



CORFF CYNRYCHIOLWYR YR EGLWYS YNG NGHYMURU
THE REPRESENTATIVE BODY OF THE CHURCH IN WALES

CHURCH HERITAGE CYMRU

Recording Policy v1.1

Introduction

Church buildings are a nationally important part of our heritage. A village, town or city's church is often its oldest building still in continual use, as well as its largest and most visited. They are often architecturally complex and archaeologically sensitive buildings, and were constructed for the glory of God, for worship, mission, and for use by the community. They stand as repositories of our shared history.

Church Heritage Cymru (CHC) is the Church in Wales' database of its church buildings and was created to capture information on all its churches. It contains over 1,350 records of Anglican churches, with each record having the potential to contain a wide variety of information from architectural history and archaeology to the surrounding natural environment. It is a web-based database that has been integrated with a Geographic Information System (GIS), which allows anyone accessing information about a church to also view its location on a map.

CHC was initially populated with core data from the Church in Wales' property database. As a consequence, only basic facts about most churches are currently available, although this situation will improve as heritage recorder volunteers are recruited to input additional information. An important part of the data input process will be to ensure that any information entered into the system is from a reliable source, so that anyone viewing it (perhaps as a starting point for their own research) can be assured of its accuracy. With this in mind, CHC has been designed to meet national data standards and information about these can be seen found in [Appendix B](#) at the end of this document.

At present, CHC is a standalone system that is freely available for anyone to access. In the future it will be integrated with an *Online Faculty System* (OFS), which will enable parishes to use the data it holds to prepare a *Statement of Significance* to accompany a faculty application.

Historic Environment Records

In Wales, national Historic Environment Records (HERs) are maintained by the four Welsh Archaeological Trusts, the Royal Commission on Ancient and Historic Monuments of Wales (RCAHMW), Cadw and the National Museum. These HERs contain information about sites of archaeological and architectural interest, listed buildings, scheduled ancient monuments, individual find spots, historic buildings and other archaeological features. All of these can be accessed via the Historic Wales website at historicwales.gov.uk. See [Appendix A](#) for more information on the use of HERs when researching church records.

CHC was developed to be the Church in Wales' HER and to record a wide range of information about a church, including its history, archaeology, building materials, fixtures & fittings, artists & architects, historic setting and surrounding environment. It is not intended as a static record but one that can be added to over time as more information about each church becomes available. It is only one of a number of such information systems operating at national and local levels. Others, such as those referred to earlier, contain information that can, in many cases, be linked directly to an individual church record, thus preventing duplication of data.

Research

For those not familiar with HERs, you will need to do some research before you start populating a record in CHC. The process is very much like preparing a *Statement of Significance*, as a lot of the information you would put in one of these documents will be relevant to a church heritage record. How much research you need to do and which sources you should consult, will largely depend on the importance of your church. For example, a grade I listed church will generally have a lot more written about it (and is more readily available) than an unlisted one. That does not mean an unlisted church is not interesting – it just might be harder to find reliable information about it. Further information on researching church records can be found in [Appendix A](#).

Using Reliable Sources of Information

It is important to use reliable and accurate information when populating CHC records. The data source must be stated. This reassures anyone accessing a record that the data comes from a trusted source and that it can be verified. It is also useful for anyone who wants to follow up the information for further research of their own. A simple way to acknowledge source data is shown below:

Summary Description

📍 The Church of St Lawrence is located on a small wooded sloping site in the hamlet of Gumfreston overlooking the coastal town of Tenby in the distance. There are three ancient wells at the bottom of the churchyard which drain into the Rhydeg (Ritec), a narrow watercourse which runs down to the sea. The wells are thought to pre-date the modest church whose building history appears to be quite complex, with odd little features and a mixture of architectural styles.

The church is entered via a western porch straight into the nave, which has a small semi-circular recess in the north wall and a panel showing a faint wall-painting thought to be St Lawrence. The base of the north tower forms a small transept with a large passage-squint into the chancel. There is a tiny south chapel and a tomb or Easter Sepulchre in the west wall.

The oldest part of the church is probably the chancel arch (12/13C) and possibly the nave. The small south chapel dates to 14/15C and the tower to 15/16C. Restoration in 1869 by the architect Thomas Graham Jackson (best remembered for his work in Oxford and at the University) earlier in his career, included buttressing the south wall and nave roof with arch-braces and crown-posts.

References: Pevsner Buildings of Wales - Pembrokeshire and Cadw list descriptions for St Lawrence (5958) and holy wells (17130).

The above example uses data from the Pevsner Buildings of Wales Pembrokeshire edition and Cadw listed building descriptions from the Historic Wales website. The Pevsner series of books cover all the Welsh counties and include a description of most historic buildings in a community. They provide an excellent starting point for research into a church's history and can be relied upon for their accuracy.

If using other written sources, make sure they are accurate. A quick way to do this is to “check their references” ie. find out where the author got their information from. This can easily be done by looking for footnotes or endnotes at the bottom of a page or a reference/bibliography section at the end of an article or book. The key is to ensure that all written sources are suitably scholarly and academic.

Another option is to link directly to a data source. This is the preferred option as it reduces needless replication of data. Information on how to do this can be found in the [Source Records](#) section later in this document. The example below shows links to data in the RCAHMW database (Coflein), two Clwyd-Powys Archaeological Trust HERs and the list description from Cadw.

RCAHMW (2004) Coflein http://www.coflein.gov.uk/en/site/408481/details/ [Digital Archive/Document]	 
A description of St Garmon's Church from the Royal Commission on the Ancient and Historic Monuments of Wales' Coflein database. http://www.coflein.gov.uk/	
CPAT (2016) Historic Environment Record http://www.cofiadurcahcymru.org.uk/arch/query/page.php?prn=CPAT7649 [Digital Archive/Document]	 
A brief description of St Garmon's Church from the Clwyd-Powys Archaeological Trust. Several photographs of the church, further sources of information and associated reports are available from this link.	
CPAT (2016) Welsh Historic Churches Survey http://www.cpat.demon.co.uk/projects/longer/churches/montgom/16739.htm [Digital Archive/Document]	 
A full description of St Garmon's Church from the Clwyd-Powys Archaeological Trust's survey of historic churches in Montgomeryshire. http://www.cpat.demon.co.uk/projects/longer/churches/idxall.htm	
Tina Andrew (2006) St Garmon's Church, Castle Caereinion [Digital Archive/Graphic material]	 
	An exterior view of St Garmon's Church.
Cadw (1997) Historic Wales Report (18485) http://cadwpublic-api.azurewebsites.net/reports/listedbuilding/FullReport?lang=en&id=18485 [Digital Archive/Document]	 
The listed building description for St Garmon's Church, Castle Caereinion.	

When linking to a data source make sure that the data it contains is accurate. The same principles apply to online data as they do to written data. Check the references! Do not link to websites like Wikipedia for example.

Sometimes it will not be possible to link to data directly, in which case, cut and paste into the CHC record but don't forget to acknowledge where the information came from. You may also want to both link to a data source and use some of its information in one of the CHC fields. For example, data from a list description can be used to populate the [Archaeology & History](#), [Exterior](#) and [Interior](#) description fields. Here, you can cut & paste the data into the appropriate CHC fields as well as creating a link to the list description.

Information on how to link to data sources can be found in the [Source Records](#) section.

Note: Information on a wide variety of reliable data sources suitable for use in CHC can be found in [Appendix A](#).

Populating Church Heritage Records

A CHC record has the capacity to contain a comprehensive range of information about a church such as its history, architecture, archaeology, setting and natural environment. The data can be inputted in a variety of ways from typing information directly into a text box, to uploading digital images and documents. Each piece of data is displayed in a *field* which is located on a page (or tab) in the database. The content of each of these fields will be explained in the following sections.

This document has been written as a guide for anyone who is responsible for inputting data into the CHC database, such as Heritage Recorders and DAC Secretaries. It shows screen shots that anyone with permission to edit data would see. It also assumes a working knowledge of the Windows operating system and familiarity with standard procedures, such as choosing items from a drop-down menu.

Throughout this document you will see fields and page names highlighted in blue and underlined. These are links. To go to a linked field or page, simply hold down the CTRL key and click on the highlighted link.

To start inputting or editing data you will need to be logged in as a DAC Secretary or Heritage Recorder.

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Core Details

Basic Identification Information

The basic identification information forms the core of each individual church record and helps to identify it. As CHC was initially loaded with data from the Church in Wales' property database, the following fields are already populated: *Name, Record Type, Church Code, Diocese, Archdeaconry*.

St Peter, Newton 	
Name:	<input type="text" value="St Peter, Newton"/>
Record Type:	<input type="text" value="Parish Church"/>
Church code:	<input type="text" value="5602"/>
Diocese:	<input type="text" value="Swansea and Brecon"/>
Archdeaconry:	<input type="text" value="Gower"/>

All of the above fields can be edited. For example, if the church is known by a different name to that which is currently displayed, it can be changed. However, there are some guidelines that need to be followed to ensure consistency across **all** CHC records and these are listed below:

Name: In most cases this will be the church's name as it originally appeared in the Property database and may contain the following elements: dedication/name, location and type.

eg. St Mary, Dolgellau or St David (former church)

For consistency, the following convention should be adopted for churches currently owned by the RB: dedication/name, location.

eg. St Bilo, Llanfilo; St Catwg, Llangattock; All Saints, Pontnewynydd

If a church has been sold, it may already be identified as a former church in its name and this should remain. This is to alert people viewing the record that the church is no longer open for worship and may be in private ownership, and is therefore unlikely to be open for visitors.

eg. St Curig and St Julita (former church)

If "999 yr lease" (or similar) appears in the name, then it can be safely removed and "former church" added if not already present.

eg. St Peter (999-year lease) would become St Peter (former church) or if the location is known, St Peter, Newport (former church).

Important: If you change the name of a church make sure that you inform the Property Services Department of the Representative Body of the Church in Wales so that the Property database

can be updated.

Record Type: This identifies the church type and can be set as: parish, daughter, mission, cathedral, chapel, chapel of ease, former, church and hall. Most churches are now parish churches and serve a specific parish or area. The other types such as chapel, daughter and mission, are mostly historic designations. You can change the type if you feel it is incorrect eg. change “daughter” to “parish”, as most people will understand this better.

Church code: Each church has a unique identification number which can be between 1 and 4 figures in length and helps to identify its record on the Property database, title deeds and with the Land Registry. It should **NOT** be changed.

Diocese: The name of the diocese in which the church is located. This should not need changing.

Archdeaconry: The name of the archdeaconry in which the church is located. This should not need changing.

To change the Basic Identification Information:

1. Click on the Edit button in the top right-hand corner of the Identification field 
2. You will now be able to edit the information. This can be done by clicking on the drop-down menus and by typing directly into the text boxes

Name:	<input type="text" value="St Peter, Newton"/>	 
Record Type:	<input type="text" value="Parish Church"/>	
Church code:	<input type="text" value="5602"/>	
Diocese	<input type="text" value="Swansea and Brecon"/>	
Archdeaconry:	<input type="text" value="Gower"/>	

3. When you have completed your changes click on the Save button 

Statutory Designation Information

The statutory designation information is made up of two parts. The listed building information and the scheduled monument information. At the moment CHC will only indicate whether the church is listed and/or has a scheduled monument with its curtilage or precinct, it will not display the actual descriptions associated with each record.

Statutory Designation Information	
Listed Building?	<input checked="" type="checkbox"/> This is a Grade I Listed Building
Scheduled Monument?	<input checked="" type="checkbox"/> There is a Scheduled Monument within the curtilage or precinct

Listing Buildings

Section I of the Planning (Listed Buildings and Conservation Areas) Act 1990 requires the Welsh Government to draw up a list of buildings of special architectural or historic interest. Assessment of these buildings for listing is done by Cadw, the Welsh Government's historic environment service. There are three levels of listing: Grade I, II* & II. The majority of buildings which are of special interest are Grade II. A much smaller number of particularly important buildings are listed as Grade II*. Buildings of exceptional interest (approx 2% of the total number of listed buildings) are Grade I.

The CHC records:

- Whether or not a church is listed
- The listing grade
- The list number

Scheduled Ancient Monuments

Ancient monuments and archaeological remains of national importance are protected by the Ancient Monuments and Archaeological Areas Act 1979. Cadw, the Welsh Government's historic environment service is responsible for compiling a schedule (list) of these ancient monuments, some of which can be found in churches and churchyards. Examples can include churchyard crosses and the archaeological remains of previous churches or buildings on the site.

The CHC records:

- Whether or not there is a scheduled ancient monument within the precinct or churchyard
- The schedule number

To change the Statutory Designation Information:

1. Click on the Edit button in the top right-hand corner of the Designation field 
2. You will now be able to add/edit information. This can be done by clicking on the drop-down menus, by typing directly into the text boxes and setting the radio buttons to Yes or No

Statutory Designation Information  

Listed Building? Yes No

Listed Building Grade: I 

Listed Building National ID: 327

Scheduled Monument (within curtilage or precinct)? Yes No

Scheduled Monument National ID: 00013

3. When you have completed your changes click on the Save button 

National Park

There are three National Parks in Wales: Snowdonia, Pembrokeshire Coast and Brecon Beacons. These protect 20% of the land in Wales, including precious landscapes, habitats, villages and heritage sites.

National Park 

 The church is in the following National Park: Pembrokeshire Coast

The CHC records:

- Whether or not a church is located within a National Park
- The National Park's official name

To change the National Park information:

1. Click on the Edit button in the top right-hand corner of the National Park field 
2. You will now be able to add/edit information. This can be done by typing directly into the text box and setting the radio buttons to Yes or No

National Park 

Is the church in a National Park?: Yes No

National Park Name:

3. If you are adding a National Park name to the church record, make sure you have set the “is the church in a National Park?” option to “Yes”. Also, do not add the words “National Park” after the park’s name. The system will automatically add this for you

4. When you have completed your changes click on the Save button 

Conservation Area

There are over 500 conservation areas in Wales. They are designated by Local Planning Authorities for their special architectural and historic interest.

Conservation Area 

The church is in the following Conservation Area: Manorbier/Freshwater East

The CHC records:

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

To change the Conservation Area information:

1. Click on the Edit button in the top right-hand corner of the Conservation Area field 

2. You will now be able to add/edit information. This can be done by typing directly into the text box and setting the radio buttons to Yes or No

Conservation Area 

Is the church in a Conservation Area?: Yes No

Conservation Area Name:

3. If you are adding a Conservation Area name to the church record, make sure you have set the “is the church in a Conservation Area?” option to “Yes”. Also, do not add the words “Conservation Area” after its name. The system will automatically add this for you

4. When you have completed your changes click on the Save button 

Buildings at Risk Status

The Buildings at Risk Register is managed by Cadw, the Welsh Government’s historic environment service, in order to identify the number and type of listed buildings at risk in Wales. Very few of these are churches, but those that are, should be recorded.

Buildings At Risk Status 

On Building At Risk Register? This church is not on the Buildings at Risk Register

The CHC records:

- Whether or not a church is on the “at risk” register
- The Buildings at Risk database identification number
- The date on which the “at risk” status was last checked

To change the Buildings at Risk information:

1. Click on the Edit button in the top right-hand corner of the Buildings at Risk field 

2. You will now be able to add/edit information. This can be done by typing directly into the text box, setting the radio buttons to Yes or No and by selecting a date from the calendar

Buildings At Risk Status  

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

Building At Risk Register ID:

Date when the Building At Risk Register was checked: 

3. If you are recording that a church is on the Buildings at Risk register, make sure you have set the “is the church on the Buildings at Risk register?” option to “Yes” and input the date it was placed on the register

4. When you have completed your changes click on the Save button 

Approximate Date

Selecting a single date for the construction of a church building can sometimes be very difficult as most churches have seen many phases of development over time. The CHC allows you to record a time period within which the church's predominant building fabric falls, as opposed to its date of foundation or the earliest remaining fabric.

Approximate Date 

Approximate Date:  Medieval

The date ranges are:

- Early Medieval (pre 1066AD)
- Medieval (1067AD to 1539AD)
- Post Medieval (1540AD to 1837AD)
- Victorian/Pre-War (1838AD to 1914AD)
- Modern (1915AD to present)

To change the Approximate Date:

1. Click on the Edit button in the top right-hand corner of the Date field 
2. You will now be able to edit the information. This can be done by clicking on the drop-down menu and selecting the appropriate date

Approximate Date  

Approximate Date:  Early Medieval (pre 1066AD) 

3. When you have completed your changes click on the Save button 

Exterior Image

Use this field to display the best photograph (or image) of the exterior of the church. The image will display in the Exterior Image field and at the bottom of the [Core Details](#) page. Extra images can be uploaded to CHC, although it is recommended that the number of images is kept to a minimum to reduce storage space. Linking is a better option. Full details on how to upload and link to additional images can be found in the [Source Records](#) section at the end of this document.

The CHC records:

Caption: A brief title for the image eg. St Margaret’s Church, Garden Village, Wrexham

Description: A brief description of the image eg. St Margaret’s Church looking towards the west entrance

Year/Date: The date the image was created eg. 2016 or February 2016

Copyright: In most cases the copyright will belong to the person or organisation that created the image or took the photograph. If not known, enter “unknown” in this field

Originator: The name of the person who uploaded the image to CHC

Exterior Image ✕ 📄



Caption: St Margaret's Church, Garden Village, Wrexham

Description: Looking towards the west entrance.

Year / Date: 2013

Copyright: Wikimedia Commons

Originator: Tina Andrew

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

File type: jpg, png or gif

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

Please use the following naming convention when saving the image:

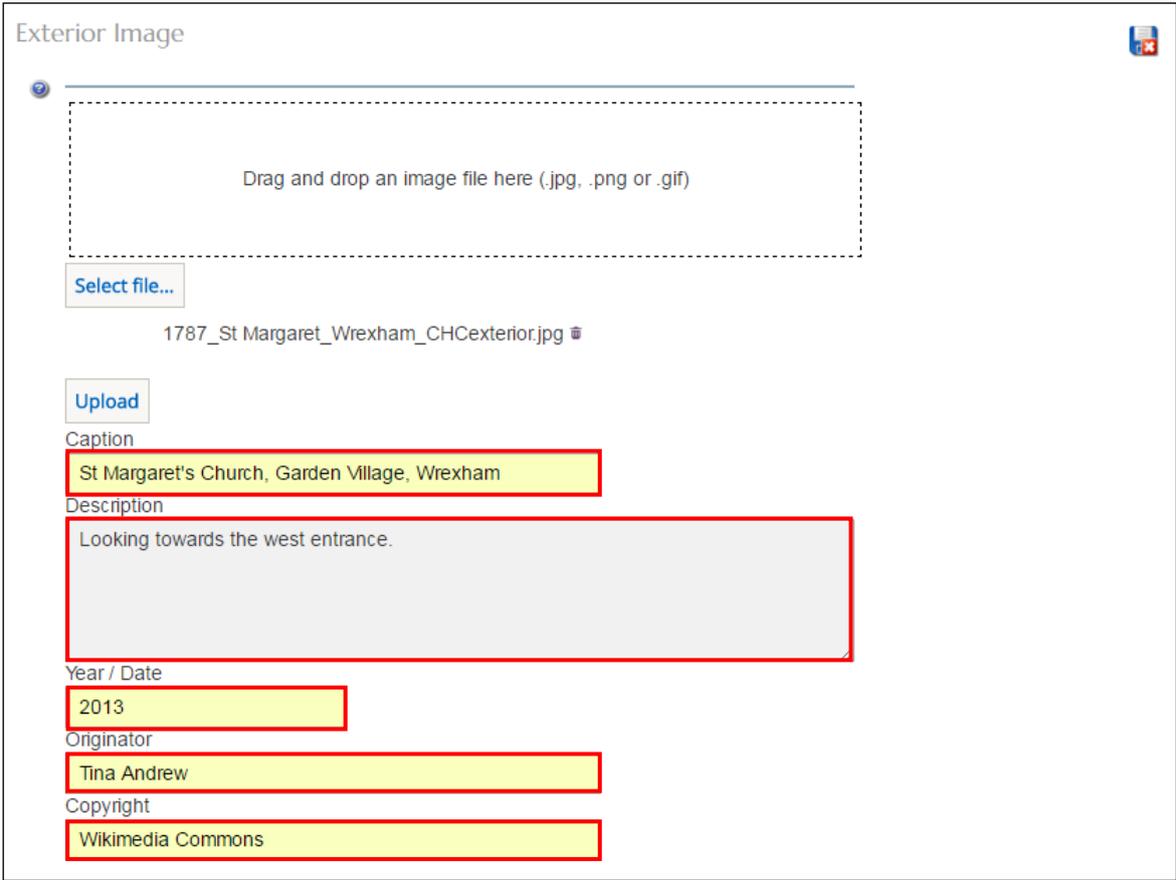
Church Code_Dedication_Location_CHCexterior

eg. 1787_St Margaret_Wrexham_CHCexterior

Note: The uploaded image automatically creates a corresponding source record. More information about these can be found in the [Source Records](#) section.

