (see *A DAC Secretary's User Manual* for a step-by-step guide).

Audit

This field automatically logs any changes made to records in the Church Heritage Record.

This information is publicly accessible.

The CHR records:

1. The name of the record's editor
2. The field edited
3. The date the record was modified

Who	Action	When
Julie Patenaude	Deleted fabric type	Mon 23 Mar 2015 14:14:55
Crispin Flower	Added QI inspection	Fri 20 Mar 2015 14:48:57
Julie Patenaude	Added exterior feature type	Mon 16 Mar 2015 15:12:16
Julie Patenaude	Added exterior feature type	Mon 16 Mar 2015 15:11:21

Tools

This tab is only accessible to DAC Secretaries registered to use the Online Faculty System, CCB staff and Heritage Recorders.

This tab allows you to create new monument records (i.e. add new church or cathedral buildings) or delete existing monument records.

Creating new assets

New monument records should only be created in the following circumstances:

1. A new church building has been constructed
2. A new record type is being added to the CHR
3. A building is missing from the CHR
 - a. Step 1: Search the CHR thoroughly
 - b. Step 2: Collect [basic identification information](#) about the building
 - c. Step 3: **Contact the CHR recording officer** who will create the new asset record

Or Click 

Deleting existing assets

Monument records should only be deleted from the CHR in the following circumstances:

- 1) The record is a duplicate of another, existing record
- 2) The building associated with the record **is not and has never been** considered a place of worship

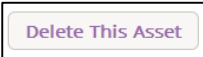
Some entries in the CHR might not be identified under the correct record type (i.e. church or cathedral), but are still thought of as places of worship (past and present) and should not be deleted from the CHR. These include (but are not limited to):

- Chapels of Ease
- Ruins
- CCT Churches

Please do not to delete an asset record if:

- The church building is demolished/destroyed
- The building is closed for worship
- The building is sold to another denomination
- The building is sold and no longer used for worship
- The congregation moves to a different location

The Church Heritage Record has been created to record the past and present of church/cathedral **buildings** in England.

To delete a record, click 

Actor Records

Actor records contain the details of living or historical individuals, organisations or named groups of people which have a connection or link to a specific monument record (i.e. church or cathedral).

N.B. Before creating a new actor record, please make certain that it does not exist already.

Architects, Artists, and Associated People/Organisations

This field is used to create a link between the monument record and an actor record.

Actors form an integral part of any HER. They allow us to create links between individuals and monument records in a consistent manner. This not only speeds up the recording process, but reduces the risk of misspellings and unreliable information. Create as many records as are required.

Click Add. 

Who

Search for an existing actor record using the full name of an individual, organisation or named group

If the actor record does not exist, click [Add a new person or organisation](#).

Role

This field records the role the actor held in connection with the **specific monument record**. Use the drop-down menu options.

From & To

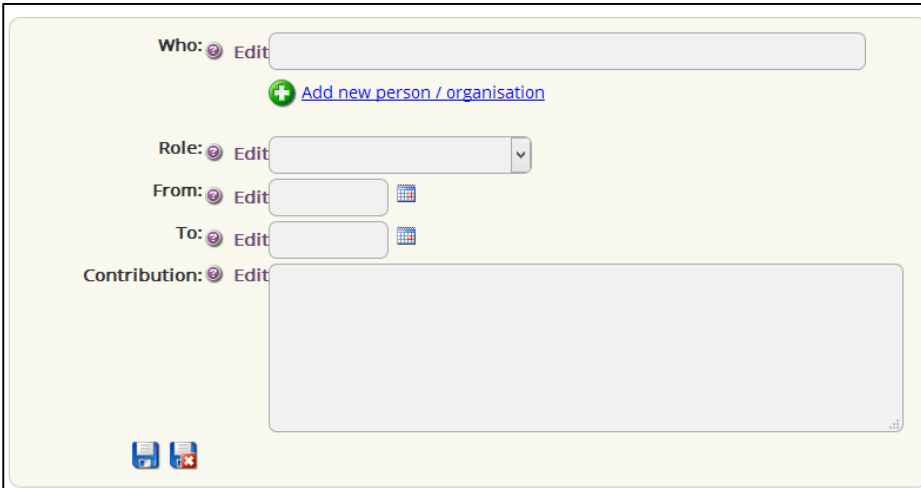
This field records the dates the actor had a connection with the **specific monument record**. Use the calendar function or enter dd/mm/yyyy.

