



 THE CHURCH
OF ENGLAND

CHURCH
COMMISSIONERS

To all the representors and the interested parties

Rex Andrew
Pastoral

Our ref: NB10/92b/RA

12 November 2015

Dear All

**Mission and Pastoral Measure 2011
Benefice of Cowden with Hammerwood; and parishes of St Stephen,
Hammerwood; Forest Row; Hartfield
Proposed Pastoral Church Buildings Scheme**

Please find enclosed our letter to the Bishop of Chichester (with associated enclosures) on the representations received, together with the Archdeacon of Horsham's response on behalf of the Bishop. - copies of the papers may also be viewed on our website under via link:

<https://www.churchofengland.org/clergy-office-holders/pastoralandclosedchurches/commpapers/pastcompapers.aspx> The papers can be found on the right-hand side of our web page under 'Resources'.

Representors (only): If you would like to make any further comment, or in the light of the diocesan response wish to withdraw your representation, please respond in writing to me **by Tuesday 24 November 2015**.

Our Pastoral Committee will be considering the representations made about this draft Scheme at its meeting to be held at Church House, Westminster, London on 9 December 2015 – time to be confirmed about a week before the meeting, but likely to be around 11.30am. **Please let me know by 24 November 2015 whether you wish to attend the meeting** and, if so, whether you would like an opportunity to speak to the Committee about the points made in your representation.

If you are to act as a spokesperson for a number of representors please let me know who they are. About a week before the meeting we will send a copy of the Committee paper, a map showing the location of the meeting venue and an information sheet about the practical arrangements for those attending meetings of the Committee to all who have indicated an intention to attend (**please also provide a postal address on where the papers are to be sent**).

Church House, Great Smith Street, London SW1P 3AZ
Direct Line +44(0)20 7898 1743 Switchboard: +44(0)20 7898 1000
Email: rex.andrew@churchofengland.org DX: 148403 Westminster 5
Website: www.ccpastoral.org

The Church Commissioners are a registered charity (number 1140097)

Please see our website for further information about the procedure or ring or email me if you have any queries.

With best wishes
Yours sincerely

A handwritten signature in black ink, appearing to read 'Rex'.

Rex Andrew



 THE CHURCH
OF ENGLAND

CHURCH
COMMISSIONERS

The Rt Rev the Bishop of Chichester
The Palace
Chichester
PO19 1PY

Rex Andrew
Pastoral

Our ref: NB10/92b/RA

21 October 2015

Dear Bishop

**Mission and Pastoral Measure 2011
Benefice of Cowden with Hammerwood; and parishes of St Stephen,
Hammerwood; Forest Row; Hartfield
Proposed Pastoral Church Buildings Scheme**

Following the publication of the draft Scheme providing for:

- (i) the dissolution of the parish of St Stephen, Hammerwood, one of the two constituent parishes of the benefice of Cowden with Hammerwood (the name of which to be altered to "The Benefice of Cowden"), and for its area to be divided between the parishes of Forest Row; and Hartfield; and
- (ii) the church of St Stephen, being the parish church of the parish of St Stephen, Hammerwood, to be declared closed for regular public worship,

we received two representations against, and two in favour, together with a letter of comment. Copies of the correspondence received are enclosed.

Background

The present benefice of Cowden with Hammerwood was formed in 1977 by the union of the benefices of Cowden, then in the diocese of Rochester, and St Stephen, Hammerwood in the diocese of Chichester, with their two parishes continuing distinct.

The benefice of Cowden with Hammerwood and the benefice of Forest Road and its constituent parish are in the diocese Chichester, the archdeaconry of Horsham and the deanery of East Grinstead.

Church House, Great Smith Street, London SW1P 3AZ
Direct Line +44(0)20 7898 1743 Switchboard: +44(0)20 7898 1000
Email: rex.andrew@churchofengland.org DX: 148403 Westminster 5
Website: www.ccpastoral.org

The Church Commissioners are a registered charity (number 1140097)

The Hartfield parish is one of the two parishes comprising the area of the benefice of Hartfield with Coleman's Hatch in the diocese of Chichester, the archdeaconry of Hastings and the deanery of Rotherfield.

The draft Scheme published by the Commissioners' on 20 August 2015 carried the following diocesan rationale:

These proposals have been prepared at the request of the worshipping congregation at St Stephen's which has reluctantly decided that the time has come for its church to close for regular public worship and that its parish is also no longer viable.

The representations against the draft Scheme come from Mr Simon Hill, whose family has long family ties with St Stephen's church, and Mr David Pinnegar, a parishioner of Hammerwood and also on the East Grinstead Deanery Synod.

The representations in favour come from the Forest Row PCC, and Earl De La Warr, a joint patron (with you) of the benefice of Hartfield with Coleman's Hatch.

The letter of comment came from Mr James Drever, a resident of the parish of Lingfield in the diocese of Southwark.

Summary of the representations against the draft Scheme

Mr Hill explains that his representation is also made on behalf of his wife, his son and his wife, his brother and his wife, his mother, and his parents-in-law. They all wish to protest strongly about the proposed closure of St Stephen's church, Hammerwood. They feel that although the church is in a rural area it can still serve the spiritual needs of the community and should continue to do so. His says that his family has a history of being married in this church, his father is buried there and that his mother has expressed a wish to also be buried there when she dies. They ask for the proposed closure to be reconsidered.

Mr Pinnegar feels that the heading of the notice from the Commissioners accompanying the draft Scheme did not make it clear that the proposals related to the proposed closure of a church. He argues that the presence of St Stephen's church is vital to a small and isolated village as a focus for the community and for sorting out social problems.

His objection is based on four main grounds: historical, theological, pastoral, and financial.

Historical: He explains that St Stephen's church was built in the late Victorian period by Oswald Augustus Smith, owner of the Estate of Hammerwood, cementing an ancient connection of the land with the Church and Christianity. He says that the estate was formerly a gated hunting park on ecclesiastical land. He says that the estate house, Hammerwood Park, designed by the

devoutly Christian Benjamin Latrobe, whose later work included the porticos of the White House and capitol in Washington and Baltimore Cathedral, is an example of "Rebirth Architecture" and this Christian heritage was reflected by subsequent estate owners including in St Stephen's church.

Theological: He says that all churches, even in the low population density countryside, are important pastorally and have the capacity to bear fruit for the Church. He cites the example of the presence of St Stephen's in the community inspiring a young member of the congregation to work for the Church with the intention of working towards ordination. He refers to the parable of the Lost Sheep and compares St Stephen's to a lone sheep which should not be pushed out of the "flock" of the Diocese.

Pastoral: Mr Pinnegar says that Hartfield has been a centre of drug problems in Sussex and that the local church is the vital lynchpin for those emerging from addiction and psychotic breakdown. He believes that such vulnerable people would otherwise be attracted to one of the number of persuasions and pseudo-religions which have a presence in East Grinstead and Forest Row, particularly Scientology. He believes that how near a church is to the home and family and how familiar the Church is in people's lives is a better measure of pastoral provision than that used by the Diocese of a priest per 7,000 people.

He says that Hammerwood is an isolated hamlet in a valley, served by a dangerous road, which has about 45 homes and a population of 200-300. He says that the normal congregation of 20 – 25 people is excellent in percentage terms compared with the national average, demonstrating a measureable demand for the building. Mr Pinnegar says that, as there is no village shop, no village societies or village school, St Stephen's is the only focus for the community acting as a vehicle for neighbourly cooperation and sorting out social problems, which he feels is what Christianity is all about, and also as a venue for community fundraising events. He says this is the case despite the low level of engagement by the current priest with the local community's activities, such as not attending the local fete and not visiting the valley beyond the church, which has resulted in some lessening of enthusiasm for St Stephen's and the relevance of the Church to people's lives.

Financial: Mr Pinnegar says that in the countryside churches are often surrounded by people of significant wealth who, if involved in the right way, can be valuable in supporting a diocese, including its urban areas. He says this was the case in Hammerwood in earlier decades when the church was supported by a wealthy local family. He says the disconnection of priests from communities hinders this and that places of worship such as St Stephen's are valuable assets in this respect. As a member of the Deanery Synod he has seen the Diocesan accounts and understands the need for the Diocese's financial deficit to be cut to enable resources to be applied to bringing the word of God to expanding towns which are inadequately served. However, he thinks this could best be done by ceasing to insure church buildings, creating a reserve fund and relying on contributions when needed, as communities, such as Hammerwood, find it impossible to meet the parish Quota demanded and maintain a Grade II listed building.

In a follow-up email, he suggests that the Church probably owns the Lordship of the Manor which might be sold to an American, because of the connection with Benjamin Latrobe, for a sum which would finance St Stephen's in perpetuity. He sees this as an example of the significant assets which he thinks are hidden in the rural church and say that closing churches therefore may have financial as well as social costs.

Summary of the representations in favour of the draft Scheme

Forest Row PCC fully supports the proposals, and says it will extend a warm welcome to those members of St Stephen's congregation who decide to worship with it in future: some of them have already been visiting it.

Earl De La Warr, one of the patrons of the benefice of Hartfield with Coleman's Hatch, has no objection to the proposals.

Letter of comment

Mr Drever, who lives several miles from St Stephen's church, though not in the benefice, explains that he has been undertaking a tour or pilgrimage since 2009, during which he has attended services at the great majority of churches in the Diocese of Chichester, the very first that he attended being St Stephen's. He gives his impressions of the church and congregation and his understanding of the position faced by the parish and its church and expresses some surprise that the church is being proposed for closure. He says he understands why it is proposed to divide the parish of Hammerwood between Hartfield and Forest Row. However, he feels that Cowden does not justify being a single parish benefice and should be returned to its historic home in the Diocese of Rochester to facilitate a reorganisation of benefices there. He confirms that his views are only comments and is neither in favour nor against the current proposals.

If you wish the Scheme to proceed as drafted notwithstanding the representations against it, it will be necessary for our Pastoral Committee to consider the matter. In that case, I should be grateful for your comments on the representations in general and on the following points:-

1. What are the main reasons for proposing to dissolve the parish of St Stephen, Hammerwood, dividing its area between the parishes of Forest Row and Hartfield and closing St Stephen's church for regular public worship? I have copied below section 15.2 of the Code of Recommended Practice to the Mission and Pastoral Measure 2011 which outlines the main criteria which the Commissioners' Pastoral Committee take into account in church closure cases. It would be helpful if you would comment on the proposed closure of St Stephen's church in relation to these factors and the primary question of whether the building is needed pastorally.

Extract from section 15.2 of the Code of Recommended Practice to the Mission and Pastoral Measure 2011:

Declaration of closure for regular public worship

The Mission and Pastoral Measure states that a pastoral scheme may make a declaration of closure for regular public worship in respect of a church which is not "required" as a parish church or chapel of ease. Section 15.2 of the Code of Recommended Practice to the Measure states that:-

"The Measure refers to the church not being "required". The implication of this is clearly that the primary question is whether the building is needed pastorally. This needs to be considered in the context of s.3(1) of the Measure that the Committee should have regard to worship, mission and community as central to the work of the Church of England. Whilst knowledge that a particular church is in a bad state of repair and that adequate finance to pay for the necessary works is not available may often be an important factor, it should not normally be the principal one, although the DMPC, in carrying out its functions, has to have regard to the financial implications for the diocese and Church of England as a whole."

2. Did the initiative for closing St Stephen's church come from the PCC or did it arise from a diocesan or deanery review? To what extent are the proposals finance-led? Please outline the consultation procedure which has been followed in relation to these proposals. What are the views of the St Stephen's congregation itself? Was a public meeting held?
3. Where would you expect members of the St Stephen's congregation to worship if the building closes and where would the parishioners look for occasional offices? Is the churchyard of St Stephen's still open for burials? If so, would you expect the unburied area to be excluded from any future disposal of the church building?
4. Please would you let me have a copy of the latest quinquennial inspection report for St Stephen's church. Have the works identified in that Report been addressed? Was the state of repair and the maintenance cost of this church a factor in arriving at the decision to propose closing it for regular public worship?
5. Please comment on the financial position of the Hammerwood parish and provide copies of the latest PCC accounts. Has the PCC been able to meet its parish share commitments in recent years?
6. Please comment on the historical, theological, pastoral and financial reasons why St Stephen's should remain open put forward by Mr Pinnegar.
7. Are there any other factors which the Commissioners should be aware of in their consideration of these representations?

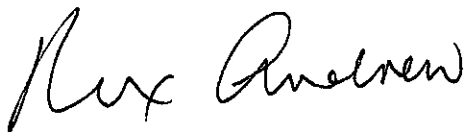
In considering what information to include in your reply, I should be grateful if you would bear in mind that the Commissioners are required to consider the representations under the quasi-judicial process laid down by the 2011 Measure. A legal challenge may arise from the Commissioners' decision if, among other things, it is based materially on incorrect information. In some cases this might necessitate the withdrawal of the Scheme. Of necessity, the Commissioners rely on others to provide the information to assist their deliberations and to this end I should be grateful for your help.

The next three meetings of the Pastoral Committee at which this case could be considered are due to be held on 9 December 2015, 3 February and 3 March 2016. If the matter is to be considered at the meeting on 9 December **we will need to receive your response by 9 November, please.** This is to allow time for this letter and your reply to be sent to the representors, for them to make any further comments and, if necessary, for you to respond. As you know we also ask representors if they wish to speak to their representations at the Committee. There will also be an opportunity for you or a diocesan representative to attend and speak in favour of the proposals. The diocesan representative may be any appropriate person (e.g. the Chairman or a member of the Diocesan Mission and Pastoral Committee or an Archdeacon) but should not be the Diocesan Registrar or other legal representative. We do not wish the Mission and Pastoral Measure process to take on the characteristics of an adversarial tribunal and have advised the representors that they too should not be legally represented.

We would normally expect the representations to be considered at the earliest opportunity but please let me know if you are unable to meet the timetable for the 9 December meeting or wish to give the matter further consideration or undertake further local consultations before replying. Once we have informed the representors of the meeting date (which we will do when sending them a copy of your reply) we would hope not to have to defer it. However, all parties will have the right to ask us to defer the matter to a subsequent meeting if justifiable reasons arise.

I am sending a copy of this letter to Jonathan Prichard at the diocesan office for his information.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Rex Andrew', written in a cursive style.

Rex Andrew

Encs

Rex Andrew

From: Simon Hill <simonhill29@talktalk.net>
Sent: 04 October 2015 16:08
To: Rex Andrew
Subject: St, Stephens Church Hammerwood

I am writing on behalf of myself, my wife, my son and his wife, my brother and his wife, my parents, and parents in law.

We all wish to protest strongly about the proposed closure of St. Stephens Church Hammerwood.

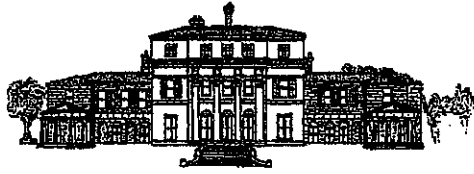
Although this is in a rural area we believe that it can still serve the Spiritual needs of the community and should continue to do so.

My family have a history of being married at this Church and my father is buried there. My mother has expressed a wish when she dies to also be buried there.

Please reconsider your decision.

Many blessings,

Simon Hill



HAMMERWOOD PARK

near East Grinstead, Sussex

1st October 2015

Rex Andrew Esq
Pastoral
The Church Commissioners
Church House
Great Smith Street
London SW1P 3AZ
rex.andrew@churchofengland.org

Dear Sirs

**Mission and Pastoral Scheme 2011
Benefice of Cowden with Hammerwood, and parishes of St Stephen,
Hammerwood; Forest Row and Hartfield
Diocese of Chichester
Proposed Pastoral Church Buildings Scheme**

As a parishioner of St Stephen's I note the announcement of the above. The title is disingenuous and does no credit to a Christian organisation founded upon the principles of honesty and the Creator. No ordinary lay person reading such a heading of such an announcement would interpret the proposal as relating to the closure of a church.

On the following grounds I object to the proposal:

- (1) Historical
- (2) Theological
- (3) Pastoral and
- (4) Financial

1. Historical

St Stephen's church was built in the late Victorian period by Oswald Augustus Smith, owner then of the Estate of Hammerwood cementing a very ancient connexion of the land with the Church and Christianity.