To add an Exterior Image:

1. Click on the Edit button in the top right-hand corner of the Exterior Image field 
2. You will now be able to add an image. Click on the Select File button to choose from a list or drag & drop an image file into the dotted box. Fill in the text boxes by typing directly into them



Exterior Image 

Drag and drop an image file here (.jpg, .png or .gif)

Select file...

1787_St Margaret_Wrexham_CHCexterior.jpg

Upload

Caption
St Margaret's Church, Garden Village, Wrexham

Description
Looking towards the west entrance.

Year / Date
2013

Originator
Tina Andrew

Copyright
Wikimedia Commons

3. When you have completed your changes click on the Upload button 

Summary Description

The summary should be a brief description of the known information about the church. It should provide readers with an overview of the church's significance ie. its history, architecture, special features, notable architects & artists, etc. A more detailed description about the site and exterior features, interior features, and natural environment should be given elsewhere in the following fields: [Description of Archaeology and History](#), [Exterior Description](#), [Interior Description](#) and [Location & Setting](#).

Summary Description

 The Grade II listed St Mary's Church sits at the historic core of the "old town" of Dolgellau with its wonderful uniformity of building materials - locally quarried stone in shades of green to brown with grey/blue roof slates. It dates from 1716, although there is documentary evidence of an earlier medieval church on the same site in 1254. The new church was reputedly built around the old one so that services could continue, although there no physical evidence of this earlier structure, apart from a window mullion set into the churchyard wall and a fourteenth century effigy of a local Lord (Meurig ab Ynyr Fychan of Nannau) sited in the northeast window recess.

Architecturally, the church is Georgian in style with tall arched windows in the north and south aisles, an apsidal chancel at the east end and tower at the west end. Unusually, the nave and aisles are divided by an arcade of wooden columns, The church is built from a locally quarried brown grey slatey stone cut into regular blocks which overlap at the corners to form quoins. The crenellated tower is of rubble stone construction – possibly medieval in origin and remodelled in the early 17C. The vestry (adjoining the tower) was added in the early 19C and a modern meeting room and kitchen added in 1992 in the west end of the nave.

The church is surrounded by its churchyard, which contains a variety of headstones, box tombs and monuments. Opposite the south porch is a Grade II listed sundial. The churchyard gates & railing opposite the Old Courthouse are also Grade II listed.

Main references: Pevsner Buildings of Wales - Gwynedd and the list descriptions at the bottom of this page.

Note: Always add references at the end of the summary description. This reassures people that the information provided comes from a reliable source. They may also want to follow up the references for their own research.

To add a Summary Description:

1. Click on the Edit button in the top right-hand corner of the Summary Description field 
2. You will now be able to add a summary description. Click in the box and start typing

Summary Description

Summary Description: 

3. When you have completed your changes click on the Save button 

Visiting and Facilities

This field should be used to advise visitors about opening times and the facilities available at the church. For example, directions on how to get to the church (if it is not obvious), car parking, toilets, cafes, tea/coffee making facilities, etc. For information about worship, users can consult the [Church Website](#) field which can link to a church's own website.

Visiting and Facilities 

 The church is open for worship.
St James Manorbier is open to visitors during daylight hours from April to October.

The CHC records:

- Facilities
- Whether the church is open for worship
- The date the church was closed

Note: By default, the church is set to be open for worship. If you are recording that it is not open for worship, make sure you have set the “is the church closed for worship?” option to “Yes” and input the date it was closed. If you only know part of the closure date use 01: eg 01/01/2015 or 01/05/2015.

To add Visitor & Facilities information:

1. Click on the Edit button in the top right-hand corner of the Visiting & Facilities field 
2. You will now be able to add/edit information. This can be done by typing directly into the text boxes, setting the radio buttons to Yes or No and by selecting a date from the calendar

Visiting and Facilities  

Facilities: 

St James Manorbier is open to visitors during daylight hours from April to October.

Is the church closed for worship?:  Yes No

Date when the church was closed:  

3. When you have completed your changes click on the Save button 

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.

Church Website 

Church Website:  <http://www.allsaintsgresford.org.uk/>

To add a website link:

1. Click on the Edit button in the top right-hand corner of the Church Website field 
2. You will now be able to add a URL in the Church Website box. This can be done by copying and pasting the URL into the field

Church Website 

Church Website URL: 

3. When you have completed your changes click on the Save button 

Sources and Further Information

This field has two functions. The first is to provide further information about the church via a direct link to the Church in Wales website, which gives details of its address, worship times and access. This link was created automatically when the original data was uploaded to CHC and cannot be edited. It is located at the very top of the Sources and Further Information field.

Sources and Further Information

 [View information on worship and access at this church on the Church In Wales web site](#)

The second is to create links to sources of information about the church. Sources form an integral part of CHC and allow links to be created between sources of information rather than to duplicate existing content. This not only speeds up the recording process, but allows the viewer to quickly locate valuable information from a greater number of reliable sources.

There are lots of different types of sources that you can link directly to such as online databases, journals, books, etc. If it is not possible to create a direct link to another source eg. a Pevsner Buildings of Wales entry for a church, then the details can be recorded in CHC. This gives anyone wishing to view the source, all the details they need to look it up in (say) a library as a

hard copy. Some source records can also be uploaded to CHC, such as a copy of an article or a photograph, providing of course that their copyright permits this. You can add as many sources as you need.

Sources and Further Information

 [View information on worship and access at this church on the Church In Wales web site](#)

 [Add a Source](#)

RCAHMW (2004) Coflein <http://www.coflein.gov.uk/en/site/300432/details/> [Digital Archive/Document]  

A description of the church in the Royal Commission on Ancient and Historic Monuments of Wales (RCAHMW) Coflein database. <http://www.coflein.gov.uk/>

DAT (2016) Historic Environment Record <http://cofiadurcahcymru.org.uk/arch/query/page.php?watprn=DAT3687> [Digital Archive/Document]  

The HER description from Dyfed Archaeological Trust for the Church of St Lawrence.

DAT (2016) Historic Environment Record <http://cofiadurcahcymru.org.uk/arch/query/page.php?watprn=DAT3668> [Digital Archive/Document]  

The HER description from Dyfed Archaeological Trust for the wells in the churchyard.

Tina Andrew (2005) The Church of St Lawrence Gumfreston [Digital Archive/Graphic material]  



Church of St Lawrence looking towards the tower.

Cadw (1996) Historic Wales Report (5958) <http://historicwales.gov.uk/files/pdf-listed-building.php?ids=22044&lang=ENG> [Digital Archive/Document]  

The listed building description for the church of St Lawrence Gumfreston.

Any source records that have been created in CHC appear in the Sources and Information field. If the source records have been created as a link, then clicking on them will take you to that data source.

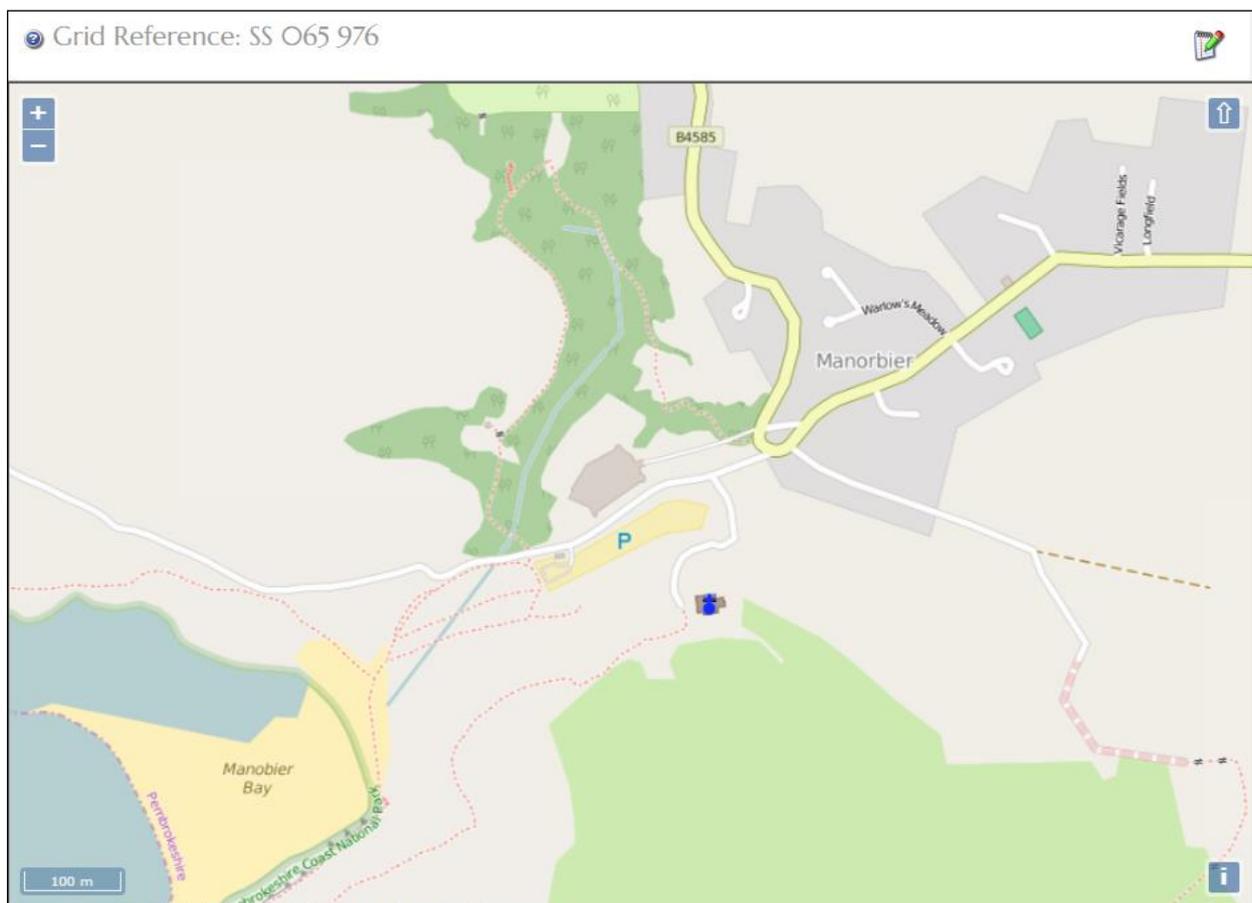
Note: if any images have already been uploaded to CHC, such as exterior and interior photographs or plans, they will also appear on the sources list.

Go to the [Source Records](#) section for information on how to create a link to a data source and examples of the different types of data that can be recorded in this field.

Location

Map

The map identifies the location of a church. It is important to ensure that this should be as accurate as possible. The Ordnance Survey (OS) grid reference for each church was part of the initial data upload to the CHC. Therefore, if a church location is approximate or in rare cases, missing, it is because of the original OS ref. You can change the location of a church on the map or add one if it is missing.



To change a church location:

1. Click on the Edit button in the top right-hand corner of the Map field 
2. A cross-hair will appear on the map. Click and drag the background map to move the cross-hair to the new church location



3. When you have completed your changes click on the Save button



Administrative Area

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

Location and Setting

Use this field to describe the setting of the church ie. how it relates to its immediate and wider environment (townscape and landscape).

Location and Setting 



The Church of St James is located in the coastal village of Manorbier, just off the A4139 which links the larger towns of Pembroke to the west and Tenby to the east. It is approached from the north-east along the B4585, the main route through the village. The majority of the buildings here appear to date from the 18th or 19th century and consist mainly of two and three storey rendered domestic dwellings interspaced with one or two commercial and retail properties. Modern 20th century housing has grown up behind the older properties on the outskirts of the village. The oldest buildings are the medieval castle and church (and its former grange buildings), which face each other across a small valley that gently slopes down to the sea in the southern part of the village.

The village falls within the Manorbier/Freshwater East Conservation Area which is characterised by a large tract of rolling lowland with an indented rocky cliff coastline, steep slopes, small sheltered coves and coastal grassland above. The surrounding land is mainly agricultural with small and medium-sized fields with traditional hedgerows, interspersed with villages, hamlets and scattered farmsteads.

The present day landscape is one almost wholly shaped by medieval territorial organisation, settlements and land use, very different from that encountered in north and west Pembrokeshire. This is typified by the medieval open field system which has survived remarkably well in the area. The strip fields which lie either side of the Ridgeway between nearby Lamphey and to the south of St Florence are a good example. Manorbier itself is a Registered Landscape of Special Historic Interest in Wales and in addition to the medieval church and castle, has a Neolithic chambered tomb on the nearby coast path known as the King's Quoit.

Main reference: Pembrokeshire Coast National Park Manorbier/Freshwater East Landscape Character Assessment.

Consider the following when describing the setting of your church and include in the Location and Setting description:

- What is the topography of the area? eg. valley, hilltop, coastal, etc.
- Is the church in a rural or urban setting? Describe the surrounding area.
- What is the size (scale) of the church in relation to nearby buildings or landscape features (parks, trees, hedges, etc)? Does it dominate these or is it dwarfed by them?
- Are adjacent buildings of similar age, style and construction or more contemporary? Describe them.
- Does the church form part of a coherent group of similar buildings that were constructed at the same time? eg. church, vicarage and school.

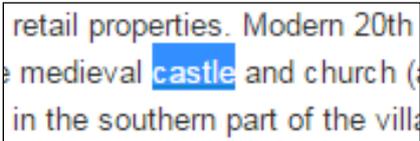
Do not forget to include the following information with the description if applicable:

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

If there are other designated heritage assets within the setting of the church, include them in the description if possible (and within reason if there are a lot). These can be linked to within the text itself or as a list at the end of the description or in the [Sources and Further Information](#) field.

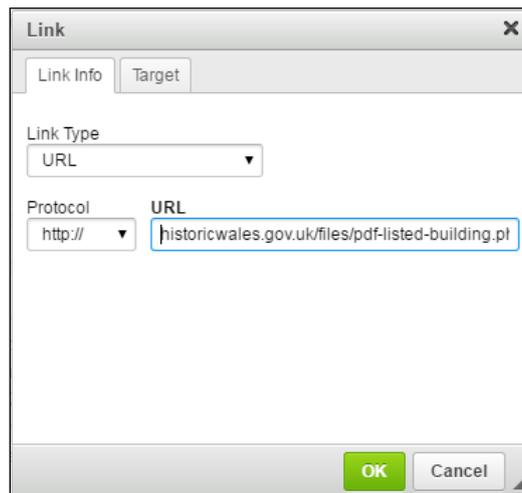
To add/edit location and setting information:

1. Click on the Edit button in the top right-hand corner of the Location and Setting field 
2. You will now be able to edit the information in the Location and Setting text box by typing directly into it
3. If you want to include links to other heritage assets, highlight the word/s that you want to create the link from:

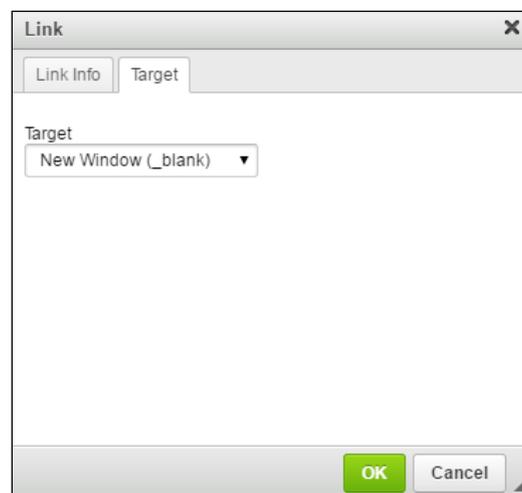


retail properties. Modern 20th
e medieval castle and church (;
in the southern part of the villa

4. Click on the Link button  on the Location and Setting text box toolbar. The Link pop-up box appears. Insert the URL of the heritage asset that you want to link to



5. Click on the Target tab in the Link box and select New Window.



6. Set the Target to “New Window (_blank)” as shown above

7. Click on the OK button

8. When you have completed your changes click on the Save button



interspaced with one or two commercial and retail properties. Modern 20th century housing has grown up behind the older properties on the outskirts of the village. The oldest buildings are the medieval [castle](#) and church (and its former grange buildings), which face each other across a small valley that gently slopes down to the sea in the southern part of the village.

The village falls within the [Manorbier/Freshwater East Conservation Area](#) which is characterised by a large tract of rolling lowland with an indented rocky cliff coastline, steep slopes, small sheltered coves and coastal grassland above. The surrounding land is mainly agricultural with small and medium-sized fields with traditional hedgerows, interspersed with villages, hamlets and scattered farmsteads.

Note: Information about the church including its list description, whether there are any scheduled ancient monuments or other listed structures within its churchyard and any related HERs can be found by searching Historic Wales at: <http://historicwales.gov.uk/>.

Building Church Plan

The plan of any church building can (and does) reveal much information about its history and construction. Use this field to upload a plan of the church.

The CHC records:

Caption: A brief title for the image eg. Plan of St Margaret's Church, Garden Village, Wrexham

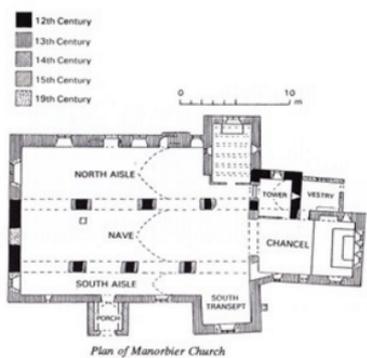
Description: A brief description of the image eg. St Margaret's Church ground plan

Year/Date: The date the image was created eg. 2016 or February 2016

Copyright: In most cases, the copyright remains with the architectural company or individual who drew up the plan. If known, put the name here. If not known put in "unknown"

Originator: The name of the person who uploaded the image to CHC

Church Plan 



Plan of Manorbier Church

Caption:  Plan of St James' Church Manorbier

Description:  Ground plan of the church showing the main building periods and the misaligned chancel, tower and vestry.