If you are unsure of the day or month, use 01. *For example: 01/01/2015 or 01/05/2015*

If the dates are unknown, leave blank.

Contribution

This field should be used to describe the contribution the actor made to this **specific monument record**. Additional information about the Actor, which is not directly relevant to the building should go into the Actor Record itself.



The screenshot shows a form for creating an actor record. It includes the following fields and controls:

- Who:** A text input field with an "Edit" button and a green plus icon. Below it is a link: [Add new person / organisation](#).
- Role:** A dropdown menu with an "Edit" button.
- From:** A date input field with an "Edit" button and a calendar icon.
- To:** A date input field with an "Edit" button and a calendar icon.
- Contribution:** A large text area with an "Edit" button.

At the bottom left of the form, there are icons for saving and deleting records.

Click Save 

Add a new person or organisation

Full Name

Names of individuals, companies, or organisations should be spelled out in full as much as possible.
*No abbreviations.

Records should be named as follows:

Individuals: First Name, Initials, Surname

For Example: James H Smith, or J H Smith

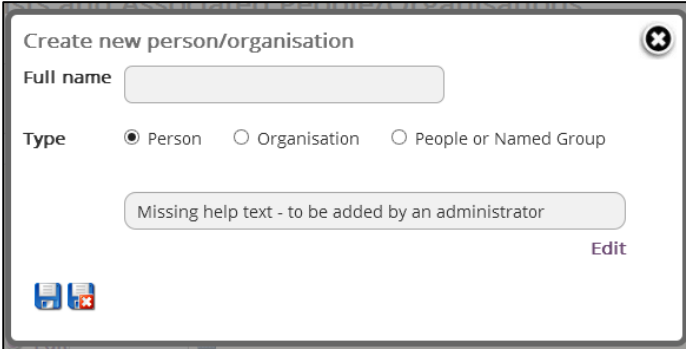
Companies/organisations: Spelled out in full – no abbreviations

For Example: D Stainer-Hutchins Architects Ltd or Feilden+Mawson

*The Society for the Projection of Ancient Buildings ...**Not SPAB!***

Named Group: Spelled out in full – no abbreviations

For Example: Order of St Benedict, Romans, Anglo-Saxons, etc.



Actor Type

The actor can fall under three categories. Select the appropriate category:

- Person (A named individual)
- Organisation (A named organisation)
- People or Named Group (A Named Group of people, such as the Icenii)

Click Save. 

Editing the details of Actor Record

Click the name of the actor



Notes

Insert any relevant comments about the actor here. **Do not** include information about the actor's role on a specific church building.

Historical individuals, organisations or named groups:



Think of this field as a summarised, biographical entry for an individual, organisation, or named group which had a connection with the monument record in the past.


- 1) Provide the reader with enough information to identify the actor and understand his/her/its significance:
 - Dates or time period
 - Brief historical context
 - Significant achievements
- 2) Provide a source to inform the reader where to locate further information about the actor


Modern individuals, organisations or named groups:


Think of this field as a summarised, biographical entry for a living individual, organisation, or named group which has a more recent connection with the monument record.

Core Details

Type:  Edit Organisation (A named organisation) 

Full Name:  Edit Adams Johns Kennard Ltd

Notes:  Edit Imported with QI data during migration



Click Save. 


Contact


This field is accessible to any member of the public. Please **do not** add any personal information and follow the “data protection principles” of the [Data Protection Act](#).


N.B. Do not record any personal contact details for living individuals.


The CHR will keep a record of the contact details of businesses – telephone, email, postal address – unless informed otherwise (or unless the information breaches the Data Protection Act).