Tithes were payable to the parishes of Stoke Poges and Wendover and in the Buckinghamshire Records Office is the 1788 copy of a map of 1641 recording the estate. New evidence is coming forward that it was clearly ecclesiastical land, a gated hunting park centred on Buscop's Wood on St Anne's Hill, and entered through gates, St Anne's Gate, St John's Gate and St Mary's Gate. In addition to Buscop's Wood was also Buscop's Mead, Buscop being the Mediaeval word for Bishop.

In 1792, Benjamin Latrobe, architect of the porticos of the White House and Capitol, Washington USA and Baltimore Cathedral built as a symbol of religious tolerance, built the house of the estate, Hammerwood Park.

Latrobe was the son of the Minister of the Moravian Church in Fetter Lane London, closely associated with 18th century Masonry. Devoutly Christian throughout his life, the house was Latrobe's first work and contained elements which the former Chairman of English Heritage referred to as an example of "Rebirth Architecture". This Christian heritage persisted through subsequent owners of the estate resulting in the building of St Stevens.

For the Church now to dissociate itself from connexions of such long tradition is a travesty, and whilst the population is small, the church has a role to serve in the community and to important effect.

(2) Theological

The parable of the Lost Sheep tells us that the lone sheep is just as important to Our Lord as each one in the flock. St Stephen's might be well compared to the Lost Sheep of the Diocese and its importance pastorally does and is bearing fruit for the Church. With the capacity for all churches, even in the low population density countryside, to bear fruit, none should be closed.

As a result of the presence of St Stephen's church within the community as a practicing church, a young member of the congregation has been sufficiently inspired to go to work for the Church at the parish at Buckingham with every intention of working towards ordination.

This would not have happened without the presence of the footprint of God at St Stephen's within the community to which it ministers.

This is at the heart of the very meaning of the parable of the Lost Sheep and the lost sheep of St Stephen's should not now be pushed out of the flock of the Diocese.

This parable is particularly at the heart of all current congregation of the church as the priest insisted on giving a children's sermon to the entirely adult congregation, with paper and scissors given out to all to cut out the image of sheep upon which to write all names and pin them upon a board in the Chancel. This has not assisted in boosting attendance at the Church although the activity has written the parable in all affected hearts. Those affected have come to expect the raising of Lazarus against the odds likewise in the resurrection of the Church.

St Stephen's represents literally the work of God's Calling in the countryside and should not be closed.

(3) Pastoral

The village of Hammerwood within the Deanery of East Grinstead is not the place to be closing a church and removing the footprint of God from within the countryside. East Grinstead and Forest Row are the centre of numerous persuasions and pseudo religions. Scientology has an active presence in the town and is very welcoming to those who are vulnerable and needing counsel. The Church does it better - as is evidenced by the effectiveness of the current incumbent of St Stephen's whose inspiration has caused the young congregation member to train towards ordination.

During recent decades Hartfield has been headlined as a centre with drugs problems in Sussex and a man living within a mile of St Stephen's whose family consists of ten children has been imprisoned twice for growing cannabis.

For those emerging from a psychotic breakdown and from addiction, the presence of a local church is a vital lynchpin, and without which subjects can easily be sucked into the local Scientology which through targeted programmes are aimed to draw such unfortunate people.

A local Police Commissioner's report details:

Young people told us that the major root causes are boredom, peer pressure and social expectations, and personal and emotional problems. These root causes affect the majority of young people, regardless of differences in wealth and background.

This is a force within society just as much at work within the countryside as within the towns and whilst the measure of pastoral provision is being set by the church to the standard of one incumbent priest per 7000 head of population, in fact the power of the church to those head of population who become Lost Sheep in society relates to how near the Church is to the home and how familiar the church is to people's lives.

The local church therefore is a vital lynchpin around which countryside families depend and especially those where young people have gone astray. A density of pastoral provision per numbers of square miles where people live is therefore as important to achieve as any measure of provision per number of population.

The history of the estate as an ancient gated park is indicative of the topological isolation of the place and the community. The hamlet itself within the ancient ecclesiastical hunting park is of some 30 houses with perhaps another 15 houses in the outlying areas and a total population of around 200 to 300 people.

Within this context, the congregations normally of 20 - 25 people, although they may dip in the Summer to 12 or so, at near 10% of the population are excellently above the national average for church attendance and there is therefore a measurable demand for a building serving the dissemination of the Holy Spirit within the community. The Christmas Carol service has attracted congregations of 80 or so in recent years, but declining to 60 after one year when the hymns or carols chosen were obscure.

The church is perceived to be of less relevance in people's lives than formerly as unlike former incumbents, the current priest has not apparently ventured down the road into the hamlet beyond the church nor become involved in village activity. This has resulted in questionnaires about the church to be received with apathy. A fete a few years ago involved great effort by all, including many who don't come to Church, but the priest was not there. This has not helped enthusiasm for the church.

The estate is isolated in a valley and served by a road with notorious bends which are particularly dangerous and on which many people have been killed. Whereas people living around Holtye Common adjacent who formerly went to St Peter's church which is now closed and a financial white elephant, have divided themselves between St Stephen's Hammerwood and other parishes, Holtye has good roads leading elsewhere which Hammerwood does not.

Within 60 years the energy and materials crisis for the planet may mean that communities are as isolated without fast commodious transport that we experience today. For this reason Churches where they exist in less densely populated areas should not be closed.

The presence of the Church in the village is vital to what is a small and isolated village in which the church brings together community focus and which can sort

out social problems. It was as a result of a Carol service at St Stephen's that a man who had openly harboured hate for me for thirty years was able to shake my hand and now become on speaking terms. Churches are vital to small villages.

The Church provides also a community forum for fundraising even for those who don't attend services but will come to a quiz night at the village hall, bringing people together. These have been so well supported that there has not been space for everybody and this provides evidence for the substantial and underlying requirement for the function of a church in the village.

Given that there is no village shop, no village societies, no village school the Church is the only vehicle for oiling the wheels of neighbourly cooperation, which is what Christianity is all about.

(4) Financial

With a low congregation number, it has been impossible for St Stephen's to pay the Parish Quota demanded by the Diocese. In addition the building is a Grade II listed building and quite expensive to maintain.

I believe that in more prosperous decades the church was supported significantly by wealthy donors living nearby who ran a major international company but they have died. Wealth exists locally, one house nearby having been sold to an international banker for in excess of £5M, the family being connected to a nationally known building company of very great worth.

With priests who are disconnected from their communities as has been the incumbent of St Stephen's the Church is not winning the hearts and minds of those who are in a position to fund it most. Churches in the countryside are often surrounded by people of significant wealth who if involved in the right way can be valuable in supporting a Diocese and thereby the work of God in the more densely populated regions.

For this reason places of worship such as St Stephen's are valuable assets to the work of the Church and should not be closed.

The problem remains that the Diocesan financial deficit requires costs to be cut and for to enable resources to bring the word of God to inadequately served new populations in expanding towns.

As a member of the Deanery Synod I have seen the Diocesan accounts. From these it is apparent that the total bill for insurance extends to double the Diocesan

deficit. When the tower of East Grinstead Church, St Swithun's, was struck down by lightning in 1786 its rebuilding was achieved not by insurance but by the Christian spirit of contribution. In like manner the building of Guildford Cathedral was achieved and in this is the work of God and the bringing of Christians together in His name.

Insurance premiums fund the greedy and are part of the evils perceived of the financial institutions who live by the selling of fear for the future at the expense of living in the day. This is contrary to Matthew 6: 26-34

On account of paying the financial institutions to bail out the Church in the absence of the Christian spirit in the community to do so if the need arises in the future, we are trading the total certainty of risk of closure in the present to pay for insurance against the uncertain risk of closure due to possible disaster in the future.

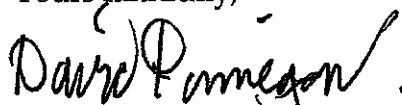
This approach to Church finance is unchristian and against the work of God.

The Rural Dean has asked me on at least two occasions not to speak on the matter of insurance and its effect upon the finances and the matter has been muzzled.

Were the Diocese to suspend payment to the financial institutions and to put a quarter of what they would be paying them into a reserve account for prudence sake, it would be in profit, be able to support all churches, close none, and pay incumbents a better living wage to attract people of higher calibre into the priesthood and to enable them to become more involved full time rather than part time in the lives of their communities.

For all of the above reasons St Stephen's Church Hammerwood should not be closed and a viable alternative exists to provide financial means for this church, and likewise many other churches in the countryside to be supported without threat of closure, and for the work of God to flourish thereby.

Yours faithfully,


David Pinnegar, B.Sc., A.R.C.S.

Rex Andrew

From: David Pinnegar <antespam@gmail.com>
Sent: 03 October 2015 12:16
To: Rex Andrew
Subject: Re: Proposed Pastoral Church Buildings Scheme: St Stephen's Hammerwood, Chichester Diocese

Dear Rex

Thank you so much for your swift reply.

Perhaps it might be appropriate to add this as a PS to my representation.

With regard to the history, when I came to Hammerwood in 1982 the tithes to Stoke Poges and Wendover were demanded and paid - but as they were then a matter of pence, the income became exceeded by postage.

In 1641, to which time the ancient map relates, the gated estate included Wealden iron workings, a forge, Hammer Pond and farm.

The names indicate ecclesiastical ownership and there was a reputed Lordship of the Manor. Tithes were paid to the church presumably since before 1641 and therefore for excess of 450 years. The Church most probably owns the Lordship of the Manor.

Sale of the title of Lordship of the Manor, including the right to demand tithes on the estate now including a Grade I listed building built by the architect of the White House and Capitol in Washington DC would be a valuable consideration for an American and could even possibly pay for the upkeep of St Stephen's Church in perpetuity.

There may well be significant church assets hidden among estates of rural churches and closing them, with significant social damage to the fabric of the English countryside may be a financial as well as a pastoral mistake.

Yours sincerely,

David P.

Parish of Forest Row and Ashurst Wood

Registered Charity No: 1132867

PCC Secretary: Keith Stacey

Mr R Andrew
Pastoral
Church Commissioners
Church House
great Smith Street
London
SW1P 3AZ

Garden House
Ivy Dene Lane
Ashurst Wood
East Grinstead
West Sussex
RH19 3TN

Telephone: 01342 323880
e-mail: keith@keithandwendy.net

1 October 2015

Dear Mr Andrew

Your ref: NB10/92b/RA

I am responding to your consultation in respect of the proposal to dissolve the parish of Hammerwood in East Sussex; to divide the area of the former parish with part being taken into the parish of Forest Row and part into the parish of Hartfield; and to close for public worship the church of St Stephen, Hammerwood.

The PCC fully supports the proposals in the draft scheme. The Diocese consulted us on the proposals before the Bishop asked you to prepare a draft scheme and there have been discussions between our Vicar and the Vicars of Hammerwood and Hartfield.

We will extend a warm welcome to those members of the St Stephen's congregation who decide to worship with us in future. Some of them have already been visiting us.

Yours sincerely

Keith Stacey

PCC Secretary



**Buckhurst Park
Withyham
Sussex
TN7 4BL**

Telephone 01892 770790
Facsimile 01892 770940

The Church Commissioners
Church House
Great Smith Street
London
SW1P 3AZ

2nd September 2015

Dear Mr Andrew

**Benefice of Cowden with Hammerwood: and the parishes of St Stephen,
Hammerwood: Forest Row; and Hartfield
Diocese of Chichester
Proposed Pastoral Church Buildings Scheme**

Thank you for your letter. Lord De La Warr has asked me to say he has no objection to your proposals.

Yours sincerely


Jennie Smith
PA to the Earl De La Warr

30/9/2015
The Old Haxted Dairy
West Haxted Farm
Haxted Road
Haxted
Near Edenbridge
Surrey
TN8 6PP PT

Email: jjdrever@gmail.com

Rex Andrew Esq
Pastoral Division
Church Commissioners
Great Smith Street
LONDON
SW1P 3AZ

28 September 2015

Dear Mr Andrew

Draft Pastoral Scheme for the Benefices of: (i) Cowden and Hammerwood with Holtye; (ii) Forest Row; and (iii) Hartfield, allowing for the closure of the Parish Church of Saint Stephen, Hammerwood, East Sussex (Diocese of Chichester)
Your Ref: NB10/92b/RA

As you may know, I have been undertaking a tour or pilgrimage of a large area since 2009. I have attended services at the great majority of churches in the diocese of Chichester. I live several miles from St Stephen's Church, Hammerwood – though not in the benefice. Indeed, it was the very first church that I attended when I commenced my pilgrimage, so its closure has a certain poignancy for me. I attended a Prayer Book communion service which was conducted by the very agreeable Reverend David Horner. It was one of Mr Horner's last services in the benefice prior to his retirement to County Durham, where he had family. I understand that he passed on last year. I had the benefit of a fairly lengthy conversation with him after that service. I was pleasantly surprised to find Hammerwood very far from moribund, and with a congregation in excess of twenty, it struck me that the church had a respectable future – not least because there seemed to be a healthier age balance within the congregation than many of the other churches I had visited on the Kent/Surrey/Sussex borders (including the church I attended regularly before then). It also seemed to have a very strong choral tradition.

I was therefore somewhat surprised to see that a draft scheme for the closure of Hammerwood had been published, although I noted that there had been rumours of this in the local press from 2013. Whilst some of the churches that I have returned to since I started my pilgrimage have suffered a fall in numbers, very few have done so quite as quickly or to the point where closure has become inevitable. I therefore went to a further service at 9:30 AM on 6 September. Services are still being held at 9:30 AM on the first and third Sundays of each month, with a eucharist being celebrated on the third Sunday. A special service is being scheduled, I think, for Saturday 3 October.

On this occasion, the congregation was in low double figures (about fourteen or fifteen, including one infant). The nave was barely occupied – I think that there were about six or seven worshippers, including myself – and as many more robed in the chancel – it was evident that the choral tradition had been compromised only slightly, if at all, and that the musicianship of the organist and signers was of a very high order. The service of 'informal' morning worship was conducted by a retired clergyman (who later officiated at Cowden), not in vestments (the incumbent, the Reverend Marion Trask, was on leave). A powerful sermon upon the duty of Christians to desperate migrants (opining upon the relative hollowness of faith without works) was preached. The congregation were very pleasant and friendly – they are evidently closely knit and offer excellent fellowship to each other and to visitors. There was some convivial conversation afterwards over tea/coffee and biscuits. I should add that a congregation of about fifteen is not actually that bad compared with hundreds of main Sunday services I have attended.

At the end of the service I had the opportunity of meeting a number of people in the congregation, and had long conversations with the treasurer and one of the churchwardens (Mr Graham Bradford). I asked Mr Bradford whether he would have any objections if I submitted a representation to the Commissioners. He said that he would have none.

It would appear that there was a significant falling off in numbers since about 2010. When I asked why this was the case people noted that it was partly attributable to natural attrition but also to the more recent introduction of more modern and/or experimental liturgies in lieu of matins and Prayer Book communion. The congregation struck me on both occasions as having a natural and pronounced bent towards Prayer Book services, though not necessarily a dogmatic one (as I have found to be the case in at least two churches relatively close to Hammerwood). It is possible that a measure of the custom the church had received from the local population before about 2010 was on account of it providing Prayer Book liturgies. However, the congregation seemed relatively uncertain as to why it was that it had suffered a decline. I was informed that the numbers on the major festivals are still relatively strong – there were over eighty at the last Christmas carol service, although (as in many places) this had fallen from more than a hundred over five years ago.

What was evident is that a number of people in the congregation were very loyal towards their church and felt strongly about it – they were like a family, and a happy one at that. However, this was tinged with a measure of fatalism and, almost, of resignation. I would therefore be relatively surprised if you were to receive many representations against the draft scheme, although I was told that local people might become rather more exercised when the diocese and the Commissioners come to determine the future use of the building. Significantly, none of the people I asked said that they would gravitate towards Cowden (even though it is much the closest church); one or two might possibly go to Hartfield, but most said that they would go to Forest Row. It does seem to me that, whereas a number of similar benefices in the diocese or in Rochester and Southwark and elsewhere have developed a benefice 'ethos', this does not appear to have occurred at Hammerwood. Nor does it appear to have developed at Cowden, where the fate of Hammerwood did not appear to have impinged upon the consciousness of the people to whom I spoke. This, if true, is unfortunate in a two church benefice. I was also informed that the archdeacon of Horsham and the rural dean of East Grinstead are very much of the view that the church must close – I mention this not to suggest, of course, that any sort of invidious pressure has been exerted upon the PCC (as I have sometimes encountered elsewhere), but that the PCC have been left by the authorities with a very clear view about where they (that is, the authorities) stand, which might have encouraged the PCC in its resignation.