Year / Date:  2003

Copyright:  Mike Salter

Originator:  Tina Andrew

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

File type: jpg, png or gif

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

Please use the following naming convention when saving the image:

Church Code_Dedication_Location_CHCchurchplan

eg. 2849_St James_Manorbier_CHCchurchplan

Note: The uploaded image automatically creates a corresponding source record. Further information about source records can be found in the [Source Records](#) section.

To add a church plan:

1. Click on the Edit button in the top right-hand corner of the Church Plan field 
2. You will now be able to add a plan. Click on the Select File button to choose from a list or drag & drop a file into the dotted box. Fill in the text boxes by typing directly into them

Church Plan 

Drag and drop an image file here (.jpg, .png or .gif)

Select file...

2849_St James_Manorbier_CHCchurchplan.jpg 

Upload

Caption
Plan of St James' Church Manorbier

Description
Ground plan of the church showing the main buildings periods and the misaligned chancel, tower and vestry.

Year / Date
2003

Originator
Tina Andrew

Copyright
Mike Salter

3. When you have completed your changes click on the Upload button 

Ground Plan Description and Dimensions

This field enables you to provide a written description of the ground plan of the church building as well as its dimensions. Whilst it will not always be possible to provide dimensions, a description of the ground plan should be possible in most cases.

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

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

To add a ground plan description & dimensions:

1. Click on the Edit button in the top right-hand corner of the Ground Plan field 
2. You will now be able to add/edit information in the ground plan and dimensions text boxes by typing directly into them

Ground Plan Description and Dimensions

Ground Plan:

← → **B** **I** Normal ▾ [List icons] [Link icon]

Nave with adjacent north and south aisles, north & south transepts, misaligned chancel and south porch. Tower and vestry attached to the north wall of the chancel.

body p

Dimensions: ⓘ

← → **B** **I** Normal ▾ [List icons] [Link icon]

[Approximate] Nave 19 m (66 ft) x 8m (25 ft), North Aisle 19 m (66 ft) x 7 m (23 ft), South Aisle 19 m (66 ft) x 4 m (13 ft), Chancel 8 m (25 ft) x 5 m (16'6 ft).

3. If you know the area of the church plan, enter it into the Footprint box

Footprint of Church buildings (m²):

400

4. When you have completed your changes click on the Save button



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 the site.

Description of Archaeology and History



The wider area has been settled since prehistoric times as evidenced by the Neolithic chambered tomb (known as the King's Quoit) on the nearby coast path, although the present day landscape is one almost wholly shaped by medieval territorial organisation, settlements and land use.

The Church of St James at Manorbier dates from the C12. Gerald of Wales (Giraldus Cambrensis), of the de Barri family of nearby Manorbier Castle, recounts how he took refuge there in 1153. The earliest surviving part of the building is the nave from this period. The Church had an early connection with the Benedictines of Monkton, and a Prior of Monkton, Master Richard, was its first recorded Rector in 1251. The original building was greatly enlarged during the next hundred years with a rebuilt chancel and transepts and a new tower, aisles and porch. The north aisle is almost equal in height and width to the nave and is virtually a second nave and may have functioned as the Parish Church while the main nave and the chancel were still in exclusive conventual use. Mediaeval ceiling paintings survive in the porch.

In 1301 Sir John de Barri granted the church to Monkton Priory. However, as an alien house, Monkton lost the advowson and the Rectorial land and tithes during the Hundred Years War with France. With the Dissolution the whole church became the Parish Church in Manorbier. It is not clear at what date the north wall of the nave was pierced to form an arcade of low arches similar to, but not aligned with, those formed in the south wall when the south aisle was added. The Rood figures were removed in 1707 and replaced by the Royal Arms of King William, painted on boards. These are now repositioned on the north wall, to which they were moved during the major restoration by Frederick Wehnert in 1865-8. The restoration also saw the Rood Loft moved to the north aisle and a large chancel arch formed in place of the low, narrow Norman one. Perpendicular tracery was removed from the east window in favour of the trefoil-headed lancets, more in keeping with Victorian preference. The church interior was replastered throughout and the vaults in the tower were pierced in 1920 for the re-installation of a bell.

Main reference: Cadw list description.

Consider the following when describing the archaeology & history of your church:

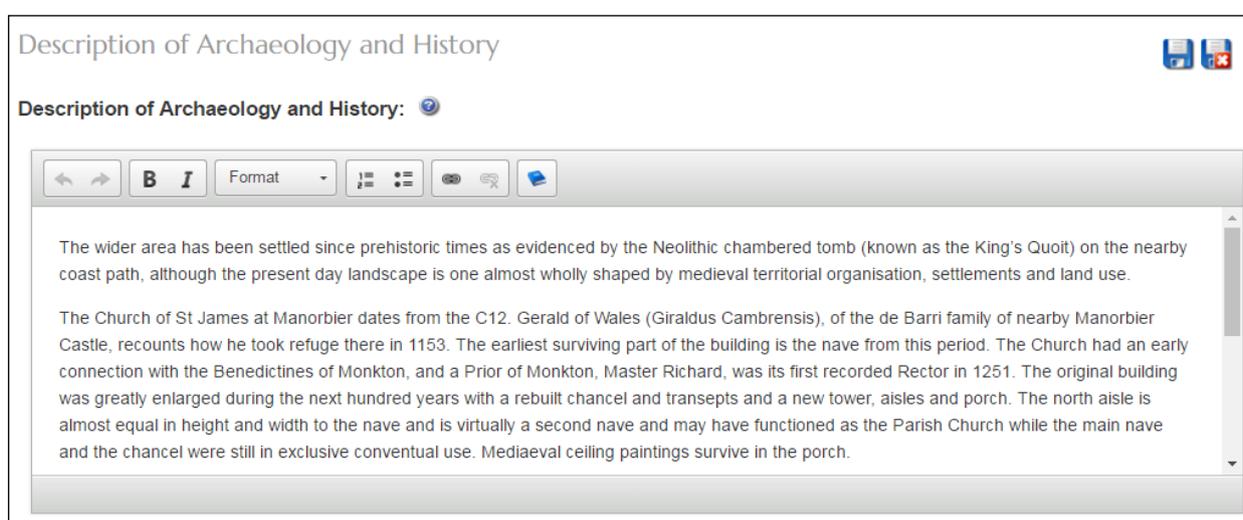
- Is there any upstanding or buried archaeology within the church or churchyard eg. the remains of a previous church?
- Have any archaeological sites or finds been recorded in the wider area?
- Are there any early or significant burials in the churchyard?
- What is the history of the church and parish?

- What are the building's construction phases?
- Are any well-known people connected with the church? eg. historical figures, architects or artists
- Have any particular events happened to the church or alternate uses? eg. struck by a bomb (Llandaff Cathedral), used as an animal pen (Ewenny Priory), etc

To add a description of the archaeology & history:

1. Click on the Edit button in the top right-hand corner of the Archaeology & History field 

2. You will now be able to add/edit information in the archaeology & history text box by typing directly into it



3. When you have completed your changes click on the Save button 

Exterior Description

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

When completing this section, describe each architectural element of the building as seen from the exterior (eg. 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.

Exterior Description



St Lawrence is a low, narrow church with a large tower on the north side. The west porch has a round-arched doorway. There is a small chapel to the south of the chancel. The nave, chancel and south chapel are built in limestone rubble masonry with remains of render on the north face. The tower and the porch are of uncoursed hammer-dressed masonry. At the foot of the walls of the chancel and the south chapel there is a slight batter. Three large buttresses support the south wall of the nave. Behind the middle buttress there is a blocked door aperture with a pointed head. The roofs to the porch and the south chapel are of low pitch with thick slates. The slates of the porch have been rendered over. Elsewhere, the roof pitch is steep with tile ridges and sandstone gable copings on kneelers. At the north side of the nave there is a small circular projection, also slate-roofed. There are square-headed windows in the south wall of the nave, with stone surrounds and mullions. Two-light trefoil headed windows in the south wall of the chapel. Round-headed porch door.

The tower has a battlemented parapet on a corbel table. The stairs turret is at the north-east corner, lit by loops. The belfry has double square-headed lights facing north, east and west. It formerly had large square-headed windows with mullions to each storey but these are mostly blocked or reduced in area.

At the west of the churchyard is the ruin of a cottage which was formerly a school and was probably originally a priest's house. Stone churchyard wall with gate and stile. At the south corner of the churchyard are the wells, which are separately listed.

Reference: the above is an extract from the list description of the church which can be seen in the Sources & Information section at the bottom of the Core Details page.

To add an exterior description:

1. Click on the Edit button in the top right-hand corner of the Exterior Description field 
2. You will now be able to add/edit information about the exterior by typing directly into the text box

Exterior Description



Building Exterior Description: 

← → **B** **I** Format ▾ [List Bulleted] [List Numbered] [Link] [Image]

St Lawrence is a low, narrow church with a large tower on the north side. The west porch has a round-arched doorway. There is a small chapel to the south of the chancel. The nave, chancel and south chapel are built in limestone rubble masonry with remains of render on the north face. The tower and the porch are of uncoursed hammer-dressed masonry. At the foot of the walls of the chancel and the south chapel there is a slight batter. Three large buttresses support the south wall of the nave. Behind the middle buttress there is a blocked door aperture with a pointed head. The roofs to the porch and the south chapel are of low pitch with thick slates. The slates of the porch have been rendered over. Elsewhere, the roof pitch is steep with tile ridges and sandstone gable copings on kneelers. At the north side of the nave there is a small circular projection, also slate-roofed. There are square-headed windows in the south wall of the nave, with stone surrounds and mullions. Two-light trefoil headed windows in the south wall of the chapel. Round-headed porch door.

3. When you have completed your changes click on the Save button 

Architects, Artists, and Associated People/Organisations

You can associate a well-known person, organisation or group with a CHC record. This could be a famous architect who has worked on your church such as Giles Gilbert Scott or George Pace, or perhaps a well known stained glass company like Joseph Bell & Sons. These individuals, companies/organisations and groups are known collectively as “actors”. Actors can be contemporary or historical. Any actor entered into the CHC can be linked to several different church records, so it is important to ensure that these records are as accurate as possible.

Architects, Artists and Associated People/Organisations

 Edit
 Add

Who: [Gerald of Wales](#) 

Role: Author

From: 01 Jan 1145

To: 01 Jan 1223

Contribution: Gerald of Wales (also known as Geraldus Cambrensis) was a medieval churchman, scholar, diplomat and theologian who was born at Manorbier Castle in 1145. His family, the de Barri's, are thought to have built St James' church. Gerald himself recalls hiding in the church in his writings.

Linking to an existing person, organisation or group

Many actor records already exist in the CHC, so it is always advisable to search for the person, organisation or group you want to link to before creating a new one. Since many of these can be linked to several church records, you will need to set the date (if known) of their involvement with your church.

The CHC records:

Who: The name of the person, organisation or group (ie. the “actor”)

Role: The type of actor eg. architect, artist, author, etc. This is chosen from a drop-down list

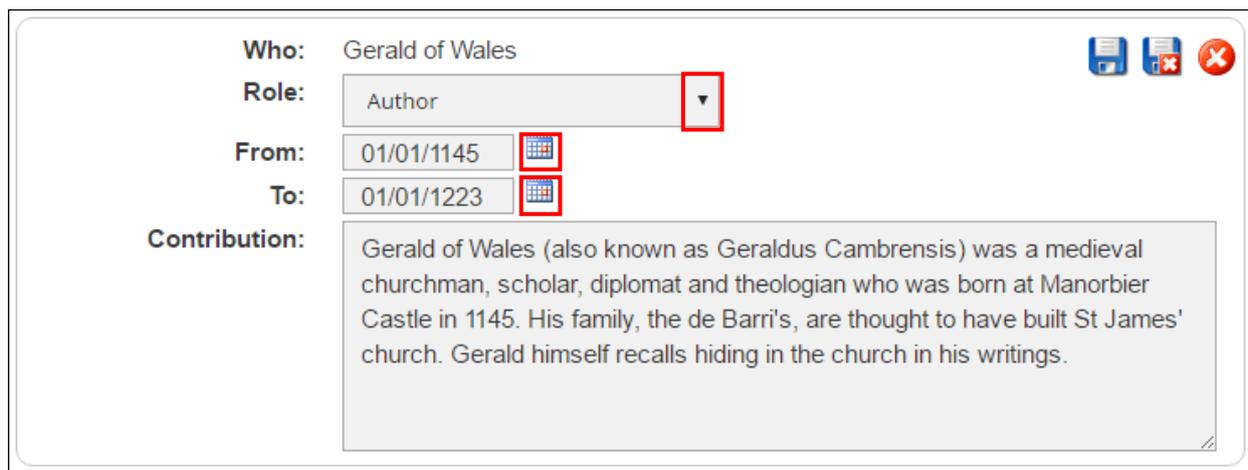
From & To: This field records the start and end date of the actor’s involvement with the church. Use the calendar to choose the date. If you are not sure of the day or month use “01” eg. 01/06/1910 or 01/01/1910. If the dates are unknown leave blank

Contribution: This field is used to describe the work or contribution the actor made to this particular church. A brief resume of the actor can be included as an introduction. More comprehensive details of the actor themselves can be described in the notes section of the actor record. See the [Actor Records](#) section for more information.

Quinquennial Inspectors are classed as actors for the purpose of CHC and links to these would ordinarily be made from the [Condition](#) page. However, some architectural practices, such as Caroe & Partners, are both historic and contemporary, in which case they would be linked to from both the Building and Condition pages.

To link to an **existing** person, organisation or group:

1. Click on the Add button  in the left-hand corner of the Architects, Artists and Associated People/Organisations field
2. The Actor box will display. Click in the Who box and type in the name of the actor. If there is a match it will display in the drop-down menu. Click on the name to select it
3. Select the role of the person/organisation and the date they were involved with the church



The screenshot shows a form for adding an actor. The fields are: Who: Gerald of Wales; Role: Author (with a dropdown arrow); From: 01/01/1145 (with a calendar icon); To: 01/01/1223 (with a calendar icon). The Contribution field contains a text box with the following text: "Gerald of Wales (also known as Geraldus Cambrensis) was a medieval churchman, scholar, diplomat and theologian who was born at Manorbier Castle in 1145. His family, the de Barri's, are thought to have built St James' church. Gerald himself recalls hiding in the church in his writings." There are also icons for Save, Cancel, and Close in the top right corner.

3. When you have completed your changes click on the Save button 

Adding a new person, organisation or group

When adding a new person, organisation or group it is important to use their full name wherever possible to avoid confusion with similarly named actors.

The CHC records:

Person: The name of an individual person. Use the following naming convention: first name, initials, last name. eg. *Thomas Graham Jackson* or *T G Jackson*

Organisation: The name of an organisation or company. eg. *The Davis, Hughes & Price Partnership* or the *Society for the Protection of Ancient Buildings*

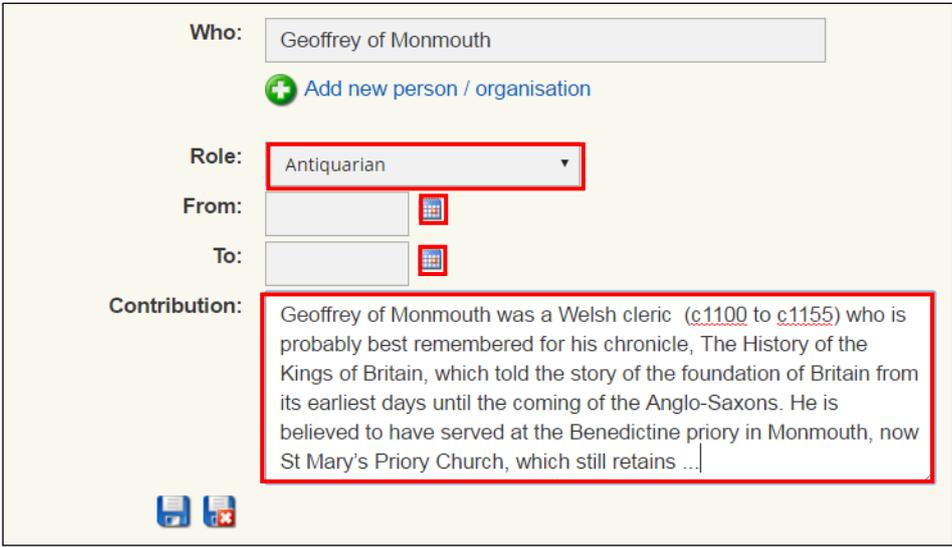
People or Named Group: This refers to a group of peoples or a recognised group eg. *Romans*, *Anglo-Saxons* or *The Order of St Benedict*

To **add** a new person, organisation or group record:

1. Click on the Add button  in the left-hand corner of the Architects, Artists and Associated People/Organisations field
2. Click on the Add New Person/Organisation button  (underneath the Who box)
3. The Create New Person/Organisation box will display. Type in the name of the person, organisation or group record in the Full Name box and select the type of actor



4. When you have completed your changes click on the Save button . The Actor box will redisplay where you can now add further information as required

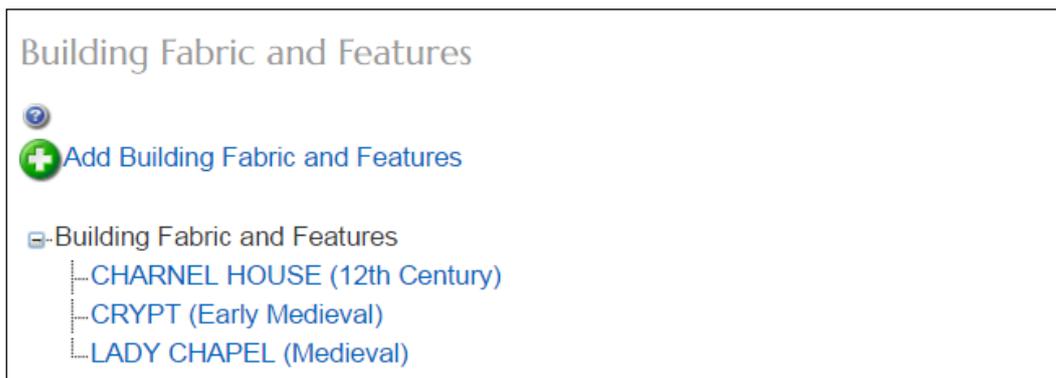


5. When you have completed your changes click on the Save button 

Note: Go to the [Actor Records](#) section for information on how to add extra information to a record eg. contact details for a contemporary quinquennial inspection architect.

Building Fabric and Features

This field is used to build up a list of the major components or architectural features of the church. Pre-defined items (classification terms) are selected from a drop-down list which has been compiled in line with national data standards. The items on this list were originally created in an attempt to index archaeological sites, and you will see many of them used in HER descriptions in the Welsh Archaeological Trusts' Archwilio database and the Royal Commission for Wales' Coflein database. The list of items which appear in this field are not static and new ones are added, as and when they are adopted nationally. More information about the items and their definitions can be found in [Appendix B](#).