Address  

Email:  Edit

Telephone:  Edit

Alt Telephone:  Edit


Address:  Edit




Post Code:  Edit

Click Save. 

Associated Churches

This field records links between an Actor record and one or more Monument Records.

 [Add a Church](#)

Church	Diocese	Role	Start	End	Contribution	Church record
Abbeydore: Holy Trinity & St Mary	Hereford	Architect	20 Jan 2016	21 Jan 2016	Blue sky thinking	  

Audit

This field automatically logs any changes made to records in the Church Heritage Record.

This information is publicly accessible.

The CHR records:

1. The name of the record’s editor
2. The field edited
3. The date the record was modified

Who	Action	When
Julie Patenaude	Modified actor data - Modified core details	Thu 11 Jun 2015 14:59:03
Julie Patenaude	Created asset actor link - Associated a church	Thu 11 Jun 2015 14:58:47
Julie Patenaude	Modified actor data - Modified contact details	Thu 11 Jun 2015 14:58:30

Tools

This tab is only accessible to DAC Secretaries registered to use the Online Faculty System, CCB staff and Heritage Recorders.

This tab allows you to create new actor record or delete existing actor records.

Creating new assets

Search the CHR thoroughly before creating a new actor record.

Create New Actor

Deleting existing assets

Actor records should only be deleted from the CHR in the following circumstances:

- 1) The record is a duplicate of another, existing record (make sure to copy over any information from the duplicate record before deleting it).
- 2) The actor (individual, organisation, named group) does not exist! And never did.

Delete This Actor

Source Records

The term 'sources' covers various materials that provide information about church buildings in a locality. They include: documentary archives, maps, plans, antiquarian books, photographs, drawings, air photo interpretation plots, publications, reports, journal articles, digital data and geophysical survey data.

A source record is a description of the original material (as outlined above) from which information about a monument or actor record is taken. It should be regarded as a "library" record for the source material. A copy of the source material might be held within the CHR itself or elsewhere (libraries, local record offices, DAC offices, local museums) as digital or hard copies.

N.B. Before creating a new source record, please make certain that it does not exist already.

Search using either the name of the originator, year or date of creation, or the title of the source record.

Because source material comes in all shapes and sizes (in addition to digital vs hard formats), it is important to determine at what level cataloguing will take place.


The following standards have been set according to *Informing the Future of the Past: Guidelines for Historic Environment Records*.

The list of source material outlined below does not represent **all types** of existing formats, but rather the more common examples users will encounter. Other types of formats include artefacts in museum collections, audio and video recordings, and indexes and databases. Please contact the CHR recording officer for advice.

Sources and Further Information

This field is used to create a link between the monument record and a source record.

Sources form an integral part of any HER. They allow us to create links between sources of information rather than to duplicate existing content. This not only speeds up the recording process, but allows the reader to locate valuable information from a greater number of reliable sources.

Add as many sources as you need. Click Add 

Source

Search for an existing source record using either the name of the originator, year or date of creation, or the title of the source record.

Specific Reference

Reports: N/A

Monographs or Books: Title of chapters (if relevant) must be entered in full, as it appears on the source material, and the page numbers.

Article in Periodicals and Serials: Title of the article must be entered in full, as it appears on the source material, and the page numbers.

Online Sources and Websites: Title of sub-page where information is located.

Historic Environment Records: HER unique identifier for the record created automatically by the system. (For example: MSO10426)