Attempts have been made to encourage local people to support the church. This is, after all, a very wealthy area with a favourable social and demographic profile within the London commuter belt. Unfortunately, these attempts have met with scant success (as is often the case until a church actually closes). The treasurer told me that funds are slight and are likely to shrivel to a nullity later this year. Mr Bradford (who is a retired architect with considerable experience of ecclesiastical, though mainly Roman Catholic, buildings) told me that the church itself is in a perfectly creditable state of repair. I had noticed two roof tiles missing (one on the south roof of the nave, and one on the north). Some of the external features – such as corbels – have weathered quite heavily. Some plywood boarding or cork insulation (or like material) that had been inserted between the beams in the south aisle has come free in places. I was told that this insulation had been inserted because of a flaw in the design of the roof, but that it was not one that had any serious or even superficial consequences, and certainly not with respect to the structure.

The PCC do not know what is to happen to the building; some of the congregation are really quite exercised by this (as they are by the proposed closure). Residential use is a possibility, but this might encounter some opposition (reference was made by Mr Bradford to the experience of St Mary North Chailey, lately converted to residential use after a period as a Roman Catholic church following closure; as I recall, the conversion of North Chailey to residential use was approved in 2011 after an initial refusal in 2010 at the behest of the design and conservation officer of Lewes District Council). Mr Bradford noted that the Churches Conservation Trust and the Friends

of Friendless Churches are not going to come to the aid of the church. Nor is any other denomination likely to show an interest. He has therefore been making approaches to the Landmark Trust, but that would presumably result in all or part of the building being converted to residential use (and, therefore, lost to the public) since I thought that the Landmark Trust was, in effect, a species of holiday lettings agency (but please see below). I asked whether there was any possibility of the church being designated a monument and being used for worship on a 'festival' basis and was told that this could be considered, but that it would be relatively improbable because someone will need to finance the upkeep.

I also asked whether there might be any wealthy local individuals (I did not mention scions of the Smith family) who might be prevailed upon to support the church as a monument with occasional worship being permitted under licence from the bishop. The church has an intimate connection with Hammerwood Park (a rare British work by Benjamin Latrobe, in the early part of his career, and restored by S. S. Teulon with uncharacteristic restraint) and it is indeed the case that the owner of that estate (Dr David Pinnegar) is a member of the congregation (though he was not present on 6 September). However, it was felt that the commitment and expense of restoring Hammerwood Park was already a sufficiently formidable undertaking. It is not yet certain whether there is anyone else who might be interested.

Only a relatively small part of the churchyard has been filled. There are approximately thirty grave stones along the west wall of the churchyard and about as many stones marking the deposition of ashes along the base of the west wall of the nave. The churchyard is tolerably well kept. There is comparatively little parking: there is a semi-circle, allowing turning for a horse and carriage by the lych-gate which leads off the busy and hazardous A264 (the main artery between East Grinstead and Tunbridge Wells). Members of the congregation have had the use of a more ample open area to the east of the churchyard owned by a neighbour (though a Roman Catholic) in return for an annual peppercorn payment; this arrangement is unlikely to be continued if the scheme is made.

As you may be aware, the church was constructed in 1879-80 under the auspices, and with the funding, of the banker Oswald Augustus Smith, of the great firm Smith, Payne & Smiths (since subsumed into the National Provincial, then NatWest and, now, RBS). He is commemorated in a monument adjacent to the pulpit, and in some of the windows for which he probably composed the Latin inscriptions. It is Grade II listed. Whilst it is possible that Smith may have envisaged a community developing in Hammerwood, it did not do so, except to a very limited extent. Smith was probably exercised by the lack of spiritual provision in this area of the high Weald. The density of church buildings in the area in the middle of the nineteenth century was very low – many of the parishes abutting the borders of Kent and Surrey were of great size (this was especially true of Kirdford, Rudgwick, Warnham, Horsham, Worth, East Grinstead, Hartfield, Withyham, Frant, Ticehurst, Wadhurst, Rotherfield and Mayfield; some of the parishes on the other side of the frontier were of similar size –

such as Chiddingfold, Cranleigh, Lingfield, Goudhurst, Cranbrook, Rolvenden, Tenterden, etc.). The Christian religion was notably weak; the land was dominated by a few great proprietors (the Sackvilles of Buckhurst owned the greater part of Ashdown Forest and had notoriously bad relations with putative commoners); and there was a high incidence of squatting. The mass of the population was impoverished, though the area of the furnace ponds right on the county boundary had been an area of considerable prosperity until the collapse of the iron industry in the eighteenth century (the name Hammerwood is significant in that regard). The construction of churches like Hammerwood, was intended, at least in part, to re-Christianise the local population, but also to encourage good order – specifically because of the striking contrast between the living standards of the commoners/squatters and their descendants and the well to do incomers, many with large private incomes (often with respiratory problems) who settled on the high Weald from the middle of the nineteenth century, attracted as they were by the picturesque landscape, the commanding views and the freshness of the air. Yet it was also the case that churches like Hammerwood, Fairwarp, Flimwell, Danehill, etc., were erected as genuine acts of piety.

There is also, pinned in the notice board in the lych-gate, a useful, affectionate, entertaining and well-written essay about Smith and the foundation of the church delivered by his grandson, Sir John Smith, C.H. (of Shottesbrooke Park [inherited from his Vanistart mother] and Coutts & Co. sometime MP for the Cities of London and Westminster, lord lieutenant of Berkshire and of the Redundant Churches Fund, and founder of the Landmark Trust). It was delivered as an address on the centenary of the church in 1980. Would the Smith family be at all interested in the conservation of the church as a monument with provision for occasional acts of worship? The same point applies to Holtye, which was also funded by Smith. I have no doubt that Sir John would have taken an active interest in the fate of Hammerwood – he died in 2007 – and would (in view of the well-deserved encomiums he received in various obituaries) probably have done what he could to assist. Incidentally, I attended an early communion service at St John the Baptist, Shottesbrooke, last Christmas – where the Smith family were still much in evidence; it is essentially another estate church, and one with an especially fascinating past.

The association with the Smith family was transient (other branches of the Smiths/Abel Smiths were at Croham Hurst, South Croydon, and at High Wycombe – as Carringtons, etc.) – for Oswald's son, Basil, settled at Shottesbrooke. The church continued to be patronised by the owners of Hammerwood Park, saving Lieutenant-Colonel Stephen Pollen (an ADC to Lords Lansdowne and Elgin in India and chairman of British Aluminium), who was a Roman Catholic. The most effective supporter and de facto squarson was the Reverend George Ferris Whidbourne, F.G.S. (a distinguished geologist, benefactor of the Sedgwick Museum in Cambridge [the Woodwardian professor Adam Sedgwick had been a great influence upon him], chaplain at Chamonix, rector of St George Battersea – where the family had considerable property – scion of Captain Richard Whidbourne, the sixteenth century

explorer of the north Atlantic, and kinsman of the Reverend George Ferris Whidbourne Mortimer – the famous headmaster of the City of London School – and the Reverend Christian Mortimer of Lichfield and St Paul's cathedrals). He is commemorated by a tablet on the north wall of the nave. The estate fell victim to death duties following the death of Whidbourne in 1910, (by which time he had retreated to Westbury-on-Trym Priory, Gloucestershire), and the loss in action of his younger son (also George) in 1915 (also commemorated in the nave). The story of Hammerwood is detailed here: <http://hammerwoodpark.co.uk/6991/>, and that of the Whidbourne family and business here: <http://janelucas.ca/wordpress/wp-content/uploads/2010/04/gfwestates.pdf>.

There is no adequate account of Hammerwood in the available county histories (which mostly ante-date its foundation) and no coverage, as yet, in the *Victoria County History for Sussex*, as the volumes on the rape of Pevensey await publication. I have not yet found any useful materials in back numbers of *Sussex Archaeological Collections*. The description of the church in the latest edition of Pevsner's volume on East Sussex (by the late Nicholas Antram, 2013) is quite flattering, and notes its superb situation. There is a customarily useful entry by Mr John Allen in his comprehensive Sussex Parish Churches website: http://www.sussexparishchurches.org/spc_V31/east-sussex/17-east-sussex-h-k/30-hammerwood-st-stephen, who notes that this was an expensive job. The architect was E. P. L. Brock, F.S.A, F.R.I.B.A. (1833-95), of the firm of Habershon & Spalding (also a capable archaeologist, antiquarian and joint librarian of the British Archaeological Association), who did much work in Sussex (including Copthorne, the new church at Ore – which has a similar spire, the new church at Iping, and Iping Marsh – now demolished). The interior is pleasing and has a characteristically late Victorian ambience. There is one sculpture of note, in the south aisle – a memorial to Anthony Clouston, who died in action in 1943 – by Eric Kennington, R.A. (1888-1960), of Checkendon, Oxfordshire. It is as excellent as much of his war work elsewhere (some of his work was undertaken not so far away – at Betchworth and at Hangleton). The entry on Kennington in the *Oxford Dictionary of National Biography* (by Mr Julian Freeman, of the University of Brighton) describes Kennington as:

“A vital, independent talent in early and mid-twentieth-century British art, Kennington became a formidable draughtsman-painter, printmaker, and sculptor (his working practice evolved roughly in that order), and a great portraitist: his figures were often somewhat idealized, but always boldly executed, and frequently in pastel crayon, a self-taught medium in which he came to excel.”

If the church is to be converted to residential use, then I think that there would be some merit in transferring the Clouston monument to Cowden or Forest Row where it might still be seen by the public, or perhaps even to SS Peter and Paul, Checkendon (where he did much work on the roof), or to the very ancient church of St Martin on

the Walls, Wareham, Dorset (where his famous recumbent effigy to T. E. Lawrence is situated) – I have worshipped at both these churches relatively recently.

The elimination of Hammerwood and Holt ye of course has the impact of reducing the stock of churches within the benefice to one building: St Mary Magdalene, Cowden. The partition of the benefice south of the Kent/Sussex boundary between Forest Row and Hartfield is eminently sensible, though I hope that the old boundary between Hartfield and East Grinstead is being deployed. What is not sensible, in my view, is that Cowden now becomes a single parish benefice. If the underlying pretext for the closure of Hammerwood must be financial, it is wholly unjustifiable on financial grounds and the equitable distribution of resources within the deanery and diocese for the rump of the benefice to comprise a single parish. Although the diocese still has too many two or three parish benefices in rural areas, it has at least eliminated all single parish benefices (I think that Heyshott was the last instance that comes to mind, and that was united with some of its neighbours – Bepton and Cocking with West Lavington – under a recent scheme you produced – I note that benefice now has a new incumbent). It is therefore unfortunate that Cowden is being put into such an anomalous position. The question is what to do with Cowden. It could be united with Hartfield, but I suspect that would not be to the benefit of either church – Hartfield and Coleman's Hatch are too far away and ought, in any case, to be united with Withyham and Blackham (in interregnum since the last incumbent swam the Tiber), if the latter parish will ever allow it. I do not think it would be plausible for Cowden to be placed into the diocese of Southwark – there has recently been a reorganisation in the southern part of Tandridge district, and the incumbent of the large parish of Lingfield now resides at the relatively distant Limpsfield (where her husband is rector; which reminds me that St Silvan's Staffhurst Wood, now closed, is again on the market using the buy-at-a-discount-sell-at-a-premium principle). Crowhurst has been taken from Lingfield – not very satisfactorily.

That leaves the diocese of Rochester. Of course, Cowden was historically in Rochester, and I think it should return there without delay. Why it was ever put into the diocese of Chichester is a mystery, though it was probably informed, clumsily, by the relative proximity of Hammerwood and Holt ye to Cowden and their relative distance from Hartfield and Forest Row. To which benefice should Cowden be joined? I do not think it would be plausible for it to be annexed to Edenbridge – which has a large and growing population and an incumbent who (though I like and admire him very much) has certain very definite views with respect to women priests which would appear to prevent him from taking curates, and might cause issues at Cowden where the prevailing style of churchmanship is of a more moderate persuasion. A great opportunity was missed when Crockham Hill was detached from Edenbridge two years ago, and when a vacancy occurred in the benefice of Hever, Four Elms and Markbee ch about three years ago, to reorganise that part of the Tonbridge deanery. Crockham Hill (of which I am a former churchwarden) is now a single parish benefice of several hundred people, which I think is absolutely indefensible (and there is a good body of opinion in Crockham Hill that would agree

with me). Four Elms has a very small congregation and is struggling, though it is geographically very close to Crockham Hill. The congregation at Hever is of a very moderate size. Markbeece benefits greatly from the patronage of the Talbot family of Falconhurst (Holy Trinity Markbeece was a centre of Tractarianism in the late nineteenth and early twentieth centuries; some residue of that tradition survives there). Four Elms has the most coherent settlement; the population distribution of Hever and Markbeece being of a more scattered nature. Cowden is very close to Markbeece and, of course, the village is relatively compact. To unite Cowden with Hever, Four Elms and Markbeece would create a very large arc of territory, which might not be very manageable.

In my view Four Elms must be joined to Crockham Hill. Cowden should then be united with Hever and Markbeece. The parsonage house at Cowden should be sold and the proceeds apportioned equally between Chichester and Rochester – as Rochester should receive some financial benefit for a reorganisation where it is to assume responsibility for Cowden. This should happen as quickly as possible, as it is very regrettable that Cowden should be left on its own, though I did not get the impression that the people at Cowden had any meaningful notion of the consequences of the scheme or any view about what should happen to them (I asked one of the churchwardens there that question). Consideration might also be given to the revival of the so-called Chiddingstone group of churches, which was dissolved over twenty years ago, because of the differences between the clergy at Edenbridge and Crockham Hill, and those in the rest of the group, about women priests.

It is my understanding that the dioceses of Rochester and Southwark – whose finances were relatively strong a decade ago – are now suffering. I would hope that the diocese of Chichester recognise that if Cowden is to be put into the diocese of Rochester it might have consequences for miles around within Rochester on a push-shunt basis.

I also asked at Hammerwood about the status of St Peter's Church, Holtye. It is most unfortunate that both churches should be closed within a relatively short space of time. I have visited Holtye on a number of occasions since its closure. There are some tiles missing over the vestry at the south-eastern corner of the building. There are a number of discarded beer bottles and other unpleasant detritus in the space once occupied by the boiler underneath the vestry. The building otherwise seems sound (and I was told that it was in a respectable state of repair), though it now has a quite mossy and unkempt appearance. The churchyard is very seriously overgrown (which is unfortunate, as some of the graves are quite recent, whilst others – especially to the west and south of the church are of some quality); the lych-gate also looks rather rotten. I understand that the building is now used by some artists as a studio (though the pews and other fixtures still seem to be in place). It appears that attempts have been made to dispose of the building, but that these have failed because Holtye Golf Club [?] owns the ransom strip of land between the churchyard and the A264, which

may compromise access to the site. It therefore seems that Holtze is likely to remain in limbo for the foreseeable future, at least from what I have been told.

Please also note that this is not a representation for or against the draft scheme. It would, of course, be preferable if the church could remain open and used for worship. Whether, as the draft scheme declares, 'the worshipping congregation' has decided upon closure is moot, as some of the people to whom I spoke expressed views that were averse to closure. However, I note that the deanery and diocese may be subject to such severe financial pressures that it is necessary for them to try to do what they can reduce the stock where they feel that they can do so without it creating too much of a ruckus, and that in this instance the 'pastoral need' (whatever that means) to close the church probably means the need to alleviate these financial pressures, even if to some small degree. I note that the rubric of the draft scheme states that representations must be 'for' or 'against', but I have been told by your colleagues (to whom I have submitted representations in the past in relation to other schemes; such as my representation to Ms Katie Lowe with respect to Caldecote in the diocese of Coventry earlier this year) that it is possible to make neutral representations and for those still to be submitted to the Committee.

Please note that the information provided in this representation is based entirely upon my own observations and upon what I was told upon my visits to Hammerwood. I cannot therefore vouch for its accuracy, although (absent my defective memory) I see no reason why it should be inaccurate. Please also forgive some of the more impertinent remarks made above.

Thank you, as ever, for your assistance in this matter.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'James Drever', with a stylized, cursive script.