The CHC records:

- The architectural feature or component (the classification term)
- Date/period summary
- Description

The items you would normally include in this field are the architectural components of the church eg. chapel, tower, tombs, etc. Some of these items also appear on other drop-down menus on other pages (tabs), so use your judgement as to which field they should appear on. For example, the item “effigy” can be found in the *Building Fabric and Features* field, the *Internal Fixtures and Fittings* field ([Interior](#) page) and the *Churchyard Structures* field ([Churchyard](#) page). Therefore, if the effigy is within the church, list it in *Internal Fixtures and Fittings*, but if it is in the churchyard, then use the *Churchyard Structures* field.

In most cases each item will only need to be listed once. However, there may be circumstances when you feel that you need to create more than one entry for the same type of item. For example, if the church has five private chapels, all from different periods, and each with its own individual history. You can also create entries for items that are no longer present in the building, but have an identifiable history, such as a demolished baptistery. However, do not list individual construction phases of the same architectural feature separately. This means that if the tower has undergone three different construction phases, you would only list it once, but supply additional information in the description section or Date/Period Details box (see later).

Date/Period Summary

Use the following as a guide when entering a time period for an architectural feature if you do not know its exact date:

- Prehistoric (-500000 to 42)
- Palaeolithic (-500000 to -10001)
- Mesolithic (-1000 to -4001)
- Neolithic (-400 to -2201)
- Bronze Age (-2200 to -701)
- Iron Age (-700 to 42)
- Roman (43 to 409)
- Early Medieval (410 to 1065)
- Medieval (1066 to 1540)
- 15th Century (1401 to 1500)
- 16th Century (1501 to 1600)
- Post Medieval (1541 to 1837)
- 17th Century (1601 to 1700)
- 18th Century (1701 to 1800)
- 19th Century (1801 to 1900)
- Victorian/Pre WWI (1837 to 1914)
- Modern (1914 to present)
- World War One (1914 to 1918)
- World War Two (1939 to 1945)
- 20th Century (1901 to 1999)
- 21st Century (2001 to 2099)

Note: When typing in a date/period summary do not include the actual figures. For example, use “medieval” and not “medieval (1066 to 1540)”. Some date/period summaries span several centuries like “medieval” which is useful if to you cannot narrow down the architectural feature to a specific century. However, if there is reliable evidence to support a century rather than a broader time period then use it eg. 15th century in place of medieval or 19th century in place of Victorian/Pre WWI.

To add an architectural feature or component:

1. Click on the Add button  in the left-hand corner of the Building Fabric and Features field
2. The Building Fabric and Features box will display
3. Choose the item (classification term) by selecting from the drop-down menu. Add information

to the other boxes as required

Building Fabric and Features

ADD CLASSIFICATION

Classification Type Building Fabric and Features

Classification Term

Date/Period Summary

Description

4. When you have completed your changes click on the Save button



Note: Do not use exact dates in the Date/Period Summary box – use the dates/periods referred to earlier. If you have an exact date for an architectural feature or component, these can be included with the description if there is firm evidence to support them, or added via the Date/Period Details box (see below), which allows you to be more specific about dates or time periods.

Date/Period Details

An exact or approximate date for an existing or demolished architectural feature can be recorded in the *Building Fabric and Features* field. For example, if you know which year a new architectural feature was added or over which period a particular restoration took place (eg. the rebuilding of the tower). This is useful if you want to record multiple construction and alteration phases or perhaps when major repair works were undertaken. Be as specific and accurate as you can.

The CHC records:

Year From/Year To: These fields allow you record the time period over which a particular architectural component or feature was initially built, used or alerted. The date should be entered in the YYYY format eg. 1347.

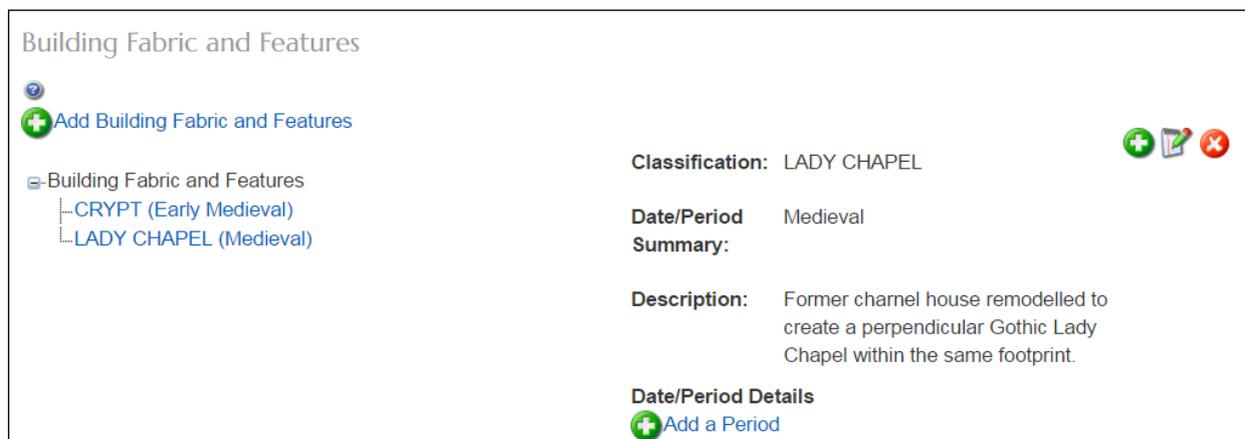
Approximate: This allows you to specify whether the dates recorded in the Year From/To fields are approximate (within reason!). CHC will insert “c” in front of the dates to signify “circa” eg. c.1894 to c.1896.

Type: Options are origin, use and alteration. These will be added automatically by CHC to the Notes section.

Notes: Add useful facts about the architectural feature or component you are recording.

To add date/period details to an existing architectural feature or component:

1. Click on the name of the architectural feature that you want to add date/period details to
2. The Building Fabric and Features field expands to show the previously inputted information



Building Fabric and Features

+ Add Building Fabric and Features

- Building Fabric and Features

- CRYPT (Early Medieval)
- LADY CHAPEL (Medieval)

Classification: LADY CHAPEL

Date/Period: Medieval

Summary:

Description: Former charnel house remodelled to create a perpendicular Gothic Lady Chapel within the same footprint.

Date/Period Details

+ Add a Period

3. Click on the Add a Period button  at the bottom right-hand side of the Building Fabric and Features field

4. The Date/Period Details box will display. Enter the extra dates, set the type and add any notes as required

Classification: LADY CHAPEL

Date/Period Medieval

Summary:

Description: Former chancel house remodelled to create a perpendicular Gothic Lady Chapel within the same footprint.

Date/Period Details

ADD PERIOD

Year From

Approximate? Yes No

Year To

Approximate? Yes No

Type ▼

Notes

Used continuously as a Lady Chapel after its enlargement in 16th century until 1934, when it became a repository for the Vaughan family tombs.

5. When you have completed your changes click on the Save button

Evidence

It is possible to specify the “evidence” for the architectural features or components you have previously added. For example, if you are inputting information about an existing architectural feature such as a Lady Chapel, then this would be set as “extant building” ie. a building that is still standing. On the other hand, if you were inputting information about a demolished building then you would set this as “demolished building”. Like the architectural components list earlier, the items on the evidence list have been compiled in line with national data standards (see [Appendix B](#) for more information). The settings for evidence are as follows:

- Architectural components
- Buried vessel structure
- Conjectural evidence
- Demolished building

- Documentary evidence
- Earthwork
- Extant building
- Ruined building
- Sub-surface deposit
- Subterranean feature

Building Fabric and Features

 Add Building Fabric and Features

 Building Fabric and Features

-  CRYPT (Early Medieval)
-  LADY CHAPEL (Medieval)
 -  EXTANT BUILDING (14th century)

Classification: LADY CHAPEL   

Date/Period Summary: Medieval

Description: Former chancel house remodelled to create a perpendicular Gothic Lady Chapel within the same footprint.

Date/Period Details

 Add a Period

Origin: 1380 AD (Medieval) to 1383 AD (Medieval). Work was started on the chapel in 1380 and completed in 1383. 

Alteration: c.1533 AD (Medieval) to c.1534 AD (Medieval). The chapel was remodelled and enlarged in 1553 to celebrate the wedding of Henry VIII and Anne Boleyn. 

Use: 1586 AD (Post Medieval) to 1934 AD (Modern). Used continuously as a Lady Chapel after its enlargement in 16th century until 1934, when it became a repository for the Vaughan family tombs. 

The CHC records:

The Classification Term: The type of evidence

Date/Period Summary: The date range for the evidence. Use the list referred to earlier

Description: If possible add a description of the evidence

To add an evidence type to an existing architectural feature or component:

1. Click on the name of the architectural feature that you want to add an evidence type to

2. The Building Fabric and Features field expands to show the previously inputted information

3. Click on the Add button  on the right-hand side of the Building Fabric and Features box (see below)

Building Fabric and Features

 Add Building Fabric and Features

Building Fabric and Features

- CRYPT (Early Medieval)
 - LADY CHAPEL (Medieval)
 - EXTANT BUILDING (14th century)

Classification: CRYPT   

Date/Period Summary: Early Medieval

Description: The oldest part of the church, probably built in the early 11th Century just prior to the Norman invasion of 1066.

Date/Period Details
 Add a Period

4. The Evidence box displays. Add information as required

Building Fabric and Features

 ADD CLASSIFICATION

Classification Type Evidence

Classification Term EXTANT BUILDING 

Date/Period Summary Early Medieval

Description The crypt is situated below the chancel and was originally used as a burial chamber for former priests.

5. When you have completed your changes click on the Save button 

Building Materials

This field allows you to list the building materials used in the construction of the church and its architectural features or components and complies with the national data standards as outlined in [Appendix B](#). The layout and presentation of the building materials field and its accompanying information (eg. dates, descriptions, etc) are identical to those seen above in the Building Fabric and Features field. Therefore, please follow the step-by-step instructions in that section to add information to the Building Materials field.

Building Materials

Add Building Materials

- Building Materials
 - CONCRETE (Modern)
 - EXTANT BUILDING
 - LIMESTONE (Medieval)**
 - EXTANT BUILDING

Classification: LIMESTONE

Date/Period Summary: Medieval

Description: Local reddish-purple limestone was used in the construction of the lower sections of the tower. After the original quarry closed, the later upper sections were constructed using a reddish-green mottled limestone imported from over the border in Shropshire.

Date/Period Details
 Add a Period

The CHC Records:

Classification Term: This refers to the building material. Only create one entry per material type. If the building material you have selected has been used in different places throughout the church, use the description box to supply further information. You can also create entries for materials that are no longer present in the building, but were used at one time or another.

Date/Period Summary: This is date range during which the building material was used. Use the date/period list referred to in the Building Fabric and Features section.

Description: Describe where, and what, the material was used for in the church. Add additional information (if known and relevant) about the grain size, texture and colour of the material or where it originated.

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 useful if the building has undergone multiple construction and alterations phases or perhaps major repair works were undertaken. Be as specific and accurate as you can.

Evidence: It is possible to specify the “evidence” for the building materials you have added. For example, if you are inputting information about an existing building material, this could be set as “extant building” ie. the building material is still present in a standing building. Alternately, if you are inputting information about a building material that is no longer present, you might choose “documentary evidence” if there is a valid reference to it in (for example) parish records.

Church Renewables

This field records whether the church has any renewable energy systems installed.

The CHC records if a church has:

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

Church Renewables 

Solar PV Panels: Yes

Solar Thermal Panels: No

Bio Mass: Yes

Air Source Heat Pump: No

Ground Source Heat Pump: No

To add renewable energy system information:

1. Click on the Edit button in the top right-hand corner of the Church Renewables field 

2. You will now be able to set the radio buttons to Yes or No for each item

Church Renewables 

Solar PV Panels: Yes No

Solar Thermal Panels: Yes No

Bio Mass: Yes No

Air Source Heat Pump: Yes No

Ground Source Heat Pump: Yes No

3. When you have completed your changes click on the Save button 

Interior

Interior Image

Use this field to display the best photograph (or image) of the interior of the church. Further photographs of the building's interior can be uploaded to the [Sources and Further Information](#) field, where they will appear at the bottom of the Core Details page. However, it is recommended that the number of images uploaded to CHC is kept to a minimum to reduce storage space. Linking is a better option. Full details on how to upload and link to additional images can be found in the [Source Records](#) section.

The CHC records:

Caption: A brief title for the image eg. St Mary's Church Tenby

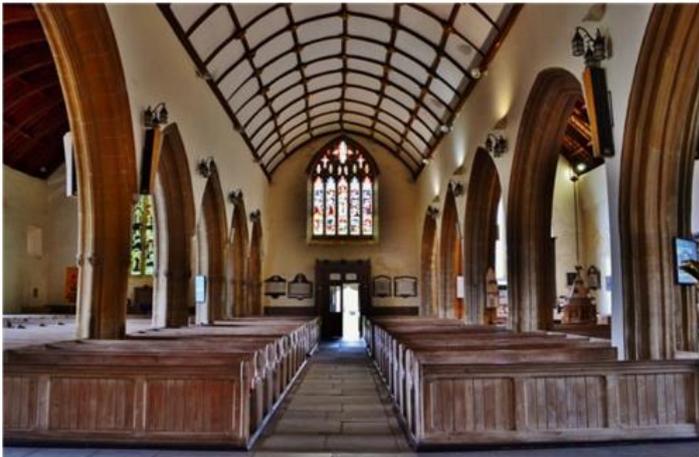
Description: A brief description of the image eg. St Mary's Church looking towards the west entrance from the nave

Year/Date: The date the image was created eg. 2016 or February 2016

Copyright: In most cases the copyright will belong to the person or organisation that created the image or took the photograph. If known, put the name here. If not known put in "unknown"

Originator: The name of the person who uploaded the image to CHC

Interior Image ✕ 📄



Caption: St Mary's Church Tenby

Description: Looking towards the west entrance from the nave.

Year / Date: 2012

Copyright: Paula J James

Originator: Tina Andrew

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

File type: jpg, png or gif

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

Please use the following naming convention when saving the image:

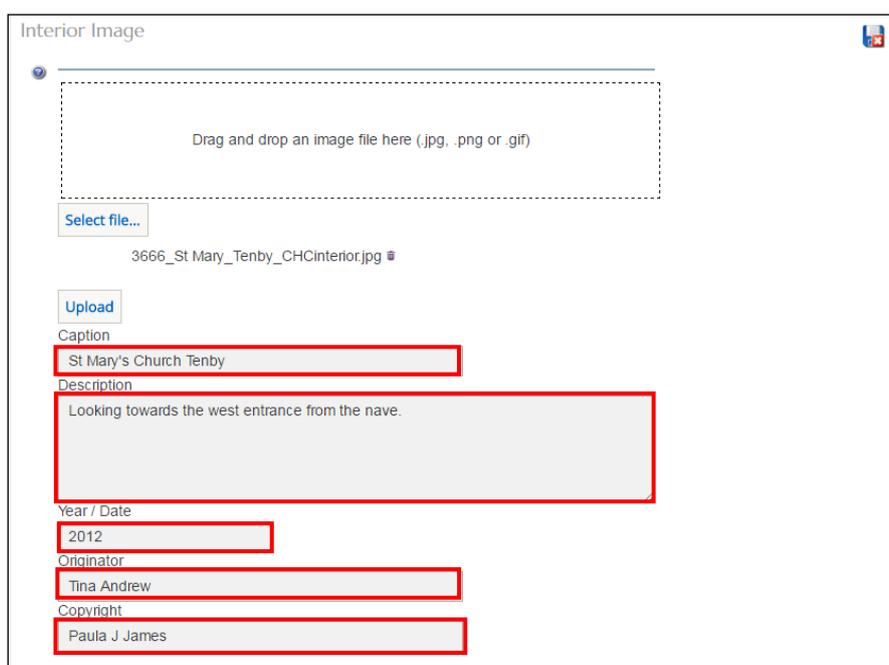
Church Code_Dedication_Location_CHCinterior

eg. 3666_St Mary_Tenby_CHCinterior

Note: The uploaded image automatically creates a corresponding source record. Further information can be found in the [Source Records](#) section.

To add an interior image:

1. Click on the Edit button in the top right-hand corner of the Interior Image field 
2. You will now be able to add an image. Click on the Select File button to choose from a list or drag & drop a file into the dotted box. Fill in the text boxes by typing directly into them



Interior Image

Drag and drop an image file here (.jpg, .png or .gif)

Select file...

3666_St Mary_Tenby_CHCinterior.jpg

Upload

Caption

St Mary's Church Tenby

Description

Looking towards the west entrance from the nave.

Year / Date

2012

Originator

Tina Andrew

Copyright

Paula J James

3. When you have completed your changes click on the Upload button 

Interior Description

This field aims to record a written description of the interior of the church building. When completing this section, describe each architectural element 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.

Interior Description



Small vaulted chancel with a single-lancet east window. Small square window in the south wall with a single sedile and piscina. Against the chancel-arch wall are stone benches with encaustic tiles on the floor. Large pavement-tombstones at each side of the altar. To the south of the chancel is a chapel in which plain cross-ribs have been added to disguise a vault of conventional barrel form. Low and narrow chancel arch.

The nave has a C19 timber roof with two large tie beams. Oak pews with pulpit at the south-east corner. A high-level slit window in the west wall of the nave suggests there was once a gallery in the nave or a loft to the porch.

The north transept or tower base is roughly vaulted in mass rubble concrete with shuttering marks. In the east wall is an arched recess possibly for an altar and a niche. A large passage-squint joins the transept to the chancel. In the west wall is a tomb or an Easter Sepulchre. A circular staircase in the north-east corner leads to the tower. The 2nd and 3rd floors of the tower have been removed. There are sockets and projecting corbels for these missing floors. The 3rd storey was used as a dovecote: there are four rows of seven nesting holes. The 4th storey has a modern belfry floor.

The porch contains benches at each side. Over the door is a statue niche and a small high-level light into the nave. There is a water stoup in the south-east corner.

Note: the above is an extract from the list description of the church which can be seen in the Sources & Information section at the bottom of the Core Details page.

To add an interior description:

1. Click on the Edit button in the top right-hand corner of the Interior Description field 
2. You will now be able to add/edit information by typing directly into the description box

Interior Description

Building Interior Description: 

  **B** **I** Format -    

Small vaulted chancel with a single-lancet east window. Small square window in the south wall with a single sedile and piscina. Against the chancel-arch wall are stone benches with encaustic tiles on the floor. Large pavement-tombstones at each side of the altar. To the south of the chancel is a chapel in which plain cross-ribs have been added to disguise a vault of conventional barrel form. Low and narrow chancel arch.

The nave has a C19 timber roof with two large tie beams. Oak pews with pulpit at the south-east corner. A high-level slit window in the west wall of the nave suggests there was once a gallery in the nave or a loft to the porch.

The north transept or tower base is roughly vaulted in mass rubble concrete with shuttering marks. In the east wall is an arched recess possibly for an altar and a niche. A large passage-squint joins the transept to the chancel. In the west wall is a tomb or an Easter Sepulchre.

