

Application questions: £250,000 to £10million

30/01/2024

Development phase application questions

About the project

1 Name of your organisation.

Filby Bells Restoration

2 Project reference number.

Projects which successfully pass their Expression of Interest and are invited to apply are given a project reference number.

HZ-25-00081

3 Project title.

Give us a title or name we can refer to your project by.

[Text field – 255 characters **26 Characters**]

The Sound of Filby's Bells

4 Is this your organisation's first application to the Heritage Fund?

No

[Select yes or no]

If ~~yes~~: **No** Tell us the reference number of your most recent application.

[Text field – 255 characters] **11 Characters**

NM-23-00396

5 Tell us the project title of your most recent application.

[Text field – 255 characters] **27 Characters**

The Sound of Filby's Bells

6 Describe what your organisation would like to achieve through your project.

We will use your answer to tell people about your project including our decision makers. Tell us what you hope to achieve and what you hope the legacy of your project will be.

We publish details of applications and grant awards on our website and in public databases. This is in line with our commitment to [transparency](#) and [open data principles](#). We will use the information you have provided when answering this question to describe your project.

[Text input – 150 words] **150 Words**

The project will restore and rehang the five historic bells of All Saints Church, Filby, which have not been capable of full-circle ringing for over a century — and add a sixth bell to complete the ring. This will safeguard an element of Norfolk’s heritage while reviving bell-ringing as a living, inclusive community activity.

The project will remove long-standing barriers preventing engagement with this heritage. Restricted and difficult access, poor lighting, limited interpretation and the inability to ring the bells have excluded the community from the tower and its history. These barriers will be addressed through improved access, a visible ringing gallery, interpretation, education and digital resources.

Working with residents, the project will deliver learning activities, creative outputs and permanent interpretation. Its legacy will be a protected church tower, revived traditions and inclusive participation across generations. The project will establish a sustainable programme of ringing, learning and interpretation activity, ensuring the bells remain regularly used and experienced by future generations.

7 Tell us what you will do during your project.

Provide a detailed overview of what you will do during your project.

For example, describe any:

- activities that you will be doing
- events that you will be hosting
- items or resources that you will be creating
- heritage items or buildings you will be restoring
- landscapes you will be improving

This helps us to understand what your project is all about.

[Text field – 5,000 characters] **4,900 Characters**

Q7 — What We Will Do During the Filby Bells Restoration Project

The Filby Bells Restoration Project will restore the historic bells of All Saints Church, Filby, returning them to full-circle ringing after more than a century of restricted use. During that time both the physical bell installation and the living tradition of English change ringing have gradually been lost to the community. The project will conserve this nationally significant heritage while reconnecting people with it through learning, volunteering, interpretation and digital engagement.

Bell Restoration and Tower Works

The project will conserve and rehang the five historic bells dating from 1607–1722, including the important Edward Tooke tenor bell of 1675, while preserving their historic inscriptions, fittings and acoustic character. A sixth bell, donated by the Keltek Trust, will complete the ring and improve opportunities for training and regular ringing.

Works will include removal of the deteriorated nineteenth-century bell frame, installation of a new frame, improvements to tower access, strengthened stairs, upgraded lighting, limited heating and construction of a ringing gallery. The deteriorated porch will also be removed and the entrance sympathetically landscaped.

Conservation and Environmental Management

All works will follow recognised conservation best practice. Ecological surveys and mitigation will protect bats, birds and other wildlife throughout the project, with support from Norfolk Wildlife Trust and Filby Lands & Conservation Trust.

Community Participation and Bell Ringing

A principal aim is to restore bell ringing as a living heritage tradition. New ringers will be recruited and trained with support from experienced tutors and neighbouring towers. Taster sessions, demonstrations and off-site practices will enable participants of all ages to begin learning before the bells return.

The ringing gallery will support demonstrations, guided visits and community events, allowing more people to experience this heritage first-hand.

Learning, Interpretation and Creative Activity

Working with Filby Primary School, the project will deliver curriculum-linked activities exploring local history, engineering, music and bell ringing using a portable mini-ring. A revised edition of Michael Mulligan's 1970s school project will help connect today's pupils with earlier generations.

Permanent interpretation within the church will combine historic artefacts, audio-visual displays and children's work, enabling visitors to understand both the history of the bells and their restoration.

Digital Heritage and Community Media Programme

A Digital Heritage and Community Media Programme will create a lasting record of the project. Volunteers will receive training in photography, filming, interviewing, digitisation and digital storytelling while documenting the restoration.

Activities will include digitising historic documents and photographs, recording oral histories, producing photographs, films and time-lapse footage, creating website and social media content, and developing a permanent online archive of the project.

The Filby Archivists Group will contribute historical knowledge, archive material and advice, ensuring that interpretation and digital resources accurately reflect the history of the church, bells and village.

Volunteering, Skills Development and Partnerships

The project will provide volunteering opportunities in heritage interpretation, digital media, guiding, documentation and community engagement. Participants will develop practical skills in bell ringing, photography, interviewing, digital archiving and public engagement while helping conserve an important part of Filby's heritage.

Historic timber from the existing bell frame will be reused through community projects with Caister Men's Shed, while selected metalwork may be incorporated into commemorative artworks.

The project will be delivered in partnership with Filby Primary School, Filby Parish Council, Filby Playing Field Committee, Filby in Bloom, Norfolk Wildlife Trust, Filby Lands & Conservation Trust, the Filby Archivists Group and neighbouring bell-ringing towers.

Legacy

The project will leave far more than restored bells. It will create a sustainable local ringing band, improve access to the tower, establish permanent interpretation, develop new volunteering and digital heritage skills, strengthen community partnerships and create a permanent digital archive preserving both the restoration and the stories of the people who made it possible.

8 Where will your project take place?

Project street [Text field – 255 characters] [19 characters]

Church Lane, Filby

Project city [Text field – 255 characters] [14 characters]

Great Yarmouth

Project county [Text field – 255 characters] [7 characters]

Norfolk

Project post code [Text field – 100 characters] [9 characters]

NR29 3HW

For landscape projects, please provide an Ordnance Survey grid reference for your landscape. [Enter reference]

9 Explain what need and opportunity your project will address.

Tell us about any problems and opportunities there are relating to how:

- your heritage is managed now and its condition
- people engage with the heritage now

Tell us how your project will address the above two problems and opportunities, and how your project fits with any local strategies or wider initiatives. Tell us about any feasibility and options appraisals that have been carried out and why your project is the best and most viable way forward. If your project will improve an area of landscape or townscape, tell us about the current condition of the area.

[Text field – 5,000 characters] 4,477 Characters

The Filby Bells Restoration Project centres on the restoration and revival of the historic bells of All Saints Church, Filby, a Grade II* listed medieval church situated within the Norfolk Broads landscape.

The church is an important local landmark and is widely recognised within the community for its historic character, including its rare thatched nave roof and prominent position within the village. The bells form a significant part of this heritage. The ring includes bells dating from 1607–1722, including a notable tenor bell cast by Edward Tooke of Norwich in 1675, believed to be one of the largest surviving bells produced by that founder and an important example of East Anglian bell founding heritage.

Although the bells remain physically present within the tower, they have not been capable of full-circle ringing for more than 100 years due to the deteriorated condition of the bell frame and associated fittings. As a result, an important aspect of the church's historic and cultural life has become inaccessible to the wider community, with generations of local residents growing up without hearing the bells ring in the traditional manner.

The project seeks not only to conserve the physical bells and their supporting structure, but also to revive bell ringing as a living cultural tradition. English change ringing is a distinctive form of intangible cultural heritage which combines technical skill, teamwork, music, mathematics and long-standing social traditions. Historically, church bells played an important role in marking religious services, national celebrations, local events and moments of collective remembrance. At Filby, that tradition has been absent for generations.

The project is therefore about reconnecting the community with a lost part of its heritage. Through restoration, interpretation, learning activities and ringing training, the project aims to transform the bells from an inaccessible historic asset into an active part of village life once again.

The heritage importance of the project extends beyond the bells themselves. The project also reflects the wider history of All Saints Church as a focal point for community identity, continuity and memory within Filby. For centuries, the church has served not only as a place of worship, but also as a centre for social, cultural and communal activity within the village.

The project has developed strong local support and involvement. Community consultation has demonstrated widespread public interest in restoring the bells and improving access to the tower and its heritage. Local organisations, schools, volunteers, historians and neighbouring ringing communities have all expressed interest in participating in aspects of the project.

A key aspect of the project is widening access to heritage that is currently difficult for many people to experience. Proposed interpretation, digital engagement and ground-floor viewing opportunities are intended to make the story of the bells, tower and restoration process accessible to people who cannot physically access the ringing chamber or tower. Proposed CCTV and audio-visual interpretation will allow visitors to observe the bells and ringing activity remotely from within the church itself.

The project also proposes reinstatement of a ringing gallery within the tower. In addition to supporting bell ringing activity, this space is intended to provide opportunities for small-scale performances, talks and heritage interpretation activity, helping strengthen the church's wider role as a community and cultural venue.

The project also seeks to create opportunities for learning and skills development. These include:

- recruitment and training of new ringers
- heritage interpretation and volunteering

- archive digitisation and oral history work
- school engagement activities
- digital documentation and media production

In doing so, the project aims to strengthen intergenerational participation and encourage younger people to engage with local heritage and traditional skills.

The Filby Bells Restoration Project is therefore important not only because it conserves a rare and historic bell installation, but because it seeks to restore an active relationship between the heritage, the church and the wider community. The project combines conservation, learning, participation and long-term stewardship in a way intended to ensure that the bells and their associated traditions remain accessible and relevant for future generations.

10 Why does your project need to happen now?

Tell us:

- if the risk to your heritage is critical
- about any partnership funding that is available to you know that won't be in the future
- what will happen if you do not get a grant from us

[Text field – 5,000 characters] **4,751 Characters**

Q10 — Why does your project need to happen now?

Risk to the Heritage

While the bells and tower are not at immediate risk of catastrophic failure, the bell frame and associated fittings are in poor condition and continue to deteriorate. The bells have not been rung full-circle for over a century, and the existing frame can no longer safely support traditional ringing. If left unaddressed, the installation will continue to decline, increasing structural and conservation risks to both the bells and the tower.

The most urgent action identified in the 2023 Quinquennial Inspection Report is the infilling of the former boiler room void beneath the tower floor. This presents a structural and safety concern and must be addressed before safe access, ringing or wider public engagement can take place.

The project therefore provides an opportunity to address developing conservation issues before more extensive and costly intervention becomes necessary.

Loss of Skills and Living Heritage

Bell ringing is one of England's most distinctive living heritage traditions and has not been practised at Filby for over 100 years. The project offers a realistic opportunity to restore the bells and establish a new local band through recruitment and training, supported by neighbouring towers and experienced ringers.

Nationally, participation in bell ringing is declining as experienced ringers retire and fewer opportunities exist for new learners. At Filby, poor access and the absence of interpretation currently prevent many residents and visitors from experiencing this important tradition.

The project will rebuild bell ringing as an inclusive, intergenerational activity, encouraging participation from people of all ages and backgrounds.

Alongside the restoration, the project will create a lasting digital record through photography, film, oral history recording, interpretation and educational resources. These activities will preserve not only the bells but also the memories, skills and stories associated with them.

The project responds to a narrowing window of opportunity. Delay risks the further loss of ringing knowledge, volunteer enthusiasm and opportunities to record local memories while they remain available.

Community Support and Momentum

A village-wide survey conducted in 2024 demonstrated exceptionally strong local support, with 94.2% of respondents supporting restoration of the bells. Filby benefits from an active community, with local organisations and volunteers regularly working together on village initiatives.

This has generated strong momentum and public expectation. A significant delay could weaken volunteer engagement, reduce fundraising momentum and make future delivery more difficult.

Time-Sensitive Funding and Capacity

Partnership funding, pledged donations and in-kind support are available now but cannot be guaranteed indefinitely. Volunteers, professional advisers and specialist contractors are currently willing and able to contribute.

A prolonged delay could result in:

- increased project costs;
- reduced volunteer capacity;
- loss of specialist availability;
- greater uncertainty around partnership funding; and
- lost opportunities to capture local memories.

Progressing the project now offers the best opportunity to secure value for money and maintain delivery confidence.

Without National Lottery Heritage Fund Support

Without NLHF support, the project could not proceed at the required scale or quality. The local community does not have the resources to fund the full programme of conservation works, interpretation, learning activities and long-term sustainability planning.

Essential elements of the project—including conservation works, improved access, interpretation, volunteer development, digital heritage activities, education programmes and community engagement—would be delayed indefinitely or significantly reduced.

This would result in the continued deterioration of the bell installation and the loss of opportunities to rebuild a local ringing tradition, share the heritage of the bells, record community memories and inspire future generations to care for their local heritage.

Conclusion

The project needs to happen now to:

- address developing conservation and access issues;
- restore a nationally significant historic bell installation;

- revive an important living heritage tradition;
- build on exceptionally strong community support;
- capture local memories while they remain available;
- make effective use of current volunteer, professional and funding capacity; and
- secure the long-term sustainability of both the bells and the heritage they represent.

Acting now provides the best opportunity to conserve the bells while safeguarding the traditions, knowledge and stories that have connected All Saints Church with the people of Filby for centuries.

11 Who else have you approached about funding your project?

At this grant level you must contribute towards the costs of your project, depending on the amount of grant you are applying for.

Tell us about any funding:

- you have secured to help towards the cost of your project • you are planning to apply for to support this project
- you will raise through fundraising or crowdsourcing

If you are providing the minimum required, or you are unable to provide any partnership funding, please explain why.

Tell us if you have raised any non-cash contributions to help you deliver your project.

Note: Double Check Volunteer Hours

[Text field – 5,000 characters] **3,850 Characters**

Who else have you approached about funding your project?

The Filby Bells Restoration Project is supported through a combination of secured contributions, pledged support, planned grant applications, volunteer involvement and non-cash contributions. This blended approach demonstrates strong local commitment to the project while helping reduce reliance on a single funding source.

Confirmed and Secured Contributions

The Parochial Church Council / Local Church Council has committed £40,000 towards repairs associated with the church tower and bell restoration works.

In addition, a private donor with strong links to Filby has pledged a significant contribution of £50,000 towards the project.

Local fundraising activity undertaken to date, including church appeals and small community donations, has already generated more than £13,000 in support of the project.

Planned Fundraising and Community Support

Further community-led fundraising activity is planned throughout the Development and Delivery Phases. This will include:

- village events and community activities
- local sponsorship opportunities
- crowdfunding campaigns
- raffles, talks and heritage-themed events
- sales of artwork and items created using reclaimed historic materials from the existing bell installation

Filby Playing Field Committee has also indicated its intention to support the project through contributions linked to major village events and fundraising activities.

This continuing programme of local fundraising is intended not only to generate financial support, but also to strengthen community participation, ownership and long-term engagement with the project.

Planned Grant Applications

The project intends to submit applications to a range of charitable trusts and heritage funding organisations whose objectives align with heritage conservation, community participation, education and church repair. These include:

- Garfield Weston Foundation
- ChurchCare
- Norfolk Churches Trust
- Benefact Trust
- Geoffrey Watling Charity
- Leche Trust
- Simon Gibson Trust
- Paul Bassham Charitable Trust

These applications will support elements including conservation works, tower repairs, interpretation, education activity and community engagement.

Non-Cash Contributions

The project also benefits from substantial non-cash and in-kind support.

Volunteer involvement will contribute significantly to project delivery, including support with documentation, catering, interpretation activity, events, monitoring, guiding and educational participation. The estimated value of volunteer time currently pledged exceeds £34,000.

The Keltek Trust has agreed to provide a sixth bell at no cost to the project, representing a substantial heritage contribution which will help create a musically complete ring suitable for training and regular use.

Additional in-kind support is being provided through community organisations and partners, including:

- support from Filby Primary School through educational collaboration and curriculum-linked activities

- ecological guidance and local environmental knowledge from Norfolk Wildlife Trust and Filby Lands & Conservation Trust
- support from local historians, archivists and volunteers involved in interpretation and heritage documentation

Match Funding and Sustainability

The combination of secured funding, pledged donations, planned grant applications, volunteer support and non-cash contributions already exceeds the minimum partnership funding contribution required for this grant level.

This blended funding model helps demonstrate strong local confidence in the project while improving financial resilience and helping sustain long-term sustainability. It also reflects the project's community-led nature, with financial support, volunteer effort and professional expertise all contributing towards the successful conservation and long-term future of Filby's bells and associated heritage activities.

12 Tell us what advice you have received in planning your project and from whom.

If you have spoken to anyone from The National Lottery Heritage Fund about your project, tell us about the advice you received and how you have used that advice to develop your project.

Tell us if you have received any specialist advice about your project from anyone else. This could be experts in the heritage your project focuses on or other organisations who will support you to deliver your project.

This could include:

- any consultation you have done with your local community and those who will be involved in your project
- any project proposal advice, such as from an architect or conservator
- any pre-application advice on planning and/or listed building consent matters, such as from your local authority or an archaeologist
- advice about how to address wellbeing for your project participants, such as from a charity or local group who can provide support which is relevant to their lived experience

[Text field – 5,000 characters] **4,998 Characters**

Q12 — Advice Received in Planning the Filby Bells Restoration Project

In preparing the Filby Bells Restoration Project, we have actively sought advice from professional specialists, heritage organisations, local authorities, community groups and residents. Their input has helped shape the project's conservation approach, governance, sustainability, community engagement and long-term legacy.

National Lottery Heritage Fund

We engaged with National Lottery Heritage Fund officers during the early planning stages of the project. Advice received emphasised the importance of balancing physical conservation with community engagement, learning, inclusion and digital participation. We were encouraged to strengthen educational activity through partnership with Filby Primary School, develop long-term interpretation and sustainability planning, and build a strong professional support structure around the volunteer-led organisation.

This advice directly influenced the development of the project and resulted in the inclusion of specialist consultants, enhanced learning and interpretation activity, digital documentation proposals, volunteer training and plans to establish a sustainable local ringing team.

Specialist Heritage and Conservation Advice

Advice has been sought from a range of heritage professionals and technical specialists, including experts in church conservation, bell restoration, ecology, interpretation and delivery.

Historic England and the Church Buildings Council were consulted regarding the condition of the tower and bell frame, appropriate conservation approaches and retention of historic fabric.

Specialist bell-hangers and bell engineers carried out inspections of the bells and frame. Their advice concluded that the existing timber frame has deteriorated to a point where it can no longer provide a safe, sustainable or practical basis for reinstating full-circle ringing. The frame's structural limitations and inability to accommodate the proposed ring of six led them to recommend replacement with a new steel and cast-iron frame as the most appropriate long-term conservation solution.

Conservation architectural advice has also been obtained regarding listed building requirements, tower access, ringing gallery proposals and Faculty approval considerations to ensure the project develops in accordance with best practice for Grade II* listed churches.

Preliminary ecological review work has been informed by Norfolk Wildlife Trust, Filby Lands & Conservation Trust and relevant Natural England guidance. This has helped identify potential ecological considerations and mitigation requirements ahead of formal Development Phase ecological surveys.

Community Consultation and Local Engagement

Community consultation has played an important role in shaping the project. Public meetings gathered views on restoration priorities, interpretation, educational activity and future use of the church and tower.

Feedback demonstrated strong support for restoring the bells to full-circle ringing and for improving public access to the tower and its heritage. Surveys also confirmed strong interest in training a new local ringing team and in using the church for wider cultural and heritage activity.

Ongoing engagement through village events, fundraising activities and informal discussions has helped ensure that community perspectives remain central to project development.

Local Authority and Environmental Advice

Guidance has been sought from Great Yarmouth Borough Council regarding planning and listed building considerations. Advice received reinforced the importance of sensitive treatment of the tower entrance, appropriate landscaping and reuse of historic materials where practical.

Environmental advice from local conservation organisations has also informed proposals relating to biodiversity protection, ecological timing of works and sustainable project delivery.

Education, Wellbeing and Creative Advice

Filby Primary School has provided valuable advice on how the project can support learning and participation for younger audiences. Teachers recommended practical and creative activities including workbooks, drawing activities and use of a portable campanile to allow children to experience bell ringing.

Community organisations including Filby in Bloom and the Parish Council also highlighted the importance of intergenerational participation and inclusive engagement across the wider community.

Advice has additionally been received from local creative practitioners and the Filby Archivists Group regarding artistic interpretation, oral history recording and the creation of accessible digital and physical archives documenting the project and village heritage.

Summary

Advice received throughout the planning process has been technical, environmental, educational, cultural and community-focused. This collaborative approach has helped shape the Filby Bells Restoration Project into a balanced heritage initiative combining conservation, participation, learning and long-term stewardship rather than simply a programme of repair works.

13 Will your project be delivered by a partnership?

Tell us who your partners are, the nature of your partnerships and how you will work together.

If you are working with any other organisations to carry out your project, we would like to see your partnership agreement. This document should outline all partner's roles and responsibilities and should be signed by all parties. This agreement should reflect the needs of your project and you may need to seek independent advice.

You do not need to provide a partnership agreement unless any other organisations are delivering a significant part of your project.

Tick if yes. [Tick box] ☒

Our legal partner is the **South Trinity Broads Parochial Church Council (PCC)**, the legal owner and custodian of All Saints Church, Filby. A formal Partnership Agreement has been prepared between the PCC and Filby Bells Restoration CIO defining governance, responsibilities, decision-making arrangements and the delivery of both the Development and Delivery Phases.

Although the PCC and the CIO provide the formal governance for the project, successful delivery depends upon a much wider partnership of specialist advisers, community organisations and volunteers. These partners will contribute expertise in conservation, ecology, learning, interpretation, digital heritage, community engagement and long-term stewardship.

The project has been developed collaboratively with organisations including Filby Primary School, Filby Parish Council, Filby Playing Field Committee, Filby in Bloom, Norfolk Wildlife Trust, Filby Lands & Conservation Trust and the Filby Archivists Group. Together they will support learning activities, volunteering, interpretation, biodiversity, community participation and the Digital Heritage and Community Media Programme that will create a lasting digital record of the restoration.

This partnership combines professional expertise with strong local knowledge and community commitment, ensuring that the project delivers not only the conservation of the bells but also lasting heritage, learning and community benefits.

14 Who are your partners? Please provide a named contact from each organisation.

[Text field – 5,000 characters] **3,715 Characters**

The project is founded on a collaborative partnership between Filby Bells Restoration CIO, the South Trinity Broads Parochial Church Council (PCC), specialist professional consultants and a wide range of community organisations. Together these partners combine conservation expertise, local knowledge and community participation to ensure that the project delivers lasting heritage, learning and environmental benefits.

The PCC, as legal owner of All Saints Church (Contact: Bernard Chase), will provide statutory oversight, obtain Faculty approvals and ensure that all works comply with diocesan requirements. The Local Church Council (LCC) (Contact: Bernard Chase), will support local liaison, volunteer coordination, fundraising and the long-term stewardship of the restored bells and associated heritage activities.

Filby Bells Restoration CIO is the lead applicant and project sponsor, responsible for governance, financial management, procurement, community engagement and reporting to the National Lottery Heritage Fund. A Project Steering Group will oversee delivery, supported by a professional Project Manager (Contact: Dayle Bayliss), coordinating consultants, contractors, statutory bodies and funders.

Professional consultants appointed during the Development Phase will provide specialist expertise in architecture, project management, bell engineering, ecology, evaluation, interpretation and community engagement, ensuring that conservation, learning and participation develop as a fully integrated programme.

Community partners will play a central role in delivering the project. Filby Primary School (Contact: Jo Snelling, Headteacher), will help develop curriculum-linked learning activities, pupil participation, creative projects and use of the portable mini-ring. The Filby Archivists Group (Contact: Joan Saul) will contribute historical research, archive material, oral history and advice to support interpretation and the creation of accessible digital heritage resources. Volunteers will receive training to digitise archive material, document the restoration through photography and film, record oral histories and create digital content for the project website and permanent online archive.

Norfolk Wildlife Trust (Contact: Eilish Rothney) and Filby Lands & Conservation Trust (Contact: Ken Saul) will provide ecological knowledge and support biodiversity awareness throughout the project. Filby Parish Council, Filby in Bloom and Filby Playing Field Committee (Contact: Adrian Thompson, all three) will assist with communication, volunteering, fundraising, events and community participation. Neighbouring bell-ringing towers and experienced ringers will provide mentoring, training and practical support to establish a sustainable local ringing band.

These partnerships ensure that the project delivers far more than the conservation of historic bells. They combine heritage conservation with education, volunteering, digital heritage, environmental awareness and community participation, creating the skills, confidence and local ownership needed to sustain the restored bells and their associated heritage long after the project has been completed.

Following successful delivery, Filby Bells Restoration CIO will be dissolved in accordance with its constitution, having fulfilled the purpose for which it was established. Responsibility for the long-term stewardship of the restored bells and associated heritage activities will pass to the PCC and LCC, supported by local ringers, schools, community organisations and volunteers. Former CIO Trustees will be invited to become lay members of the LCC, helping preserve knowledge, experience and community leadership for future generations.

15 Will any of your project take place in Wales?

- No, none of our project will take place in Wales [Tick box] ☒
- Yes, all or some of our project will take place in Wales

[Tick box] If yes: Tell us how the Welsh language will be used in your project.

If your project will take place in Wales, you must include the Welsh language in all aspects of your work.

Please tell us how you will use the Welsh language in your project, and make sure that this information is included in your project budget and plan. Please include budget for translation costs under the 'Other' costs category in the project costs section.

[Text field – 500 words]

About the heritage

16 Tell us about the heritage in your project and why it is important to your organisation and community.

Provide a description of the heritage as it is today. If different types of heritage are involved, describe each of these.

Provide factual information about the heritage. For example:

- If your project is about heritage that is not physical (such as memories or cultural traditions), tell us about the subject and time period, if relevant.
- If your project is about physical heritage (such as a building, ship, historic object, collection or nature reserve), give us factual information about it, such as its size, when it dates from, the surviving features, its condition and why it is important to your local area.

Tell us:

- if there is any official recognition of this heritage, for example, it may be a listed building (if so, tell us its grade) or a Site of Special Scientific Interest
- what is important about the heritage, for example it may be a source of artistic, architecture or scientific interest
- who the heritage is important to, such as experts and/or the local community
- why the heritage is distinct or unique
- how the heritage relates to other heritage, for example in the local area or nationally

[Text field – 5,000 characters] **4,859 Characters**

The Filby Bells Restoration Project will restore the five historic bells of All Saints Church, Filby, returning them to full-circle ringing and re-establishing an important aspect of local and national heritage. The project also supports the formation of a new village ringing band, helping revive and sustain this centuries-old tradition within the community.

About Filby and All Saints Church

Filby is a village near the Norfolk Broads, approximately six miles from Great Yarmouth and sixteen miles from Norwich, with roots extending back through Roman, Anglo-Saxon, Danish and Norman settlement.

All Saints Church is the oldest surviving building in the village. Built on Anglo-Saxon foundations, the present church largely dates from the 14th century and reflects the prosperity of the medieval East Anglian wool trade. The church is widely admired locally for its architectural character and rare thatched nave roof.

The church contains several significant historic features, including:

- a font dating from approximately 1235
- a painted rood screen from around 1450 associated with the Norfolk school linked to nearby Ranworth
- a 16th-century west tower
- an important collection of historic fabric and furnishings

The church is Grade II* listed, recognising its historic and architectural importance.

In 2016, a major internal reordering introduced toilets, a kitchen, improved lighting and heating, and more flexible community space. As a result, the church now functions not only as a place of worship, but also as an important community venue serving both Filby and the wider benefice.

The 2023 Quinquennial Inspection Report confirmed that the church is generally in good condition overall, although works are required within the tower to enable safe access and restoration of ringing activity.

During tower works in 2018, bell ringers from neighbouring Fleggburgh inspected the bells and recognised their rarity and significance. Their interest helped initiate the local campaign that ultimately led to the formation of Filby Bells Restoration CIO, a registered charity established specifically to raise funds for and manage the restoration project.

Filby's Bells

The tower contains five bells cast between 1607 and 1722, representing more than a century of regional bell-founding history.

The most notable is the 1675 tenor bell cast by Edward Tooke of Norwich, believed to be one of the largest surviving bells produced by that founder. The bells are particularly significant because they have remained together as a complete historic ring for more than three centuries.

The bells were last rehung in 1886, but over time the frame and fittings deteriorated significantly. Today, the bells can only be sounded using an Ellacombe chiming mechanism rather than rung in the traditional full-circle manner. As a result, they have not been capable of full-circle ringing for over 100 years.

The bells have been documented and studied within the wider bell-ringing community and are recognised as regionally important heritage assets.

Bell Ringing and Intangible Heritage

The project also seeks to revive bell ringing as a living cultural tradition. English change ringing developed during the 17th century and combines musical skill, teamwork, coordination and mathematical patterning. Norfolk has an important place in this history, with one of the earliest recorded full peals taking place in nearby Norwich.

Although change ringing continues across England today, many rural towers have become inactive due to declining numbers of ringers and the cost of maintaining historic installations. At Filby, absence of regular full-circle ringing for over a century means that an important part of the village's historic soundscape and communal identity has been lost for several generations.

Community and Heritage Engagement

Community consultation undertaken during 2024 demonstrated exceptionally strong public support for the project, with 94.2% of respondents supporting restoration of the bells.

The project aims to widen access to heritage through:

- ringing training and recruitment
- interpretation and exhibitions
- school engagement
- oral history and archive work
- digital engagement and media production
- improved physical and remote access to the bells and tower

Proposals also include reinstatement of a ringing gallery within the tower for ringing activity, small-scale performances and heritage interpretation. Ground-floor interpretation and CCTV viewing facilities are intended to allow visitors to experience the bells and ringing activity even if they are unable to access the tower itself.

Conclusion

The project seeks to conserve an important part of East Anglia's ecclesiastical and cultural heritage while helping sustain the sounds, skills and communal tradition, associated with bell ringing remain accessible and relevant for future generations.

17 Is the heritage considered to be at risk?

Tick if yes. [Tick box] ☒

18 Explain why and how you consider the heritage to be at risk.

Explain why the heritage is under threat, and what actions have been taken (if any) to minimise the risk.

For example, it could be at risk of loss through physical damage or neglect, or financial shortfalls. In the case of oral and community histories, it could be at risk of loss through people passing on. Public access to the heritage may also be at risk of loss.

If your project involves a building or a monument, tell us if it is on a buildings or monuments at Risk Register, for example Historic England's Heritage at Risk Register.

If your project involves several buildings in a conservation area, tell us if the conservation area is on an At-Risk Register.

If your project involves natural heritage, tell us if the landscape, geology, habitat or species is at risk and in what way (for example, identified in a Biodiversity Action Plan as a priority).

Tell us:

- the current condition of the heritage
- how it is currently managed and by who
- how people currently engage with the heritage

[Text field – 5,000 characters] 4,948 characters

Q18 — Why and How the Heritage is at Risk

Current Condition of the Heritage

The bells of All Saints Church, Filby, date from 1607–1722 and include the rare Edward Tooke tenor bell. They have not been capable of full-circle ringing for over a century. The timber bell frame has deteriorated through age, stress and decay, placing both the bells and tower fabric at increasing risk. Iron fittings and headstocks are corroded, while key components such as bearings and wheels are missing or unsafe.

Although the bells remain physically intact, deterioration of the supporting frame could eventually damage both the bells and church fabric. The church building remains structurally sound overall, but the bell installation presents growing conservation and operational concerns.

Management of the Heritage

Responsibility for the church lies with the Parochial Church Council of the South Trinity Broads Benefice, supported locally by Filby Bells Restoration CIO and the Local Church Council (LCC). Routine care of the church and grounds continues through local volunteers and organisations including Filby in Bloom, Filby Lands & Conservation Trust and the LCC. However, limited parish resources mean that major conservation work to the bells has not been possible. The bells and frame have therefore remained inaccessible and vulnerable.

Why the Heritage is Under Threat

The principal threat is deterioration of the bell frame and fittings. If left unaddressed, the installation may require more extensive structural intervention, with increasing risk of damage to the bells and tower fabric. Environmental conditions, storms and natural movement may accelerate deterioration.

The heritage is also culturally at risk. Bell ringing in Filby has lapsed for over 100 years and there is currently no local ringing team. As experienced ringers retire elsewhere, opportunities to pass on specialist skills and rebuild local ringing traditions may diminish if action is delayed.

Public access is severely restricted. The bells cannot safely be rung full-circle and the tower cannot presently accommodate wider public access. Opportunities for engagement through ringing, interpretation and education are therefore very limited.

Financially, the parish alone cannot undertake the scale of conservation work required. Local fundraising and pledges have begun, but they are insufficient to support the full programme of restoration, access improvements and engagement activity without external funding. Many historic Norfolk churches face similar pressures from ageing fabric, limited resources and declining specialist skills.

Actions Taken to Minimise Risk

Specialist bell-hanger inspections have confirmed the poor condition of the existing frame and provided professional advice for replacement. Preliminary ecological review work has been undertaken with input from Norfolk Wildlife Trust, Filby Lands & Conservation Trust and relevant Natural England guidance, identifying ecological considerations ahead of formal Development Phase surveys.

Advice has also been sought from Historic England and the Diocesan Advisory Committee regarding sensitive restoration within a Grade II* listed church setting. Community consultation through public

meetings, surveys and school engagement has built awareness, local support and readiness to safeguard the heritage. Early financial pledges and in-kind support demonstrate strong local commitment.

How People Currently Engage with the Heritage

Public engagement with the bells is currently extremely limited. The bells cannot be rung full-circle and there is no safe public access to the tower for ringing activity. Most community connection is indirect, through awareness of the bells' historic presence, local historical research and the Filby Archivists Group.

Despite this, there is strong enthusiasm for restoring the bells. Consultation in 2024 showed 94.2% support for the project. The proposed restoration will turn a largely inaccessible heritage asset into an active focus for ringing, learning, interpretation, school engagement, oral history, digital access and community participation.

Heritage at Risk Register

All Saints Church is not understood to be on the Historic England Heritage at Risk Register, and the project does not involve a conservation area, monument or natural heritage site on an At-Risk Register. However, the bell installation itself is clearly at risk through physical deterioration, loss of use, restricted access and possible loss of skills and traditions.

Conclusion

The heritage is at risk physically and culturally. Without intervention, the frame and fittings will continue to deteriorate, access will remain severely limited, and the opportunity to revive traditional ringing in Filby may be lost. The project will reduce these risks by conserving the bells and tower installation, improving access and interpretation, and rebuilding the skills and community participation needed to sustain the heritage.

19 Has a condition survey been undertaken for the heritage asset in the last five years?

Tick if yes. ☒

If your project involves the conservation of heritage, you must provide a condition survey or another appropriate document (for example, a draft or outline conservation plan). This document should tell us the current condition of the heritage and the works that are needed to return the heritage to a good condition.

For example, if you plan to conserve a local place of worship, you will need to know the current condition and what repair works are needed. The survey or report should also indicate the relative priority of the proposed works so you know which are the most critical and need to be tackled most urgently.

There are other types of survey which could take place, including a building performance and energy efficiency survey, or a site survey which assesses the services and use of the site. An archive might also need a condition survey or audit, which is usually done by an archivist.

If you have had any kind of condition survey done, you can upload it later in the application.

[Tick box] ☒

20 Will you be undertaking any capital work as part of your project?

Tick if yes. [Tick box] ☒

If yes: please provide details.

Capital works are defined as works that create or improve an asset. These can include physical works to landscapes, nature and buildings, repair, conservation, new build, digitisation, or work to stabilise the condition of objects.

Examples of capital work:

- conservation of a heathland
- repairs to a historic building
- digitisation of a photographic archive

Tell us if any capital works will be part of your project, even if this is a small part of your overall project. Give us an initial breakdown of the work you intend to carry out.

[Text field – 5,000 characters] **4,862 Characters**

Q20 — Capital Works as Part of the Filby Bells Restoration Project

Yes. The Filby Bells Restoration Project involves significant capital works which will conserve, repair and improve historic assets at All Saints Church, Filby. These works are essential to stabilise the church tower, restore the bells to full-circle ringing and support long-term public engagement with this important heritage.

Bell Restoration and Tower Works

The project will remove, clean and conserve the five historic bells dating from 1607–1722, including the notable 1675 Edward Tooke tenor bell, believed to be the largest cast by the Norwich founder. The works will preserve historic inscriptions, fittings and the distinctive acoustic character of the bells. New fittings, including headstocks, wheels, bearings, clappers, stays and sliders, will be installed using conservation best practice.

A sixth bell, provided by the Keltek Trust, will complete the ring and improve opportunities for training, performance and regular long-term use. The completed ring of six will help attract visiting ringers and strengthen local skills development within the community.

The deteriorated 19th-century timber frame and fittings will be carefully dismantled and replaced with a new steel and cast-iron frame. Specialist inspections concluded that the existing frame is no longer suitable for the safe reinstatement of full-circle ringing and cannot provide a sustainable long-term solution for the restored ring. The new frame will protect the bells and distribute loads safely within the tower structure.

Reclaimed frame timber will be reused through local community projects including Caister Men's Shed, helping preserve a physical connection with the historic installation.

Works will also include construction of a new ringing gallery to support safe operation, training and visitor engagement, improvements to tower access and stair safety, upgraded lighting and heating, and removal of the deteriorated external porch with sympathetic landscaping of the entrance area.

Conservation and Environmental Management

All works will be carried out in accordance with guidance for Grade II* listed churches and under Faculty approval. Ecological surveys will guide the timing and methodology of works to minimise impacts on bats, nesting birds and other protected species. Contractors will be expected to follow appropriate environmental management standards and use sustainable materials and low-impact working methods wherever practical.

The project will also support long-term care of the wider church environment through continued partnership working with Filby in Bloom, Norfolk Wildlife Trust and Filby Lands & Conservation Trust.

Interpretation, Digital Access and Heritage Resources

The project will create a permanent exhibition within the church featuring restored artefacts, illustrated interpretation panels, audio-visual material and contributions from local children and volunteers. The exhibition will help explain the history of the bells, the restoration process and the wider heritage of the church and village.

The restoration process will also be documented through photography, film and time-lapse recording. Working with the Filby Archivists Group, the project will create a digital archive of the restoration, support oral history recording and develop wider heritage resources for future generations.

A discreet CCTV and streaming system will provide inclusive access to views from the tower and allow visitors to observe the bells and ringers in action through internal display screens and digital interpretation. This will improve access for those unable to climb the tower stairs and widen participation in the heritage experience. All equipment will be installed subject to Faculty approval and designed to minimise impact on historic fabric.

The project will also produce educational materials for local schoolchildren inspired by Michael Mulligan's 1970s school project on the history of the church, together with a commemorative book recording the restoration and community involvement.

Initial Breakdown of Capital Works

- conservation and rehang of five historic bells
- addition of a sixth bell
- removal of the old timber bell frame
- installation of a new cast iron and steel frame
- construction of a new ringing gallery
- tower stair repairs and safety improvements
- electrical works for lighting and heating
- removal of the deteriorated porch and landscaping works
- permanent interpretive displays and AV equipment
- digital archiving and heritage resources

In Summary

The capital works will stabilise the tower, restore the bells and create new heritage infrastructure that supports both the physical and cultural heritage of the church for future generations. Without these works, the bells will remain incapable of full-circle ringing, access to the tower will remain restricted, and opportunities for community participation and heritage engagement will continue to be limited.

21 If you are undertaking any capital work (including repair or refurbishment) to land, buildings or heritage items, tell us who owns it.

Ownership and governance of All Saints Church, Filby, are clearly defined within the Church of England's established legal framework. The church building, including the tower, bells and fittings, is held in trust for ecclesiastical purposes and is not owned by the South Trinity Broads Benefice PCC or any individual body. Day-to-day responsibility for care, maintenance and project delivery rests with the Parochial Church Council (PCC), which acts as the charity trustee, with delegated oversight locally to the All Saints Church, Filby, Local Church Council (LCC) under agreed governance arrangements.

All works will be undertaken with the necessary faculty permissions and in accordance with diocesan oversight.

This structure ensures that, while no single organisation "owns" the asset in a conventional sense, there is clear, accountable and legally compliant stewardship both during the project and for its long-term management.

22 Please provide details about your capital works owner.

If capital works are part of your project, you will need to tell us who owns the heritage. If you have them, we need to see any ownership documents. You can upload these later on in the application.

If your organisation owns the heritage, tell us:

- if your organisation has the freehold of the building or land, or own outright the heritage items
- if your organisation has the lease of the building or land and how many years are left to run on the lease
- If your organisation has, or is planning to take out, a mortgage or other loans secured on the building or land, or heritage item. If so, give us details of the lender and the amount of the mortgage or loan.

If a partner organisation owns the heritage, tell us:

- the name of the partner organisation
- if the project partner has the freehold of the building or land, or own outright the heritage items
- if the project partner has the lease of the building or land and how many years are left to run on the lease
- if the project partner has, or is planning to take out, a mortgage or other loans secured on the building or land, or heritage item
- if so, give us details of the lender and the amount of the mortgage or loan

If you do not currently meet our ownership requirements, tell us the date when you expect to do so. If you have any ownership documents, you can upload them later in the application.

[Text field – 5,000 characters] **1,282 Characters**

Capital Works Owner

The capital works relate to All Saints Church, Filby, which is part of the Church of England. The church building, including the tower, bells and associated fixtures, is consecrated and held in trust for ecclesiastical purposes rather than owned outright by any individual or organisation.

Responsibility for the church building and its fabric rests ultimately with the Parochial Church Council (PCC), which is the legally recognised charity responsible for the church and its assets. The PCC retains ultimate accountability for all works affecting the church.

Day-to-day responsibility for the care and maintenance of All Saints Church has been delegated by the PCC to the Local Church Council (LCC), providing established local oversight and continuity of stewardship.

The PCC has formally supported Filby Bells Restoration CIO as the lead body responsible for project development, fundraising and day-to-day project delivery, working in partnership with the LCC and the wider South Trinity Broads Benefice.

All capital works will be delivered under the Faculty Jurisdiction of the Church of England, ensuring appropriate permissions, professional oversight and compliance with conservation best practice. The PCC retains ultimate responsibility for ensuring that the works are properly authorised, managed and maintained for the long term

23 Are there are legal conditions, restrictions or covenants associated with the heritage asset which may affect your project?

[Tick box]

Please provide details.

Tell us if the register of title or other ownership documents contain any restrictions or limitation on its use or ownership, or if it requires any consents for any dealings. If so, you will need to give us the full details and evidence that these are satisfied.

This could include:

- a Restrictive Covenant limiting the type of use for the land or property
- a restriction giving another party a right to be notified of any dealing or state conditions that would need to be resolved before the property is sold

[Text field – 5,000 characters] **1,354 Characters**

Q23 — Legal Conditions, Restrictions or Covenants

All Saints Church, Filby is a consecrated Church of England building and is therefore subject to Faculty Jurisdiction, which governs all works affecting the fabric, fixtures and fittings of the church, including the bells and tower. This provides a well-established legal and regulatory framework through which all works are considered, authorised and delivered in accordance with recognised conservation practice.

The Filby Bells Restoration CIO and project team have engaged at an early stage with the Diocesan Advisory Committee (DAC). Following initial consultation, the DAC has indicated support for the project in principle, subject to submission and approval of detailed designs and specifications to be developed during the Development Phase.

No additional restrictive covenants have been identified that would prevent delivery of the project. The Faculty process is well understood by the PCC and project team and has been fully incorporated into the project programme and risk management planning. This provides confidence that the necessary permissions can be secured in a timely and compliant manner without creating a barrier to delivery.

Overall, the regulatory framework is viewed not as a constraint, but as an important mechanism supporting appropriate conservation standards, accountability and long-term stewardship of the heritage asset.

24 Does your project involve the acquisition of a building, land or heritage items?

Select one of:

- yes • no **✓**
- N/A

Managing your project

25 Has your organisation taken on a project of this scale in the last five years?

Select one of:

yes no **✓**

[Text field – 5,000 characters] **2,246 Characters**

Project Experience

No, the CIO itself has not delivered a project of this scale within the last five years.

However, trustees have significant directly relevant experience. Two trustees, Derek Nicker and Adrian Thompson, played a leading role in securing National Lottery funding and successfully project managing the construction of Filby Village Hall (completed 2015), a £640,000 community capital project delivered on time and within budget. This involved planning and regulatory compliance, contractor coordination, budget control and community engagement, demonstrating strong governance and effective delivery. These Trustees remain actively involved in the management of local community assets, ensuring current and relevant experience.

This experience shapes how the current project will be delivered through a clear governance structure led by Filby Bells Restoration CIO in partnership with the PCC and LCC, supported by a professional team including conservation-accredited architects, specialist bell-hangers and a Project Manager to be appointed at the outset of the Development Phase.

A consistent procurement approach has been used across all specialist roles, with proposals evaluated against heritage understanding, conservation approach, technical delivery and value for money. A preferred bellhanger for Development Phase purposes has been identified as offering the best balance of conservation-led methodology and sensitivity to the historic tower. Cost estimates will be reviewed and updated as necessary during the Development Phase to reflect current market conditions.

Given the scale of the project, a clear approach to risk management has been built into delivery. Key risks include cost control, coordination of specialist inputs and statutory approvals. These will be managed through project management oversight, stage-gated design development, early cost planning, structured consultant coordination and ongoing stakeholder engagement.

Together, this combination of trustee experience, clear governance, coordinated procurement and professional support provides strong confidence that the project can be well managed and successfully delivered, with responsibility shared across a coordinated team.

26 Tell us why this is the most appropriate project for your organisation to take on at this time.

What other strategies have been considered?

What will you do if the project does not go ahead?

[Text field – 5,000 characters] **4,383 Characters**

Q26 — Why This is the Most Appropriate Project for Filby Bells Restoration at This Time

Alignment with Organisational Purpose

Filby Bells Restoration was established specifically to restore the bells of All Saints Church to full-circle ringing and preserve the associated cultural heritage. The project directly fulfils the CIO's charitable purpose of conserving heritage while widening public access, participation and understanding.

As a single-purpose Charitable Incorporated Organisation, the Trust's structure, governance and volunteer base are all focused on delivering this project and supporting its long-term legacy within the community.

Timelines and Need

The condition of the bell frame and fittings continues to deteriorate and, although not currently critical, may eventually lead to increasing structural and operational concerns together with potential damage to the bells and surrounding tower fabric.

At the same time, the project benefits from strong community momentum and significant pledged support, including £40,000 from the Local Church Council and a £50,000 private pledge, alongside active support from local organisations including Filby Parish Council.

Professional advisers, specialist consultants, skilled volunteers and local craftspeople are currently engaged and available to support the project. Delaying progress risks the loss of expertise, volunteer momentum and funding confidence.

The project also aligns with wider heritage priorities, including support for traditional skills, volunteering and the conservation of intangible cultural heritage such as bell-ringing.

Consideration of Other Approaches

Alternative options, including minimal maintenance of the existing installation or retaining the bells as static heritage objects, were considered but ultimately rejected. These approaches would not address the continuing deterioration of the frame and fittings, would significantly limit opportunities for participation and learning, and would leave the bells incapable of regular full-circle ringing.

The option of relying entirely on external contractors was also considered. However, this approach was rejected because it would reduce local involvement and weaken the long-term community legacy of the

project. The chosen approach combines professional expertise with volunteer participation, skills-sharing and community engagement.

Consequences if the Project Does Not Go Ahead

Without intervention, the bells will remain incapable of full-circle ringing, continuing more than a century of restricted use. The frame and fittings will continue to deteriorate, increasing the likelihood of future structural intervention and possible damage to the bells and surrounding church fabric.

The project also represents an important opportunity to revive a tradition and skillset that has already disappeared locally. Without the project, opportunities to train new ringers, engage local schools and develop long-term heritage learning activity would be lost.

Community momentum, volunteer engagement and pledged funding may also diminish if progress is significantly delayed. The church's wider role as a venue for heritage, culture and community activity would remain constrained.

Why This Project is Most Appropriate Now

The project is closely aligned with the CIO's purpose, governance and experience. It responds to a clear conservation need while also delivering learning, inclusion and community benefits.

The proposals build upon strong local support demonstrated through surveys, public meetings and integration within the Parish Neighbourhood Plan. They also draw upon available funding, partnerships and professional expertise, creating a realistic and sustainable opportunity for delivery.

The project has been designed to leave a lasting legacy through restored bells, a trained local ringing team, improved interpretation and stronger community engagement under the long-term stewardship of the Parochial Church Council, Local Church Council and wider community partnerships.

In Summary

This is the right project, at the right time, for the right organisation. It balances important conservation needs with community benefit, builds upon current opportunities and partnerships, and seeks to secure a sustainable future for Filby's bells, church and cultural heritage.

The combination of professional support, strong community engagement and established local governance places the Trust in a strong position to deliver the project successfully.

27 Our funding is subject to the Subsidy Control Act 2022. Tell us whether you consider the funding applied for to be a Subsidy within the Act and any advice you may have taken.

If your application is successful, it is important to remember our grant comes from public funds and may be subject to the Subsidy Control Act 2022.

Find out more about subsidy control in the Legal and policy requirements section of the [programme guidance](#)

[Text field – 500 words] **333 Words**

Subsidy Control Act 2022 – Applicability to Filby Bells Restoration

We have carefully considered whether our application for funding falls within the Subsidy Control Act 2022. Our conclusion is that the grant we are applying for does not constitute a subsidy under the Act.

Nature of the Organisation

Filby Bells Restoration is a registered Charitable Incorporated Organisation (CIO) created to deliver a single heritage project: the restoration and rehanging of the historic bells of All Saints Church, Filby. The charity does not trade for profit, and all funds raised are used exclusively for heritage conservation and public benefit. Once the project is complete, the CIO will be dissolved, with responsibility for ongoing maintenance passed to the Parochial Church Council.

Purpose of the Funding

Any National Lottery Heritage Fund grant would be applied solely to the restoration works and associated community activities. The outcomes—such as bell ringing, public exhibitions, school programmes, and digital archives—will be open to all and not for private gain. The funding will not confer a selective economic advantage to a business or individual, nor will it distort competition or trade.

Advice and Guidance

We have consulted National Lottery Heritage Fund guidance on the Subsidy Control Act and reviewed the key “four-part test”:

1. Is financial assistance being given from public resources? – Yes.
2. Does it confer an economic advantage on an undertaking? – No.
3. Is the advantage selective? – No.
4. Could it affect competition or trade? – No.

On this basis, the funding is not a subsidy. Informal advice has also been taken from local authority heritage officers, who confirmed that charity-led heritage projects of this kind are generally outside the scope of subsidy control.

Conclusion

The grant will be used exclusively for public heritage benefit. It does not provide an advantage to an economic undertaking, nor distort competition. For these reasons, we consider the funding to fall outside the scope of the Subsidy Control Act 2022.

If required, we are prepared to seek further clarification to ensure full compliance.

28 Does your organisation need to undertake any capacity building activity to better deliver your project?

For example, do you need to review your financial or HR system, develop your business plan or build fundraising capacity? Do you need to bring in any extra skills or expertise?

Tell us whether you will be making changes to the governance of your organisation to enable you to deliver your project more effectively. You can include the costs of professional support for a governance review in your project costs.

Q28 — Capacity Building Needs for the Filby Bells Restoration Project

While Filby Bells Restoration CIO already benefits from committed volunteers and strong local governance, delivering a project of this scale requires additional professional support and targeted organisational development to ensure effective delivery and long-term sustainability.

Governance and Financial Management

The trustees bring a broad range of professional and community experience. However, additional specialist support is required to meet National Lottery Heritage Fund expectations for financial monitoring, reporting and project oversight.

To strengthen financial management, the CIO has already recruited a qualified accounting professional to support budgeting, reporting and compliance with Charity Commission and NLHF requirements. Trustees will continue reviewing governance arrangements throughout the project to ensure decision-making remains proportionate, transparent and effective as activity increases.

The organisation also intends to adopt QuickFile accounting software during the Development and Delivery Phases. This will improve budgeting, expenditure tracking, cashflow monitoring, financial reporting and audit transparency while providing clearer financial oversight for trustees, funders and professional advisers.

Project Management Capacity

A part-time Professional Project Manager will be appointed to support both the Development and Delivery Phases. This role will coordinate consultant inputs, oversee programme schedules and budgets, monitor risks and support compliance with funding requirements.

The appointment will strengthen organisational capacity by introducing structured project management systems and reduced reliance on volunteers for complex coordination and delivery tasks.

Community Engagement, Learning and Evaluation

Specialist support will also be commissioned to strengthen public engagement, learning and evaluation activity.

An Engagement, Learning and Interpretation Consultant will support consultation activity, volunteer participation, accessibility planning and communications, helping build organisational experience in inclusive engagement and community participation.

A Professional Evaluation Consultant will design and oversee a proportionate evaluation framework to help trustees measure outcomes, capture learning and meet NLHF reporting requirements.

Together, these roles will help ensure that community participation, learning and wellbeing outcomes are delivered to a high standard alongside the capital works programme.

Business Planning and Long-Term Sustainability

A draft business plan has already been prepared and will be further developed during the project to address delivery planning, fundraising, legacy arrangements and long-term stewardship following completion of the works.

The plan will be developed with input from trustees, volunteers and professional advisers to ensure it remains realistic, resilient and aligned with community needs and heritage best practice.

Digital Skills and Communications

To strengthen communication and public engagement, the project will commission a professionally developed website providing project updates, interpretation resources and digital engagement opportunities.

Trustees and volunteers will develop skills in digital communication and content management throughout the project, supporting future community-led heritage activity. The website will continue to be professionally maintained for at least five years following launch.

Conclusion

Capacity building is not the primary purpose of the Filby Bells Restoration Project, but it is an important enabling element. By strengthening project management, financial systems, governance, engagement planning and digital communication, the project will improve the organisation's ability to deliver the restoration effectively while leaving a legacy of increased confidence, skills and resilience within the wider community.

29 Tell us about any jobs or apprenticeships that you will create to deliver your project.

Provide an estimate of any jobs and/or apprenticeships that will be created and will be directly involved in delivering your project. Tell us what their main roles will be and whether they are full-time or part-time positions.

If you are moving an existing member of staff into a post created by this project or extending the hours of an existing member of staff, tell us how they are qualified for the role created by the project.

Describe how you will choose the staff.

You will need to provide a job description for each role created for the development phase of your project as a supporting document to your application.

[Text field – 5,000 characters] **3,040 characters**

Q29 — Jobs and Apprenticeships Created by the Filby Bells Restoration Project

The Filby Bells Restoration Project will primarily involve specialist contractors with expertise in the conservation and restoration of historic church bells and towers. These works require highly skilled bell hangers, engineers and conservation craftspeople working within a specialist heritage sector.

Three of the UK's leading bell-hanging firms — John Taylor & Company Ltd., Nicholson Engineering Ltd. and Matthew Higby & Company Ltd. — were invited to provide quotations for the project. All have extensive experience in historic bell restoration and maintain apprenticeship and skills development programmes within their organisations.

In identifying Matthew Higby & Company Ltd. as the preferred contractor for Development Phase planning purposes, consideration was given not only to conservation expertise and approach, but also to their commitment to training and supporting specialist heritage skills within the bell-hanging sector.

The project is not expected to create permanent posts directly within the CIO. However, it will support employment and training opportunities within specialist conservation trades and associated local services during both the Development and Delivery Phases.

The project will also create opportunities for local volunteers interested in heritage skills to observe and, where appropriate, assist elements of the restoration process under professional supervision. This will provide valuable exposure to traditional bell restoration techniques, installation processes and wider conservation practice.

More broadly, the project supports a fragile specialist heritage sector. Following the closure of the historic Whitechapel Bell Foundry in 2017, the continuation of traditional bell-hanging and bell restoration skills has increasingly depended upon a relatively small number of specialist firms and independent craftspeople. By commissioning experienced conservation specialists, the project helps support the continuation and transfer of these rare skills.

Where practical, contractors will also be encouraged to make use of local suppliers, tradespeople and support services, helping generate wider indirect opportunities for skills development within areas such as carpentry, metalwork, electrical installation and heritage construction.

The project therefore contributes to skills development in two important ways: by supporting professional apprenticeship and training pathways within specialist contractor teams, and by helping local volunteers and community participants gain greater understanding of traditional heritage crafts and conservation practice.

Summary

Although the project will not directly create permanent jobs, it will support specialist employment, apprenticeships and heritage skills development within the bell restoration and conservation sector. By combining professional expertise with opportunities for community learning and participation, the project will help sustain both the physical heritage of the bells and the specialist skills required to care for them in the future.

30 What work will you do during the development phase of your project?

Tell us about the key tasks you need to complete during your development phase. Tell us how you will produce all of the supporting documents required for your delivery phase application.

[Text field – 5,000 characters] **4,509 Characters**

Q30 — Development Phase Work

The Development Phase will focus on carrying out the detailed preparatory work needed to confirm the scope, costs, risks and delivery methods for the full restoration of the bells, tower and associated community programme. Further community consultation will also take place during this period, including public meetings to review emerging proposals, discuss access and interpretation ideas, and gather feedback from local residents and stakeholders.