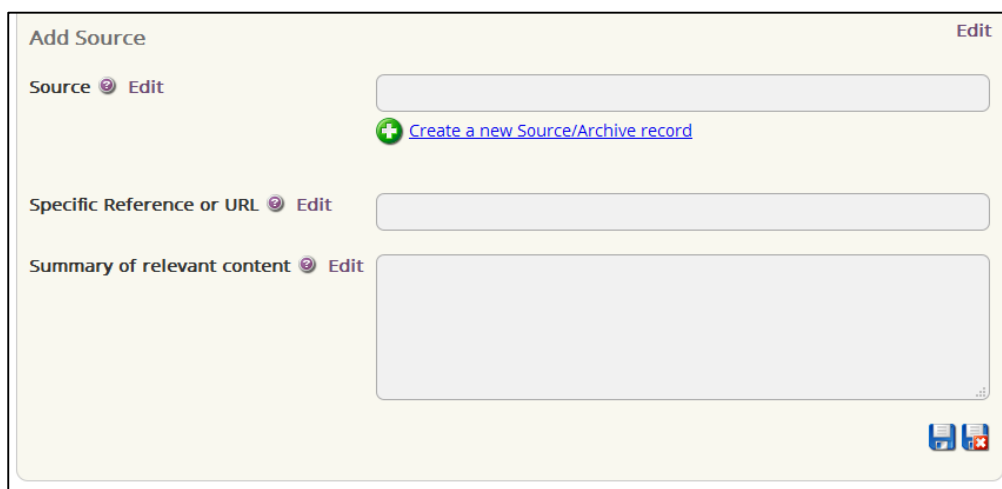
Individual Images, Photographs, Drawings and Maps: N/A

Photographic Collections: Negative, film or photograph unique ID number.

Archival Collections: Document's unique reference number.

Summary of Relevant Content

This field records an abstract, summary, or description of the source material's content and conclusions.



Creating a new Source

Reports

Reports should be recorded at item level according to the guidelines in *Informing the Future of the Past: Guidelines for Historic Environment Records*.

This means that every **report** is recorded as a **single source**.

Click Create a new source 

Core Details

Originator: Author (full name; First, Initial, Surname), Organisation, Archaeological Unit, Architectural Firm, etc.

Source Type: Archive or Digital Archive

Source Sub-Type: Document

Year/date of creation: Year only

Title: The full title of the material must be entered as it appears on the source material.

Description: This records information about the source itself. Include type of report, a brief description of the information it contains.

For Example: J T Kirk

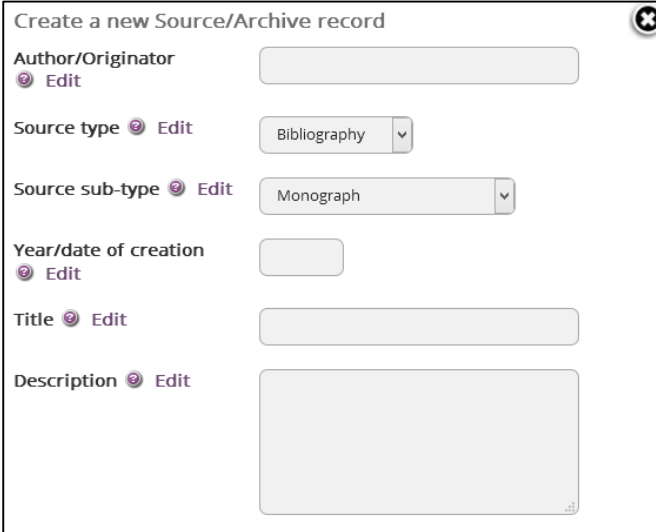
Archive

Document

2011

Report on Archaeological Watching Brief at St Mary Magdalene, Keston

Excavation report on watching brief at St Mary Magdalene church in Keston, Kent, from 10-15 June 2010. Works undertaken as part of the construction of a new extension at south-west corner. Includes reports on small finds, pottery and bones found at the site.



Click Save 

Monographs and Books

Monographs and books should be recorded at unit level according to the guidelines in *Informing the Future of the Past: Guidelines for Historic Environment Records*.

This means that every **book** is recorded as a **single source**. However, mentions and information about book chapters and pages relating to a specific church building (if relevant) should be added in the *Specific Reference* and *Summary of Relevant Content* fields under Sources and Further Information.

Click 

Core Details

Originator: Author (full name; First, Initial, Surname)

Source Type: Bibliography

Source Sub-Type: Monograph

Year/date of creation: Year only

Title: The full title of the material must be entered as it appears on the source material.

Description: This records information about the source itself. Include ISBN number and publisher.