JAMES DREVER

Diocesan Mission and Pastoral Committee

Hammerwood St Stephen

Introduction

1. The Bishop has asked me to respond on his behalf as Archdeacon for the area. Though my appointment was only from the beginning of this year I have been able to hold a meeting with representatives of the parishes involved including the clergy, churchwardens and officers as well as the rural dean to review the process of consultation and processes already undertaken over the past few years. All involved were of a common mind as to what was to be aimed at and achieved by the closure of Hammerwood St Stephen and division of the parish. During the meeting some issues were identified as needing addressing. The notes of the meeting are included in the diocesan response.
2. The main concern was for pastoral care provision for those house bound or not able to travel to either of the new parish centres (Forest Row or Hartfield). It was explained that there was no one specifically in mind at the time but both clergy of the new parishes confirmed that they would hold a watching brief.
3. Another concern was about the organist and choir. The Archdeacon confirmed that a number of local churches were looking for organists both on a regular basis as well as ad hoc. The two churches of the successor parishes have choirs already and would welcome new members.
4. At all times during the consideration of the future of the building and the parish it has been recognised that the church yard remains open and again both incumbents of the two local parishes have confirmed that they would be willing to officiate whenever there is an appropriate call for burial for people with familial or special local links. In addition it was suggested that if an alternative use was found of the building that would allow for occasional services in the building then that too would be welcomed.

Question 1 Reasons for proposing the scheme

5. In summary, the parish of Hammerwood is too small to command exclusive pastoral provision and needs to be linked with another more sustainable Christian community. The present arrangements have not been as successful as perhaps had been hoped when instituted some years ago. The burden of the building has proved too great to the dwindling congregation thus not allowing them to enjoy spiritual development and experience growth in their faith nor offer a sense of community to their fellow parishioners.
6. The community of Hammerwood is small and quite spread out with two large houses owning a considerable amount of the surrounding land. St Stephen's church was built by the owners of one of these houses for worship by the local rural community. The congregation has dwindled over the years to

around fifteen and the church which had been relatively well supported has become a burden which is stifling any sense of mission and service.

7. Financially the parish has struggled for a number of years to cover both the needs of the building and the parish share despite valiant efforts. Though the church is the major community building in the parish lifestyles in rural areas on the Kent and Sussex border have changed considerably so its centrality to life has also diminished. Previous pastoral reorganisation aimed to create a going concern but for various reason this has not been possible to sustain. In geographical terms the village of Cowden looks towards Kent while Hammerwood looks to Sussex.

8. The general style of worship of Hammerwood is reflected in that of both Forest Row and Hartfield. Some of the former congregation now worship in both these parishes comfortably. The two other villages are within easy driving distance and the private car is now virtually the only viable means of transport in these rural areas.

9. Though the main worshipping part of the church is we understand watertight and generally in good condition the the vestry is in serious need of repair. Future maintenance would be over burdensome on a congregation or wider community in a community of this size unless some extremely generous benefactors were to appear.

Question 2 Initiative for closure and subsequent consultation

10. As reflected in the attached paperwork, the request for closure came from the congregation and PCC itself. Though there has been no recent deanery review of this area earlier reports showed that Cowden and Hammerwood as an unit and individually were close to being unsustainable.

11. Attached to this response are examples of some of the communications sent to all parishioners over a number of years. Little or no response to these communications and consultations have been received. The congregation and pcc which considered the proposals have stated the church needs closing; though few would wish that to be so they are a realistic group.

12. Certainly finance has played a major part in both provoking discussion and realistic consideration of the future. However it must be stated that the provision of adequate pastoral care and sustainability of parish for this whole area has been a deanery concern. When the church at Holtye was closed it was recognised locally that Hammerwood might face the same dilemmas and decision to be taken.

Question 3 Worshipping congregation and church yard

13. The current congregation has explained members do not see Cowden as their future centre for worship. The area (including Holtye) that is proposed to be transferred to Hartfield was once part of Hartfield parish as with the area returning to Forest Row. At the meet mentioned at the beginning of this response people expressed their own preference to move to one or the other. The same meeting allowed people to talk about worship styles and gave people a chance to meet the clergy and discuss music and role of choirs in the churches.

14. It has been long recognised that the church yard is still open for burials and the diocese would be pleased to ensure that future burials took place as appropriate. If a future use for the church building could be found which allowed any part of the church yard to remain outwith a disposal it would be supported. Both clergy in the neighbouring parishes have indicated their willingness to hold burial services for those connected with the parish.

Question 4 Quinquennial report

15. The latest quinquennial report is enclosed and a copy has been sent to the closed churches officer who oversees the diocese. No major works had not been identified at the time of the proposal to close

came from the pcc and congregation. There has been a good record of maintaining the building. However there is a recognition that there would be costs coming along which the current (and expected future) congregation would have difficulty in meeting. This has been shown to be apposite in the newly discovered problems linked with the vestry area. As Archdeacon the decision to propose closure of the building remains based more about the numbers attending and thus need for such a building for the pastoral provision in the area than pure financial demands of the building or immediate requirement for repairs.

Question 5 finance

16. The accounts for the past two years are included with this response. They highlight the falling resources of the parish. Over the past few years the parish has met what parish share contribution it committed to provide. This amount has not been sufficient to cover the actual costs incurred within the calculations used by the diocese. It is the view of the parish officers as expressed to me that they cannot meet future demand at the present level let alone any further increases.

Question 6 comment on representations

17. The representation referred to in the papers sets out some very interesting and persuasive ideas. Unfortunately many are impractical or theoretical rather than realistic in today's world.

18. There is no evidence of any tithe liability remaining and in any event if there were any it is likely to have been extinguished by the Tithe Acts of last century. There is no chancel liability as the church was built in the 19th century on land which does not seem to have had such a liability. As far as can be seen from the National Archive Records there were no tithers associated with the immediate land.

19. The proposal to build on local links with wealthier inhabitants is a very interesting one which would remain a possibility if the church was closed and used for other appropriate uses. This might allow some creative ways of sustaining the building in some form as a worshipping space to be explored and delivered.

20. The presence of buildings used for religious purposes is but one way of proclaiming the Gospel. Experience shows that in today's world people come to Christ by myriad routes and it is thrilling to read one young person has found a nascent vocation through knowledge and experience of St Stephen's. One would hope that the same experience would have been had at either Hartfield or Forest Row each being in their own ways good examples of the wideness of worship in the Church today. The present proposals are trying to provide care for God's sheep through providing safe sustainable centres where God's people will not feel that they are in danger of being "turned out into the night".

21. It is gratifying to see that the local churches are tackling some of the social ills mentioned in the representation. Members of the congregations are playing leading roles in organisations meeting needs in different ways and through different deliver channels.

22. All are concerned that the number of clergy available for ministry throughout the country is not at the level that might be wished. It is particularly difficult here in Sussex where traditionally the diocese has been criticised for employing too high a proportion of what is scarce resource.

23. In addition financially the diocese is now not in a position to employ any number of stipendiary clergy and so is looking at different ways for providing pastoral care in areas as diverse as Brighton, rural villages and commuter belt towns. By linking the congregation and parishioners to Forest Row or Hartfield or Cowden the aim is trying to provide a practical response to ensuring the centrality of the Church's place within the community. In order to provide an ordained presence it has been necessary for example to appoint someone who is part time in the parish and part time linked to the chaplaincy at the hospital in East Grinstead. This is the sort of creative use of scarce ordained and lay resources already in

place. In an ideal world a full time person in every parish would be wonderful. Ministry in the Church, in whatever form, is a matter of vocation, which is the foundation stone bringing a good person into to the Priesthood, not necessarily just a matter of salary. However, it is important that finance plays an important part in every aspect of activities. Like many dioceses Chichester has been blessed by very well paid people responding to God's call and giving up financial gain for service in His name. Therefore, we doubt that there is any link between level of stipend or pay and the calibre of clergy or others working in the Church of England.

24. The idea of self-insurance has been looked at in former years and no doubt will be again. Each time the figures have not added up in order to relieve the financial burden as suggested in the respondent's contribution. A former diocesan secretary undertook such an exercise after a particularly hike in premiums but found that in fact overall parishes in the diocese received more financial benefit than the amount put in over a period of years.

Question 7 any further comment

25. As Archdeacon I have to recognise the special circumstances in this case. There is such a small population to support a church which built by a local owner and sustained originally by the household in a very different time. My hope is that the building can be retained for some sort of community use but that is not certain. And I experience the burden on the local congregation who are exemplars in their faithful service and worship.

Archdeacon of Horsham
November 2015

St Stephens Church, Hammerwood

The Road to Closure.

PCC 9th July 2012

Churchwardens warn that finance is a serious problem
Treasurer asked to prepare a 5 year Financial Plan

PCC 1st October 2012

Financial Report presented to PCC

PCC agree that a meeting of the Standing Committee together with Archdeacon Roger should be arranged to discuss the problem. PCC are told that the present financial situation "could mark the likely end of worship at St Stephens"

PCC agreed to issue a Questionnaire to every household in the Parish to help gauge the need to maintain services at St Stephens

Meeting of SC with Archdeacon Roger 5th November 2012

Issues of attendance and finance. PCC aware of moves "behind the scenes" at Deanery that St Stephens should be closed.

Roger stressed that the Diocese would not force us to close even if we were not making any payments to the Diocese.

PCC 4th February 2013

Meeting with Archdeacon discussed.

Questionnaire has been sent out (and is available on line)

APCM 13th April 2013

PCC 22nd April 2013

Result of Questionnaire reported and discussed.

The chairman suggests that the PCC needs to discuss the future of St Stephens.

Archdeacon's Visitation 17th June

Roger clearly indicated that we must consider closure seriously.

PCC 15th July 2013

Decision to try and "keep going" till Spring 2015

PCC 7th October 2013

Closure not discussed

PCC 27th January 2014

Meeting with Roger planned for 3rd February

Extraordinary PCC meeting with Archdeacon Roger 3rd February 2014

Possible closure fully discussed and process explained.

Extraordinary PCC Meeting 8th February

Decision taken to request closure and PCC" Statement prepared later issued to every person on the Electoral Roll

A letter dated April 2014, incorporating the above statement was then sent to every household in the Parish.

APCM 6th April 2014

PCC 28th April 2014

No responses received from the letter/statement

Report on meeting with Church Building's Council representative

PCC 21st July 2014

Under Chairman's Items various matters are discussed relating to closure.

Autumn Newsletter (Delivered to every household.)

Invites comments about proposed parish re-organisation.

Cowden PCC 22nd September Discuss the proposal confirming that they do not wish to see Hammerwood added to Cowden Parish.

Closure Process and Timetable report prepared, considered by email.

First Draft Scheme received

Amended 11th November

PCC 3rd November

Proposal discussed. (In advance of copy being received. Nothing different to our wishes so no vote deemed necessary.

Winter News Letter

Proposed parish boundary alterations explained.

PCC 2nd Feb 2015

The Diocese is working on the matter, nothing to report.

APCM April 2015 and PCC

Churchwarden's report refers to continuing delay.

Meeting with Archdeacon Fiona and adjoining Parishes 11th May 2015

Preliminary proposals discussed and agreed, including boundary changes

News Letter Summer 2015

Formal Consultation Process explained to Parishioners.

PCC 18th May

Progress reported.

August 2015

Draft Scheme published for Consultation.

P100

Please email the completed form(s) to: pastoral@churchofengland.org

[illegible]

Shopping and other local facilities (e.g. Post Office, General Store, Doctor, Dentist, Police Station, Pubs, Clubs, other recreational centres)	None	
Bus services (please give brief details of any daily bus service around the parish and/or to the nearest town/village centre and their relevance in enabling attendance at church services)	Very occasional service to Edenbridge and Tunbridge Wells. No service on Sunday. No relevance to Sunday Worship attendance.	
POPULATION		
1	Is the population increasing or decreasing and, if so, to what extent and over what period? (In case of doubt about population figures, the local authority may be able to help.)	static
2	How is the population distributed (e.g. in one or more centres, or dispersed over the parish)?	Parish Population in Hammerwood area mostly concentrated in small Hamlet with some outlying homes/farms. In Holtye area of Parish population dispersed/rural
PAROCHIAL LIFE ETC.		
3	Approximately how many of those on the church electoral roll live outside the parish?	9
4	To what extent does the congregation come from outside the parish?	1/3
5	Does the congregation increase significantly during the holiday season? If so, please give details.	No
6	Do a significant number of parishioners attend other Anglican churches in the area? If so, give details (eg for reasons of convenience or because the same congregation attends different churches in rotation).	There is a Joint Service at Cowden Parish on a 5 th Sunday of the month but only 1 or 2 attend. This is BCP Communion.
7	Has any other denomination a strong following in the parish? If so, please give brief details.	No
CHURCH SCHOOLS		
8	Is there a church school? If so, please state name and type.	No
9	Approximately how many pupils are there?	
10	From which area are they drawn?	
11	Are the school buildings available for parochial purposes? If so, please give details.	
12	Please also state name and type of other schools in the area.	
MISCELLANEOUS		
13	What is the parish share, and to what extent does the PCC meet the working expenses of the clergy or lay workers?	Parish Share asked is £14,700 to date for 2015 we have paid £2400 and have now stopped further payments due to lack of funds.
14	Please indicate what, if any, trust funds are available to the parish and for what purposes.	Brandt Holtye Grave Trust £7834 in favour of upkeep of Brandt Grave and Holtye Churchyard. Turner Holtye Grave Trust £4262 in favour of the Turner Grave and Holtye Churchyard.
ARE THERE ANY OTHER FACTUAL POINTS WHICH WOULD ENABLE THE CHURCH COMMISSIONERS TO UNDERSTAND THE CHARACTER OF THE PARISH BETTER ?		

The Church was originally built by the then owner of Hammerwood House for his estate workers and in we believe in anticipation of extending across what is now the A264 so that the Church Building would be in centre. The anticipated extending/building never happened. Holtye was historically in St Mary the Virgin, Hartfield and added to St Stephens Hammerwood which was originally part of St Swithins East Grinstead. These two combined to make Hammerwood Parish. Cowden Parish was divided and the larger part removed from Rochester Diocese to Chichester and the whole became the United Benefice of Cowden and Hammerwood whilst remaining two Parishes with separate PCCs. This happened in the early 1981.

The PCC after discussion submitted the draft scheme and therefore were unanimous about its submission. As it was birthed as a joint PCC decision no formal vote was taken.

PLEASE: (i) INDICATE THE LEVEL OF SUPPORT, OR OTHERWISE, OF THE PCC FOR THE PROPOSALS/DRAFT SCHEME (OR ORDER); AND/OR (ii) PLEASE SHOW THE VOTING FIGURES (IF A VOTE WAS TAKEN)

The PCC voted for closure in February 2014. Having taken the decision to ask for closure and agreed the proposed parish boundary arrangements, we saw no reason to take any further votes. Mr David Pinnegar joined the PCC in April 2010. The first we knew that he was going to oppose the process was when we were informed through the Church Commissioners of the names of those who had made objections.

	<i>For</i>	<i>Against</i>	<i>Abstentions</i>
<i>On the local formal consultations:</i>	<i>Unanimous</i>		
<i>On the published draft Scheme:</i>	<i>Unanimous</i> <ul style="list-style-type: none"> <i>Please see paragraph above</i> 		

Completed by N. Trask (Incumbent/Priest-in-Charge/etc.) Date 28th October 2018

Note 1:	Please describe by dedication etc. and state whether the building is a parish church, chapel of ease or other place of worship (eg mission hall etc.)
Note 2:	Please state (1) the frequency of church services, (2) the time, (3) the type and/or name of the service (e.g. Holy Communion, Sung Eucharist, Morning Prayer etc.), (4) the service book used and (5) the average congregation for each service.

PARISH INFORMATION FORM

P100

It is important that the information provided on this form is accurate as the Church Commissioners may rely on such information in their consideration of representations and their decision could be open to legal challenge if any facts upon which they have relied are found to be incorrect.