A Professional Project Manager will oversee coordination of the Development Phase, supported by a conservation-accredited architect acting as lead professional adviser for conservation, design and technical matters. Working under this coordinated structure, the project will commission specialist consultants including a structural engineer, quantity surveyor/cost consultant, acoustics specialist and ecology consultant. Together, these advisers will help assess the tower structure, refine technical proposals, confirm costs, evaluate environmental impacts and ensure the project represents an appropriate and sustainable conservation solution.

The architect, working alongside the invited bell-hanging specialist, will further develop proposals for the bell frame, fittings, ringing gallery, tower repairs, access improvements and removal of the dilapidated porch. Detailed drawings, specifications and technical reports will be prepared to support permissions, procurement and future delivery planning.

The ecology consultant will undertake and coordinate before-and-after ecological review work and any necessary protected species surveys, including consideration of bats, nesting birds and biodiversity impacts, in line with Norfolk Wildlife Trust guidance and relevant environmental requirements. Environmental sustainability options relating to materials, energy use and waste minimisation will also be explored during this phase.

The Development Phase will also include preparation and submission of applications for Faculty Approval and any related permissions or consents. Ongoing consultation will continue with the Diocesan Advisory Committee and, where appropriate, Historic England and other specialist bodies to ensure proposals reflect conservation best practice.

Alongside technical development, substantial community engagement and interpretation planning will take place. An Engagement, Learning and Interpretation Consultant will be appointed to support consultation activity, accessibility planning, interpretation development and community participation. Work during this stage will include:

- public consultation events
- engagement with Filby Primary School and local organisations
- development of interpretation and exhibition concepts
- archive and oral history planning
- exploration of digital engagement approaches
- preparation of educational resources and participation activities
- testing of communication methods including print, digital, video and in-person engagement

Financial and project planning work will continue throughout the Development Phase. This will include obtaining competitive quotations and outline tenders where appropriate, refining the overall project budget and cashflow forecasts, confirming partnership funding and developing detailed fundraising plans, including community-led events and local sponsorship opportunities.

The organisation will also continue strengthening governance and project management arrangements to ensure readiness for the Delivery Phase. Roles, reporting structures, risk management arrangements and delivery responsibilities will be further developed and formalised.

A key output of the Development Phase will be preparation of the detailed supporting information required for a future Delivery Phase application. This is expected to include:

- condition surveys and technical reports
- ecological and environmental assessments
- detailed cost plans and cashflow forecasts
- interpretation and learning strategies
- audience development and access planning

- governance, safeguarding and risk management documentation
- an updated business plan

The Development Phase will therefore ensure that all technical, financial, environmental and community aspects of the project are robustly planned, professionally advised, fully costed and appropriately approved before major capital works begin. This work will help provide confidence that the Delivery Phase can proceed safely, efficiently and in accordance with heritage, environmental and National Lottery Heritage Fund requirements.

31 Who are the main people responsible for the work during the development phase of your project?

Provide detailed information about the team that will work on your development phase, including the person who will take overall responsibility.

Explain who is responsible for making decisions and approving changes to your project. Describe the reporting structure and how often meetings will take place.

Describe how you will choose the services and goods needed during your development phase.

You will also need to send us briefs for any consultants for your development phase. You can upload these later in the application.

[Text field – 5,000 characters] **4,909 Characters**

Q31 — Project Leadership and Management During the Development Phase

The project will be delivered through a clearly defined management structure combining trustee oversight with professional leadership and specialist consultancy support. Governance and accountability will be provided by Filby Bells Restoration CIO working in partnership with the Parochial Church Council (PCC) and Local Church Council (LCC). This structure provides clear decision-making, financial oversight and compliance with National Lottery Heritage Fund requirements while ensuring strong community stewardship throughout the project.

A professional Project Manager will coordinate consultants, monitor programme delivery and report progress against agreed milestones. Specialist advisers will lead their respective areas of work, ensuring that technical, engagement, environmental and evaluation activities progress in a coordinated and evidence-led manner.

Project Lead — Nicholas Dawes

Nick Dawes, Chair of the CIO, will hold overall responsibility for the Development Phase and chair the Project Steering Group. He will oversee delivery of agreed outputs, milestones and budgets while coordinating the wider project team and professional advisers.

A retired GP with long-standing involvement in church heritage, Nick is also an experienced bell ringer and contributed to the successful restoration of the bells at nearby Fleggburgh, including helping establish a sustainable local ringing band. His role combines community leadership with practical heritage project experience.

Deputy Project Lead — Derek Nicker

Derek Nicker will support the Project Lead and act as principal liaison with the National Lottery Heritage Fund. He will oversee funding compliance, reporting, risk management and coordination between the CIO, PCC and LCC.

A retired Technical Director, Derek previously led the successful National Lottery-funded £640,000 Filby Village Hall project, managing consultation, procurement and construction delivery to completion on time and within budget. This experience provides continuity between community leadership and professional project delivery.

Project Partner — Parochial Church Council (PCC)

As legal owner of All Saints Church and its bells, the PCC will act as financial custodian and provide formal oversight of ecclesiastical and legal compliance. Bernard Chase will represent the PCC, supporting financial monitoring and approval of major contractual commitments. His commercial background and role as Church Treasurer provide additional governance and financial assurance.

Professional Project Management Support

A part-time professional Project Manager, Dayle Bayliss, will support the volunteer leadership team throughout the Development Phase. The Project Manager will coordinate consultant inputs, maintain programme schedules, monitor risks and oversee reporting processes in preparation for a robust and deliverable Delivery Phase application.

Professional Consultants

Specialist consultants will be appointed through competitive procurement and coordinated through the Project Manager and Project Lead. Preferred advisers identified for Development Phase planning purposes include:

- conservation architect — Archangel Ltd.
- structural engineer – to be advised
- quantity surveyor – to be advised
- bellhanger — Matthew Higby & Co. Ltd.
- ecology consultant — BiOME Consulting
- acoustics consultant — HA Acoustics
- engagement, learning and interpretation consultants — HEA
- evaluation consultant — Harriet Foster
- financial oversight support - to be advised

This approach ensures that professional expertise is integrated within a coordinated project structure rather than operating independently.

Steering Group and Decision-Making

A Project Steering Group, meeting monthly, will include trustees, PCC and LCC representatives, project leadership, community partners and professional advisers as required.

Operational decisions will be managed by the Project Lead in consultation with the Project Manager, while major scope, budget and governance decisions will require Steering Group agreement and PCC approval.

This structure provides clear accountability, defined escalation routes and shared responsibility across the project.

Procurement and Development Outputs

All appointments will follow National Lottery Heritage Fund procurement guidance and Charity Commission best practice.

The Development Phase will produce consultant briefs, technical surveys, design proposals, cost plans, partnership agreements, environmental and evaluation frameworks, risk management documentation and a fully developed Delivery Phase application.

Summary

The management structure combines experienced volunteer leadership with proportionate professional support and specialist advice. Responsibilities are distributed across a coordinated team to reduce reliance on any single individual while maintaining strong local ownership, professional oversight and clear accountability throughout the Development Phase.

32 Who are the main people responsible for the work during the delivery phase of your project?

Provide detailed information about the team that will work on your delivery phase, including the person who will take overall responsibility.

Tell us if you will need extra support from consultants or new staff.

Explain who is responsible for making decisions and approving changes to your project. Describe the reporting structure and how often meetings will take place.

Describe how you will choose the services and goods needed during your delivery phase. You will also need to send us:

- project management structure
- briefs for any consultants

If you are sending us a project business plan, tell us where to find the information above in this. You can upload any of these supporting documents later in the application.

Text field – 5,000 characters] **4,097 Characters**

Project Leadership and Management During the Delivery Phase

The Filby Bells Restoration Project will be delivered through a clear and accountable management structure combining professional expertise with community leadership. Governance will be provided by the Filby Bells Restoration CIO, working in formal partnership with the Parochial Church Council (PCC) and the Local Church Council (LCC). This structure ensures effective delivery, compliance with National Lottery Heritage Fund (NLHF) requirements, and long-term sustainability.

Strategic Oversight – Project Steering Group

Overall strategic oversight during the delivery phase will rest with the Project Steering Group. The Steering Group will be responsible for approving major decisions, monitoring progress against agreed objectives, and ensuring compliance with funding, heritage, and legal requirements.

Nick Dawes will represent the Steering Group on a day-to-day basis, acting as its nominated lead contact for strategic matters and liaison. He will ensure that Steering Group decisions are implemented and that progress, risks, and finances are reported regularly.

Operational Delivery – Professional Project Manager

Day-to-day operational responsibility for the delivery phase will rest with a professional Project Manager, (Dayle Bayliss) appointed on a part-time or fixed-term consultancy basis. The Project Manager will be responsible for coordinating all delivery activity, including:

- Managing contractors and consultants
- Maintaining the delivery programme and budget
- Monitoring risks, quality, and compliance
- Coordinating reporting and payment claims
- Supporting readiness for inspections, audits, and evaluation

This role ensures that the complexity of the capital works and associated activity programme is managed professionally, reducing reliance on volunteers for technical project controls and ensuring timely, high-quality delivery.

The Project Manager will report to the Project Steering Group through Nick Dawes and will work closely with the PCC and LCC where works affect the church fabric or operations.

Community and Volunteer Leadership

The Project Manager will be supported by trustees and volunteers of Filby Bells Restoration CIO, who will continue to play an active role in community engagement, events, interpretation, and education delivery. A Community Engagement Professional will support inclusive participation and volunteer coordination during the delivery phase.

Professional and Specialist Support

The delivery phase will involve specialist consultants and contractors appointed through competitive procurement, including:

- Bell-hanging specialists (Matthew Higby & Co. Ltd.)
- Conservation Architect (Archangel Ltd.)
- Structural Engineer
- Quantity Surveyor / Cost Consultant
- Engagement, Learning and Interpretation Consultant (HEA)
- Ecology Consultant (BiOME Consulting)
- Acoustics Consultant (HA Acoustics)
- Professional Evaluation Consultant (Harriet Foster)
- Accountant / Independent Examiner

All consultants will report operationally to the Professional Project Manager.

Decision-Making and Reporting

- Operational decisions: Professional Project Manager
- Strategic decisions and variations: Project Steering Group
- Legal and ownership approvals: PCC

Formal Steering Group meetings will take place monthly, supported by written progress, finance, and risk reports.

Procurement During the Delivery Phase

All services and goods will be procured in accordance with NLHF procurement guidance and Charity Commission best practice. A minimum of three written quotations will be obtained for major appointments, with selection based on relevant experience, quality, capacity, and value for money.

Summary

During the delivery phase, the Filby Bells Restoration Project will benefit from strong strategic oversight by the Steering Group, represented by Nick Dawes, combined with professional day-to-day management by a dedicated Project Manager. This structure provides clarity, resilience, and assurance that the project will be delivered to a high standard, on time, and in full compliance with NLHF expectations.

33 What work will you do during the delivery phase of your project?

Provide outline information about what your project will do during your delivery phase. [Text field – 5,000 characters] **4,062 Characters**

Delivery Phase Overview

During the Delivery Phase, the Filby Bells Restoration Project will move from planning into full implementation. This phase will combine specialist heritage conservation with community engagement, education, interpretation, and legacy planning to secure both the physical heritage of the bells and the living tradition of bell-ringing in Filby. Delivery will be supervised undertaken by the Professional Project Manager to ensure robust coordination and control.

1. Bell Restoration and Capital Works

- Remove, conserve, and rehang the historic bells of All Saints Church, Filby, returning them to safe full-circle ringing.
- Replace the deteriorated bell frame and fittings to ensure long-term structural integrity and safe operation.
- Undertake associated conservation works to the bell tower fabric where required to support the reinstated bells.
- Deliver all works in full compliance with heritage, ecclesiastical, environmental, and statutory consents.

2. Specialist Contractor Engagement

- Accredited and experienced bell-hanging specialists (Matthew Higby & Co. Ltd.) to undertake the core technical works. They will encourage skills transfer through demonstrations, mentoring, or apprenticeship opportunities where feasible.
- Appointed Architects (Archangel Ltd.) to manage building contractors, with programme coordination, risk management, and reporting support provided by a Professional Project Manager. They will engage other skilled heritage trades, such as carpenters or stonemasons, for any ancillary works identified.

3. Community Engagement, Learning and Interpretation

- An appointed Engagement, Learning and Interpretation Delivery Consultant (HEA) to coordinate delivery-phase activities, support volunteers, and ensure inclusive participation.
- Deliver a structured programme of engagement, including open tower days, talks, demonstrations, and celebratory events marking key milestones.

- Support the formation, training, and development of a local bell-ringing band to ensure regular future use of the bells.

4. Education, Interpretation and Outreach

- The Engagement, Learning and Interpretation Delivery Consultant will, lead the development and delivery of educational content and interpretation.
- They will work with Filby Primary School and other local schools to deliver curriculum-linked learning activities.
- They will provide supervised opportunities for children and young people to learn about bells, sound, and heritage conservation.
- They will produce reusable educational and interpretation resources for ongoing use beyond the project.

5. Interpretation, Digital Outputs, and Legacy

- The Engagement, Learning and Interpretation Delivery Consultant will, lead the development of interpretation themes and content explaining the history of the bells, the restoration process, and the cultural significance of bell-ringing.
- They will manage creation of interpretation displays, printed materials, and online resources.
- A professionally built project website will be maintained to communicate progress and host digital outputs and archives.
- Oral histories and community contributions will be recorded to preserve the project's intangible heritage.

6. Monitoring, Evaluation, and Sustainability

- An appointed professional Evaluation Consultant (Harriet Foster) will oversee monitoring, assess outcomes, and produce a final evaluation report aligned with NLHF requirements.
- They will collect feedback from participants, schools, and visitors to evidence learning, participation, and wellbeing impacts.
- They will finalise post-project management and maintenance arrangements with the PCC and the local ringing community to ensure long-term sustainability.

Summary

The delivery phase will restore Filby's historic bells to safe and active use while embedding skills, learning, and participation within the community. Delivery will be managed by the Project Lead, supported by a Professional Project Manager where required, under PCC oversight—ensuring strong governance, effective delivery, and a sustainable legacy of public benefit.

34 How do you plan to cash flow the delivery phase of your project?

Grant payments are made in arrears. You therefore need to ensure you are able to successfully cash flow the expenditure of your project in order to avoid experiencing financial difficulties. The exception to this is a development grant of less than £250,000.

Tell us about any financial reserves, income from your organisation or other sources of funding you will access to cash flow the delivery phase of your project.

[Text field – 5,000 characters] **3,014 characters**

Cash Flow Plan for the Delivery Phase

The Filby Bells Restoration Trust recognises that National Lottery Heritage Fund grant payments are made in arrears and has planned a realistic strategy to manage cash flow during the delivery phase. Our approach draws on a combination of pledged funding, staged contractor payments, community fundraising, and close financial oversight.

- **Secured and Pledged Funds**

- Funds of up to £40,000 are in place from the Local Church Council to the cover cost of repairs to Tower.
- A major pledge of £50,000 from a public figure (a donor who wishes to remain anonymous) will provide a strong upfront reserve to support early expenditure.
- Local Fundraising has raised £13,000 towards the project, to date.
- The Filby Playing Field Committee will contribute from village events and has committed to ongoing support throughout the project.
- Regular contributions from Filby Bridge Restaurant Quiz Nights will continue during the delivery phase.

- **Phasing of Expenditure**

- Bell Hanger Contractor contracts will be structured with staged payments, reducing the need for large upfront outlays.
- Initial works such as surveys, access improvements, and removal of the old porch can be scheduled to align with available reserves, with larger payments only made once grant drawdowns are available.
- Volunteer and in-kind contributions will be used wherever possible in early, non-capital tasks (documentation, community engagement, digital recording), reducing initial financial pressure.

- **Financial Reserves and Contingency**

- The Trust has access to modest organisational reserves earmarked for project support, which will be ring-fenced as a buffer for cash flow.
- These will act as contingency to cover any lag between expenditure and grant reimbursements.

- **Community Fundraising During Delivery**

- Fundraising will continue throughout the project, with village events, concerts, and local campaigns providing a steady flow of small but reliable income.
- Sale of commemorative books, artwork made from recycled bell components, and event donations will also contribute incremental support to cash flow.

- **Governance and Oversight**

- The professional accountant, recently recruited to the project team, will ensure cash flow monitoring is robust.
- Regular financial reporting to trustees will track both expenditure and expected grant drawdowns to prevent exposure to financial risk.
- The Trust's constitution ensures that all reserves and income are dedicated solely to the project or transferred to the Parochial Church Council if the Trust dissolves, giving funders confidence in financial stewardship.

Summary

Through a combination of pledged reserves, staged contractor payments, ongoing community fundraising, and enhanced financial oversight, the Trust is confident it can successfully manage cash flow throughout the delivery phase. This approach ensures that works will progress smoothly without risk of financial instability, while maintaining full accountability to funders and the community.

35 Delivery start date.

This can be an estimate. [Select date]

January 2nd 2028 ?

36 Delivery end date.

This can be an estimate. [Select date]

January 31st 2029 ?

37 Are there any fixed deadlines or key milestones that will restrict your project's timetable?

Please tell us about any immovable dates that will affect your project and are beyond your control. For example:

- dates when partnership funding offers may expire or when secured funds must be spent by
- anniversaries that your project is designed to celebrate
- external events that are key to your project's success

[Text field – 5,000 characters] 3,421 characters

Fixed Deadlines and Key Milestones

While the Filby Bells Restoration Project has been designed with flexibility to align with the National Lottery Heritage Fund decision-making process, there are some external deadlines and milestones which will influence the project timetable:

- **Partnership Funding Commitments**
 - A significant pledge of £50,000 from a public figure has been made on the understanding that the project will proceed within a reasonable timeframe. Delays beyond the expected project window may put this pledge at risk.
 - Smaller financial and in-kind contributions from local partners (e.g. Filby Playing Field Committee and other village fundraising groups) may be anticipated for the near term but cannot be guaranteed indefinitely if the project is delayed by several years.
- **Contractor Availability**
 - Specialist bell-hanging contractors have limited availability due to demand across the UK and abroad. Their schedules fill quickly, and securing their services will require aligning our delivery timetable with their availability. This may restrict flexibility once funding is confirmed.
- **Educational Calendar**
 - Community and school engagement activities are most effective if tied to the academic year. While the exact project start date depends on funding, we will coordinate workshops, school visits, and heritage activities to fall within a school year for maximum impact. Missing this alignment may reduce the scope of school participation.
- **Church Use and Liturgical Calendar**

- The church must remain accessible for worship, weddings, and community events throughout the project. Certain times of year (e.g. Easter, Christmas) may not accommodate major intrusive works, meaning contractor schedules will need to be phased carefully.
- In addition, the consecrated setting of the church imposes restrictions on when scaffolding or heavy works can occur, requiring close coordination with the Local Church Council.
- **Historic and Local Context**
 - There is community interest in aligning completion of the project with local heritage events such as the annual village fete or Remembrance Day, when the ringing of restored bells would have strong symbolic impact. While not immovable, these dates represent significant opportunities for heritage celebration that would be diminished by delays.
- **Ecological Survey**
 - A preliminary ecological survey undertaken by a qualified specialist has identified minimal evidence of bat presence and no evidence of roosting species within the tower. This significantly reduces the ecological risk associated with the project.
 - A further survey will be undertaken during the Development Phase to confirm these findings. Should any protected species be identified, appropriate mitigation measures and licences (e.g. from Natural England) will be secured in accordance with wildlife legislation.
 - This is considered a low and well-managed risk, and any necessary seasonal constraints have been allowed for within the project programme, ensuring compliance without impacting overall deliverability.

Summary

The most critical constraints relate to:

- honouring the terms of pledged funding;
- securing specialist contractor availability; and
- phasing works around the church and school calendars.

Although no single immovable deadline threatens immediate cancellation, the project must proceed within a defined window to retain funding, specialist expertise, and community momentum.

Our investment principles

Our four investment principles will guide all our grant decision making under our 10-year strategy, Heritage 2033.

Our investment principles are:

- saving heritage
- protecting the environment
- inclusion, access and participation
- organisational sustainability

You must take all four investment principles into account in your project. You may focus more on some investment principles than others.

For example:

- if your project is focused on restoring natural landscapes, you might want to emphasise both saving heritage and protecting the environment in your application
- if your project is focused on recording and sharing oral histories and skills development, you might concentrate more on inclusion, access and participation and organisational sustainability

The strength of focus and emphasis on each principle is for you to decide and demonstrate.

38 Explain how your project will save heritage.

[Text field – 5,000 characters] **5,000 characters**

Q38 – How does your project meet the Investment Principles?

The Filby Bells Restoration Project will conserve an important element of Norfolk's heritage while making it more inclusive, accessible, resilient and relevant to contemporary communities. The project combines conservation of nationally significant bells and associated historic fabric with opportunities for learning, participation, skills development and community involvement.

Saving Heritage

The project will secure the long-term future of five historic bells dating from 1607–1722 and the associated bell-ringing tradition at All Saints Church, Filby. Restoration of the bells, replacement of the failing frame and associated tower improvements will ensure that this heritage can be safely experienced, used and enjoyed by future generations.

The project will also safeguard an important example of England's intangible cultural heritage. By re-establishing full-circle ringing and supporting a new local ringing team, traditional skills and knowledge absent from the village for over a century will once again become part of community life.

Protecting the Environment

The project will adopt environmentally responsible approaches throughout both phases. Conservation-led repair will extend the life of historic assets, reducing waste and the need for future intervention. Existing bells will be retained and conserved rather than replaced, preserving embodied carbon and historic significance.

The project will work closely with ecological specialists to ensure bats, birds and other wildlife are protected throughout the works programme. Biodiversity considerations will be integrated into planning and delivery.

Energy-efficient LED lighting and targeted electric heating within the ringing gallery will improve usability while reducing energy consumption and avoiding fossil-fuel heating. These measures support the Church of England's Net Zero Carbon 2030 ambitions.

Inclusion, Access and Participation

The project will make local heritage more inclusive, accessible and participatory by enabling people of different ages, abilities and backgrounds to discover, shape and take part in the story of Filby's bells.

Local residents, schools and community groups will help shape how the bells are shared and interpreted. More people will feel informed, welcomed and able to participate through a programme of accessible engagement activities delivered through familiar community settings and local events.

Barriers to participation will be reduced through improved access, interpretation, digital resources and audio-visual displays. People who cannot climb the tower will still be able to experience and understand the bells and their heritage.

A wider range of people will become involved in bell heritage, including young people, older residents, new volunteers and those with no previous connection to bell ringing or church activities.

Organisational Sustainability

The project will strengthen the capacity of Filby Bells Restoration CIO, the PCC and local partners to manage heritage, engage wider audiences and work collaboratively.

The Development Phase will establish governance arrangements, maintenance planning, partnership working and professional support structures that will help ensure successful delivery and long-term sustainability.

The project will also strengthen relationships between heritage organisations, schools, environmental groups, volunteers and community organisations, creating lasting local capacity beyond the life of the project.

Skills and Knowledge

People of all ages will gain new skills, knowledge and confidence through participation.

New ringers will learn the skills needed to ring and care for the bells, helping establish a sustainable local ringing community. Volunteers will gain experience in interpretation, oral history recording, digital archiving, event management and community engagement.

School pupils will learn about local history, heritage conservation, sound, music and traditional skills through curriculum-linked activities. The project will create opportunities for intergenerational learning and knowledge sharing.

Local historians, archivists and volunteers will help capture and preserve new heritage through oral histories, photography, film and digital documentation, ensuring that the story of the restoration becomes part of Filby's continuing heritage record.

Long-Term Benefits

By the end of the project, important local heritage will have been conserved and made accessible to a wider audience. More people will understand and value the significance of the bells and their place within the history of Filby.

The restored bells will be supported by a broader and more sustainable community of ringers, volunteers, learners and supporters. Stronger partnerships between the church, schools and community organisations will help sustain the project's benefits long after completion.

The project will strengthen local identity, foster pride in place and reconnect the community with a part of its heritage that has been silent for more than a century.

39 Explain how your project will protect the environment.

[Text field – 5,000 characters] 4,736 Characters

Environmental Protection and Sustainability: Filby Bells Restoration Project

- The project approaches conservation as a form of climate action by prioritising repair and adaptation over replacement. Restoring and reusing the existing bells and historic fabric supports a centuries-long lifecycle, retaining embodied carbon that would otherwise be lost through new manufacture. Wherever possible, work will be undertaken by regional craftspeople and specialist contractors, supporting traditional skills while reducing transport impacts. Community participation and local volunteering further reduce travel-related emissions while strengthening local stewardship. Compared with new construction, the project represents a low-carbon intervention that safeguards heritage through careful repair, reuse and continued active use.
- Environmental protection is embedded throughout project planning and delivery. Baseline ecological surveys of the tower and surrounding areas will be undertaken by a professional consultant to assess the presence of bats, nesting birds and other protected species, and to evaluate potential impacts arising from noise, vibration or increased activity. Advice from Norfolk Wildlife Trust and local conservation partners will inform mitigation measures and ensure full compliance with wildlife legislation while protecting the sensitive churchyard environment.
- Waste reduction and material reuse form a central part of the approach. All existing bells will be retained, while a sixth bell will be introduced through reuse of a surplus bell from St Peter and St Paul Church, Harlington, demonstrating circular reuse within the bell-ringing community. The existing timber frame will be dismantled and reused through a local Men's Shed, and redundant bell components repurposed as artworks, reducing waste while supporting community engagement and creative interpretation. Remaining materials will be removed by licensed contractors in accordance with UK environmental regulations.
- All contractors will be required to minimise environmental impact through responsible working practices, including use of low-emission vehicles, avoidance of engine idling, spill-prevention measures and careful handling of hazardous materials. Sustainable sourcing will be prioritised through certified timber and locally procured materials where feasible. Work will be scheduled to limit noise and vibration, protecting both historic fabric and surrounding ecology, while site access arrangements will minimise disturbance to churchyard surfaces and wildlife habitats. The installation of remote viewing technology will reduce the need for frequent physical access to the tower, further limiting disturbance while improving inclusive public access.

- Community-led environmental stewardship forms an important element of delivery. Residents will be informed about environmental safeguards through accessible communications, and a volunteer Environmental Liaison Officer will support monitoring and good practice. Digital working methods will reduce paper use, and locally sourced catering will be encouraged at events to minimise environmental impact. Environmental awareness will also be integrated into interpretation and education through school materials, digital storytelling and permanent displays, including creative reuse of salvaged materials, helping visitors understand how conservation contributes to climate responsibility.
- A sustainability review will be embedded within the Development Phase design process to ensure environmental considerations inform material choices, access solutions and interpretation installations, enabling environmental performance to be considered alongside conservation and accessibility objectives before progressing to Delivery Phase. Long-term maintenance planning will prioritise durable materials and repairable solutions, reducing the need for future replacement works and associated environmental impact.
- Following completion, ecological monitoring will assess biodiversity outcomes, supported by Filby Lands and Conservation Trust through potential installation of swift bricks and bat or bird boxes where appropriate. Continued community involvement in monitoring and stewardship will encourage lasting environmental awareness and responsible care of both the churchyard and built heritage. This integrated approach protects natural and built heritage together, demonstrating that heritage conservation itself is a form of environmental sustainability. By linking environmental responsibility with community participation and skills-sharing, the project ensures that sustainable practices are understood, experienced and carried forward by future generations of local custodians.

40 Explain how your project will increase inclusion, access and participation.

[Text field – 5,000 characters **4,711 Characters**

Q40 – Explain how your project will increase inclusion, access and participation

The Filby Bells Restoration Project places inclusion, access and participation at its heart. Located in a rural Norfolk village with limited public transport and few cultural venues, the project has been designed to ensure that heritage is accessible to people of all ages, abilities and backgrounds, whether or not they regularly attend church or have previous experience of heritage activities.

A village-wide survey undertaken in 2024 demonstrated exceptional local support, with 94.2% of respondents supporting restoration of the bells. This underpins a participatory approach in which residents, schools and community groups will help shape interpretation, learning activities and the visitor experience through consultation and co-creation during the Development Phase.

Engagement opportunities will be delivered through public meetings, coffee mornings, quiz nights, seasonal events and a visible presence at the annual Filby Village Fête. Communication will use printed material, newsletters, local media, social media and a dedicated project website. An Engagement, Learning and Interpretation Consultant will help ensure information is accessible to people with differing levels of confidence, literacy and digital experience.

Participation will be flexible, enabling residents to contribute according to their interests and abilities. Volunteers will support interpretation, photography, filming, oral history recording, digital media, website content, exhibitions, event support and practical conservation activities. Local craftspeople, artists, historians, photographers, IT specialists and community members will work alongside professional advisers, ensuring that local knowledge and lived experience are valued alongside technical expertise.

The project will widen participation beyond existing church users and experienced ringers by creating new pathways into involvement. A developing ringing group, already training at neighbouring towers, includes teenagers, older residents and first-time learners, encouraging intergenerational learning and confidence-building. Partnership with Filby Primary School will introduce children to the heritage of bell ringing through curriculum-linked activities and provide opportunities for continued participation.

Physical barriers will be reduced through inclusive interpretation. An electronic chiming mechanism will enable visitors unable to climb the tower to experience the bells safely from ground level. CCTV within the tower will provide live views of the bells, ringing activity and panoramic views from the tower, displayed on a high-definition monitor incorporated into an interpretation installation created from recycled pews by a local Men's Shed group.

Remote digital access will also enable schools, care settings and housebound residents to experience the bells and restoration activities.

Creative participation will continue throughout the project. A local artist and poet will document the restoration, while residents and children will contribute artwork, memories and creative responses to permanent interpretation and exhibitions. The Filby Archivists Group will contribute historical knowledge, archive material, photographs and advice to support interpretation and oral history, while volunteers will create digital heritage resources documenting the restoration and the stories associated with it.

A Digital Heritage and Community Media Programme will document the restoration through photography, film, time-lapse recording, oral histories, website content and social media. Volunteers will develop practical heritage and media skills while creating permanent online interpretation that enables people unable to visit the church to experience the project remotely. Legacy outputs will include educational resources, audio-visual interpretation, a commemorative publication and an accessible digital archive preserving the project's stories, skills and achievements.

The project benefits from strong partnerships between the PCC, Local Church Council, Filby Primary School, Filby Parish Council, Filby in Bloom, Filby Playing Field Committee, Norfolk Wildlife Trust, Filby Lands & Conservation Trust, the Filby Archivists Group and neighbouring bell-ringing towers, helping ensure that the project reaches people from across the community.

By combining physical conservation with co-creation, volunteering, digital engagement, education and shared community leadership, the project ensures that heritage is not simply conserved but actively experienced. People will become contributors rather than spectators, helping safeguard both the restored bells and the traditions, knowledge and stories that surround them for future generations.

41 Explain how your project will improve your organisational sustainability.

[Text field – 5,000 characters] **4,991 Characters**

Sustainability

Organisation

- A comprehensive SWOT analysis (Strengths, Weaknesses, Opportunities, Threats) has been completed for the Trust and the wider project. Identified weaknesses—particularly related to succession planning, capacity and skills gaps—are being actively addressed.
- The long-term use and care of the bells will be secured by:
 - Recruiting and training new bellringers, including young people.
 - Establishing a Tower Captain and maintenance rota.
 - Community ownership of the bells as part of Filby's living heritage.

Finances and Strategy

- **Post-Project Financial Sustainability**
 - On completion, the Bells Restoration Trust will dissolve in accordance with its constitution. Any surplus funds will transfer to the Local Church Council (LCC) for maintenance of the ringing installation.
 - Bells Restoration Committee members will be invited to join the Local Church Council, ensuring continuity of knowledge and community engagement.
- **Income Streams for Ongoing Maintenance**
 - Visitor donations, wedding fees (typically £150–£250), and a ringers' Rope Fund will fund routine upkeep.
 - Additional fundraising will continue through local events, e.g. quiz nights and open days.
- **The Wider Church Context**
 - As church attendance continues its long-term decline (from ~50% in 1851 to ~1% today), the sustainability of many rural churches is in doubt.
 - All Saints Filby has already adapted. Following a 2016 reordering, the building includes modern heating, lighting, a kitchen, and toilets, making it the most resilient and flexible worship space in its 17 parish benefice.
 - As worship patterns change, Filby's Church, will take on a broader role as a community hub, supporting both secular and religious functions.
- **Community Investment**
 - Events such as coffee mornings, performances, and heritage talks will support the church financially and socially, building usage and income.
- **Village-Led Support**
 - Following the 2015 opening of the village hall, the Filby Playing Field Committee generates significant surplus funds through its events (e.g., fete, fireworks).
 - In accordance with Charity Commission guidance, these funds may be allocated to local causes, including the Church, In Bloom group, and some will be allocated to the Bells Trust.
 - These contributions—running into thousands of pounds annually—will continue both during the Trust's lifespan and afterward.
- **Local Business Partnerships**

- The Filby Bridge Restaurant donates raffle proceeds from its monthly quiz nights. Each group (Church, Bells Restoration Trust, In Bloom) receives ~£180 per round.
- Once the Trust is dissolved, the Church will receive an increased share.

Human Resources

- Expertise within the committee includes:
 - A retired national project manager.
 - A business director with previous BIG Lottery delivery experience.
 - A former senior teacher involved in charity governance.
- The current Trustees, mostly aged 60–80, include experienced professionals in project management, skilled bellringers and Local Church Council members.
- The Trust will recruit new, younger Trustees and volunteers, particularly those with digital, communications, and fundraising skills.

Systems and Governance

- Filby Bells Restoration Trust is a Charitable Incorporated Organisation (CIO) registered with the Charity Commission.
- Governance is transparent, with clear roles and responsibilities
- Strategic decisions are made in consultation with the community, PCC, the LCC and other stakeholders to maximise impact.

Infrastructure and Digital

- One Trustee has created and manages community websites and social media pages—forming the digital backbone of local communications. Professional assistance will be engaged.
- These digital assets will be expanded, and digital volunteers recruited, to ensure the project is accessible and future-proof.
- Filby Archivists Group will work with local youth to digitise heritage materials and curate a lasting online archive of the bell's restoration.

Social Networks and Communication

- The project benefits from deep community roots and a tradition of collaborative working across groups.
- Regular meetings, social media updates, newsletters, and school visits will keep the public involved and informed.
- Visible progress reporting at community events will sustain interest and invite participation.

Professional Networks

- The Restoration Trust works in close partnership with the Parochial Church Council and the Local Church Council.
- It is also in touch with other bell restoration projects to share learning and good practice.

Environmental Sustainability

- The Trust is actively working with Filby Lands & Conservation Trust and Norfolk Wildlife Trust.
- Baseline and follow-up ecological surveys will assess the project's impact and guide future environmental stewardship.
- Environmental activities are designed to minimise negative impact and ensure the heritage adapts to the climate crisis.

The Development Phase builds a self-sustaining heritage programme, not a one-off capital repair.

After the project ends

42 How will you maintain the benefits of your project and meet any related costs?

Tell us how you will manage the benefits of your project after the funding ends. For example:

- what will happen to the things you produce as part of the project, for example if these will be donated to a local archive or kept on display by your organisation
- how you will manage the heritage in the future, for example if you will keep employing staff to help maintain a site you have restored
- how you will deal with any costs related to maintaining the heritage once the project ends, for example utility costs for a newly opened building

[Text field – 5,000 characters] **3,989 Characters**

Maintenance of Benefits and Meeting Ongoing Costs

Ongoing Care of the Bells and Frame

- Once restored, the bells and their supporting frame will form a permanent, fully functional heritage asset for the parish and wider community.
- The Local Church Council (LCC) will assume long-term responsibility for maintenance within the church's established quinquennial inspection regime (delegated by the Parochial Church Council (PCC)).
- Routine inspections by qualified bell-hangers will take place at least every five years, supported by preventative maintenance including lubrication, adjustment and timber care.

Sustaining the Tradition of Bell-Ringing

- A new and sustainable team of local bell-ringers will be established during the project, supported by the Norwich Diocesan Association of Ringers and neighbouring towers.
- A structured training pathway will ensure continued recruitment, including young people and first-time participants, creating a long-term pipeline of ringers.
- Regular ringing will take place for services, weddings, civic occasions and community events, ensuring the bells remain in active use.
- Ongoing use will sustain skills and provide the most effective form of preventative conservation.

Educational and Digital Resources

- An Activity and Interpretation Delivery Schedule will be prepared and implemented, aligning learning resources and engagement activity with the completed works.
- Interpretation materials, templates and digital resources will be handed over to the PCC and trained

volunteers for ongoing use and development.

- Digital assets (recordings, photographs, oral histories and archive material) will remain accessible via a church website and local heritage partners.
- Remote viewing and interpretation will support continued engagement, including for schools and mobility-limited audiences.

Community Engagement and Programme of Use

- The project establishes an ongoing programme of activity rather than a one-off intervention.
- Annual heritage events, open days and interpretation activities will provide regular public engagement.
- Partnerships with Filby Primary School, local organisations and parish groups will support continued educational and community use.
- The bells will form part of civic life, including remembrance events, anniversaries and village celebrations, ensuring consistent visibility and relevance.

Financial Sustainability

- The project restores an existing asset, with low ongoing costs limited to routine inspection, minor repair and insurance.
- These costs will be met through the LCC's existing maintenance budget, supplemented by donations associated with weddings and community ringing.
- Additional income will be generated through small-scale events, heritage activities and occasional fundraising, contributing to a dedicated maintenance reserve.
- These income streams are consistent with current church income patterns and provide a reliable basis for meeting ongoing costs
- The specification prioritises durability and preventative maintenance, minimising long-term financial risk.

Governance and Oversight

- On the dissolution of Filby Bells Restoration, Trustees will join the LCC as lay members. They will form an LCC subcommittee to oversee long-term care of the bells, continuation of ringing training and coordination of activities.
- Ongoing links with regional ringing and heritage organisations will support skills development and resilience.

Summary

The project secures long-term sustainability through:

- established stewardship of the asset by the LCC;
- a structured and ongoing ringing training pipeline;
- a regular programme of community use and engagement;
- accessible and reusable educational and digital resources;
- manageable costs supported by existing income and light fundraising.

Together, these measures ensure that the restored bells remain actively used, financially sustainable and embedded within the life of the church and community, safeguarding both the physical asset and the living tradition of bell-ringing for future generations.

43 How will you evaluate the success of your project and share the learning?

You must evaluate your project and provide a written evaluation report once you finish your project.

You will need to create an evaluation plan at the start of your project. This will be an outline of how you are going to collect data to measure, analyse and understand what you are doing and ultimately to provide evidence about what your project has achieved.

Tell us who will carry out your evaluation. This could be staff within your organisation or a person or organisation who you will need to employ. You should provide a brief for this work as a supporting document.

We would expect to see costs for your evaluation included in your project costs.

[Text field – 5,000 characters] **4,950 characters**

Evaluation Approach

Purpose

Evaluation will measure the difference the project makes to heritage, people and the wider community. It will assess how successfully the project conserves and revitalises the bells of All Saints Church, strengthens community engagement, develops skills and volunteering, widens participation and secures a sustainable future for bell ringing in Filby.

Evaluation will identify lessons learned throughout both the Development and Delivery Phases and share these with project partners, other churches and the wider heritage sector.

Evaluation Plan

An independent Professional Evaluation Consultant will be appointed at the start of the Development Phase.

Working with the Project Steering Group, project partners and volunteers, the consultant will prepare a detailed Evaluation Plan setting out outcomes, success measures, data collection methods, timescales and reporting arrangements. The framework will align with National Lottery Heritage Fund outcomes and reporting requirements while remaining proportionate to the scale of the project.

Evaluation evidence will combine quantitative information with qualitative feedback collected through surveys, interviews, observation, participation records and case studies.

Project Outcomes and Measures

Heritage Outcomes

Evaluation will assess how successfully the project conserves and safeguards an important part of Filby's heritage.

Measures will include:

- successful restoration and re-hanging of the bells and associated infrastructure;
- improved condition, accessibility and interpretation of the bells and tower;
- creation of permanent interpretation, educational resources and digital heritage materials;
- recording of oral histories, restoration knowledge and traditional bell-ringing skills;
- evidence that the restored bells are being regularly rung and maintained.

People Outcomes

Evaluation will measure how the project has increased participation, learning and confidence.

Measures will include:

- volunteers recruited and retained;
- participation across different age groups and backgrounds;
- new bell ringers recruited, trained and continuing to ring;
- involvement of schools and young people;
- volunteer confidence, skills and satisfaction;
- participant feedback demonstrating increased understanding and appreciation of local heritage.

Case studies will illustrate how involvement has benefited individuals, volunteers and community organisations.

Community Outcomes

Evaluation will assess how effectively the project has strengthened community participation and long-term stewardship.

Measures will include:

- attendance at events, exhibitions, open days and guided tours;
- participation by local organisations and project partners;
- growth in volunteering and community involvement;
- evidence of new partnerships and collaborative working;
- continuing community use of the restored church, ringing gallery and interpretation.

Digital Heritage and Community Media Programme

The Digital Heritage and Community Media Programme will be evaluated as a key element of the project.

Measures will include:

- volunteers participating in photography, filming, oral history recording and digital storytelling;
- heritage photographs, films and oral histories produced;
- digital interpretation and educational resources created;
- website use and online engagement;
- social media reach and interaction;
- evidence that digital resources have increased access for schools, care settings, housebound residents and others unable to visit the tower.

Evaluation will consider not only the quantity of digital outputs but also how effectively they increase public understanding of the bells, encourage participation and create a lasting record of the restoration.

Sharing Learning

Findings will be reviewed throughout the project, allowing activities to be refined as delivery progresses.

A final Evaluation Report will summarise achievements, lessons learned and recommendations for future projects. The findings will be shared with project partners, volunteers, the PCC, neighbouring churches, ringing organisations and the wider community through presentations, the project website and digital resources.

The evaluation will help inform future heritage projects by demonstrating how conservation, learning, volunteering, digital engagement and community participation can be successfully combined within a small rural community.

Legacy

Evaluation will continue beyond completion of the capital works by monitoring the sustainability of the restored bells, the continuing growth of the local ringing band, use of interpretation, ongoing community participation and the long-term value of the project's digital heritage resources.

The evaluation process will therefore measure not only what the project achieved during delivery, but also how successfully it has created the skills, partnerships and community commitment needed to safeguard Filby's bell heritage for future generations.

Project Costs

Summary of project costs

Phase	Total Costs	Total Contribution	Grant Request	Grant Percentage
Development	£128,495	£24,000	£104,495	81%
Delivery	£654,735	£141,400	£513,335	78%
Both Phases	£783,230	£165,400	£617,830	79%

Refresh totals

Development-phase costs.

Cost Heading	Description	Cost	VAT	Total
New staff	None	£		£
Professional fees	Project Manager, Architect,	£76,778	£15,536	£92,314
Opening-up works / Surveys	Building Regulations, Plann	£5,400	£940	£6,340
Capacity Building Activity	Volunteer training	£500	£100	£600
Recruitment	None	£	£	£
Other costs (development phase)	Engagement, equipment, e:	£7,500	£1,500	£9,000
Full Cost Recovery	None			£
Contingency	Development contingency	£8,241		£8,241
Non-cash contributions	None in Development Phas		£	£
Volunteer time	Development Volunteer Cor	£12,000		£12,000

Save development costs

Development-phase income.

Type	Description	Secured?	Evidence of income?	Amount
Local authority	None	☐	☐	
Other public sector	None	☐	☐	
Central government	None	☐	☐	£
Private donation - Individual	None	☐	☐	£
Private donation - Trusts/Charities/Foundations	None	☐	☐	£
Private donations - corporate	None	☐	☐	£
Commercial/business	None	☐	☐	£
Own reserves	Filby Bells Restoration Cl	☒	☒	£12,000
Other Fundraising	None	☐	☐	
Loan/Finance	None	☐	☐	£
Non cash contributions	None	☐	☐	£
Volunteer Time	Development volunteer co	☒	☒	£12,000

Save development income

Delivery-phase costs.

Type	Cost Heading	Description	Cost	VAT	Total
Capital cost	Purchase price of heritage items		£	£	£
Capital cost	Preliminary works (e.g scaffolding, preliminaries, pre-construction archaeology)		£	£	£
Capital cost	Repair and conservation work	Bell restoration, reh	£306,720	£61,344	£368,064
Capital cost	New building work		£	£	£
Capital cost	Other capital work		£	£	£
Capital cost	Digital outputs	Digital Heritage pro	£29,050	£5,810	£34,860
Capital cost	Equipment and materials (capital)	Digital heritage equ	£4,006	£801	£4,807
Capital cost	Other costs (capital)	Keltek donated sixtl	£8,000	£	£8,000
Capital cost	Professional fees (capital)	Architect, Project M	£57,699	£10,977	£68,676
Activity cost	New staff		£	£	£
Activity cost	Training for staff		£	£	£
Activity cost	Paid training placements		£	£	£
Activity cost	Training for volunteers	Volunteer training	£2,000	£400	£2,400
Activity cost	Travel and expenses for staff		£	£	£
Activity cost	Travel and expenses for volunteers		£	£	£
Activity cost	Event Costs	Community events	£8,000	£1,600	£9,600
Activity cost	Equipment and materials (activity)	Exhibition, school p	£5,889	£124	£6,013

Activity cost	Other costs (activity)		£	£	£
Activity cost	Professional fees (activity)	HEA Consultant	£11,928	£2,386	£14,314
Other cost	Recruitment		£	£	£
Other cost	Publicity and promotion		£	£	£
Other cost	Evaluation		£	£	£
Other cost	Other		£		£
Other cost	Full Cost Recovery		£	£	£
Other cost	Community grants		£	£	£
Other cost	Contingency	Delivery Contingen	£107,601		£107,601
Other cost	Inflation		£	£	£
Other cost	Increased management and maintenance costs (maximum five years)		£	£	£
Other cost	Non-cash contributions	Keltek donated bell	£8,000		£8,000
Other cost	Volunteer time	Delivery Volunteer c	£22,400		£22,400

Save delivery costs

Delivery-phase income

Type	Description	Secured?	Evidence of income?	Amount
Local authority		☐	☐	£
Other public sector		☐	☐	£
Central government		☐	☐	£
Private donation - Individual	Private Donor	☒	☒	£50,000
Private donation - Trusts/Charities/Foundations		☐	☐	£
Private donations - corporate		☐	☐	£
Commercial/business		☐	☐	£
Own reserves	PCC/LCC Contributio	☒	☒	£40,000
Other Fundraising	Community Fundraisii	☒	☒	£21,000
Loan/Finance		☐	☐	£
Increased management and maintenance costs (maximum five years)		☐	☐	£
Non cash contributions	Keltek Trust donation	☒	☒	£8,000
Volunteer Time	Delivery Volunteer Cc	☒	☒	£22,400

Save delivery income

Before we assess your application, we need to see your supporting documents.

Some supporting documents are mandatory – these are documents which every project must provide for their development phase application. Other supporting documents are only mandatory if they apply to your project: for example, if you are commissioning any work, we will need to see briefs for that work.

Choose a clear, descriptive file name for each supporting document so we can easily identify each one.

Name	Type
No files have been uploaded.	
Supported file types: .jpg, .doc, .docx, .pdf, .xls, .xlsx, .ppt, .pptx, .zip, .kml, .csv, .bmp, .tiff, .rtf, .png, .txt, .msg, .mp4, .eml, .ods, .odt, .webp	

Or drop files

List of supporting documents

Attached - to be uploaded: [0. List of Supporting Documents](#)

1 Timetable for the development phase

This should be a detailed timetable for the development phase of your project. This is a mandatory document for all development phase projects.

Attached - to be uploaded: [1. Timetable for Development Phase](#)

2 Risks for the development phase

This is a document, known as a risk register, which tells us about any risks to the development phase of your project and how they will be managed. This is a mandatory document for all development phase projects.

Attached - to be uploaded: [2. Filby Bells Restoration - Risks for the Development - Development Phase Risk Register](#)

3 Timetable for delivery phase

This should be a summary timetable for the delivery phase of your project. This is a mandatory document for all development phase projects.

Attached - to be uploaded: [3. Timetable for Delivery Phase](#)

4 Risks for the delivery phase

This is a document, known as a risk register, which tells us the risks to the delivery phase of your project and how they will be managed. This is a mandatory document for all development phase projects.

Attached - to be uploaded: [4. Filby Bells Restoration - Risks for the Delivery Phase - Delivery Phase Risk Register](#)

5 Main risks document for after the project is completed

This is a document to tell us about the main risks facing the project after it has been completed and how they will be managed. This is a mandatory document for all development phase projects.

Attached - to be uploaded: [5 Main risks document for after the project is completed](#)

6 Accounts

You must provide your most recent audited or accountant verified accounts for the last three years. We would also like to see your management accounts for the last three years. Accounts need to be:

- in the legal name of your organisation
- dated
- signed with a handwritten signature; this does not include digital signatures
- include the title of the person who is signing them. This person must be a director, trustee, accountant, or other senior figure in your organisation.

If your organisation's accounts are older than 18 months, you must also provide three months of your most recent bank statements. This should be the three months before the date you submit your application. If your organisation was set up less than 14 months ago and does not have a set of audited accounts, you must provide your last three bank statements or a letter from your bank confirming that your organisation has opened a bank account. We do not need to see your accounts if you are a public organisation, for example a local authority or university. This is a mandatory document for all development phase projects unless your organisation is exempt from providing them.

Attached - to be uploaded: [6 Filby Bells Restoration CIO Annual Accounts 2024, 2025 and 2026](#)

7 Detailed cost breakdown

You must provide a spreadsheet detailing the costs you outlined when completing the project costs section of your application. We require a detailed spreadsheet of project expenditure and income, with reference to the budget headings used in your application, itemising each aspect. This is a mandatory document for all development phase projects.

Attached - to be uploaded: [7 Filby Bells Restoration Detailed Cost Breakdown](#)

8 Partnership agreements

If you plan to work with a partner to carry out your project, you will need to provide a partnership agreement. This document should outline both partner's roles and responsibilities and should be signed by all parties. This document should reflect the needs of your project and you may need to seek independent advice on how to best write an agreement. A partner is another organisation or third-party body that is integral to the delivery of your project, for example the owner of an item, building, land or collection that is involved in your project. Partners are not subcontractors. They will take on an active role in the project and will be involved in the project. They will help to report on progress, attend regular partnership meetings and support project evaluation.

Attached - to be uploaded: [8. Draft Partnership Agreement](#)

9 Job descriptions

If you plan to recruit new staff or apprentices to help you deliver your project, you need to provide a job description for each new post. Each job description should include the proposed salary and working hours.

Attached - to be uploaded: [9. Job Descriptions](#)

10 Briefs for commissioned work

Briefs describe any work you plan to commission during the development phase of your project. If you are commissioning work, for example, from an artist or an architect, then you should upload a brief. The brief should describe the works, how long they will take, and how much they will cost. For fees over £10,000 you should get three competitive tenders or quotes. For fees over £50,000 we will expect you to provide proof of the competitive tendering process.

Attached - to be uploaded: [10. Briefs for commissioned work](#)

11 Images

You should provide up to six images that help illustrate your project. For example, an image of a map of the area showing the locations involved in your project, if it is taking place across more than one place or across a large area. Please make sure you have all the permissions required to share these with us, as we may use these to tell people about your project, including our decision makers. If your project is successful, we may use any images to promote your project.

Attached - to be uploaded:

Image #1 All Saints Church, Filby

Image #2 All Saints Church, Bell Frame

Image #3 All Saints Church, Historic Tenor Bell, the Largest Cast by Bell Founder Edward Tooke of Norwich

Image #4 All Saints Church, Difficult Access to Ringing Chamber

Image #5 Filby Village Hall, Public Consultation Meeting

Image #6 All Saints Church, Proposed Design for New Ringing Gallery

12 Evidence of support

You should provide up to six pieces of evidence of support from other organisations or individuals who are committed to helping deliver your project or are key to your project's success. This could include:

- permission from landowners to access sites
- confirmation from a local museum that they will host your exhibition
- confirmation from a local community group that their members will take part in your planned activities
- offers of support from other funding organisations
- independent valuations for land, buildings or heritage items you intend to buy

We do not need to see general statements in support of your project.

Attached - to be uploaded: 12. Letters of Support

Note: Archivist's Letter awaited

13 Calculations of full cost recovery included in your development-phase costs

If you have included full cost recovery as a cost heading in your project costs, you must provide a document that shows how you have calculated this. Costs should be proportionate to the time or resources used for your project. We can also cover a proportion of the cost of an existing member of staff, as long as they are not working exclusively on the funded project in a new post. We cannot accept applications that include full cost recovery from public sector organisations (for example, government-funded museums, local authorities or universities).

Attached - to be uploaded: 13 Filby Bells Restoration - Full cost recovery

Note: OEC says this unnecessary as it is covered in the application but I think it should be included.

14 Business plan

You must submit your organisation's current business plan. A business plan is not the same as a project plan. It focuses on the overall organisation and not specific project activities. If you do not have a business plan, please upload the document you work with to manage your heritage. If you are an organisation which manages multiple

sites or are, for example, a Local Authority, upload the documents most relevant to the heritage. This is a mandatory document for all development phase projects.

Attached - to be uploaded: [14. Filby Bells Restoration Business Plan](#)

15 Condition survey

If your project involves the conservation of heritage, you must provide a condition survey or another appropriate document to tell us the current condition of the heritage and the works that are needed to return the heritage to a good condition. The survey or report should also indicate the relative priority of the proposed works so you know which are the most critical and need to be tackled most urgently. There are other types of survey which could take place, such as a building performance and energy efficiency survey.

Attached - to be uploaded: [15. Condition Surveys](#)

16 Ownership documents

If you are planning any capital works, or intending to purchase land, buildings or collections, please provide copies of any relevant ownership documents. For example, Land Registry ownership documents or a lease or heads of terms.

Attached - to be uploaded: [16 Ownership and Governance Statement](#)

17 Heritage Enterprise supporting documents

If you are making a Heritage Enterprise application, you should also upload:

- a viability appraisal that provides a reasonable indication of the conservation deficit
- design specification for any capital works to be undertaken during the development phase
- two or three of the most recent and relevant documents that describe the vision and strategy for the area, if applicable. For example, documents from the local development framework, area action plan, master plan, regeneration strategy or tourism strategy.

Attached - to be uploaded: [17. Heritage Enterprise Supporting Documents](#)

Note: OEC says this unnecessary as it is covered in the application but I think it should be included.

[Get support](#) [Vulnerability reporting](#)

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The Sound of Filby's Bells

Filby Bell Restoration

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Appendix 1.

ESSENTIAL / CORE SUBMISSION DOCUMENTS

Appendix 1.1

Filby Bells Restoration Constitution

Date of constitution (last amended):

June 16th 2026

1. Name

The name of the Charitable Incorporated Organisation ("the CIO") is Filby Bells Restoration.

2. National location of principal office

The principal office of the CIO is in England.

3. Objects

The objects of the CIO are...

1. 'The preservation and conservation for the public benefit of the historic church bells, their fittings and installations at All Saints Church Filby and to advance the education of the public in the same'.
2. 'To advance the education of the public in the historical tradition of full circle bell ringing including in teaching the art of bell ringing at All Saints Church Filby'.

4. Powers

The CIO has power to do anything which is calculated to further its objects or is conducive or incidental to doing so. In particular, the CIO has power to:

- (1) borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The CIO must comply as appropriate with sections 124 and 125 of the Charities Act 2011, if it wishes to mortgage land;
- (2) buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- (3) sell, lease or otherwise dispose of all or any part of the property belonging to the CIO. In exercising this power, the CIO must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011;
- (4) employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO may employ or remunerate a charity trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to charity trustees and connected persons) and provided it complies with the conditions of that clause;

(5) deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CIO to be held in the name of a nominee, in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000.

5. Application of income and property

- (1) The income and property of the CIO must be applied solely towards the promotion of the objects.
- (a) A charity trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.
 - (b) A charity trustee may benefit from trustee indemnity insurance cover purchased at the CIO's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
- (2) None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO.
- (3) Nothing in this clause shall prevent a charity trustee or connected person receiving any benefit or payment which is authorised by Clause 6.

6. Benefits and payments to charity trustees and connected persons

(1) General provisions

No charity trustee or connected person may:

- (a) buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public;
- (b) sell goods, services, or any interest in land to the CIO;
- (c) be employed by, or receive any remuneration from, the CIO;
- (d) receive any other financial benefit from the CIO;

unless the payment or benefit is permitted by sub-clause (2) of this clause or authorised by the court or the prior written consent of the Charity Commission ("the Commission") has been obtained. In this clause, a "financial benefit" means a benefit, direct or indirect, which is either money or has a monetary value.

(2) Scope and powers permitting trustees' or connected persons' benefits

- (a) A charity trustee or connected person may receive a benefit from the CIO as a beneficiary of the CIO provided that a majority of the trustees do not benefit in this way.
- (b) A charity trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the CIO where that is permitted in accordance with, and subject to the conditions in, sections 185 to 188 of the Charities Act 2011.
- (c) Subject to sub-clause (3) of this clause a charity trustee or connected person may provide the CIO with goods that are not supplied in connection with services provided to the CIO by the charity trustee or connected person.
- (d) A charity trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).

(e) A charity trustee or connected person may receive rent for premises let by the trustee or connected person to the CIO. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.

(f) A charity trustee or connected person may take part in the normal trading and fundraising activities of the CIO on the same terms as members of the public.