For Example: Warwick Rodwell

Bibliography

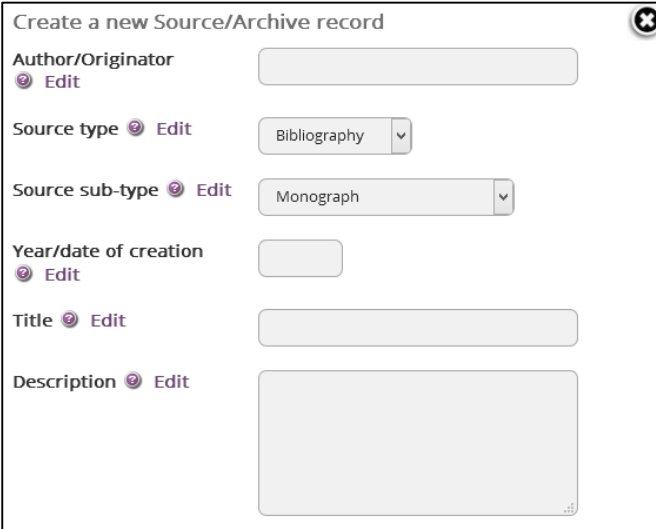
Monograph

2012

The Archaeology of Churches

Guide to church buildings, their component parts, from foundations to finials, their sites, furnishings, fixtures and fittings, as well as churchyards and monuments.

Amberley Publishing, Stroud. ISBN: 978 1 84868 943 5.



Click Save. 

Articles in Periodicals and Serials

Periodicals and Serials should be recorded at unit level according to the guidelines in *Informing the Future of the Past: Guidelines for Historic Environment Records*.

This means that each **volume** of a single periodical or serial will be recorded as a **single source**. Mention and information about a specific article relating to a church building should be added in the *Specific Reference* and *Summary of Relevant Content* fields under Sources and Further Information.

An article should only be entered as a **source record** in itself if it refers to a group of church buildings (5 or more).

Click 

[Core Details](#)

Originator: Publisher (full name)

Source Type: Bibliography

Source Sub-Type: Serial

Year/date of creation: Year only

Title: The full title of the material must be entered as it appears on the source material and the volume number.

Description: This records information about the source itself. Include ISSN number.

For Example: Cambridge University Press

Bibliography

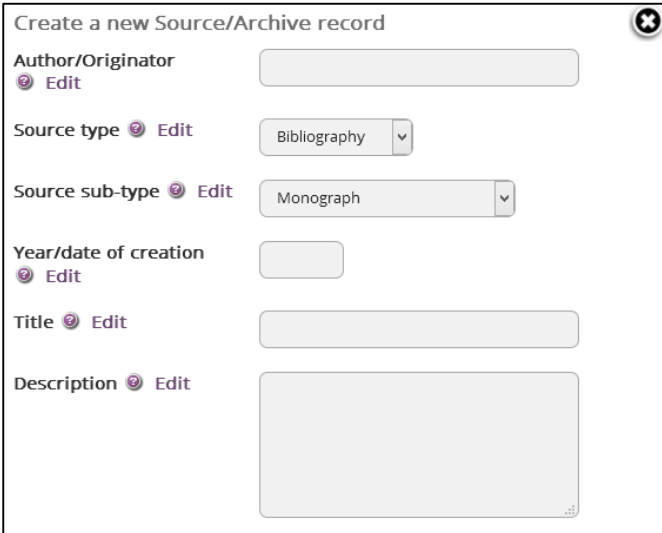
Serial

2014

The Antiquaries Journal, Vol. 94

Journal of the Society of Antiquaries of London on the multi-disciplinary nature of material culture from all periods. Covers wide variety of topics including historical, art historical, architectural, linguistic, archaeological and scientific data.

ISSN: 0003-5815.



Click Save. 

[Online Sources and Websites](#)

Websites should be recorded at item level according to the guidelines in *Informing the Future of the Past: Guidelines for Historic Environment Records*.

This means that each **sub-page** of a single website or online source will be recorded as a **single source**.

N.B. the source type and source sub-type categories are a work in progress.