Please email the completed form(s) to: pastoral@churchofengland.org

BENEFICE	Cowden with Hammerwood	
Incumbent/Priest-in-Charge (Date of institution/licensing)	The Revd Marion Trask 4 th October 2010	
Patron(s)	The Church Society Trust	
Parsonage house (address)	The Rectory Church Street Cowden Edenbridge Kent TN8 7JE	
PARISH	Cowden	
Population of parish (adults & children) (Please state how computed)	Best Estimate based on Magazine delivery to 450 households. Adults 850, Children 60	
Churches and sittings (See Note 1 overleaf) Date built (approx.)	St Mary Magdalene Parish church	
Church services and numbers attending (See Note 2 overleaf) Example: <u>1st Sunday</u> 10.00am Holy Communion Common Worship A (30)	<p>1st Sunday 11am Holy Communion Common Worship B/H Adults 18 Children 4/9</p> <p>2nd Sunday Time 11am Sunday Morning Worship CW Adults: 16 Children 4/9</p> <p>Compline 6.30pm Adults: 4</p> <p>3rd Sunday 11am Holy Communion CW B/H Adults 17 Children 8/10</p> <p>4th Sunday 11am Family Church based on Sunday Morning Worship CW Adults 17 Children 2</p> <p>5th Sunday BCP Holy Communion 11am Adults 18 Children 1/2</p> <p>These are average numbers for "normal" services. Have included fractions for children as often average < 1.</p>	
Electoral roll	30	
Staff/lay assistance (e.g. curates, lay readers, NSMs etc.)	None	
Churchmanship and characteristics of that churchmanship	Evangelical/Middle Churchmanship Robed Choir, Bible Study Group, Mixture of traditional and modern worship hymns/songs	If there is more than one church in the parish please indicate any difference in the churchmanship in the individual churches
Please indicate the PCC's	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> NOT VOTED <input type="checkbox"/>	

<p>position on Resolutions A, B and C by ticking the relevant</p> <p><input checked="" type="radio"/> whether there is a Resolution under Paragraph 20 of the House of Bishops' Declaration on the Ministry of Bishops and Priests (if so, please explain the exact nature of the alternative arrangements made, and the reasons for requesting the same).</p>	<p>A <i>In favour of restricting exercise of women's ministry in parish</i></p> <p>B <i>In favour of preventing woman holding office of incumbent etc.</i></p> <p>C <i>Has requested special episcopal arrangements</i></p> <p><i>Declaration on the Ministry of Bishops and Priests</i></p> <p><i>Sometime before 2005 Cowden PCC voted to restrict woman's ministry in the parish. The PCC Secretary is recovering from open heart surgery and is indisposed and unable to track the minutes and actual date.</i></p> <p><i>The PCC is FULLY supportive of me but seems not to have formally ever rescinded their vote.</i></p>	
<p>Parochial church organisations and number of regular attenders</p>	<p>Mums and Todds 3 mums 3 children</p> <p>Home Group 8</p> <p>Women's Fellowship 6</p>	
<p>Other parochial and/or community buildings</p>	<p>Village Hall – Community Building</p>	<p><i>Please indicate if any building is not primarily for church use</i></p>
<p>Other denominations</p>	<p>None</p>	
<p>Sociological make-up of parish (e.g. rural, industrial, residential etc.)</p>	<p>Rural</p>	
<p>Shopping and other local facilities (e.g. Post Office, General Store, Doctor, Dentist, Police Station, Pubs, Clubs, other recreational centres)</p>	<p>Village Hall</p> <p>Recreation Ground</p> <p>One Pub</p>	
<p>Bus services (please give brief details of any daily bus service around the parish and/or to the nearest town/village centre and their relevance in enabling attendance at church services)</p>	<p>No person attends Church by bus. Weekday buses are one a day and run to different places e.g. Edenbridge, Tunbridge Wells.</p>	

POPULATION	
1	Is the population increasing or decreasing and, if so, to what extent and over what period? (In case of doubt about population figures, the local authority may be able to help.)
2	How is the population distributed (e.g. in one or more centres, or dispersed over the parish)?
PAROCHIAL LIFE ETC.	
3	Approximately how many of those on the church electoral roll live outside the parish?
4	To what extent does the congregation come from outside the parish?
5	Does the congregation increase significantly during the holiday season? If so, please give details.
6	Do a significant number of parishioners attend other Anglican churches in the area? If so, give details (eg for reasons of convenience or because the same congregation attends different churches in rotation).
7	Has any other denomination a strong following in the parish? If so, please give brief details.
CHURCH SCHOOLS	
8	Is there a church school? If so, please state name and type.
9	Approximately how many pupils are there?
10	From which area are they drawn?
11	Are the school buildings available for parochial purposes? If so, please give details.
12	Please also state name and type of other schools in the area.
MISCELLANEOUS	
13	What is the parish share, and to what extent does the PCC meet the working expenses of the clergy or lay workers?
14	Please indicate what, if any, trust funds are available to the parish and for what purposes.

ARE THERE ANY OTHER FACTUAL POINTS WHICH WOULD ENABLE THE CHURCH COMMISSIONERS TO UNDERSTAND THE CHARACTER OF THE PARISH BETTER ?

Cowden Parish is the only Chichester Diocese in Kent. They welcome Hammerwood's request for closure and are happy and supportive of Hammerwood PCC to determine its own proposals re future of the Parish if St Stephen's should close. After Hammerwood requested closure Cowden PCC unanimously voted that they did not want Hammerwood to be part of Cowden Parish and that at some point in the future they would like to be returned to the Diocese of Rochester from whence they came.

PLEASE: (i) INDICATE THE LEVEL OF SUPPORT, OR OTHERWISE, OF THE PCC FOR THE PROPOSALS/DRAFT SCHEME (OR ORDER); AND/OR (ii) PLEASE SHOW THE VOTING FIGURES (IF A VOTE WAS TAKEN)

	For	Against	Abstentions
On the local formal consultations:	unanimous support for both please		
On the published draft Scheme:	see paragraph above		

Completed by M. Task (Incumbent/Priest-in-Charge/etc.) Date 28th October 2015

Note 1:	Please describe by dedication etc. and state whether the building is a parish church, chapel of ease or other place of worship (eg mission hall etc.)
Note 2:	Please state (1) the frequency of church services, (2) the time, (3) the type and/or name of the service (e.g. Holy Communion, Sung Eucharist, Morning Prayer etc.), (4) the service book used and (5) the average congregation for each service.

PARISH INFORMATION FORM

P100

It is important that the information provided on this form is accurate as the Church Commissioners may rely on such information in their consideration of representations and their decision could be open to legal challenge if any facts upon which they have relied are found to be incorrect.

Please email the completed form(s) to: pastoral@churchofengland.org

BENEFICE	Forest Row																						
Incumbent/Priest-in-Charge (Date of institution/licensing)	The Revd Angela Martin																						
Patron(s)	The Vicar of East Grinstead																						
Parsonage house (address)	The Vicarage Ashdown Road Forest Row East Grinstead RH18 5BW																						
PARISH	Forest Row																						
Population of parish (adults & children) (Please state how computed)	Total population – 5,278 (fig taken from Wealden Council survey www.eastsussexinfofigures.org.uk) Children – 1,069 Adults – 4,209																						
Churches and sittings (See Note 1 overleaf) Date built (approx.)	Holy Trinity, Forest Row Parish church	St Dunstan's Church, Ashurst Wood																					
Church services and numbers attending (See Note 2 overleaf) Example: <u>1st Sunday</u> 10.00am Holy Communion Common Worship A (30)	Sundays <u>Time:</u> 8am Holy Communion alternate weeks <u>Service:</u> BCP <u>Numbers:</u> 14 – 19 (peripatetic congregation) <u>Time:</u> 10am 3 Sundays each month (x1 joint service at St Dunstan's once a month) <u>Service:</u> CW x2 Sung Eucharist x1 non-Eucharistic <u>Numbers:</u> 45 – 70 <u>Time:</u> 6pm ~ once per quarter <u>Service:</u> BCP Evensong <u>Numbers:</u> 30 – 40 Either 8am or 10am on 5 th Sunday Weekdays <u>Time:</u> 10am 4 th Wednesday Apr – Sept <u>Service:</u> Eucharist with Healing <u>Numbers:</u> 6 – 8	Sundays <u>Time:</u> 8am Holy Communion alternate weeks <u>Service:</u> BCP <u>Numbers:</u> 14 – 19 (peripatetic congregation) <u>Time:</u> 10am 3 Sundays each month (x1 joint service at Holy Trinity once a month) <u>Service:</u> CW x2 Sung Eucharist x1 non-Eucharistic <u>Numbers:</u> 35 – 60 <u>Time:</u> 3.30pm 3 rd Sunday only <u>Service:</u> Messy Church <u>Numbers:</u> 15 – 20 <u>Time:</u> 6pm 2 nd Sunday only <u>Service:</u> Holy Communion <u>Numbers:</u> 15 – 20 Either 8am or 10am on 5 th Sunday Weekdays <u>Time:</u> 1pm 1 st Wednesday every month <u>Service:</u> 'Little Acorns' Toddlers pram service <u>Numbers:</u> 12 – 15 <u>Time:</u> 10am 4 th Wednesday Oct – Mar <u>Service:</u> Eucharist with Healing <u>Numbers:</u> 6 – 8																					
Electoral roll	Holy Trinity = 96 / St Dunstan's = 55 – Total = 151																						
Staff/lay assistance (e.g. curates, lay readers, NSMs etc.)	x1 NSM Curate / x2 Lay Readers / x1 Lay worker / x1 Retired Priest																						
Churchmanship and characteristics of that churchmanship	Holy Trinity – Liberal catholic with a slightly more formal style of worship having a strong musical tradition and in a more traditional church setting. St Dunstan's – Liberal catholic with a less formal style of worship, no choir and a newly reordered setting allowing some versatility in worship styles.																						
Please indicate the PCC's position on Resolutions A, B and C by ticking the relevant box OR whether there is a Resolution under Paragraph 20 of the House of Bishops' Declaration on the Ministry of Bishops and Priests (if so, please explain the exact nature of the alternative arrangements made, and the reasons for requesting the same).	<table border="1"> <thead> <tr> <th></th> <th>YES</th> <th>NO</th> <th>NOT VOTED</th> </tr> </thead> <tbody> <tr> <td>A In favour of restricting exercise of women's ministry in parish</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>B In favour of preventing woman holding office of incumbent etc.</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>C Has requested special episcopal arrangements</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Declaration on the Ministry of Bishops and Priests</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>				YES	NO	NOT VOTED	A In favour of restricting exercise of women's ministry in parish	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	B In favour of preventing woman holding office of incumbent etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	C Has requested special episcopal arrangements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Declaration on the Ministry of Bishops and Priests	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	YES	NO	NOT VOTED																				
A In favour of restricting exercise of women's ministry in parish	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																				
B In favour of preventing woman holding office of incumbent etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																				
C Has requested special episcopal arrangements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																				
Declaration on the Ministry of Bishops and Priests	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																				
Parochial church organisations and number of regular attenders	Community Café every 12.30 – 2.00 every Tuesday / 30 – 40 regular attenders Dunstan's Babes 2 nd – 4 th Wednesday 1.00 – 3.00pm / 12 – 15 regular attenders																						

Other parochial and/or community buildings	Both Holy Trinity & St Dunstan's have a hall attached to the church.	<i>Please indicate if any building is not primarily for church use</i>
Other denominations	We have a wide variety of other/alternative faith/belief systems within the village of Forest Row. These include those professing a Christian faith ; Roman Catholic / Baptist / Rudolf Steiner Community Church / Mormons ; and those professing other belief systems Buddhists / Scientologists. We also have a small Jewish community in the village.	
Sociological make-up of parish (e.g. rural, industrial, residential etc.)	We are a largely Rural parish within 4 miles of the much larger suburban small market town of East Grinstead. There are pockets of small industrial units scattered across the parish.	
Shopping and other local facilities (e.g. Post Office, General Store, Doctor, Dentist, Police Station, Pubs, Clubs, other recreational centres)	Facilities across the Parish are very good. Forest Row boasts a number of good restaurants, 3 Pubs, a broad spectrum of shops including a Fresh Fish shop, various organic produce shops, 2 farm shops, a bakery, 4 hair dressers, 3 craft shops, 2 art galleries, 2 Vets, a Social Club, Youth Club, 2 nurseries, a library, village hall and community centre, pharmacy, Medical Centre, Fire station, Co-op with Post Office, and 2 Garages one including a Tesco Express, Delicatessen, 3 specialist cloths shops and a dressmaker, 2 high end furniture outlets, a removal company and a 'have a go' pottery outlet. Ashurst Wood is a smaller village but still has 2 Pubs, a Post Office, a village shop, a good Butcher and a hairdressers. There is also a small industrial estate with a garage and Animal feed supplier.	
Bus services (please give brief details of any daily bus service around the parish and/or to the nearest town/village centre and their relevance in enabling attendance at church services)	Buses run East West and North South daily every hour on weekdays, this service is reduced at the weekend. Nearest town to the west is East Grinstead, to the East is Tunbridge Wells, to the north Redhill and to the south Haywards Heath.	

	POPULATION	
1	<i>Is the population increasing or decreasing and, if so, to what extent and over what period? (In case of doubt about population figures, the local authority may be able to help.)</i>	The population is static at the moment but there are some plans to build a small number of homes if permission is granted on brown field sites in Ashurst Wood.
2	<i>How is the population distributed (e.g. in one or more centres, or dispersed over the parish)?</i>	The population across the parish definitely identifies most strongly with the village in which you live. Having said this the majority of the regular worshipping community travel to worship together in either of our 2 churches.
	PAROCHIAL LIFE ETC.	
3	<i>Approximately how many of those on the church electoral roll live outside the parish?</i>	<5%
4	<i>To what extent does the congregation come from outside the parish?</i>	Very few of the congregation come from outside the parish those that do come for specific worship style or have a strong connection.
5	<i>Does the congregation increase significantly during the holiday season? If so, please give details.</i>	We do see an increase at Christmas, Harvest and Remembrance. Not quite so much at Easter.
6	<i>Do a significant number of parishioners attend other Anglican churches in the area? If so, give details (eg for reasons of convenience or because the same congregation attends different churches in rotation).</i>	No
7	<i>Has any other denomination a strong following in the parish? If so, please give brief details.</i>	The Rudolf Steiner Christian Community Church do have a strong following.
	CHURCH SCHOOLS	
8	<i>Is there a church school? If so, please state name and type.</i>	Yes – Forest Row Church of England (Controlled) Primary School
9	<i>Approximately how many pupils are there?</i>	230
10	<i>From which area are they drawn?</i>	The children are drawn mainly from within Forest Row – we are over subscribed at the moment
11	<i>Are the school buildings available for parochial purposes? If so, please give details.</i>	No
12	<i>Please also state name and type of other schools in the area.</i>	Ashdown House – Prep school Brambletye – Prep school Michael Hall – Rudolf Steiner School 5 – 18 Greenfields – independent prep school (Scientologist)
	MISCELLANEOUS	
13	<i>What is the parish share, and to what extent does the PCC meet the working expenses of the clergy or lay workers?</i>	Full parish share is £64000 – Parish current required Parish share is £57000 of which the PCC has been able to pay 82% - we are working hard on this and aiming to be up to our full Parish share within the next 5 years.
14	<i>Please indicate what, if any, trust funds are available to the parish and for what purposes.</i>	We do have a small income from the Helen Wade Trust, a lady who once was a regular worshiper at Holy Trinity Forest Row, but this varies and is not a reliable source of income.

ARE THERE ANY OTHER FACTUAL POINTS WHICH WOULD ENABLE THE CHURCH COMMISSIONERS TO UNDERSTAND THE CHARACTER OF THE PARISH BETTER ?

2 villages are quite rightly regarded as having a strong community feel. There is a great deal going on in each and all events are well supported. The village of Forest Row is known particularly for its creativity in both art and music and is held up by the Wealden District Council as a village to aspire to be like. The church is used by 2 local choral societies for concerts allowing us to share our sacred space with others who may not normally come in. This is very much appreciated by all involved and I would hope, if the scheme is successful, to be able to open St Stephens Hammerwood up for such occasions to welcome people in and to help maintain a creative point within the hamlet of Hammerwood. I understand from the local community that they have enjoyed Jazz festivals held there in the past and it may also help pastorally to heal the hurt of the closure.