(3) Payment for supply of goods only – controls

The CIO and its charity trustees may only rely upon the authority provided by sub-clause (2)(c) of this clause if each of the following conditions is satisfied:

(a) The amount or maximum amount of the payment for the goods is set out in a written agreement between the CIO and the charity trustee or connected person supplying the goods (“the supplier”).

(b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.

(c) The other charity trustees are satisfied that it is in the best interests of the CIO to contract with the supplier rather than with someone who is not a charity trustee or connected person. In reaching that decision the charity trustees must balance the advantage of contracting with a charity trustee or connected person against the disadvantages of doing so.

(d) The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the CIO.

(e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of charity trustees is present at the meeting.

(f) The reason for their decision is recorded by the charity trustees in the minute book.

(g) A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 6.

(4) In sub-clauses (2) and (3) of this clause:

(a) “the CIO” includes any company in which the CIO:

(i) holds more than 50% of the shares; or

(ii) controls more than 50% of the voting rights attached to the shares; or

(iii) has the right to appoint one or more directors to the board of the company;

(b) “connected person” includes any person within the definition set out in clause [30] (Interpretation);

7. Conflicts of interest and conflicts of loyalty

A charity trustee must:

(1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and

(2) absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any financial interest).

Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

8. Liability of members to contribute to the assets of the CIO if it is wound up

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

9. Charity trustees

(1) Functions and duties of charity trustees

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee:

- (a) to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and
- (b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
 - (i) any special knowledge or experience that he or she has or holds himself or herself out as having; and,
 - (ii) if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

(2) Eligibility for trusteeship

- (a) Every charity trustee must be a natural person.
- (b) No individual may be appointed as a charity trustee of the CIO:
 - if he or she is under the age of 16 years; or
 - if he or she would automatically cease to hold office under the provisions of clause [12(1)(e)].
- (c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.
- (d) At least one of the trustees of the CIO must be 18 years of age or over. If there is no trustee aged at least 18 years, the remaining trustees may only act to call a meeting of the charity trustees, or appoint a new charity trustee.]

(3) Number of charity trustees

- (a) There must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.
- (b) There is no maximum number of charity trustees that may be appointed to the CIO.

(4) Charity trustees

The charity trustees are as follows, and are appointed for the following terms –

Nicholas John Dawes	for 4 years
Bernard Graham Philip Chase	for 4 years
Adrian David Thompson	for 3 years
Judith Richardson	for 3 years
Derek Alan Nicker	for 3 years

10. Appointment of charity trustees

(1) Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

(2) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

(3) Nominated Trustees

(a) South Trinity Broads Parochial Church Council (“the appointing body”) may appoint two charity trustees.

(b) Any appointment must be made at a meeting held according to the ordinary practice of the appointing body.

(c) Each appointment must be for a term of three years.

(d) The appointment will be effective from the later of:

(i) the date of the vacancy; and

(ii) the date on which the charity trustees or their secretary or clerk are informed of the appointment.

(e) The person appointed need not be a member of the appointing body.

(f) A trustee appointed by the appointing body has the same duty under clause 9(1) as the other charity trustees to act in the way he or she decides in good faith would be most likely to further the purposes of the CIO.

11. Information for new charity trustees

The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

(a) a copy of the current version of this constitution; and

(b) a copy of the CIO’s latest Trustees’ Annual Report and statement of accounts.

12. Retirement and removal of charity trustees

(1) A charity trustee ceases to hold office if he or she:

(a) retires by notifying the CIO in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);

(b) is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;

(c) dies;

(d) in the written opinion, given to the company, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a director and may remain so for more than three months;

(e) is disqualified from acting as a charity trustee by virtue of sections 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

(2) Any person retiring as a charity trustee is eligible for reappointment.

13. Taking of decisions by charity trustees

Any decision may be taken either:

at a meeting of the charity trustees; or

by resolution in writing or electronic form agreed by a majority of all of the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to which the majority of all of the charity trustees has signified their agreement. Such a resolution shall be effective provided that

a copy of the proposed resolution has been sent, at or as near as reasonably practicable to the same time, to all of the charity trustees; and

the majority of all of the charity trustees has signified agreement to the resolution in a document or documents which has or have been authenticated by their signature, by a statement of their identity accompanying the document or documents, or in such other manner as the charity trustees have previously resolved, and delivered to the CIO at its principal office or such other place as the trustees may resolve within 28 days of the circulation date.

14. Delegation by charity trustees

(1) The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they shall determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions, or revoke the delegation.

(2) This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the charity trustees, but is subject to the following requirements:

(a) a committee may consist of two or more persons, but at least one member of each committee must be a charity trustee;

(b) the acts and proceedings of any committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable; and

(c) the charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

15. Meetings of charity trustees

(1) Calling meetings

- (a) Any charity trustee may call a meeting of the charity trustees.
- (b) Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.

(2) Chairing of meetings

The charity trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the charity trustees present may appoint one of their number to chair that meeting.

(3) Procedure at meetings

- (a) No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is two charity trustees, or the number nearest to one third of the total number of charity trustees, whichever is greater, or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.
- (b) Questions arising at a meeting shall be decided by a majority of those eligible to vote.
- (c) In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.

(4) Participation in meetings by electronic means

- (a) A meeting may be held by suitable electronic means agreed by the charity trustees in which each participant may communicate with all the other participants.
- (b) Any charity trustee participating at a meeting by suitable electronic means agreed by the charity trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.
- (c) Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.

16. Membership of the CIO

- (1) The members of the CIO shall be its charity trustees for the time being. The only persons eligible to be members of the CIO are its charity trustees. Membership of the CIO cannot be transferred to anyone else.
- (2) Any member and charity trustee who ceases to be a charity trustee automatically ceases to be a member of the CIO.

17. Informal or associate (non-voting) membership

- (1) The charity trustees may create associate or other classes of non-voting membership, and may determine the rights and obligations of any such members (including payment of membership fees), and the conditions for admission to, and termination of membership of any such class of members.
- (2) Other references in this constitution to “members” and “membership” do not apply to non-voting members, and non-voting members do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.]

18. Decisions which must be made by the members of the CIO

(1) Any decision to:

- (a) amend the constitution of the CIO;
 - (b) amalgamate the CIO with, or transfer its undertaking to, one or more other CIOs, in accordance with the Charities Act 2011; or
 - (c) wind up or dissolve the CIO (including transferring its business to any other charity)
- must be made by a resolution of the members of the CIO (rather than a resolution of the charity trustees).

(2) Decisions of the members may be made either:

- (a) by resolution at a general meeting; or
- (b) by resolution in writing, in accordance with sub-clause (4) of this clause.

(3) Any decision specified in sub-clause (1) of this clause must be made in accordance with the provisions of clause [28] (amendment of constitution), clause [29] (Voluntary winding up or dissolution), or the provisions of the Charities Act 2011, the General Regulations or the Dissolution Regulations as applicable. Those provisions require the resolution to be agreed by a 75% majority of those members voting at a general meeting, or agreed by all members in writing.

(4) Except where a resolution in writing must be agreed by all the members, such a resolution may be agreed by a simple majority of all the members who are entitled to vote on it. Such a resolution shall be effective provided that:

- (a) a copy of the proposed resolution has been sent to all the members eligible to vote; and
- (b) the required majority of members has signified its agreement to the resolution in a document or documents which are received at the principal office within the period of 28 days beginning with the circulation date. The document signifying a member's agreement must be authenticated by their signature, by a statement of their identity accompanying the document, or in such other manner as the CIO has specified. The resolution in writing may comprise several copies to which one or more members has signified their agreement. Eligibility to vote on the resolution is limited to members who are members of the CIO on the date when the proposal is first circulated.

19. General meetings of members

(1) Calling of general meetings of members

The charity trustees may designate any of their meetings as a general meeting of the members of the CIO. The purpose of such a meeting is to discharge any business which must by law be discharged by a resolution of the members of the CIO as specified in clause [18] (Decisions which must be made by the members of the CIO).

(2) Notice of general meetings of members

- (a) The minimum period of notice required to hold a general meeting of the members of the CIO is 14 days.
- (b) Except where a specified period of notice is strictly required by another clause in this constitution, by the Charities Act 2011 or by the General Regulations, a general meeting may be called by shorter notice if it is so agreed by a majority of the members of the CIO.
- (c) Proof that an envelope containing a notice was properly addressed, prepaid and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive

evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.

(3) Procedure at general meetings of members

The provisions in clause 15 (2)-(4) governing the chairing of meetings, procedure at meetings and participation in meetings by electronic means apply to any general meeting of the members, with all references to trustees to be taken as references to members.

20. Saving provisions

(1) Subject to sub-clause (2) of this clause, all decisions of the charity trustees, or of a committee of charity trustees, shall be valid notwithstanding the participation in any vote of a charity trustee:

who was disqualified from holding office;

who had previously retired or who had been obliged by the constitution to vacate office;

who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;

if, without the vote of that charity trustee and that charity trustee being counted in the quorum, the decision has been made by a majority of the charity trustees at a quorate meeting.

(2) Sub-clause (1) of this clause does not permit a charity trustee to keep any benefit that may be conferred upon him or her by a resolution of the charity trustees or of a committee of charity trustees if, but for sub-clause (1), the resolution would have been void, or if the charity trustee has not complied with clause 7 (Conflicts of interest).

21. Execution of documents

(1) The CIO shall execute documents either by signature or by affixing its seal.

(2) A document is validly executed by signature if it is signed by at least two of the charity trustees.

(3) If the CIO has a seal:

(a) it must comply with the provisions of the General Regulations; and

(b) the seal must only be used by the authority of the charity trustees or of a committee of charity trustees duly authorised by the charity trustees. The charity trustees may determine who shall sign any document to which the seal is affixed and unless otherwise so determined it shall be signed by two charity trustees.

22. Use of electronic communications

The CIO will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

(a) the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;

(b) any requirements to provide information to the Commission in a particular form or manner.

23. Keeping of Registers

The CIO must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, a (combined) register of its members and charity trustees.

24. Minutes

The charity trustees must keep minutes of all:

- (1) appointments of officers made by the charity trustees;
- (2) proceedings at general meetings of the CIO;
- (3) meetings of the charity trustees and committees of charity trustees including:
 - the names of the trustees present at the meeting;
 - the decisions made at the meetings; and
 - where appropriate the reasons for the decisions;
- (4) decisions made by the charity trustees otherwise than in meetings.

25. Accounting records, accounts, annual reports and returns, register maintenance

- (1) The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.
- (2) The charity trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

26. Rules

The charity trustees may from time to time make such reasonable and proper rules or byelaws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules or bye laws currently in force must be made available to any member of the CIO on request.

27. Disputes

If a dispute arises between members of the CIO about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

28. Amendment of constitution

As provided by sections 224-227 of the Charities Act 2011:

- (1) This constitution can only be amended:
 - (a) by resolution agreed in writing by all members of the CIO; or
 - (b) by a resolution passed by a 75% majority of those voting at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members).

(2) Any alteration of clause 3 (Objects), clause [29] (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission

(3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.

(4) A copy of every resolution amending the constitution, together with a copy of the CIO's constitution as amended must be sent to the Commission by the end of the period of 15 days beginning with the date of passing of the resolution, and the amendment does not take effect until it has been recorded in the Register of Charities.

29. Voluntary winding up or dissolution

(1) As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CIO can only be made:

(a) at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members), of which not less than 14 days' notice has been given to those eligible to attend and vote:

(i) by a resolution passed by a 75% majority of those voting, or

(ii) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting; or

(b) by a resolution agreed in writing by all members of the CIO.

(2) Subject to the payment of all the CIO's debts:

(a) Any resolution for the winding up of the CIO, or for the dissolution of the CIO without winding up, may contain a provision directing how any remaining assets of the CIO shall be applied.

(b) If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the CIO shall be applied.

(c) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.

(3) The CIO must observe the requirements of the Dissolution Regulations in applying to the Commission for the CIO to be removed from the Register of Charities, and in particular:

(a) the charity trustees must send with their application to the Commission:

(i) a copy of the resolution passed by the members of the CIO;

(ii) a declaration by the charity trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full; and

(iii) a statement by the charity trustees setting out the way in which any property of the CIO has been or is to be applied prior to its dissolution in accordance with this constitution;

(b) the charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CIO, and to any charity trustee of the CIO who was not privy to the application.

(4) If the CIO is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

30. Interpretation

In this constitution:

"connected person" means:

- (a) a child, parent, grandchild, grandparent, brother or sister of the charity trustee;
- (b) the spouse or civil partner of the charity trustee or of any person falling within sub-clause (a) above;
- (c) a person carrying on business in partnership with the charity trustee or with any person falling within sub-clause (a) or (b) above;
- (d) an institution which is controlled –
 - (i) by the charity trustee or any connected person falling within sub-clause (a), (b), or (c) above; or
 - (ii) by two or more persons falling within sub-clause (d)(i), when taken together
- (e) a body corporate in which –
 - (i) the charity trustee or any connected person falling within sub-clauses (a) to (c) has a substantial interest; or
 - (ii) two or more persons falling within sub-clause (e)(i) who, when taken together, have a substantial interest.

Section 118 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this constitution.

"General Regulations" means the Charitable Incorporated Organisations (General) Regulations 2012.

"Dissolution Regulations" means the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012.

The "Communications Provisions" means the Communications Provisions in [Part 9, Chapter 4] of the General Regulations.

"charity trustee" means a charity trustee of the CIO.

A "poll" means a counted vote or ballot, usually (but not necessarily) in writing.

Signed.....


.....
Nicholas John Dawes – Chair


.....
Judith Richardson – Secretary

Date

16. 06. 26
.....

Appendix 1.2 – Annual Accounts

Filby Bells Restoration CIO

Annual Accounts

Years Ended 31 March 2024, 31 March 2025 and 31 March 2026

CONTENTS

1. Trustees' Annual Report
 2. Receipts and Payments Accounts
 3. Notes to the Accounts
 4. Trustee Approval and Signatures
-

1. TRUSTEES' ANNUAL REPORT

Reference and Administrative Information

Charity Name:

Filby Bells Restoration CIO

Charity Registration Number:

1188037

Principal Address:

All Saints Church,

Church Lane,

Filby,

Great Yarmouth,

Norfolk

NR29 3HW

Trustees During the Reporting Period:

Chair : Nicholas Dawes

Vice Chair : Adrian Thompson

Treasurer : Bernard Chase

Secretary : Judith Richardson

Trustee : Derek Nicker

Trustee : Martin Farrimond (Resigned 6th January 2026)

Trustee : Judith Farrimond (Resigned 6th January 2026)

Structure, Governance and Management

Filby Bells Restoration CIO is a Charitable Incorporated Organisation established to support the restoration, preservation and long-term sustainability of the historic bells of All Saints Church, Filby, Norfolk, together with associated heritage, educational and community activities.

The charity is governed by its CIO Constitution and managed by a Board of Trustees responsible for financial oversight, governance and strategic direction.

Charitable Objectives

The CIO's objectives are to advance heritage conservation, education and community participation through:

- preservation and restoration of the bells and tower of All Saints Church, Filby
 - support for heritage interpretation and education
 - promotion of volunteering and community participation
 - long-term sustainability of bell ringing as living cultural heritage
-

Activities and Achievements

Year Ended 31 March 2024

Activities during the year focused primarily on:

- continued development of the Filby Bells Restoration Project
 - initial fundraising activity
 - consultation with specialist bellhangers and advisers
 - development of early project proposals
 - community engagement and awareness raising
-

Year Ended 31 March 2025

Activities during the year included:

- progression of project planning and technical development
 - development of funding strategies
 - community consultation and engagement
 - preparation of heritage and governance documentation
 - Submission of an Expression of Interest to the National Lottery Heritage Fund for a grant request of up to £250,000, which was not invited to proceed to application stage.
-

Year Ended 31 March 2026

Activities during the year included:

- continued development of the National Lottery Heritage Fund applications
- Submission of an Expression of Interest to the National Lottery Heritage Fund for a grant request exceeding £250,000, resulting in an invitation to submit a Development Phase application.
- engagement with specialist consultants and advisers

- development of interpretation, engagement and sustainability proposals
- fundraising and community engagement activity
- preparation of technical reports, surveys and project documentation
- Preparation of Development Phase Application to the National Lottery Heritage Fund

Public Benefit

The Trustees confirm that they have had regard to the Charity Commission guidance on public benefit.

The charity's activities are intended to provide public benefit through:

- conservation of historic heritage assets
- promotion of local history and heritage understanding
- support for volunteering and participation
- preservation of bell ringing as living cultural heritage

2. Receipts and Payments Accounts

Year Ended 31 March 2024

Receipts	£
Donations	884
Fundraising income	1,181
Gift Aid	148
Other income	Nil
Total Receipts	2,213

Payments	£
Administration	Nil
Publicity	Nil
Professional fees and project development costs	652
Insurance	Nil
Other expenditure	Nil
Total Payments	652

STATEMENT OF ASSETS AND LIABILITIES

As at 31 March 2024

Assets	£
Bank balance	7,743
Cash in hand	Nil
Total Assets	7,743

Liabilities	£
Outstanding invoices	Nil
Total Liabilities	Nil

RECEIPTS AND PAYMENTS ACCOUNTS

Year Ended 31 March 2025

Receipts	£	
Donations	1,042	
Fundraising Income	2,108	
Gift Aid	69	
Other income	Nil	
Total Receipts	3,219	
Payments	£	
Administration	Nil	
Publicity	Nil	
Professional fees and project development costs	133	
Insurance	Nil	
Other expenditure	Nil	
Total Payments	133	

STATEMENT OF ASSETS AND LIABILITIES

As at 31 March 2025

Assets	£	
Bank balance	10,829	
Cash in hand	Nil	
Total Assets	10,829	
Liabilities	£	
Outstanding invoices	Nil	
Total Liabilities	Nil	

RECEIPTS AND PAYMENTS ACCOUNTS

Year Ended 31 March 2026

Receipts	£
Donations	Nil
Fundraising income	1,633
Gift Aid	250
Other income	Nil
Total Receipts	1,883

Payments	£
Administration	119
Publicity	Nil
Professional fees and project development costs	130
Insurance	Nil
Other expenditure	Nil
Total Payments	249

STATEMENT OF ASSETS AND LIABILITIES

As at 31 March 2026

Assets	£
Bank balance	12,463
Cash in hand	Nil
Total Assets	12,463

Liabilities	£
Outstanding invoices	Nil
Total Liabilities	Nil

3. NOTES TO THE ACCOUNTS

1. The accounts have been prepared on a receipts and payments basis.
2. The charity's income falls below the statutory threshold requiring independent examination or audit and the accounts have therefore been prepared by the Trustees.
3. The charity is a Charitable Incorporated Organisation registered in England and Wales.
4. The charity's activities relate primarily to the development and delivery preparation of the Filby Bells Restoration Project at All Saints Church, Filby, Norfolk.

5. TRUSTEE APPROVAL AND SIGNATURES

These accounts were approved by the Trustees on:

Signed on behalf of the Trustees:

Name: N.J. Jones

Position: Chair

Signature: [Signature]

Date: 16.6.26

Signed on behalf of the Trustees:

Name: BERNARD CHASE

Position: Treasurer

Signature: [Signature]

Date: 16/6/26

Appendix 1.3

Church of All Saints, Filby

Statement of Significance and Statement of Need

(Prepared in accordance with Church of England guidance, May 2025.)

SECTION 1: STATEMENT OF SIGNIFICANCE

1. Location and setting



Fig 1. Location

The Church of All Saints, Filby, stands at the heart of the rural village of Filby in East Norfolk, close to the edge of the Norfolk Broads. The settlement is of considerable antiquity, with evidence of human activity dating back to the Stone Age, including the discovery of flint tools and arrowheads within the parish.

Filby developed as an early Anglian settlement following the Roman withdrawal from Britain in the 5th century, later influenced by Danish occupation during the 9th century. The village name derives from the Old Norse suffix “by”, indicating a Danish farmstead or settlement associated with a person named Fil or a similar variant. This places Filby firmly within the historic Anglo-Scandinavian landscape of East Anglia.

The church occupies a prominent and elevated position within the village. In the medieval period it would have commanded wide views across the estuarine wetlands that later were to become the Broads, giving it both symbolic and visual prominence. Today, whilst obscured from the main road, through the village, by woodland, the church remains a landmark visible from surrounding approaches, its fifteenth-century tower rising above open farmland, hedgerows, and village housing.

The setting is enhanced by mature trees, open green spaces, and the churchyard meadow areas maintained in partnership with Filby in Bloom and the Filby Lands and Conservation Trust. These features contribute significantly to the rural character, tranquillity, and biodiversity of the site.

2. Churchyard: memorials, natural environment, biodiversity and archaeology



Fig 2. All Saints Church Filby

The churchyard has evolved over many centuries and reflects the continuous use of the site as a place of worship and burial. Boundary changes and extensions have occurred over time, most recently with the provision of land for future burials, donated by local farmer, Edward Wharton.

The boundaries are marked by low flint walls, edged with brick and topped with half-round brick coping.

The churchyard contains a wide variety of gravestones and memorials spanning several centuries, illustrating changing funerary styles and local family histories. War memorials and

commemorative plaques provide important evidence of the village's response to national conflict and loss.

The churchyard is actively managed to encourage biodiversity. Areas of long grass, wildflower planting, and the Trinity Flower Meadow support pollinators and wildlife. Maintenance is undertaken collaboratively by volunteers, Filby in Bloom, and the Filby Lands and Conservation Trust, working to a maintenance plan for the encouragement of wildlife.

The church and tower are known to support protected species, particularly bats, a factor carefully considered in all maintenance and development proposals. Amongst notable finds are the rare Wasp Spider (*Argiope bruennichi*) and *Lecanactis hemisphaerica* – a rare lichen, sometimes found on the north walls of churches. It is confined to south-east England, with about half the known records being from Norfolk.

The churchyard also contains mature and notable trees which contribute both ecological and heritage value.

Given the longevity of the site, archaeological remains are highly likely, including evidence of earlier church buildings and medieval burial practices.

3. Social history and community value

All Saints' Church is central to Filby's identity and sense of place. It is widely regarded as the village's most important historic building and a symbol of continuity across more than six centuries.

The church has long served not only as a place of worship but also as a focal point for community life. It hosts seasonal services, concerts, exhibitions, village meetings, heritage events, and celebrations, alongside private moments of remembrance, baptism, marriage, and mourning.

Strong emotional connections exist between the church and the community. Generations of Filby families are commemorated within its walls and churchyard, and many residents associate the building with significant life events.

The Filby Association — an international organisation linking families worldwide who bear the Filby name — has maintained a unique relationship with the church for over fifty years, holding reunions, services, and major anniversary events that have attracted visitors from across the UK, Europe, Australia, New Zealand, and North America.

Community support for the current bells restoration project has been exceptional, with over 94% approval recorded in a village-wide consultation. This demonstrates the church's ongoing relevance and social value well beyond its congregation.

4. Church building: exterior



Fig 3. All Saints Church Filby

All Saints' Church is a Grade II* listed building of special architectural and historic interest.

The present structure is largely fourteenth century in origin, dating from approximately 1350, with the nave and chancel built on earlier foundations. The west tower was added later, between c.1400 and 1575, reflecting the prosperity of the parish during the later medieval period.

The nave is particularly notable for its thatched roof — now a rare survival among English parish churches — and the building has been described as “the most beautiful church in East Flegg”. The land called Flegg, in Roman times, was an island in the estuary of the River Yare.

Constructed primarily of flint with stone dressings, the church exemplifies regional medieval building traditions. The tower is adorned at parapet level with statues representing the four Latin Doctors of the Church, adding theological and artistic significance.

The exterior expresses successive phases of development, repair, and adaptation, reflecting the church's continuous use over many centuries.

5. Church building: interior

Overview

Like so many in Norfolk the present building is built on earlier foundations and what you see now dates from the 14th century (c.1350) Nave and Chancel. The roofs are modern and the Nave is thatched.

The tower is a later addition (c.1400 - 1575).

The church has a traditional cruciform plan comprising nave, chancel, north and south aisles, and west tower. The interior is light, welcoming, and spacious, combining medieval fabric with later Victorian and modern interventions.

The thatched nave roof and open timber construction create a strong sense of height and craftsmanship. Flooring varies across the building, reflecting historic development and twentieth-century reordering.

Lighting, heating, and sound systems were upgraded as part of major reordering works completed in 2016, allowing the church to function effectively as a modern community building while respecting its historic character.

The tower interior retains historic fabric associated with the bells and former ringing arrangements, providing important evidence of historic bell-ringing practice.

Detail

Area		Significance
Tower	The west tower is a typical example of a medieval Norfolk parish church tower. It is constructed of flint with brick and stone dressings and arranged in distinct vertical stages. A later addition to the body of the church, it has triple stepped battlements and pinnacles at each corner, representing the four Latin Doctors. It has two diagonal corner buttresses and a flushwork frieze on the plinth. Internally, above the ground stage lies the sound chamber, which functioned as an acoustic and structural buffer between the nave and the bells. The upper bell chamber contains the belfry openings through which sound carries across the surrounding landscape and was purpose-built to support heavy bells within a robust timber frame. At ground level, the tower retains evidence of later service interventions, including a former boiler room void now sealed beneath a trap door. Specialist advice has identified the presence of historic dry rot within this confined space. While currently contained and not affecting the wider structure, the void must remain undisturbed to	High

	prevent the spread of spores. This condition forms part of the tower's present conservation context and reinforces the need for careful management and controlled intervention within this area.	
Chancel	Music was introduced to the church by the installation of an organ in 1879. Music still plays an important part in church life. Choir stalls were introduced in the Victorian period and are still in regular use by visiting choirs, concert performers and drama productions	High
Nave	Seating is provided by eight rows of Victorian oak pews set on timber plinths either side of a central aisle.	High
	Quartz high level heaters and under pew heaters were installed during 2011 to the relief and comfort of all.	High
North Aisle	The recent re-ordering of the church involved the removal of oak pews and the raised wooden floor, which was in poor condition, The floor has been covered with Norfolk pammments to match other areas of the church. The carved pew ends have been used in the construction of chair and table storage cupboards. Other wood from the pews has been used elsewhere in the church.	Low
Kitchen	The fully fitted kitchen has been provided within the existing vestry at the west end of the north aisle.	
Vestry	The new vestry constructed at the west end of the south aisle incorporates wooden storage cupboards presented to the church by the Filby Association.	
South Aisle	The south aisle has been treated in a similar manner to the north aisle. A small chapel at the east end provides a quiet area for prayer and meditation with the provision of votive candles. A children's area has been developed at the west end.	High
		High
North Porch	The lowering of the floor has enabled the provision of two new toilets with wheelchair access, one ambulatory and the other for the disabled.	High



Fig 4. Top of the Tower of All Saints Church Filby



Fig 5. Tower of All Saints Church Filby from the Nave

6. Contents

The church contains a rich collection of furnishings and artefacts of exceptional significance:

Area		Significance
Reredos	There is a fine paneled oak screen; the upper portion was added by the late Rev. Charles Lucas in 1886, but the lower part dates back to <i>circa</i> 1450. Upon the north panels are some good paintings representing St. Cecilia, with a wreath of flowers; St. George in extraordinary armour and the dragon; St. Catherine with sword and book; St. Peter with keys. On the south side are St. Paul with sword; St. Margaret with crosier; St. Michael weighing souls; St. Barbara with a tower in her hands.	High
Pulpit	The fifteenth century pulpit is a fine Perpendicular hexagon.	High
Font	The font despite its rather modern appearance dates from <i>circa</i> 1200 - 1275, It is made from Purbeck marble and is the oldest item in the church.	High
Stained Glass	There are seven stained glass windows, some containing curious French glass. One to the memory of Rev. Charles Lucas. Another inserted in 1884 to Frances Lucas, wife of the late Rector (east end of the north aisle). In 1890 another was placed at the east end of the north aisle to Rev. Charles Lucas. None is earlier than the Victorian period.	High

Bells	The tower contains five bells that were rehung in 1886 /7 although due to deterioration of wheels and frame, they can no longer be rung by swinging. An Ellacombe Mechanism enables them to be sounded. Inscriptions on the bells are as follows: 1. John Stevens fecit 1722. Robert Buxton Church Warden, and a fleur de lys 2. Edw. Tooke made me 1676. 3. John Brend made me 1658. 4. Anno Domini 1607 5. Edw. Tooke made me 1675 and arms of the city of Norwich. The tenor bell is famous in the bell-ringing world as it is the largest bell ever cast by Edward Tooke at his Foundry in Norwich and is thus listed as being worth of preservation by the Church of England, Church Buildings Council. There is some evidence that the existing frame (dated 1887) has always performed poorly with ringers records from shortly after that date indicating the bells were very difficult to ring. This may well indicate why the bells so quickly fell into disrepair and would further support the view that the existing frame needs replacing with a modern frame.	High
Monuments	The Lucas Angel on the south wall of the Chancel is a fine work executed by Hermann of Dresden in the 1830 ¹ s. Near the altar steps are stones to commemorate three Rectors	Moderate
Organ	An organ, by Walker, was installed in 1879.	High
Metal Work	A fine example of early 13th century ironwork on the door to the north porch.	Low
	New wrought iron chandeliers have been made and installed to provide better illumination.	High
Communion Rails	Communion Brass altar rails were erected by the parishioners in 1890, in memory of the late Rector (Rev, C. Lucas	High

Together these contents demonstrate artistic, liturgical, social, and technological development across eight centuries.



Fig 6. Oak Screen of All Saints Church Filby



Fig 7. Font of All Saints Church Filby



Fig 8. Pulpit of All Saints Church Filby



Fig 9 Francis Lucas Window of All Saints Church Filby



Fig 10. Bells of All Saints Church Filby

SECTION 2: STATEMENT OF NEED

1. Description of the proposals

The proposals focus on the renovation of the Church Tower, and the conservation and reinstatement of the historic bells to full-circle ringing, enabling them once again to be rung safely and traditionally.

All works would be confined to the Church Tower.

Tower renovation

A. External Entrance and Approach

- Removal and replacement of the existing approach from the path to the tower doors.
- Provision of a fully compliant disabled access ramp, suitable for wheelchair users.
- Installation of a handrail integrated sensitively into the historic setting.
- Installation of movement-activated overhead lighting to fully illuminate the entrance area.
- Retention of the original wooden double doors, with:
 - Hydraulic assistance to aid opening and closing.
 - Automated locking and unlocking system to improve accessibility, safety, and security.
- All works to be compliant with heritage best practice.

B. Base of Tower

The base of the tower includes a former boiler room void, currently sealed beneath a trap door. Specialist advice has identified the presence of dry rot within this enclosed space. It is essential that this area remains contained and undisturbed until appropriate remedial measures are undertaken, as disturbance could allow spores to spread into surrounding historic fabric.

- Controlled treatment and infill of the former boiler room void beneath the floor, ensuring safe containment and remediation of identified dry rot in accordance with specialist conservation advice.
- Removal of the existing secondary doorway constructed of wood and plastic.
- Removal of the redundant old boiler flue running internally up the tower.
- Careful lifting and removal of cracked monuments and floor slabs for:
 - Cleaning, repair, or conservation as appropriate.
- Reinstatement of restored monuments and flooring, laid to a high conservation standard.

C. Tower Staircase

The existing tower stair entrance is to be retained, with the stair and stairwell comprehensively upgraded:

- Full conservation and repair of the stone steps and stairwell fabric from ground level to the bell chamber.
- Installation of a continuous handrail suitable for public access.
- Installation of movement-activated LED lighting along the full height of the stairwell.
- Creation of a new doorway opening to provide access to the proposed ringing gallery.
- All interventions to respect the historic fabric and be clearly legible as contemporary but sympathetic additions.

D. Ringing Gallery

Construction of a new visible ringing gallery with the following requirements...

- Located within the footprint of the tower, positioned below the West Window to:
 - Maximise visibility of stained glass from the nave.
 - Allow visual connection between ringers/performers and the body of the church.
- Design to be architecturally sympathetic, using materials (metal, wood, glass) with an expected lifespan comparable to the church fabric.
- Preferred balustrade design:
 - All glass, or
 - Glass panels set within a timber frame,
 - To maximise visibility while ensuring safety.
- Installation of:
 - A comprehensive lighting scheme including spotlights where appropriate.
 - Full range of electrical power points.
 - High-efficiency, wall-mounted electric heaters suitable for intermittent use.
- The underside of the gallery floor to incorporate an intelligent lighting system:
 - Motion-activated.
 - Sequentially illuminated as visitors enter the church, creating a “lighting the way” effect.

E. Gallery Interface with the Nave

- Creation of a secondary entrance across the full width of the tower below gallery frontage.
- Installation of a full width bifold door system from floor to underside of gallery:
 - Designed to align visually and materially with the ringing gallery.
 - Allowing the main church entrance to be open or closed to the nave depending on use.
- Explore possibility for wheelchair access from Nave to gallery.

Bells Restoration

The project includes:

- Removal of the bells from the tower for conservation and tuning.
- Preservation of the historic tenor bell under an existing preservation order.
- Installation of a new purpose-designed bell frame comprising a fabricated steel frame with cast-iron headstocks and traditional fittings, engineered to minimise vibration and protect the historic tower fabric.
- Rehanging of five historic bells and the addition of a sixth bell.
- Installation of new fittings, wheels, headstocks, and ringing equipment.
- Construction of a new low-level ringing gallery visible from the nave and designed to be as accessible as possible.
- Associated interpretation, learning, and community engagement.

The proposed bell frame will be designed to modern engineering standards while reflecting established best practice in church bell installations. The combination of fabricated steel with cast-iron headstocks provides structural strength together with improved vibration damping, thereby safeguarding the medieval masonry of the tower.

Accessible ringing and digital interpretation

To widen participation and remove physical barriers to engagement with the bells and tower, the project will introduce a carefully designed automated chiming and digital interpretation system.

An automated chiming mechanism will be installed alongside the traditional full-circle ringing installation. This will allow the bells to be sounded safely from ground-floor level, enabling participation by visitors and residents who are unable to access the ringing chamber due to mobility limitations or restricted stair access. The system will operate independently of manual ringing and will be designed to ensure that the historic bells and fittings remain fully protected.

To improve understanding and accessibility of the tower spaces, discreet CCTV cameras will be installed within the bell chamber and ringing chamber. Live images will be relayed to a ground-floor display, allowing visitors to observe bell ringing and the movement of the bells without needing to climb the tower stairs.

Additional cameras will be positioned at the top of the tower, oriented to the north, south, east and west, providing panoramic views across the surrounding landscape. These views will enable all visitors, including those with limited mobility, to experience the historic outlook traditionally available only to those able to climb the tower.

All cameras will connect to a dedicated computer and monitor located within the church. The system will also display interpretive material including a time-lapse record of the bell restoration works, films relating to village and church history, and church notices and

information. The installation will be designed to be visually discreet, where possible, and compliant with Faculty and heritage requirements.

All equipment will be installed using reversible fixings wherever possible, avoiding disturbance to significant historic fabric, and cabling routes will be discreetly located in consultation with the architect and Diocesan Advisory Committee to ensure minimal visual and physical impact.

Together, these measures transform previously inaccessible parts of the building into shared experiences, supporting inclusion, education and wider public engagement while preserving the historic character of the church.

2. Significance of the affected parts

The bells and tower are of high historic and communal significance.

Tower

The west tower of All Saints' Church is a defining element of the building's medieval character and its most visually prominent architectural feature. Constructed in the traditional East Anglian manner using locally sourced flint with brick and stone dressings, the tower demonstrates the regional building techniques and materials that shaped Norfolk parish churches from the late medieval period onwards.

The tower is a physical survival of Filby's medieval past and represents centuries of continuous use and adaptation. It embodies the long development of the church as a living building, reflecting changes in liturgical practice, bell technology and local resources over time.

Bells

The bells represent over four centuries of continuous liturgical and social history and are among the most tangible expressions of the church's living heritage.

Although currently only operable via a Ellacombe Chiming mechanism, they were originally hung for full-circle ringing and remained so until deterioration of the frame and fittings rendered this unsafe.

The tower interior is historically significant as a working bell chamber, while the bells themselves form an important group of regional and national interest.

3. Impact of the proposals

The proposals will involve temporary removal of historic fabric associated with the bells and replacement of later unsafe elements.

The existing late nineteenth-century bell frame and fittings are now significantly deteriorated and no longer capable of supporting safe full-circle ringing. Their continued use risks further wear to both the bells and the tower structure.

The proposed replacement with a purpose-designed bell frame comprising a fabricated steel structure with cast-iron headstocks and traditional fittings represents a conservation-led intervention.

The new frame will reduce vibration transmission into the historic masonry, improve load distribution, and ensure the long-term safeguarding of the tower fabric.

While the historic arrangement will be altered, the proposal enables the continued use and understanding of the bells as functional heritage rather than static artefacts.

The intervention is therefore considered to result in a balanced and justified change, securing the significance of the bells through active use while protecting the architectural integrity of the building.

There will be minimal loss of historic material, with substantial positive impacts including:

- Conservation and long-term protection of historic bells.
- Reinstatement of traditional English full-circle ringing.
- Reduction of structural risk to the tower.
- Revival of an important intangible heritage skill.
- Increased community access and participation.

The character of the church will be enhanced through the return of sound, activity, and visible craft to the tower.

4. Mitigation of impact

- All works will be fully reversible where possible.
- Historic bells will be conserved rather than replaced.
- The tenor bell will remain protected under preservation order.
- Works will be undertaken by accredited specialist bellhangers.
- Full photographic and drawn recording will be completed prior to intervention.
- Interpretation will explain the history and changes made.
- Faculty approval and ecological safeguards will govern all works.

5. Environmental Sustainability and Carbon Reduction

The proposals contribute positively to environmental sustainability by prioritising repair, reuse, and long-term conservation of existing historic fabric. The project avoids the need for new manufacture wherever possible, thereby retaining embodied carbon within the existing bells, tower structure, and materials.

Key sustainability measures include:

- Retention and reuse of historic bells, including the preservation of the nationally significant tenor bell, avoiding the carbon impact of recasting.
- Replacement of the failing bell frame with a durable, low-maintenance structure, extending lifecycle performance and reducing future material consumption.
- Controlled treatment of dry rot within the former boiler void, ensuring the long-term stability of the building and preventing further material loss or invasive future interventions .
- Use of local and regional specialist contractors, reducing transport-related emissions and supporting traditional skills.
- Installation of energy-efficient LED lighting and targeted electric heating, suitable for intermittent use and aligned with the Church of England's Net Zero Carbon 2030 commitment.
- Recycling and repurposing of redundant materials, including timber and metal from the existing bell frame, for interpretation, display, and community use.
- Improved access and visibility within the tower, enabling more frequent inspection and preventative maintenance, thereby reducing the need for future high-impact repairs.

By extending the usable life of historic fabric and embedding sustainable maintenance practices, the project represents a low-carbon, conservation-led intervention that aligns with national church policy and wider environmental objectives. Together, these measures embed environmental sustainability within both the design and long-term management of the tower delivered in a way that supports both heritage conservation and environmental sustainability.

6. Options Considered

A range of alternative approaches was considered in developing the proposals, with careful regard to environmental impact, heritage significance, and long-term sustainability.

Option 1: Do nothing / retain current arrangement

This option was rejected due to the significant risk of structural failure of the existing bell frame, which could result in catastrophic damage to the tower and loss of historic fabric . It would also result in the continued loss of bell-ringing as a living heritage practice.

Option 2: Retain and repair the existing timber frame

Assessment indicates that the late nineteenth-century frame is structurally inadequate and has historically performed poorly. Repair would not provide a reliable or safe long-term solution and would risk ongoing deterioration of both bells and tower.

Option 3: Remove bells and retain as static display

This approach was rejected as it would result in the loss of intangible heritage, including bell-ringing skills, soundscape, and community participation. It would also fail to justify the long-term conservation of the bells as functional heritage.

Option 4: Install new bells and frame

The replacement of historic bells was discounted due to the loss of historic fabric and embodied carbon, and the national significance of the existing bells, particularly the Edward Tooke tenor.

Preferred Option: Conservation-led restoration with new frame and retained bells

The selected approach balances heritage conservation, environmental sustainability, and long-term viability. It enables:

- retention and active use of historic bells;
- improved structural performance and reduced vibration impact on the tower;
- reinstatement of traditional full-circle ringing;
- increased access and community participation;
- a sustainable, maintainable solution aligned with conservation best practice.

This option represents the least harmful and most beneficial intervention, delivering substantial public benefit while minimising environmental impact.

7. Why the work is necessary

Without intervention, the bells will remain silent as swinging bells, representing a permanent loss of living heritage. The current frame and fittings have reached the end of their safe working life.

At present, there is significant risk of the wholesale collapse of the bell frame plus bells which would cause catastrophic damage to the tower, its floor and the main entrance to the church potentially forcing closure of the church for a significant period of time, possibly for good.

Controlled treatment and infill of the former boiler room void beneath the floor, will ensure safe containment and remediation of identified dry rot in accordance with specialist conservation advice.

Restoration will:

- Safeguard nationally significant historic bells.
- Restore an essential function of the church tower.
- Enable training of new ringers and intergenerational skills transfer.
- Strengthen the church's role as a community hub.
- Secure long-term sustainability through increased engagement and visibility.

The project ensures that the bells of All Saints, Filby — silent for more than a century — can once again be heard, understood, and valued by future generations.

8. Wider heritage context and comparative significance

All Saints' Church, Filby, occupies an important position within the exceptionally rich ecclesiastical landscape of East Norfolk. The region contains one of the highest densities of medieval parish churches in Europe, many of which were constructed or enlarged during the period of agricultural prosperity between the fourteenth and fifteenth centuries. Within this context, Filby stands out for the quality and survival of its medieval fabric, its thatched nave roof, and the exceptional artistic importance of its rood screen.

The survival of a largely intact fifteenth-century painted screen places Filby among a small group of churches of national significance. Norfolk once possessed several hundred painted screens; fewer than fifty now retain substantial figurative decoration. The Filby screen, attributed to the same workshop as Ranworth, provides crucial comparative evidence for the study of regional devotional art, workshop practice, iconography, and late medieval parish patronage.

Similarly, the bells represent an unusually complete chronological group, spanning more than a century of English bell founding. The presence of bells by Edward Tooke and John Brend connects Filby directly to the historic Norwich foundry tradition, one of the most important bell-founding centres in post-Reformation England. The inscriptions and heraldic devices offer valuable documentary evidence of parish governance, patronage, and civic identity.

Taken together, the architectural fabric, furnishings, bells, and setting create a heritage asset of more than local importance, contributing meaningfully to understanding medieval parish life, continuity of worship, and the evolution of English church buildings.

9. Intangible heritage and living tradition

Beyond its physical fabric, All Saints' Church embodies a rich tradition of intangible heritage. Bell ringing, in particular, represents one of the longest continuously practised community skills in England, recognised nationally as an important element of living heritage.

At Filby, the bells historically marked time, celebration, mourning, national events, and religious observance. Their silence as swinging bells for over a century represents not merely a mechanical failure, but the loss of a cultural practice that once connected the church directly with daily village life.

The restoration project therefore addresses both tangible and intangible heritage. By reinstating full-circle ringing, the project revives knowledge, sound, movement, and communal participation that cannot be conserved through static display alone. This restoration will allow new generations to learn traditional methods, terminology, rhythm, teamwork, and responsibility inherent in bell ringing.

This living tradition forms a vital part of the building's significance and strengthens the justification for intervention.

10. Stewardship and governance

The long-term care of All Saints' Church is overseen by the Parochial Church Council in collaboration with the Local Church Council and supported by a wide network of volunteers.

The Filby Bells Restoration Trust, established as a registered charity, provides additional governance, financial oversight, and specialist focus for the bells project.

Clear separation of responsibilities ensures transparency and accountability, while close cooperation between bodies enables shared use of skills, volunteers, and resources.

11. Maintenance and conservation planning

The restoration of the bells will be accompanied by a structured maintenance plan developed with the appointed bellhanger. This will include regular inspection intervals, lubrication schedules, and long-term conservation guidance.

The church continues to operate under a rolling programme of fabric inspection informed by its quinquennial reports. Lessons learned from earlier reordering projects have strengthened project management capacity and informed realistic budgeting for ongoing upkeep.

12. Education and interpretation

Interpretation will be central to sustaining understanding of the building's significance. Permanent displays will explain the history of the church, bells, rood screen, and community development. Digital interpretation will extend this reach to schools, visitors, and remote audiences.

Educational activity will support curriculum-linked learning in history, design technology, music, and religious studies. The project will provide opportunities for hands-on learning, observation of traditional crafts, and interaction with skilled practitioners.

13. Public benefit

The proposed works deliver clear public benefit by:

- Securing nationally important historic bells.
- Enhancing access and interpretation.
- Reviving traditional skills.
- Supporting wellbeing through participation and volunteering.
- Strengthening the church's role as a community hub.
- Preserving heritage for future generations.

The balance between minimal harm and substantial public benefit strongly supports the case for consent.

14. Conclusion

All Saints' Church, Filby, is a heritage asset of exceptional richness, combining architectural quality, rare artistic survivals, historic bells, and deep community association. Its significance lies not only in its age and fabric, but in the continuity of worship, memory, craftsmanship, and communal identity embodied within its walls.

The proposed bells restoration responds directly to identified conservation need while delivering wide public benefit. It preserves historic fabric, reinstates a lost tradition, enhances understanding, and ensures that the tower — once silent — may again contribute audibly and symbolically to village life.

The project represents a thoughtful, proportionate, and sustainable intervention that respects the building's past while securing its future.

Appendix 1.4

Proof of Ownership / Management Responsibility

All Saints Church, Filby – Filby Bells Restoration Project

All Saints Church, Filby, including the church tower, bells and associated fixtures, forms part of the Church of England and is consecrated for ecclesiastical purposes.

Responsibility for the church building and its fabric rests ultimately with the Parochial Church Council (PCC) of the South Trinity Broads Benefice, which is the legally recognised charity responsible for the church and its assets. The PCC retains ultimate accountability for all works affecting the church and for ensuring the long-term stewardship of the building and its heritage assets.

Day-to-day responsibility for the care and maintenance of All Saints Church has been delegated by the PCC to the Local Church Council (LCC), which provides local oversight and continuity of management.

The PCC has formally supported Filby Bells Restoration CIO as the lead body responsible for project development, fundraising and day-to-day delivery of the Filby Bells Restoration Project, working in partnership with the LCC and the wider South Trinity Broads Benefice.

All proposed works will be undertaken under the Faculty Jurisdiction of the Church of England and will therefore be subject to the appropriate ecclesiastical permissions, professional oversight and conservation controls.

This governance structure provides:

- clear legal accountability for the heritage asset
- established local management arrangements
- dedicated project delivery capacity
- long-term stewardship beyond the life of the project

Together, these arrangements ensure that the project is supported by both established ecclesiastical governance and strong local community leadership.

Appendix 1.5 Filby Bells Restoration - Architectural Condition Report

The Parish Church of All Saints at FILBY : NORFOLK

**in the Rural Deanery of Great Yarmouth, the
Archdeaconry of Norfolk and the Diocese of
Norwich**



THE TENTH QUINQUENNIAL INSPECTION REPORT

prepared as required by the Inspection of Churches Measure 1955
for Filby with Thrigby Parochial Church Council
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Date of Inspection: Thursday 19th October 2023
RAB:LEB

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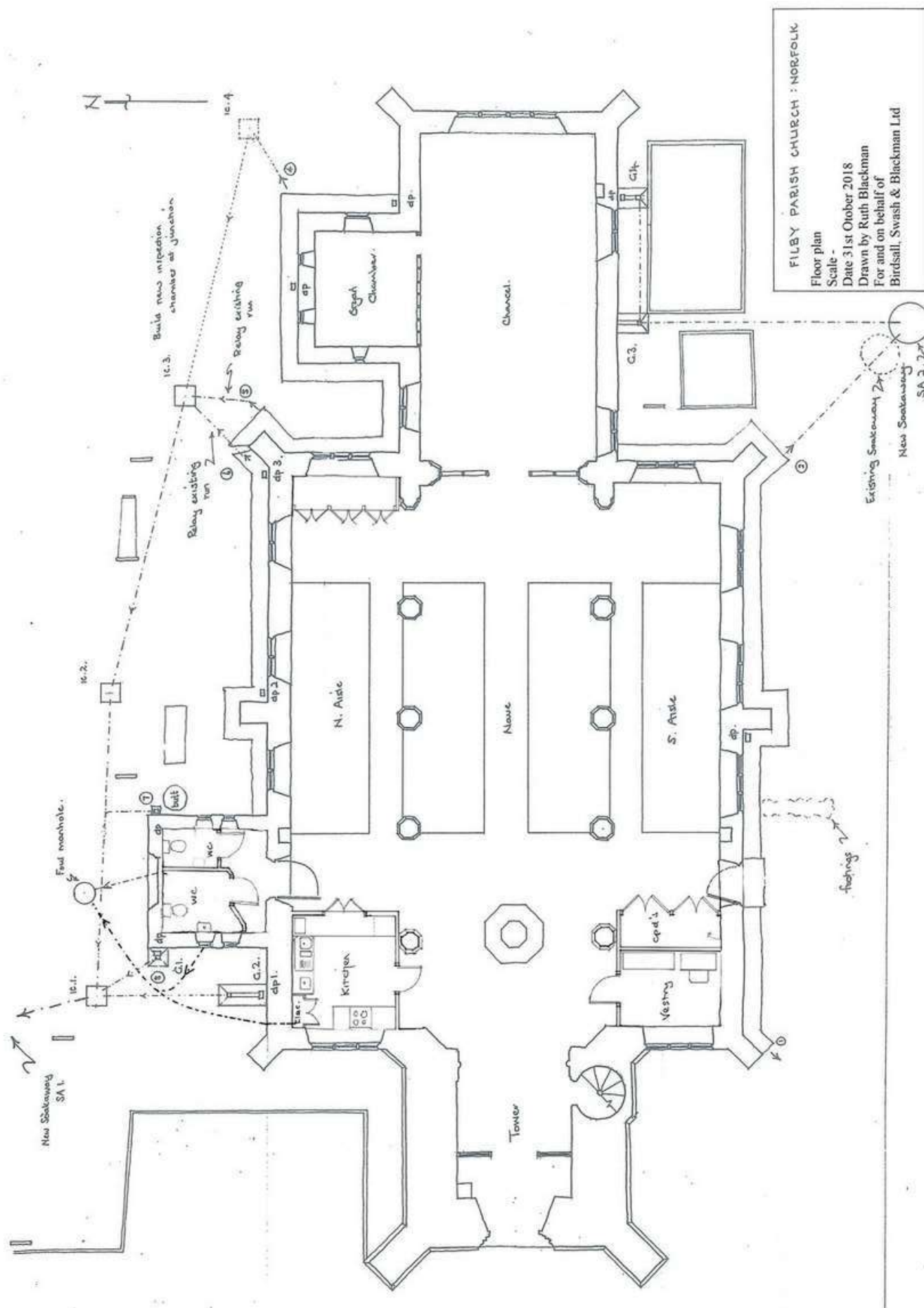
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01 A BRIEF DESCRIPTION OF THE CHURCH

01.01 The church consists of a tall fifteenth-century tower with triple-stepped battlements and pinnacles at each corner representing the four Latin Doctors. It has two diagonal corner buttresses and a flushwork frieze on the plinth. To the east of the tower there is a fourteenth-century nave, with quatrefoil windows in the north and south clerestories. Late fourteenth-century aisles exist to the north and south, with five-bay arcades on octagonal piers. The chancel also dates from the fourteenth century, but has been much altered during the Victorian period with the insertion of a large east window and the construction of an organ chamber to the north. The porch to the north of the north aisle, which has now been converted to toilets, was built in the early part of the nineteenth century.

The church is constructed of random flintwork interspersed with some reused stone blocks. Limestone dressings are used around the doors and windows and on the buttresses. The chancel roof is covered in slates, the nave is thatched and the north and south aisles are covered in lead, the organ chamber in concrete tiles and the old north porch in slates.

Internally, the base of the mediaeval rood screen remains, with eight beautifully painted figures of Saints. There are also fine stained-glass windows at the east ends of the north and south aisles. With the exception of a few early pews, most of the pews date from the Victorian restoration, and the thirteenth-century octagonal font, of Purbeck marble, has been drastically re-cut. The hexagonal pulpit is early sixteenth century. The tower staircase has an ironbound door with seven locks.



02 INTRODUCTORY NOTES TO THIS REPORT

02.01 Location

The unique Ordnance Survey National Grid reference number for this church is TG 469 133.

02.02 Listing Status

The church is listed Grade II*.

02.03 Limitations of the Survey

The roofs externally and internally were examined in detail through binoculars, and I was able to climb to the tower roof. Internally, no furniture was moved, wainscoting pulled forward or boards or tiles lifted. Whilst a perfectly conscientious visual inspection was made therefore, no guarantee can be given that defects not noted do not exist. The recommendations are given without the opportunity of having a builder open up otherwise inaccessible parts of the structure.

02.04 Previous Inspections

The first recorded inspection was made in 1976 but the author is unknown. The second was made in June 1981 by Andrew Anderson and the third, fourth and fifth, in September 1988, July 1993 and December 1998 respectively, by Peter Codling Architects. I made the sixth, seventh, eighth and ninth inspections, and prepared reports, in October 2003, November 2008, October 2013 and October 2018. This report is therefore known as the tenth.

The Inspection of Churches Measure 1955 requires that the next inspection be made, and a report prepared, sometime in 2028.

This report should be read in conjunction with previous inspection reports.

02.05 Work Carried Out Since the Last Inspection

Since the last inspection was carried out, the stonework has been repaired and conserved to the west window in the south aisle, repairs have been carried out to the floorboards in the nave and south chancel choir stalls, loose stones on the cill of the westernmost south chancel window have been re-bedded, the east chancel window mullion has been repaired and water table and stringcourse stones to the northeast chancel buttress have been repaired. The coping on the east parapet of the north aisle has also been replaced and flintwork re-bedded to a north aisle buttress. The water butt has also been installed to the westernmost north aisle downpipe and the south aisle east plinth repaired and open joints and cracks through the perimeter channel repointed.

02.06 The P.C.C.'s Liability

It is understood that there is no lay rector with liabilities for the maintenance of the chancel or anyone else with liabilities for other parts of the church. The full burden of maintenance rests therefore with the P.C.C.

02.07 Authority for Work

For any work, other than routine maintenance, permission is required from the Diocese and, when

previous grant aiding bodies have supported work, they may have to be notified. (See conditions of grant aid.) Planning Permission is only required if any external works or alterations would lead to a change in the external appearance of the building. I should be pleased to advise and help with these matters if required to do so.

02.08 Executive Summary

The church and churchyard are extremely well cared for, and in recent years an exceptional amount of work has been carried out to repair and stabilise the fabric.

There are, however, a number of items that require attention, including minor repairs to roofs and walls and more significant repairs to the floors in the tower with consideration given to improving access to the tower, particularly if the bells are to be rehung.

Services should also be regularly maintained, and repairs carried out to the churchyard boundary walls.

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03.01 Rainwater Disposal System

The southwest and northwest lead chutes serving the tower roof, which have stainless-steel braces, are satisfactory. There are no rainwater goods on the nave, where the deep, overhanging thatched eaves throw water clear of the walls below. The north and south cast-iron rainwater goods on the chancel and on the north vestry are satisfactory.

The cast-iron rainwater goods on the south aisle are also in good order, apart from small spots of rust visible through the paintwork, indicating that in due course the gutter will need to be redecorated, but on the north aisle rust is appearing on the gutter and downpipe to the west of the north porch, and on the collars of the easternmost downpipe collar, that ought to be painted. The cast-iron rainwater goods on the original north porch are satisfactory, apart from the missing south stop end of the east gutter that is allowing water to overspill onto the wall below. This ought to be reinstated as a priority, the gutter realigned if necessary, and a soaker might be introduced to ensure that water that reaches the edges of the slates flows into the gutter. *See fig 1.* As part of the regular course of maintenance, all rainwater goods should be regularly cleaned out.



Fig 1.

Improvements have been carried out to the surface water drainage system, and a layout of the drains is illustrated on the attached drawing dated 31st October 2018. A water butt has also recently been installed below the westernmost north aisle downpipe that is satisfactory. All other gullies appear to be in good order, and the perimeter concrete channel has been cleared of debris and open joints across the channel and cracks recently raked out and repointed. There is, however, moss on the edges of the channel to the north of the church that ought to be removed. At the far west end of the south aisle channel, leaves and debris block the outlet that should be regularly maintained, and in the longer term, consideration given to installing a new soakaway beyond the south channel. The surface water drainage system should also be regularly maintained.

03.02 Roofs

The slates on the chancel roof, the ridge and the flaunchings at the abutments are generally satisfactory apart from a twisted slate towards the top of the south slope and another dislodged slate in the second course above the eaves, and to the west of the westernmost downpipe, that ought to be refixed. There are also one or two tiny areas of moss on the north slope that might be removed. Along the north and south eaves, the exposed rafter feet generally appear to be satisfactory although these were not inspected above the organ chamber.

