

COUNCIL FOR THE CARE OF CHURCHES

GUIDELINES FOR INFORMATION REQUIRED IN CONSERVATORS' REPORTS & PROPOSALS ACCOMPANYING FACULTY AND GRANT APPLICATIONS

MONUMENTS

Explanatory Note (relevant for parishes and conservators)

Monuments in church buildings and graveyards vary from the simple wall plaque or gravestone to the complex, medieval sculpted tomb chest, and have many variations in origin, date, style, materials and technique. Factors influencing their deterioration can include adverse environmental conditions, inappropriate past treatment, inadequacies of the materials used or the techniques employed and accidental damage, as well as the unavoidable changes observed as a consequence of ageing.

The Council for the Care of Churches supports the principles of conservation, and the long-term preservation of monuments, rather than their restoration. This will often involve determining appropriate environmental conditions or methods of reducing the impact of unavoidable adverse conditions. Minimal intervention to ensure stability, rather than extensive cosmetic treatment, will often be advocated. However, it should not be forgotten that a principle function of a monument is to be seen; therefore legibility and presentation is also important.

These guidelines are intended to emphasise the importance of a 'values' assessment of the object to be conserved, and to allow for an accurate description of the current risks experienced by the monument. This will allow for an informed assessment of whether the proposed project is both necessary and grant worthy, and will not have a detrimental effect on the monument and its surroundings in the long term. Whilst some sections address issues which are only relevant to interior monuments, the guidelines can be adapted and their relevant sections used for exterior monuments found in graveyards. The guidelines address the type of information required in reports accompanying faculty and grant applications. Further advice may be sought from this Council, including whether separate or preliminary reports may be needed, and detailing possible sources of grant aid for specific analysis or investigation, as appropriate.

If the Council for the Care of Churches (CCC) grant-aids the report, their support should be acknowledged in the text. Please remember that CCC funded reports can be used as specifications if a conservation project goes out to tender.

Essential Information to be Included in the Report

- 1. The report should be illustrated with good quality, clearly labelled images, including context views of the church and monument; images must be captioned, including information on the date taken and the copyright holder.*
- 2. Recording of the current state of the monument requires, as a minimum, good quality photographs, and preferably some form of graphic mapping to record both the nature and the distribution of phenomena.*

I. SUMMARY

A maximum of one page, summarising the key information from each section of the report / proposal.

2. BRIEF

The scope and intention of the report, the conservator(s) who undertook the investigation, the

circumstances of examination (including access), the author(s), the persons responsible for the monument and building (including the architect).

3. DESCRIPTION AND HISTORY OF THE BUILDING

- 3.1. Name of parish, dedication of church, diocese and county.
- 3.2. Brief description of the building, including date(s) of construction phase(s) and materials, and major interventions relevant to the monument. Summary of the heating, ventilation, and, as appropriate, rainwater disposal systems, and their condition and normal use.

4. DESCRIPTION, HISTORY AND VALUES OF THE MONUMENT

- 4.1. Name and date of monument (different from the date of dedicatee's death)
- 4.2. Location within the church (this should be given on a plan of the building and context photographs included) or graveyard, overall dimensions, and method of installation.
- 4.3. General description: to include original materials, details of polychromy, surface treatments, inscription, etc.
- 4.4. Construction to include: description of elements, type of fixings and jointing material.
- 4.5. Physical history of the monument, including previous conservation interventions. This should be based on previous documents (including images) as well as circumstantial evidence if possible. Original and restored elements should be clearly differentiated. References to the sources of information used should be given.
- 4.6. Assessment of the values associated with the monument, such as historical, art historical, social, etc. These values may be local, regional, national and international. This assessment should be substantiated and referenced. Members of the parish may be able to help with this section. The values assessment is an important part of the conservator's understanding of the object to be examined and possibly treated. It is also vital information which allows for informed decisions to be made by faculty and grant-giving committees. Parishes should try to trace the descendents of monument dedicatees, in order to establish whether they are able to contribute towards their conservation.

5. CONDITION ASSESSMENT

- 5.1. State the nature of the examination undertaken (eg. day or artificial light, raking light, ultraviolet light, under magnification), and whether any diagnostic investigations, sampling and analysis were carried out (these should be reported under 6. Causes of Deterioration).
- 5.2. Describe and provide a record of the manifestations of deterioration and damage and their distribution, including:
 - 5.2.1. structural: fractures and breaks, core disruption or settlement, loose or broken elements
 - 5.2.2. surface: nature of decay phenomena, mechanical damage, soiling and staining; condition of any polychromy.
- 5.3. Assess whether the deterioration is active. With reference to the physical history and the current examination, substantiate this assessment, citing the relevant evidence.
 - 5.3.1. If it is not possible to determine whether the deterioration is active, indicate what further monitoring or investigations are required to ascertain this.
 - 5.3.2. If the deterioration is active, indicate how, and estimate the probable rate of change. State the evidence for this conclusion.
 - 5.3.3. If the deterioration is not active, assess the risk and rate of loss of original material that would occur without stabilisation treatment and state the evidence for this conclusion.

6. CAUSES OF DETERIORATION AND THEIR TREATMENT

- 6.1. State the basis for the assessment of the causes of deterioration, including examination, sampling and analysis, and diagnostic investigations, and give the results.

- 6.2. Provide an interpretation of this evidence in relation to the physical history of the monument and building, indicating the causes of deterioration.
 - 6.2.1. If this is not possible, indicate what further investigations are required.
- 6.3. If the causes of deterioration are related to the building envelope, the internal environment, or the use of the building, what measures are being taken by the parish and/or its architect to address them?

7. RECOMMENDATIONS FOR CONSERVATION

- 7.1. Proposals relating to the building, its use and environment should be given with reference to Section 6. Assess what interval (if any) should elapse between the completion of this work and the start of the proposed conservation.
- 7.2. Provide details and results of any treatment tests, including photographic documentation.
- 7.3. If you consider that emergency stabilisation work is required, indicate the extent, the materials and methods proposed.
- 7.4. Indicate any significant ethical or practical issues particular to this case.
- 7.5. Describe proposed conservation interventions, their sequence, and the materials and methods proposed. Indicate if there are any alternatives to the recommendations (type of interventions, materials and methods) and explain why the proposed course is the most suitable.
- 7.6. Provide details of the record that will be submitted on completion of the conservation.

8. FUTURE RECOMMENDED CONSERVATION REQUIREMENTS

- 8.1. Describe what, if any, additional steps you recommend should be taken following completion of conservation to ensure the continuing wellbeing of the monument.
- 8.2. Indicate the nature and frequency of post-conservation monitoring required.

9. ESTIMATE

- 9.1. Describe what preliminaries and attendance you would require the parish to provide for your work, e.g. scaffolding, electricity, the architect, a builder, etc.
- 9.2. State accurately the time and cost for carrying out the above work, the qualifications / experience / accreditation status of those who will be undertaking it, and the insurance cover provided. If a phased programme is envisaged show estimates for the phases separately. All on site costs such as materials, accommodation, and travel should be included (unless accommodation is the subject of a specific agreement with the parish).
- 9.3. Ensure the estimate cost includes the time to produce the record of conservation work.
- 9.4. Indicate VAT as a separate item.
- 9.5. State terms of payment and duration of validity of the estimate.
- 9.6. Indicate any other terms of contract e.g. insurance liability.

10. SOURCES

Provide a list of the sources of information, including published and unpublished materials, historic photographs, etc.

11. APPENDICES

Full records of sampling, analysis, diagnostic investigations, monitoring, etc. should be appended.