3. When you have completed your changes click on the Save button 

Internal Fixtures and Fittings

This field is a record of the building's internal architectural components. This includes its internal spaces and the fixtures and fittings (building components which are securely fixed to the church) within them. It complies with the national data standards as outlined in [Appendix B](#).

The layout and presentation of the internal fixtures and fittings and their accompanying information (eg. dates, descriptions, etc) are identical to those seen earlier in the [Building Fabric and Features](#) field. Therefore, please follow the step-by-step instructions on that field to add information to the Internal Fixtures and Fittings field.

Internal Fixtures and Fittings

Add Internal Fixtures and Fittings

- Internal Fixtures and Fittings
 - EFFIGY (Medieval)
 - ARCHITECTURAL COMPONENT (14th century)
 - FONT (Norman)
 - FONT (Late medieval)

Classification: ARCHITECTURAL COMPONENT

Date/Period 14th century

Summary:

Description: The effigy is believed to be John de Barri who died in 1324. It was originally located in the north transept chantry chapel but later moved to the chancel.

Date/Period Details
 Add a Period

The CHC Records:

Classification Term: This refers to the fixture or fitting. Use the description box to supply further information. You can also create entries for important items that are no longer present in the building, but are part of the church's history such as a previous pulpit, altar or organ.

Date/Period Summary: This is date range during which the fixture or fitting was used. Refer to the date/period list in the [Building Fabric and Features](#) field.

Description: Describe the fixtures and fittings and if relevant how they are used within the internal space.

Date/Period Details: This field allows you to record the individual dates or periods in which the fixtures and fittings were used in the church. This could be useful if the item has been moved around the church or been altered, repaired or removed. Be as specific and accurate as you can.

Evidence: It is possible to specify the "evidence" for the fixtures and fittings you have added. For example, if you are inputting information about an item that is still present within the church, you can set this as an "architectural component". Alternately, if you are inputting information about a fixture or fitting that is no longer present, you might choose "documentary evidence".

Portable Furnishings and Artworks

This field records the church's movable, non-fixed furnishings and artworks. It complies with the national data standards as outlined in [Appendix B](#). Be aware that information in this field is 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, so use your judgement as to whether you want to list valuable items here.

The layout and presentation of the Portable Furnishings and Artworks field and its accompanying information (eg. dates, descriptions, etc) are identical to those seen earlier in the [Building Fabric and Features](#) field. Therefore, please follow the step-by-step instructions on that field to add information to the Portable Furnishings and Artworks field.

Portable Furnishings and Artworks

+ Add Portable Furnishings and Artworks

- Portable Furnishings and Artworks
 - ALTAR CROSS (World War One)
 - TRIPTYCH (RELIGIOUS) (15th Century)

Classification: ALTAR CROSS

Date/Period: World War One

Summary:

Description: Ornate brass and semi-precious stone altar cross commissioned to commemorate the soldiers from the parish who lost their lives during the Great War.

Date/Period Details

+ Add a Period

The CHC Records:

Classification Term: This refers to the portable furnishing or artwork. Use the description box to supply further information. You can also create entries for important items that are no longer present in the building, such as an altar table or reliquary.

Date/Period Summary: This is date range during which the portable furnishing or artwork was used. Refer to the date/period list in the [Building Fabric and Features](#) field.

Description: Describe the portable furnishings or artwork and how they are (or were) used within the church.

Date/Period Details: This field allows you to record the individual dates or periods in which the portable furnishings or artworks were used in the church. This could be useful if the item has been moved around the church or been altered, repaired or removed. Be as specific and accurate as you can.

Evidence: It is possible to specify the “evidence” for the portable furnishings and artworks you have added.

Churchyard

Ecology

This field aims to record a description of the ecology of the churchyard. When completing this section think about the following and include with your description if relevant:

- The presence and location of significant trees (eg. yews, mature trees and bushes, etc.)
- The existence of any Tree Preservation Orders (TPO)
- Are there any Statutory Designations in place that might affect the ecology of the churchyard? eg. the church and churchyard is within an Area of Outstanding Natural Beauty (ANOB), a Site of Special Scientific Interest (SSSI), National Park, Conservation Area, etc.
- Existence of protected species
- Describe the wildlife
- Describe the insect life
- Describe the plant life

Ecology 



The churchyard has been actively managed over the last 7 years to create a wildflower meadow in the south-west corner where the older graves are located. This has resulted in a wide variety of plant, animal and insect life being recorded - including slowworms, hedgehogs, wax caps and bumblebees. The ancient "Martyrs Yew" stands by the lych gate and is believed to be well over 1000 years old.

TPOs are in place for the two mature oak trees at the east end of the churchyard which (along with the church) falls within the Old Castle Conservation Area.

To add ecology information:

1. Click on the Edit button in the top right-hand corner of the Ecology field 

2. You can now add information to the Ecology text box by typing directly into it

Ecology 

Ecology Description: 

  **B** **I** Format     

The churchyard has been actively managed over the last 7 years to create a wildflower meadow in the south-west corner where the older graves are located. This has resulted in a wide variety of plant, animal and insect life being recorded - including slowworms, hedgehogs, wax caps and bumblebees. The ancient "Martyrs Yew" stands by the lych gate and is believed to be well over 1000 years old.

TPOs are in place for the two mature oak trees at the east end of the churchyard which (along with the church) falls within the Old Castle Conservation Area.

3. When you have completed your changes click on the Save button 

Evidence of the Presence of Bats

This field aims to record any evidence of the presence of bats in the church building or churchyard. Consider the following when recording the presence of bats:

- Has a recent survey been done?
- What evidence is available to support the presence of the bats? eg. droppings, sightings, etc.
- Where is the roost?
- Bat species (if possible)

Evidence of the Presence of Bats 

The church has the following evidence of bats: A small colony of pipistrelles are thought to be roosting in the eaves of the "Old Stable" (now a tool shed) within the churchyard. Several have been seen entering the building via a broken roof tile and there is evidence of bat droppings in the loft

To add evidence for the presence of bats:

1. Click on the Edit button in the top right-hand corner of the Bat Evidence field 

2. Click on the Yes radio button and type directly into the Bat Evidence notes box to add information

Evidence of the Presence of Bats  

Bat Evidence: Yes No

Bat Evidence Notes:

3. When you have completed your changes click on the Save button 

Burial and War Grave Information

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

Burial and War Grave Information 

- The church/building is consecrated.
- The churchyard has been used for burial.
- The churchyard is not used for burial.
- The churchyard has war graves.

To add burial and war grave information:

1. Click on the Edit button in the top right-hand corner of the Burial and War Grave field 

2. Click on the radio buttons as required

Burial and War Grave Information  

Is the church building or churchyard consecrated?: Yes No

Has the churchyard been used for burial?: Yes No

Is the churchyard used for burial?: Yes No

Does the churchyard have War Graves?: Yes No

3. When you have completed your changes click on the Save button 

Churchyard Structures

This field records the important and listed structures within the churchyard such as lychgates, tombs, monuments, etc. Do not create an entry for every tomb or monument in the churchyard – only those that are considered exceptional or contribute to the history of the church and its churchyard. A link to any listed structures can also be added in the Sources and Further Information field. See the [Source Records](#) section for more information for more information about creating links.

The layout and presentation of the churchyard structures and their accompanying information (eg. dates, descriptions, etc) are identical to those seen earlier in the [Building Fabric and Features](#) field and comply with the national data standards as outlined in [Appendix B](#). Please follow the step-by-step instructions on that field to add information to the Churchyard Structures field.

Churchyard Structures

 Add Churchyard Structures

Churchyard Structures

- CHEST TOMB (Medieval)
- GRAVE SLAB (17th Century)
- LYCH GATE (18th Century)

Classification: CHEST TOMB   

Date/Period Summary: Medieval

Description: A rare late medieval chest tomb of the de Morgan family. It is thought to have been commissioned by Edward de Morgan after the death of his last son and heir, Henry. Three of the side panels show much weathered perpendicular Gothic decoration while the fourth is thought to be a representation of the young Henry who was 7 years old when he died.

Date/Period Details
 Add a Period

The CHC Records:

Classification Term: This refers to the churchyard structure. Use the description box to supply further information. You can also create entries for important items that are no longer present in the churchyard, but are part of the church’s history such as a Celtic cross.

Date/Period Summary: This is date range during which the churchyard structure was present. Refer to the date/period list in the [Building Fabric and Features](#) field.

Description: Describe the churchyard structure and its history if known.

Date/Period Details: This field allows you to record the individual dates or periods in which the churchyard structure was present within the churchyard. This could be useful if the item has been moved around the churchyard or been altered, repaired or removed. Be as specific and accurate as you can.

Evidence: It is possible to specify the “evidence” for the churchyard structures you have added. For example, if you are inputting information about an item that is still present within the churchyard, you can set this as an “architectural component”. Alternately, if you are inputting information about a churchyard structure that is no longer present, you might choose “documentary evidence” if there is a valid reference to it.

Significance

Significance defines what is special about a church and attempts to describe why people value it. This may be because it is a place for worship and mission, a historic building that is part of the national heritage of Wales, a focus for the local community or a familiar landmark.

At a national level, the assessment of significance for buildings, monuments and landscapes is extremely important and helps the Welsh Government's historic environment service, Cadw, to plan and implement its strategy for their protection.

At a local level, a *Statement of Significance* will often be required when submitting a faculty application, so it is important for parishes to be able to assess the significance of their church building and its relationship with the surrounding landscape and community. The information contained within each church record can help contribute to the overall assessment of a church's significance.

In order to be able to assess the significance of a church, CHC has defined certain fields which aim to capture the essence of the church, its landscape and community. These are Setting, Fabric, Interior and Community. Information for each of these categories would normally be taken from the already populated fields within each church record, and summarised on the Significance page. In addition, a setting level of high, moderate and low can be allocated for each element.

Setting: This field should include a *brief* summary of how the church contributes to its landscape or townscape and how these things collectively contribute to the character of the area. Most of the information suitable for inclusion in this field would normally have already been discussed in the [Location and Setting](#) field (see guidelines in that section for content suggestions). However, do not copy and paste directly from this field, just clearly state the essential elements of what you have previously described. Also think about the setting of the church within its churchyard. For example, how does it relate to any archaeological remains, other listed structures or monuments, tombs, graves, trees, etc. Again, just briefly summarise these if relevant.

Significance

Setting High
Significance
Level:

Setting The surrounding area has been settled since pre-historic times, although the present day landscape is one almost wholly shaped by medieval territorial organisation, settlements and land use. The medieval church of St James is located within the Manorbier/Freshwater East Conservation Area and the wider Pembrokeshire Coast National Park. It sits within its ancient circular churchyard in a prominent position on one side of a shallow valley leading down towards the sea in the village of Manorbier. The Castle is situated on the opposite valley slope. St James has group value with the medieval Church Hill Cottage and the adjoining ruins of a previous monastic grange, both of which are also listed.

Fabric: This element of significance aims to describe a wide range of information about the church, not just its building fabric, as the name implies. Most of the information suitable for inclusion in this category would normally already have been entered into the fields on the Building page (tab) ie. [Description of History & Archaeology](#), [Exterior Description](#), [Architects, Artists & Associated People/Organisations](#), [Building Fabric and Features](#) and [Building Materials](#). The intention here is not to repeat all of the previously gathered information - just to summarise the most important parts of it.

Think about 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 what have they contributed to the church? Are there any significant events or important/historical people associated with 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 and building materials?

Fabric Significance Level:	High
Fabric Significance Description:	The grade I listed Church of St James at Manorbier dates from the C12 and today consists of a nave with adjacent north and south aisles, north & south transepts, misaligned chancel, south porch, tower and vestry. Most of the masonry is of local limestone rubble with some local sandstone (the tower) and topped by slate roofs. It was originally built by the de Barri family of Manorbier Castle, where the famous theologian and historian, Gerald of Wales was born. It was given to the nearby Benedictine monastery at Monkton in 1301, later becoming the local parish church after the dissolution of the monasteries during the reign of Henry VIII. St James represents one of the most interesting mediaeval churches in south-west Wales.

Interior: This significance field should be used to summarise the most important interior elements and features of a church. Most of the information will already have been entered on the Interior page (tab) ie. [Interior Description](#), [Internal Fixtures & Fittings](#) and [Portable Furnishings and Artworks](#). Include important internal architectural elements such as an early chancel arch or arcade, stained glass windows, floors finishes, ceilings, wall paintings, etc.

Also consider whether the internal fixtures, fittings and furnishings were part of the original design or decoration of the church. Have these changed over time? Were any important architects, artists or craftsmen commissioned to create them?

Interior Significance Level:	High
Interior Significance Description:	Internally, the Norman origins of the church can be seen by a high level round-headed window in the south side of the nave, partly blocked by a later south arcade arch. It underwent several restorations during the 19th century during which time the 15th century rood loft was moved to the north aisle and the 14th century effigy of John de Barri of Manorbier Castle was relocated to the Chancel. Early 20th century stained glass windows are by Joseph Bell & Son, Powell & Sons and C E Kemp & Co. Unusually, much of the church is vaulted in stone with a wooden barrel vault in the chancel. In common with many Pembrokeshire churches, St James has a wide squint between the chancel and the south transept.

Community: This field should include two elements. The first element should summarise the historical importance of the church within the community and the second should explain the various activities which take place within it, including mission and worship, community uses, outreach, education, music, maintenance, visitors and visitor management. Do not include a long list – just the essentials.

Community	👤	Moderate
Significance		
Level:		
Community	👤	St James' Church is situated some distance from the village of Manorbier and is thus somewhat apart from the main community today. It had close links with the de Barri family of Manorbier castle during the medieval period and an effigy of a family member still exists in the church today. It is thought the village school was adjacent to the church in the 19C. It is open for visitors during the summer months and holds regular services throughout the year.
Description:		

Significance Levels

In addition to identifying and briefly describing the main components of a church's significance, a level of high, moderate and low can also be set for them. This provides a quick "at a glance" guide to the overall significance of the church and can help draw attention to its most important features.

A lower level of significance does not necessarily imply that a feature is unimportant. It may simply indicate that it is of local interest only. For example, if a nationally recognised architect built the church or refurbished it internally, this may be considered to be of high significance. By contrast, if a local architect did the same, then it may only be considered to be moderate or low, depending on the nature of the scheme and the importance of its other features.

Also be aware that church significance levels can change over time as new building work and repairs are carried out, or fixtures and fittings are added, removed or enhanced. New historical, architectural or archaeological information may also become available which can increase our understanding about the building. This may in turn affect its significance levels depending on the nature of the information.

The following should be used as a guide when assessing individual significance levels:

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

Moderate: Important or significant at a regional level (ie. some to considerable)

Low: Of local value only (ie. little to local)

To add a significance description and level:

1. Click on the Edit button in the top right-hand corner of the Significance field 
2. You can now add a description and set a level for each of the Setting, Fabric, Interior and Community significance elements

Significance  

Setting Significance Level:  High 

Setting Significance Description: 
The surrounding area has been settled since pre-historic times, although the present day landscape is one almost wholly shaped by medieval territorial organisation, settlements and land use. The medieval church of St James is located within the Manorbie/Freshwater East Conservation Area and the wider Pembrokeshire Coast National Park. It sits within its ancient circular churchyard in a prominent position on one

3. When you have completed your changes click on the Save button 

Condition

This tab is only accessible to certain categories of registered users and is intended to store information about Quinquennial Inspectors, Quinquennial Inspection Reports and other building condition surveys. There is no public access the information recorded here.

Standard Information (Faculty)

This field records the details of the Quinquennial Inspector associated with the church.

Standard Information (Faculty) 

Architect / Surveyor:  The Jones, Davies & Evans Partnership,
High Street,
Newport
NP10 9RF
Tel: 01633 897432

To add details of a Quinquennial Inspector:

1. Click on the Edit button in the top right-hand corner of the Standard Information box 

2. Type directly into the Standard Information text box to add information

Standard Information (Faculty)  

Architect / Surveyor: 

3. When you have completed your changes click on the Save button 

Quinquennial Inspections

All Church in Wales' churches require a five-yearly inspection and the subsequent Quinquennial Inspection report can be uploaded to the CHC.

Please use the following file name format for the Quinquennial Inspection report you wish to upload to the CHC:

Churchcode_dedication_location_date of report_QIR

eg. 5773_St Cannen_Llanganten_2012_QIR

QI Inspections

  Add inspection

Date visited: 18-Oct-2012 

Survey undertaken by: Carl Morgan Building Surveyor

Report: 5773_St Cannen_LLanganten_2012_QIR.pdf 

To add a Quinquennial Inspection report:

1. Click on the Add Inspection button 
2. The Upload box displays
3. Enter the date the inspection was carried out in the Date Visited box

Date visited: 18/10/2012 

Survey undertaken by: Carl Morgan Building Surveyor

 Add new person / organisation

Report:

Drag and drop a file here

Select file...

5773_St Cannen_LLanganten_2012_QIR.pdf 

Upload

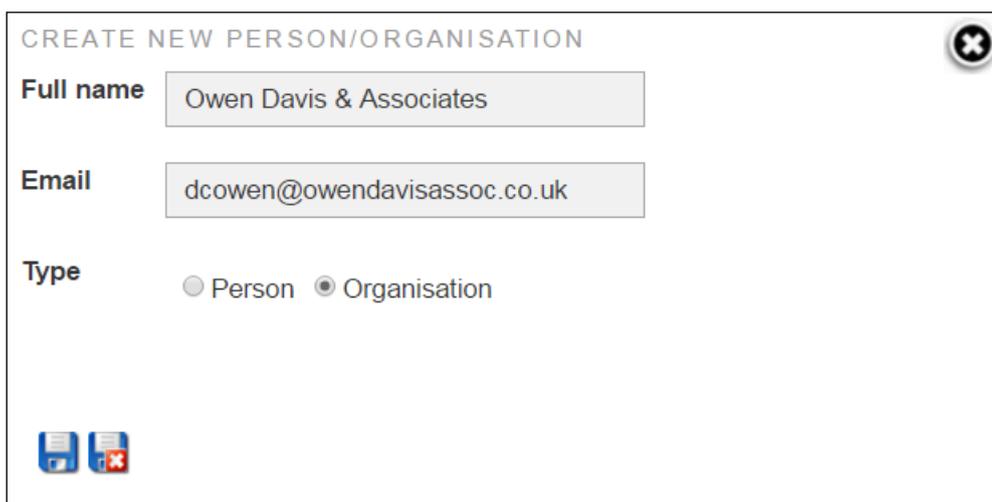
 

4. Type the first few characters of the name of the Quinquennial Inspector or practice in the Survey Undertaken By box. Choose the name from the drop-down list. If you cannot find the person or organisation you are looking for then you will need to create a new record for them (ie. an *actor* record).

5. To create a new person or organisation, click on the add button



6. The Create New Person/Organisation box displays



7. Fill in the details as required and click the Save button



8. The Upload box re-displays

9. Click the Select File button or use the drag and drop feature to select the Quinquennial Inspection report

10. Click on the Upload button

Note: You can add multiple QI reports. Do not delete earlier reports when you upload the most recent one as this will enable you to track the condition of the church over time.