The concrete tiles on the roof of the north organ chamber are satisfactory but ought to be cleaned to remove moss, and the flaunchings at the head of the roof, and against the parapets, are in reasonable condition. The stringcourse along the eaves is also in good order.

The thatched roof of the nave is generally in good condition apart from the deteriorating pattern-work to the ridge and localised areas of eroded sedge. *See fig 2*. To the north there is also a small amount of lichen on the thatch, indicating that, perhaps after the next inspection, consideration should be given to installing a new ridge and dressing the roof slopes, particularly as the roof was ~~the~~ thea ftlcaksehdin igns 2 t0h0a5t .a re visible above the thatch to the east parapet are satisfactory, and the lower ends of the secret gutters, at the northwest and southwest corners of the roof, in good order. The eaves generally appear to be sound although the soffit board was not inspected as this is largely obscured from view from ground level.



Fig 2.

The lead on the north aisle roof, that was inspected from the tower roof only, and the flashing to the east parapet, are satisfactory. However, the clerestory and west flashings ought to be inspected, and debris that has fallen from the thatched roof swept from the lead sheets. *See fig 3*.



Fig 3.

Along the eaves, the paintwork is beginning to deteriorate on the fascia board that ought to be redecorated, but the ends of the rafters and boards above are satisfactory.

The slates on the roof of the original north porch and the lead ridge and flaunchings at the abutments are sound, and along the east and west eaves the stringcourse is in good order, although the loose southeast stringcourse ought to be re-bedded.

From the tower roof, the majority of the lead sheets on the south aisle roof and the flashing into the east parapet are generally in good order, although this ought to be inspected from the roof. Moss on the east copings should also be removed. Along the eaves, the exposed rafter feet and boards above and the painted fascia are generally satisfactory.

The timberwork on the underside of the chancel roof is in good order and the underside of the roof to the organ chamber, that is only visible to the east of the organ, exposing common rafters, common walltop timbers, a purlin and boards between, appears to be satisfactory. The timber roof trusses and boards on the underside of the nave roof also appear to be in good condition, and the roof timbers, that are visible from the underside in the south aisle, generally satisfactory apart from in the westernmost bay where there are extensive areas of furniture beetle activity in the purlins, the principal rafters and roof boarding. There are further areas of extensive furniture beetle activity in the boards and in the rafter in the third bay from the east, and further evidence of beetle activity in the third common rafter from the west in the second bay from the west, and in the boards of the westernmost bay. These areas ought to be monitored and, if found to be live, treated. Within the north aisle, the roof timbers were repaired in conjunction with re-leading the roof and are generally satisfactory with the exception of tiny areas of furniture beetle activity in the third principal rafter from the east, in the block supporting the light fitting above the kitchen and in one or two other minor areas throughout the roof, including the easternmost common rafter. Again, these areas ought to be treated if found to be live. Within the lavatory accommodation, in the original north porch, the plastered ceilings are satisfactory although the roof void was not inspected as part of this report and should occasionally be examined.

03.03 Walls : Structural Condition

The walls of the chancel are generally in good condition, although at low level along the south elevation and onto the southeast buttress there are deeply eroded areas of face flintwork that ought to be repointed and ivy growing from the wall, towards the west end of the elevation, removed. There are also a few deeply eroded joints to the flintwork of the southeast elevation of the southeast buttress, and a damaged quoin stone at ground level, that ought to be repaired, and to the east a very narrow margin of flintwork with eroded joints that extends onto the northeast buttress that ought to be repointed, together with open joints to the plinth offset stones. Ivy growing on the wall should also be removed. Through the flintwork and to the north of the north jamb stones to the east window, there is also a vertical crack, from the label stop to about half the height of the window, that ought to be repointed to monitor any movement. There appear to be similar intermittent cracks to the south that might also be made good. The north elevation of the chancel is satisfactory.

The walls of the north organ chamber are also in good condition, although moss growing on the east and west parapet coping stones ought to be removed.

The upper half of the south nave clerestory wall, that is visible from ground level, appears to be in good order apart from a vertical crack against the southeast quoins that ought to be repointed and a damaged quoin stone repaired. *See fig 4*. The east nave gable is also satisfactory apart from some tiny areas of deeply recessed pointing that should be noted, and the upper half of the north nave clerestory wall, that is visible from ground level, is in good order.



Fig 4.

The walls of the south aisle are also in good condition, particularly as the plinth across the east elevation has recently been repaired, but there is a small amount of moss on the water table stones to the southeast buttress that ought to be removed and moss removed from the plinth flintwork. The remains of a downpipe collar and wooden blocks within the south wall, related to an earlier central downpipe, should also be removed, and eroded and damaged areas of flintwork made good. The brick plinth that once supported the water butt, in the south perimeter channel, might also be removed. To the south aisle door there is some erosion to the hoodmould stonework and voussoir stones that ought to be conserved, together with the deteriorating lower west jamb stone, *see figs 5 and 6*. A few cracked and eroded quoin stones to the southwest buttress might also be repaired in the longer term, and moss removed from the other water table stones. A damaged west nosing to

the lower coping to the west parapet might also be repaired, and moss on the copings removed.



Fig 5.



Fig 6.

The walls of the north aisle are also in reasonable condition and, since the last inspection was carried out, a coping has been replaced to the east parapet and the flashing chase repointed. However, moss on the offset stones of the northeast buttress ought to be removed, the damaged water table stones at high level repaired and open joints to the lower water tables repointed. Vegetation growing from the flintwork at low level to the east elevation should also be removed, and open root pockets pointed. At high level on the northwest elevation of the northeast buttress there are also open joints around the upper quoin stone, and a damaged second north quoin, that ought to be rebbed and repaired. A small fern growing just under the upper coping stone to the east parapet should also be removed. The north elevation is generally in good order, to include the central north buttress, but some repointing work is necessary to the low-level eroded flintwork to the west of the north porch that extends onto the northeast elevation of the northwest buttress, where a deep open joint to the plinth might also be repointed. Moss on the buttress water table stones and plinth stones should also be removed. The west elevation is generally in good order apart from some open joints to the plinth stones at ground level that ought to be pointed, and areas of eroded pointing to the flints around the window head, noted.

The walls of the original north porch are satisfactory although moss on the hoodmould to the outer doors ought to be removed.

The walls of the tower are generally in good condition as they have been extensively repointed in the past, although eroded mortar to the flintwork under the inclined stringcourse above the nave roof, and open joints to the flintwork below the cill of the east silence chamber window, ought to be repointed. The timber louvres are generally satisfactory, but to the east sound opening there is an open joint to the tracery stones, from where the stones appear to be offset, that ought to be inspected and, if necessary, pointed and secured, *see fig 7*, and open joints to the jamb stones at low level that ought to be repointed. The timber louvres and horizontal boards to the tracery lights are generally in good order.



Fig 7.

To the parapet stringcourse there are some eroded nosings at the far east end of the south parapet, and open joints around the southwest pinnacle that ought to be repointed, and slight erosion to the tracery and lower mullion stones of the south sound opening noted. There is also a hairline crack against the southwest quoin stones to the upper stages of the stair turret that ought to be repointed, and minor erosion to the flushwork plinth conserved to protect proud edges of knapped flints. One or two open joints to the plinth offset stones might also be repointed. An eroded west quoin to the second offset of the southwest buttress might also be replaced in the longer term, voids in the buttress plinth flintwork consolidated and ivy growing from the flintwork removed. To the plinth of the northwest buttress, some minor consolidation work is necessary to undercut areas of flintwork at ground level, and to the north, minor areas of erosion to the tracery lights of the sound opening should be noted. Moss on the plinth offset stones to the north elevation of the tower should also be removed.

Internally, there are hairline cracks below the cills of the centre and westernmost south windows in the south aisle that should be noted.

03.04 Walls : Decorative Condition

The internal decoration throughout the church is in good order with the exception of an area of discolouration above the south side of the east chancel window and some damage to the limewash to the north that should be noted, and some minor discolouration at low level to the south chancel wall as a result of rising damp. There are also tiny areas of detached limewash at the far east end of the south nave clerestory wall and discolouration below the cills of the south aisle south windows, largely related to external cementitious pointing.

There is also a tiny area of detached limewash at high level at the far west end of the north wall to the north aisle, and in the past flaking paintwork to the north splay of the west window has been made good. Within the lobby to the lavatory there is some discolouration at low level in the southeast corner, that will be related to rising damp due to the missing stop end to the external gutter, and a small amount of deterioration to the low-level render in the boiler cupboard, in the lavatory accommodation, that should be noted. Elsewhere the rendered walls are satisfactory.

Areas of deteriorating decoration, of which there are a few, ought to be redecorated once external repairs have been completed.

03.05 Floors and Floor Monuments

The sanctuary floor, that is covered in carpet, feels sound underfoot but was not inspected closely as part of this report. The herringbone wooden floor, pamments, cast-iron heating grates and memorials within the chancel are generally satisfactory, and the suspended timber floors to the north and south choir stalls in good order. The small area of boarded floor in the organ chamber, to the east of the organ, is sound apart from some deflection in the boards inside the door that ought to be secured, and the exposed area of concrete floor, on which the organ sits, and around the console, is satisfactory. Within the central nave aisle, the woodblock flooring and heating grates are satisfactory and the pamments at the west end of the nave, the heating grates and the pamment floors into the north and south aisles are in good order, although within the vestry there are open joints to the pamments that ought to be repointed. The woodblock floors within the north and south aisles, within the original circulation areas, are also satisfactory, and within the north and south nave pews, the raised timber platforms and perimeter rails are in good order. Within the lavatory accommodation, the quarry-tiled floors are satisfactory.

03.06 Tower Roof and Tower Interior

The lead sheets on the tower roof and in the perimeter parapet gutters are satisfactory although a small amount of guano in the gutters ought to be removed. *See fig 8*. The perimeter flashings are also satisfactory and the trapdoor serviceable, although the leadwork has become detached from the timber trapdoor and corroding fixings have split some of the timberwork. This should therefore be replaced, covered in a lighter material to ease access and consideration given to hinging the door and bolting it in place. The castellated parapets are also in good order although corroding iron cramps on the back face of the northwest pinnacle, and on the inside face of the parapet inside the northwest corner, should be noted. Some margins of eroded and cracked pointing above the north flashing, and the cracked pointing mortar to the east chase, should be pointed.



Fig 8.

From belfry level, the timberwork on the underside of the tower roof and the metalwork supporting the ridge beam are satisfactory, and the internal belfry walls generally in good order apart from localised areas of recessed pointing either side of the west window and to the west of the north sound opening and to the south of the east sound opening, where repointing work ought to be carried out. This should include removing the surviving remains of corroding metal fixings from above the north sound opening that are beginning to create cracks through the flintwork, *see fig 9*. Another corroding metal fixing within the wall, at approximately springing level and to the west of the north sound opening, should also be removed.



Fig 9.

The louvres and netting and debris netting and horizontal boardings to the four sound openings are satisfactory, although the debris netting flexes and ought to be secured to the vertical battens of the mullion in order to resist rain penetration. The belfry floor has also been repaired and re-boarded but is covered in debris and needs to be swept clean.

The wooden bell frame appears to be sound, but the ring of five bells is in a poor condition as the wheels have fallen apart and the metal fixings and bearings and clappers are severely corroded. *See fig 10*. The chiming hammers and wires are also severely corroded, as are the straps on the frame. It would therefore be advisable to obtain a detailed report on the existing installation in order to carry out any remedial works or add any support to the bells if required. In the longer term, consideration should then be given to rehanging the ring.



Fig 10.

The new timber access ladder through the belfry to the tower roof is satisfactory, as is the timber access platform, although handrails should be installed to provide edge protection.

The metal access ladder onto the bell frame is severely corroded and ought to be painted. To the far south end of the second principal foundation beam from the west there is decay in the bearing that is, or has been, particularly vulnerable to water ingress from the cill above. However, the surviving timberwork appears to be sound and secure and was not considered as an issue when the floor was repaired, although the bearing ought to be investigated further, together with other vulnerable timbers bedded in the wall.

The brickwork at the head of the staircase has quite deeply eroded joints and ought to be consolidated.

Within the belfry, the bellframe and floor are wet as a result of windblown rain entering the tower that may have leaked through to the silence chamber below and into the base of the tower. The situation should therefore be monitored, particularly in relation to periods of exceptional weather conditions, and if persistent, consideration should be given to up grading the protection to the sound openings.

Throughout the tower staircase there is a large amount of debris on the steps that ought to be swept clean throughout. The corroded chicken wire to the upper eyelet window should also be replaced and a crack through an upper tread, opposite the eyelet window, pointed. Just below belfry level there is a vertical crack through the outer staircase wall, to the southwest, that might be associated with the crack against the external quoins. It would therefore be advisable to point the crack to monitor any further movement.

From within the silence chamber, the underside of the belfry floor and the fixing battens appear to be satisfactory apart from water staining as a result of wind-blown rain. The walls are also satisfactory and the stonework and netting to the four windows generally in good order. The condition of the floor is largely unknown, but this is saturated as a result of wind-blown rain entering the tower, and the trapdoor appears to be totally unsafe. It would therefore be advisable to carry out a detailed inspection of the floor and carry out any repairs to joists and floorboards and replace the trapdoor. Until this has been done, access to the silence chamber should be prohibited.

The pulleys and ropes operating the chiming hammers are in reasonable condition, but the flue that terminates above the floor in the northwest corner might be removed and timbers surplus to requirements cleared from the silence chamber.

Just below the silence chamber, the glazed eyelet window to the staircase is sound although the glass is cracked, and there is no evidence of movement on the vertical crack to the southwest that has been repointed, although a crack below this level, to the northeast, shows a small amount of movement. Minor cracks to the newel stones at this level ought to be pointed. The second eyelet window from the bottom of the staircase is cracked and has been blocked with a paper bag as a temporary measure. The glass ought to be replaced. To some of the steps within the staircase there are eroded treads that ought to be repaired to improve access, and consideration given to installing lights and a handrail. The glass to the lower eyelet window is satisfactory and the ancient door sound, although this ought to be thoroughly cleaned and treated with beeswax and turpentine which would help to preserve the ancient metalwork and the lattice arrangement of strapwork and locks.

From ground-floor level, the principal beams and floorboards to the silence chamber floor generally appear to be satisfactory, and the walls in the base of the tower are in reasonable condition apart from some discolouration to the limewash at high level in the southwest corner and within the south

splay to the west window and to the south window that should be noted, as well as some minor deterioration to the paintwork on the upper stage of the brick flue. The pamment floor in the base of the tower, which is interspersed with memorials and stone ledger slabs, is in reasonable condition although the central ledger slab is badly cracked and ought to be repaired. The floor is also damp, and part of the trapdoor saturated as a result of water ingress.

The decayed timberwork around the trapdoors to the heating chamber in the base of the tower, and the soffit under the cracked memorial slab, have been propped with scaffolding jacks, but having concealed various services, dry rot is beginning to develop behind the metal plate under the floor memorial. *See fig 11*. The subterranean heating void is also damp, as it is completely sealed, and needs to be ventilated as a priority, by perhaps even removing the doors and installing grilles, and consideration given to filling the chamber and reinstating a solid floor to replace the trapdoors. The floor to the chamber is generally sound but damp, and the retaining brick walls in reasonable condition, although the surface of bricks is beginning to delaminate. *See fig 12* for further signs of dry rot under the memorial slab.



Fig 11.



Fig12.

A further metal plate has been glued to the underside of the northern leaf of the trapdoor which is now fixed.

The access ladder into the subterranean vault is severely corroded and ought to be replaced.

For a view of the boiler house *see fig 13*.



Fig 13.

The stained glass and stonework to the west tower window appear to be satisfactory.

The glazed timber-framed screen inside the west tower doors is in reasonable condition apart from beetle activity in the upper rail and a small amount of damage that ought to be treated and repaired.

The Ellacombe chiming mechanism on the north tower wall appears to be serviceable.

The redundant flue in the northwest corner of the tower might be removed.

03.07 Doors and Screens

The west tower doors are in good order apart from rusting strap hinges and hinge pins that ought to be painted and occasionally oiled, and the external weathered surface of the doors treated with beeswax and turpentine.

The external face of the south aisle door is also weathered and ought to be treated, and the rusting strap hinges painted. The inside face of the south aisle door is satisfactory.

The exterior elevation of the original north porch doors is weathered and these ought to be treated with beeswax and turpentine, and the rusting decorative strap hinges, escutcheon and vertical bars to the upper panels painted.

The internal north aisle door to the lavatories, the partitions and doors within the lavatories and the screens and doors to the vestry and kitchen are satisfactory.

The painted mediaeval rood screen appears to be in good order.

The carved timber screen to the organ chamber and the gate are in reasonable condition although the hinges to the gate ought to ~~be treated~~ with wax and oiled, as well as the corroding low-level bolt, and live beetle activity in the rail, against the concrete organ platform, treated.

03.08 Fenestration

The stained glass and stonework to the east chancel window are satisfactory.

The plain glass and stonework to the two south chancel windows are also in good condition apart from rusting saddle bars that ought to be painted and two cracked quarries in the westernmost window noted.

The plain glass and stonework of the north chancel window are also satisfactory apart from the rusting saddle bars.

The stained and plain glass in the east window to the organ chamber is satisfactory although the frame to the original opening light is rusting and ought to be painted and consideration given to reinstating the opening light.

The stained glass and stonework to the four north and the four south nave clerestory windows appear to be satisfactory.

The stained glass and stonework to the east window in the south aisle are in good condition with the exception of a damaged piece of stained glass in the southern tracery light that ought to be

repaired.

The stained glass and stonework of the easternmost south window in the south aisle are also in good condition although rusting saddlebars ought to be painted, and the plain glass and stonework of the centre and westernmost south windows in the south aisle are in good condition apart from rusting saddle bars that ought to be painted and several cracked quarries replaced.

The plain glass and stonework of the west window in the south aisle are also in good condition apart from rusting saddle bars in the outer mainlights that ought to be painted.

The stained glass and stonework of the east window in the north aisle appear to be satisfactory, although within the storage cupboard there are stains below the cill, indicating that water ingress may occur through the leaded panels or against the mullions. It would therefore be advisable to monitor the stains for any further signs of water ingress and carry out any repairs necessary to the glazing.

The stonework and plain glass and stained-glass medallions in the three north windows in the north aisle are generally in good condition apart from rusting saddle bars that ought to be painted.

The plain glass and stonework of the west window in the north aisle are also satisfactory with the exception of the rusting saddle bars that ought to be painted, and a cracked quarry in the north

In some places, particularly in the westernmost south chancel window, corroding saddle bars are beginning to cause some disturbance to the mortar in the glazing grooves.

The glass and stonework to the east window in the lavatory are satisfactory apart from rusting internal ferramenta bars to the southern window that ought to be painted.

The glass and stonework to the west window in the accessible lavatory are also satisfactory, although the internal rusting ferramenta bars ought to be painted and a small amount of distortion in the glass noted.

Externally, the window stonework is generally in good condition, particularly as repairs have recently been carried out to the external stonework of the west window in the south aisle. The clerestory windows, however, were only partially inspected as these are largely obscured from view from ground level.

In the south aisle there is a broken half-quarry against the west mullion in the centre mainlight of the centre south window that ought to be replaced, as well as the badly cracked quarry at low level in the east mainlight. It should also be noted that there is a small amount of distortion to the glass in this window.

To the easternmost south window in the south aisle there are small amounts of deterioration to the west jamb stones that might be conserved, and to the east window in the south aisle, moss on the hoodmould removed. There is also a hole through a piece of stained glass in the middle of the centre mainlight to the east window in the south aisle that ought to be repaired, *see fig 14*.



Fig 14.

To the westernmost south window in the chancel there are open joints to the hoodmould stones that ought to be repointed, and to the easternmost south chancel window, the deteriorating label stops and jamb stones, conserved. The stained-glass window in the west wall of the organ chamber appears to be satisfactory although this is not accessible from the interior.

Moss on the hoodmould of the east window to the north aisle, and on the cill stones, ought to be removed and some careful conservation work carried out to deteriorating jamb and mullion stones. The lower deteriorating section of mullion and the west label stop to the easternmost north window in the north aisle should also be conserved, as well as the deteriorating mullion sections and jambs of the north aisle west window.

03.09 Furnishings & Fittings

The furnishings and fittings throughout the church are generally in good condition, including the organ that is annually maintained and was last inspected on 3rd July 2023. The pulpit is also in good order and the steps to it have been secured since the last inspection was carried out, and the font and its cover are satisfactory. Other furnishings and fittings are generally in good order, but where beetle activity is found to be live, particularly in some of the sapwood to the nave pews, it ought to be treated locally with a timber preservative.

The various furnishings and fittings within the vestry and kitchen are also satisfactory, as are the plumbing arrangements of the lavatories.

03.10 Wall Monuments, etc.

The chancel memorials are in reasonable condition apart from significant open joints to the base of the memorial to Gibson Lucas on the south chancel wall that ought to be investigated further by a conservator and repairs carried out, as the damage may be caused by corroding iron cramps, *see fig 15*.



Fig 15.

Other wall hangings, including the memorials within the kitchen, and the Rectors Board are satisfactory.

03.11 Services and Installations

The church is lit and heated by electricity and the installation was last tested and inspected on 30th September 2022 when some remedial works were carried out, that included work to the organ wiring.

There is no lightning conductor on the tower and consideration ought to be given to installing one, particularly as the tower is quite prominent in the landscape.

There are five fire extinguishers in the church, three of which are new, and all were last tested and inspected in September 2023.

There is no loop system within the church and consideration might be given to installing one.

There are kitchen facilities at the west end of the north aisle and lavatory accommodation within the original north porch.

There is a roof alarm that is annually maintained and was last inspected on 27th September 2023.

PAT testing is undertaken annually and was last carried out on 16th June 2023.

03.12 Churchyard

At the main north entrance to the churchyard, concrete gateposts remain but the gates have been removed.

To the west of the gate, the flint and brick boundary wall is satisfactory although the ivy ought to be removed, but to the east the north boundary wall is in a poor condition and sections have collapsed, and this needs to be partially rebuilt and extensively repointed and loose and

deteriorating coping bricks replaced and re-bedded.

Inside the gateway is a noticeboard that is in good order.

Along the western boundary runs a brick and flint wall, but again this is in a poor condition and has partially collapsed into the wood beyond, where repairs ought to be carried out. The hedge inside the west boundary wall, however, is well maintained.

From the gate to the tower and beyond, the gravel drive and parking areas are satisfactory, and elsewhere the grass throughout the churchyard well maintained, together with the churchyard trees where canopies appear to have been recently raised.

Throughout the churchyard, the headstones and grave markers are generally in good order, but any that lean substantially ought to be straightened and others that are found to be loose secured. Uneven kerbs to graves might also be realigned and the plinth of the Maria Tyce tomb, against the north footpath, reconstructed to close open joints. Moss and vegetation should also be removed from tombs and headstones.

To the paving outside the west tower door is an open joint that ought to be repointed, vegetation removed from the paving to the bench against the south wall of the tower and vegetation also removed from the gravelled path.

The north elevation of the south boundary wall is in reasonable condition although ivy on the brick and flintwork ought to be removed.

The two timber benches in the churchyard are also satisfactory but might occasionally be treated to preserve the timberwork.

Opposite the south aisle is a tabletop tomb with dislodged corner piers that ought to be reset and moss on the inscribed slab removed. Fallen head and footstones opposite the southeast buttress to the south aisle should also be reinstated.

To the ash trees in the far southeast corner of the churchyard there are a number of dead boughs that might be removed, with similar treatment to the ash tree beyond in the churchyard extension, having first taken advice from an arboriculturist.

The east boundary wall is in a poor condition as there is a crack at the far south end, vegetation on the wall that ought to be removed and extensive areas of recessed mortar repointed. Cracks through the wall opposite the southeast chancel buttress should also be repaired and detached facework rebuilt.

At the far northeast corner of the churchyard, a subsided brick tabletop tomb, with missing corner piers, might be rebuilt, and damage to low-level tombs, caused by trees growing between them, particularly to the Crisp and Moore graves, should be repaired.

Other low-level tombs within the north churchyard require repair, particularly the low-level brick tomb opposite the north porch and the stone tomb to the east of the porch.

A fallen headstone inside the east boundary should also be reinstated.

The southern churchyard is well maintained, including the perimeter hedges and trees, but to the south face of the south churchyard wall there are extensive areas of recessed mortar that might be

repointed. The rusting kissing gate and railings and post in the east boundary might also be redecorated.

The two benches in the southern churchyard, and the bench in the southwest churchyard extension, are in good order.

The loose small cross on the Fuller grave, in the southern churchyard ought to be secured, and a number of fallen headstones reinstated. A loose cross on the Allard grave to the west should also be secured and plinth stones reset. Decorative rusting railings around a grave in the southern churchyard might also be repainted.

The post and rail fence to the southwest churchyard extension is generally satisfactory and the internal hedge well maintained.

The recommendations regarding grave markers described in this report are not to be treated as a comprehensive record of the condition of graves, headstones and tombs throughout the churchyard, as they ought to be surveyed individually and a record of their condition, and any repairs necessary, included in an independent report.

03.13 Accessibility

Vehicular access is available into the churchyard, where there are turning heads within the churchyard and a well-consolidated gravel drive providing access onto ramped paving outside the west tower doors, where there is a level threshold through a pair of oak doors into the church, although both doors would have to be opened to accommodate wheeled access, the fixed leaf being secured with a bolt into the floor.

Once inside the church there is a doormat raising the floor slightly, that might be removed, and then a pair of glazed doors through a glazed screen into the main body of the church, where again both doors would have to be opened to accommodate wheeled access, the fixed leaf being secured with bolts top and bottom.

Once inside the church, the floors within the circulation areas, and within the north and south aisles, are on the same level and extend into the kitchen, the vestry and lavatory accommodation. There is, however, a raised threshold and a step through the chancel arch, where consideration ought to be given to providing some temporary access to accommodate the changes in level, and then two steps up into the sanctuary.

Within the nave and aisles there are open areas for alternative seating arrangements.

The natural lighting levels within the church are low but artificial light is provided by pendants and spotlights throughout.

There is no loop system within the church and consideration might be given to installing one.

There is an accessible lavatory.

Details regarding assisted access ought to be exhibited on a noticeboard.

04 MAINTENANCE PLAN

Regular clearance of gutters and downpipes, and surface water drains
Look at trees for loose branches.
Professional testing of electrical system.
Check water runs away from gullies.
Check the roofs after severe weather conditions.
Inspect tower roof and tower interior.
Treat areas of active beetle.
Oil ironmongery and treat doors.

05 ADVICE TO P.C.C.

This is a summary report; it is not a specification for the execution of the work and must not be used as such.

We are willing to advise the PCC on implementing the recommendations and will, if so requested, prepare a specification, seek tenders and oversee the repairs.

We can also give on-going advice to the PCC on problems with the building and fabric.

The PCC is advised to review insurance cover on a regular basis.

The repairs recommended in the report will (with the exception of some minor maintenance items) may be subject to the faculty jurisdiction. Guidance on whether particular work is subject to Faculty can be obtained from the Care and Development of Churches Department.

Fire Safety

Advice can be found at:

<https://www.ecclesiastical.com/risk-management/church-fire-articles/>

Electrical Installation

Any electrical installation should be tested at least every five years in accordance with the recommendations of the Church Building Council. The inspection and testing should be carried out in accordance with IEE Regulations, Guidance Note No 3, and an inspection certificate obtained in every case. The certificate should be kept with the Church Log Book.

Heating Installation

A proper examination and test should be made of the heating system by an engineer qualified in the type of heating which is being checked, i.e. for a gas heating system, an engineer must be registered with Gas Safe, and an oil-fired system engineer must be registered with OFTEC (Oil Firing Technical Association)

Ideally this should be carried out each summer before the heating season begins and the report kept with the Church Log Book.

Lightning Protection

Any lightning conductor should be tested at least every five years in accordance with the current

British Standard by a competent engineer. The record of the test results and conditions should be kept with the Church Log Book. <https://www.churchofengland.org/resources/churchcare/advice-and-guidance-church-buildings/insurance-health-and-safety>

Asbestos

A suitable and sufficient assessment should be made as to whether asbestos is or is liable to be present in the premises. Further details on making an assessment are available on

<https://www.churchofengland.org/resources/churchcare/advice-and-guidance-church-buildings/insurance-health-and-safety>

The assessment has not been covered by this report and it is the duty of the PCC to ensure that this has been or is carried out.

Fungi, Moulds, Spores and Mycotoxins

Whether or not their presence is noted in this report, the possibility of the presence in or on the church or churchyard of fungi, moulds, spores and mycotoxins of any kind cannot be ruled out and should always be considered when any work is proposed, and appropriate advice should be sought and followed.

Equality Act

The PCC should ensure that they have understood their responsibilities under the Equality Act 2010 and have taken all reasonable steps to comply with the act given the constraints of working with a at listed building. Further details and guidance are available <https://www.churchofengland.org/resources/churchcare/advice-and-guidance-church-buildings/accessibility>

Health and Safety

Overall responsibility for the health and safety of the church and churchyard lies with the incumbent and PCC. This report may identify areas of risk as part of the inspection, but this does not equate to a thorough and complete risk assessment by the PCC of the building and churchyard. <https://www.ecclesiastical.com/risk-management/church-risk-assessments/>

Trees

Every PCC has the responsibility for caring for trees in the churchyard, whether the churchyard is open or closed for burial, unless the churchyard has been closed by Order in Council and responsibility for maintenance has been passed to the local authority. The responsibility extends to the planting of trees as well as to every aspect of the maintenance of trees and, ultimately, their felling, or if further professional advice on trees is necessary, for instance in relation to safety concerns, and the impact of trees on the church building, churchyard walls and graves and the importance of the trees themselves.

Guidance can be found on <https://www.churchofengland.org/resources/churchcare/advice-and-guidance-church-buildings/trees>

Tombs and Headstones

In the first instance the maintenance and safety of tombs and headstones is the responsibility of the next of kin or heirs at law. However, the PCC is also under a legal duty. If the next of kin or heirs at law are not known or decline to keep a memorial safe, the PCC will effectively be the only party responsible for public safety.

Bats and Other Protected Species

The PCC should be aware of its responsibilities where protected species are present in a church. Guidance can be found at: www.churchofengland.org/resources/churchcare/advice-and-guidance-church-buildings/bats-churches

Sustainability and Environmental Impact

A quinquennial inspection is a good opportunity for a PCC to reflect on the sustainability and environmental impact. This may include adapting the building to allow greater community use, considering how to increase resilience in the face of predicted changes to the climate, as well as increasing energy efficiency and considering other environmental issues. Further guidance is available on

<https://www.churchofengland.org/resources/churchcare/climate-resilient-church>

<https://www.churchofengland.org/resources/churchcare/net-zero-carbon-church>

RECOMMENDATIONS

- 06 ~~During the forthcoming~~ quinquennium, the PCC should consider implementing a regular programme of maintenance and carrying out minor repairs to roofs and walls, reviewing the condition of foundation beams to the bell frame and the condition of the silence chamber floor, monitoring water ingress in the tower, improving access through the tower and repairing the floor of the tower. Services should also be regularly maintained, and a programme of work planned for repairing the churchyard boundary walls.

PRIORITIES AND ESTIMATES

07

Section 03 outlines a considerable amount of work which needs to be done and the list of items below makes no attempt to reiterate these, but instead subdivides them under six headings, as follows

- A- Urgent, requiring immediate attention
- B- Requires attention within 12 months
- C- Requires attention within the next 18-24 months
- D- Requires attention within the quinquennial period
- E- A desirable improvement with no time scale
- M- Routine items of maintenance

It is important to note that the following estimates are approximate only, as they are based on a visual survey only. The costs are intended as a guide to the Parochial Church Council when phasing its programme of works and are subject to variation when the fabric is opened up by builders for further investigation or the provision of Contractor estimates or tenders. The costs are also exclusive of VAT and professional fees.

Reviewed 03.01.2023

Ref	Item	Pr	£ Min	£ Max
03.01	Priority A			
	Replace stop end to east gutter on south porch and amend eaves detail	A	50	100
03.01				
03.06	Clear gully at west end of south aisle channel	A	20	30
03.06	Prohibit access to silence chamber	A	20	30
	Repair floor above subterranean heating chamber in base of tower	A	3,000	4,000
03.06				
03.08	Improve ventilation to subterranean heating chamber in base of tower	A	100	200
03.13	Monitor watering gress through north aisle east window	A	10	20
	Display details regarding assisted access	A	10	20
			3,210	4,400
	Priority B		100	200
03.02	Repair slates on chancel roof	B	100	200
03.06	Point open joint to tower flashings and adjacent flintwork	B	300	400
03.06	Provide edge protection to access platform in belfry	B	400	500
03.06	Inspect end of principal foundation beam to belfry floor	B	3,000	4,000
03.06	Upgrade weathering to belfry sound openings	B	20	40
03.06	Replace corroded chicken wire to upper eyelet window in tower staircase	B	150	200
	Point up crack in staircase at silence chamber level	B	800	1,000
03.06	Inspect silence chamber floor	B	4,000	6,000
03.06	Repair silence chamber floor	B	100	150
03.06	Replace cracked and broken glass to eyelet windows in tower staircase	B	600	800
	Repair eroded treads in tower staircase	B	20	40
03.06	Replace ladder access to heating chamber in base of tower	B	300	400
03.06	Carry out remedial work to north aisle east window	B	300	400
03.08	Annually maintain organ	B	300	400
03.09	Obtain report on Gibson Lucas memorial	B	3,000	4,000
03.10	Install lightning conductor	B	200	300
03.11	Annually maintain fire extinguishers	B	800	1,200
03.11	Install loop system	B	400	600
03.11	Annually maintain roof alarm	B	100	200
03.11	PAT test portable appliances	B	10,000	15,000
03.11	Repair north boundary wall to the churchyard	B	24,990	36,030
03.12			30	40
	Priority C		100	200
	Remove moss from tiles on roof of organ chamber		50	60
03.02		Redecorate		
03.02	north aisle fascia board	C	20	40
03.02	Rebed loose string course on east end of east porch eaves	C	300	400
	Remove moss from south aisle east copings	C	300	400
03.02	Repair external crack to north of chancel east window	C	20	30
03.03	Repair external crack to south of chancel east window	C	300	400
03.03	Remove moss from coping stone on north organ chamber	C	20	30
03.03	Repair crack against south west nave quoins and repair quoin	C		
03.03	Remove moss from south aisle buttresses and plinth offsets	C		
03.03		C		

03.03	Remove old downpipe fixings to south elevation of south aisle and make good	C	20	40
03.03	Repair nosing to south aisle west coping stone and remove moss from copings	C	200	300
03.03	Remove moss from north aisle buttresses	C	20	30
03.03	Repair and repoint water table stones and quoin stones and flintwork to northeast buttress to north aisle	C	300	400
03.03	Remove ferns from north aisle east parapet and point open joint	C	20	30
03.03	Repoint face flintwork to north elevation of north aisle, west of north porch, and onto northwest buttress	C	400	600
03.03	Point open joints to plinth across west elevation of north aisle	C	100	150
03.03	Remove moss from hoodmould of blocked north door to north porch	C	10	20
03.03	Inspect and, if necessary, repair stonework to east belfry sound opening	C	600	800
03.03	Point open joints to jamb stones of east belfry sound opening	C	50	100
03.03	Consolidate flintwork at ground level to northwest tower buttress	C	100	200
03.05	Secure deflection in boards in organ chamber, east of organ	C	50	100
03.05	Point open joints to pammments in vestry	C	50	60
03.06	Replace trapdoor to tower roof	C	400	600
03.06	Remove corroding fixings in belfry from above, and to the west of, the north sound opening	C	1,500	2,000
03.06	Secure debris netting in sound openings	C	200	300
03.06	Obtain report on condition of bell	C	150	200
03.06	Carry out any remedial work to bells and frame or emergency temporary repairs or propping	C	1,500	2,000
03.06	Rehang bells	C	60,000	70,000
03.06	Point crack through tread at top of tower staircase	C	20	40
03.06	Point minor cracks in stone newel to staircase below silence chamber level	C	20	40
03.06	Repair cracked floor memorial in base of tower	C	800	1,200
03.06	Fill subterranean heating chamber and reinstate solid floor in base of tower	C	4,000	5,000
03.08	Paint saddle bars to north and south chancel windows	C	100	200
03.08	Paint frame to original opening light in east organ chamber window	C	20	30
03.08	Repair broken glass in tracery light and mainlight to south aisle east window	C	800	1,200
03.08	Paint saddle bars to south and west windows in south aisle	C	300	400
03.08	Replace cracked quarries in south aisle south windows	C	200	300
03.08	Paint saddle bars to north aisle north and west windows	C	300	400
03.08	Replace broken quarry in north aisle west window	C	60	100
03.08	Paint rusting ferramenta bars to lavatory windows	C	40	60
03.08	Point hoodmould to south chancel westernmost window	C	20	40
03.08	Conserve label stop and jamb stones to south chancel easternmost window	C	800	1,200
03.08	Remove moss from hoodmould and cill of north aisle east window	C	20	30

03.08	Conserve jamb and mullion stones to east window in north aisle	C	800	1,200
03.08	Conserve external stonework to easternmost north window in north aisle	C	800	1,200
03.08	Conserve external stonework to west window in north aisle	C	600	800
03.10	Repair Gibson Lucas memorial	C	3,000	4,000
03.11	Obtain test and report on electrical installation	C	400	600
03.12	Straighten leaning headstones and secure any that are loose	C	200	300
03.12	Point open joint to paving outside west tower doors		50	60
03.12	Reinstate fallen headstones and footstones		100	200
03.12	Carry out remedial work to ash trees in churchyard		400	600
03.12	Repair east boundary wall		8,000	10,000
03.12	Reinstate fallen headstone inside east boundary		50	60
03.12	Redecorate kissing gate and railings in east boundary		50	60
03.12	Secure loose crosses on Fuller grave and Allard grave	Reinstate C	40	60
03.12	Repoint fallen headstones in south churchyard extension		200	300
03.13	Access chancel arch		400	600
03.13	Install loop system		1,200	1,500
			90,600	111,310
	Priority D			
	Redecorate rainwater goods on north aisle		300	400
03.01	Install soakaway to serve gully at west end of south aisle	D D D	2,000	3,000
03.01	Remove moss from chancel roof		100	200
03.02	Treat areas of beetle activity in south aisle roof timbers		300	400
03.02	Treat areas of beetle activity in north aisle roof timbers	D	300	400
03.02	Repoint flintwork at low level to south elevation of south aisle and to the southeast buttress		400	600
03.03	Repair quoin stone to southeast chancel buttress		200	300
03.03	Point minor areas of face flintwork to east elevation of chancel and northeast buttress		300	400
03.03	Repoint stone work to south aisle door		1,500	2,000
03.03	Repoint east elevation of tower under inclined stringcourse	D	1,000	1,500
03.03	Repoint flintwork below cill of east silence chamber window	Point D	500	600
03.03	Replace quoins on south west tower	D	100	150
03.03	Repoint tower plinth offset stones			
03.03	Replace quoins on south west tower buttress and consolidate flintwork	D	600	800
03.03	Repoint areas of flintwork to internal walls to belfry	D	6,000	8,000
03.06	Consolidate internal brickwork at head of tower staircase	D	300	400
03.06	Install lighting and handrail in tower staircase	D	3,000	4,000
03.06	Treat beetle and repair rail to screen in base of tower	D	300	400
03.06	Remove redundant flue from base of tower		2,000	3,000
03.06	Reinstate opening light to east window to organ chamber	Conserved D	400	500
03.08	Repoint jamb stones to south aisle east window		800	1,200
03.08	Repair west boundary wall to the churchyard		5,000	6,000
03.12	Reconstruct tomb to Maria Tyce		600	800
03.12	Repair tablet on tomb south of south aisle		600	800
03.12	Rebuild tablet on tomb in northeast corner of churchyard	Repair D	800	1,200
03.12	Repoint low-level tombs in northeast corner of churchyard	D	1,500	2,000
03.12	D			

03.12	Repair low-level tombstothenorthand east of north porch	D	800	1,200
03.12	Point areasofrecessedmortartosouth elevation of south boundary wall	D	600	800
			30,300	41,050
	Priority E			
	Re-ridgenaveroofandredressroofslopes			
03.02	Repairquoinstonestosouthaislesouthwest buttress	E	6,000	8,000
03.03	Repairerodednosingtostowerparapet stringcourse stones	E	400	600
03.03	Pointopenjointstosouthwesttowerpinnacle	E	1,500	2,000
03.03	Repointcrackagainstoppersouthwest quoin stones to stair	E	600	800
03.03	turret	E	400	600
	Conserveflushworktotower plinth	E	4,000	6,000
03.03	Makegoodareasofinternallimewash, having completed	E	1,000	2,000
03.04	external repairs	E		
	Remove flue from silence chamber	E	400	600
03.06	Realign uneven kerbs to graves	E	400	600
03.12			14,700	21,200
	Priority M			
	Regularly clean out rainwater goods		20	40
	Removemossfromperimeterchannel		20	30
03.01	Regularlymaintainsurfacewaterdrains	M	40	60
03.01	Sweep clean north aisle roof	M	10	20
03.01	Inspect south aisle roof leadwork	M	10	20
03.02	Inspectroofvoidabovelavatoryaccommodation	M	10	20
03.02	Remove ivy from walls of church	M	10	20
03.02	Removeredundantbrickplinthtoformer water butt to south	M		
03.03	aisle	M	20	40
03.03	Removemossfromtowerplinthoffset stones	M	10	20
	Clear guanoftowerroof		10	20
03.03	Sweep cleanbelfryfloor	M	40	60
03.06	Paint metalaccessladderandbellframe	M	20	30
03.06	Sweep cleanstepstotowerstaircase	M	20	30
03.06	Remove timbersfromsilencechamber that are surplus to	M		
03.06	requirements	M	20	30
03.06	Clean andtreatdoortotowerstaircase	M	20	40
	Oil hingestowesttowerdoorsandtreat timberwork		20	40
03.06	Treat southaisledoortandpaintironmongery	M	40	60
03.07	Treat blockedexternaldoortonorthporch and paint	M		
03.07	ironmongery	M	10	20
03.07	Treat and oilhingesandboltofgateto organ chamber and	M		
	treat rail forbeetleactivity		10	20
03.07	Remove mossfromhoodmouldofsouth aisle east window	M	10	20
	Treat beetleactivityinfurniturewhere found to be live		10	20
03.08	Remove vegetationfromboundarywalls	M	200	300
03.09	Remove vegetationfromtombsandheadstones	M	40	60
03.12	Remove vegetationfrompavingandgravel paths	M	10	20
03.12	Treat churchyard benches	M	10	20
03.12	Paint rusting railingstograves	M	40	60
03.12		M	680	1,120

GRANTS AND USEFUL CONTACTS

Information on grants can be found at

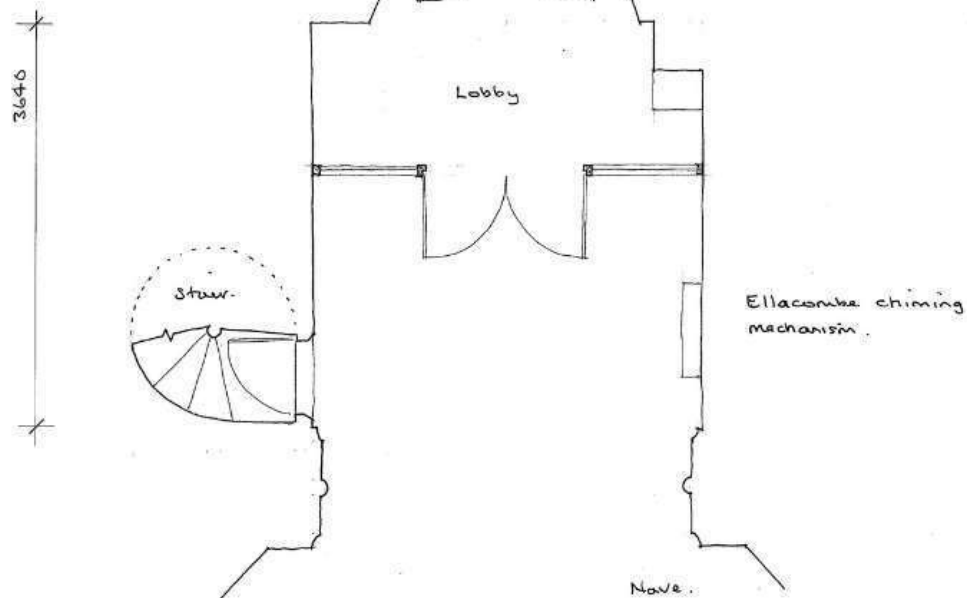
<http://www.dioceseofnorwich.org/churches/stewardship>

Appendix 1.6 Filby Bells Restoration - All Saints Filby - Existing Drawings

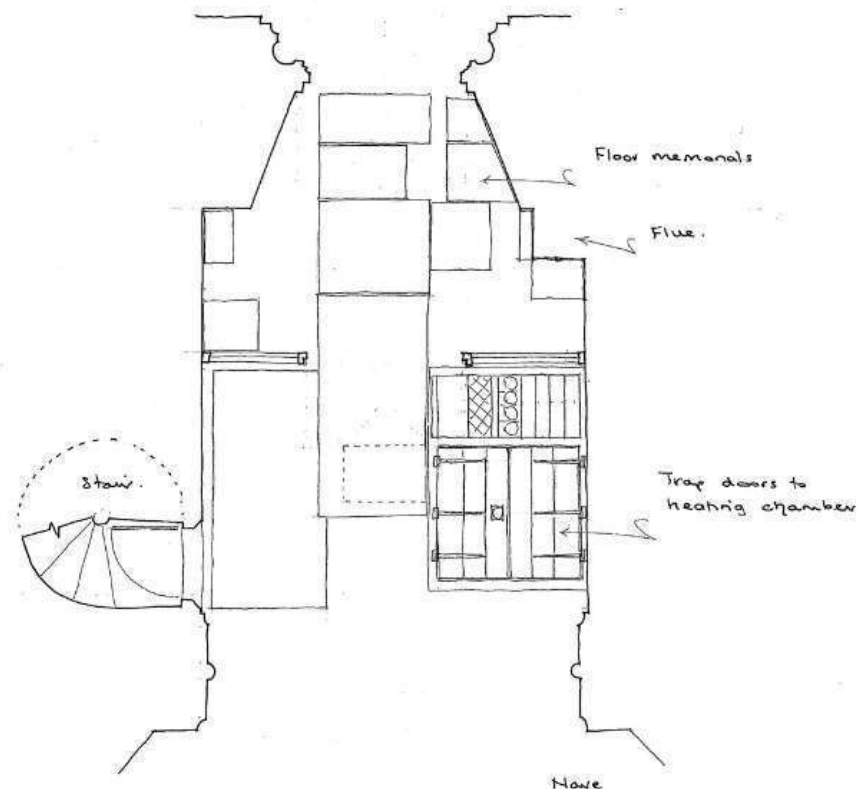
3620

N

West doors

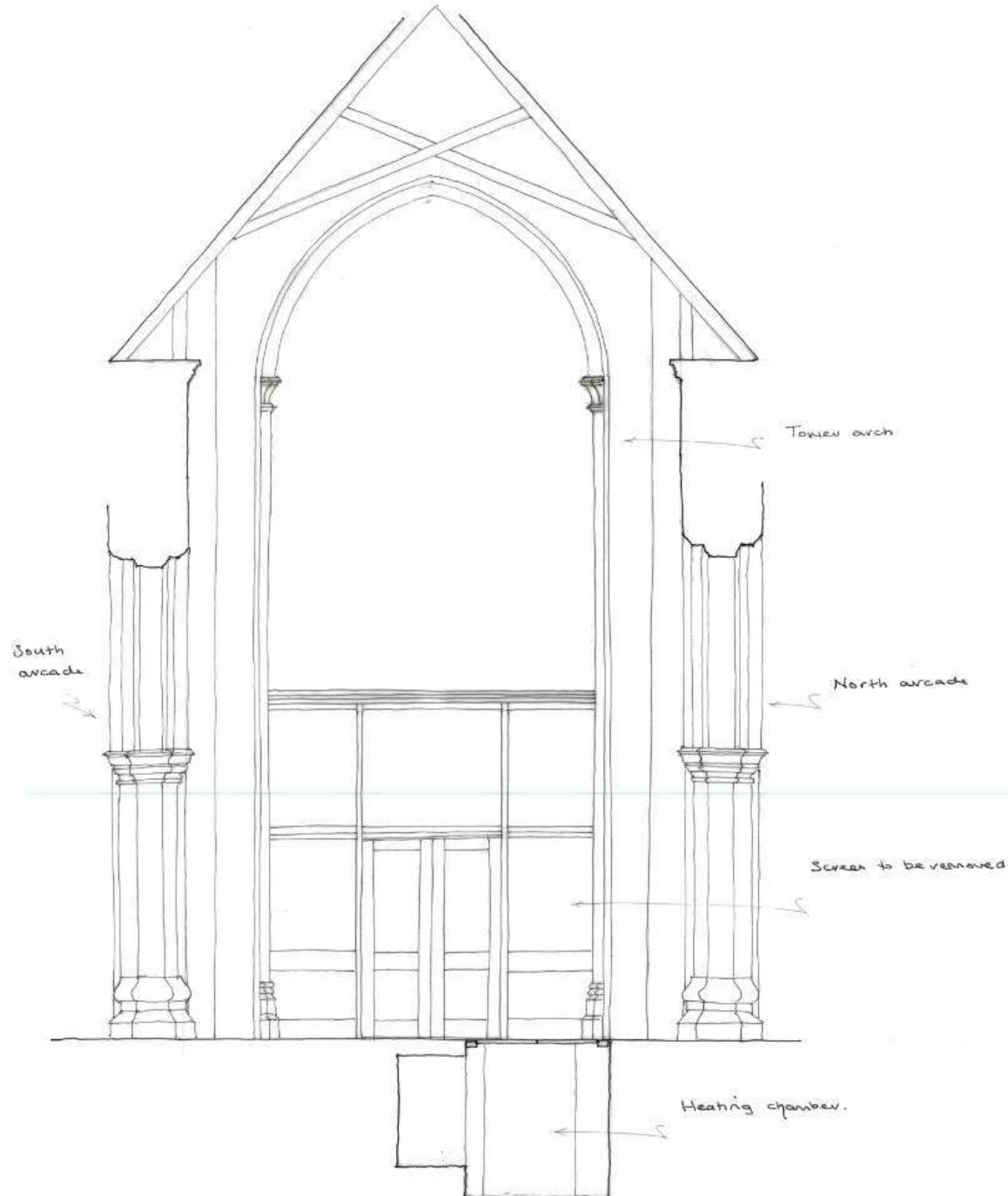


FLOOR PLAN
- as existing.

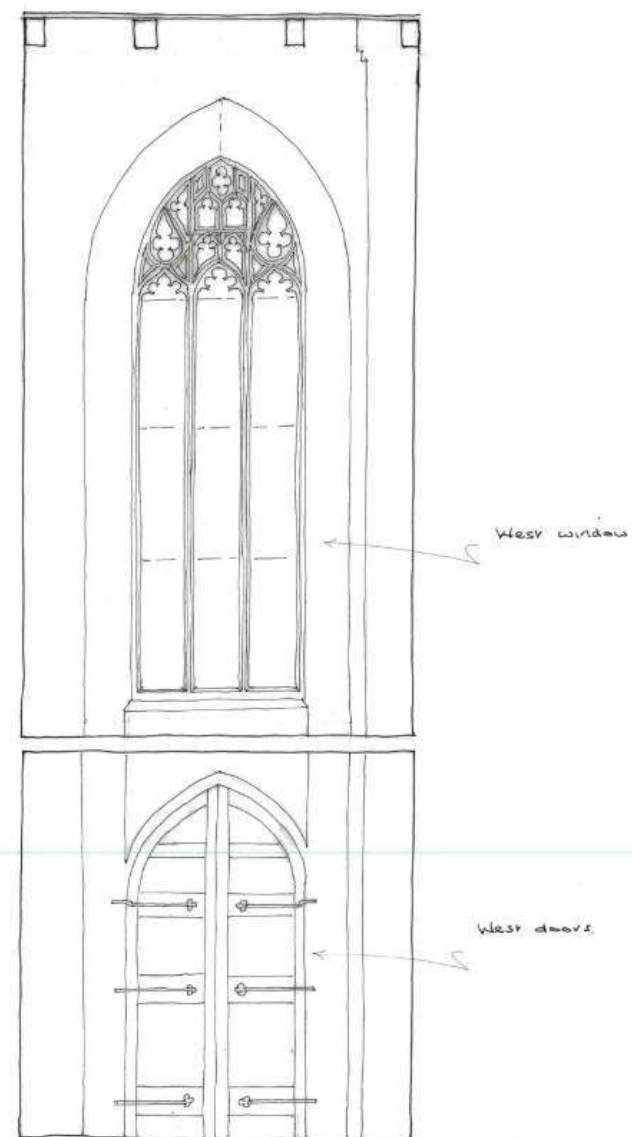


MEMORIALS.

FILBY PARISH CHURCH : NORFOLK
Tower - Floor Plan and Floor Plan with memorials
Scale - 1:50
Date - 29th July 2020
Drawn by Ruth Blackman for and on behalf of
Bridsall, Swash and Blackman Ltd.

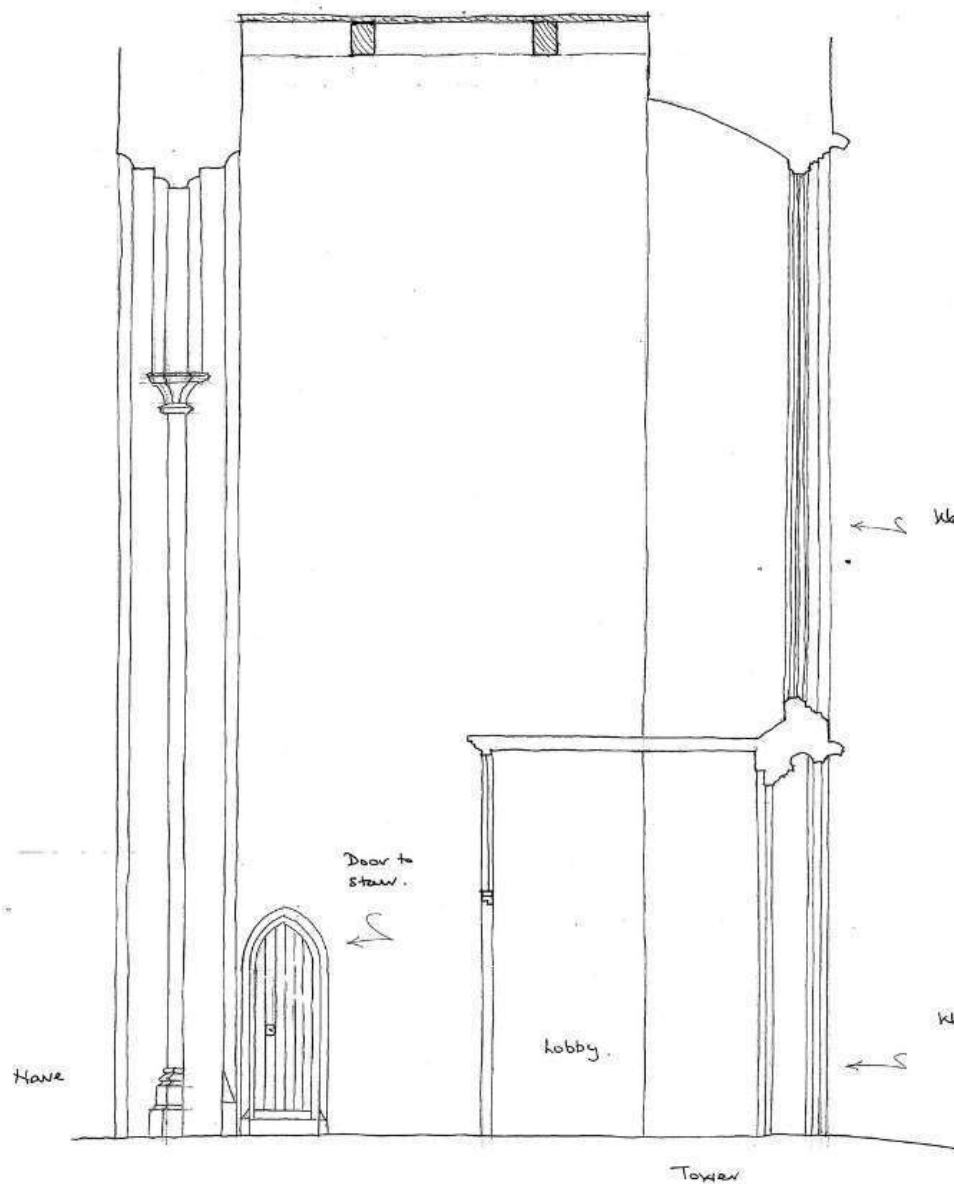


SECTION THROUGH NAVE LOOKING WEST

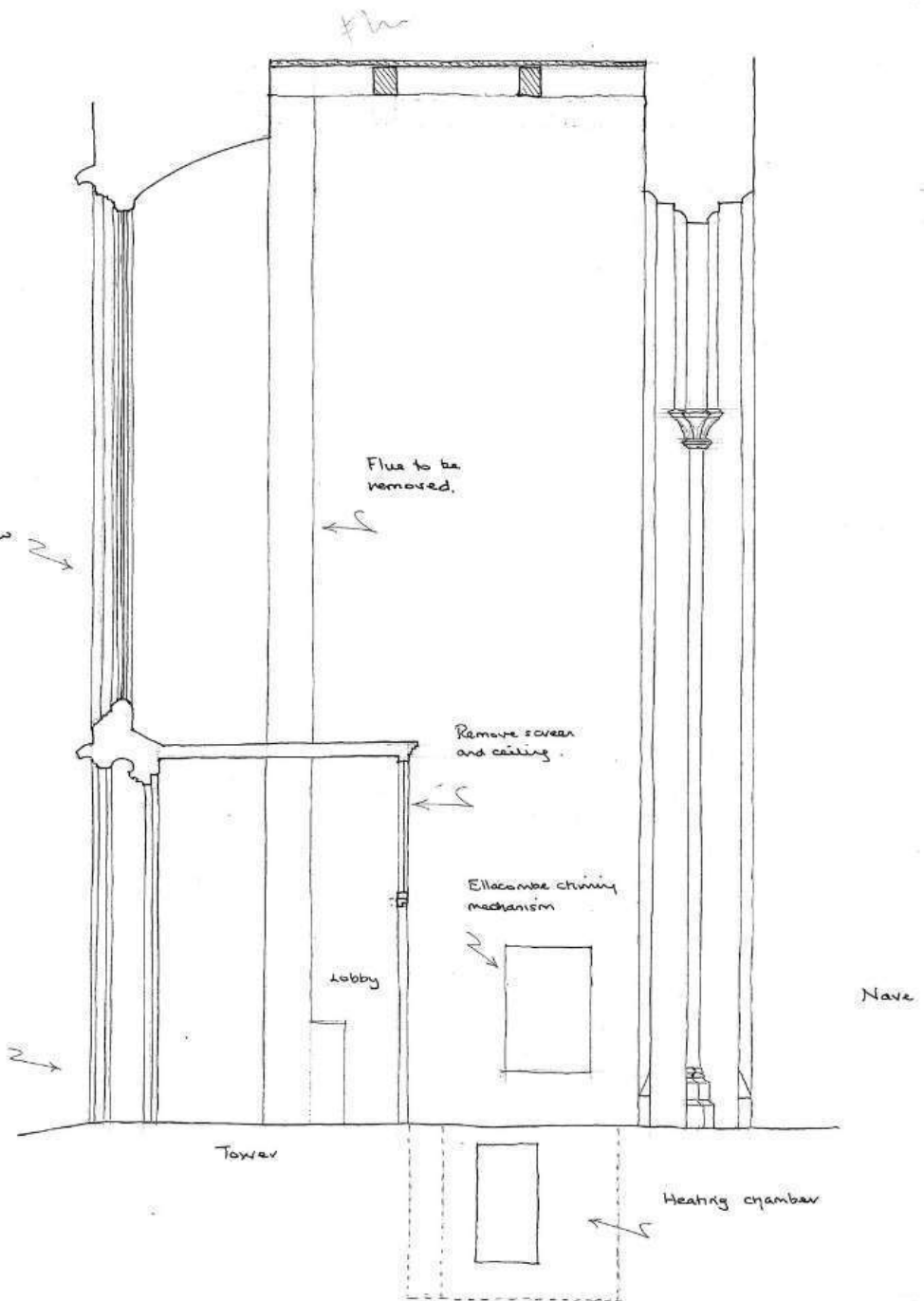


SECTION LOOKING WEST

FILBY PARISH CHURCH : NORFOLK
 Tower - Sections Looking West - as existing
 Scale - 1:50
 Date - 29th July 2020
 Drawn by Ruth Blackman for and on behalf of
 Birdsall, Swash and Blackman Ltd.