PLEASE: (i) INDICATE THE LEVEL OF SUPPORT, OR OTHERWISE, OF THE PCC FOR THE PROPOSALS/DRAFT SCHEME (OR ORDER); AND/OR (ii) PLEASE SHOW THE VOTING FIGURES (IF A VOTE WAS TAKEN)

	<i>For</i>	<i>Against</i>	<i>Abstentions</i>
<i>On the local formal consultations</i>	<i>All For</i>	<i>none</i>	<i>None</i>
<i>On the published draft Scheme</i>	<i>All for</i>	<i>none</i>	<i>none</i>

Completed by(Incumbent/Priest-in-Charge/etc.) Date

Note 1:	Please describe by dedication etc. and state whether the building is a parish church, chapel of ease or other place of worship (eg mission hall etc.)
Note 2:	Please state (1) the frequency of church services, (2) the time, (3) the type and/or name of the service (e.g. Holy Communion, Sung Eucharist, Morning Prayer etc.), (4) the service book used and (5) the average congregation for each service.

PARISH INFORMATION FORM

P100

It is important that the information provided on this form is accurate as the Church Commissioners may rely on such information in their consideration of representations and their decision could be open to legal challenge if any facts upon which they have relied are found to be incorrect.

Please email the completed form(s) to: pastoral@churchofengland.org

BENEFICE	Hartfield with Coleman's Hatch																						
Incumbent/Priest-in-Charge (Date of institution/licensing)	The Revd Julie Sear																						
Patron(s)	The Earl De La Warr and the Bishop of Chichester																						
Parsonage house (address)	The Rectory Hartfield TN7 4AG																						
PARISH	Hartfield																						
Population of parish (adults & children) (Please state how computed)	2639																						
Churches and sittings (See Note 1 overleaf) Date built (approx.)	St Mary Parish Church commenced in 13 th Century Holy Trinity 101 years old.																						
Church services and numbers attending (See Note 2 overleaf) Example: <u>1st Sunday</u> 10.00am Holy Communion Common Worship A (30)	<u>Sundays</u> 1st Sunday <u>Time</u> 9.30am Sy Mary's <u>Service</u> All Age Holy Communion (Common Worship A) with Sunday Discoverers (Children's Groups) <u>Numbers</u> 55 11.15am Holy Trinity Matins BCP 6.30pm Choral Evensong BCP Numbers 28 2nd Sunday 8.00am Said Communion (Book of Common Prayer) Numbers 8 9.30am Church Family Praise Numbers 46 <u>Weekdays</u> Tuesdays in term-time <u>Time</u> 2.45pm <u>Service</u> School Service <u>Numbers</u> 90 11.15 Holy Trinity Holy Communion BCP numbers 30	<u>Sundays</u> 3rd Sunday <u>Time</u> 9.30am <u>Service</u> Holy Communion (Common Worship A) with Sunday Discoverers <u>Numbers</u> 41 11.15am Holy Trinity. Matins BCP numbers 28 4th Sunday 8.00am Said Communion (BCP) Numbers 8 9.30am Cafe Church Numbers 50 11.15am Holy Trinity Holy Communion BCP numbers 30 <u>Weekdays</u> <u>Time</u> <u>Service</u> <u>Numbers</u>																					
Electoral roll	114																						
Staff/lay assistance (e.g. curates, lay readers, NSMs etc.)	Assistance from retired clergy Rev'd Tom Hewson and Rev'd Rosie Hewson St Mary's Licensed Lay Man Tony Shillingford at Holy Trinity																						
Churchmanship and characteristics of that churchmanship	Broad styles of churchmanship. A range of traditional and modern services for all ages are held with ample opportunity for interactive worship	If there is more than one church in the parish please indicate any difference in the churchmanship in the individual churches																					
Please indicate the PCC's position on Resolutions A, B and C by ticking the relevant box OR whether there is a Resolution under Paragraph 20 of the House of Bishops' Declaration on the Ministry of Bishops and Priests (If so, please explain the exact nature of the alternative arrangements made, and the reasons for requesting the same).	<table border="1"> <thead> <tr> <th></th> <th>YES</th> <th>NO</th> <th>NOT VOTED</th> </tr> </thead> <tbody> <tr> <td>A In favour of restricting exercise of women's ministry in parish</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>B In favour of preventing woman holding office of incumbent etc.</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>C Has requested special episcopal arrangements</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Declaration on the Ministry of Bishops and Priests</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>				YES	NO	NOT VOTED	A In favour of restricting exercise of women's ministry in parish	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	B In favour of preventing woman holding office of incumbent etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	C Has requested special episcopal arrangements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Declaration on the Ministry of Bishops and Priests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	NOT VOTED																				
A In favour of restricting exercise of women's ministry in parish	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																				
B In favour of preventing woman holding office of incumbent etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																				
C Has requested special episcopal arrangements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																				
Declaration on the Ministry of Bishops and Priests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																				
Parochial church organisations and number of regular attenders	Weekly Peace Prayers 4. Monthly Prayer Breakfasts 14 Trinity Cafe twice a month 60																						
Other parochial and/or community buildings	None at Hartfield. Trinity Hall at Coleman's Hatch	Please indicate if any building is not primarily for church use																					
Other denominations	None																						
Sociological make-up of parish (e.g. rural, industrial, residential etc.)	Rural																						

Shopping and other local facilities (e.g. Post Office, General Store, Doctor, Dentist, Police Station, Pubs, Clubs, other recreational centres)	Village Stores, Farm shop, Gift/Tea shop, Doctors' Surgery, Two Pubs, Village Hall, Town Croft Playing Field, Tennis, Cricket, Football, Stoolball Clubs. A newly established Youth Club HYPE. Brownies, Beavers, Cubs and Scouts meet in the Village Hall. WI, Local History Group, Horticultural Society, Older persons' Lunch Club also meet.
Bus services (please give brief details of any daily bus service around the parish and/or to the nearest town/village centre and their relevance in enabling attendance at church services)	A bus service between Tunbridge Wells and East Grinstead runs through the village hourly on weekdays and Saturdays, every two hours on Sundays and Bank holidays.

	POPULATION	
1	Is the population increasing or decreasing and, if so, to what extent and over what period? (In case of doubt about population figures, the local authority may be able to help.)	There has been a small increase in population over the last four years as 18 affordable homes have been built and approximately 4 private dwellings have been built.
2	How is the population distributed (e.g. in one or more centres, or dispersed over the parish)?	A large proportion of the population is in the village centre with homes grouped along the main through route.
	PAROCHIAL LIFE ETC.	
3	Approximately how many of those on the church electoral roll live outside the parish?	9 approx. at Hartfield 64 at Coleman's Hatch
4	To what extent does the congregation come from outside the parish?	5% St Mary's 50% Holy Trinity
5	Does the congregation increase significantly during the holiday season? If so, please give details.	No. Visitors to the parish are balanced out by absence of church families on holiday.
6	Do a significant number of parishioners attend other Anglican churches in the area? If so, give details (eg for reasons of convenience or because the same congregation attends different churches in rotation).	We are a United Benefice and members of St Mary's Church also worship at Holy Trinity Coleman's Hatch. We encourage strong links between the two churches in the benefice.
7	Has any other denomination a strong following in the parish? If so, please give brief details.	NO
	CHURCH SCHOOLS	
8	Is there a church school? If so, please state name and type.	St Mary the Virgin School Hartfield. Church Aided
9	Approximately how many pupils are there?	85
10	From which area are they drawn?	Parish, Hever, Edenbridge, Withyham
11	Are the school buildings available for parochial purposes? If so, please give details.	Yes. We have used them for a children's holiday club and have the offer for any other activities, should we want to use them.
12	Please also state name and type of other schools in the area.	Ashdown House Preparatory School
	MISCELLANEOUS	
13	What is the parish share, and to what extent does the PCC meet the working expenses of the clergy or lay workers?	The parish Share is 100 % and expenses of the clergy and lay workers is met by the PCC. Petrol expenses for Parish work by Clergy and reasonable expenses for office and visual aids/
14	Please indicate what, if any, trust funds are available to the parish and for what purposes.	N/A

ARE THERE ANY OTHER FACTUAL POINTS WHICH WOULD ENABLE THE CHURCH COMMISSIONERS TO UNDERSTAND THE CHARACTER OF THE PARISH BETTER ?

--

PLEASE: (i) INDICATE THE LEVEL OF SUPPORT, OR OTHERWISE, OF THE PCC FOR THE PROPOSALS/DRAFT SCHEME (OR ORDER); AND/OR

(ii) PLEASE SHOW THE VOTING FIGURES (IF A VOTE WAS TAKEN)

	<u>For</u>	<u>Against</u>	<u>Abstentions</u>
<u>On the local formal consultations:</u>	100%		
<u>On the published draft Scheme:</u>	100%		

Rev. Julie Seav

Completed by ...Rev Julie
Seav.....(Incumbent/Priest-
in-Charge/etc.) Date 9th November 2015

Note 1:	Please describe by dedication etc. and state whether the building is a parish church, chapel of ease or other place of worship (eg mission hall etc.)
Note 2:	Please state (1) the frequency of church services, (2) the time, (3) the type and/or name of the service (e.g. Holy Communion, Sung Eucharist, Morning Prayer etc.), (4) the service book used and (5) the average congregation for each service.

Trustees Annual Report and Financial Statements

St Stephen's Church

Hammerwood with Holtye

ANNUAL REPORT & FINANCIAL STATEMENTS

For the year ended 31 December 2013

CONTENTS

	Pages
Front sheet	1
Annual Report & Fabric Review	2 to 3
Financial Review & Reserves Policy	4
General Fund Receipts & Payments	5
Statement of Assets & Liabilities. Grave Trust	6
Notes to the Accounts	7 to 9
Report of the Independent Examiner	10

St Stephen's Church, Holtye Road, Hammerwood, East Grinstead, West Sussex RH19 3QE

***Incumbent:* The Revd Marion Trask, The Rectory, Cowden, Near Edenbridge, Kent TN8 7JE**

***Independent Examiner:* Mr D J Reeves, Shovelstrode Lodge, Shovelstrode, East Grinstead RH19 3PN**

***Bankers:* Santander Business Banking, Bridle Road, Bootle L30 4UA**

Hammerwood & Holtye Parochial Church Council

Annual Report for 2013

Administrative information

The parish is a charity but is excepted from registering with the Charity Commission within the meaning of section 30 of the Charities Act 2011.

During the year the following served as members of the Parochial Church Council (PCC):

Incumbent:	The Revd Marion Trask	Chairman
Churchwardens:	Mr Graham Bedford	Vice Chairman & Deputy Warden
	Mrs Anne Hodge	Secretary & Warden
	Mrs Christine Swayne	Warden
Elected Members:	Mrs Daphne Bradley	
	Mr James Gardiner	Treasurer
	Mr Darren Roberts	
	Miss Tamzin Swayne	
	Mrs Jane Wright	

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent/priest-in-charge, curate, lay readers licensed to officiate in the church), the churchwardens and members of the Deanery, Diocesan or General Synods and 10 members of the church who are elected at the Annual Parochial Church Meeting (APCM). Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

Aim and Purposes

The primary objective of St Stephen's PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. The PCC has the responsibility of co-operating with the incumbent, the Revd Marion Trask, in promoting in the ecclesiastical parish the whole mission of the Church pastoral, evangelistic, social and ecumenical.

Objectives and Activities

In their Mission Action Plan for 2013, the PCC set out their objectives for the year as:

- seeking to provide social events to bring together the Hammerwood Community making it more cohesive and introducing neighbour to neighbour.
- through personal invitation, inviting the Hammerwood Community to specific Sunday Worship such as Easter, Harvest, and Christmas.

Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, the incumbent and the PCC have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on 'charities for the advancement of religion'. In particular we try to enable local people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge of, and trust in, Jesus;
- Provision of pastoral care for people living in the parish;
- Missionary and outreach work.

To facilitate this work it is important that we maintain the fabric of St. Stephen's Church serving the communities of Hammerwood and Holtye.

Achievements and performance

Church attendance

There are 27 parishioners on the church electoral roll, 9 of whom are not resident within the parish. No names were added during the year and none were removed either through death or because they moved away from the area. The average weekly attendance, counted during October, was 24 but this number increased at festivals. Average numbers were 13 adults and 2 children on a Sunday.

Review of the year

1. The full PCC met five times during the year with an average level of attendance of 83%. Groups met between meetings and their proposals were received by the full PCC and discussed where necessary.
2. During the year, a number of building and repair works have been carried out, including, in November and December, improvements to the circulation area at the north end of the church and the installation of a much needed toilet outside the south side of the church.
3. Services continued to take place on the first and third Sundays of every month with a Sunday Morning Worship on the former and Holy Communion on the latter, followed by refreshments. Late in 2012 the PCC took the decision to commence all services at 9.30 a.m. as from the first Sunday in 2013. There were four joint services with Cowden during the year. There was an Open Air Service in August and Harvest Thanksgiving in October. The Christmas Carol Service, followed by mulled wine and mince pies, was very well attended.
4. During the year there was one wedding, one funeral and one interment of ashes at the church.
5. Nick Cooper gave a much enjoyed concert in aid of the church at Hammerwood Park of Benjamin Britten's Cello Sonata. The Quiz Nights in March and October were well attended. These and the concert made a solid contribution to the church's income during the year.
6. Our Architect, Graham Bedford, made the following comments concerning the Fabric as at 31 December 2013:

'The year saw a continuation of problems with the heating system. Engineers attended regularly, the fitting of a new control box in 2012 seemed to solve the problem but later, the system failed again. A full service should have set things up for the autumn but again the system "locked out" when the programmer called for heat. The programmer was renewed as was the air temperature thermostat in the church. Every avenue has been explored and the conclusion seems to be that the boiler house is just too damp for the boiler electrics to function reliably.

The boiler house has been cleared out and the drain cleared as much as possible but still flooding occurs. The church must now look to clearing the drainage system and running the pump so that the door can shut properly thus keeping the room drier. We do have this in hand.

New roadside notice boards have been fitted together with a sign in the porch listing services at both Hammerwood and Cowden.

The Organ has been tuned, the Fire equipment serviced and the lightning conductor successfully tested. The clock is working but not the strike action, regular service visits seem to have stopped. I will try to adjust the clock so that it keeps better time.

In September we received the Faculty allowing us to proceed with the alterations at the West End of the Church and the installation of the Temporary Toilet. All that work has now been completed except any screening which may be required by the Local Authority.

The end of the year saw strong winds and floods and we suffered a loss of tiles over the Chancel which in turn smashed tiles on the Vestry roof below. I am obtaining estimates for repair and have registered an Insurance Claim on behalf of the Church.

Further damage to the ceiling linings is apparent and the PCC will have to decide whether repairs can be afforded.

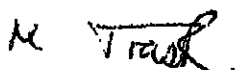
Financial Review

1. The total receipts on general unrestricted funds received were £11,764 and are detailed in the Financial Statements.
2. The total resources of the Church now stand at £12,172 which shows a decline in the year from £15,948 at the end of 2012, a reduction of 24% following the decline in 2012 of 22% and the large reduction in resources in 2011 of 38%.
3. The planned giving through envelopes and banker's orders remained the same as in 2012 but Gift Aid increased by 6%. Our total voluntary income including tax recovered, but excluding legacies fell by 5%.
4. The PCC was grateful to receive a legacy of £1,000 from the estate of Mrs Elizabeth Everington, late of Coopers Wood.
5. The PCC was also grateful for a grant received from Hartfield Parish Council of £150 which was put towards the upkeep of the graveyard of the redundant St Peter's church in Holtye.
6. Fundraising in the year produced a bottom line of £2,447 as detailed in the 'Review of the year' above and a small improvement on last year.
7. It will be seen that Expenditure exceeded Income by £2,472 in the year and this was mainly due to the external toilet installation work using funds donated and held in reserve in previous years.
8. Due to the difficult financial situation our church found itself in during 2012, the PCC had to reduce the parish contribution from £10,509 to £3,391 in 2013. The PCC decided that our situation would allow the contribution for 2014 to be increased to £5,391.

Reserves Policy

1. It is PCC policy to maintain a balance on the general unrestricted funds which allows unrestricted payments to be met on a timely basis and as contingency against unforeseen situations. The closing balance decreased from 2012 as shown in the Financial Statements and as explained above.
2. The balance of restricted reserves held for specific purposes as shown in the Financial Statements have changed during the financial year and this is detailed in Note 17 to the Accounts.
3. It is PCC policy to invest temporarily surplus funds with the CBF Church of England deposit fund.

Approved by the PCC and signed on their behalf by
Revd. Marion Trask, PCC Chairman:



.....
Date.....1 February 2014.....