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. For example, if the PCC regularly conducts a condition survey every year (perhaps as part of a routine maintenance programme), a summary of the results can be recorded here. Alternately, the results of the church survey carried out as part of the annual Churchwardens Fabric Report, could be recorded here, or any specialist building surveys carried out in addition to the QI report (perhaps as a requirement of a grant application).

The CHC records:

- The date the survey was carried out
- The condition of the building at that time
- The person who carried out the survey

- Notes

The value of this field is that you can record and track changes to a church overtime, thus helping with its ongoing maintenance and repair. Summarise the significant results from the survey and highlight issues which require the most attention. Since it is possible to make multiple entries, make sure you do not delete any previous ones.

Condition Surveys

 [Add condition survey](#)

Date assessed: 08-May-2015 

Survey undertaken by: [St Illtyd's Church Abermule Fabric Committee](#)

Condition: Good

Notes: Churchwarden's Fabric Report 2015: Works carried out: all trees adjacent to the chancel east window in the churchyard now cut back, installation of energy-saving bulbs throughout the church, repairs to vestry window and 5-year electrical system check. Items needing attention for next year: replacement of flashing between nave and tower - evidence of damp inside the church in this area.

Date assessed: 10-May-2014 

Survey undertaken by: [St Illtyd's Church Abermule Fabric Committee](#)

Condition: Fair

Notes: Churchwarden's Fabric Report 2014: Works undertaken as part of the routine maintenance programme started last year has resulted in the following work being carried out: replacement of broken guttering on south side of nave, all hedges trimmed, repair of crumbling churchyard wall next to lych gate and fitting of new gas boiler.

Date assessed: 05-May-2013 

Survey undertaken by: [St Illtyd's Church Abermule Fabric Committee](#)

Condition: Fair

Notes: Churchwarden's Fabric Report 2013: No change from last year. Items most in need of repair/replacement are guttering, hedge & tree trimming and boiler.

Note: If the PCC or the Church Fabric Committee are the group carrying out the survey, then create an “actor” record for them (eg. St Illtyd's Church Abermule Fabric Committee). You will not be able to upload any reports here, so use the notes section to summarise the work that has been carried out.

Any actual survey reports would need to be uploaded as a source record in the Sources and Further Information field on the Core Details page. See the [Source Records](#) section for information on how to do this.

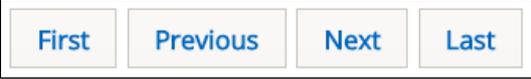
Audit

Any changes to church records are automatically logged by CHC and can be viewed on the Audit page (tab). The information displayed is not editable, but the order in which the changes are displayed can be re-ordered ie. newest to oldest and vice-versa. This is useful if you need to track a particular change. The Audit page is visible to the general public.

Who	Action	When
Tina Andrew	Modified asset source link	Tue 31 May 2016 10:46:58
Tina Andrew	Modified asset source link	Tue 31 May 2016 10:45:35
Tina Andrew	Modified asset data - Modified the Significance description	Thu 26 May 2016 09:24:57
Tina Andrew	Modified the information of an Architect, Artist or Associated Person/Organisation	Thu 26 May 2016 09:23:47
Tina Andrew	Added an Architect, Artist or Associated Person/Organisation	Thu 26 May 2016 09:22:37
Tina Andrew	Modified the Grid Reference	Thu 26 May 2016 09:02:55
Tina Andrew	Modified asset data - Modified the Significance description	Tue 05 Apr 2016 15:21:34
Tina Andrew	Modified asset data - Modified the Significance description	Tue 05 Apr 2016 15:16:36
Tina Andrew	Modified asset data - Modified the Burial and War Grave information	Tue 05 Apr 2016 14:52:48
Tina Andrew	Modified asset data - Modified the Burial and War Grave information	Tue 05 Apr 2016 14:52:33

Page size: 10 Page 1 of 3 (29 items)

To search or re-arrange the audit data:

- Click on a column name (ie. Who, Action, When) to change the order of the column from newest to oldest and vice-versa. Once you have clicked on a column heading, the drop-down arrow  appears to the right of the column name and you can also use this to re-order the list
- The page default display is 10 events/items per screen, although this can be changed by clicking on the Page Size drop-down arrow 
- Use the First, Previous, Next and Last buttons to navigate through the events/items 
- Use the Refresh button to display the most up-to-date events/items 

Tools

This page is only accessible to certain types of registered users of CHC and allows a new church record to be created. However, no new church records should be created without prior consultation with the System Administrator of the CHC.

Actor Records

Actor records contain details of living or historical individuals, organisations or named groups of people. They form an integral part of CHC and are used to associate a particular person or group with an individual church. One actor record (eg. an architect) can be associated with multiple churches which speeds up the recording process, thus saving you having to enter the same information for each church. It is therefore important to ensure that an actor record is factually correct to prevent unreliable information being shared between churches.

Architects, Artists and Associated People/Organisations

 Add

Who: [Thomas Alwyn Lloyd](#) 

Role: Architect

From: 01 Jan 1927

To: 01 Jan 1928

Contribution: The building of St Margaret's Church began in 1927-8 to designs of Thomas Alwyn Lloyd for the Welsh Town Planning and Housing Trust.

In addition to creating an actor record as shown in the [Architects, Artists and Associated People/Organisations](#) field, extra information can also be added in the form of notes and contact details (ie. for living actors, such a quinquennial architect or an existing organisation). In addition, you can also associate multiple churches with an actor record, view audit information, create a new record or delete the existing one.

Extra Information/Notes

You can add extra information about an actor record in addition to describing the contribution they have made to a particular church. This is useful for providing background information about that individual person, organisation or group. For example, if the record is a historical one for a well-known artist, you could use it provide a short bibliography of that person. Alternately, if the record is for an existing organisation such as architectural practice, you might want to describe the services offered or their design specialities (eg. historic buildings, new build, etc).

To add extra information (notes):

I. Click on the name of the actor

Who: [Thomas Alwyn Lloyd](#)

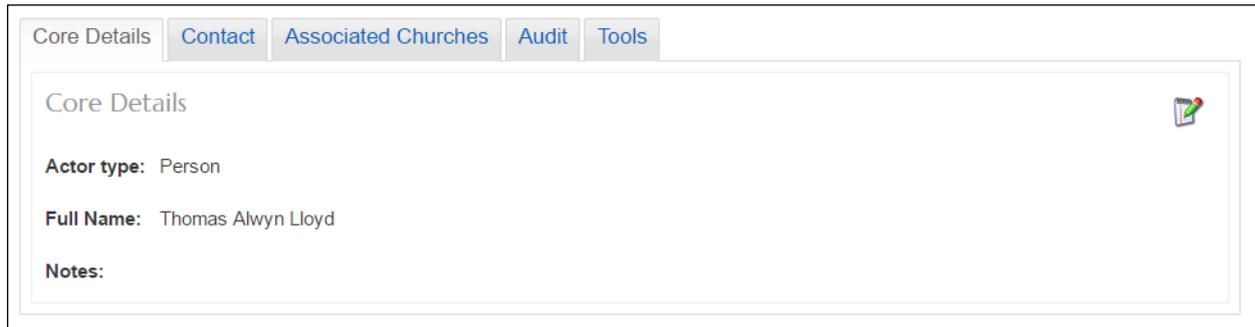
Role: Architect

From: 01 Jan 1927

To: 01 Jan 1928

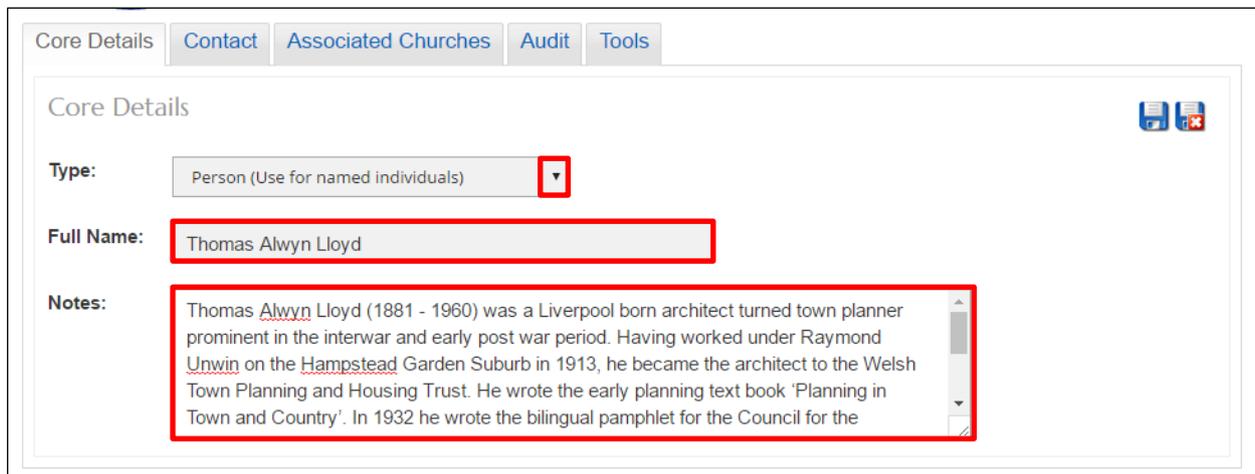
Contribution: The building of St Margaret's

2. The information box appears with the default Core Details tab already displayed



3. Click on the Edit button in the top right-hand corner of the box 

4. The Core Details box expands. Fill in the information as required



5. When you have completed your changes click the Save button 

Contact Details

Only record information about businesses, organisations and groups in this field and follow [data protection principles](#). Do not add personal details of individuals (eg. vicar, churchwarden, etc) as this field is accessible to members of the public.

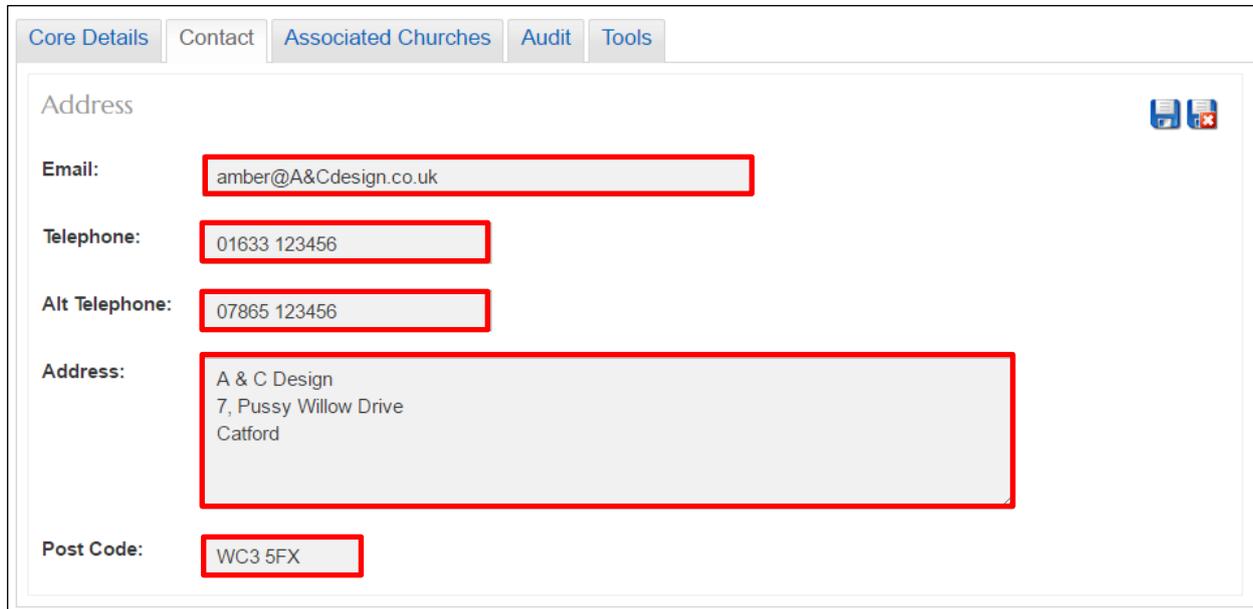
To add contact details:

1. Click on the name of the actor
2. Click on the Contact tab. The Address box appears

3. Click on the Edit button in the top right-hand corner of the box



4. The Address box expands. Fill in the information as required

A screenshot of a software interface showing a form titled 'Address'. The form has several input fields, each highlighted with a red border. The fields are: 'Email' with the value 'amber@A&Cdesign.co.uk', 'Telephone' with '01633 123456', 'Alt Telephone' with '07865 123456', 'Address' with 'A & C Design', '7, Pussy Willow Drive', and 'Catford', and 'Post Code' with 'WC3 5FX'. The form is part of a larger interface with tabs for 'Core Details', 'Contact', 'Associated Churches', 'Audit', and 'Tools'. There are also icons for save and delete in the top right corner of the form area.

5. When you have completed your changes click the Save button



Associated Churches

It is possible to create a list of churches that are associated with one particular actor record. This can be useful for tracking which churches a particular quinquennial architect carries out inspections on, or for creating a list of churches that a particular artist has worked on.

To create an associated churches list:

1. Click on the name of the actor

2. Click on the Associated Churches tab. The Add a Church box appears with the name of the church whose record you are viewing already displayed

Church	Diocese	Role	Start	End	Contribution	Church record
St Margaret, Garden Village, Wrexham	St Asaph	Architect	01 Jan 1927	01 Jan 1928	The building of St Margaret's Church began in 1927-8 to designs of Thomas.A...	  

3. Click on the Add a Church button 

4. The Add Church box opens

5. To link to another church, click in the Church field and type in the first few characters of the church's name or location. A list of matching records will display. Click on the name to select it

ADD CHURCH

Church

Role

Start

- St Issui, Patricio (5892)
- St Patrick, Llanbadrig (7704)
- St Patrick, Pencarreg (3146)
- St Patrick, Pennar (2882)

6. Complete the other fields as required

Core Details | Contact | Associated Churches | Audit | Tools

ADD CHURCH

Church

Role 

Start 

End 

Contribution

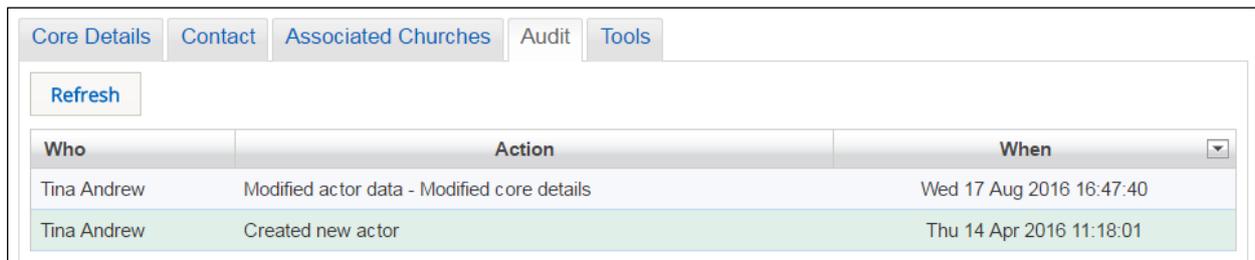
7. When you have completed your changes click the Save button 

Audit

Any changes to an actor record are automatically logged by CHC and can be viewed on the Audit tab within that actor record. The information displayed is not editable, but the order in which the changes are displayed can be re-ordered ie. newest to oldest and vice-versa. This is useful if you need to track a particular change. The audit information is visible to the general public.

To view an actor record audit list:

1. Click on the name of the actor
2. Click on the Audit tab



The screenshot shows a web interface with tabs for 'Core Details', 'Contact', 'Associated Churches', 'Audit', and 'Tools'. The 'Audit' tab is selected. Below the tabs is a 'Refresh' button and a table with three columns: 'Who', 'Action', and 'When'. The table contains two rows of audit data.

Who	Action	When
Tina Andrew	Modified actor data - Modified core details	Wed 17 Aug 2016 16:47:40
Tina Andrew	Created new actor	Thu 14 Apr 2016 11:18:01

3. Click on the column headings to reverse the order of the information

Tools

You can create a new actor record from here which will be independent of the church record you are currently viewing. Follow the steps outlined earlier in the [Architects, Artists and Associated People/Organisations](#) section when populating the actor record fields. You can also delete the current actor record you are viewing, although this action is not recommended as other people may already have linked church records to this actor.



Source Records

The term “source” is used to describe a wide variety of materials that can be used to provide information about church buildings. They include: documentary archives, maps, plans, antiquarian books, photographs, drawings, aerial photographs, publications, reports, journal articles, digital data and geophysical survey data.

A source record provides a link and description of the original material. It should be regarded as a “library” record for the source material. A copy of the source material might be held within the CHC itself, such as an exterior image of a church that has been uploaded to the system, or held elsewhere (eg. libraries, local record offices, museums, etc) as a physical object.

Examples of source materials that you would typically record in CHC are:

- Books or monographs
- Reports
- Journal articles
- Websites/URLs
- Individual graphic materials (eg. images, photographs, drawings and maps) and collections of these
- Individual archive items and collections

Since source material comes in all shapes and sizes, the following guidelines have used the principles described in [Informing the Future of the Past: Guidelines for Historic Environment Records](#).

When creating a source CHC records:

Source: The name of the source material. This is automatically populated when a new source record is created (from the Title field in the Create a New Source/Archive Record box). You would also use this field to search for existing sources that can be linked to.

Specific reference or URL: The URL of the source that you want to link to or a reference to it that will enable users to look it up elsewhere (eg. in a library or museum). If you record a URL, make sure the link references the item itself (eg. a document) and is not a general website URL, such as the home page.

Summary of relevant content: This field records a description of the source material’s content. Use it to record a brief description of the linked item as it appears in the sources list eg. “Cadw listed building description of St Mary’s Church”.

Author/originator: This is the name of the person or organisation who created the original source material eg. Cadw, RCAHMW, etc.

Source type: There are only three options – bibliography, archive and digital archive. Select the

one that best describes the source material. For example, if you are linking to a source record in another database, such as the Welsh Stained Glass database, this would be set as “digital archive”.

Source sub-type: This field allows you to select the most appropriate sub-type from a drop-down list.

Year/date of creation: The year the source material was created. Leave blank if you do not know the date the material was created.

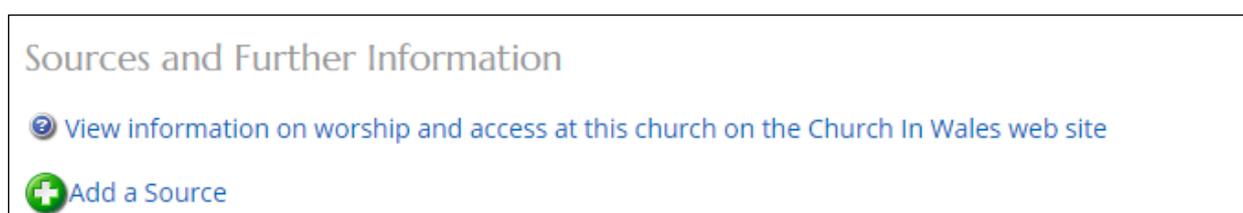
Title: The full title of the source material. For example, if you are creating a link to a list description, include the list number eg. Historic Wales Report (5675). If you are linking to an article in a journal, enter the journal name and the volume number.