SECTION LOOKING SOUTH



SECTION LOOKING NORTH

FILBY PARISH CHURCH : NORFOLK

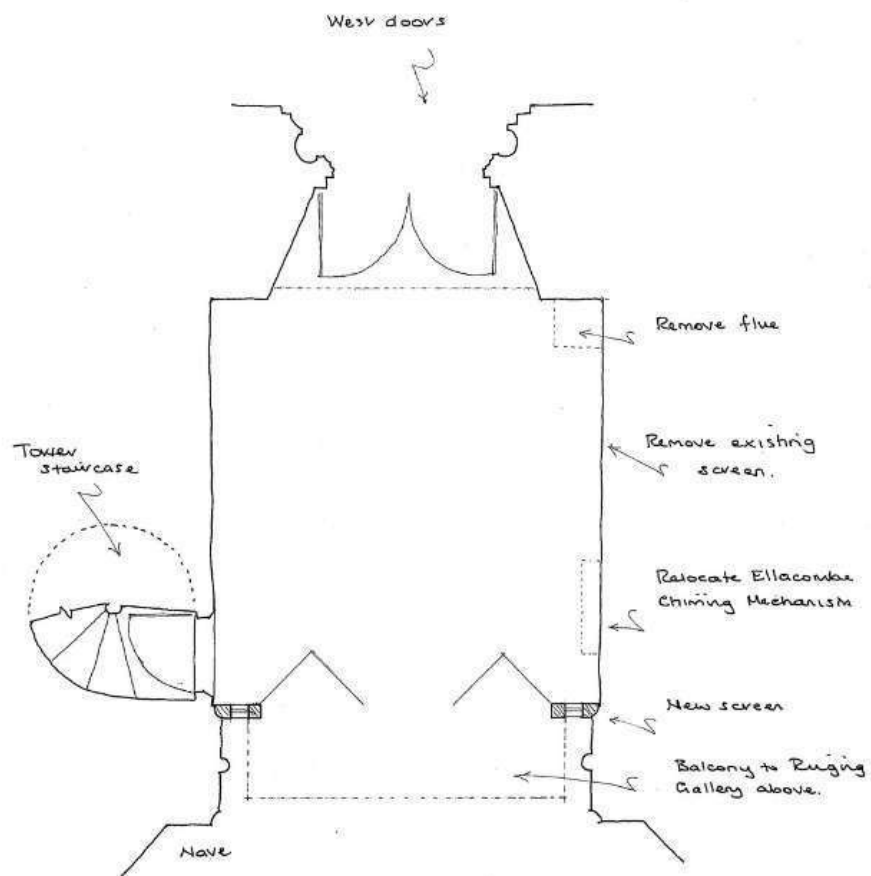
Tower - Sections Looking North and South

Scale - 1:50

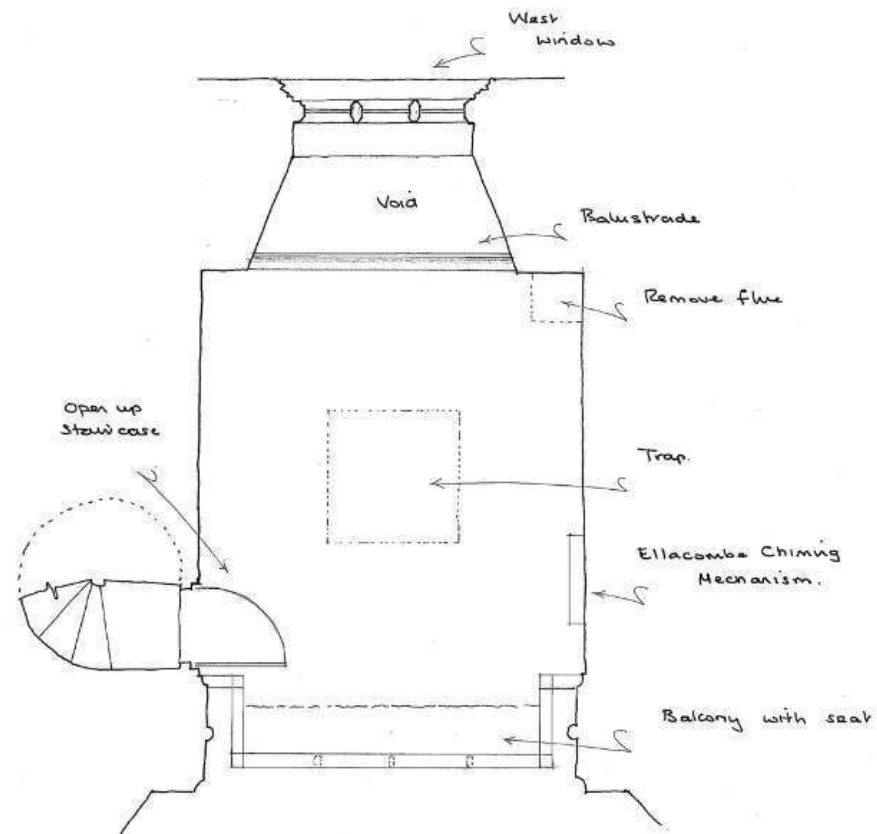
Dwg no: 03

Date - 29th July 2020

Drawn by Ruth Blackman for and on behalf of
Birdsall, Swash and Blackman Ltd.



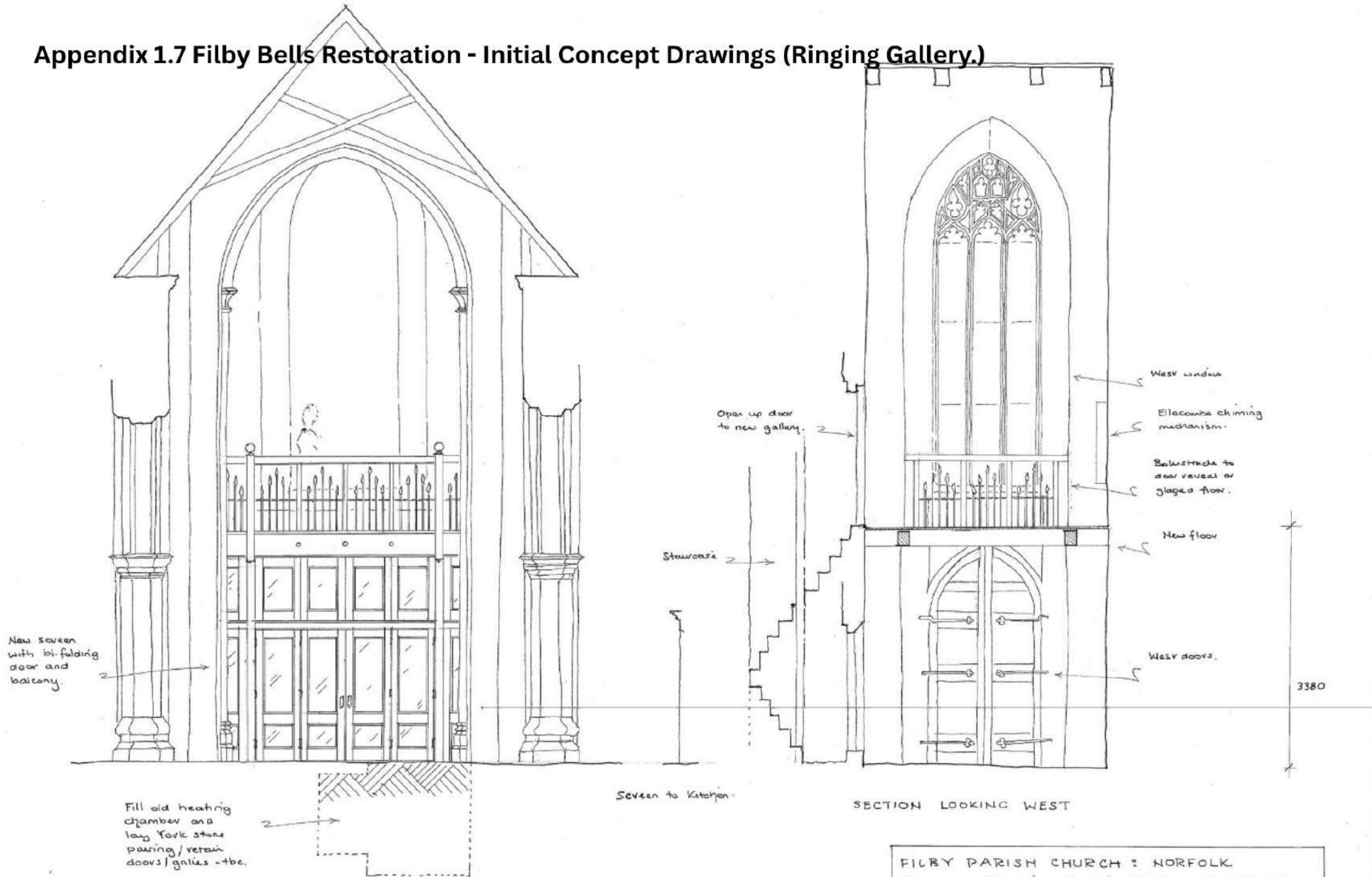
GROUND FLOOR PLAN



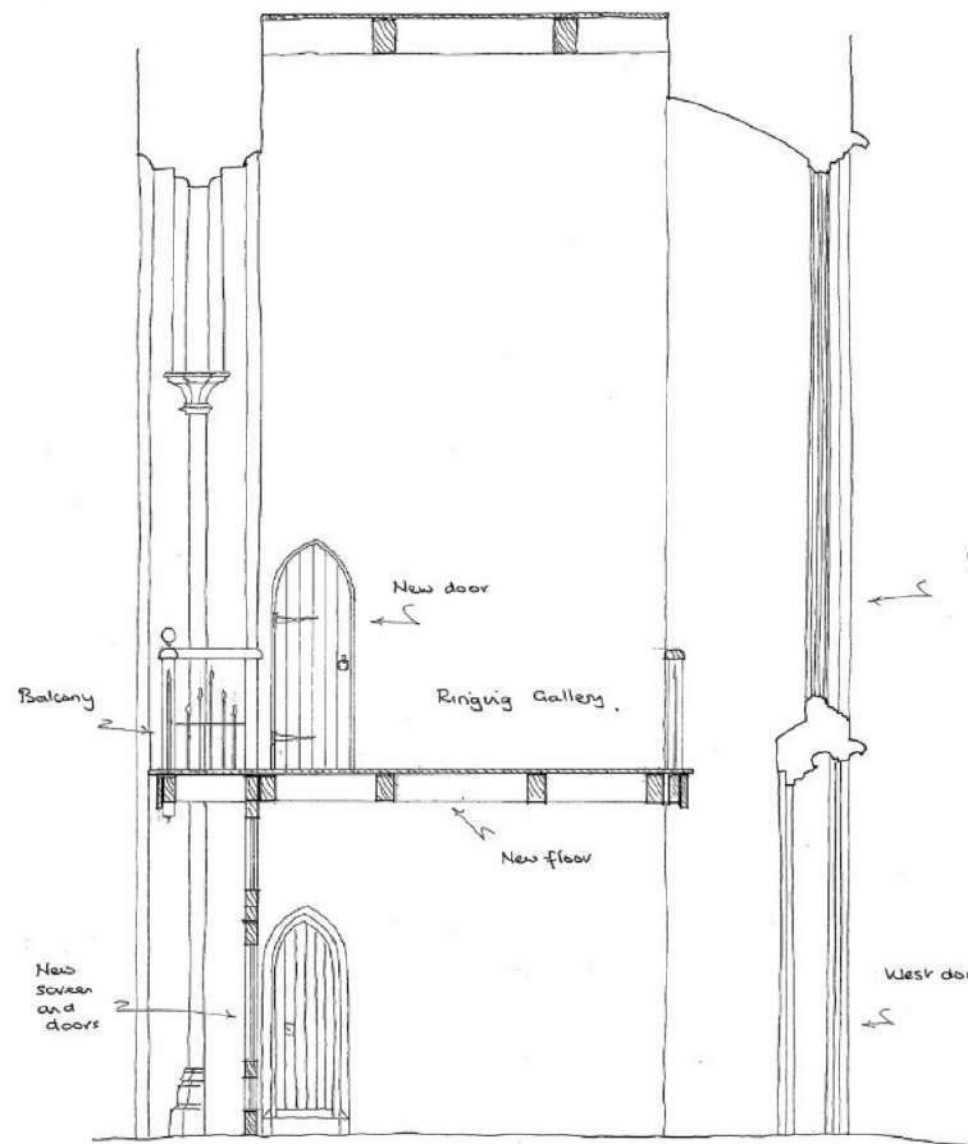
FIRST FLOOR PLAN

FILBY PARISH CHURCH : NORFOLK
 Tower - Ground and First Floor Plans - proposed
 Scale - 1:50
 Date - 21st July 2021
 Drawn by Ruth Blackman for and on behalf of
 Birdsall, Swash and Blackman Ltd.

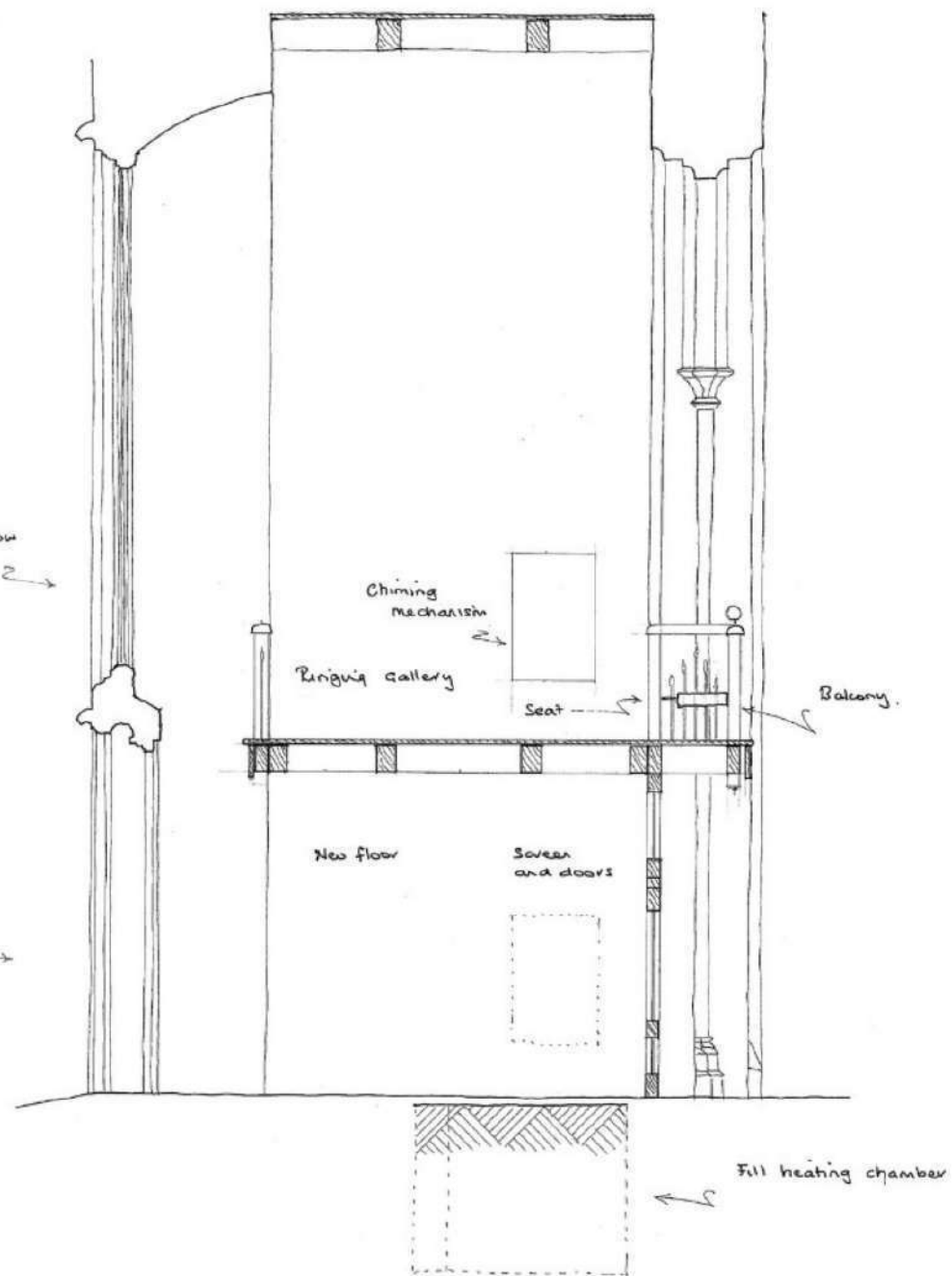
Appendix 1.7 Filby Bells Restoration - Initial Concept Drawings (Ringing Gallery.)



FILBY PARISH CHURCH : NORFOLK
 Tower - Sections Looking West - as proposed
 Scale - 1:50 Dwg no: 05.
 Date - 21st July 2021
 Drawn by Ruth Blackman for and on behalf of
 Birdsall, Swash and Blackman Ltd.



SECTION LOOKING SOUTH



SECTION LOOKING NORTH

FILBY PARISH CHURCH : NORFOLK
 Tower - Sections Looking North and South - proposed
 Scale - 1:50
 Date - 21st July 2021
 Drawn by Ruth Blackman for and on behalf of
 Birdsall, Swash and Blackman Ltd.

Appendix 1.8

Photographic Condition Survey

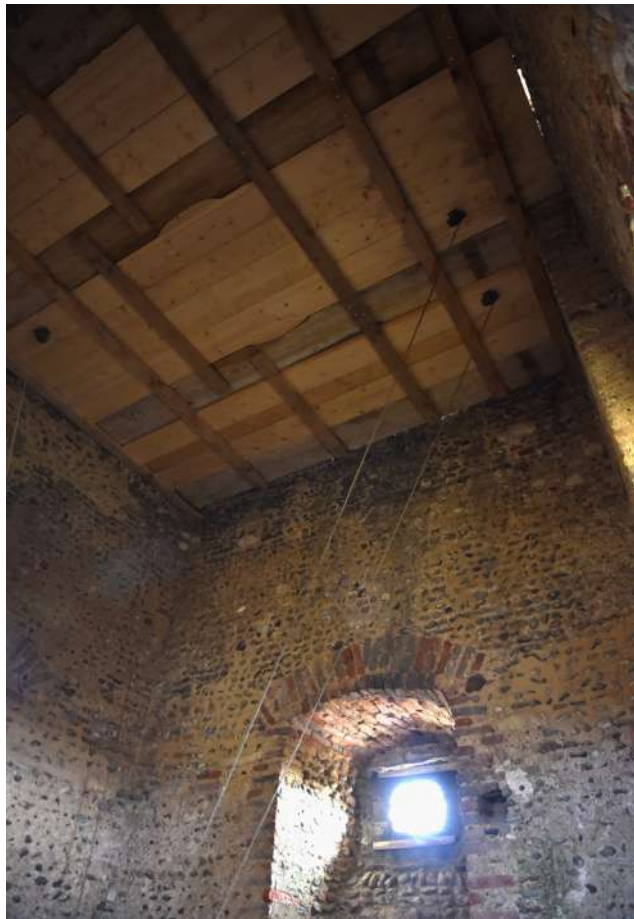


Figure 1



Figure 2



Figure 3



Figure 4



Figure 5



Figure 6



Figure 7



Figure 8



Figure 9



Figure 10



Figure 11



Figure 12



Figure 13

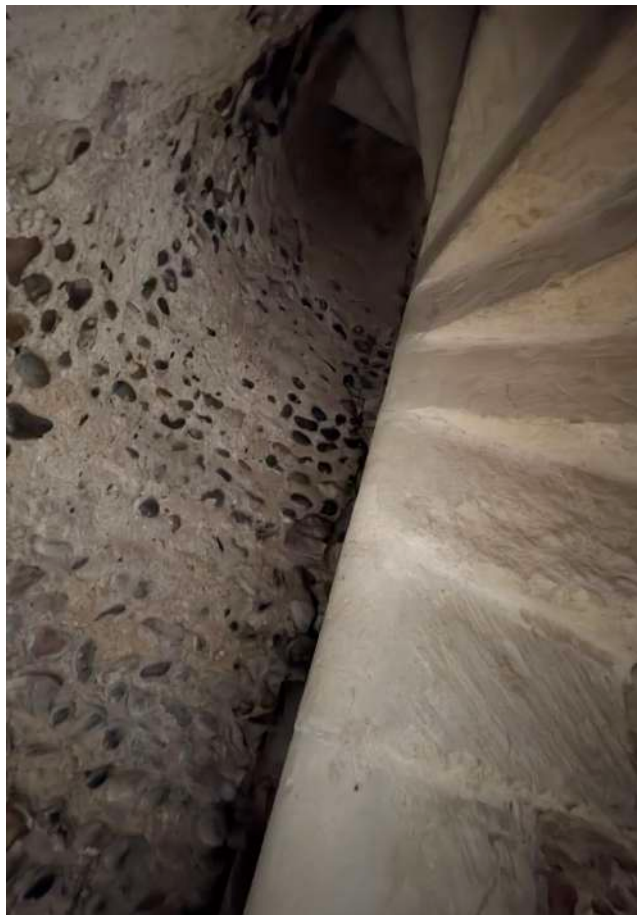


Figure 14

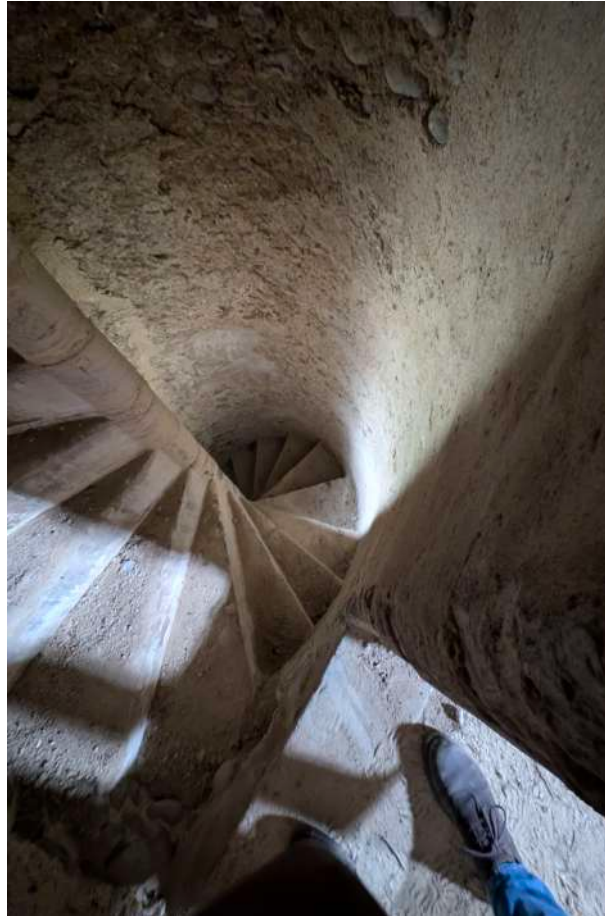


Figure 15



Figure 16



Figure 17



Figure 18

Date: 19 February 2026
Our reference: REF-238601
Your reference: Bell works and tower lighting



Nick Dawes
Florence Farm
Marsh Road
Fleggburgh
Great Yarmouth
Norfolk
NR29 3DE

Technical Services Wildlife
Licensing (EPS)
Natural England
Horizon House
Deanery Road
Bristol
BS1 5AH

Dear Nick Dawes,

Bat Roost at All Saints Church, Church Lane, Filby, Great Yarmouth NR29 3HW

Background and survey information

Thank you for seeking advice from Natural England regarding the bats living in your church. We very much appreciate your cooperation in helping us protect these special but scarce species. The loss of natural roosts, such as hollow trees, has meant that most species of bat have become increasingly reliant on buildings, many of them churches, and are now dependent upon the goodwill of people such as you if they are to survive.

As all species of bat have undergone significant decline with some species now being very rare, the law protecting all bats is strict. Therefore, where possible it is best to organise any work on buildings used by bats so that any risk of harming the bats or their roosts is avoided, for example, by timing operations to fit with the life-cycle of the bats. This is important not only to help protect these scarce species, but also because it will help you get the work done in the most efficient way possible within the constraints of these strict laws. Natural England provides a free advice service for small-scale repair works to a church where bats may be affected, and relies on the generosity of volunteers to be able to run this service. If it is not possible to arrange a visit with our Volunteer Bat Roost Visitors in time for proposed works, or if the scale of the works is outside the remit of the volunteer service, it may be necessary to engage the services of an ecological consultant. If you are unable to resolve matters by following the advice, please contact Natural England¹ for further advice.

I understand that there are plans to remove bells and replace existing bell frame with steel frame within the tower, fit an additional bell, install a new ringing gallery, and conduct repairs and install lighting to tower staircase. We would like to thank you for taking the bats into consideration when planning this work and for seeking expert advice. Acting as you have will help to protect the bats and their roosts from potential harm, and it will also ensure that you don't inadvertently breach the strict laws protecting bats.

Following a visit to All Saints Church on 30 January 2026 by Jane Harris, Natural England's Volunteer Bat Roost Visitor, I have received a report and am writing to confirm our advice.

The table below summarises the bat roost information based on this report.

Bats visible at visit	None seen.
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¹ Contact Natural England via the Bat Conservation Trust (a registered charity in England, Wales and Scotland) on their helpline 0345 1300 228. The Bat Conservation Trust is currently contracted to provide the Natural England Bat Advice Service.

Bat species and numbers	Brown long-eared and a pipistrelle species identified via droppings by volunteer Jane.
Bat droppings information	Sparse old pipistrelle and brown long-eared bat droppings; urine stains on floor memorials in chancel.
Roost type	Maternity roost not thought to be present. Tower thought unsuitable to support hibernation roosting due to absence of moisture and crevices. Roost type unknown.
Roost location	No roosts identified, though droppings evidence shows bats have visited the tower and nave.
Bat access point/s location	Access to tower thought possible to be via the gaps in boarded sound windows (see Figure 1).
Additional information	Acoustic recording close to the church in 2024 recorded 7 species.



Figure 1. Photograph taken by volunteer Jane, showing possible bat access points in tower.

Method statement

In order to avoid harming bats or their roosts the works must be undertaken according to the below Timings and Procedures. If for any reason you cannot follow this course of work, please contact Natural England¹ for further advice. Please contact us for further advice if other works are required.

Timing

Very minimal evidence was found for bats using the church tower at the time of the survey, and so it is unlikely that the proposed works will impact on any bats if they are scheduled to take place during the summer months. However as churches often have potential for use by bats you must adhere to the following procedure and every effort should be made to avoid disturbing bats which could be hidden from view in case they fly outside the roost in daylight, when they are very vulnerable to attack by predators. Crevices in walls, wooden structures and under slates/tiles may

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provide opportunities for hibernating bats so **please do not undertake work between 1 November and 31 March.**

If possible work should ideally take place during September/October or during April when bats are least likely to be present.

If the works have not commenced before 2027, please contact Natural England (via the Bat Conservation Trust on 0345 1300 228) for further advice as another roost visit may be necessary to assess up to date bat use at the church due to the high potential for bats to roost within church structures.

Procedure

Bell & bell frame works

- Take care to examine all gaps and crevices using a torch to look for bats prior to work commencing.
- Leave open any gaps which are larger than 8mm by 20mm and appear to lead to a larger cavity.

If in the future you need to fill in or cover these gaps, further surveys will need to be conducted to further investigate their use by bats before any works are undertaken on them. Please note that if bats are found to use the holes and you wish to fill them in, this work will most likely require a license.

Retaining bat access

Please take care during works to ensure that bats' access to their roost is retained at the gaps in boarded sound windows (see Figure 1) as described in the table above.

If any bats, or evidence of bats (in the form of droppings, see Figure 2), are discovered whilst work is in progress, please contact Natural England¹ so that advice can be provided on retaining bat access in these locations.

It is important to follow this advice to ensure that the law is not broken and to help conserve the bat colonies that depend on the roost in the long term.



Figure 2: Photograph of bat droppings. Bat droppings are similar in size and shape to those produced by rodents, however as bat species in the UK feed entirely on insects, their droppings usually crumble to dust after a light amount of pressure has been applied.

Lighting

¹ Contact Natural England via the Bat Conservation Trust (a registered charity in England, Wales and Scotland) on their helpline 0345 1300 228. The Bat Conservation Trust is currently contracted to provide the Natural England Bat Advice Service.

Bats are nocturnal animals, adapted to low light conditions. Lighting can have a detrimental impact on bats when placed in the vicinity of their roost, access points or flight path. Artificial lighting can increase the chances of predation, delay or prevent the emergence of bats from their roost and affect feeding behavior. It is very important to take bats into account when lighting the church.

I understand you have plans to install or replace lighting in the church tower stairwell. Although no evidence of bats were found in the stairwell, churches and the surrounding environment often have potential for use by bats. Natural England therefore advise following the below procedure to minimise the potential of negatively impacting local bats. If you are unsure whether your planned lighting can meet the requirements below, you may wish to seek advice from a lighting professional.

- Inform contractors of the presence of a roost and ensure that they have seen a copy of this advice.
- Carry out a careful search for bats immediately prior to work commencing.
- To minimise impact of lighting;
 - LED lights with a warm white spectrum (ideally <2700Kelvin) should be should be used. LEDs are beneficial due to their sharp cut-off, lower intensity, good colour rendition and dimming capability.
 - Lights should be installed facing downwards. Horizontal and upward facing lights increase light spill, contribute to light pollution and may impact local bat and invertebrate behaviour.
 - In close proximity to windows, consider positioning the light to face away from the window, or using a baffle to reduce glare and light spill to the adjacent environment.
 - Where possible, install lights on motion sensors. Only lighting the church when necessary (e.g. for security) allows bats to benefit from the dark environment.

If any bats are discovered during a search or whilst work is in progress we recommend that you pause work and consult Natural England¹ for further advice immediately. This will ensure that no harm comes to the bats and that the legislation is adhered to.

Please show a copy of this letter to any person employed by the church or assisting the church in carrying out this work. As the person commissioning or managing the work, please ensure that the advice given is passed to all contractors carrying out work affecting the bats or their roost. We recommend that you retain this letter as a record of having sought advice, and of the advice given.

Please do not hesitate to contact Natural England¹, quoting your reference number, if you foresee any difficulties or have any questions about this advice. We may contact you to see if the advice was helpful.

Brown long-eared bats

Brown long-eared bats are known to stay active in the same roost around the year and could potentially be hibernating in internal wood structures. Long-eared bats prefer to roost in connection with large sheltered spaces where they can fly around and warm up before they emerge into the night. These bats have short and broad wings and fly slowly but are highly manoeuvrable. Flying around inside allows them to warm before they emerge to make sure that they are agile when facing predators like owls and cats. For this reason they also tend to emerge fairly late, at least 1 hour after sunset, to be protected by the darkness as sometimes birds of prey will hunt at dawn and dusk.

Planning future work

¹ Contact Natural England via the Bat Conservation Trust (a registered charity in England, Wales and Scotland) on their helpline 0345 1300 228. The Bat Conservation Trust is currently contracted to provide the Natural England Bat Advice Service.

The presence of bats should be considered when planning works to any building. As bats are known to visit this church, it is always advisable to seek advice from Natural England prior to planning works. It is best to seek advice at the earliest possible stage of planning to allow for adequate survey work to be arranged and in case any alterations to the plan of works is necessary.

If in the future any other works are proposed at this church (such as those included on, but not limited to, the list below), please contact Natural England¹ for advice at your earliest opportunity.

1. Roof repairs, chimney/flashing works, replacement of lead
2. Internal and external pointing works and other masonry repairs
3. Timber treatment, repairs or replacement
4. Renewal or repairs of fascias, soffits, bargeboards, rainwater goods, hanging slates or any work at the eaves
5. Work within the roof space such as insulating or plumbing
6. Window (including stained glass pane replacement), door or porch works
7. Electrical wiring works
8. Control of rodents, wasps, cluster flies or birds
9. Changes to internal and external lighting (including street lighting and flood lighting)
10. Internal and external re-decoration (including lime washing, surface wood treatments), renewal/ repairs to ceilings and walls
11. Removal and/or replacement of pews
12. Use of any scaffolding; internal/external
13. Installation of high level heaters
14. Investigative works
15. Crypt works

Please note that some works may not fall within the scope of the free advice service, for example some lighting projects, full roof replacements, conversions and extensions, and you may be advised to employ an ecological consultant.

Summary of the law relating to bats

As population numbers have fallen, all bats and their roosts are protected under The Wildlife and Countryside Act 1981 (as amended) and The Conservation of Habitats and Species Regulations 2017. Bats use roosts on a seasonal basis and therefore bat roosts are protected whether the bats are in occupation or not. Under these pieces of legislation it is illegal to:

- deliberately capture (or take), injure or kill a bat;
- intentionally, recklessly or deliberately disturb a bat (in relation to the Wildlife and Countryside Act 1981 (as amended) the offence applies whilst the species is occupying a structure or place which it uses for shelter or protection; in relation to the Conservation of Habitats and Species Regulations 2017 it applies anywhere);
- damage or destroy the breeding or resting place (roost) of a bat;
- possess a bat (alive or dead), or any part of a bat;
- intentionally or recklessly obstruct access to a bat roost;
- sell (or offer for sale) or exchange bats (alive or dead), or parts of bats.

Thank you again for seeking our advice. The successful conservation of threatened mammals such as bats depends on their having access to suitable sites for breeding and hibernation. In view of their current dependence on churches, which are now central for their continuing existence, their survival now and into the future is very much dependent on the goodwill of individuals such as you.

Yours sincerely,

¹ Contact Natural England via the Bat Conservation Trust (a registered charity in England, Wales and Scotland) on their helpline 0345 1300 228. The Bat Conservation Trust is currently contracted to provide the Natural England Bat Advice Service.



Charley Bird
Senior Bat Advisor
The Bat Conservation Trust acting on behalf of Natural England
Tel: 0345 1300 228
Email: cbird@bats.org.uk

Enclosed: Bats in Churches, Bats in works poster

Contact Natural England via the Bat Conservation Trust on 0345 1300 228¹

¹ Contact Natural England via the Bat Conservation Trust (a registered charity in England, Wales and Scotland) on their helpline 0345 1300 228. The Bat Conservation Trust is currently contracted to provide the Natural England Bat Advice Service.

Appendix 1.10

Community Consultation Summary

Introduction

Community consultation has formed an important part of the development of the Filby Bells Restoration Project.

The consultation process has been undertaken to:

- assess levels of community support
- identify potential concerns and opportunities
- encourage participation in project development
- inform learning, engagement and interpretation planning
- support the long-term sustainability of the project

Consultation activity has demonstrated strong local support for both the restoration of the bells and the wider heritage and community aims of the project.

Consultation Activity Undertaken

Community engagement and consultation activity has included:

- public meetings and presentations
- discussions with local organisations and community groups
- informal consultation during village events
- online and social media engagement
- discussions with church users and local residents
- consultation with local heritage and ringing organisations
- village survey work
- discussions with educational and community partners

The project has also benefited from ongoing informal engagement through:

- local fundraising activity
 - village publications and newsletters
 - community social media pages
 - church and village events
 - project displays and presentations
-

Survey Findings

A village-wide consultation survey undertaken during project development demonstrated a very high level of support for the project.

The survey indicated that approximately 94% of respondents supported:

- restoration of the bells
- return of bell ringing to Filby
- improved public access and interpretation
- educational and community use associated with the project
- wider heritage and cultural activities within the church

Feedback from consultation activity highlighted particular support for:

- preservation of local heritage
 - revival of bell ringing after more than one hundred years
 - opportunities for children and young people
 - increased community use of the church
 - volunteering and participation opportunities
 - heritage learning and interpretation
 - creation of a sustainable local ringing group
-

Community Partners and Stakeholders

The consultation process has helped establish relationships with a range of organisations and stakeholders including:

- the PCC and Local Church Council
- Filby Parish Council
- Filby Primary School
- Norwich Diocesan Association of Ringers (NDAR)
- the Keltek Trust
- Filby Archivists Group
- Filby Playing Field Committee
- Filby Lands and Conservation Trust
- Filby in Bloom
- local residents and volunteers

These organisations continue to contribute to the ongoing development of the project and associated engagement activity.

Influence on the Project

Consultation feedback has directly influenced the development of the project.

Examples include:

- increased emphasis on learning and interpretation activity
- development of proposals for community and educational use of the ringing gallery
- inclusion of digital engagement and archive activity
- stronger focus on volunteer recruitment and training
- development of school-linked heritage activity
- improved consideration of accessibility and inclusion

An important theme emerging from consultation activity was strong community support for the restoration of the bells and improvement of access and facilities, combined with a clear preference for avoiding major structural alterations that could adversely affect the historic character and fabric of All Saints Church.

The consultation process also reinforced the importance of ensuring that the project delivers long-term community benefit in addition to conservation of the bells themselves.

Ongoing Consultation

Community engagement and consultation will continue throughout the Development Phase.

Future activity is expected to include:

- public updates and consultation events
- engagement workshops
- interpretation development activity
- volunteer recruitment and training
- school and youth engagement
- digital engagement and communications
- opportunities for community participation in project planning

The project intends to maintain an open and inclusive approach to community involvement throughout both the Development and Delivery Phases.

Conclusion

The consultation undertaken to date demonstrates that the Filby Bells Restoration Project benefits from strong community support and active involvement from a range of local organisations, volunteers and stakeholders.

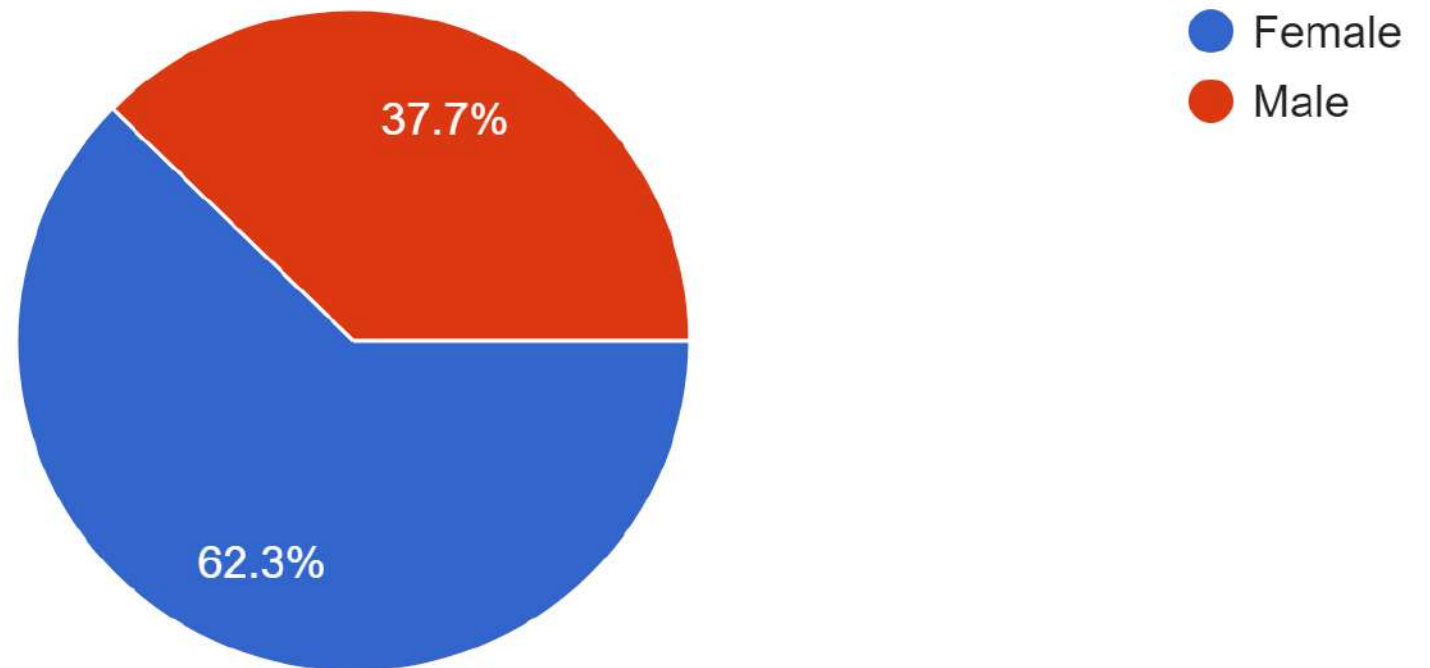
The consultation process has helped shape the project into a broader heritage, learning and community initiative which seeks not only to conserve the historic bells of All Saints Church, Filby, but also to re-establish them as an active and valued part of village life.

Appendix 1.11

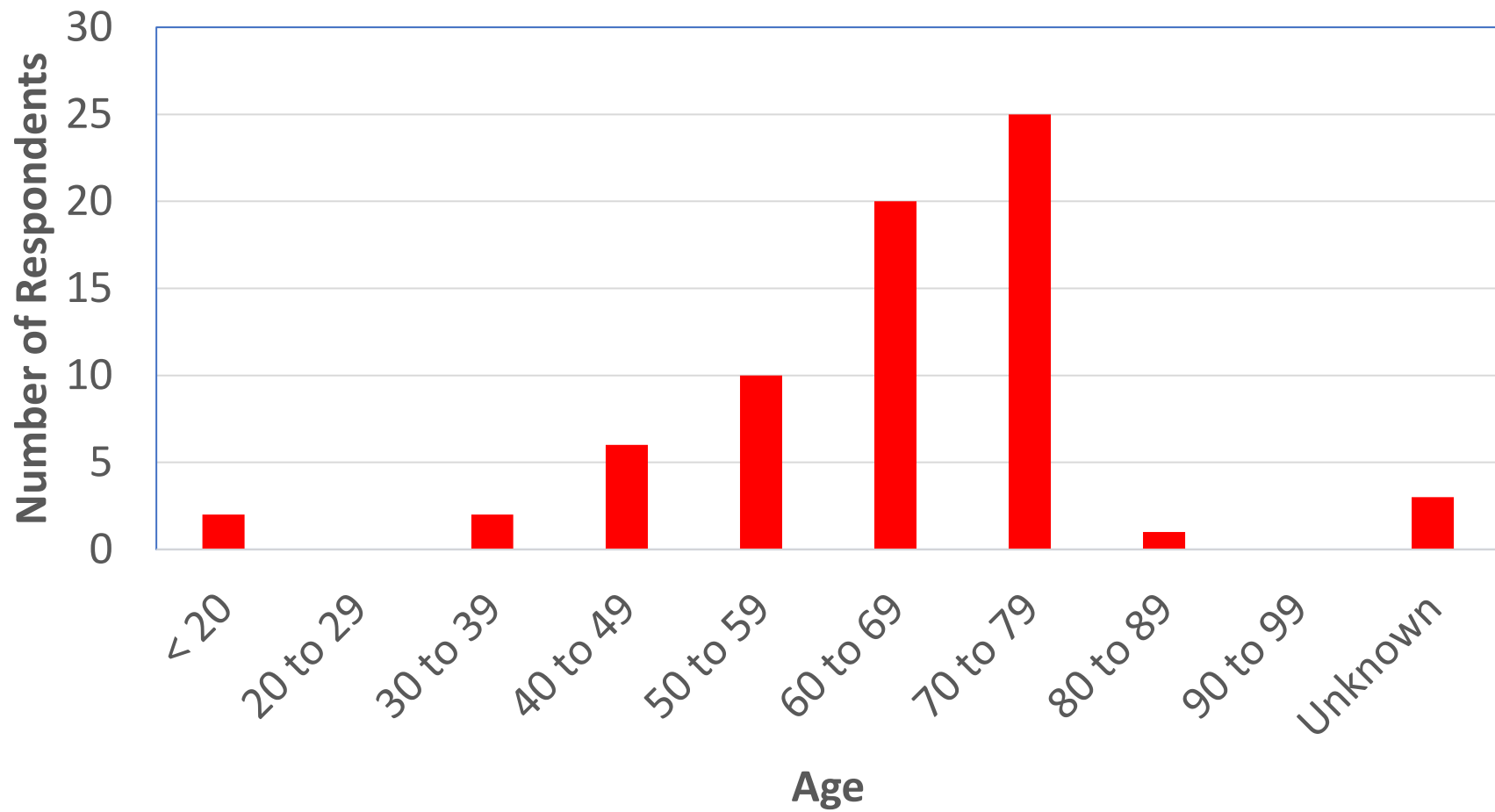
**Filby Bells Restoration
Community Survey 2024
The Future of Filby Church
Responses**

1) What gender, are you?...

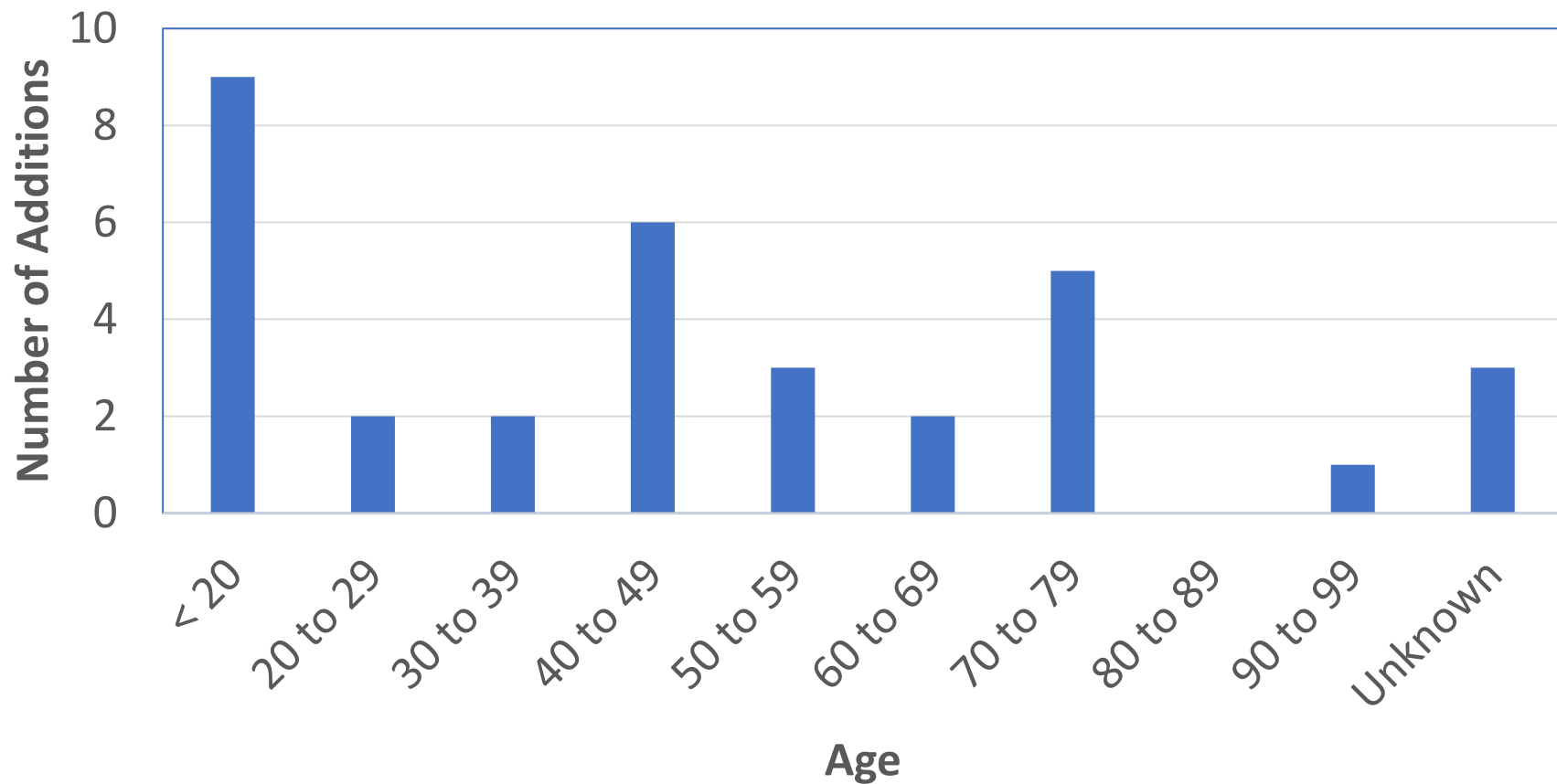
69 responses



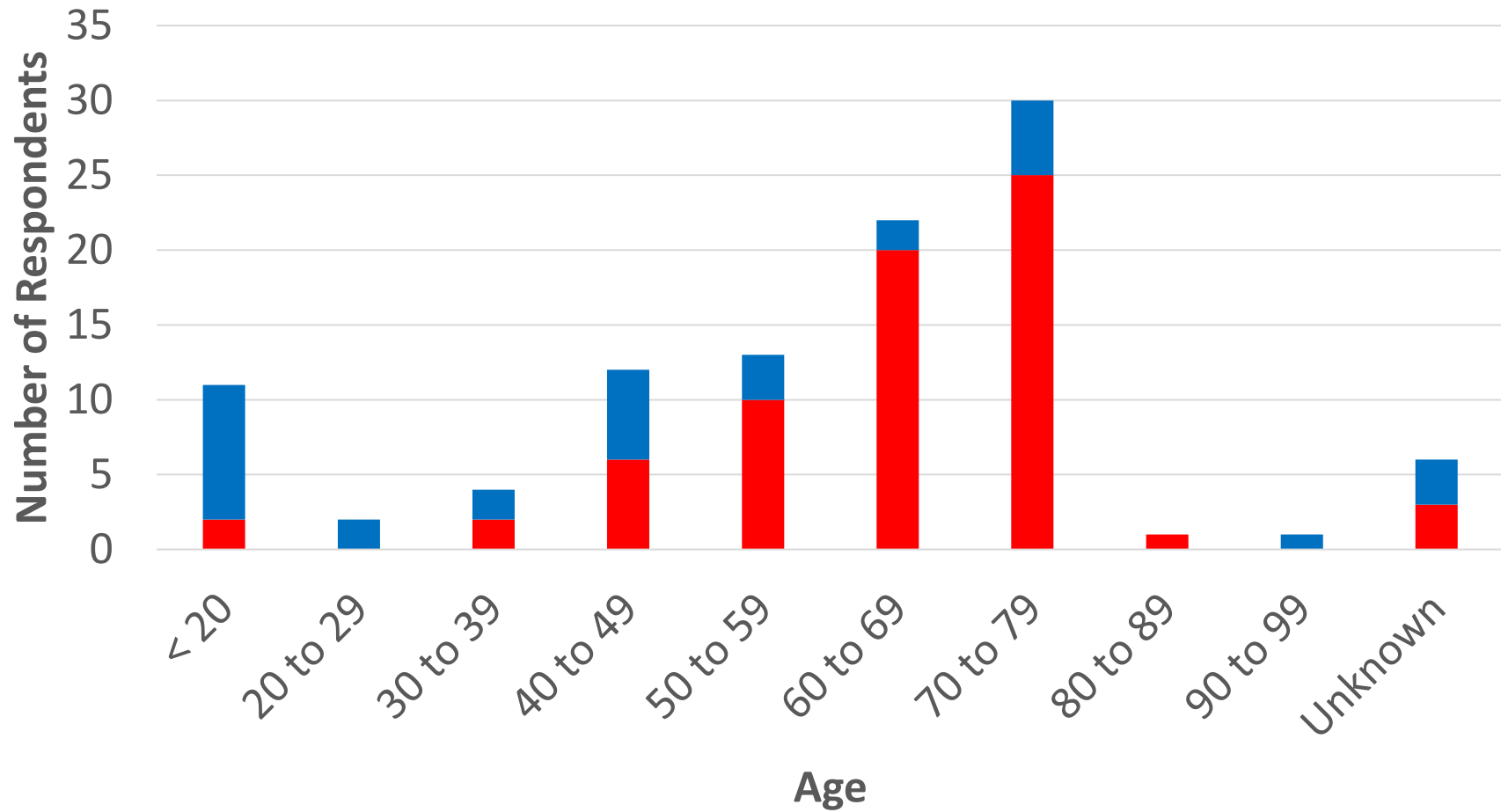
Q2 How old are you? 69 Responses



3) If you are completing this survey on behalf of a family or other group, what are their ages? e.g. 38,12,8,2

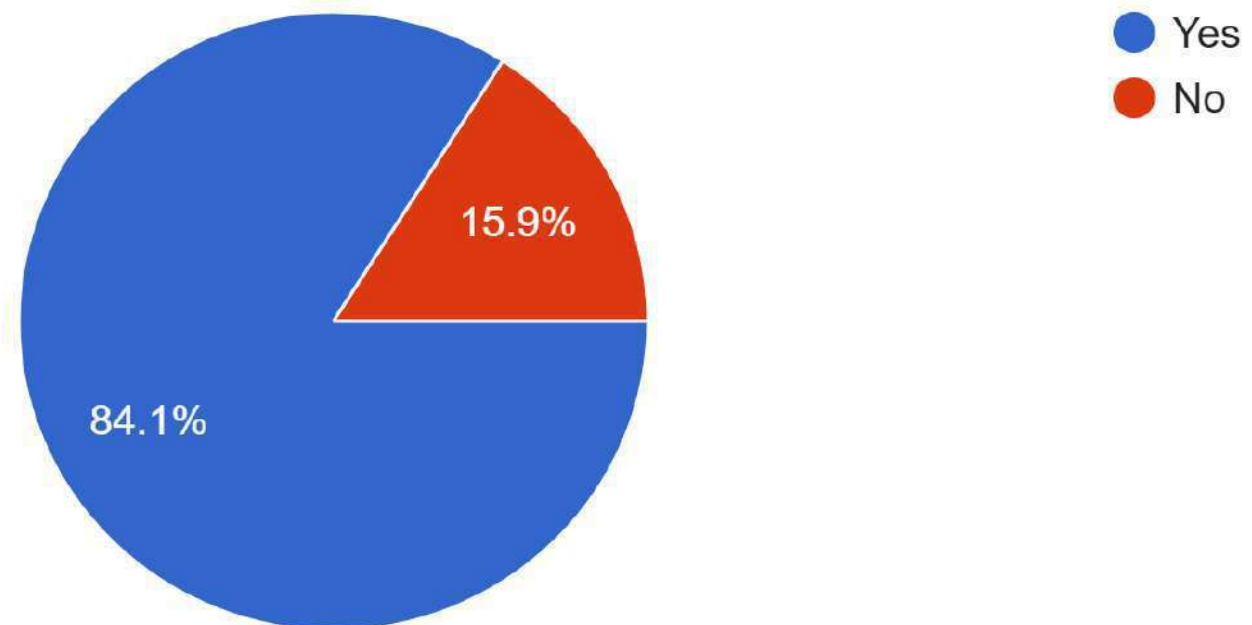


Q2 & 3 How old are all included in Survey? 102 Responses

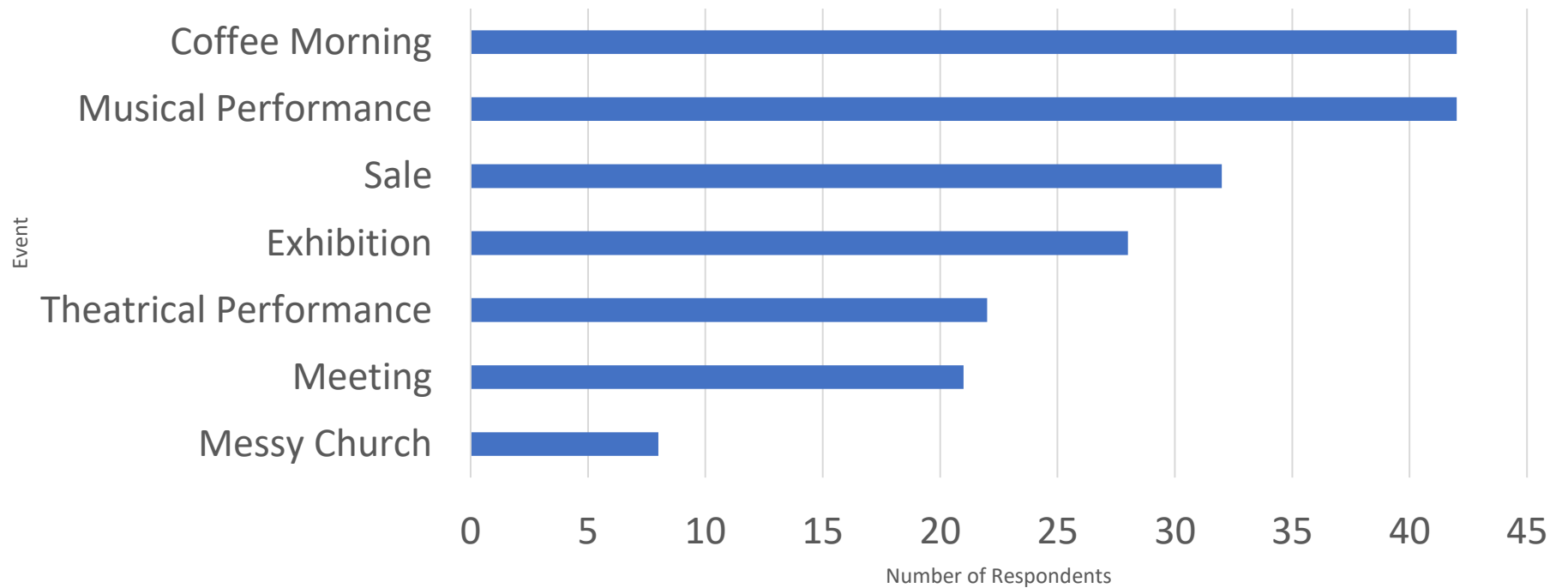


4) Have you ever attended a non-religious event at Filby's All Saints Church ?