Click 

Core Details

Originator: Author or Publisher (full name)

Source Type: Bibliography

Source Sub-Type: Data

Year/date of creation: Year only

Title: The full title of the material must be entered as it appears on the source material + type of material.

Description: This records information about the source itself.

For Example: Wendy Page

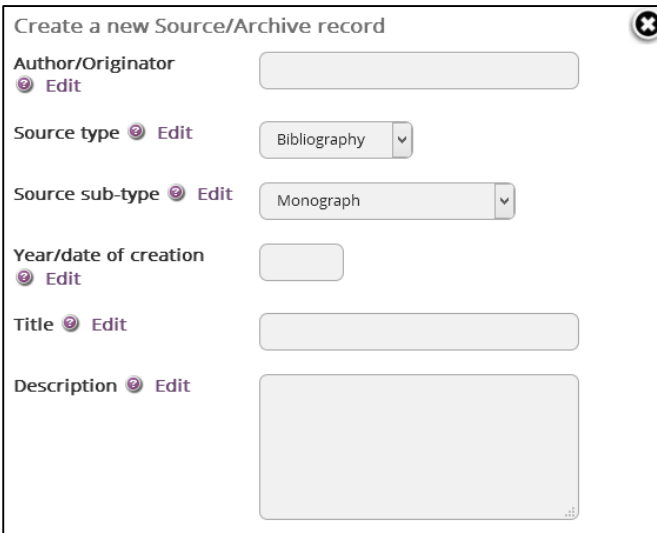
Bibliography

Data

2015

Cosgrove & Furtho History Website

Website about the history of Cosgrove and Furtho villages.



Click Save 

Historic Environment Records

Entries in other Historic Environment Records should be recorded at collection level according to the guidelines in *Informing the Future of the Past: Guidelines for Historic Environment Records*.

This means that each **HER** will be recorded as a **single source**. Mention and information about a specific monument records (i.e. a church building) should be added in the *Specific Reference* and *Summary of Relevant Content* fields under Sources and Further Information.

Click 

Core Details

Originator: Managing office/ owners of data (full name)

Source Type: Digital Archive

Source Sub-Type: Data

Year/date of creation: Year only

Title: The full title of the material must be entered as it appears on the source material and its common, known abbreviation.

Description: This records information about the source itself.

For Example: Exmoor National Park


Digital Archive


Data


2012


Exmoor National Park HER (ENPHER)


Historic Environment Record held by the Exmoor National Park Authority


Create a new Source/Archive record 


Author/Originator 


Source type 

Source sub-type 

Year/date of creation 

Title 

Description 

Click Save. 

Individual Images, Photographs, Drawings and Maps

Visual material which does not form part of a collection should be recorded at item level according to the guidelines in *Informing the Future of the Past: Guidelines for Historic Environment Records*.

This means that each **image** will be recorded as a **single source**.

Remember that you do not have to upload or record every single image you find! Only the best or more interesting examples should form part of the CHR. You should also choose between recording the “existence” of the image (and its physical location) or uploading a digital copy to the CHR.

Click 

Core Details

Originator: Photographer (full name)

Source Type: Archive or Digital Archive

Source Sub-Type: Graphic Material or Cartographic Material

Year/date of creation: Year only.

Title: Type of Source, church code, name of the church

Description: This records information about the source itself. Please provide further information to describe the photograph: at a minimum, include the room name, the name of the church, the diocese, and the church code. You might also include the date on which the images was created. ** Do not use abbreviations

For Example: Julie Patenaude

Digital Archive

Graphic Material

2015

Interior photograph of pews at 608123 Chislet St Mary the Virgin

Photograph of the nave of Bromley Common: Holy Trinity church in the Diocese of Rochester taken on 1 May 2015. The photograph shows the presence decorated concentric arches in the roof structure.

Create a new Source/Archive record ✕

Author/Originator 🔍 Edit

Source type 🔍 Edit

Source sub-type 🔍 Edit

Year/date of creation 🔍 Edit

Title 🔍 Edit

Description 🔍 Edit

Click Save 

Photographic Collections

Photographic collections will be recorded at unit level according to the guidelines in *Informing the Future of the Past: Guidelines for Historic Environment Records*.