Description: Describe the source material you are linking to. The information in this field does not appear in the sources list on the Core Details page) but helps identify the source material within the CHC. It can only be seen if users click on the View Source Record button. See [Adding Further Details and Editing a Source Record](#) later in this document for more information.

Before creating a new source record, it is always advisable to check whether one already exists.

To search for an existing record:

1. Go to the Sources and Further Information field at the bottom of the Core Details page and click on the Add a Source Button



2. The Add Source box appears. Click in the Source field and type in the name of the originator, year/date of creation or the title of the source record

3. If there is a match, it will display on a drop-down list where it can be selected by clicking on it

4. Complete the remaining fields as appropriate

ADD SOURCE

Source ⓘ

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

Specific Reference or URL ⓘ

Summary of relevant content ⓘ

5. When you have completed your changes click on the Save button



The following examples show the most common types of source material you would link to in CHC:

Books and Monographs

Every book should be entered as a **single source**. This means that Information about book chapters (if relevant) and pages relating to a specific church building (if relevant) should be added in the *Specific Reference* and *Summary of Relevant Content* fields in the Add Source box. The following information will need to be provided when creating a source record for an individual book or monograph.

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

Example:

Originator: Thomas Lloyd, Julian Orbach and Robert Scourfield
Source Type: Bibliography
Source sub-type: Monograph
Year/date of creation: 2004
Title: The Buildings of Wales: Pembrokeshire
Description: This book contains a gazetteer of historic, architectural and, archaeological information about the towns and villages in the county of Pembrokeshire.
Yale University Press, London. ISBN: 0 300 10178 3.

CREATE A NEW SOURCE/ARCHIVE RECORD

Author/Originator

Source type

Source sub-type

Year/date of creation

Title

Description

ADD SOURCE

Source

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

Specific Reference or URL

Summary of relevant content

Thomas Lloyd, Julian Orbach and Robert Scourfield (2004) *The Buildings of Wales: Pembrokeshire The Church of St James, Manorbier. Page:274.* [Bibliography/Monograph] 

A description of the architecture and the important internal fixtures and fittings of the church, including the churchyard and adjacent buildings.

Reports

Every report should be entered as a **single source**. The following information will need to be provided when creating a source record for an individual report.

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 the type of report and a brief description of the information it contains

Example:

Originator: Dyfed Archaeological Trust
Source Type: Archive
Source sub-type: Document
Year/date of creation: 2016
Title: Report on Archaeological Watching Brief at St David Haverfordwest
Description: 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.

Note: do not forget to add a brief description of the report in the Summary of Relevant Content field in the Add Source box.

Journal Articles

Each volume of a single periodical or journal should be recorded as a **single source**. Information about a specific article relating to the church building in the journal should be added in the Specific Reference and Summary of Relevant Content fields in the Add Source box. The following information will need to be provided when creating a source record for a journal article.

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 if known

Example:

Originator: Cambridge University Press
Source Type: Bibliography
Source sub-type: Serial
Year/date of creation: 2014
Title: The Antiquaries Journal, Volume 94
Description: 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.

Online Sources and Websites

Each page on the website should be recorded as a **single source**. The following information will need to be provided when creating a source record for an online source or website. However, you may feel that the source type and source sub-type shown below are not appropriate for the particular item you are recording, if so, use your best judgment.

Originator: Publisher (full name) or Author

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 plus the type of material

Description: This records information about the source itself

Example:

Originator: Thomas I Jones
Source Type: Bibliography
Source sub-type: Data
Year/date of creation: 2015
Title: Caldicot & District Historical and Archaeological Society Website
Description: Website about the history and archaeology of Caldicot, Monmouthshire and its surrounding villages.

Note: do not forget to add a brief description of the material in the Summary of Relevant Content field in the Add Source box and a URL to the appropriate page on the website itself.

Historic Environment Records (HERs)

Some HERs will already have been automatically uploaded to CHC and will display in the Sources and Further Information field at the bottom of the Core Details page as URLs. These are HERs from the following organisations:

- The Royal Commission on the Ancient and Historical Monuments of Wales (RCAHMW)
- The Clwyd-Powys Archaeological Trust
- The Glamorgan-Gwent Archaeological Trust

Sources and Further Information

 [View information on worship and access at this church on the Church In Wales web site](#)

 Add a Source

RCAHMW (2004) Coflein <http://www.coflein.gov.uk/en/site/408481/details/> [Digital Archive/Document]
A description of St Garmon's Church from the Royal Commission on the Ancient and Historic Monuments of Wales' Coflein database.
<http://www.coflein.gov.uk/>

CPAT (2016) Historic Environment Record <http://www.cofiadurcahymru.org.uk/arch/query/page.php?prn=CPAT7649> [Digital Archive/Document]
A brief description of St Garmon's Church from the Clwyd-Powys Archaeological Trust. Several photographs of the church, further sources of information and associated reports are available from this link.

CPAT (2016) Welsh Historic Churches Survey
<http://www.cpat.demon.co.uk/projects/longer/churches/montgom/16739.htm> [Digital Archive/Document]
A full description of St Garmon's Church from the Clwyd-Powys Archaeological Trust's survey of historic churches in Montgomeryshire.
<http://www.cpat.demon.co.uk/projects/longer/churches/idxall.htm>

The format is fixed for these records and cannot be changed, although you can add further information in the description field.

There may also be other related HERs that were not added automatically, such as important

items or structures within a churchyard (eg. holy wells, tombs, etc) and the URLs for these will need to be added separately. Likewise, for listed building descriptions, Dyfed Archaeological Trust and Gwynedd Archaeological Trust HERs.

Each HER should be recorded separately (although this may change in the future). The following information will need to be provided when creating an HER.

Originator: The name of the organisation that created the HER

Source type: Digital Archive

Source sub-type: Document or Data

Year/date of creation: Year only

Title: The full title of the material must be entered as it appears on the source material (plus and ID Numbers)

Description: A description of the source material

Example:

Originator:	Cadw
Source Type:	Digital Archive
Source sub-type:	Data
Year/date of creation:	2015
Title:	Historic Wales Report (15698)
Description:	List description of the three holy wells in the churchyard of St Lawrence Gumfreston

Note: do not forget to add a brief description of the item in the Summary of Relevant Content field in the Add Source box and a URL (if available).

Individual Images, Photographs, Drawings and Maps

Graphic materials (eg. images, photographs, drawings and maps) that are not part of a collection should be recorded on an individual basis. 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 CHC. You should also choose between recording the “existence” of the image (and its physical location) or uploading a digital copy to CHC. The following information will need to be provided when recording individual graphic materials:

Originator: Photographer (full name), Author/Artist (full name; First, Initial, Surname), Organisation, Archaeological Unit, etc

Source type: Archive or Digital Archive

Source sub-type: Graphic material or cartographic material

Year/date of creation: Year only

Title: Title of source. Since the graphic material will pertain to the church, use the following format: type of source, church name, church code

Description: This records information about the source itself. Provide further information to describe the photograph: at a minimum, include the room name (if relevant) and the name of the church and the diocese. You might also include the date on which the image was created.

Example:

Originator:	David Jones
Source Type:	Archive or Digital Archive
Source sub-type:	Graphic Material or Cartographic Material
Year/date of creation:	2015
Title:	Interior photograph of pews at St Marys Tenby (3043)
Description:	Photograph showing the 19 th century limed oak pews in the nave of St Mary's Church Tenby in the Diocese of St Davids.

Note: do not forget to add a brief description of the item in the Summary of Relevant Content field in the Add Source box.

Collections of Graphic Materials

Sometimes you may need to record a collection of graphic materials if they are all related to an individual church record. For example, a local museum may have a collection of photographs for a particular town or village, and within this there may be a set of photographs for the church. Items like this often have a box number or collection code, depending on how there are stored in the physical archive. This means that each box/set of materials should be recorded as a single source. Details about specific items within the collection should be added in the Specific Reference and Summary of Relevant Content fields. The following information will need to be provided when recording collections of graphic materials:

Originator: Photographer (full name), Author/Artist (full name), Organisation, Archaeological Unit, etc

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 + its box number and or/reference code

Description: This records information about the source itself

Example:

Originator:	James Hywel Davis
Source Type:	Archive or Digital Archive
Source sub-type:	Graphic Material or Cartographic Material
Year/date of creation:	1960s
Title:	The Bishop Davis Collection, Box No. 1234
Description:	Collection of late 19 th century church photographs taken by Bishop Davis during his visitations in the Diocese of St Davids.

Archival Collections

It is possible that physical artefacts relating to a church are not kept at the church itself. Things like archaeological finds, birth registers, burial records, etc, may well be stored off site in a local museum or records office, or even in the National Library or Museums of Wales if they are rare or of national interest. This means that each box/set of archival material should be recorded as a single source. Details about specific items within the collection should be added in the Specific Reference and Summary of Relevant Content fields. The following information will need to be provided when recording archival collections:

Originator: Author/Artist (full name), Organisation, Archaeological Unit, etc

Source type: Archive

Source sub-type: Document, Index, Graphic or Cartographic material, Data or Object

Year/date of creation: Year only

Title: Full name of the collection + its box number and or/reference code

Description: This records information about the source itself

Example:

Originator: Alexander Morgan-Jones
Source Type: Archive
Source sub-type: Objects
Year/date of creation: 1958
Title: Roman Coin Collection, Catalogue No. 1857/H/L/123
Description: Rare collection of Roman coins from the reign of the Emperor Claudius found in the churchyard at St Cadoc's Church Caerleon in 1958 by local archaeologist Alexander Morgan-Jones. Now on display at the Roman Legionary Museum adjacent to the church.

Adding Further Details and Editing a Source Record

In addition to the details you entered in the Create a New Source/Archive Record box when you created the source record, you can also add further information, edit existing information or upload a digital copy of the source material. This is useful if you want to add extra photographs of the church or upload a copy of an article or report. Users will be able to access this information when they click on the View Source Record button.

Old UK Photos (2015) Early Interior of St John's Church Pembroke Dock [Digital Archive/Graphic material] 



A copy of an early postcard from the 1900s showing the interior of St John's Church, Pembroke Dock.

File types that can be uploaded are: jpg, png, gif, pdf & bmp. Only jpg, png & gif files will display in the Sources and Further Information field. pdf & bmp files will download when the link to them is clicked on. File size: maximum of 5 MB.

Try not to upload more than 5 extra photographs and make sure they all represent different aspects or views of the church or churchyard. If uploading a copy of an article or excerpt from a book, always make sure that the copyright permits this.

Sensitive or confidential material can be uploaded here (eg. a building survey report) but should only be made available to registered users of CHC (this can be done by selecting the appropriate option from the Rights tab – see later). However, Quinquennial Inspection reports must be

uploaded from the Condition page (which is only visible to certain types of registered users).

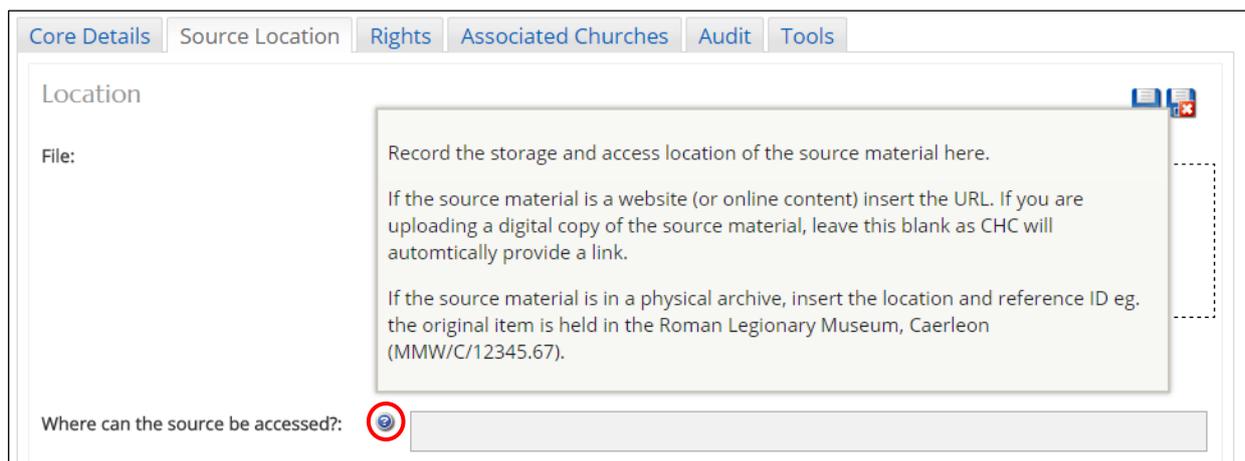
You can also associate other churches to the source record. For example, if your source material is a link to an HER or RCAHMW historic town record, you could associate all the churches within that town or village to the record.

Any changes to a source record are automatically logged by CHC and can be viewed on the Audit tab within that record. The information displayed is not editable, but the order in which the changes are displayed can be re-ordered ie. newest to oldest and vice-versa. This is useful if you need to track a particular change. The audit information is visible to the general public.

You can also create a new source record from here which will be independent of the church record you are currently viewing. It is also possible to delete the current source record that you are viewing, although this action is not recommended as other people may already have linked other church records to it.



Note: The Help pop-up boxes in CHC provide extra information about what should be entered in each source record field. Rest the mouse pointer on the Help button to display the help text.

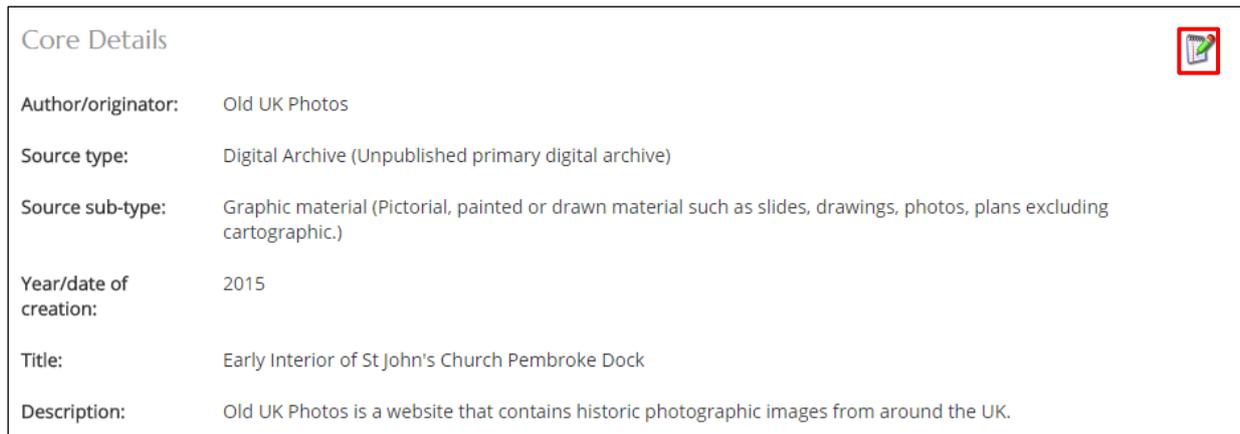


To edit the core details of a source record:

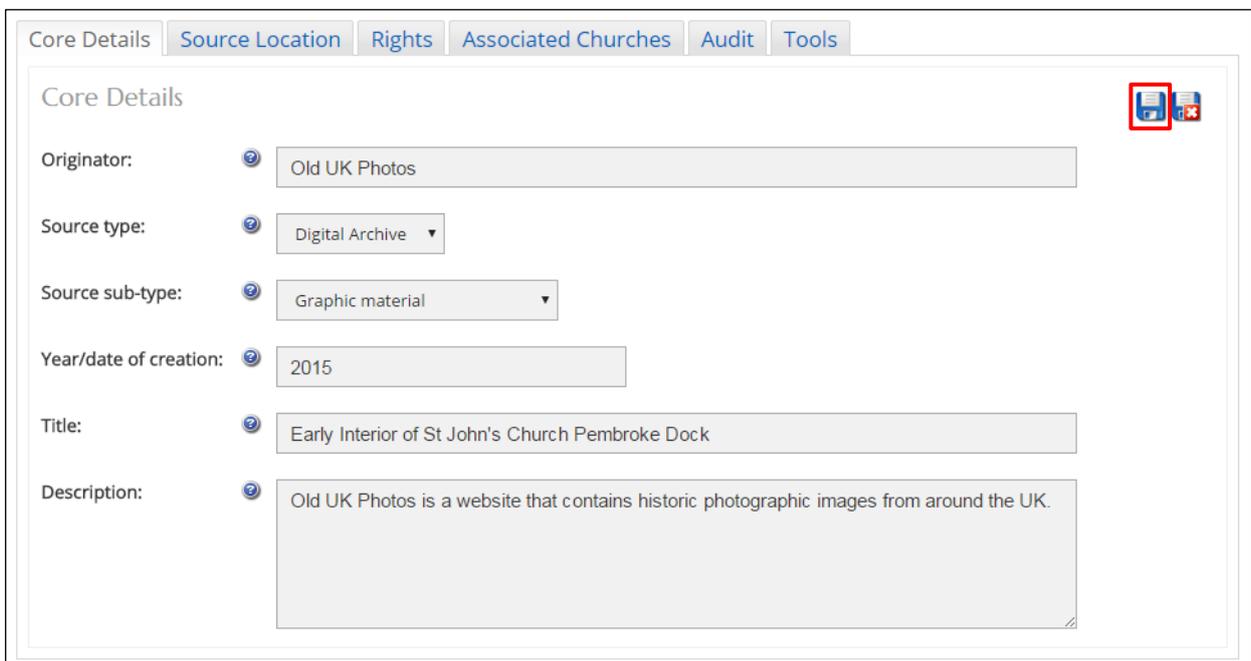
1. Click on the View icon on the right-hand side of the Source Record listing



2. The Source Record Core Details box displays. This contains the details of the source record as entered when it was initially created. To change any of these details, click on the Edit button



3. You will now be able to edit the fields within the Core Details box. Make your changes and click on the Save button when completed



To upload an electronic copy of the source record or change the location details:

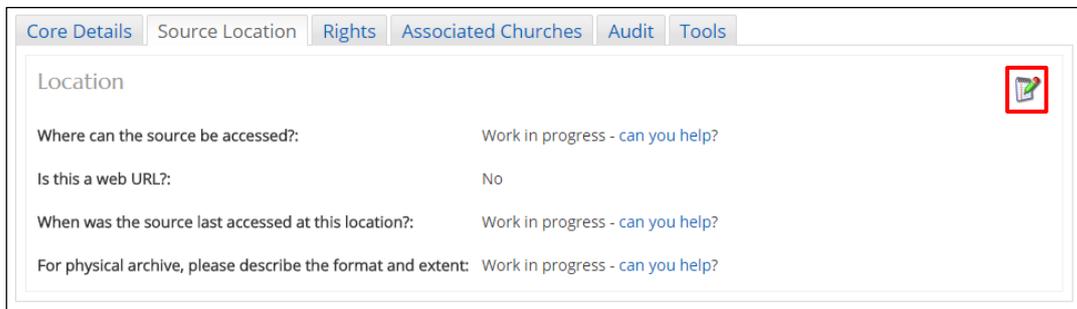
1. Click on the View icon on the right-hand side of the Source Record listing