69 responses

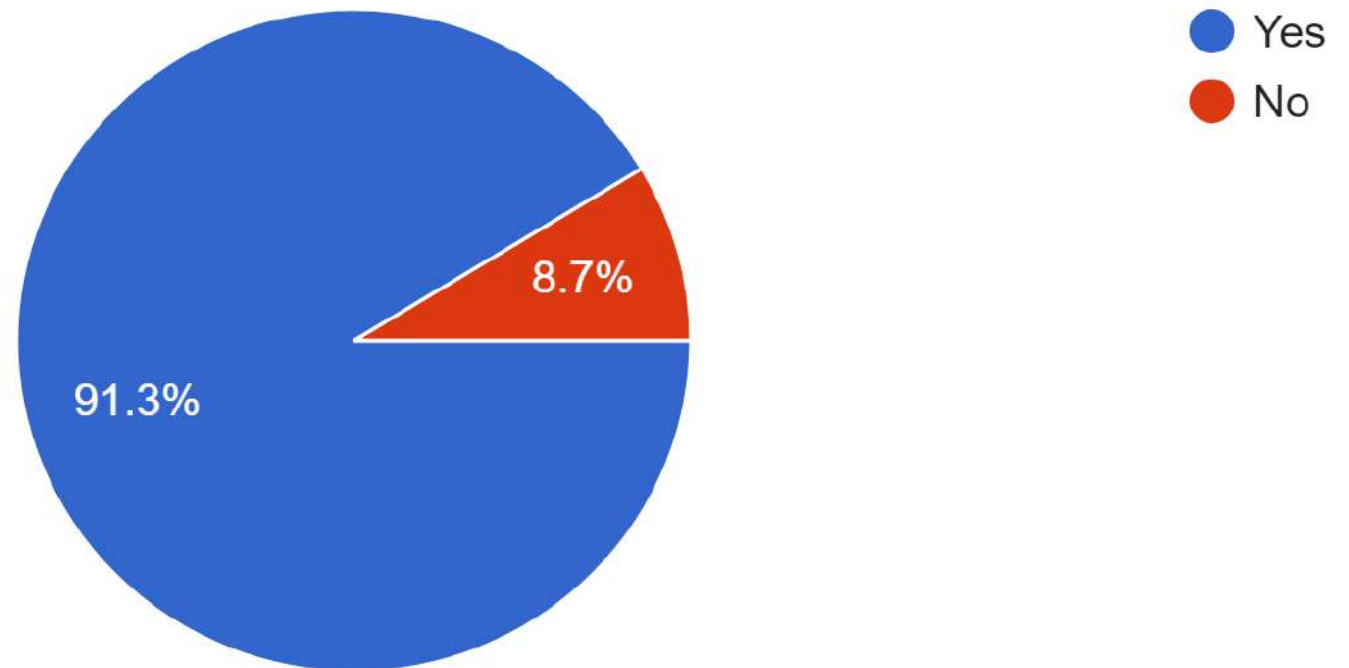


5) I have attended a non-religious event at the Church

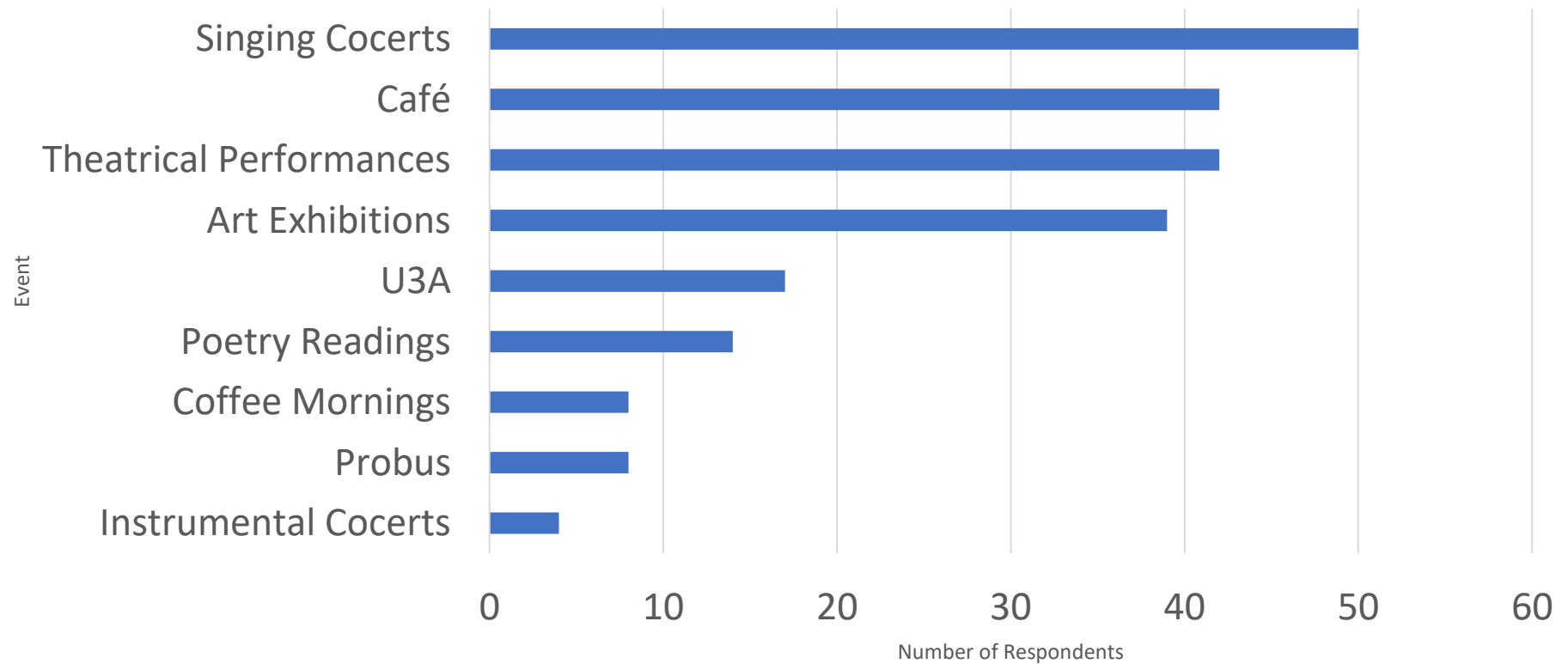


6) Would you like to see more non-religious events at the Church?

69 responses



7) I would like to see more activities at the Church



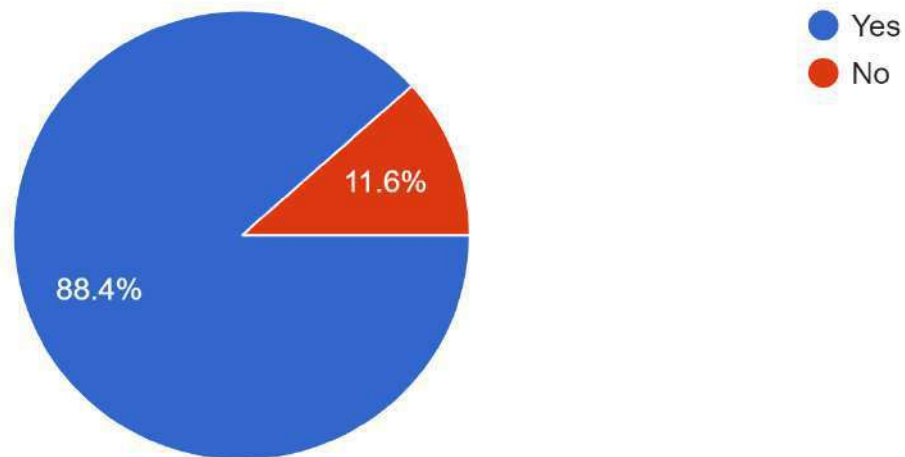
8) Do you have any other suggestions for non-religious activities at the Church?

- Lunch Club
- Farmers Market
- Drop in for homeless
- Quiz night
- Club Meetings
- Not at present
- Baby showers, baby gender reveal parties,
- Tour of Filby Church
- Knit and natter group
- Pop up stalls for crafts /hobbies / collectors
- Meeting point
- Children's activities, eg crafting, treasure hunts (with or without religious aspect) Opportunities for mums to meet!!
- Local history and customs displays, talks (history, culture, customs, nature etc), live Q&As, atmospheric storytelling evenings - maybe folklore or ghost stories. Definitely coffee mornings too.
- Pop up restaurant's.. be a great way to get people together, eat great food, support local people trying to start new businesses and ventures..
- An activity aimed at young children.
- Youth cafe/club
- Craft workshops, demonstrations of stone masonry etc., talks/lectures on history
- Drama workshops and drama rehearsals for theatrical shows
- No
- Workshops e.g. craft/drama/art
- Pew sales of surplus garden products. Toy swaps.
- Quiet room/reading/no phones or computers
- Meeting/finish points for walking groups. Ethnic food evenings to encourage cultural mixing (might increase insurance costs)
- Youth Club for teenagers to 23 years
- Talks/Lectures/Literary discussions/ ??? clubs etc.
- Mother and toddler groups, People's Singing Club
- Singing - where the audience sings
- Talks on specific things or topics on a wide range of interests i.e. Bird watching, historical, hobbies and interests from local people
- Organ Recitals

- Literary events, holistic & well being events, ceilidhas and Dancing, organ recitals (Historic organ - walker tracker action)
- Youth club, Folk Club, etc. Singing group.
- Young people's social club, Local bands and music for young people.

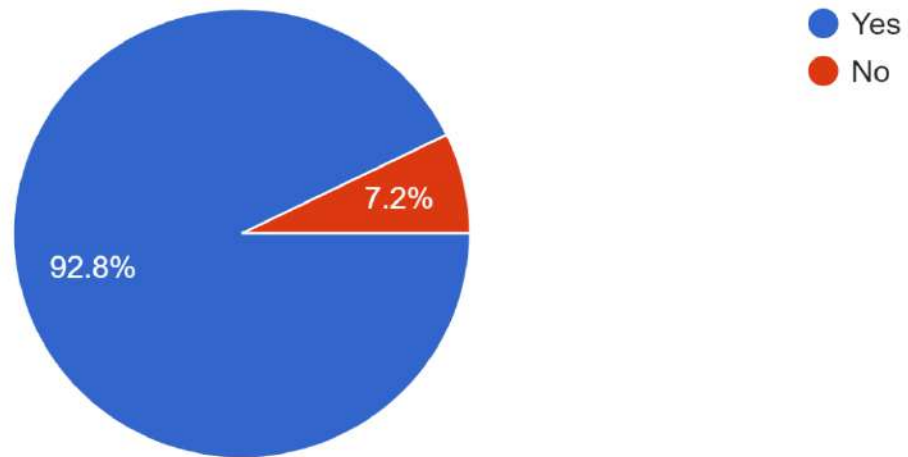
9) Would you support restoring the Church to its former position as a Community Hub by adapting its interior for use as a Cultural Centre, whilst maintaining religious services?

69 responses



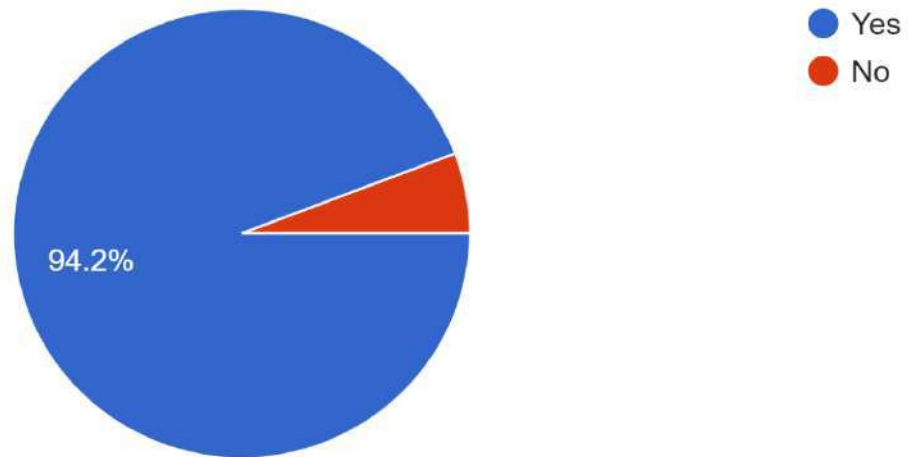
10) Would you support the development of a Heritage Archive & Information Centre at the Church?

69 responses



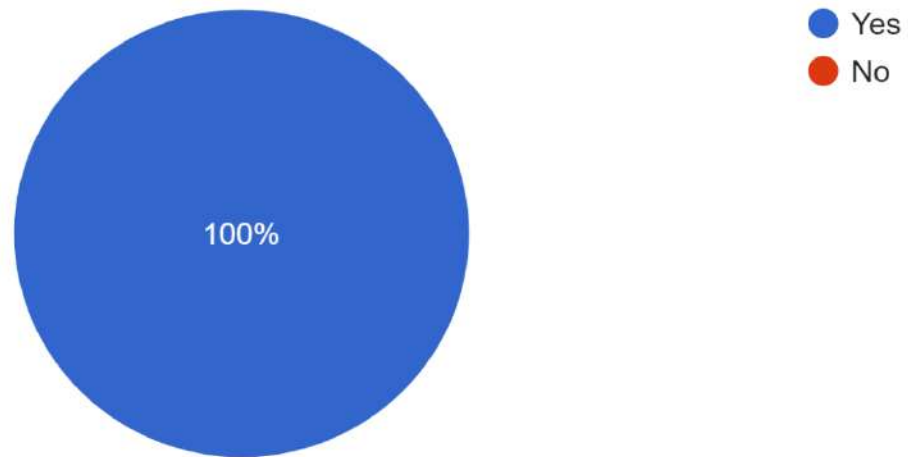
11) Would you support the project to restore the Church Bells?

69 responses



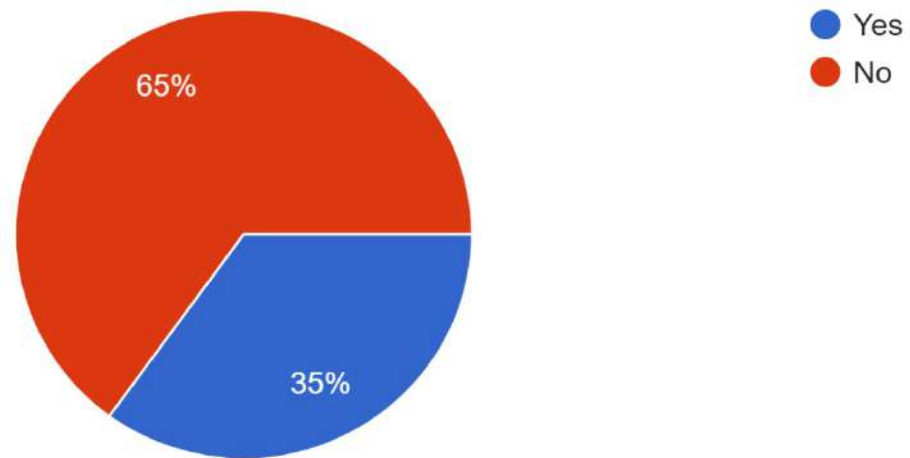
12) Would you be happy to hear the Church bells ring out over the Village of Filby?

61 responses



13) Would you be interested in learning how to ring the bells?

60 responses



14) Do you have a need, (or know someone who does), for a meeting room to be used on a regular basis for a nominal fee? If Yes, please provide contact details.

41 responses

- No
- Not at moment
- None at present
- History evenings would good idea
- I am a non resident
- No, we also as a village need to consider the bigger picture.. we have a club room and a village hall, a community orchard, allotments, in bloom activity so how do the all these incredible assets of our village work together rather than looking at things in isolation. There are lots of clubs in the village and committees with so many incredible people giving up time and energy and it feels to me that there isn't an umbrella village strategy or plan that brings it all together and how do all these great sum of the parts collaborate to create a 1 village community and entity and avoid competition between them all for funding..
- No need for a meeting room but a need for a large, open space for rehearsals/drama workshops (broadlandstheatregroup@gmail.com)
- Yes, and no, perhaps a little more irregular than regular, but same idea. broadlandstheatregroup@gmail.com
- Yes but probably only a few times a year. Broadlands Theatre Group (369206)
- Yes - local groups already use the church for meetings

15) What might prevent you from attending events at the Church?

44 responses

- Nothing
- Other commitments
- Weather
- Nothing at present
- If the interior of the church is destroyed
- Distance and age
- Weather or Illness
- Mobility
- Nothing apart from limited parking
- Now live away from the village
- Left the village
- Ill health
- Work commitments or other family commitments
- Only diary clashes
- Nothing as long as the content is mainstream and relevant
- Only a prior engagement.
- Transport
- Bigotry, racism, misogony, cliques.
- I live in Norwich which can make it difficult to attend all events but I have family living in Filby and I run drama classes in Filby so have a strong connection with the village. We have used the church for theatrical performances over the years and would very much like to continue to do so.
- Immobility
- Discomfort, cold and poor acoustics
- Cold (unheated) and generally unwelcoming environment
- Other commitments
- Parking, does and will in future
- Not interested in religious events

- None
- Commitments out of Filby - my elderly parents
- Accessibility - my dad walks on 2 sticks or uses a wheel chair
- Times of Services. Lack of knowledge of the protocol during services as a non-anglican Christian
- Very cold building in Winter
- Lack of heating
- Not knowing about them
- No
- If costs are too high
- Unsuitable environment for some events - restricts what can be offered
- Bus route
- Temperature - can be cold
- Too cold
- Your intended re-ordering. Appreciate the building you have - see other comments
- College
- Unavailability due to other commitments

16) Do you have any suggestions as to how the Church may be adapted for non-religious activities?40 responses

40 responses

- Can't think of anything
- Drop in centre
- Install good sound system to encourage musical events - choirs and concerts
- Like the idea of smaller rooms
- Reduce heating costs
- None
- it shouldn't be adapted, it is our local history. It should be maintained , not changed.
- free wi-fi
- Portable Stag
- spot lighting for events
- Improved cost effective heating Increased parkingMore open spaces
- I would prefer this beautiful historic building to be preserved as much as possible as it is.
- meeting space for the youngsters
- Flexible seating. Discussion with disability groups about required adaptations, involving all ages and stages in discussion. Don't make assumptions.
- Remove the pews in the nave to create a flexible, open space (suggest moving some of them to the side of the building, around the edges as it would be sad to see them go completely). Put in lighting bars so that atmosphere can be created for theatrical shows, concerts and other performances. Put in a gallery with seating? Leave the chancel as it is...
- It needs to be easy to warm throughout the year
- Possibly remove some of the pews to create a larger "free" area.
- Remove the central pews, but have enough chairs to accommodate numbers - to create a more flexible space. Maybe create a small space for smaller groups to meet in. Put in some lighting bars on each side of the main space. Create a gallery to look down the whole length of the church. Maintain the chancel for religious services and preserve as much of the historical architecture as possible, while increasing the comfort within its walls. Upgrade the heating- (radiators run from an air or ground source boiler system or something better?)
- I think it would prove exceptionally difficult to adapt the Church without ruining its essential character. The costs of the combined bells, heating and adaptation of the space would surely be prohibitive, especially if pursued within a similar timescale.
- Remove more pews to allow for flexibility

- Car Parking Improvement, Added focus on a Children's thread throughout the project
- Signage in the church & around the village and NR29 Magazine - Coordination with Village Hall
- no
- It would really depend on on the specific activites needs
- See earlier input
- Look forward to your progress
- Some but not all pews removed. Care must be taken not to disturb bats.
- Remove all pews to open space for more activities to be participated in.
- Creation of smaller well insulated meeting spaces
- Fund raising ???
- Toddlers soft play area
- The remaining fixed pews limit the space. Good luck on getting them removed though, after all the trouble we had when we removed the side pews from some within the village
- No - we have village hall to use
- I) 1f 50% of the village population regularly used the church 200yrs ago and it's now less than 4% (28 of 800ish), then we see that we all have to be open minded to some pretty radical changes and ideas if we are to get regular usage back to even half that historic high! A good target!?
- 2. No doubt at least 50% of villagers would today value the aesthetics and heritage of the Church - perhaps even the sounding of some (if not the full 6) bells. But the World and society needs have much changed in 200yrs! I think some more 'open' questions need to be asked and then alternative options developed for discussion. I suggest a SWOT analysis, and some scoring or ranking of what's most needed and what is most important to be protected would be a helpful line of questioning to the community.
- 3. The Church belongs to all the whole village - secular and church attenders - after all, it was all of our ancestors taxes and tithes paid for the church - compulsory charges to users and non-users! So the solutions should meet the needs of all sections of the Filby community.
- No
- Remove all pews in the nave, instal a good dance floor and heating, retain and enhance the chancel for worship, keep pews, restore organ - could be curtained off, maybe perspex/glass partition to retain separate heating
- Do not go this route except with with what you do now and encouraging young people with perhaps historical/musical things - see attached comments recorded elsewhere
- Replace the pews with movable seating
- None other than what is suggested in your update
- Heating better

17) Your suggestion for a Project Title would be?

33 responses

- A Community Hub for Filby
- Filby Together
- Let the Filby Bells Ring
- Filby Futures
- A Cultural Hub for the Fleggs
- None
- Filby Church Community Hub
- The Committee Together
- Filby Heritage Community
- Filby church community hub
- All Saints development and restoration project
- WELCOME TO ALL
- Welcoming the world and embracing difference
- The Meeting Place
- The heart of the community
- N/A
- A church for the community
- Friends of Filby
- Our Church - Our Community
- Filby United
- Bells and more
- Trinity Broads Centre for Arts & Culture
- Filby Village Hub
- Keep Our Church
- 'Community Comes Together, 'Hopes for the Future', 'Live here - help here', 'Keep the Village Alive'

- A title that captures the idea of an overall Aim to prepare the church for the next generations (200yrs?) but with a family of individual but linked projects (perhaps with different funding streams and timescales) within. More flexible approach with work streams that might appeal to different needs, objectives, players, partners and funding.
- New connections,
- Maintaining 'All Saints Filby' - our village church (fabric and running costs)
- 'Keep on Ringing'
- Filby Broads Club

Appendix 1.12.

Letters of Support

Appendix 1.13 Filby Bells Restoration Project – Project Costs and Income

Project Costs

NLHF Budget Heading	Cost Item		Development (£)	Delivery (£)	Total (£)	Cost Category	Basis of Estimate	Notes
Professional Fees	Architect	Archangel	£ 36,383	£ 14,056	£ 50,439	Heritage Conservation	Written quotation	Includes contract administration
	Bellhanger	Higby	£ 4,500	£ 180,000	£ 184,500		Written quotation	Bellhanger costs relate to bells and fittings only
	Structural Engineer	Architect Subcontractor	£ 3,000		£ 3,000	Project Delivery	Architect's estimate	Structural assessment and support
	Quantity Surveyor		£ 15,000		£ 15,000			Cost management
	Building Regulations fees		£ 1,500		£ 1,500			
	Planning application fees		£ 700		£ 700			
	Asbestos, Refurbishment & Demolition Survey		£ 1,000		£ 1,000			If required
	Archaeologist		£ 1,500		£ 1,500			If required
	Ground Penetrating Radar		£ 700		£ 700			If required
	CDM Adviser		£ 700		£ 700			
	Project Manager	Dayle Bayliss	£ 7,770	£ 39,220	£ 46,990		RFQ proposal	Programme coordination
	Acoustic Consultant	HA Acoustics	£ 2,500	£ 3,240	£ 5,740		RFQ proposal	
	Ecology		£ 4,950	£ 1,220	£ 6,170		Consultant quote	Includes allowance for bat surveys and licensing if required
Capital Works	Bell and Tower Works			£ 232,900	£ 232,900	Heritage Conservation	QS estimate	Excluding contingency. Capital works relate to tower fabric and associated building works.
Non-cash Contribution	Keltek Provision and installation support for donated sixth bell			£ 8,000	£ 8,000		Keltek contribution	Equivalent project cost of sourcing and integrating a donated historic bell (Ex VAT)
Equipment	Digital Heritage & Community Media Equipment			£ 2,922	£ 2,922	Public Engagement	Supplier quote	Digital Heritage & Community Media Programme (Ex VAT)
	Digital Heritage Recording Equipment (Cameras & Time-Lapse)			£ 1,084	£ 1,084		Supplier quote	Digital Heritage & Community Media Programme (Ex VAT)
Interpretation & Engagement Delivery	Engagement, Learning & Interpretation Consultant	Heritage, Environment & Archaeology (HEA) Consultancy	£ 5,000	£ 11,928	£ 16,928		RFQ proposal	Activity plan delivery. Subject to confirmation following Development Phase approval.
	Digital Heritage & Community Media Production			£ 5,850	£ 5,850		Activity estimate	
	Mulligan Heritage School Project Print Costs			£ 619	£ 619		Quotation (Ex VAT)	
	Commemorative Book Print Costs			£ 2,270	£ 2,270		Quotation (Ex VAT)	No VAT is charged on books
	Church exhibition		£ 1,000	£ 3,000	£ 4,000		Consultant estimate	Interpretation display
	Community events		£ 1,500	£ 8,000	£ 9,500		Activity estimate	Engagement programme
Digital Heritage	Website & Digital Heritage Resources			£ 7,000	£ 7,000		Consultant estimate	Digital archive
	Website Hosting and Maintenance (5 years)			£ 16,200	£ 16,200			
Volunteer Costs	Volunteer training costs		£ 500	£ 2,000	£ 2,500		Activity estimate	Trustee support, community engagement, heritage recording, digital media, oral history, interpretation and volunteer activities.
Volunteer Time	Volunteer contribution		£ 12,000	£ 22,400	£ 34,400		NLHF £20/hr rate	
Evaluation	Evaluation consultant			£ 6,500	£ 6,500	Project Delivery	RFQ proposal	Project evaluation
Contingency	Development contingency		£ 8,820		£ 8,820		NLHF guidance	10% - Contingency has been applied only to base costs excluding any contingency included within consultant quotations
Contingency	Delivery contingency			£ 107,602	£ 107,602		NLHF guidance	20% - contingency has been applied only to base costs excluding any contingency included within consultant quotations
VAT (Not recoverable)			£ 20,041	£ 113,228	£ 133,269			VAT has been included on the basis that it is expected to be non-recoverable.

Total Project Costs			£ 129,064	£ 789,238	£ 918,303			
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NLHF Grant Request		£ 117,064	£ 647,838	£ 764,903		The NLHF grant request, together with cash match funding, volunteer time and non-cash contributions, fully reconciles with the total project cost.
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	Heritage Conservation
	Public Engagement
	Project Delivery
	VAT (Not recoverable)

	Development (£)	Delivery (£)	Total (£)	
Design, Building Works and Hanging	£ 80,203	£ 485,136	£ 565,339	61.6%
Engagement	£ 8,000	£ 60,873	£ 68,873	7.5%
Volunteer Time	£ 12,000	£ 22,400	£ 34,400	3.7%
Contingency	£ 8,820	£ 107,602	£ 116,422	12.7%
VAT	£ 20,041	£ 113,228	£ 133,269	14.5%
Total	£ 129,064	£ 789,238	£ 918,303	100.0%

Project Income

Funding Source	Development	Delivery	Total	Status	Notes
NLHF Grant	£ 117,064	£ 647,838	£ 764,903	Applied for	
Matched Funding					
PCC / LCC project contribution		£ 40,000	£ 40,000	Confirmed	
Keltek - Provision and installation support for donated sixth bell - Non-cash Contribution		£ 8,000	£ 8,000	In kind	
Keltek – Provision and installation support for donated sixth bell – Cash Contribution		£ 8,000	£ 8,000	Pledged	Contribution to rehang costs
Local Fundraising		£ 13,000	£ 13,000	Secured	
Donations		£ 50,000	£ 50,000	Pledged	Donor wishes to remain anonymous
Volunteer Time	£ 12,000	£ 22,400	£ 34,400	In kind	Valued using NLHF standard volunteer rate (£20/hr)
Match Funding and Contributions	£ 12,000	£ 141,400	£ 153,400		
Total Income Identified			£ 918,303		

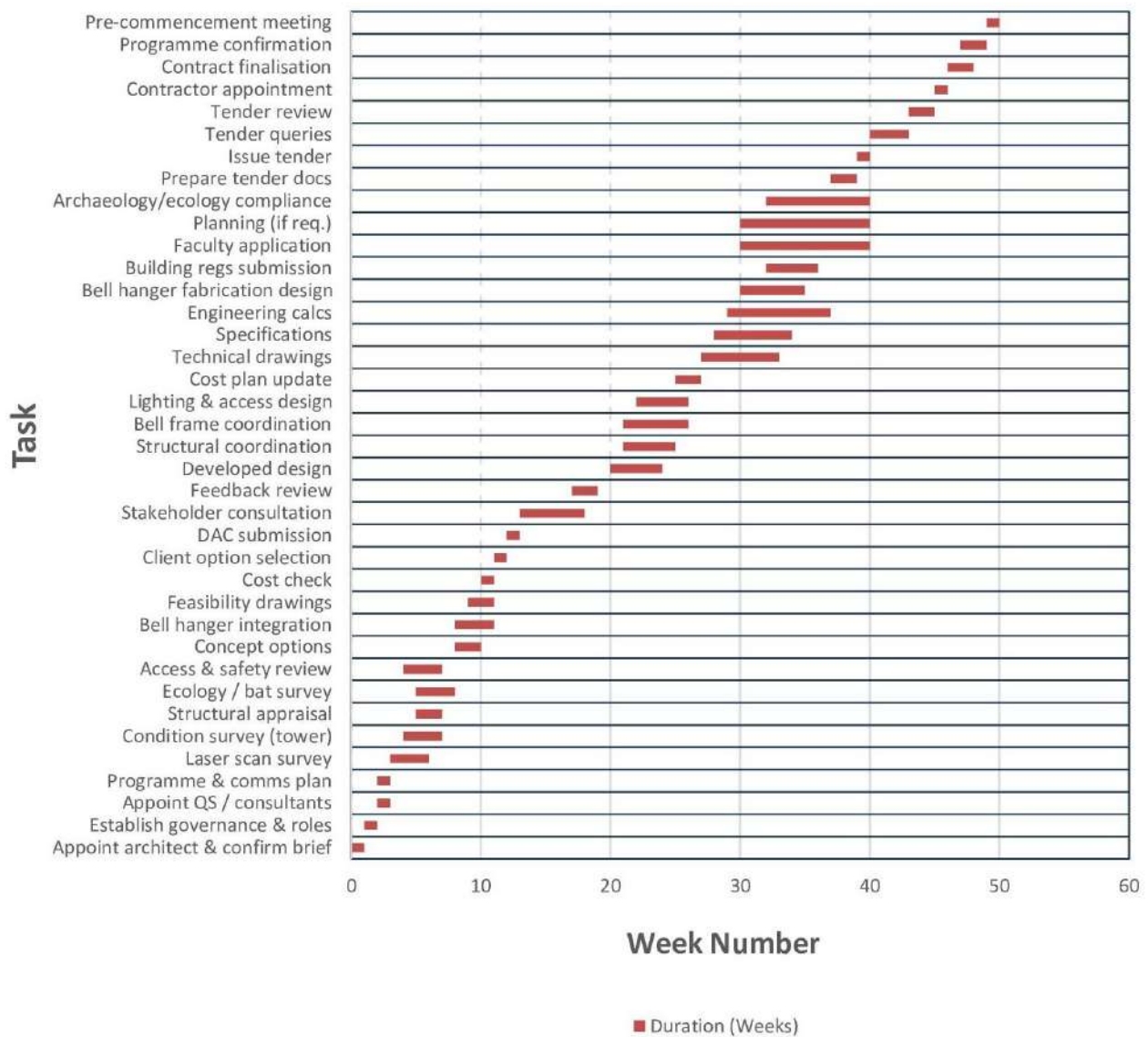
Project Summary

Total Project Cost:	£	918,303	
Development Phase:	£	129,064	14%
Delivery Phase:	£	789,238	86%
NLHF Grant Requested:	£	764,903	
Match Funding:	£	153,400	17%
NLHF Contribution:		83%	

Appendix 1.14 Project Programme (Master Gantt Charts)

Appendix 1.14 Project Programme / Master Gantt Charts

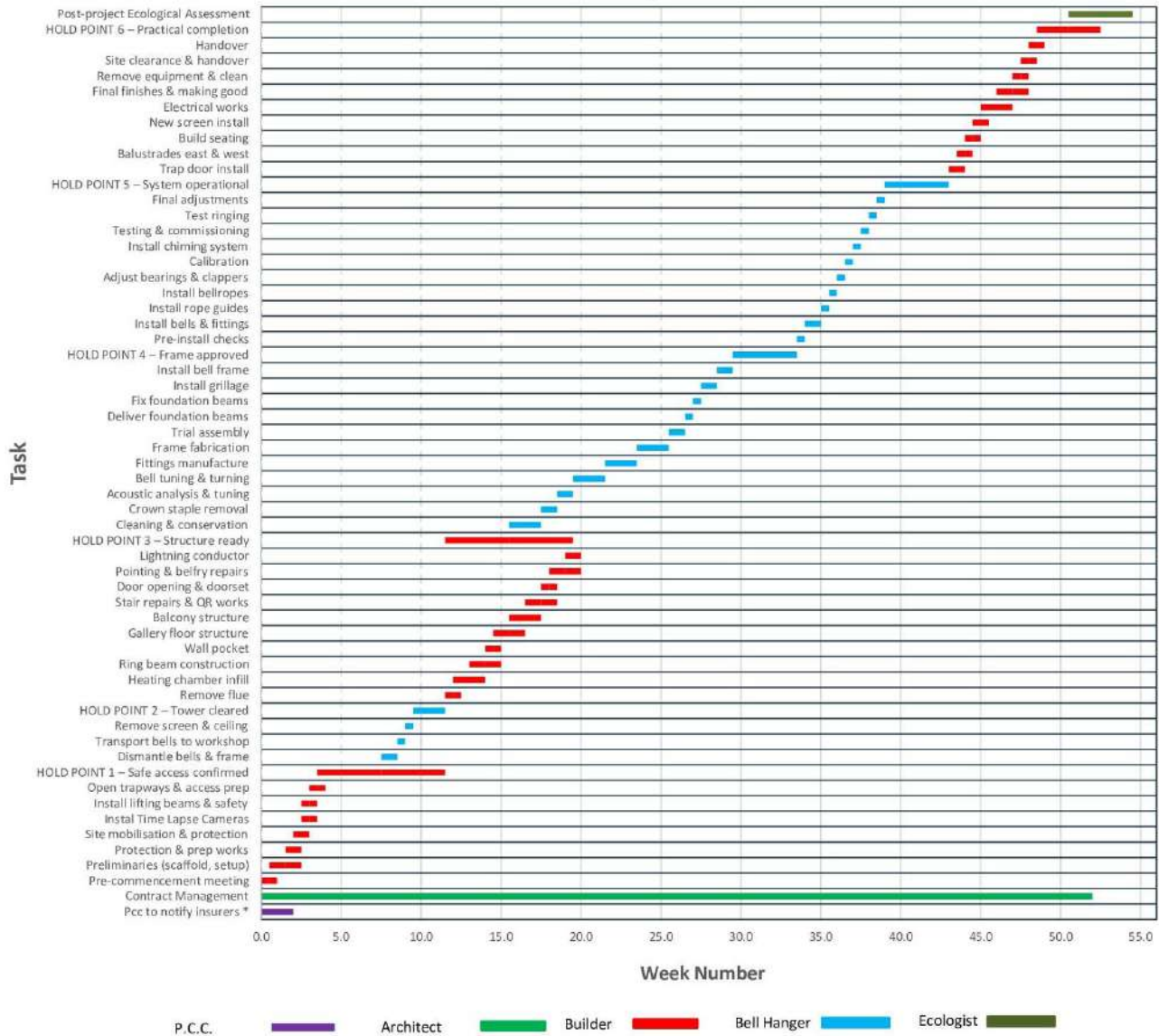
1.14.1 Development Phase



The Development Phase includes all ecological surveys, licensing requirements and statutory approvals. The Delivery Phase programme has been structured so that bell removal, structural works and reinstatement take place within the approved ecological working periods identified during Development. The programme will be refined following completion of ecological surveys and licensing requirements.

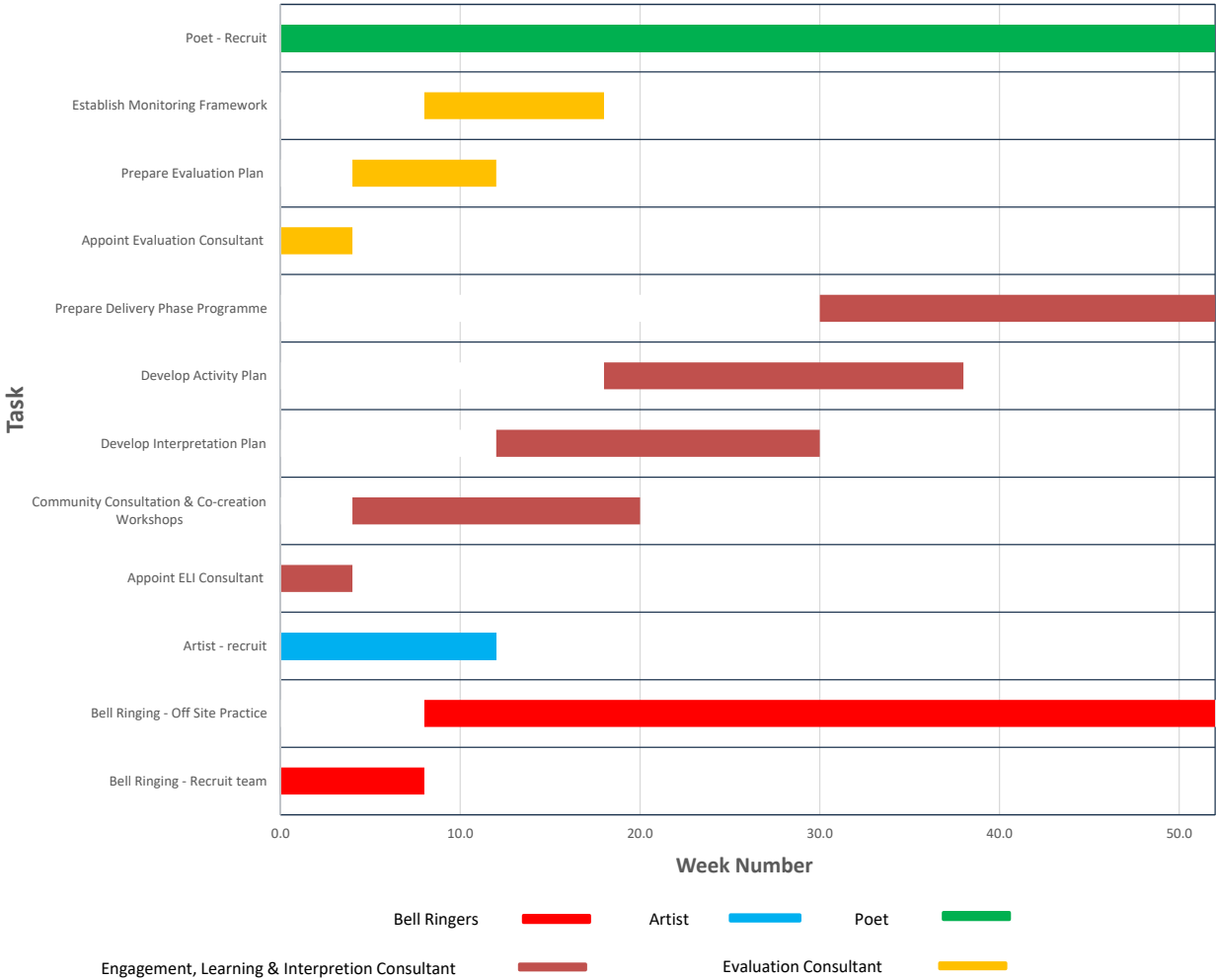
Filby Bells Restoration

1.14.2 Delivery Phase

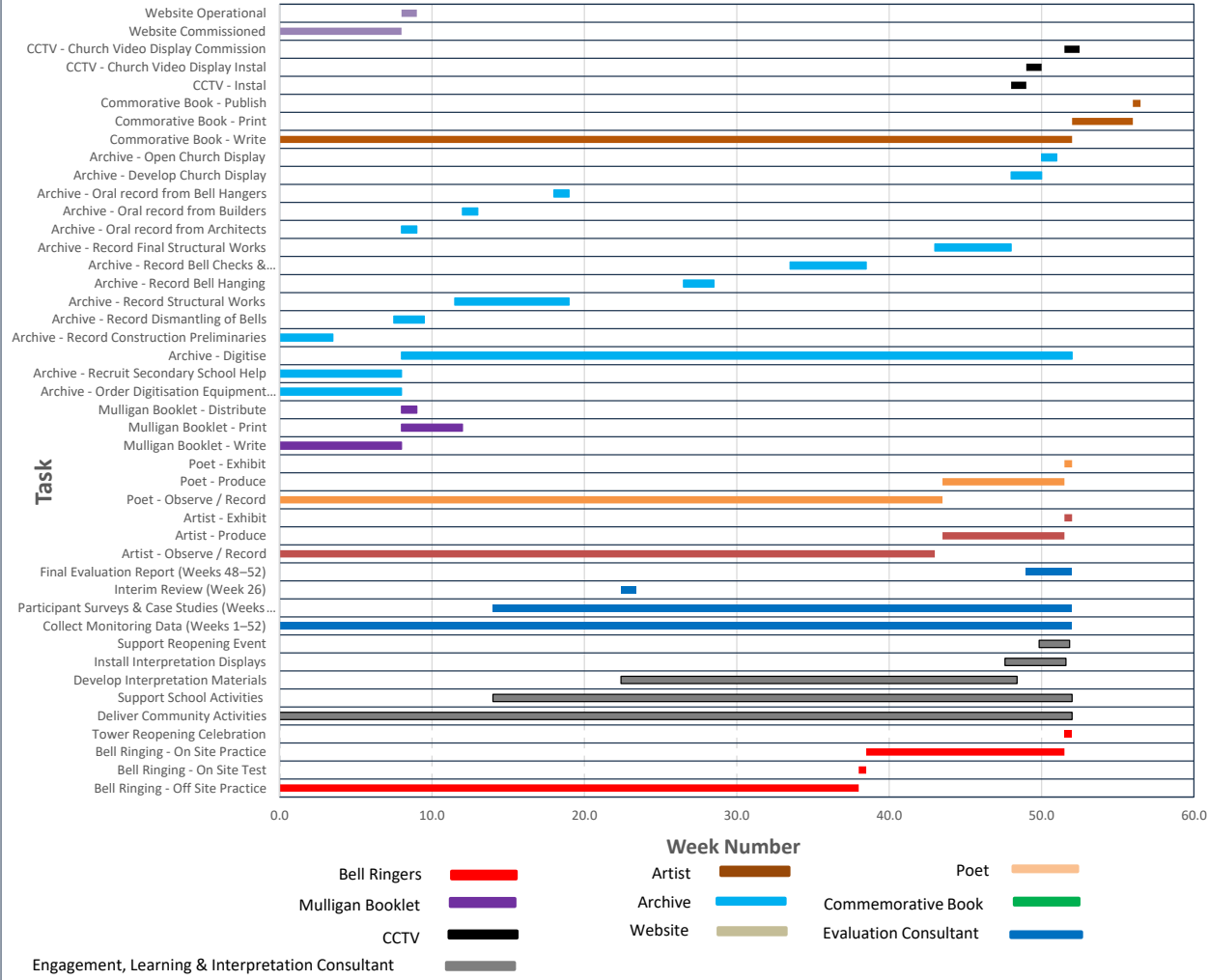


* PCC to notify church insurers of the proposed bell restoration works and obtain written confirmation of insurance arrangements and any additional cover requirements.

Filby Bells Restoration - Community Action Plan 1.14.3 Development Phase



Filby Bells Restoration - Community Action Plan
1.14.4 Delivery Phase



Appendix 1.15 Filby Bells Restoration - Development Phase Risk Register

Risk	Risk Owner	Level of Risk (H/M/L)	Impact	Level of Impact (H/M/L)	Mitigation
Failure to raise sufficient funding to finance the whole project	Filby Bells Restoration Project Team	Medium	Delay to project delivery or, in the worst case, cancellation or reduction in project scope	High	Strong community track record of fundraising and delivering major capital projects, including church re-ordering works and the Filby Village Hall project. If NLHF funding is secured, any remaining shortfall could be addressed through additional community fundraising, pledged donations and phased delivery if necessary.
Failure to find suitable contractors able to deliver within budget	Filby Bells Restoration Project Team	Low–Medium	Could seriously impact project planning, procurement and delivery timelines	Medium	Project budget is based on specialist bellhanger quotations and advice from an experienced Quantity Surveyor. Fixed-price contracts and staged payments will be employed where appropriate to reduce cost risk and protect against contractor financial failure.
Unforeseen issues with church fabric identified during surveys or design development	Filby Bells Restoration Project Team	Low	May require revisions to design proposals and additional funding allowances	Medium	Structural Engineer and Project Architect to be engaged early during Development Phase to identify risks before major commitments are made. Appropriate contingency allowances have been included within project budgeting.
Delays in securing permissions, Faculty approvals or statutory consents	Filby Bells Restoration Project Team (with Architect and PCC)	Medium	Could delay project programme or require re-phasing of works	Medium–High	Early engagement has already commenced with the Diocese, DAC and relevant advisers. Professional consultants will coordinate submissions and approvals. The programme includes realistic allowance for Faculty and statutory consent processes.
Ecology constraints identified during surveys	Project Team / Ecology Consultant	Medium	Could delay programme or require mitigation measures, licensing or revised work sequencing	Medium–High	Preliminary ecological assessment work has already been undertaken. Ecology consultant to be engaged early during Development Phase. Programme allows for ecological survey windows and any required mitigation or licensing processes.
Inflation or cost increases during Development Phase	Filby Bells Restoration Project Treasurer & Quantity Surveyor	Medium	Project budget could be affected before Delivery Phase procurement	Medium	Use of firm quotations where possible, early procurement planning and inclusion of contingency allowances. Quantity Surveyor to monitor cost changes and advise on value engineering or phased procurement if required.
Over-reliance on a small number of key volunteers	Filby Bells Restoration Project Team	Medium	Reduced capacity for project coordination, consultation, fundraising or archive activity	Medium	Responsibilities will be shared across the project team and wider volunteer base wherever possible. Recruitment of additional volunteers and younger participants will continue throughout the Development Phase. Ongoing communication through newsletters, social media and village events will help maintain engagement.
Failure to coordinate specialist consultant inputs effectively	Project Manager / Project Architect	Low–Medium	Delays to programme, inconsistent design development or increased project costs	Medium	Project Manager and Architect to coordinate consultant programme, reporting and decision-making. Regular project review meetings and staged approvals will be implemented throughout the Development Phase.
Church operational requirements affecting project activities	PCC / LCC / Project Team	Low	Restrictions on access, meetings, surveys or engagement activities	Medium	Early coordination with PCC, LCC and Benefice representatives to programme activities around church services, community use and seasonal events.
Delays in consultant appointment or procurement processes	Filby Bells Restoration Project Team	Medium	Could delay Development Phase programme and associated surveys or design work	Medium	Preferred consultants have already been identified through proportionate RFQ processes. Early engagement and phased appointment strategy to be used to maintain programme continuity.

Risk Review and Monitoring

This Risk Register will be reviewed regularly throughout the Development Phase by Filby Bells Restoration CIO in consultation with the Project Manager, Project Architect and wider consultant team. Risk levels and mitigation measures will be updated as the project develops and further information becomes available.

Appendix 1.16 Filby Bells Restoration - Delivery Phase Risk Register

Risk	Risk Owner	Level of Risk (H/M/L)	Impact	Level of Impact (H/M/L)	Mitigation
Church insurance arrangements may not fully cover bell removal, tower works, scaffolding, temporary storage of heritage assets or contractor activities, potentially exposing the PCC to uninsured liabilities or delays.	PCC Treasurer / Project Manager	Low	Delay to commencement of restoration works while insurance arrangements are clarified, potential uninsured financial exposure for the PCC, increased project costs and possible knock-on impacts to the construction programme and associated community activities.	Medium	PCC to notify church insurers immediately following appointment of contractors and before commencement of works. Obtain written confirmation that existing cover remains valid and identify any additional insurance requirements. Verify contractor Public Liability, Employers' Liability and relevant professional insurances before contract award. Allow contingency for any additional premium or specialist cover required.
Contractor delays or failure to complete works	Project Manager & PCC	Medium	Delayed completion of restoration works and knock-on impact on community activities and project programme	High	Fixed-price contracts and staged payments to be used where appropriate. Due diligence undertaken in selection of contractors and specialist bellhangers with proven heritage experience. Programme contingency included to accommodate minor delays.
Coordination failure between building works and bellhanger installation	Project Manager / Architect / Bellhanger	Medium	Programme delays, access conflicts, sequencing issues or increased project costs	Medium-High	Detailed programme coordination between builder, bellhanger and consultant team. Hold points and sequencing arrangements to be agreed before works commence. Regular coordination meetings throughout Delivery Phase.
Health and safety incidents on site	Principal Contractor / Principal Designer with oversight from PCC & Project Team	Low-Medium	Could cause injury, legal issues and programme delays	High	Contractors required to comply fully with CDM (Construction Design and Management) Regulations, including provision of RAMS, site management procedures and appropriate supervision. Health and safety compliance to be monitored by the Principal Contractor, Principal Designer and project management team.
Unforeseen structural issues within the tower during works	Architect & Structural Engineer	Low	May increase costs, require design changes or delay programme	Medium-High	Detailed pre-works surveys to be completed during Development Phase. Structural Engineer retained during Delivery Phase to advise on any unforeseen conditions. Project budget includes contingency allowances.
Environmental impact or ecology constraints during works	Project Manager with Ecology Consultant	Low	Possible work stoppage, mitigation requirements or revised programme sequencing	Medium	Ecological surveys and mitigation strategies to be completed during Development Phase. Works to be scheduled appropriately to minimise disturbance to bats, nesting birds or protected species. Ongoing monitoring during works where required.

Restrictions on church access or disruption to normal church and community use during works	PCC / LCC / Project Team	Medium	Reduced community participation, operational disruption or reputational concerns	Medium	Early coordination with PCC, LCC and Benefice representatives to programme works sensitively around church services, funerals, weddings and community activities where practicable. Alternative activities and communication measures to be implemented where access restrictions apply.
Inflation or unexpected cost increases during Delivery Phase	Treasurer & Quantity Surveyor	Medium	Budget pressures and possible reduction in non-essential project outputs	Medium–High	Fixed-price contracts to be used where possible together with contingency allowances. Quantity Surveyor to monitor cost changes and advise on value engineering or phased delivery of non-essential interpretation or engagement outputs if required.
Loss of key volunteers or specialist skills during Delivery Phase	Project Team	Medium	Reduced project support capacity or continuity issues	Medium	Wider volunteer recruitment and training to continue during Development Phase. Volunteer roles and procedures to be documented to support continuity and handover where necessary. Relationships with neighbouring ringing towers and specialist advisers to be maintained.
Failure to secure remaining match funding commitments	Filby Bells Restoration Project Team & Treasurer	Medium	Potential pressure on project cashflow or timing of non-essential activities	Medium–High	Continue to diversify fundraising and maintain dialogue with pledged supporters and donors. Monitor cashflow carefully and retain flexibility to phase non-essential elements if required.
Negative community perception arising from delays, disruption or project changes	Project Team / Community Engagement Lead	Low–Medium	Reduced community confidence, support or participation	Medium	Maintain transparent communication through newsletters, social media, village events and project updates. Manage expectations regarding programme, access arrangements and project sequencing.
Failure to coordinate specialist consultant inputs effectively during delivery	Project Manager / Project Architect	Low–Medium	Delays, inconsistent decision-making or increased project costs	Medium	Project Manager and Architect to coordinate consultant reporting, contractor liaison and programme monitoring. Regular review meetings and staged approvals to be implemented throughout Delivery Phase.

Risk Review and Monitoring

This Risk Register will be reviewed regularly throughout the Delivery Phase by Filby Bells Restoration CIO in consultation with the Project Manager, Project Architect, Principal Contractor and wider consultant team. Risk levels and mitigation measures will be updated as works progress and further information becomes available.