Hammerwood & Holtve Parochial Church Council
Accounts for the year ended 31st December 2013
1. Statement of Financial Activities (SOFAC)

		2013		2012	
Receipts and Payments Account					
	Notes	General Funds £	Restricted Funds £	Total Funds £	Total Funds £
Receipts					
Voluntary Receipts					
Planned giving	2	3,662			3,337
Collections and other giving	3	1,762			2,151
Income tax recovered	4	668			1,315
			6,092	6,092	6,803
Other voluntary receipts					
Donations	5	1,485			922
Grants	6	150			
			1,635	1,635	922
Receipts from activities for generating funds					
Fund raising activities	7	2,950		2,950	3,153
Receipts from Church activities					
Fees	8	706		706	688
Receipts from investments					
Bank interest	9	-			159
Dividends/Interest (CBF Investments)	10	381		381	284
					443
Other income					
Sundry		-		-	226
					226
Total receipts		11,764	-	11,764	12,235
Payments					
Church activities					
Charities	11	-		-	-
Diocesan parish contribution	12	3,391		3,391	10,528
Payments to Employees	13	1,203		1,203	960
Ministry	14	1,166		1,166	1,573
Church running expenses	15	2,392	54	2,446	2,264
General Expenses Fundraising	16	503		503	915
Major Repairs to Church Fabric	15	5,381	1,250	6,631	283
Other expenditure		-		-	100
			1,304	-	144
		14,236			
Total payments		14,236	1,304	15,540	16,634
Net incoming/outgoing resources for year		(2,472)	(1,304)	(3,776)	(4,399)
Reserves at 1 January 2013		12,230	3,718	15,948	16,629
Transfer between reserves		(11)	11	-	3,662
Reserves at 31 December 2013		9,747	2,425	12,172	3,718
					15,948

Hammerwood & Holtys Parochial Church Council

2. Statement of Assets and Liabilities as at 31st December 2013

Monetary Assets		2013	2012
	Notes	£	£
Bank & Cash Balances			
Santander Bank Current Account	18	460	576
C of E Board of Finance Deposit Account		11,712	15,372
Debtors - Nil		-	-
Less Creditors - Nil		-	-
Total Net Assets		<u>12,172</u>	<u>15,948</u>
Reserves			
General fund		9,747	12,230
Restricted funds		<u>2,425</u>	<u>3,718</u>
		<u>12,172</u>	<u>15,948</u>

3. Grave Trust Investments - Restricted Funds

Fund Name	Cost Price		Market Value at 31.12.13	Market Value at 31.12.12
	£		£	£
584.99 Shares C of E Investment Fund	4,000	19	7,416	6,641
Brandt Grave Trust				
[110001667S - held in the name of the Diocese of Chichester]				
	<u>4,000</u>		<u>7,416</u>	<u>6,641</u>

4. Notes to the Accounts for year ended 31 December 2013

- 1 The financial statements of the PCC have been prepared in accordance with the Charities Act 2011 and the Church Accounting Regulations 2006, using the Receipts and Payments basis.

	£
2 Planned Giving	
Planned	501
Gift Aid Monthly	2,336
Gift Aid Annual	825
	<u>3,662</u>
3 Collections & Other Giving	
Collections Gift Aid	962
Collections	800
	<u>1,762</u>
4 Income Tax Recovered from 6 April 2012 to 31 December 2012	
Total received from the Inland Revenue	<u>668</u>
From the following Gift Aided sums:	
Collections	972
General Giving	1,693
Fund Raising	-
Transitional Relief and Interest	8
	<u>2,673</u>
5 Donations	
Donations Gift Aid	305
Donations	1,180
	<u>1,485</u>
We are most grateful to the late Mrs Elizabeth Everington formerly of Coopers Wood in Holtye for her generosity to St Stephen's church during her lifetime and for a bequest in her will of £1,000 which will be carefully used.	
6 Grants	
A Grant was received from Hartfield Parish Council to go towards the upkeep of the churchyard at St Peter's church, Holtye for which the PCC remains responsible.	<u>150</u>
7 Fund Raising Activities	
General - Gift Aid	-
General	405
Building Fund - GA	47
Building Fund	589
Quiz Nights GA	84
Quiz Nights	1,824
	<u>2,950</u>

Nick Cooper gave a much enjoyed concert at Hammerwood Park of Benjamin Britten's Cello Sonata in aid of the church. The Quiz Nights in March and October were well attended. These and the concert made a solid contribution to the church's income during the year.

8 Fees	
During the year there was 1 wedding at St Stephen's Church and 2 funerals.	<u>706</u>
9 Bank Interest	
We do not receive any interest on our Bank Current Account with Santander Bank but equally, no charges are paid.	
10 Dividends/Interest from CBF Investments	
General Deposit Account Interest	90
Holtye Brandt Grave Trust	<u>291</u>
	<u>381</u>
11 Charities	
No donations to charities were made during the year.	<u>-</u>
12 Parish Contribution	
There was a fall from £10,509 last year.	<u>3,391</u>
13 Payments to Employees	
Total payments for the year:	1,203
Of the above, as from 6 April 2013 the PCC have paid individuals as employees and employ the services of Brooks & Co to provide payroll support and PAYE/NI calculations.	
Gross pay for period 6 April to 31 December 2013	918
National Insurance	<u>-</u>
	<u>918</u>
No payments were made to PCC members or connected persons with the exception of one of the organists at St Stephen's Church who received payment for that service included above. Organist Darren Roberts was a trustee of the PCC in 2013 and his salary was £1,068.60 for the year.	
14 Ministry	
Ministry Expenses shown were made to Cowden PCC for 2012.	<u>1,166</u>
15 Church Running Expenses	
Minor Repairs	-
Servicing & Upkeep	575
Churchyard at St Peter's Church, Holtye	274
Other general expenses	720
Electricity, Oil and Water	<u>877</u>
	2,446
Church Fabric, mainly the installation of a toilet and associated works.	<u>6,831</u>
	<u>9,277</u>

- 16 **General Expenses, Fundraising**
Two Quiz Nights and hire of Hall.

503

17 **Summary of Reserves**

		Opening Balance 01/01/2013 £	Movements		Closing Balance 31/12/2013 £
			In £	Out £	
General Reserves		5,061	13,282	(8,596)	9,747
Building Fund	Note a	7,169	636	(7,805)	-
Total Unrestricted Reserves		<u>12,230</u>	<u>13,918</u>	<u>(16,401)</u>	<u>9,747</u>
Restricted Reserves					
Building Fund	Note c	1,250	-	(1,250)	-
Clock Fund		25	-	-	25
Holtye Graves Fund	Note b	2,443	-	(54)	2,389
Car Park Rental Fund	Note d		11	-	11
Total Restricted Reserves		<u>3,718</u>	<u>11</u>	<u>(1,304)</u>	<u>2,425</u>
Grand Total All Reserves		<u>15,948</u>	<u>13,929</u>	<u>(17,705)</u>	<u>12,172</u>

Note a: The sum within General Reserves designated for St Stephen's Church Building work has now been expended with surplus funds returned to General Reserves.

Note b: This fund may only be spent on the upkeep of the churchyard at Holtye St Peter's Church and the Turner Grave in particular. The SOFA keeps the balance separately identified as a figure within Restricted Reserves. The balance at year end has reduced to £2,389 due to a contribution towards upkeep work at Holtye amounting to £54.

Note c: The buildings work has been completed and fund now fully expended.

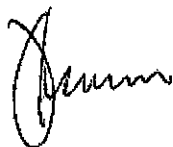
Note d: The Car Park is not church property but was kindly made available by the owners of Steadlease whose land it is. The original owners were Mr & Mrs E Buchan, followed by Mr & Mrs Maynard and now new owners. The letter from Mr & Mrs Buchan indicated peppercorn rent of £1 per annum and since ownership changed to Mr & Mrs Maynard we have been advised by Jonathan Pritchard, Solicitor at Church House, Hove that this rent should be identified in the accounts and be available for if and when it is demanded. Funds have been transferred from the General fund.

- 18 **Santander Current Account**
Balance at 31/12/13
Uncleared Expenditure

£
748
(288)
460

19 **Trust Fund**

The value of the Trust Fund in the Balance Sheet has improved in the year. The increase in share price during the year was approximately 12%



James Gardiner
Hon Treasurer of the Parochial Church Council
Date: 01-Feb-14

Independent Examiner's Report to the members/trustees of St Stephen's Church, Hammerwood with Holtye Parochial Church Council

I report on the accounts for the year ended 31st December 2013 which are set out on pages 7 to 9.

Respective responsibilities of the Trustees and Independent Examiner

The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

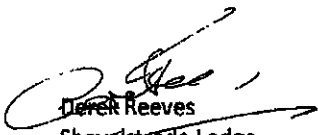
My examination was carried out in accordance with the General Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

In connection with my examination, no matters have come to my attention

1. which give me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with s.130 of the 2011 Act; or
 - to prepare accounts which accord with these accounting records have not been met;or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


Derek Reeves
Shovelrode Lodge
East Grinstead
West Sussex RH19 3PN
5th February 2014

Trustees Annual Report and Financial Statements

St Stephen's Church

Hammerwood with Holtye

ANNUAL REPORT & FINANCIAL STATEMENTS

For the year ended 31 December 2014

CONTENTS

	Pages
Front sheet	1
Annual Report & Fabric Review	2 to 3
Financial Review & Reserves Policy	4
General Fund Receipts & Payments	5
Statement of Assets & Liabilities. Grave Trust	6
Notes to the Accounts	7 to 9
Report of the Independent Examiner	10

St Stephen's Church, Holtye Road, Hammerwood, East Grinstead, West Sussex RH19 3QE

Incumbent: The Revd Marion Trask, The Rectory, Cowden, Near Edenbridge, Kent TN8 7JE

Independent Examiner: Mr D J Reeves, Shovelstrode Lodge, Shovelstrode, East Grinstead RH19 3PN

Bankers: Santander Business Banking, Bridle Road, Bootle L30 4UA

Hammerwood & Holtye Parochial Church Council

Annual Report for 2014

Administrative information

The parish is a charity but is excepted from registering with the Charity Commission within the meaning of section 30 of the Charities Act 2011.

During the year the following served as members of the Parochial Church Council (PCC):

Incumbent:	The Revd Marion Trask	Chairman
Churchwardens:	Mr Graham Bedford	Vice Chairman & Warden
	Mrs Anne Hodge	Secretary & Deputy Warden
	Mrs Christine Swayne	Warden
Elected Members:	Mrs Daphne Bradley	Resigned during the year
	Mr James Gardiner	Treasurer
	Mr David Pinnegar	Joined during the year, Synod Representative
	Mr Darren Roberts	
	Miss Tamzin Swayne	Resigned during the year
	Mrs Anna Tovey	Joined during the year
	Mrs Jane Wright	

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent/priest-in-charge, curate, lay readers licensed to officiate in the church), the churchwardens and members of the Deanery, Diocesan or General Synods and 10 members of the church who are elected at the Annual Parochial Church Meeting (APCM). Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

Aim and Purposes

The primary objective of St Stephen's PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. The PCC has the responsibility of co-operating with the incumbent, the Revd Marion Trask, in promoting in the ecclesiastical parish the whole mission of the Church pastoral, evangelistic, social and ecumenical.

Objectives and Activities

In their Mission Action Plan for 2014, the PCC set out their objectives for the year as:

- seeking to provide social events to bring together the Hammerwood Community making it more cohesive and introducing neighbour to neighbour.
- through personal invitation, inviting the Hammerwood Community to specific Sunday Worship such as Easter, Harvest, and Christmas.

Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, the incumbent and the PCC have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on 'charities for the advancement of religion'. In particular we try to enable local people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge of, and trust in, Jesus;
- Provision of pastoral care for people living in the parish;
- Missionary and outreach work.

To facilitate this work it is important that we maintain the fabric of St. Stephen's Church serving the communities of Hammerwood and Holtye.

Achievements and performance

Church attendance

There are 24 parishioners on the church electoral roll, 9 of whom are not resident within the parish. No names were added during the year and none were removed either through death or because they moved away from the area. The average weekly attendance, counted during October, was 13 adults and 2 under 16 year olds but this number increased at festivals.

Review of the year

1. The full PCC met five times during the year with an average level of attendance of 85%. Groups met between meetings and their proposals were received by the full PCC and discussed where necessary.
2. During the year, some building and repair works were carried out as covered in the fabric report below.
3. Services continued to take place on the first and third Sundays of every month with a Sunday Morning Worship on the former and Holy Communion on the latter, followed by refreshments. There were four joint services with Cowden during the year. There was an Open Air Service in August and Harvest Thanksgiving in September. The Christmas Carol Service, followed by mulled wine and mince pies, was very well attended.
4. During the year there were two weddings, two funerals and one interment of ashes at the church.
5. The Quiz Night in October was well attended.
6. Our Architect, Graham Bedford, has provided the following Fabric Report as at 31 December 2014:
The year started with high winds and rain which resulted in a loss of tiles on the Chancel roof which, in turn, damaged the vestry roof. The opportunity was taken to overhaul the remaining roof slopes and repairs were completed by the end of March. The works were the subject of an Insurance Claim in respect of the storm damage element of the work.

Following a further theft of oil an additional flood light controlled by a movement sensor was installed in the Car Park.

Later in the year, Public Clocks attended and serviced the tower clock. This is now running reasonably to time but for practical reasons, the PCC decided not to reset the chiming mechanism. The Lighting Protection system was tested and a pass certificate issued. As normal, the Fire Extinguishers have also been tested and the Organ tuned.

Throughout the year we have struggled to keep the boiler working but the intermittent nature of the problem, resulting in the boiler locking out quite randomly, for no apparent reason which has made finding a solution very difficult for our Engineer.

A couple of years ago, we installed a pump to prevent the Boiler House flooding, the drainage system being very difficult to access and maintain. We have now lowered the pump into a pit to ensure that dampness in the Boiler House is reduced as much as possible. Checked and cleared the flue. Serviced the boiler, replacing the Control Box but still the problem persisted.

We have now installed a brand new motor at considerable expense and examination of the old motor revealed what was probably the problem. It may well have been the result of flooding before the pump was installed. Since the new motor was installed, the boiler has not failed us, yet! Sadly, it would appear that thieves have continued to steal our oil.

No significant deterioration in the condition of the Church is apparent although eagle eyed parishioners may have noticed that the Cockerel, which used to adorn the weather-vane, appears to have taken flight from the top of the spire!

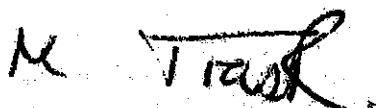
Financial Review

1. The total receipts in general unrestricted funds received were £10,340 and as detailed in the Financial Statements.
2. The total resources of the Church now stand at £9,421 which shows a decline in the year from £12,172 at the end of 2013, a reduction of 22.6% following the decline in 2013 of 24% on 2012.
3. Planned giving fell by 15% [£566] on 2013 and Gift Aid fell by £1,107 [24%]. Income tax recovered was up by £632 on 2013. The new Gift Aid Small Donations Scheme allowed us to recover 25% of non-Gift-Aided service collections contributed £160 towards this, and Gift Aid tax recovery is now based on our 31st December financial year not tax year. Overall our total voluntary income remained almost the same as 2013. For further details see the Notes below.
4. With only one event in 2014, the October Quiz Night, fundraising in the year produced a bottom line of £659. This was a decline on 2013 which gained £2,447 through a concert and two Quiz Nights.
5. It will be seen from the Receipts and Payments Account below that Expenditure exceeded Income by £2,486 in the year compared with 2013 at £2,472. Lower income overall and the increase in Parish Contribution were the main causes of the difference.
6. With the impending closure of our church, the financial situation remains in decline. Last year the PCC decided to increase the Parish Contribution by £2,000 on 2013 but for 2015 the PCC decided that there was a need to revert to an amount close to that paid in 2013 at £3,600 so that there remain some Reserves against possible urgent needs.

Reserves Policy

1. It is PCC policy to maintain a balance on the general unrestricted funds which allows unrestricted payments to be met on a timely basis and as contingency against unforeseen situations. The closing balance decreased from 2013 as shown in the Financial Statements and as explained above.
2. The balance of restricted reserves held for specific purposes as shown in the Financial Statements have changed during the financial year and this is detailed in Note 18 to the Accounts.
3. It is PCC policy to invest temporarily surplus funds with the CBF Church of England deposit fund.