This means that each **box/set of photographs** will be recorded as a **single source**. Mention and information about specific images should be added in the *Specific Reference* and *Summary of Relevant Content* fields under Sources and Further Information.

Click 

Core Details

Originator: Photographer (full name)

Source Type: Archive or Digital Archive

Source Sub-Type: Graphic Material or Cartographic Material

Year/date of creation: Year only

Title: Full name of the collection + box number/reference ID

Description: This records information about the source itself.

For Example: James Clarke


Archive


Graphic Material


1960s


The Canon Clarke Collection, A-K


Collection of photographs of church buildings and their interiors taken by Canon James Clarke during the 1960s while employed by the Civil Service. Collection A-K contains archival images of churches in the Dioceses of Chester and Liverpool.


Create a new Source/Archive record 


Author/Originator  Edit

Source type  Edit Bibliography

Source sub-type  Edit Monograph

Year/date of creation  Edit

Title  Edit

Description  Edit

Click Save 

Archival Collections

Archival collections will be recorded at unit level according to the guidelines in *Informing the Future of the Past: Guidelines for Historic Environment Records*.

This means that each **box of archival material** will be recorded as a **single source**. Mention and information about specific items in the archive should be added in the *Specific Reference* and *Summary of Relevant Content* fields under Sources and Further Information.

Click  [Create a new Source/Archive record](#)

Core Details

Originator: Author (full name)

Source Type: Archive or Digital Archive

Source Sub-Type: Document, Index, Graphic Material, or Cartographic Material

Year/date of creation: Year only

Title: Full name of the collection + box number/reference ID

Description: This records information about the source itself.

For Example: Gordon Barnes


Archive


Document


1979-1982


The Gordon Barnes Manuscript Collection, vol. 1


Collection of notes on church buildings and their interiors written by architect, Gordon Barnes, during the late 1970s through to the mid-1980s. Volume 1, started in June of 1979, describes the repair work of church buildings in Devon and across the south-western coast of England.


Create a new Source/Archive record 


Author/Originator  Edit

Source type  Edit Bibliography

Source sub-type  Edit Monograph

Year/date of creation  Edit

Title  Edit

Description  Edit

Click Save 

Adding Further Details to a Source Record

Once you have created a new record, you need to flesh it out a bit!

Click the View icon on the right to open the source record.

Unknown (2013) Church Fabric Survey database [Digital Archive/Data]  

The National Fabric Survey database, 2013, reviewed and collated the Q1 survey information for this church. The NFS in turn provided the starting point for the Church Heritage Record in June 2014.

Source Location

File

If you hold an electronic copy of the source material, you can choose to upload it here (not mandatory). For more on uploading images or cartographic material, see the sections on [Exterior Image](#), [Interior Image](#), or [Church Plan](#).

Copies of written material should be submitted in the following format (both for consistency and to save on storage space):

File type: .pdf

File size: No more than 5MB (smaller is always better).

If you choose to upload a file, go straight to the [Rights](#) tab.

Where can a source be accessed?

This field records the storage and access location of the source material.

- 1) If your source material is a **website** (or online content), insert the **URL**.
- 2) If your source material is a **physical** archive, insert the location and reference ID.
For example: Copies held in Church House Library, Westminster (RPT/WB/2011/55)

Is this a web URL?

This field records if the source material is a web URL.

When was the source last accessed at this location?

This field records the date on which the archival material was last accessed at the location mentioned above.

Use the calendar function or enter manually dd/mm/yyyy.

For physical archive, please describe the format and extent

This field records information about physical archives only.

Provide further information about the material's physical aspects: format, size, number of documents, condition, etc.

Location


File: Edit

Drag and drop a file here

Select file...

Where can the source be accessed?: Edit

Is this a web URL?: Edit Yes No

When was the source last accessed at this location?: Edit 

For physical archive, please describe the format and extent: Edit

Rights

This field enables you to allow or deny public access to a source record.