Appendix 1.17 Filby Bells Restoration - Post-Completion Risk Register

Risk	Risk Owner	Level of Risk (H/M/L)	Impact	Level of Impact (H/M/L)	Mitigation
Ongoing maintenance costs for bells, tower and ringing gallery	LCC	Medium	Without regular maintenance, deterioration could re-emerge and compromise restoration benefits	High	Establish maintenance fund through local fundraising, events and donations. Regular inspection and maintenance regimes to be implemented, including Quinquennial church inspections and specialist bell and frame inspections where appropriate. LCC budget allocation agreed.
Decline in active bell ringers over time	Ringing Master & Training Team	Medium	Loss of local ringing tradition and reduced use of restored bells	High	Maintain links with neighbouring towers, ringing organisations and recognised ringing training schemes. Continue youth engagement activities and periodic recruitment initiatives.
Community disengagement once initial project interest declines	LCC	Medium	Reduced use of church as community hub and weaker long-term project legacy	Medium	Continue community events, concerts, open tower days, exhibitions and school visits. Permanent interpretation displays and digital archive resources to support ongoing engagement. Continued outreach through social media, newsletters and village events.
Reduced long-term use of ringing gallery and interpretation facilities	LCC / Community Engagement Team	Medium	Reduced community benefit and weaker long-term sustainability of project outcomes	Medium	Maintain ongoing programme of community events, performances, interpretation activities and educational use to ensure continued visibility and participation.
Digital archive and website become outdated or inaccessible	Archivists Group & Digital Volunteers	Medium	Loss of educational, interpretive and historical legacy	Medium	Website and digital archive to be maintained through agreed management arrangements involving volunteers and local partners. Archive materials to be stored across multiple platforms and backed up appropriately. Clear digital management responsibilities and update procedures to be established.
Vandalism, theft or environmental damage to church, bells or interpretation displays	LCC & Churchwardens	Low	Physical damage to heritage assets or interpretation facilities	High	Appropriate insurance cover to be maintained together with security measures including locks, controlled access and CCTV signage where appropriate. Regular inspections to be undertaken by PCC representatives and volunteers. Links with local police and Neighbourhood Watch to be maintained.
Loss of volunteer capacity through ageing, ill health or changing circumstances	LCC	Medium	Reduced ability to sustain activities, fundraising and engagement	Medium	Widen volunteer base beyond immediate community. Encourage succession planning through schools, younger volunteers and local organisations. Maintain broader partnerships to support continuity.
Reduction in long-term organisational capacity or leadership continuity	LCC / Filby Bells Restoration CIO	Medium	Reduced ability to coordinate maintenance, engagement and heritage activities	Medium–High	Maintain clear governance arrangements, volunteer succession planning and partnership working. Encourage involvement of younger volunteers and wider community participation to support long-term resilience.
Financial sustainability following completion of grant funding	LCC	Medium	Difficulty sustaining future running costs for events, interpretation and engagement activities	High	Diversify income through fundraising events, heritage tourism, donations, book sales and legacy giving. Annual fundraising and activity planning to be maintained by the LCC and wider project partners.

Risk Review and Monitoring

This Risk Register will continue to be reviewed periodically by the LCC, PCC and Filby Bells Restoration CIO following project completion to ensure that maintenance, engagement and sustainability risks are

Appendix 1.18 Filby Bells Restoration

Project Images



Image #1 All Saints Church, Filby.



Image #2 All Saints Church, Bell Frame.



Image #3 All Saints Church, Historic Tenor Bell, the Largest Cast by Bell Founder Edward Tooke of Norwich.



Image #4 All Saints Church, Difficult Access to Ringing Chamber.



Image #5 Filby Village Hall, Public Consultation Meeting.

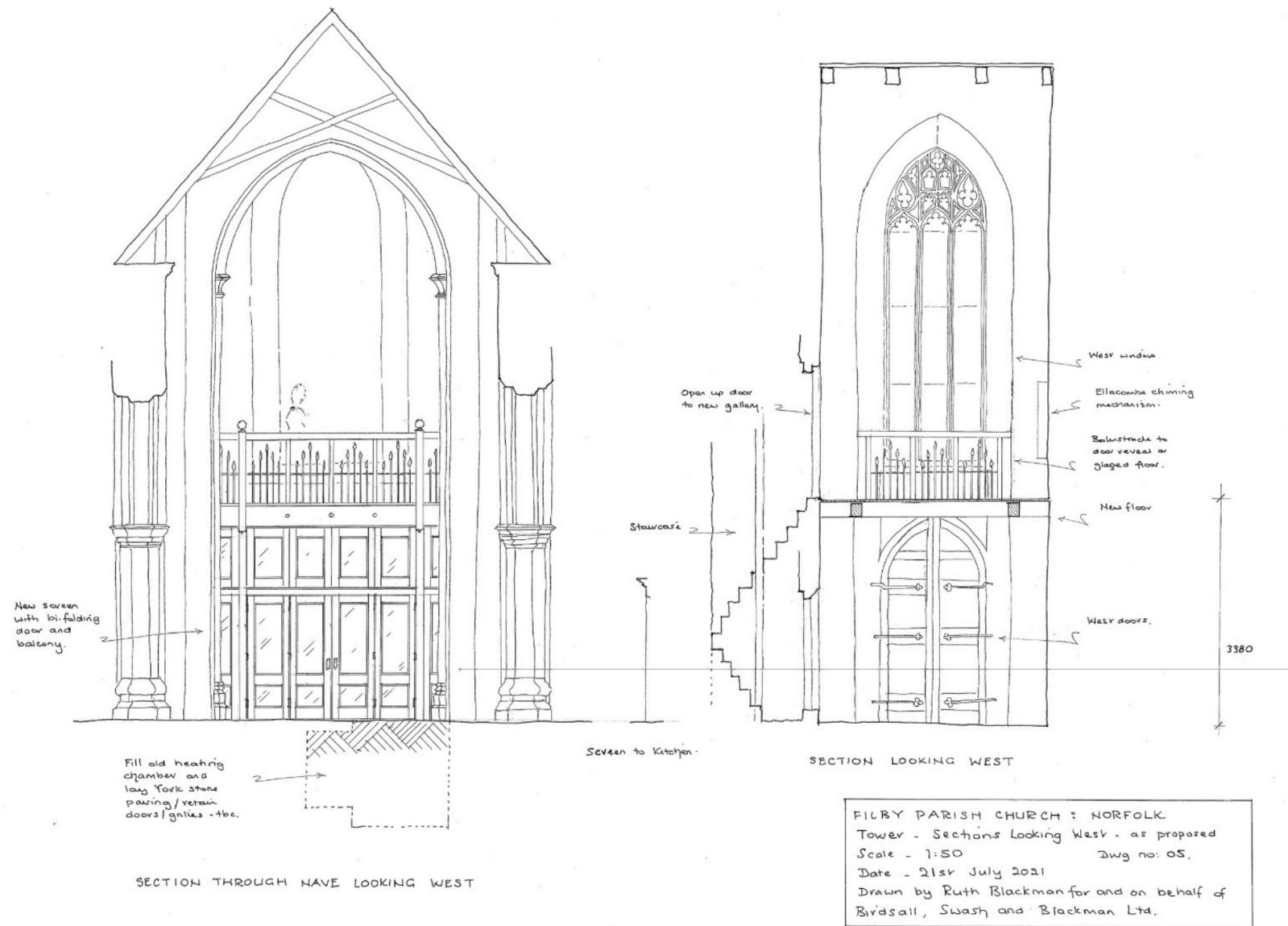


Image #6 All Saints Church, Proposed Design for New Ringing Gallery.

Appendix 1.15 Filby Bells Restoration

Business Plan

Filby Bells Restoration Project

1. Executive Summary

Filby Bells Restoration CIO is a Charitable Incorporated Organisation (CIO), Charity Number 1188037, established in 2019 to support the conservation, restoration and long-term sustainability of the historic bells of All Saints Church, Filby, Norfolk.

The project seeks to restore the church's five historic bells to full-circle ringing following more than one hundred years of silence and to reintroduce bell ringing as a living community tradition within the parish.

The bells date from 1607–1722 and include an important tenor bell cast in 1675 by the Norwich founder Edward Tooke. The bells are currently housed within a deteriorating timber frame which is increasingly vulnerable to long-term structural failure if left untreated.

The project proposes to:

- conserve and restore the existing historic bells
- install a new cast iron and steel bell frame and associated fittings
- introduce a sixth bell to complete a ring of six
- improve tower access and safety
- construct a new ringing gallery to support bell ringing, learning and compatible community use
- upgrade lighting and electrical services within the tower
- deliver a programme of engagement, learning, interpretation and volunteer development activities

The project has developed beyond a purely technical bell restoration scheme and now seeks to create a sustainable programme of heritage participation, education, volunteering and community activity centred around the bells and tower of All Saints Church.

The total project cost is currently estimated at approximately £918,000 including Development and indicative Delivery Phase costs.

Funding is expected to comprise:

- a grant request to the National Lottery Heritage Fund
- local fundraising
- charitable trust applications

- pledged donations
 - volunteer contributions and non-cash support
-

2. Organisational Background

Filby Bells Restoration CIO acts as the lead project organisation for the Filby Bells Restoration Project.

The project is being developed in partnership with:

- the South Trinity Broads Parochial Church Council (PCC), which retains legal responsibility for the church building and bells
- the Local Church Council (LCC) of All Saints Church, Filby, which supports local operational oversight and maintenance coordination

The CIO has established a volunteer-led project structure supported by individuals with experience in:

- project management
- manufacturing and engineering
- governance
- education
- finance
- fundraising
- heritage and community activity

The project also benefits from support and involvement from a range of local organisations and community partners including:

- Filby Parish Council
- Filby Primary School
- Norwich Diocesan Association of Ringers (NDAR)
- Filby Archivists Group
- Filby Playing Field Committee
- Filby in Bloom
- Filby Lands and Conservation Trust
- the Keltek Trust

Professional consultants and advisers are being engaged to support:

- architectural design
- bell conservation and installation
- ecology
- acoustics
- interpretation and engagement

- evaluation
- cost planning and project management

3. Mission, Vision and Values

Mission

To conserve and restore the historic bells of All Saints Church, Filby, and to use the project as a catalyst for heritage learning, community participation, volunteering and cultural activity.

Vision

A sustainable community heritage project in which the restored bells once again become an active and valued part of village life while supporting education, participation and long-term heritage stewardship.

Values

Heritage Stewardship

Conserving both the physical fabric of the bells and the living tradition of English bell ringing.

Community Inclusion

Creating opportunities for people of all ages and backgrounds to participate in heritage activity.

Learning and Participation

Supporting formal and informal learning through practical heritage engagement.

Sustainability

Promoting environmentally responsible conservation and long-term operational sustainability.

Pride of Place

Strengthening community identity through the conservation and celebration of local heritage.

4. Statement of Need

Heritage at Risk

The historic timber bell frame and associated fittings have deteriorated significantly over time.

While the structure is not considered to present an immediate danger, there is an increasing long-term risk that continued deterioration could result in structural instability, serious damage to the church fabric and significant safety concerns.

The bells are currently unringable for full-circle ringing and, without intervention, there is a risk that the bells and associated ringing traditions could become permanently lost to the community.

Loss of Intangible Heritage

Bell ringing has not taken place at Filby for more than one hundred years.

The project seeks to revive bell ringing as a form of living cultural heritage at a time when many ringing communities nationally face challenges relating to ageing membership and declining recruitment.

Community and Educational Opportunity

The project also responds to opportunities for wider heritage engagement within the village.

All Saints Church has considerable potential for wider heritage, educational and cultural use, but current access and safety limitations within the tower restrict activity.

The project seeks to create opportunities for:

- school engagement
- volunteering
- heritage interpretation
- cultural events
- skills development
- intergenerational participation

Community consultation undertaken during project development has demonstrated strong local support for the project and wider heritage activities associated with the church and bells.

5. Project Activities

Conservation and Capital Works

The project proposes:

- removal of the bells and fittings by specialist bellhangers
- conservation, restoration and tuning of the historic bells
- installation of a new cast iron and steel frame
- installation of new ringing fittings and associated mechanisms
- addition of a sixth bell donated through the Keltek Trust
- repairs and improvements to tower access
- construction of a ringing gallery
- electrical and lighting upgrades
- associated structural and conservation works within the tower

The ringing gallery is intended primarily to support bell ringing activity and training while also providing a flexible space capable of supporting compatible educational and small-scale cultural activity.

Learning and Engagement

The project will deliver a programme of engagement and learning activity including:

- curriculum-linked activity with Filby Primary School
- educational visits and workshops
- volunteer training opportunities
- bell ringing recruitment and tuition
- public talks and open days
- interpretation displays and exhibitions
- digital engagement and project documentation

The project also proposes:

- production of educational resources inspired by earlier local school heritage projects
- time-lapse and digital documentation of the restoration process
- oral history and archive activity in partnership with the Filby Archivists Group

Interpretation and Legacy

Interpretation proposals currently include:

- permanent heritage displays within the church
- digital interpretation and archive resources
- project photography and film documentation
- a commemorative publication recording the restoration project
- long-term community access to project learning materials

6. Beneficiaries

The project is expected to benefit:

- local residents and community groups
- children and young people
- schools and educational users
- volunteers and trainee bell ringers
- visitors and tourists
- the wider heritage and ringing community

Benefits are expected to include:

- improved access to local heritage
 - increased participation in community activity
 - volunteering and skills development opportunities
 - enhanced understanding of local history and bell ringing heritage
 - increased use of the church as a heritage and community resource
-

7. Marketing and Communications

The project will utilise a combination of traditional and digital communications methods.

Planned activity includes:

- project newsletters and leaflets
- local press and media engagement
- website and social media updates
- public meetings and consultation events
- participation in village events and fundraising activities
- digital documentation and video updates

Project branding and communications will emphasise:

- heritage conservation
 - community participation
 - revival of bell ringing after more than one hundred years
 - local ownership and volunteering
-

8. Funding and Income

Secured and Pledged Support

Current support includes:

- a pledged private donation of £50,000
- financial support from the PCC/LCC towards tower-related works
- community fundraising income
- volunteer contributions
- non-cash contributions including donated expertise and materials
- donation of a sixth bell through the Keltek Trust

Funding Applications

The project is currently seeking support from:

- the National Lottery Heritage Fund
- charitable trusts and foundations
- local fundraising activity
- community giving campaigns

Additional applications may include:

- Norfolk Churches Trust
- Garfield Weston Foundation
- Pilgrim Trust
- Benefact Trust
- Geoffrey Watling Charity
- Leche Trust
- other heritage and community funding bodies

9. Financial Forecast

The current estimated total project cost is approximately £918,000 including:

- Development Phase costs
- indicative Delivery Phase costs
- professional fees
- surveys and investigations
- capital works
- engagement and interpretation activity
- contingency allowances
- VAT provisions

Development Phase contingency has been calculated at approximately 10% and indicative Delivery Phase contingency at approximately 20%, reflecting the risks associated with early-stage design development and work within a historic structure.

Detailed cost information is contained within the project cost and income spreadsheet submitted with the application.

Cashflow will be managed through staged grant claims, monitored expenditure controls and project governance oversight.

10. Monitoring and Evaluation

The project will monitor both outputs and outcomes.

Anticipated Outputs

- restored ring of six bells
- new bell frame and fittings
- ringing gallery installation
- improved tower access and services
- interpretation and exhibition materials
- school and volunteer engagement activity
- training of new ringers
- digital archive and project documentation

Anticipated Outcomes

- revival of bell ringing at Filby
- increased community participation
- enhanced heritage understanding
- increased use of the church as a heritage venue
- strengthened local identity and pride
- improved volunteer capacity and sustainability

Monitoring Methods

Monitoring and evaluation activity may include:

- attendance records
 - participation data
 - volunteer logs
 - questionnaires and feedback surveys
 - digital engagement monitoring
 - independent evaluation support
-

11. Risk Management

The project has developed detailed Development, Delivery and Post-Completion Risk Registers.

Key risk areas include:

- structural and conservation risks
- funding and inflation pressures
- programme coordination
- ecology and environmental constraints
- volunteer capacity
- procurement and contractor management
- health and safety
- long-term sustainability

Risks will be managed through:

- professional consultant support
 - phased project management
 - governance oversight
 - procurement controls
 - contingency allowances
 - regular risk review and monitoring
-

12. Indicative Programme

The project is currently anticipated to progress through the following broad stages:

Development Phase

- surveys and investigations
- consultant appointments
- design development
- permissions and Faculty approvals
- cost planning and procurement preparation
- engagement and interpretation planning

Delivery Phase

- tower and structural works
- bell removal and conservation
- installation of new frame and fittings
- construction of ringing gallery
- electrical and access improvements
- commissioning and testing
- interpretation installation

- learning and engagement delivery

Completion and Legacy

- public launch and celebratory activity
 - ongoing ringing and volunteer training
 - long-term maintenance and monitoring
 - continuation of heritage engagement activity
-

13. Long-Term Sustainability

The project has been developed with long-term sustainability as a core objective.

Long-term stewardship of the church, bells and associated facilities will remain with the PCC and LCC, supported by Filby Bells Restoration CIO, volunteers and the wider ringing community.

The project aims to establish:

- an active local ringing group
- ongoing volunteer involvement
- continued educational and heritage activity
- sustainable maintenance planning
- long-term community use of the restored facilities

Following project completion, Filby Bells Restoration CIO will review its future role in supporting ongoing heritage, interpretation and community engagement activities associated with the restored bells.

14. Governance Structure

The project is overseen by the Trustees of Filby Bells Restoration CIO together with representatives of the PCC and LCC.

The governance structure is supported by professional consultants and advisers appointed to assist with specialist areas including:

- architecture and conservation
- bell restoration and installation
- ecology
- acoustics
- engagement and interpretation
- project management

- quantity surveying and cost management

The Trustees collectively bring experience in:

- engineering and manufacturing
- finance and business management
- education
- healthcare
- governance
- local government
- heritage and community activity

Detailed governance information is contained within the Governance and Partnership Arrangement and Governance Structure documentation submitted with the application.

Appendices

1. Project Cost and Income Spreadsheet
2. Letters of Support
3. Draft Partnership Agreement
4. Governance Structure Diagram
5. Project Images
6. Risk Registers
7. Learning, Engagement and Interpretation Framework

I have rewritten the Business Plan in a more formal NLHF-compatible style, incorporating the recommendations discussed:

- stronger governance wording
- more measured heritage-risk language
- improved financial and sustainability sections
- removal of problematic dissolution language
- clearer separation of Development and Delivery concepts
- more professional tone throughout
- tighter alignment with the wider application documentation and appendices.

2.2

The Partners agree that Filby Bells Restoration CIO shall act as Lead Applicant and Lead Partner and shall be authorised to:

- prepare and submit grant applications, including applications to the National Lottery Heritage Fund ("NLHF");
 - enter into grant agreements where funding is awarded;
 - commission professional advisers and contractors;
 - coordinate project delivery; and
 - manage the project in accordance with funding conditions.
-

3. Ownership and Custodianship

3.1

Legal ownership and custodianship of All Saints Church, its tower, bells, fittings and associated fabric shall remain vested in the PCC and incumbent at all times.

3.2

Nothing in this Agreement transfers ownership of any part of the church, bells or associated heritage assets to the Lead Partner.

3.3

Upon completion of the Project, all permanent improvements and installations forming part of the church and bell installation shall remain the responsibility of the PCC.

3.4

The PCC shall remain responsible for the maintenance, repair and insurance of the church and bells.

4. Authority and Permissions

4.1

The PCC supports the development and delivery of the Project in principle and authorises the Lead Partner to undertake project development activities, including surveys, investigations, design work, fundraising, community engagement and procurement activities.

ANNEX – SCHEDULE 1

Schedule of Responsibilities

This Schedule forms part of the Partnership Agreement.

1. Filby Bells Restoration (Lead Partner)

- Act as Lead Applicant and Grant Holder.
 - Manage all NLHF grant funding and reporting.
 - Commission and manage consultants and contractors.
 - Deliver capital works, learning, and engagement activities.
 - Maintain risk management, monitoring, and evaluation.
-

2. Parochial Church Council (PCC)

- Retain ownership and custodianship of the church and bells.
 - Secure and support Faculties and statutory consents.
 - Approve works affecting church fabric or long-term use.
 - Accept and comply with relevant NLHF grant conditions.
-

3. Local Church Council (LCC)

- Support community engagement and volunteering.
 - Assist with communication and public access.
 - Provide advisory input through Steering Group representation.
 - Accept and comply with relevant NLHF grant conditions.
-

4. Joint Responsibilities

All Partners will:

- act in good faith;
 - cooperate fully to deliver the Project;
 - acknowledge NLHF support;
 - support monitoring, evaluation, and audit.
-

5. Post-Completion

- Filby Bells Restoration will complete final reporting.

Appendix 2.

STRATEGIC SUPPORTING DOCUMENTS

Appendix 2.1 Filby Bells Restoration Project

Consultant Procurement Summary

Introduction

The Filby Bells Restoration Project requires a multi-disciplinary professional team with specialist expertise in historic church conservation, bell restoration, heritage engagement and community-focused project delivery.

The project has therefore adopted a structured and proportionate procurement approach designed to:

- secure appropriately qualified professional support
 - achieve value for money
 - ensure deliverability
 - support robust governance and risk management
 - comply with National Lottery Heritage Fund expectations for fair and transparent procurement
-

Procurement Approach

A proportionate competitive Request for Quotation (RFQ) process has been undertaken across the principal professional disciplines required for the Development and potential Delivery Phases of the project.

Consultants and specialist contractors were identified based on:

- relevant heritage and church conservation experience
- demonstrable specialist expertise
- experience of bell restoration and ecclesiastical projects where appropriate
- understanding of community engagement and interpretation requirements
- capacity to deliver within the anticipated programme
- professional reputation and references
- value for money

Where appropriate, multiple quotations or expressions of interest were sought and assessed against consistent criteria.

Key Professional Disciplines

The principal professional disciplines considered through the procurement process include:

- Project Architect / Contract Administrator

- Bellhanger
- Project Management
- Engagement, Learning and Interpretation Consultancy
- Evaluation Consultancy
- Ecology
- Acoustic Consultancy
- Website Design
- Quantity Surveyor
- Structural Engineer

Assessment Criteria

Submissions were reviewed against a range of criteria including:

- Relevant heritage sector experience
- Understanding of the project brief
- Technical capability
- Proposed methodology
- Programme and deliverability
- Previous experience of similar projects
- Value for money
- Ability to work collaboratively within a multi-disciplinary heritage project environment

The process sought to ensure that consultant appointments reflected both quality and proportionality appropriate to the scale and complexity of the project.

Preferred Consultants

Following review of submissions and discussions with prospective consultants, preferred consultants have been identified for the principal project roles, including:

Discipline	Preferred Consultant
Project Architect	Archangel Ltd
Bellhanger	Matthew Higby & Co. Ltd
Project Management	Dayle Bayliss
Engagement, Learning & Interpretation	Heritage, Environment & Archaeology (HEA)

Evaluation	Harriet Foster
Ecology	BiOME Consulting
Acoustic Consultancy	HA Acoustics
Website Design	Netmatters

These appointments remain subject to formal confirmation following any successful National Lottery Heritage Fund award and completion of appropriate appointment documentation.

Quantity Surveyor and Structural Engineer

At the current pre-Development Phase application stage, Quantity Surveyor and Structural Engineer services have not yet been formally appointed.

Indicative allowances have therefore been included within the project budget based on:

- written quotations where available
- recent comparable church heritage projects
- professional sector benchmarks
- preliminary advice provided through the wider consultant engagement process

These allowances are intended to provide proportionate early-stage budget estimates appropriate to the current stage of project development.

Formal procurement and appointment of Quantity Surveyor and Structural Engineer services will be undertaken following any successful National Lottery Heritage Fund Development Phase award and will be refined in accordance with the evolving technical and design requirements of the project.

Governance and Oversight

Filby Bells Restoration CIO is responsible for coordinating the procurement process in partnership with the PCC, Local Church Council (LCC) and the wider South Trinity Broads Benefice.

The procurement approach has been designed to provide:

- clear accountability
- professional oversight
- transparent decision-making
- proportionate financial control
- effective coordination between specialist disciplines

The Project Architect is expected to undertake the role of Contract Administrator during the Delivery Phase, providing coordination of the consultant team and oversight of construction delivery.

Future Procurement

Where additional specialist services, subcontracted interpretation outputs or delivery-phase contractors are required, procurement will continue to follow proportionate and transparent procedures appropriate to the scale and value of the works involved.

This may include:

- further competitive quotations
 - formal tender exercises
 - phased consultant appointments
 - review of contractor capability and heritage experience
-

Conclusion

The Filby Bells Restoration Project has adopted a structured and proportionate procurement strategy appropriate to the complexity and heritage sensitivity of the project.

The approach combines specialist heritage expertise, professional oversight and value-for-money considerations, helping to ensure that the project can be delivered effectively, responsibly and in accordance with National Lottery Heritage Fund expectations.

Appendix 2.2 Filby Bells Restoration

Ownership and Governance Statement

Introduction

This statement provides clarification regarding the ownership, governance and management responsibilities associated with All Saints Church, Filby, and the proposed Filby Bells Restoration Project.

The statement has been prepared to support the National Lottery Heritage Fund application and to clarify the relationship between the Parochial Church Council (PCC), the Local Church Council (LCC) and Filby Bells Restoration CIO.

Ownership of the Church and Bells

All Saints Church, Filby, including the tower, bells and associated fixtures, forms part of the Church of England and is consecrated for ecclesiastical purposes.

Legal responsibility for the church building and its fabric rests with the Parochial Church Council (PCC) of the South Trinity Broads Benefice. The PCC acts as the legally recognised body responsible for the care, maintenance and stewardship of the church and its associated heritage assets.

Ownership of the church, tower, bells and associated fixtures remains vested in the PCC at all times.

Nothing within the Filby Bells Restoration Project or associated governance arrangements transfers ownership of any part of the church or bells to Filby Bells Restoration CIO or any other body.

Local Church Council Responsibilities

The PCC has delegated day-to-day local oversight of church operations and maintenance matters to the Local Church Council (LCC) of All Saints Church, Filby.

The LCC supports:

- routine operational oversight
- local maintenance coordination
- community liaison
- volunteer coordination
- support for events and activities associated with the church

The LCC also plays an important role in supporting local engagement and long-term stewardship of the church and bells.

Filby Bells Restoration CIO

Filby Bells Restoration CIO has been established specifically to support the development, fundraising and delivery of the Filby Bells Restoration Project.

The CIO acts as the lead project partner and proposed lead applicant for grant funding purposes.

The CIO is responsible for:

- project coordination
- fundraising and grant applications
- procurement coordination
- consultant liaison
- financial management relating to the project
- community engagement support
- monitoring and reporting associated with grant funding

The CIO works in partnership with the PCC and LCC throughout the Development and Delivery Phases of the project.

Governance Arrangements

The project is being developed through a partnership arrangement involving:

- Filby Bells Restoration CIO
- the PCC
- the LCC
- professional consultants and advisers
- community stakeholders and volunteers

The governance structure is intended to ensure:

- clear accountability
- effective financial oversight
- appropriate professional input
- coordinated project management
- long-term sustainability planning

Key project decisions relating to:

- project scope
- procurement
- expenditure
- programme changes
- works affecting the church fabric

will be considered jointly by the CIO Trustees, PCC representatives and relevant professional advisers.

Faculty and Ecclesiastical Permissions

All works affecting the church fabric, tower or bells will remain subject to:

- Faculty jurisdiction
- diocesan approvals
- statutory permissions where required
- appropriate conservation and heritage guidance

The PCC retains ultimate responsibility for ensuring compliance with ecclesiastical and statutory requirements relating to the church building and associated heritage assets.

Long-Term Stewardship

Following project completion, long-term responsibility for the care, maintenance and operation of the church, tower and bells will remain with the PCC, supported locally by the LCC.

Filby Bells Restoration CIO has been established specifically to develop, fundraise for and deliver the Filby Bells Restoration Project. In accordance with its charitable purposes, once the project has been completed and all grant obligations fulfilled, the CIO is expected to be wound up in an orderly manner. Any remaining funds will be transferred for the benefit of All Saints Church, Filby in accordance with the CIO's governing document and any applicable legal requirements.

To ensure continuity of knowledge, experience and community engagement, members of Filby Bells Restoration CIO will be invited to become Lay Members of the LCC. Through this arrangement, the skills, partnerships and community relationships developed during the project will continue to support:

- fundraising and grant applications where required
- heritage engagement and public participation
- volunteer recruitment and coordination
- interpretation and educational activities
- ongoing promotion and active use of the restored bells
- the long-term sustainability of the project outcomes

This transition will ensure that responsibility for the long-term stewardship of the restored bells and associated heritage facilities rests with the established church governance structure while retaining the experience, enthusiasm and community support developed through the project.

Conclusion

The governance arrangements for the Filby Bells Restoration Project combine:

- formal legal accountability through the PCC
- local operational stewardship through the LCC
- project-focused delivery and fundraising capacity through Filby Bells Restoration CIO during the Development and Delivery Phases

This partnership structure is intended to provide clear governance, effective project delivery and a smooth transition to long-term stewardship of the restored bells and associated heritage assets at All Saints Church, Filby.

Appendix 2.3

Filby Bells Restoration Environmental Sustainability Statement All Saints Church, Filby

Introduction

The Filby Bells Restoration Project recognises that environmental sustainability and heritage conservation are closely connected. The project seeks not only to preserve and reactivate an important historic heritage asset, but also to ensure that this is achieved in a responsible and environmentally sustainable manner.

Environmental considerations have informed the development of the project from the outset and will continue to influence decision-making throughout both the Development and Delivery Phases.

Conservation as Environmental Sustainability

At the heart of the project is the conservation and continued use of existing historic fabric. The restoration of the bells, tower and associated infrastructure represents a sustainable approach to heritage management by extending the life of existing assets rather than replacing them.

The project will:

- conserve and repair the existing historic bells dating from 1607–1722
- retain and restore significant historic fabric wherever practicable
- avoid unnecessary replacement of historic materials
- support the continued viable use of the church building for community and heritage purposes

The project also includes the integration of a donated historic sixth bell supplied by the Keltek Trust, representing the reuse of an existing heritage asset rather than the manufacture of a new bell.

Ecology and Biodiversity

Ecological considerations form an important part of the project planning process.

Preliminary ecological review work has already been undertaken, with further protected species surveys and specialist ecological input to be commissioned during the Development Phase if required. The project will comply fully with ecological legislation and best practice guidance, including any necessary mitigation measures relating to protected species.

Where works may affect wildlife habitats, activities will be appropriately timed and managed to minimise disturbance.

The project team will continue to work with ecological specialists and relevant statutory bodies throughout the project.

Sustainable Procurement and Materials

The project aims to minimise environmental impact through proportionate and sustainable procurement practices.

Where practicable, the project will:

- prioritise the repair and reuse of existing materials
- use local or regional suppliers and contractors where appropriate
- minimise unnecessary transport and waste
- encourage recycling and responsible disposal of redundant materials
- seek durable, maintainable and energy-efficient solutions where compatible with heritage requirements

The project will also incorporate energy-efficient LED lighting and targeted electric heating within the proposed ringing gallery. These systems are designed for intermittent occupation and will provide comfort and accessibility without reliance on fossil-fuel heating. By focusing energy use only where and when it is required, the project supports the Church of England's Net Zero Carbon 2030 ambitions while minimising ongoing operational energy demand.

The project also proposes the reuse of redundant pew materials within interpretation and display installations, further supporting material reuse and waste reduction.

Long-Term Sustainability and Stewardship

The project is intended to secure the long-term sustainable future of the bells and tower through improved maintenance, increased community engagement and the re-establishment of regular use.

The restoration will:

- reduce the long-term risk of heritage deterioration caused by prolonged inactivity
- improve public engagement with the church and its heritage
- support the re-establishment of bell ringing as a living heritage skill
- strengthen local capacity for future stewardship and maintenance

By increasing community use and participation, the project will help support the long-term resilience and sustainability of the church building.

Digital Sustainability and Access

The project includes the creation of a digital archive documenting the restoration process and wider history of the church and bells. This will improve public access to heritage information while reducing reliance on printed materials wherever appropriate.

Digital outputs will include:

- online interpretation
- digital archive resources
- project blogs and short films
- social media engagement
- digitisation of historic archive material

These activities will help broaden access to heritage while supporting longer-term sustainability and public engagement.

Appendix 2.4

Learning, Engagement, Interpretation and Digital Heritage Framework

Contents

1. Introduction
 2. Vision
 3. Aims and Objectives
 4. Project Outcomes
 5. Target Audiences
 6. Learning Programme
 7. Community Engagement
 8. Digital Heritage and Community Media Programme
 9. Volunteer Development
 10. Interpretation Strategy
 11. Accessibility and Inclusion
 12. Partnership Working
 13. Development Phase Priorities
 14. Delivery Phase Activities
 15. Monitoring and Evaluation
 16. Legacy and Long-term Sustainability
-

1. Introduction

The Filby Bells Restoration Project has been conceived as far more than the conservation of an important historic bell installation. While the restoration of the bells and their supporting infrastructure is the catalyst for the project, its wider purpose is to reconnect people with the heritage, traditions and continuing significance of All Saints Church, Filby through learning, participation, interpretation and community engagement.

The project recognises that heritage is not limited to historic fabric. The bells themselves are tangible heritage, but the skills of bell ringing, the stories associated with the church, the memories of local people and the traditions that have shaped village life over many centuries are equally important elements of Filby's heritage. By restoring both the physical installation and the living tradition of English change ringing, the project seeks to safeguard an important part of Norfolk's cultural heritage for future generations.

The project therefore combines specialist conservation with an extensive programme of learning, volunteering, interpretation and digital heritage. Together these activities will ensure that restoration of the bells also creates opportunities for people of all ages and backgrounds to discover, understand and participate in their local heritage.

The Framework establishes the principles that will guide the development and delivery of all engagement, learning and interpretation activities throughout the project. It will also provide the basis upon which the appointed Engagement, Learning and Interpretation Consultant will prepare the detailed Activity Plan during the Development Phase.

2. Vision

The project's vision is:

To restore the historic bells of All Saints Church, Filby while inspiring people of all ages to discover, experience and help preserve the heritage, traditions and stories that they represent.

The restored bells will once again become a living part of village life rather than simply historic artefacts within the church tower. Through participation, volunteering and learning, the project will create opportunities for people not only to observe heritage but to become active contributors to its future.

The project also seeks to demonstrate how the conservation of a relatively small rural heritage asset can deliver substantial public benefit through community participation, education, digital engagement and long-term stewardship.

3. Aims and Objectives

The Learning, Engagement, Interpretation and Digital Heritage Framework has six principal aims.

3.1 Conserve and Share Heritage

To increase public understanding of the history and significance of:

- All Saints Church, Filby;
- the historic bells and their founders;
- the development of English change ringing;
- the wider history of the village and its community.

The project will interpret both the physical restoration and the cultural significance of the bells, ensuring that visitors understand why their conservation matters.

3.2 Restore Living Heritage

To revive bell ringing as an important element of England's intangible cultural heritage by:

- recruiting and training new ringers;

- encouraging participation across all age groups;
- supporting recognised training pathways;
- creating a sustainable local ringing band;
- strengthening links with neighbouring towers and ringing organisations.

The project will demonstrate that conservation is not simply about preserving historic objects but also about sustaining the traditions, skills and communities associated with them.

3.3 Inspire Learning

To provide enjoyable and accessible opportunities for formal and informal learning through:

- curriculum-linked school activities;
- practical demonstrations;
- guided visits;
- exhibitions;
- interpretation;
- creative activities;
- talks and presentations;
- digital resources.

Learning activities will encourage curiosity, understanding and a sense of shared ownership of local heritage.

3.4 Encourage Participation

To involve local people directly in the project by providing opportunities to contribute through:

- volunteering;
- oral history;
- photography;
- filming;
- digital storytelling;
- community events;
- interpretation;
- practical support;
- bell ringing.

Participation will be flexible so that people can contribute according to their interests, experience and available time.

3.5 Create a Permanent Digital Heritage Legacy

The project will establish a Digital Heritage and Community Media Programme documenting both the restoration and the wider story of the bells.

Activities will include:

- digitisation of selected archive material;
- photography throughout the project;
- time-lapse recording of restoration works;
- filmed interviews;
- oral history recording;
- website resources;
- social media;
- digital storytelling;
- online interpretation;
- creation of a permanent digital archive.

These resources will ensure that the heritage of the project remains accessible long after the restoration has been completed.

3.6 Secure Long-term Community Stewardship

The project seeks to establish lasting community ownership of the restored bells by:

- developing new volunteers;
- creating long-term partnerships;
- strengthening local skills;
- supporting ongoing interpretation;
- maintaining digital heritage resources;
- encouraging future generations to become involved.

The long-term success of the project will ultimately be measured not simply by the quality of the restoration, but by the continuing use, appreciation and stewardship of the bells by the community they serve.

4. Project Outcomes

The Learning, Engagement, Interpretation and Digital Heritage Framework supports the wider objectives of the Filby Bells Restoration Project by ensuring that the conservation of the bells delivers lasting benefits for heritage, people and the community.

The programme has been designed to contribute directly to the National Lottery Heritage Fund's outcomes by increasing understanding, participation and stewardship while creating a sustainable legacy beyond completion of the capital works.

4.1 Heritage Outcomes

The project will conserve and celebrate an important part of England's ecclesiastical and cultural heritage through:

- restoration of the historic bells and associated fittings;
- conservation of the bell installation using recognised best practice;
- revival of full-circle bell ringing as a living heritage tradition;
- improved interpretation of the bells, tower and church;
- recording of local memories, traditions and oral histories;
- creation of permanent digital heritage resources documenting the restoration.

Visitors will gain a greater understanding of the history of All Saints Church, the significance of its bells and the continuing importance of bell ringing within English cultural heritage.

4.2 People Outcomes

The project will encourage participation from people who may never previously have engaged with bell ringing or church heritage.

Participants will have opportunities to:

- develop practical heritage skills;
- learn about local history;
- acquire digital media skills;
- participate in oral history recording;
- contribute to interpretation;
- train as bell ringers;
- volunteer throughout the project.

By providing a wide range of activities, the project will encourage participation from different age groups, interests and abilities, recognising that not everyone wishes to contribute in the same way.

4.3 Community Outcomes

The project aims to strengthen community identity by reconnecting residents with one of the village's most important historic assets.

Through volunteering, learning, creative activity and public events, the project will:

- strengthen relationships between local organisations;
- encourage intergenerational participation;
- increase pride in local heritage;
- improve understanding of the church's wider community role;
- establish long-term partnerships supporting future heritage activity.

The restored bells will once again become a recognisable feature of village life, reinforcing the historic relationship between the church and the wider community.

4.4 Digital Heritage Outcomes

The Digital Heritage and Community Media Programme will create a permanent record of both the restoration works and the community's involvement.

Outputs are expected to include:

- digitised historic material;
- restoration photography;
- time-lapse recordings;
- oral history interviews;
- volunteer-produced films;
- educational resources;
- website content;
- digital interpretation;
- online heritage resources.

These materials will increase access for people unable to visit the church, support future learning and provide a lasting record of the project for future generations.

5. Target Audiences

The project has been designed to engage a broad and diverse audience. Activities will be developed to encourage both first-time participants and those with existing interests in heritage, history or bell ringing.

The programme recognises that different audiences engage with heritage in different ways and therefore offers a variety of opportunities ranging from informal participation to long-term volunteering.

Local Residents

Residents remain the project's principal audience.

Activities will encourage people to:

- explore the history of the church;
- participate in community events;
- volunteer;
- contribute memories and photographs;
- attend demonstrations and exhibitions;
- experience the restored bells.

The project seeks to strengthen local ownership of the church as an important heritage asset rather than simply a place of worship.

Children and Young People

Young people represent an important investment in the future sustainability of both the bells and their associated traditions.

Working with Filby Primary School and other educational partners, activities will encourage curiosity through:

- curriculum-linked learning;
- practical demonstrations;
- creative projects;
- heritage interpretation;
- digital media;
- photography;
- oral history;
- community storytelling.

Older students and young volunteers will be encouraged to participate in the Digital Heritage and Community Media Programme, developing transferable skills alongside an appreciation of local heritage.

Existing and Prospective Bell Ringers

The project seeks both to support experienced ringers and encourage new participants.

Activities will include:

- taster sessions;
- demonstrations;
- recognised training pathways;
- mentoring;
- visits to neighbouring towers;
- supervised ringing;
- opportunities for continuing participation following completion of the restoration.

The ultimate objective is to establish a sustainable local ringing band capable of maintaining regular ringing at All Saints Church.

Visitors

Visitors to the church will benefit from improved interpretation explaining:

- the history of the church;
- the development of the bells;
- the restoration project;
- English change ringing;
- the wider history of Filby.

Interpretation will be designed to appeal equally to heritage visitors, tourists, families and casual visitors.

Older Residents

Many older residents possess valuable knowledge of village history and local traditions.

The project will encourage them to contribute through:

- oral history interviews;
- archive material;
- historic photographs;
- storytelling;
- guided discussions;
- volunteering.

Their contribution will help preserve knowledge that might otherwise be lost.

Community Organisations

The project will actively involve community organisations whose activities contribute to heritage, education, conservation, biodiversity and village life.

These partnerships will strengthen community participation while extending the reach of project activities.

6. Learning Programme

Learning will form a continuous thread throughout both the Development and Delivery Phases.

Rather than treating learning as a series of isolated events, the project will encourage people to discover the heritage of the bells through direct participation in the restoration process.

Activities will be designed to appeal to people with differing levels of prior knowledge and experience, ensuring that learning remains welcoming, inclusive and enjoyable.

6.1 School Learning

Working with Filby Primary School, the project will develop curriculum-linked activities exploring:

- local history;
- medieval churches;
- engineering;

- mathematics within bell ringing;
- music;
- sound;
- conservation;
- biodiversity.

The portable mini-ring (campanile) will enable pupils to experience the principles of bell ringing in a safe and accessible environment.

The project will also revisit and reinterpret Michael Mulligan's 1970s school heritage project, enabling today's pupils to compare their own experiences with those of earlier generations.

6.2 Informal Community Learning

Learning opportunities for adults will include:

- public talks;
- guided visits;
- heritage open days;
- exhibitions;
- practical demonstrations;
- conservation presentations;
- interpretation displays.

These activities will encourage wider understanding of both the restoration process and the cultural significance of the bells.

6.3 Experiential Learning

The project recognises that people often learn most effectively through direct experience.

Participants will therefore have opportunities to:

- observe conservation work;
- watch specialist craftspeople at work;
- experience bell ringing;
- contribute to photography and filming;
- record oral histories;
- assist with interpretation;
- support exhibitions and events.

This participatory approach will help transform visitors into active contributors, creating a stronger personal connection with the heritage being conserved.

7. Community Engagement

Community participation is central to the Filby Bells Restoration Project. The restoration of the bells provides the opportunity to bring together residents, schools, volunteers, community organisations and visitors in a shared programme of learning, creativity and heritage conservation.

Rather than viewing engagement as a series of individual events, the project will establish an ongoing dialogue with the community throughout both the Development and Delivery Phases. Activities will encourage people to contribute ideas, share knowledge, develop new skills and become active participants in preserving Filby's heritage.

Community Consultation

Community consultation undertaken during 2024 demonstrated exceptionally strong support for the restoration, with 94.2% of respondents supporting the project.

This dialogue will continue throughout project development through:

- public meetings;
- community workshops;
- presentations;
- project newsletters;
- social media;
- the project website;
- village events;
- informal discussion sessions.

Feedback received during consultation will continue to influence interpretation, learning activities and project priorities throughout delivery.

Community Events

The project will provide a varied programme of events designed to appeal to different audiences and encourage repeat participation.

Activities are expected to include:

- heritage open days;
- guided tower visits;
- bell ringing demonstrations;
- restoration presentations;
- exhibitions;
- family heritage activities;
- celebration events;
- talks by specialist consultants;
- project milestone events.

These activities will help maintain public interest throughout the restoration while encouraging long-term involvement with the church and its heritage.

Creative Participation

Creative interpretation provides opportunities for people to respond to heritage in ways that extend beyond traditional exhibitions.

The project intends to encourage participation through:

- artwork;
- poetry;
- photography;
- creative writing;
- storytelling;
- exhibitions of children's work;
- community memory projects.

These activities will celebrate the relationship between the bells and the community while providing opportunities for people to interpret local heritage from their own perspective.

Community Storytelling

The history of All Saints Church extends beyond its fabric and fittings. It also exists in the memories and experiences of those who have lived in the village.

The project will encourage residents to contribute:

- personal recollections;
- family stories;
- photographs;
- documents;
- memories of the church;
- memories of the bells;
- village traditions.

Where appropriate these contributions will become part of the project's interpretation and Digital Heritage and Community Media Programme, ensuring that local voices are represented alongside the historical record.

8. Digital Heritage and Community Media Programme

Introduction

The Digital Heritage and Community Media Programme forms one of the project's principal engagement initiatives.

Its purpose is to create a permanent digital record of both the restoration itself and the people whose knowledge, skills and enthusiasm help make the project possible.

Rather than concentrating solely on digitising historic documents, the programme adopts a broader approach to digital heritage by combining archive material with photography, film, oral history, interpretation and community storytelling.

The result will be a permanent digital resource that captures not only the restoration of the bells but also the living heritage that surrounds them.

Volunteer Participation

Volunteers will receive guidance and practical experience in documenting different aspects of the project.

Activities are expected to include:

- photography;
- filming;
- time-lapse recording;
- interviewing;
- oral history recording;
- digitisation of selected archive material;
- website content;
- social media;
- digital storytelling.

Participation will be open to volunteers of different ages and experience, allowing individuals to contribute according to their interests and confidence.

Heritage Recording

Throughout the project a comprehensive digital record will be created documenting:

- conservation work;
- specialist crafts;
- restoration milestones;
- community events;
- volunteer activity;
- bell ringing;
- interpretation;
- learning activities.

The programme will preserve both the technical aspects of the restoration and the human stories that accompany it.

Oral History

Oral history will form an important part of the programme.

Interviews may include:

- long-term residents;
- former ringers;
- project volunteers;
- consultants;
- local historians;
- church members;
- community organisations.

These recordings will help preserve memories, traditions and local knowledge that might otherwise be lost.

Digital Interpretation

Digital resources developed during the project may include:

- restoration blogs;
- short documentary films;
- educational videos;
- interactive interpretation;
- online exhibitions;
- website resources;
- social media updates;
- downloadable learning materials.

These resources will complement physical interpretation within the church and increase access for audiences unable to visit in person.

Permanent Digital Legacy

By project completion the programme aims to have created a permanent digital resource bringing together:

- historic archive material;
- restoration photography;
- films;
- oral histories;
- educational resources;
- interpretation;
- community stories;
- project documentation.

Together these materials will preserve not only the restored bells but also the community's contribution to their conservation.

9. Volunteer Development

Volunteers will play an essential role throughout both the Development and Delivery Phases.

The project has been designed to provide meaningful volunteering opportunities that contribute directly to heritage conservation while enabling participants to develop confidence, practical experience and transferable skills.

The programme recognises that volunteers possess different interests, experience and availability. Opportunities will therefore be flexible, allowing people to contribute in ways that best match their skills and aspirations.

Volunteer Opportunities

Volunteer roles are expected to include:

- heritage interpretation;
- community engagement;
- event support;
- visitor welcome;
- photography;
- filming;
- oral history recording;
- digital media;
- website content;
- exhibition support;
- archive preparation;
- fundraising;
- practical project assistance;
- bell ringing.

Training and guidance will be provided where appropriate to ensure that volunteers feel confident and well supported.

Skills Development

The project will help volunteers develop experience in:

- heritage interpretation;
- communication;
- interviewing;
- digital photography;
- video production;
- digital storytelling;
- event organisation;
- teamwork;

- public engagement;
- bell ringing.

Many of these skills will remain valuable long after completion of the project and may encourage continued involvement in heritage and community activities.

Young People

Particular emphasis will be placed on encouraging younger volunteers to participate in the Digital Heritage and Community Media Programme.

Working alongside experienced volunteers and project partners, they will have opportunities to develop practical media and communication skills while contributing to the conservation and interpretation of local heritage.

This intergenerational approach will help strengthen community resilience, encourage succession planning and support the long-term sustainability of both the restored bells and the wider heritage activities associated with them.

10. Interpretation Strategy

Interpretation will play a central role in helping visitors understand not only the history of the bells, but also why their conservation is important and how they continue to contribute to community life today.

The project will adopt a layered interpretation approach, recognising that visitors engage with heritage in different ways. Some may prefer traditional displays, others guided experiences, while many will access heritage through digital media before or after their visit.

Interpretation will therefore combine physical, digital and participatory approaches, allowing people to explore the heritage of the bells at a level appropriate to their interests, knowledge and accessibility needs.

Themes

Interpretation will be developed around a number of interconnected themes.

The Bells of All Saints Church

Visitors will discover:

- the history of each bell;
- their founders and inscriptions;
- how the bells have changed over time;
- why they are historically significant;
- the reasons for the restoration.

Bell Ringing as Living Heritage

Interpretation will explain:

- the origins of English change ringing;
- ringing techniques and traditions;
- the role of bell ringing in community life;
- how ringing skills are passed from one generation to the next;
- why the revival of ringing at Filby is an important heritage outcome.

Conserving Historic Heritage

Visitors will gain an understanding of:

- traditional bell-hanging techniques;
- specialist conservation skills;
- engineering challenges;
- the work of professional consultants and craftspeople;
- why sensitive conservation is essential for historic churches.

The Story of Filby

Interpretation will explore:

- the development of All Saints Church;
- the relationship between church and village;
- changing patterns of community life;
- the contribution of local people to the restoration project;
- the continuing importance of the church within the village.

Interpretation Media

A variety of complementary interpretation methods will be used.

These may include:

- permanent interpretation panels;
- audio-visual displays;
- historic photographs;
- digital media;
- oral history recordings;
- short documentary films;
- restoration photography;
- educational resources;
- exhibition displays;
- printed heritage material;
- commemorative publications.

Each element will reinforce the others, enabling visitors to experience the project through multiple perspectives.

Live Interpretation

The restored ringing gallery will create opportunities for live interpretation through:

- ringing demonstrations;
- guided tours;
- open tower days;
- talks by volunteers;
- school visits;
- practical learning sessions.

These experiences will enable visitors to encounter the bells as a living tradition rather than solely as historic artefacts.

11. Accessibility and Inclusion

Accessibility has been considered from the earliest stages of project development and will continue to inform decision-making throughout both the Development and Delivery Phases.

The project aims to ensure that everyone has opportunities to experience, understand and participate in the heritage of the bells, regardless of age, mobility, previous experience or confidence.

Physical Access

Although the historic nature of the church tower inevitably limits physical access, the project will maximise opportunities wherever practical.

Measures include:

- improved internal lighting;
- strengthened stairways;
- improved safety within the tower;
- enhanced visitor facilities;
- reinstatement of the ringing gallery;
- improved interpretation at ground-floor level.

These improvements will provide a safer and more welcoming environment for participants while respecting the historic character of the building.

Remote Access

Recognising that not everyone can climb the tower, the project will provide alternative ways of experiencing the bells.

These are expected to include:

- CCTV viewing of ringing activities;
- live images from within the bell chamber;
- panoramic views from the tower;
- digital interpretation;
- online resources;
- filmed demonstrations;
- virtual access through the project website.

These measures will ensure that people with limited mobility, schools, care settings and housebound residents can still experience the project.

Inclusive Participation

Participation opportunities will be designed to accommodate differing interests, confidence levels and abilities.

People will be able to contribute through:

- volunteering;
- creative activities;
- storytelling;
- photography;
- filming;
- oral history;
- interpretation;
- digital media;
- event support;
- bell ringing.

The project will value lived experience alongside professional expertise, recognising that everyone has something to contribute to preserving local heritage.

12. Partnership Working

The Learning, Engagement, Interpretation and Digital Heritage Framework will be delivered through collaboration between specialist consultants, community organisations, volunteers and local residents.

Each partner brings different knowledge, skills and experience, enabling the project to achieve outcomes that could not be delivered by any organisation acting alone.

Professional Partners

Professional consultants appointed during the Development Phase will provide expertise in:

- architecture;
- bell conservation;
- project management;
- ecology;
- acoustics;
- engagement, learning and interpretation;
- evaluation.

Together they will ensure that conservation, learning and community participation develop as an integrated programme.

Community Partners

Community organisations will contribute to learning, engagement and long-term sustainability.

These include:

- Filby Primary School;
- Filby Parish Council;
- Filby Playing Field Committee;
- Filby in Bloom;
- Norfolk Wildlife Trust;
- Filby Lands & Conservation Trust;
- neighbouring bell-ringing towers;
- local volunteers.

Each partner will contribute according to its own experience, resources and community connections.

The Filby Archivists Group

The Filby Archivists Group will make an important contribution by providing:

- historical research;
- archive material;
- photographs;
- advice on local history;
- support for interpretation;
- contributions to oral history and heritage storytelling.

Volunteers participating in the Digital Heritage and Community Media Programme will work alongside the Archivists Group to create photography, films, oral histories, digital

interpretation and online resources, ensuring that historical expertise is combined with wider community participation.

Community Ownership

Successful heritage conservation depends upon long-term community stewardship.

By involving residents, volunteers, schools, local organisations and specialist advisers throughout the project, the programme will strengthen local ownership of the restored bells and encourage continuing participation long after the completion of the capital works.

13. Development Phase Priorities

The Development Phase will transform this strategic framework into a detailed programme of activities ready for delivery.

Key priorities include:

- appointing the Engagement, Learning and Interpretation Consultant;
- undertaking audience consultation;
- refining interpretation themes;
- developing detailed learning activities;
- preparing the Digital Heritage and Community Media Programme;
- recruiting and supporting volunteers;
- identifying oral history contributors;
- developing interpretation content;
- designing permanent exhibitions;
- preparing website content and digital resources;
- confirming partnership arrangements;
- removing barriers to participation;
- establishing monitoring and evaluation procedures.

This work will ensure that engagement, learning and interpretation are fully integrated with the conservation programme before the commencement of Delivery Phase activities.

14. Delivery Phase Activities

The Delivery Phase will combine specialist conservation works with a coordinated programme of learning, engagement, interpretation and digital heritage activities. These activities will be integrated with the restoration programme wherever possible, allowing participants to witness and document the conservation process while it is taking place.

Activities will be scheduled to complement key project milestones, maintaining public interest throughout the restoration and providing regular opportunities for participation.

Community Engagement

Throughout the Delivery Phase the project will provide opportunities for residents and visitors to follow the progress of the restoration through:

- project presentations;
- guided visits where safe access permits;
- community open days;
- exhibitions;
- public talks;
- website updates;
- newsletters;
- social media;
- village events.

These activities will ensure that the community remains closely connected with the project from commencement through to completion.

Learning Activities

Learning opportunities will continue throughout the Delivery Phase and will include:

- curriculum-linked school sessions;
- practical bell-ringing demonstrations;
- talks by specialist consultants;
- heritage workshops;
- interpretation events;
- educational visits.

Activities will be adapted to reflect progress on site, allowing participants to gain an understanding of both the conservation process and the wider significance of the bells.

Digital Heritage and Community Media Programme

The Digital Heritage and Community Media Programme will operate throughout the Delivery Phase, documenting the restoration from beginning to completion.

Volunteer activities are expected to include:

- photography of restoration works;
- time-lapse recording;
- filming;
- oral history interviews;
- preparation of website content;
- social media updates;

- digital storytelling;
- production of short films;
- creation of educational resources.

The resulting digital resources will provide a permanent public record of the restoration while supporting interpretation, education and future community engagement.

Bell Ringing Development

Training of new ringers will continue throughout the Delivery Phase using neighbouring towers where appropriate.

Activities are expected to include:

- introductory sessions;
- mentoring;
- recognised training pathways;
- supervised ringing;
- practical skills development.

Once the restored bells have been commissioned, participants will transfer their developing skills to All Saints Church, establishing the foundations of a sustainable local ringing band.

Celebration and Completion

Completion of the restoration will be marked through a programme of public celebration designed to recognise the contribution of volunteers, project partners, consultants, funders and the wider community.

Potential activities include:

- formal reopening events;
- thanksgiving service;
- community celebrations;
- ringing demonstrations;
- exhibitions;
- guided tours;
- media coverage;
- publication of project outputs.

These events will celebrate not only the restoration of the bells but also the collective achievement of the community.

15. Monitoring and Evaluation

Monitoring and evaluation will be embedded throughout both the Development and Delivery Phases to ensure that activities remain responsive, inclusive and effective.

An independent Evaluation Consultant will work with the Project Steering Group to prepare a detailed Evaluation Plan aligned with the National Lottery Heritage Fund's outcomes and reporting requirements.

Evaluation will assess the difference the project makes to heritage, people and the wider community rather than simply measuring activity levels.

Measures of Success

Evidence will be gathered through a combination of quantitative and qualitative methods, including:

- participation records;
- volunteer recruitment and retention;
- attendance at events;
- school participation;
- questionnaires;
- interviews;
- case studies;
- website analytics;
- social media engagement;
- feedback from project partners.

The evaluation will also consider:

- growth in bell-ringing participation;
- volunteer confidence and skills;
- public understanding of the bells and their history;
- effectiveness of interpretation;
- accessibility of learning opportunities;
- strength of community partnerships.

Evaluating the Digital Heritage and Community Media Programme

Specific evaluation will examine:

- volunteer participation;
- oral histories recorded;
- heritage photographs and films produced;
- educational resources created;
- website use;
- digital engagement;
- accessibility of online interpretation;
- contribution of digital resources to learning and participation.