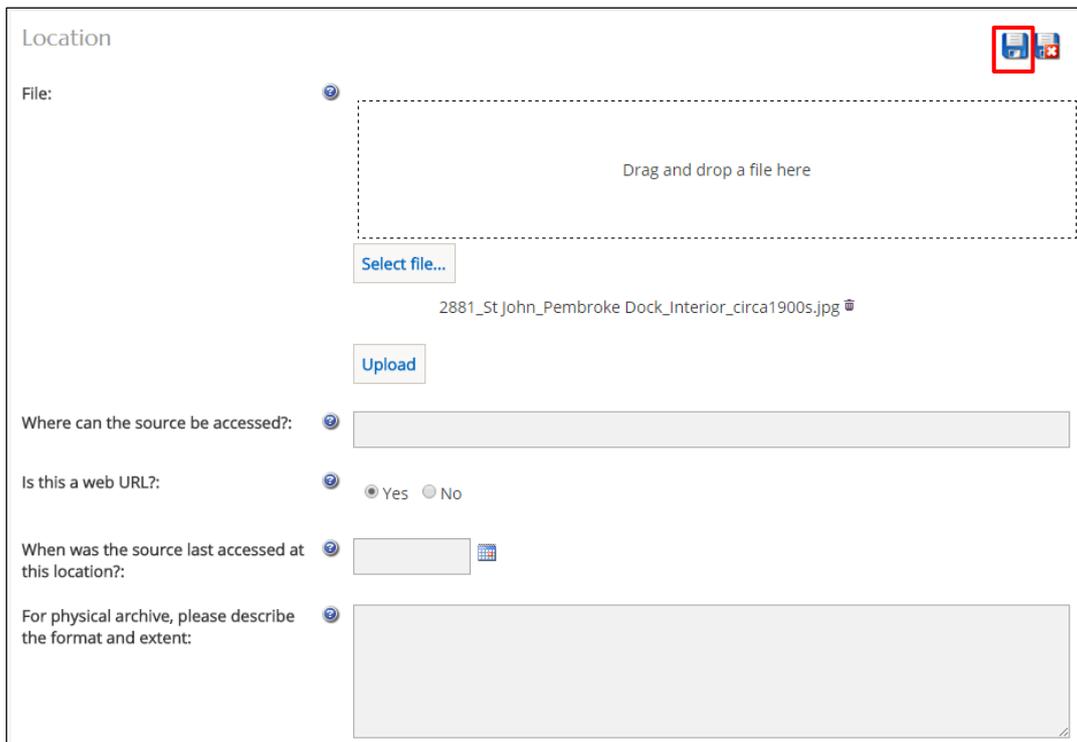
2. The Source Record box displays. Click on the Source Location tab



3. The Location box displays. Click on the Edit button to upload source material or change the details within the Location box



4. You will now be able to edit the fields within the Location box. Make your changes and click on the Save button when completed



To change the rights:

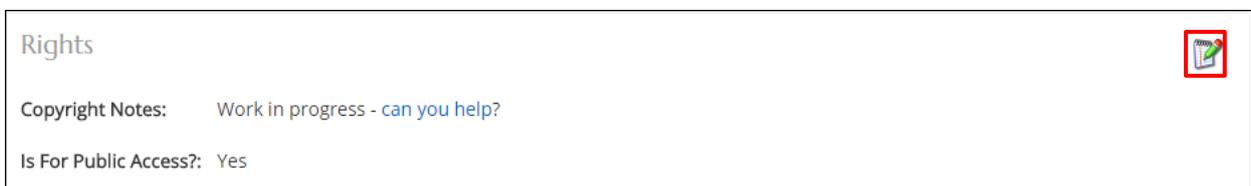
1. Click on the View icon on the right-hand side of the Source Record listing



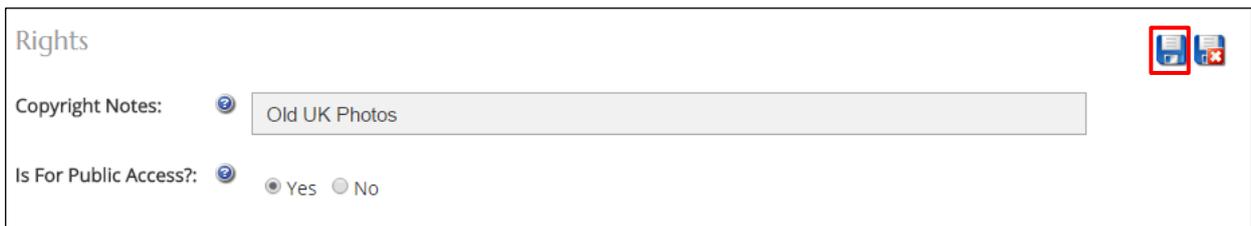
2. The Source Record box displays. Click on the Rights tab



3. The Rights box displays. Click on the Edit button to change the details

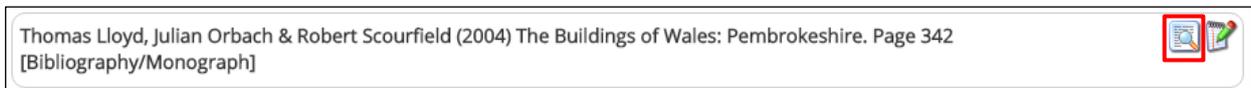


4. You will now be able to edit the fields within the Rights box. Make your changes and click on the Save button when completed



To add associated churches:

1. Click on the View icon on the right-hand side of the Source Record listing



2. The Source Record box displays. Click on the Associated Churches tab



3. The Associated Churches box displays. Click on the Add a Church button

Church code	Church	Diocese	Specific Reference	Church record	
2881	St John, Pembroke Dock	St Davids	Page 342		
2883	St Teilo, Pembroke Dock	St Davids	Page 342		

4. The Add Church box displays. Click in the Church field and type in the name (dedication), church code or location of the church you want to add. Select from the drop-down list and click on the Save button when complete

ADD CHURCH

Church

Specific Reference

- St Patrick, Llanbadrig (7704)
- St Patrick, Pencarreg (3146)
- St Patrick, Pennar (2882)

Church code	Church	Diocese	Specific Reference	Church record	
2881	St John, Pembroke Dock	St Davids	Page 342		
2883	St Teilo, Pembroke Dock	St Davids	Page 342		

5. The Associated Churches box re-displays. If you want to add a specific reference to an associated church for the source record, click on the Edit button for that church

Church code	Church	Diocese	Specific Reference	Church record	
2881	St John, Pembroke Dock	St Davids	Page 342		
2882	St Patrick, Pennar	St Davids			
2883	St Teilo, Pembroke Dock	St Davids	Page 342		

6. Type your reference in the Specific Reference field and click the Save button when complete

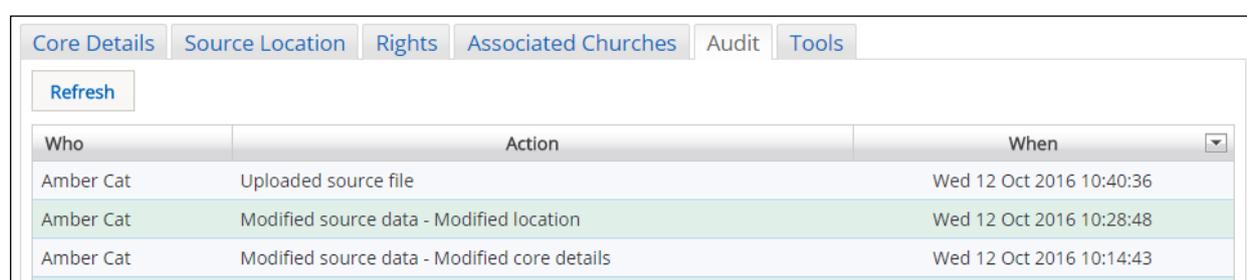
Church code	Church	Diocese	Specific Reference	Church record	
2881	St John, Pembroke Dock	St Davids	Page 342		
2882	St Patrick, Pennar	St Davids	Page 342		
2883	St Teilo, Pembroke Dock	St Davids	Page 342		

Note: in the above example, the Source Record is the Pevsner Buildings of Wales: Pembrokeshire book and the three churches of St John, St Teilo and St Patrick in the Benefice of Pembroke Dock have been associated with it. All the entries for the churches are on page 342 of the book.

If you wanted to upload a copy of the description for one of the churches, you would need to create this as a separate source record.

To view a source record audit list:

1. Click on the Audit tab. The Audit details display



Who	Action	When
Amber Cat	Uploaded source file	Wed 12 Oct 2016 10:40:36
Amber Cat	Modified source data - Modified location	Wed 12 Oct 2016 10:28:48
Amber Cat	Modified source data - Modified core details	Wed 12 Oct 2016 10:14:43

2. Click on the column headings to reverse the order of the information

To create or delete a source record:

1. Click on the Tools tab. The Create and Delete buttons display



2. Click on the Create New Source button to create a new source record. Follow the earlier steps in this section to populate the new record

3. Click on the Delete Source Record to delete the current source record

Note: only delete this source record if you are certain that no-one else has linked it to another church.

Appendix A - Researching your Church

Each CHC record can contain a wide range of information about a church, including its architectural history and archaeology, building materials, churchyard and surrounding environment. All of these help build up an overall picture of the church itself and show how it relates to its urban or rural setting. This is extremely useful for parishes when creating a Statement of Significance, or for members of the public wanting to know more than the basic facts about a church building.

The following sections contain advice on gathering reliable, accurate and easily accessible information from a range of data sources that can be used to create a church heritage record.

The Church

Start by gathering basic information about your church such as its listing (I, II* or II), whether there are any scheduled ancient monuments or other listed structures within its boundaries and whether it is in a conservation area, national park or site of special scientific interest. Some of this information will already be in the [Core Details](#) page of CHC, although it is always a good idea to check its accuracy against your own research.

Information on listed building grades and descriptions, Historic Environment Records (HERs) and the Royal Commission on Ancient and Historic Monuments of Wales (RCAHMW) records, can be accessed via the Historic Wales website. Most of these records can be viewed online and/or downloaded. Information from all of these sources will help you to fill in many of the fields in CHC. Click on the link below to access the Historic Wales website:

historicwales.gov.uk

Information on whether a building is scheduled (but not its description) can also be found on the Historic Wales website. You will need to contact your DAC Secretary or Cadw directly for the scheduled monument description.

Note: if your church has a RCAHMW record, there should already be a link in the [Sources and Further Information](#) field at the bottom of the Core Details page. Likewise, if it is within the areas covered by the Glamorgan-Gwent and Clwyd-Powys Archaeological Trusts.

Once you have gathered some basic information about your church, the next step is to put some flesh on the bones of the church record. If your building is listed, a good starting point is always the list description. If it is unlisted, the next best thing to look at is the Pevsner Buildings of Wales guides for your county. These guides are particularly useful for both listed and unlisted buildings as they often contain information about the architecture, history, building materials and contents of a church. They are widely available in bookshops, libraries and online booksellers (eg. Amazon) and are a good reliable source of information. Further information about the guides can be found at the Yale Publishing website:

[Pevsner Buildings of Wales Guides](#)

Booklets or guides describing the history of your church are also useful. However, always make sure the information in the guide is accurate. You can do this by “checking its references” ie. establishing where the information in the guide come from. Most reliable history, archaeology and architecture books, guides, articles, etc, will list the sources they have consulted. This will enable you to check their authenticity by consulting some of the references yourself. If there are a lot, just “spot check” a few.

Each Church in Wales’ church should have an inventory. These were compiled some years ago (along with the logbook and terrier) and are kept in each parish office. They often contain an architectural history of the building as well as a detailed inventory of its contents and can prove very useful for recording the most important features and contents of a church.

Quinquennial Inspection reports can also provide reliable information about a church building. Inspectors are asked to give a brief description of the church for a “regular” report and a more detailed one if any major works have taken place since the last inspection. For the detailed reports, they are asked to comment on the architectural history, materials and construction of the church. All quinquennial reports should also contain a note of any designations that apply (eg. listed building, conservation area, etc) and a church plan.

Another good source of information is the Welsh Historic Churches Survey, which was a project commissioned by Cadw and carried out by the four Welsh Archaeological Trusts on a county basis. To date, only the Clwyd-Powys Archaeological Trust have published their reports online and a link to these should be found in the [Sources and Further Information](#) field at the bottom of the Core Details page, if your church falls within their region. You can search for archaeological and historic environment records about a church on the Archwilio database, which holds information from all the Trusts, or contact them directly to request a copy of their reports. Click on the following links to go to Archwilio and the Trust websites:

[Archwilio](#)

[Clwyd-Powys Archaeological Trust](#)

[Dyfed Archaeological Trust](#)

[Glamorgan-Gwent Archaeological Trust](#)

[Gwynedd Archaeological Trust](#)

In addition to describing the architecture of a church, the Pevsner guides often list the most important artworks and interior fixtures & fittings in a church, plus its most notable monuments and tombs (inside and outside). Further information about the interior of the church can also be found in the church inventory (mentioned earlier).

One of the few organisations to specifically record the interior of a church and its contents is the [National Association of Decorative and Fine Arts Societies](#) (NADFAS), who have surveyed

many church interiors over the last forty or so years. It is therefore worth checking if your church has had one of these surveys carried out. NADFAS were instrumental in helping many parishes compile their original inventories and always present a parish with a report at the end of their surveys. Click on the following link to check whether your church has been recorded by NADFAS:

[Churches recorded by NADFAS](#)

Information about stained glass windows and biblical artworks can be found at:

[Stained Glass in Wales](#) database

[Imaging the Bible in Wales](#) database

The Setting

This information forms a very important part of a Statement of Significance and helps place the church within its rural and urban setting, and shows how it relates to its immediate environment. It is also useful for members of the public viewing the church record as it helps place the church within its historical, architectural and landscape context, thus giving them a better appreciation of its importance within a local and/or national heritage framework.

You therefore need to consider how the church contributes to its landscape or townscape and how these things collectively contribute to the character of the surrounding area. How do you define character? Luckily, several local authorities, Welsh Archaeological Trusts and Cadw, have already carried out some characterisation studies. These studies define what makes a place, town or landscape special.

The studies range from historic towns, settlements and landscape characterisation (produced by the Welsh Archaeological Trusts) through to individual town studies (produced by Cadw and Local Authorities) and Conservation Area Assessments (produced by Local Authorities). In addition, many Local Planning Authorities produce design guides and supplementary planning guidance that discuss what makes particular places special and gives them a local character or distinctiveness.

It is therefore worth finding out what characterisation studies are available for your area before starting your own research. These studies will give you a good general overview before you start to “home in” on what contribution your own church makes to the local character. If you are not certain what is available in your area, try an internet search as most studies are readily available to download or view online. If you still cannot find one specifically for your area, contact your local authority, archaeological trust or Cadw directly. Click on the following links for the Cadw urban character guides and the Trusts’ landscape characterisation studies and historic town surveys which are available online:

[Cadw Urban Character Guides](#)

[Clwyd-Powys Historic Towns & Settlements](#)

[Clwyd-Powys Historic Landscapes Characterisation](#)

[Pembrokeshire, Ceredigion & Carmarthenshire Historic Landscape Characterisation](#)

[Glamorgan & Gwent Historic Landscape Characterisation](#)

[Gwynedd Historic Landscape Characterisation](#)

Note: do not be put off by the amount of information typically contained in a characterisation study! Only a small part will be relevant to your needs. The studies usually divide the town, city or area they cover into smaller segments (often conservation areas), so look for the information specific to the location of your church.

If there is no characterisation study for your area, you will need to do some “field work” yourself. This is not a difficult task and is still a good exercise to do even if there is a suitable study available. It will help you look critically at the setting of your church and how it relates to the other features in the area. Walk around the outside of the church and its immediate environs armed with a notebook and digital camera, and record what you see. Do this as a group if possible and then discuss your findings collectively.

Some of the things you need to consider when describing the setting of your church and which should be included in a Statement of Significance and CHC, are described in the [Location and Setting](#) field in CHC.

The Civic Trust Cymru website has lots of useful information about exploring the character of towns. They also produce an excellent guide, Exploring Your Town: a manual and toolkit. Click on the following links for more information:

[Character and Place](#)

[Exploring your Town: Urban Characterisation](#)

Community/local/social History

You should already have a good idea of the architectural history, archaeology, special features and setting of your church through your earlier research, but what about its social history and relationship with the local community? Consider how the church relates historically to its local and wider community. Could it be of national significance through its historical links or architecture? Perhaps it was built by a prominent local family who played an important role in shaping Welsh or British history? Or maybe it was built as a result of the industrial revolution when the population of many towns and cities increased dramatically?

Don't forget to consider “recent” social/community history. What developments have taken place in your local community from the start of the twentieth century onwards? Was it affected by the first or second world wars? Is there a war memorial near the church or within the

churchyard? Are there any housing developments, industrial, business or retail parks, schools, hospitals, etc, in the area? Does it have good transport links? Have any of these had an impact on the church?

Information about a church's social history and its relationship with its village, town or city are useful to include in both a Statement of Significance and a CHC record. It helps people to better understand its role within the local and wider community, and place it within recent and historic events.

Many local bookshops, libraries and museums often have local history sections where you can find information about your area. Local record offices (run by local authorities) are also a good source as is the National Library of Wales' collections:

[Record & Archive Offices in Wales](#)

[Local Museums of Wales](#)

[The National Museums of Wales](#)

The Churchyard

Don't forget to research your churchyard. These are often wildlife havens for rare or endangered species of plants and animals. Pay particular attention to the presence of any protected species such as bats and newts. Have you had an ecological assessment or bat survey done recently? If so, include this information in the church record or your Statement of Significance. Further information on how to identify important churchyard plant and animal species, or creating and managing wildlife and plant habitats, can be found on the [Caring for God's Acre](#) website.

In addition to plants and animals, think about the important structures in the churchyard such as monuments, tombs or buildings that are listed or scheduled in their own right. Do they have an interesting history or are archaeologically or architecturally significant? If so, include them in your Statements of Significance or church heritage record. Do not forget to include other important churchyard items, such as ancient yew trees or a listed lychgate or churchyard wall. The [Ancient Yew Group](#) has a list of important trees in churchyards within the six dioceses of the Church in Wales on its website.

Appendix B – 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 it is becoming increasingly important that data from different HERs can be compared. Data standards therefore ensure that information is recorded in a consistent and retrievable way for maximum benefit to the user. The benefits include (but are not limited to):

Reliability: A consistent approach to recording information about sites and individual items will ensure the data is reliable and comparable.

Consistency: The application of data standards promotes consistency in the recording of information, which in turn ensures that records can be retrieved easily, and all known relevant information is available when needed.

Compatibility. No one organisation holds all the data relating to a particular site or area. It is often spread across different organisations with an interest in a particular aspect of it. 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.

There is now a widespread acceptance amongst keepers of HERs, of the importance of data standards and the three key platforms for this are:

1. The Event/Monument/Source data model: The basic structure of the CHC 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 by clicking [here](#).
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 by clicking [here](#).
3. The national reference data terminology lists (or FISH Thesauri) which “sets the standards for recording the past” can be accessed by clicking [here](#). This lists are used to populate many of the drop-down lists in CHC.

These standards are being continually developed and improved in the light of practical experience and in response to new areas. Cadw, the Welsh Government’s advisor on the historic environment, also provides information about HERs in Wales. Click [here](#) to go to the website.