Copyright

Insert the full name of the individual (First, Initial, Last), company or organisation who own the copyright to the source material. Include if the material is under licence (e.g. Creative Commons or paid licence).

If the name of the source material's owner is not known, write unknown.

If the material is free-to-use by the general public, write Publicly Accessible.

Is for Public Access?

You can choose to hide sources from the general public.

A number of sources can be seen as important for the Church Heritage Record, but are confidential or contain sensitive information which should not be shared with the public.

By indicating that a source is not for public access you are ensuring that only users registered to use the Online Faculty System can access these sources:

- Applicants will be able to access restricted sources for church buildings in their care
- DAC Secretaries will be able to access restricted sources for church buildings in their diocese
- Registrars will be able to access restricted sources for church buildings in their diocese
- Chancellors will be able to access restricted sources for church buildings in their diocese
- Archdeacons will be able to access restricted sources for church buildings in their archdeaconry
- Consultees will not be able to access restricted sources
- CCB staff will be able to access all restricted sources







Rights

Copyright Notes:  Edit

Is For Public Access?:  Edit Yes No

Associated Churches

This field records links between a Source record and one or more Monument Records.

Church code	Church	Diocese	Specific Reference	Church record
615222	96747	Exeter		  
619058	Ab Kettleby: St James	Leicester		  

Audit

This field automatically logs any changes made to records in the Church Heritage Record.

This information is publicly accessible.

The CHR records:

1. The name of the record's editor
2. The field edited
3. The date the record was modified

Refresh		
Who	Action	When
Julie Patenaude	Modified source data - Modified rights	Thu 11 Jun 2015 14:53:25
Julie Patenaude	Modified source data - Modified rights	Thu 11 Jun 2015 14:50:21
Julie Patenaude	Removed asset source link	Wed 11 Feb 2015 14:22:40

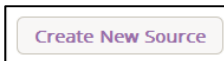
Tools

This tab is only accessible to DAC Secretaries registered to use the Online Faculty System, CCB staff and Heritage Recorders.

This tab allows you to create new source records or delete existing source records.

Creating new assets

Search the CHR thoroughly before creating a new source record.



Deleting existing assets

Source records should only be deleted from the CHR in the following circumstances:

- 1) The record is a duplicate of another, existing record (make sure to copy over any information from the duplicate record before deleting it).
- 2) The source material does not refer to a monument or an actor record in the CHR.
- 3) The source material does not exist! And never did.



Further Reading

ALGAO: Association of Local Government Archaeological Officers UK. ALGAO, 2015. < <http://www.algao.org.uk/>>

FISH: Forum on Information Standards in Heritage. The Council for British Archaeology, 2010. < <http://www.fish-forum.info/>>

Forum on Information Standards in Heritage (FISH) Thesauri. Historic England, 2014. < <http://thesaurus.historicengland.org.uk/>>

HeritageGateway. The Institute for Historic Building Conservation, Historic England, and the Association of Local Government Archaeological Officers, 2012. < <http://www.heritagegateway.org.uk/gateway/>>

“Information Management.” *Historic England*. Historic England, 2015. < <http://www.historicengland.org.uk/advice/technical-advice/information-management/>>

“The National Heritage List for England.” *Historic England*. Historic England, 2015. < <https://www.historicengland.org.uk/listing/the-list>>

Clarke, J. and Mitcham, J. *HEIRNET: Historic Environment Information Resources Network*. Archaeology Data Service, 6 February 2008. < <http://ads.ahds.ac.uk/heirnet/index.cfm>>

Gilman, P., MacLean, S. and Newman, M. (eds.) *Informing the Future of the Past: Guidelines for Historic Environment Records*. Archaeology Data Service, Association of Local Government Archaeological Officers, Historic Scotland, Historic England, Royal Commission on the Ancient and Historic Monuments of Scotland and CBCH, 30 March 2015. < <http://archaeologydataservice.ac.uk/ifp/Wiki.jsp?page=Main>>

Hardman, C. *OASIS: Online Access to the Index of Archaeological Investigations*. OASIS, 11 June 2012. < <http://oasis.ac.uk/pages/wiki/Main>>