The emphasis will be on assessing how effectively the programme increases public understanding, broadens participation and creates a lasting heritage legacy.

Sharing Learning

Evaluation findings will be shared through:

- the project website;
- presentations;
- community meetings;
- project partners;
- volunteers;
- neighbouring churches;
- ringing organisations;
- the wider heritage sector.

Lessons learned during the project will inform future heritage initiatives both within Filby and beyond.

16. Legacy and Long-term Sustainability

The completion of the restoration will mark the beginning rather than the end of the project's wider community benefits.

The restored bells will once again become an active part of village life, supported by trained ringers, strengthened community partnerships and an ongoing programme of learning, interpretation and engagement.

Permanent interpretation within the church will continue to welcome visitors and explain the significance of the bells, while digital resources created during the project will remain available to schools, researchers, residents and visitors.

The Digital Heritage and Community Media Programme will leave a lasting record of both the conservation works and the people who helped make them possible. Photographs, films, oral histories, educational resources and digital interpretation will continue to support learning and public engagement long after the capital works have been completed.

Responsibility for sustaining these activities will pass to the PCC and Local Church Council following the planned dissolution of Filby Bells Restoration CIO. Supported by volunteers, project partners and the local ringing band, they will continue to promote the heritage of the bells through regular ringing, interpretation, education and community events.

The project will therefore leave a legacy that extends well beyond the conservation of historic fabric. It will strengthen community identity, develop new skills, encourage volunteering, widen participation and safeguard both the tangible and intangible heritage associated with the bells of All Saints Church for future generations.

Conclusion

The Filby Bells Restoration Project demonstrates how the conservation of a relatively small rural heritage asset can deliver significant public benefit through learning, participation, volunteering, interpretation and digital engagement.

By combining high-quality conservation with a comprehensive programme of community involvement, the project will restore not only the bells themselves but also the traditions, skills, stories and sense of shared ownership that give them meaning.

The Learning, Engagement, Interpretation and Digital Heritage Framework provides the strategic foundation for this work and will guide the Development and Delivery Phases, ensuring that the restored bells continue to enrich the lives of residents, visitors and future generations long after the completion of the restoration.

Appendix 2.5 Filby Bells Restoration Project

Long-Term Maintenance and Sustainability Outline

Introduction

The Filby Bells Restoration Project is intended not only to restore an important historic set of church bells, but also to establish a sustainable long-term future for the bells, tower and associated heritage activities at All Saints Church, Filby.

The project has been developed with long-term stewardship, community participation and organisational sustainability as central objectives. The intention is that the restored bells and associated facilities will remain active, accessible and well maintained for future generations.

Governance and Long-Term Responsibility

Responsibility for the long-term care of All Saints Church and its fabric rests with the PCC of the South Trinity Broads Benefice. Day-to-day oversight of the church and its operation is delegated locally to the Local Church Council (LCC).

Filby Bells Restoration CIO has been established to support fundraising, project delivery and the long-term sustainability of the restored bells and associated heritage activities.

Following completion of the project, long-term stewardship responsibilities will continue through the PCC, LCC and ongoing community participation arrangements established through the project. Trustees of the CIO will join the LCC as lay members. They will form an LCC subcommittee to oversee long-term care of the bells, continuation of ringing training and coordination of activities. fundraising

- heritage interpretation
- volunteer coordination
- community engagement
- ongoing project legacy activities

This partnership structure provides both formal governance and locally based stewardship capacity.

Maintenance of Bells and Tower

The project aims to establish a planned and preventative approach to maintenance in order to reduce the risk of future deterioration.

Proposed arrangements include:

- regular inspection and servicing of the bells, frame and fittings
- specialist inspection by professional bellhangers where appropriate
- planned maintenance budgeting by the PCC/LCC
- retention of project documentation and maintenance records for future reference

The project seeks to ensure that the restored bells remain in regular use, as active use itself contributes significantly to long-term maintenance and sustainability.

Financial Sustainability

Long-term financial sustainability will be supported through a combination of:

- local fundraising
- community events
- donations
- legacy giving
- publication sales
- heritage-related activities
- ongoing community support

The project benefits from a strong local fundraising track record, including previous successful delivery of major community capital projects within the village.

The PCC/LCC and Filby Bells Restoration CIO intend to maintain a long-term maintenance reserve to support future inspection, servicing and repair requirements where possible.

Community Use and Participation

The project is intended to support the long-term role of All Saints Church as both a place of worship and a wider community heritage asset.

The proposed ringing gallery and interpretation facilities are expected to support:

- bell ringing activities
- training and recruitment of new ringers
- educational visits
- exhibitions and interpretation
- performances and small-scale cultural events
- heritage open days and community activities

The project aims to ensure that the church remains an active and valued part of village life.

Learning, Engagement and Skills Sustainability

The project seeks to establish long-term participation and skills development opportunities through:

- recruitment and training of new ringers

- engagement with younger people and schools
- volunteer participation
- archive and digital heritage activities
- ongoing interpretation and heritage events

Partnerships with ringing organisations, local schools and community groups are expected to support continued participation beyond the life of the funded project.

The project also aims to contribute to the long-term sustainability of bell ringing as a living cultural heritage tradition.

Digital Sustainability

The project intends to establish a digital archive and online interpretation resource documenting both the restoration project and the wider history of the church and bells.

Long-term digital sustainability measures are expected to include:

- managed archive storage and backups
- ongoing website maintenance arrangements
- involvement of local volunteers and archivists
- continued updating of digital content where practicable

These resources are intended to improve long-term public access to the heritage of the church and bells.

Environmental Sustainability

The project supports environmental sustainability through:

- repair and conservation of existing historic fabric
- reuse of heritage assets, including the donated sixth bell
- minimisation of unnecessary replacement
- planned preventative maintenance
- encouragement of long-term sustainable use of the church building

By conserving and reactivating existing heritage assets, the project contributes to the sustainable stewardship of the historic environment.

Monitoring and Review

The long-term sustainability of the project will continue to be reviewed by the PCC, LCC and Filby Bells Restoration CIO following project completion.

This will include periodic review of:

- maintenance requirements
- community participation
- ringing activity
- volunteer capacity
- interpretation and engagement activities
- financial sustainability arrangements

The project partners are committed to ensuring that the benefits of the project continue beyond the funded delivery period.

Conclusion

The Filby Bells Restoration Project seeks to secure a sustainable future for the bells, tower and wider heritage of All Saints Church, Filby.

Through planned maintenance, active community use, volunteer participation, heritage engagement and strong local governance arrangements, the project aims to ensure that the restored bells and associated heritage activities remain active, accessible and sustainable for generations to come.

Appendix 2.6 Filby Bells Restoration Project

Historic Research Summary

All Saints Church, Filby and its Bells

Introduction

All Saints Church, Filby, is an important historic parish church situated within the Norfolk Broads landscape between Filby Broad and Ormesby Little Broad, approximately six miles north-west of Great Yarmouth and sixteen miles east of Norwich.

The church has long formed a focal point within village life and retains significant architectural, archaeological and communal heritage value. The tower and bells are of particular historic importance and represent an important surviving example of East Anglian bell founding and ringing heritage.

The Filby Bells Restoration Project seeks to conserve and reactivate this heritage following many decades during which the bells have been incapable of full-circle ringing.

Historic Development of the Church

The present church is medieval in origin and reflects the long ecclesiastical and social history of the village of Filby.

Like many Norfolk churches, All Saints Church occupies a prominent position within the historic settlement and landscape. The church has historically functioned not only as a place of worship but also as an important centre of community identity, continuity and local memory.

Over centuries the church has evolved through periods of repair, alteration and adaptation while retaining significant historic character and fabric.

Historic Importance of the Bells

The church possesses a historically important ring of bells spanning more than one hundred years of bell founding history.

The current bells include examples dating from:

- 1607
- 1658
- 1675
- 1676
- 1722

The bells include work associated with notable East Anglian bell founders including the Brend family, Edward Tooke and John Stevens.

The tenor bell cast by Edward Tooke in 1675 is believed to be the largest bell cast by him in Norwich and represents a bell of particular regional significance.

The survival of the bells as a largely historic group contributes significantly to their heritage importance.

Bell Founders and Regional Significance

The bells provide an important connection with the historic Norwich bell founding tradition, which played a major role in the development of church bells across East Anglia.

Historic assessment work undertaken as part of the project has identified:

- the likely attribution of the 1607 bell to William and Alice Brend
- the presence of historically significant fittings and inscriptions
- evidence of changing approaches to bell hanging and maintenance over time

The bells therefore possess significance not only as functional objects but also as examples of historic craftsmanship, metallurgy and regional ecclesiastical heritage.

Decline of Ringing and Current Condition

Although the bells survive, they have not been capable of full-circle ringing for many decades and the historic ringing tradition at Filby has effectively fallen silent.

Specialist inspection work undertaken by Matthew Higby & Co. identified a range of structural and mechanical issues affecting the bells and their installation, including:

- deterioration of the existing frame and fittings
- acoustic and structural concerns
- limitations associated with the current bell chamber arrangement
- the need for improved support structures and conservation measures

Without intervention there is a risk not only to the long-term condition of the bells themselves but also to the survival of ringing traditions and associated community heritage.

Social and Cultural Importance

The bells form an important part of the cultural identity of Filby and the surrounding area.

Historically, church bells marked:

- worship
- festivals
- celebrations

- funerals
- national events
- significant moments in community life

The loss of active ringing has therefore represented not simply a technical decline but also the gradual loss of an audible and communal aspect of village heritage.

The restoration project seeks to re-establish this living heritage tradition while widening public understanding and access.

Community Heritage and Archive Material

The project has also drawn upon local community history and archive resources, including:

- parish records
- local recollections
- historic photographs
- church documentation
- village archive material

Particular significance has been attached to a local school history project on All Saints Church produced during the 1970s by former pupil Michael Mulligan. The project intends to reprint and share this material with future generations as part of the wider engagement and interpretation programme.

The project also proposes the creation of a digital archive documenting both the history of the church and the restoration process itself.

Heritage Significance of the Project

The Filby Bells Restoration Project seeks not only to conserve historic objects, but also to revive and sustain a living heritage tradition closely connected with the identity of the local community.

The project combines:

- conservation of historic fabric
- preservation of specialist skills
- interpretation and education
- community participation
- long-term stewardship

The restoration and rehanging of the bells, together with associated interpretation and engagement activities, will help ensure that the heritage of All Saints Church and its bells remains active, accessible and relevant to future generations.

Conclusion

The bells of All Saints Church, Filby, represent an important and increasingly rare survival of historic East Anglian bell founding and ringing heritage.

Their restoration provides an opportunity not only to conserve significant historic assets, but also to reconnect the community with an important part of its cultural identity and living heritage.

The project seeks to secure the long-term future of the bells and their associated traditions through conservation, community engagement, education and sustainable stewardship.

Appendix 2.7 Filby Bells Restoration Project

Communications and Outreach Plan (Outline)

Introduction

This document provides an outline Communications and Outreach Plan for the Filby Bells Restoration Project. It is intended to support the project's commitment to community engagement, transparency, participation and public awareness throughout both the Development and Delivery Phases.

The plan seeks to ensure that the project remains visible, accessible and relevant to a wide range of audiences while supporting long-term community involvement and sustainability.

Communications Objectives

The communications and outreach programme aims to:

- raise awareness of the project and its heritage significance
 - encourage community participation and volunteering
 - support fundraising and partnership development
 - provide regular updates on project progress
 - widen access to local heritage and project activity
 - encourage involvement by younger audiences
 - promote understanding of bell ringing as living cultural heritage
 - support long-term engagement following project completion
-

Target Audiences

The project seeks to communicate with and engage:

- local residents
- church congregations
- local schools and colleges
- younger volunteers
- heritage and local history groups
- bell ringers and ringing organisations
- visitors to the Norfolk Broads area
- local community organisations
- funding bodies and project partners

Particular emphasis will be placed on widening participation among younger people and audiences who may not traditionally engage with church heritage.

Communication Methods

A combination of traditional and digital communication methods is proposed, including:

Printed and Local Communications

- village newsletters
- church notices
- posters and leaflets
- parish and community noticeboards
- local press coverage
- public meetings and presentations

Digital Communications

- project website
- project blogs and updates
- social media activity
- digital archive content
- short films documenting the restoration process
- email updates where appropriate

Community Events and Public Engagement

- fundraising events
 - talks and presentations
 - heritage open days
 - school engagement activities
 - exhibitions and interpretation displays
 - public demonstrations and guided visits where safe and appropriate
-

Youth and Volunteer Engagement

The project aims to encourage active participation by younger people and volunteers through:

- archive digitisation projects
- digital media and filming opportunities
- website and social media support

- oral history and local heritage activities
- volunteer participation in interpretation and events
- opportunities linked to ringing training and heritage skills

The project also intends to work with local schools to encourage wider participation and intergenerational learning.

Project Branding and Identity

The project will seek to maintain a consistent visual and communication identity across publicity and interpretation materials.

The project title, “The Sound of Filby’s Bells”, will be used consistently where appropriate to help strengthen recognition and community ownership of the project.

Acknowledgement of support from the National Lottery Heritage Fund and other supporting organisations will be incorporated in accordance with funding requirements.

Accessibility and Inclusion

The communications approach aims to be accessible and inclusive.

Measures currently proposed include:

- use of clear, non-technical language
- digital access to interpretation materials
- community-based communication channels
- outreach beyond existing church audiences
- opportunities for participation by people unable to access the tower physically

The project will continue to consider accessibility and inclusion throughout both Development and Delivery Phases.

Monitoring and Review

The effectiveness of communications and outreach activity will be reviewed periodically throughout the project.

This may include monitoring:

- attendance at events
- volunteer participation
- website and social media engagement
- feedback from community activities
- participation by schools and younger audiences

The communications approach will continue to evolve in response to feedback and project development.

Long-Term Outreach and Legacy

The project intends communications and outreach activity to continue beyond the completion of the restoration works.

Long-term legacy elements may include:

- ongoing digital archive access
- continued social media and website updates
- annual ringing and heritage events
- interpretation displays
- educational engagement
- community performances and activities within the ringing gallery

The project seeks to ensure that the restored bells and associated heritage remain visible, accessible and actively connected to community life.

Conclusion

Communications and outreach form an important part of the Filby Bells Restoration Project and are intended to support participation, transparency, education and long-term sustainability.

Through a combination of traditional community engagement, digital communication and heritage interpretation, the project aims to strengthen public understanding of the bells, church and wider heritage of Filby while encouraging broad and lasting community involvement.

Appendix 2.8 Filby Bells Restoration

Project Governance and Delivery Structure Statement

Introduction

This statement outlines the governance and delivery arrangements for the Filby Bells Restoration Project and summarises the roles and responsibilities of the organisations, trustees, consultants and stakeholders involved in the development and proposed delivery of the project.

The governance structure has been developed to provide clear accountability, effective decision-making and appropriate professional oversight throughout both the Development and Delivery Phases of the project.

Project Governance Overview

The Filby Bells Restoration Project is being developed through a partnership arrangement involving:

- Filby Bells Restoration CIO
- the PCC of the South Trinity Broads Benefice
- the Local Church Council (LCC) of All Saints Church, Filby
- professional consultants and specialist advisers
- volunteers and community stakeholders

This structure combines formal legal responsibility for the church building with dedicated project-focused governance and community delivery capacity.

PCC Responsibilities

The PCC of the South Trinity Broads Benefice is the legally recognised body responsible for the care and maintenance of All Saints Church, Filby, including the church fabric, tower and bells.

The PCC retains ultimate responsibility for:

- stewardship of the church building and associated heritage assets
- Faculty and ecclesiastical permissions
- oversight of capital works affecting the church fabric
- long-term maintenance responsibilities
- compliance with Church of England governance requirements

The PCC works closely with the LCC and Filby Bells Restoration CIO in relation to the project.

Local Church Council (LCC)

The PCC has delegated day-to-day local oversight of church operations and maintenance matters to the Local Church Council (LCC).

The LCC supports the project through:

- local coordination and liaison
- operational support
- volunteer engagement
- community communication
- assistance with long-term sustainability planning
- ongoing stewardship of the church and its facilities

The LCC also provides an important link between the project and the wider village community.

Filby Bells Restoration CIO

Filby Bells Restoration CIO was established specifically to support the development, fundraising and delivery of the Filby Bells Restoration Project.

The CIO provides:

- project-focused governance
- fundraising leadership
- financial oversight
- project coordination support
- procurement coordination
- community engagement support
- long-term project sustainability support

The CIO Trustees are responsible for:

- strategic oversight of the project
- monitoring project risks and finances
- liaison with consultants and funding bodies
- ensuring compliance with grant requirements
- supporting delivery of engagement and interpretation activities

The CIO works in partnership with the PCC and LCC throughout the project lifecycle.

Professional Consultant Team

The project is supported by a multi-disciplinary professional team expected to include:

- Project Architect
- Bellhanger

- Quantity Surveyor
- Project Manager
- Structural Engineer
- Ecology Consultant
- Acoustic Consultant
- Engagement, Learning and Interpretation Consultant
- Evaluation Consultant

The professional team will provide specialist advice, technical design, cost management, programme coordination and heritage support throughout the Development and Delivery Phases.

Project Management and Coordination

Day-to-day coordination of the project will be undertaken through regular liaison between:

- Filby Bells Restoration CIO
- the Project Manager
- the Project Architect
- the PCC and LCC
- specialist consultants

Regular project review meetings are intended to support:

- programme monitoring
- financial oversight
- risk management
- consultant coordination
- procurement planning
- reporting to stakeholders and funders

The governance structure is intended to ensure both professional oversight and strong local involvement.

Community and Stakeholder Involvement

Community participation forms an important part of the project governance and delivery approach.

The project intends to continue engaging:

- volunteers
- local residents
- schools and colleges
- archive and heritage groups
- ringing organisations
- community partners
- local stakeholders

Consultation and community feedback will continue to inform project development throughout both phases of the project.

Risk Management and Decision-Making

Project risks will be monitored throughout the Development and Delivery Phases through the use of regularly reviewed Risk Registers and consultant oversight.

Key decisions relating to:

- project scope
- procurement
- expenditure
- programme changes
- consultant appointments
- major design matters

will be considered jointly by the CIO Trustees, PCC representatives and relevant professional advisers.

This approach is intended to ensure appropriate accountability and transparent governance arrangements.

Long-Term Sustainability

Following project completion, responsibility for the long-term care and operation of the restored bells and associated facilities will remain with the PCC and LCC, supported by Filby Bells Restoration CIO and the local ringing and volunteer community.

The governance structure is intended to support:

- long-term maintenance
 - community participation
 - volunteer continuity
 - heritage engagement
 - future fundraising
 - sustainable use of the restored facilities
-

Conclusion

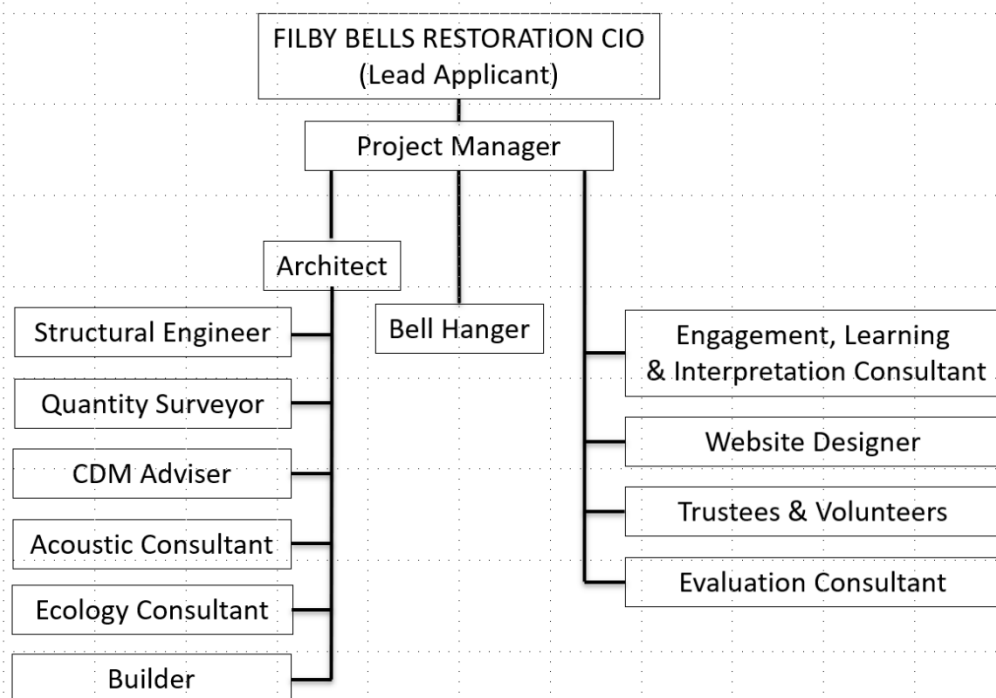
The governance and delivery structure for the Filby Bells Restoration Project has been designed to combine:

- formal legal accountability
- professional oversight

- strong local stewardship
- community participation
- specialist heritage expertise

This integrated approach is intended to support the successful delivery and long-term sustainability of the project and its associated heritage, learning and community outcomes.

Filby Bells Restoration Project Delivery Structure



Appendix 2.9

FILBY BELLS RESTORATION PROJECT

PARTNERSHIP AGREEMENT

1. Parties

This Partnership Agreement ("the Agreement") is made between:

1. Filby Bells Restoration CIO

Registered Charity No. 1188037

A Charitable Incorporated Organisation established to deliver the Filby Bells Restoration Project.

("the Lead Partner")

2. The Parochial Church Council of the South Trinity Broads Benefice

Acting on behalf of All Saints Church, Filby, as legal custodian of the church, bells and associated fixtures.

("the PCC")

Together referred to as "the Partners".

2. Purpose of the Agreement

2.1

The purpose of this Agreement is to establish a formal partnership for the development and delivery of the Filby Bells Restoration Project (**the Project**), comprising the conservation, restoration and rehanging of the historic bells of All Saints Church, Filby, associated tower works, interpretation, learning, engagement and community activities.

2.2

The Partners agree that Filby Bells Restoration CIO shall act as Lead Applicant and Lead Partner and shall be authorised, **in relation to the Project only**, to:

- prepare and submit grant applications, including applications to the National Lottery Heritage Fund ("NLHF");
 - enter into grant agreements where funding is awarded;
 - commission professional advisers and contractors;
 - coordinate project delivery; and
 - manage the project in accordance with funding conditions.
-

3. Ownership and Custodianship

3.1

Legal ownership and custodianship of All Saints Church, its tower, bells, fittings and associated fabric shall remain vested in the PCC and incumbent at all times.

3.2

Nothing in this Agreement transfers ownership of any part of the church, bells or associated heritage assets to the Lead Partner.

3.3

Upon completion of the Project, all permanent improvements and installations forming part of the church and bell installation shall remain the responsibility of the PCC.

3.4

The PCC shall remain responsible for the maintenance, repair and insurance of the church and bells.

4. Authority and Permissions

4.1

The PCC supports the development and delivery of the Project in principle and authorises the Lead Partner to undertake project development activities, including surveys, investigations, design work, fundraising, community engagement and procurement activities, **provided that all such activities shall be carried out in a manner which is not inconsistent with the teachings of the Church of England.**

4.2

Any physical works affecting the church, bells or church fabric shall be subject to all necessary ecclesiastical permissions and approvals.

4.3

The PCC will use reasonable endeavours to support and secure any Faculty and other approvals required for the Project.

4.4

Nothing in this Agreement shall be interpreted as granting consent for works that require Faculty approval prior to such approval being obtained.

5. Grant Funding and Financial Responsibilities

5.1

The Partners acknowledge that any funding awarded by the National Lottery Heritage Fund or other funding bodies will be subject to the terms and conditions of those funders.

5.2

Filby Bells Restoration CIO shall act as Grant Holder and shall be responsible for:

- receiving and managing grant funds and applying them to towards the Project.
- maintaining financial records;
- procurement and contract management;
- monitoring and evaluation;
- submission of claims and reports;
- audit and compliance requirements.

5.3

The PCC agrees to comply with relevant grant conditions where these relate directly to its responsibilities as owner and custodian of the heritage asset and provided that they have been notified in writing of such conditions.

5.4

The PCC shall not be liable for contractual commitments entered into by the Lead Partner except where expressly agreed in writing by the PCC.

5.5

Grant funds shall be applied solely for the purposes of the Project.

5.6

Should additional funding be required beyond approved project budgets, the Partners shall meet to determine an appropriate course of action. Nothing in this Agreement commits the PCC to provide additional funding unless separately agreed in writing.

6. Governance and Decision-Making

6.1

A Project Steering Group shall be established to oversee the Project.

6.2

The Steering Group shall include representatives of:

- Filby Bells Restoration CIO;
- the PCC;
- community stakeholders and advisers as appropriate.

6.3

The Steering Group shall monitor progress, budgets, risks and compliance with funding requirements.

6.4

Material changes to project scope, budget or programme shall require Steering Group approval.

6.5

Any proposed changes affecting church fabric, heritage significance or long-term use of the church shall also require PCC approval **and, where appropriate, any necessary faculty**

7. Duration

7.1

This Agreement shall commence on the date of the final signature.

7.2

The Agreement shall remain in force until:

- completion of the Project;
 - fulfilment of all funding and reporting obligations; and
 - completion of any agreed post-project responsibilities.
-

8. Dispute Resolution

8.1

The Partners shall use reasonable endeavours to resolve any dispute through discussion and negotiation.

8.2

Where a dispute cannot be resolved informally, the matter shall be referred to the Chair of Filby Bells Restoration CIO and the Chair of the PCC.

8.3

The Partners may agree to independent mediation where appropriate.

9. Status of Agreement

9.1

This Agreement is intended to record the partnership arrangements between the Parties and is intended to be legally binding.

9.2

Each Party confirms that it has authority to enter into this Agreement.

Schedule 1 – Responsibilities

Filby Bells Restoration CIO

- Act as Lead Applicant and Grant Holder.
- Manage project finances and reporting.
- Procure and manage consultants and contractors.
- Coordinate project delivery.
- Lead monitoring, evaluation and communications.
- Complete all grant reporting obligations.

The PCC

- Retain ownership and custodianship of the church and bells.
- Support Faculty applications and approvals through reasonable endeavours.
- Provide strategic oversight of works affecting church fabric.
- Comply with relevant grant conditions.
- Assume responsibility for long-term care and maintenance following project completion.

Joint Responsibilities

The Partners will:

- work collaboratively and in good faith;
- support delivery of project objectives;
- acknowledge funder support;
- support monitoring, evaluation and audit requirements;
- promote the long-term sustainability of project outcomes.

Signatures

Signed on behalf of Filby Bells Restoration CIO

Name: _____

Position: _____

Signature: _____

Date: _____

Signed on behalf of the Parochial Church Council of the South Trinity Broads Benefice

Name: _____

Position: _____

Signature: _____

Date: _____

Appendix 3.

OPTIONAL SUPPLEMENTARY MATERIAL

Appendix 3.1 Filby Bells Restoration Project

Project Architect – Scope of Services Brief

1. Project Context

The Filby Bells Restoration Project involves the restoration and rehanging of historic church bells at All Saints Church, Filby (Grade II*), together with associated improvements to tower access, interpretation, accessibility, and the creation of a new ringing gallery.

The Project Architect will act as Lead Professional Adviser during the Development Phase, coordinating design work, advising on consents, and guiding the commissioning of other specialist consultants (e.g. structural engineer, quantity surveyor).

This brief focuses specifically on architectural works to the tower, from the external entrance through to the bell chamber, ensuring the project meets heritage, accessibility, safety, and community-use objectives.

2. Design Journey and Spatial Scope

The architectural design is to be approached as a continuous spatial sequence, commencing outside the tower entrance and progressing upward through the tower to the bell chamber.

3. Detailed Scope of Works

A. External Entrance and Approach

The architect will design a complete reconfiguration of the approach to the tower entrance, including:

- Removal and replacement of the existing approach from the path to the tower doors.
 - Provision of a fully compliant disabled access ramp, suitable for wheelchair users.
 - Installation of a handrail integrated sensitively into the historic setting.
 - Installation of movement-activated overhead lighting to fully illuminate the entrance area.
 - Retention of the original wooden double doors, with:
 - Hydraulic assistance to aid opening and closing.
 - Automated locking and unlocking system to improve accessibility, safety, and security.
 - All works to be compliant with heritage best practice.
-

B. Base of Tower

The architect will design works to rationalise and restore the base of the tower, including:

- Removal of the existing secondary doorway constructed of wood and plastic.
 - Removal of the redundant old boiler flue running internally up the tower.
 - Careful lifting and removal of cracked monuments and floor slabs for:
 - Cleaning, repair, or conservation as appropriate.
 - Filling of the former boiler room void beneath the floor to provide a stable substrate.
 - Reinstatement of restored monuments and flooring, laid to a high conservation standard.
 - Coordination with heritage specialists as required.
-

C. Tower Staircase

The existing tower stair entrance is to be retained, with the stair and stairwell comprehensively upgraded:

- Full conservation and repair of the stone steps and stairwell fabric from ground level to the bell chamber.
 - Installation of a continuous handrail suitable for public access.
 - Installation of movement-activated LED lighting along the full height of the stairwell.
 - Creation of a new doorway opening to provide access to the proposed ringing gallery.
 - All interventions to respect the historic fabric and be clearly legible as contemporary but sympathetic additions.
-

D. Ringing Gallery

The Project Architect will design a new visible ringing gallery with the following requirements:

- Located within the footprint of the tower, positioned below the West Window to:
 - Maximise visibility of stained glass from the nave.
 - Allow visual connection between ringers/performers and the body of the church.
 - Design to be architecturally sympathetic, using materials (metal, wood, glass) with an expected lifespan comparable to the church fabric.
 - Preferred balustrade design:
 - All glass, or
 - Glass panels set within a timber frame,
 - To maximise visibility while ensuring safety.
 - Installation of:
 - A comprehensive lighting scheme including spotlights where appropriate.
 - Full range of electrical power points.
 - High-efficiency, wall-mounted electric heaters suitable for intermittent use.
 - The underside of the gallery floor to incorporate an intelligent lighting system:
 - Motion-activated.
 - Sequentially illuminated as visitors enter the church, creating a “lighting the way” effect.
-

E. Gallery Interface with the Nave

- Creation of a secondary entrance across the full width of the tower below gallery frontage.
 - · Installation of a full width bifold door system from floor to underside of gallery:
 - Designed to align visually and materially with the ringing gallery.
 - Allowing the main church entrance to be open or closed to the nave depending on use.
 - · Explore possibility for wheelchair access from Nave to gallery.
-

4. Professional Responsibilities

The Project Architect will:

- Lead architectural design during the Development Phase.
 - Advise on Faculty approval, listed building consent, and planning requirements.
 - Prepare drawings and supporting documentation for permissions.
 - Advise on the commissioning and coordination of:
 - Structural Engineer
 - Quantity Surveyor / Cost Consultant
 - Ensure designs align with:
 - NLHF expectations
 - Conservation best practice
 - Accessibility standards
 - Health and safety requirements
 - Support preparation of the Delivery Phase application.
-

5. Deliverables (Development Phase)

- Measured and proposed drawings.
- Design options and preferred scheme.
- Heritage Impact input for consent applications.
- Cost-informed design suitable for tender development.
- Documentation suitable for NLHF submission.

Appendix 3.2 Filby Bells Restoration - Bellhanger Scope of Services Brief

Restoration, Rehangng and Augmentation of the Bells Church of All Saints, Filby, Norfolk

1. Purpose of the Brief

This document sets out the full requirements for the restoration, rehangng, augmentation and commissioning of the bells at All Saints' Church, Filby. It is intended to form the basis of a competitive tender and subsequent contract with a suitably qualified bellhanger.

The brief draws upon two independent professional inspections and costed proposals undertaken in early 2019, both of which reached closely aligned conclusions regarding the condition of the bells, fittings and frame, and the most appropriate route to reinstating a safe, durable and musically satisfactory installation.

2. Project Objectives

The project aims to:

- Return the bells to safe, reliable full-circle ringing to modern standards.
- Safeguard the historic bells through appropriate conservation measures, particularly the removal of cast-in crown staples.
- Deliver a substantially improved musical result through careful tuning.
- Replace the existing bell frame and fittings with a new, rigid, long-life installation.
- Augment the ring from five to six bells using a second-hand bell supplied via Keltek.
- Incorporate an electronic chiming system for use when human ringers are unavailable.
- Provide a system capable of serving the parish for at least a century, with routine maintenance.

3. Existing Installation – Summary for Context

3.1 Tower

- West tower of flint and rubble with stone dressings.
- Multiple internal levels with central hatchways suitable for bell lowering.
- Bellchamber approximately 25–30 ft high with sound openings on all four sides.
- Existing steel roof beams installed historically; their capacity for lifting loads must not be assumed.
- No obvious tower distress attributable to past ringing.

3.2 Existing Bells (Ring of Five)

Bell	Diameter	Weight (approx.)	Note	Date	Founder
Tenor	40¾"	10–10½ cwt	F#	1675	Edward Tooke (Norwich)
4th	37"	8–8½ cwt	G#	1607	William & Alice Brend
3rd	33½"	6¾–7 cwt	A#	1658	John Brend II
2nd	30½"	5–6 cwt	B	1676	Edward Tooke
Treble	28½"	4½–5 cwt	C#	1722	John Stephens

Key issues

- All bells retain cast-in wrought-iron crown staples, presenting a known cracking risk.
- Significant strike-point wear; bells have never been turned.
- Bells have never been tuned under a tuning machine and are currently poorly matched.
- Tonal character varies; the treble is particularly weak.

3.3 Frame and Fittings

- Existing oak bell frame (late nineteenth century) showing signs of long-term structural movement and no longer considered suitable for the reinstatement of safe and sustainable full-circle ringing..
- Although some timbers appear sound, the frame is not considered capable of providing satisfactory ringing performance.
- All ringing fittings are derelict and beyond reuse.

4. Overall Scope of Works

The bellhanger shall provide a complete, integrated solution, including:

1. Survey, design and coordination
2. Dismantling and removal
3. Bell conservation, turning and tuning
4. New ringing fittings
5. New bellframe (steel)
6. Augmentation to six using a Keltek bell
7. Electronic chiming system
8. Installation, commissioning and handover

5. Survey, Design and Coordination

The bellhanger shall:

- Undertake a detailed measured survey of the tower interior, access routes, hatchways and proposed bell positions.
- Produce all design drawings, calculations and setting-out information required for:
 - the new bellframe and its foundations,

- builder's works (padstones, pockets, ring beam, etc.),
 - ringing fittings, rope drops and rope guides,
 - electronic chiming system layout.
 - Liaise with the appointed architect, structural engineer and PCC.
 - Provide information suitable for faculty and DAC/CBC consultation.
-

6. Dismantling and Removal

- Install temporary lifting beams or independent lifting arrangements (do not rely on existing roof steel unless proven).
 - Protect all floors, fixtures and fittings.
 - Open hatchways and safely dismantle and lower:
 - bells,
 - all existing fittings,
 - existing bellframe (unless otherwise agreed).
 - Transport bells to the contractor's works.
-

7. Bell Conservation, Turning and Tuning

7.1 Crown Staples

- Completely remove all cast-in crown staples and as much embedded material as practicable.
- Drill central stress-relieving holes and fit new independent crown staples.
- Report immediately any cracks or defects discovered.

7.2 Crown Seating

- Form flat, true seating surfaces using resin bedding (canons to remain undisturbed).

7.3 Turning

- Turn all bells to present unworn soundbow faces to the clappers.

7.4 Tuning

- Tune the bells under a tuning machine to achieve the best achievable musical result consistent with conservation.
 - The tuning philosophy (including treatment of the tenor and treble) shall be clearly stated.
 - Final tuning data shall be supplied at handover.
-

8. New Ringing Fittings

Provide entirely new fittings for all bells, including:

- Canon-retaining headstocks with accurately aligned gudgeons.
- Self-aligning ball bearings in plummer blocks.
- New clappers correctly proportioned, with modern hinge pins and resilient bushes.
- New wheels, pulleys, stays, sliders and runner boards to best practice.
- New bell ropes with wool sallies and appropriate top ends.
- Rope bosses and rope guides as required.

All components shall be designed as an integrated system to ensure easy handling, good striking and longevity.

9. New Bellframe

- Provide a completely new steel bellframe, housing all bells on one level.
- The frame shall:
 - be rigid and heavily cross-braced,
 - be designed to suit the strengths of the tower,
 - apply dynamic loads sympathetically.
- Steelwork to be hot-dip galvanised and protected with a high-durability coating system.
- Foundations to consist of steel grillage bearing on concrete padstones or ring beam formed by others to the bellhanger's drawings.
- The frame shall:
 - include six working pits,
 - be designed to allow future extension to eight bells if required.

10. Augmentation to Six – Keltek Bell (Mandatory)

The installation must include a sixth bell supplied via Keltek Trust.

Requirements:

- Liaise with Keltek regarding selection, provenance, reservation and transport.
- Confirm suitability of the bell for use as the new treble (or as otherwise agreed).
- Tune the bell as required to integrate musically with the restored ring.
- Provide a full set of new ringing fittings matching the standard of the other bells.
- Hang the bell in the new frame and include it fully in commissioning.
- Provide provenance documentation and final tuning data at handover.

All costs associated with the Keltek bell are to be included in the tender price.

11. Electronic Chiming System (Mandatory)

An electronic chiming system shall be provided for use when ringers are unavailable.

Functional requirements

- Electromagnetic or equivalent hammers mounted safely to the bells/frame.
- Programmable control capable of:
 - service calls and peals,
 - funeral tolls,
 - sanctus/angelus (where required),
 - hour strike and quarter chimes,
 - tune ringing within the compass of the bells.
- Automatic and manual operation.
- Remote start/stop capability from within the building.

I

Integration

- The system must not interfere with full-circle ringing.
- Clear specification of electrical supplies and builder's/electrical works required.

- Full programming, testing and user training at handover.
-

12. Installation, Commissioning and Handover

- Pre-assemble and test the installation in the contractor's works.
 - Install the frame, hang bells, fit ropes and guides.
 - Set bells accurately for correct handstroke/backstroke and even striking.
 - Commission with experienced ringers.
 - Provide:
 - as-built drawings,
 - tuning data,
 - maintenance guidance,
 - guarantees.
-

13. Builder's Works and Exclusions Interface

The bell hanger shall clearly identify works by others, including:

- Formation of wall pockets, padstones and/or ring beam.
 - Making good and any floor alterations.
 - Electrical supplies for chiming system.
 - Lightning protection interface (if required).
-

14. Quality, Safety and Church Use

- Full compliance with current Health & Safety requirements.
 - Respect for the building as a place of worship.
 - Minimal disruption to services and funerals.
 - Thorough cleaning on completion.
-

15. Tender Submission Requirements

Tenderers shall submit:

- Technical proposal responding to this brief.
- Programme and lead-in time.
- Fixed price with clearly identified assumptions.
- Details of guarantees and maintenance support.
- Evidence of insurance.
- Information suitable for faculty approval.

Appendix 3.3 Filby Bells Restoration

Engagement, Learning & Interpretation Consultant

Scope of Services Brief

All Saints Church, Filby, Norfolk

1. Project Background

The Filby Bells Restoration Project will restore and rehang the historic ring of bells at All Saints Church, Filby, returning them to full-circle ringing for the first time in over a century. Alongside conservation works, the project aims to widen participation, remove barriers to access, and strengthen the church's role as a shared community and cultural space.

The project is supported by the National Lottery Heritage Fund and is community-led, with strong local participation already demonstrated through consultation and volunteer involvement.

During the Development Phase, an Interpretation & Activity Plan will be prepared. The appointed consultant for this commission will deliver the engagement, learning and interpretation programme defined within that plan during the Delivery Phase.

2. Purpose of the Role

The Engagement, Learning & Interpretation Delivery Consultant will lead and coordinate delivery of the project's public engagement, learning and interpretation activities, ensuring that heritage outcomes are achieved and that participation is inclusive, accessible and sustainable.

The role combines community engagement, heritage learning delivery, and implementation of interpretive outputs into a single integrated programme.

3. Scope of Work

A. Community Engagement Delivery

- Deliver engagement activities identified within the approved Activity Plan.
- Work with local organisations, volunteers and community groups.
- Support participation opportunities including workshops, exhibitions and events.
- Assist with launch and celebration activities.
- Encourage participation from new and under-represented audiences.

B. Learning and Skills Development

- Deliver heritage learning activities for schools and community groups.
- Support curriculum-linked engagement with Filby Primary School and other educational partners.
- Facilitate intergenerational learning and skills-sharing opportunities.
- Support volunteer training and mentoring opportunities linked to heritage participation.

C. Interpretation Delivery

- Implement recommendations of the Interpretation Plan.
- Work with designers and suppliers to develop interpretation panels, displays and digital outputs.
- Prepare accessible interpretive text and content.
- Support installation and commissioning of interpretation elements, including digital and audiovisual material.
- Ensure interpretation aligns with the church's historic character and Faculty requirements.

D. Inclusion and Access

- Ensure activities are accessible to people of differing ages, abilities and levels of confidence.
- Support use of accessible features including automated chiming and remote tower viewing.
- Help remove physical, social and confidence barriers to participation.

E. Monitoring and Evaluation Support

- Work with the appointed Evaluation Consultant to collect participation data and feedback.
 - Maintain records of activities, attendance and outcomes.
 - Contribute evidence required for NLHF reporting.
-

4. Outputs

The consultant will be expected to deliver:

- A coordinated programme of engagement and learning activities.
 - Delivered interpretation materials and supported installations.
 - Participation records and monitoring information.
 - Contribution to final reporting and legacy planning.
-

5. Working Arrangements

The consultant will:

- Work closely with the Project Manager and Project Board.
 - Collaborate with designers, educators, volunteers and contractors.
 - Attend agreed project meetings (frequency to be agreed).
 - Operate within NLHF reporting and compliance requirements.
-

6. Skills and Experience Required

Applicants should demonstrate:

- Experience delivering heritage engagement and learning programmes.
- Experience working with historic buildings or cultural heritage projects.
- Understanding of inclusive participation and audience development.
- Ability to work with community volunteers.
- Experience delivering interpretation or exhibition content.
- Excellent communication and organisational skills.

Experience of NLHF-funded projects and working within ecclesiastical or listed buildings environments is desirable.

7. Duration and Timing

The appointment will cover the Delivery Phase of the project (anticipated approximately 12 months), with intensity varying across the programme in line with construction and activity milestones.

8. Budget

Proposals should include fees, expenses and a proposed methodology.

9. Procurement

Appointment will be made through an open competitive process in accordance with National Lottery Heritage Fund procurement guidance.

10. Reporting

The consultant will report to the Project Manager and Project Board and will contribute to NLHF progress reporting as required.

The project seeks a consultant who can translate community enthusiasm and heritage significance into meaningful, inclusive participation and lasting public benefit.

Appendix 3.4 Filby Bells Restoration

Quantity Surveyor Brief (Development Phase)

Introduction

Filby Bells Restoration CIO is seeking to appoint a suitably qualified Quantity Surveyor to support the Development Phase of the Filby Bells Restoration Project at All Saints Church, Filby, Norfolk.

The project seeks to restore and rehang the church's historic bells, introduce a donated sixth bell, undertake associated tower and structural works, improve access and interpretation, and support wider community engagement and heritage activity.

The project is being developed for submission to the National Lottery Heritage Fund (NLHF) under the Grants for Heritage programme.

Project Background

All Saints Church, Filby, is a historic Church of England parish church situated within the Norfolk Broads area. The bells include examples dating from 1607 to 1722 and have not been capable of full-circle ringing for many decades.

The project currently proposes:

- restoration and rehang of the existing bells
- installation of a donated sixth bell
- provision of a new bell frame and associated structural works
- associated tower conservation works
- improved access and interpretation
- digital engagement and archive activities
- community learning and engagement activities

The project is intended to combine heritage conservation with community participation, heritage learning and long-term sustainability.

Purpose of Appointment

The purpose of the Quantity Surveyor appointment is to provide independent cost management, cost validation and procurement support during the Development Phase of the project.

The appointment is intended to:

- support development of realistic and deliverable project costs
- provide cost certainty and value-for-money review
- assist with budget management and procurement planning

- support the preparation of NLHF Delivery Phase documentation if required

The Quantity Surveyor will work alongside the Project Architect, Structural Engineer, Bellhanger and wider consultant team.

Scope of Services

The anticipated scope of services during the Development Phase is expected to include:

Cost Planning and Review

- review existing project cost information
- prepare and/or review elemental cost plans
- assess cost assumptions and allowances
- advise on project contingencies and risk allowances
- review VAT assumptions and cost treatment where appropriate

Procurement Support

- advise on procurement approaches appropriate to project scale and complexity
- support preparation and review of tender documentation where required
- assist with contractor and consultant cost comparisons
- advise on value-for-money considerations

Design Development Support

- liaise with the Project Architect and consultant team regarding design development and cost implications
- review the cost implications of proposed structural and bell installation works
- identify significant cost risks or budget pressures

Funding and Reporting Support

- assist with cost information required for NLHF purposes
 - support reconciliation of project budgets and funding assumptions
 - provide input into Delivery Phase planning if required
-

Deliverables

Indicative deliverables may include:

- reviewed and/or updated project cost plan
- procurement advice
- cost reconciliation information

- tender review support where applicable
 - written cost advice and commentary
 - attendance at project meetings as reasonably required
-

Programme

The appointment is expected to commence during the Development Phase following confirmation of funding.

The anticipated Development Phase programme is currently expected to include:

- surveys and investigations
- design development
- specialist consultant input
- Faculty and consent preparation
- procurement planning
- Delivery Phase application preparation

The Quantity Surveyor will be expected to work collaboratively within the agreed programme framework.

Project Team

The wider professional team currently includes or is expected to include:

- Project Architect
 - Bellhanger
 - Structural Engineer
 - Project Manager
 - Ecology Consultant
 - Acoustic Consultant
 - Engagement, Learning and Interpretation Consultant
 - Evaluation Consultant
-

Procurement and Appointment

The appointment will be subject to:

- agreement of scope and fee
- confirmation of programme

- appropriate professional indemnity insurance
- agreement of formal appointment documentation

The project seeks to appoint consultants with appropriate experience of:

- heritage and conservation projects
- church or historic building work
- multi-disciplinary project coordination
- cost management within grant-funded projects

Conclusion

The Filby Bells Restoration Project is intended to deliver a sustainable and community-focused restoration of an important historic heritage asset.

The Quantity Surveyor will play an important role in helping to ensure that the project is financially realistic, appropriately procured and capable of successful delivery within the requirements of the National Lottery Heritage Fund.

Appendix 3.5 Filby Bells Restoration

Brief for a Project Manager

Purpose of the Appointment

Filby Bells Restoration CIO seeks to appoint an experienced Professional Project Manager to support the delivery phase of the Filby Bells Restoration Project. The role will ensure that capital works, community engagement activities, and reporting obligations are delivered on time, within budget, and in full compliance with National Lottery Heritage Fund (NLHF) requirements.

Scope of Services

The Project Manager will:

- Prepare and maintain a detailed project delivery programme, identifying key milestones and dependencies.
- Coordinate specialist contractors (bell-hangers, architects, engineers, conservation specialists) and community-based activity providers.
- Monitor progress against programme, budget, and risk register.
- Oversee procurement processes in line with NLHF guidance, supporting tender evaluation and contract administration.
- Manage contractor performance, variations, staged payments, and quality control.
- Ensure compliance with faculty permissions, health and safety legislation, environmental mitigation measures, and safeguarding policies.
- Report to the Project Steering Group and PCC, providing written progress, risk, and financial updates.
- Support preparation of NLHF grant claims, evidence packs, and reporting.
- Work collaboratively with the Community Engagement Professional and Evaluation Consultant to ensure integration of capital works with engagement outcomes.

Deliverables

- Approved delivery programme and updated risk register
- Monthly progress and financial reports
- Contractor coordination and quality assurance
- Support for NLHF claims and final project reporting

Duration and Reporting

The appointment will cover both the Development and Delivery phases of the project. The Project Manager will report to the Project Leader and attend monthly Steering Group meetings.

Appendix 3.6 Filby Bells Restoration Project

Volunteer and Ringing Training Strategy (Outline)

Introduction

This document provides an outline Volunteer and Ringing Training Strategy for the Filby Bells Restoration Project. It is intended to demonstrate the project's commitment to volunteering, skills development, intergenerational participation and the long-term sustainability of bell ringing at All Saints Church, Filby.

The strategy supports the wider aims of the project by encouraging community participation, preserving specialist heritage skills and ensuring that the restored bells remain an active and sustainable part of village life.

A more detailed volunteering and training programme will be developed during the Development Phase in partnership with ringing organisations, volunteers and the appointed Engagement, Learning and Interpretation Consultant.

Strategic Objectives

The Volunteer and Ringing Training Strategy seeks to:

- support the long-term sustainability of bell ringing at Filby
- encourage recruitment of new ringers and volunteers
- widen participation across different age groups
- support intergenerational learning
- preserve and promote bell ringing as living cultural heritage
- provide meaningful volunteering opportunities linked to local heritage
- encourage wider community ownership of the project and its legacy

Volunteer Roles

The project intends to support a broad range of volunteer opportunities, including:

- bell ringing and ringing support
- heritage interpretation and guiding
- archive and digitisation work
- event support and stewarding
- fundraising assistance
- social media and website support
- photography and video documentation
- oral history and local heritage recording
- administration and community outreach

The project aims to ensure that volunteering opportunities are inclusive and accessible wherever possible.

Ringling Recruitment and Training

The restoration of the bells is intended to support the re-establishment and long-term sustainability of ringing at All Saints Church, Filby.

The project intends to encourage:

- recruitment of new ringers
- participation by younger people
- re-engagement of former ringers where possible
- development of local ringing capacity
- links with neighbouring towers and ringing groups

Training opportunities are expected to include:

- introductory ringing sessions
- supervised practical ringing
- mentoring and peer support
- progression through recognised ringing training pathways
- participation in wider regional ringing activities

The project intends to work with recognised ringing organisations and neighbouring towers to support training and future sustainability.

Young People and Intergenerational Participation

The project places particular emphasis on encouraging younger participation and intergenerational learning.

Potential opportunities include:

- youth involvement in archive and digital heritage activities
- filming and documenting the restoration project
- social media and website participation
- educational visits and heritage learning
- volunteering linked to interpretation and public events
- introduction to bell ringing and heritage skills

The project aims to ensure that knowledge and skills are shared across generations and that younger participants feel actively involved in the future of the bells and church heritage.

Partnerships and Support

The project intends to work in partnership with:

- local ringing organisations
- neighbouring church towers
- local schools and colleges
- community organisations
- archive and heritage groups
- specialist advisers and trainers

These partnerships are intended to support long-term volunteer recruitment, skills development and continuity.

Volunteer Support and Management

The project aims to provide a positive and supportive volunteering environment.

Measures expected to be developed during the Development Phase include:

- volunteer coordination arrangements
- clear role descriptions where appropriate
- safeguarding and health and safety procedures
- induction and support arrangements
- recognition of volunteer contributions
- accessible participation opportunities

The project also intends to encourage succession planning and wider participation to reduce reliance on a small number of individuals.

Long-Term Sustainability

The strategy seeks to ensure that volunteering and ringing activity continue beyond the completion of the physical restoration works.

Long-term sustainability measures may include:

- ongoing ringing recruitment and training
- annual heritage and ringing events
- continued community engagement activity
- maintenance of partnerships with ringing organisations
- support for younger volunteers and future project leaders
- continued involvement in interpretation and heritage activities

The project aims to ensure that the restored bells remain both physically conserved and actively used.

Monitoring and Review

Volunteer participation and ringing activity will continue to be reviewed throughout the Development and Delivery Phases and following project completion.

This may include monitoring:

- volunteer numbers
- participation by younger people
- training progression
- community involvement
- ringing activity levels
- volunteer retention

The strategy will continue to evolve in response to project development and community participation.

Conclusion

Volunteering and ringing training form an important part of the Filby Bells Restoration Project and are intended to support the long-term sustainability of both the restored bells and the wider heritage of All Saints Church, Filby.

Through volunteering, training, partnership working and intergenerational participation, the project seeks to ensure that the bells remain an active, accessible and valued part of community life for future generations.

Appendix 3.7 Filby Bells Restoration Project

Ecology Consultant – Appointment Brief

All Saints Church, Filby, Norfolk

1. Purpose of Appointment

Filby Bells Restoration CIO seeks to appoint a suitably qualified Ecology Consultant to provide professional ecological advice and assessment in support of the restoration and rehanging of the historic bells at All Saints Church, Filby.

The purpose of the appointment is to:

- Identify any ecological constraints associated with the church tower, roof voids, and surrounding churchyard.
 - Ensure compliance with wildlife legislation and best practice.
 - Inform the design, timing, and delivery of capital works.
 - Support a responsible, environmentally sensitive approach aligned with National Lottery Heritage Fund (NLHF) requirements.
-

2. Project Context

The project involves capital works within a Grade II* listed church, including:

- Removal and replacement of the bell frame
- Rehanging of bells for full-circle ringing
- Minor associated works to the tower interior
- Increased public access during and after the project

The church and churchyard sit within a rural setting close to sensitive habitats associated with the Norfolk Broads, making ecological consideration essential.

3. Scope of Services

Baseline Ecological Assessment

The consultant will:

- Review and update existing preliminary ecological assessment information and undertake any additional Preliminary Ecological Appraisal (PEA) work required.
- Assess the potential presence of:
 - Bats (roosting, transitional, or feeding)
 - Nesting birds

- Other protected or notable species

Protected Species Advice

- Advise on legal protections under:
 - Wildlife and Countryside Act 1981
 - Conservation of Habitats and Species Regulations 2017
- Identify whether further surveys (e.g. bat emergence surveys) are required.
- Recommend mitigation, compensation, or enhancement measures where appropriate.

Construction Impact Assessment

- Assess potential impacts from:
 - Noise and vibration associated with bell removal and rehangings
 - Temporary lighting or access changes
 - Increased human activity during works
- Advise on:
 - Seasonal constraints on works
 - Method statements to reduce disturbance
 - On-site ecological supervision if required

Mitigation and Enhancement

- Recommend practical mitigation measures, such as:
 - Timing restrictions
 - Temporary exclusion zones
 - Sensitive lighting strategies
- Advise on biodiversity enhancement opportunities, including:
 - Bat box and bird box provision
 - Churchyard habitat improvements
- Provide guidance on appropriate box types, placement, and long-term maintenance.

4. Deliverables

The consultant will provide:

- A written Ecological Assessment Report suitable for:
 - NLHF Development Phase submission
 - Informing design and procurement

- Supporting Faculty or Listed Building Consent, if required
 - A Mitigation and Enhancement Strategy
 - Clear recommendations for next steps, risks, and compliance requirements
-

5. Programme

- Appointment expected during the Development Phase
 - Site visit(s) to be undertaken at an appropriate time of year
 - Draft report within an agreed timeframe following survey
 - Final report incorporating client feedback
-

6. Reporting and Liaison

- The consultant will report to the **Project Leader**
 - Liaise as required with:
 - Architect and Structural Engineer
 - Community Engagement Professional
 - Parochial Church Council
 - Attend up to one project meeting (online or in person), if required
-

7. Required Experience

The appointed consultant must demonstrate:

- Relevant ecological qualifications and professional accreditation (e.g. CIEEM)
 - Experience of working with historic churches or listed buildings
 - Proven knowledge of protected species legislation
 - Experience supporting heritage or NLHF-funded projects (desirable)
-

8. Fee Basis

- Appointment on a fixed-fee consultancy basis
 - Fees to be submitted as part of a competitive quotation
 - Fee to include surveys, reporting, and liaison as described above
-

9. Use of Outputs

All reports and data produced will:

- Be owned by Filby Bells Restoration CIO
- Be made available to NLHF and relevant statutory bodies
- Inform delivery-phase design, programming, and risk management

Appendix 3.8 Filby Bells Restoration

Brief for an Evaluation Consultant

Purpose of the Role

The Professional Evaluation Consultant will provide independent expertise to design, manage, and deliver evaluation for the Filby Bells Restoration Project, ensuring compliance with National Lottery Heritage Fund (NLHF) requirements and capturing learning and impact.

Key Responsibilities

- Prepare an Evaluation Plan at the start of the delivery phase, aligned with NLHF outcomes and the project's aims.
- Define success measures and indicators covering:
 - Heritage conservation outcomes
 - Community participation and engagement
 - Learning and skills development
 - Inclusion and access
 - Organisational capacity building
- Advise on and design proportionate data collection methods, including surveys, attendance records, interviews, focus groups, and case studies.
- Support the project team and volunteers in collecting evaluation data consistently and ethically.
- Undertake interim reviews at agreed milestones and provide recommendations to improve impact during delivery.
- Analyse qualitative and quantitative data at project completion.
- Produce a Final Evaluation Report meeting NLHF reporting requirements, including lessons learned and value-for-money assessment.
- Provide summary material suitable for public dissemination and future funding applications.

Timescale and Input

- Short-term, part-time appointment, expected to involve approximately 5–10 consultancy days spread across the delivery phase.

Procurement

- Appointed through a competitive quotation process in line with NLHF procurement guidance.