Approved by the PCC and signed on their behalf by
Rev. Marion Trask, PCC Chairman:



.....
Date 18 January 2015

Receipts and Payments Account

5

Hammerwood & Holtje Parochial Church Council

2. Statement of Assets and Liabilities as at 31st December 2014

Monetary Assets	Notes	2,014 £	2,013 £
Bank & Cash Balances			
Santander Bank Current Account	19	959	460
C of E Board of Finance Deposit Account		8,462	11,712
Debtors - Nil		-	-
Less Creditors - Nil		-	-
Total Net Assets		<u>9,421</u>	<u>12,172</u>
Reserve s			
General fund		7,272	9,747
Restricted funds		2,149	2,425
		<u>9,421</u>	<u>12,172</u>

3. Grave Trust Investments - Restricted Funds

Fund Name	Cost Price £		Market Value at 31.12.14 £	Market Value at 31.12.13 £
584.99 Shares C of E Investment Fund	1,662	20	7,811	7,416
Brandt Grave Trust [110001667S - held in the name of the Diocese of Chichester]	<u>1,662</u>		<u>7,811</u>	<u>7,416</u>

4. Notes to the Accounts for year ended 31 December 2014

- 1 The financial statements of the PCC have been prepared in accordance with the Charities Act 2011 and the Church Accounting Regulations 2006, using the Receipts and Payments basis.

	£
2 Planned Giving	
Planned	543
Gift Aid Monthly	2,128
Gift Aid Annual	425
	<u>3,096</u>

Monthly GA has declined by £208 in the year, and Annual by £400.

3 Collections & Other Giving	
Collections Gift Aid	771
Collections	994
	<u>1,765</u>

There was an increase of £3 in the year.

4 Income Tax Recovered [Calendar Year to 31.12.13.]	
Total received from the Inland Revenue	<u>1,300</u>
From the following Gift Aided sums:	
Collections	982
General Giving	3,430
Fund Raising	147
	<u>4,559</u>
Plus 25% on new scheme:	
Gift Aid Small Donations Scheme [GASDS]	<u>160</u>

5 Donations	
Donations Gift Aid	128
Donations	320
	<u>448</u>

There was a bequest of £1,000 in 2013 which bolstered donations in that year to £1,485.

6 Grants	
No grants were received during the year.	<u>-</u>

7 Fund Raising Activities	
General - Gift Aid	-
General	76
Quiz Night (see 17 below)	1,313
	<u>1,389</u>

Fundraising declined to slightly less than half of that for 2013

8 Fees	
Received in respect to weddings and funerals during the year.	<u>1,070</u>

9 Bank Interest	
We do not receive any interest on our Bank Current Account with Santander Bank but equally, no charges are paid.	<u>-</u>

10 Dividends/Interest from CBF Investments	
General Deposit Account Interest	49
Holtye Brandt Grave Trust	297
	<u>346</u>

11 Sundry Income	
Eccliaistical Insurance paid for part of the necessary roof repairs	<u>926</u>
12 Charities	
Cord Toilet Twinning (£68) and Self Help Africa (£50).	<u>118</u>
13 Parish Contribution	
The amount increased from £3,391 for 2013 contributing towards a decline in Reserves along with the decline in fundraising..	<u>5,391</u>
14 Payments to Employees	
Of the above, as from 6 April 2013 the PCC have paid individuals as employees and employ the services of Brooks & Co to provide payroll support & PAYE/NI calculations.	
Nett pay for the year	629
HMRC Income Tax taken	309
National Insurance	-
Total for the year:	<u>938</u>
Payroll fee for 6 months to 30/06/2014 paid to Brooks & Co.	158
No payments were made to PCC members or connected persons with the exception of one of the organists at St Stephen's Church who received payment for that service included above. Organist Darren Roberts was a trustee of the PCC in 2014 and his salary was £607.50 for the year, gross.	
15 Ministry	
Ministry Expenses for 2013 were settled in the year:	<u>1,300</u>
16 Church Running Expenses	
Minor Repairs	-
Servicing & Upkeep	721
Churchyard at St Peter's Church, Holtye	250
Other general expenses	912
Electricity, Oil and Water	1,051
Roof Repairs	1,680
	<u>4,614</u>
17 General Expenses, Fundraising	
Quiz Night at Village Hall: hire cost, fish and chips from van etc (see 7 above)	<u>730</u>

18 Summary of Reserves in Deposit Account

	Opening Balance 01/01/2014 £	Movements		Closing Balance 31/12/2014 £
		In £	Out £	
Unrestricted Reserves				
Balance on General Deposit less all Reserves	9,747	10,351	(12,826)	7,272
Total All Unrestricted Reserves	9,747	10,351	(12,826)	7,272
Restricted Reserves				
Clock Fund Reserve	25	-	(25)	-
Holtye Graves Fund	2,389	-	(240)	2,149
Car Park Rental Fund	11	-	(11)	-
Restricted Total	2,425	-	(276)	2,149
Grand Total Reserves	12,172	10,351	(13,102)	9,421

Note a: These monies may only be spent on the upkeep of the churchyard at Holtye St Peter's Church and the Turner Grave in particular. The SOFA keeps the balance separately identified as a figure within Restricted Funds. The balance at year end has reduced to £2,149 due to general upkeep work at Holtye amounting to £240.

Note b: Amounts held within the General Deposit Account are being held for the St Stephen's Church Car Park Rental Fund. A Tenancy at Will was entered into with the new owners of Steadleaze, Mr & Mrs James Tanner, on whose land it is that the car park is situated. The rate is £10 per year from 27 February 2014 which amount is currently gifted back to the church by the owners. [The previous amount held in this fund has been returned to the General Fund].

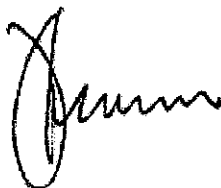
19 Santander Current Account

	£
Balance at 31/12/14	1,483
Uncleared Expenditure	(524)
	<u>959</u>

20 Holtye Graves Trust Fund

The Trust Fund in the name of the Diocese has increased in value by £418 during the year to:

<u>7,834</u>



James Gardiner
Hon Treasurer of the Parochial Church Council

Date: 16-Jan-15

Independent Examiner's Report to the members/trustees of St Stephen's Church, Hammerwood with Holtje Parochial Church Council

I report on the financial statements of the charity for the year ended 31 December 2014, which are set out on pages 4 to 7.

Respective responsibilities of trustee and examiner

The charity's trustee is responsible for the preparation of the financial statements. The charity's trustee considers that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. It is my responsibility to:

examine the financial statements under section 145 of the 2011 Act; follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and state whether particular matters have come to my attention.

This report, including my statement, has been prepared for and only for the charity's trustee as a body. My work has been undertaken so that I might state to the charity's trustee those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustee as a body for my examination work, for this report, or for the statements I have made.

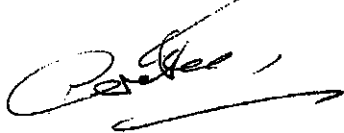
Basis of independent examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from you as trustee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



Derek Reeves
Shovelstrode Lodge
East Grinstead
West Sussex RH19 3PN
18th January 2014

PARISH OF HAMMERWOOD AND HOLTYE

NOTES OF A MEETING HELD AT HAMMERWOOD, VILLAGE HALL ON MONDAY, 11TH MAY, 2015

Amended 17th May 2015

Present: Venerable Fiona Windsor, Archdeacon of Horsham

Venerable Philip Jones, Archdeacon of Hastings

Mr. Steven Sleight, Secretary, The Diocesan Mission and Pastoral Committee

Wood Rev. Angela Martin, Vicar Holy Trinity Church Forest Row & St. Dunstan's Ashurst

Mrs. June Spoor, Churchwarden St. Dunstan's

Mr. Simon Morris, Churchwarden Holy Trinity Forest Row

Rev. Julie Sear, Vicar St. Mary the Virgin Hartfield and Holy Trinity Coleman's Hatch

Mrs. Kathy Green, Churchwarden St. Mary the Virgin Church, Hartfield

Mr. Dick Rowberry, ex. Churchwarden, St. Mary the Virgin Church, Hartfield

Rev. Marion Trask, Vicar of St. Stephen's Church.

Mr. Graham Bedford, Churchwarden St. Stephen's

Mrs. Christine Swayne, Churchwarden St. Stephen's

Mrs. Anne Hodge, PCC Secretary St. Stephen's

Steven Sleight opened the meeting with an explanation of the current position concerning closure of St. Stephen's Church and Parish alteration:-

-) Transfer of Hammerwood to Forest Row and therefore remaining in Archdeaconry of Horsham and Deanery of East Grinstead.
-) Transfer of Holtye to Hartfield thus moving into the Archdeaconry of Hastings and Deanery of Rotherfield.

All those present studied the Parish boundary and it was unanimously agreed that the new Boundary should follow the civil boundary between Hartfield and Forest Row as shown on current Ordinance Survey Mapping. Steven will proceed as soon as possible with submitting the Preliminary Draft Scheme paperwork to the Church Commissioners so that they can proceed with preparation of the finalised Draft Scheme. This will then be circulated as part of the Formal Consultation process and will include the placing of formal notices in the local press and notices on the Church notice-board. The consultation period will be six weeks. If there are no objections, the plan will go to the Bishop of Chichester for final approval. It was agreed that the scheme will include for the actual date of closure to be a matter of agreement between the parish and the Bishop to take account of a planned final service.

date of September 1st 2015. But added that any objection to the Scheme could cause considerable delay.

Steven Sleight told the meeting that in the event of either of the churches being sold, 1/3 of the proceeds would go to the Church Commissioners, 2/3 to the Diocesan Building Fund, 1/3 of which would go to the parish to be used for pastoral purposes.

Angela asked about pastoral care in view of the forthcoming closure. Marion informed her that everything possible was being done in this connection. With regard to the organist and choir, the latter have not as yet reached a consensus as to their future, and the organist has been having talks with Angela. The Parish has been kept informed of the request for closure. Information will continue to be circulated through our quarterly Newsletter, and regular worshippers have been encouraged to consider where they will worship in the future.

Angela and Julie to give Graham details of services in their respective churches for inclusion in the Hammerwood and Holtye quarterly Newsletter. It was agreed that notification of closure and parish boundary alterations should, when finalised, be published in parish magazines and local press.

PATRONAGE

Archdeacon Philip raised the question of what happens to Patronage – St. Stephen's being the Church Society. The Parish of Hammerwood and Holtye is simply dissolved and Hartfield and Forest Row with Ashurst Wood will not take over the patronage nor will their patronages change. The patrons of Hartfield and Forest Row have been informed of the situation.

GRAVEYARDS

St. Stephen's: The graveyard at St. Stephen's will remain open for burials and interment of ashes. Archdeacon Philip pointed out that ashes should be interred in no other part of the graveyard other than a designated garden of remembrance, and faculties must be obtained for the placement of plaques.

Graham Bedford pointed out that the Car Park at St. Stephen's is rented from the owners of Steadlease House for a peppercorn rent. The contract for this arrangement will need to be renewed.

St. Peter's: Graham Bedford informed Julie that there is a Graveyard Trust for the maintenance of St. Peter's churchyard. The PCC pay the graveyard insurance.

It was proposed by Archdeacon Philip, and unanimously agreed, that the St. Peter's graveyard should be officially closed for burials.

The local authority has to take over the maintenance of graveyards after they are closed if asked to do so, including maintenance of the churchyard walls, provided they are owned by the church. They remain in the ownership of the parish.

To date the building is let to an artist following difficulty in completing its sale due to access issues over the land owned by Holtye Golf Club.

ADDITIONAL POINTS RAISED BY THE REV. ANGELA MARTIN

Angela asked whether it would be possible to hold concerts, fetes etc. at St. Stephen's once it is closed. Steven Sleight pointed that once closure is completed the building would be the responsibility of the Diocesan Board of Finance, and the Mission and Pastoral Committee would be charged with trying to find a new use for the building, but in the interim a set of keys would be held by someone locally in the event of any problems arising. Once closed for worship, no services can be held in the building. Maintenance by the Diocese will be minimal and there will be practical issues to be addressed if the building was to be used. Water and Electrical supplies will remain connected.

ADDITIONAL POINTS RAISED BY JULIE SEAR

Julie said that she would have to give her PCC details of financial and pastoral commitments involved in inclusion of Holtye in Hartfield parish. Steven and ~~Fiona~~ did not think that the boundary changes would result in their Parish Contribution being increased. Contributions within the East Grinstead Deanery would have to be adjusted following the closure of St Stephen's.

CONCLUSION

Fiona thanked everyone for attending the meeting. Steven Slight will now amend the Boundary Plan and submit papers to the Church Commissioners as soon as possible.

Hammerwood & Holtye PCC
C/o Summerleaze
Hammerwood
East Grinstead
West Sussex
RH19 3QE

Telephone: 01342 850660
E-mail: gar@diner.eclipse.co.uk

25 April 2014

Dear

I am writing to you as a regular donor to St Stephen's Church to let you know that the PCC has had to make a difficult decision regarding the future.

Rather than explain this further myself, I enclose a statement produced by the PCC which will be self explanatory. In short, the PCC is seeking closure of St Stephen's Church.

This process will probably run well into 2015 and during that time, the PCC needs to continue to meet its financial obligations. That said, it would be perfectly understandable if you decided to amend your charitable giving arrangements.

I am very sorry to have to write this letter to you but after 10 years as treasurer here, both the financial side but mainly declining attendance at the church, has led to this end.

Should something occur during the period of consultation to reverse this decision then I will happily let you know.

With best wishes and great thanks from the PCC for your most supportive donations over the years,

Yours sincerely,

James Gardiner
Hon Treasurer

PS. If you are able to send me an email to confirm that you have received this letter safely and perhaps indicate your decision regarding future donations, that would be helpful. Thank you.

United Benefice of Hammerwood and Cowden

The Rectory
Church Street
Cowden
TN8 7JE

February 19th 2014

Dear Roger

On Saturday 8th February the Hammerwood PCC met and decided to ask the Diocese to close St Stephen's Church. All those present, five out of seven members, were unanimously in favour of closure. The two that were not present, who have not attended PCC meetings for some time, indicated that they would have not voted for closure.

I am enclosing a statement from the PCC outlining their reasons for the decision.

Yours sincerely

Marion Trask

Marion Trask

A Statement by the Hammerwood and Holtje PCC following an Extraordinary Meeting held on Saturday, 8th February 2014.

This meeting followed an earlier Extraordinary Meeting of the PCC, attended by the Archdeacon, The Venerable Roger Combes, on Monday 3rd February 2014, when discussion took place about the situation St Stephen's Church is facing.

This document is intended to help the reader, including those in the local community, to understand the reasons why the PCC members reached their decision to seek closure of St Stephen's Church.

During living memory, the number of people attending regular worship at St Stephen's has fluctuated. However, during the last fifteen years or so, there has been a marked decline and average attendance, including the choir, is now thirteen, plus one or two children.

This results in a serious lack of "people power" particularly younger generations, both to carry out the functions essential for the running of the church and to provide the financial support needed to cover the cost of maintaining the church and meeting the cost of "ministry" i.e. the Contribution needed by the Diocese to pay salaries, pensions, and for training future Ministers.

The above, together with fund raising, takes much time and energy, leaving no time available for the church to reach out into the community.

As background information, the resources of the church in the General Fund and the amount the PCC has been paying to the Diocese in Parish Contribution plus Income over the last five years was:

Year	Resources in General Fund £	Total Income £	Parish Contribution £
2013	9,747	11,764	3,391
2012	12,230	12,235	10,509
2011	16,629	12,959	10,056
2010	28,735	15,709	9,950
2009	31,775	16,368	9,950

A major worry is the ever increasing work load involved in running the church, coping with ever more complicated rules and regulations, fund raising, and the fact that there is no evidence of anyone else being ready or prepared, to take over the roles of Church Warden, Treasurer or Secretary, from those who have carried out the tasks for so many years.

One such problem is the retirement of our Church Architect. If the church is to remain in use for, say, another twenty years, then any new Architect appointed will insist that a great deal of work needs to be done, including insulation and major work to the roof slopes, complete redecoration, and major work to the south windows which leak badly under storm conditions. Add Professional fees and we will be looking at many thousands of pounds worth of work.

During January in 2013, you may remember that we sent out a questionnaire to all households in the Parish. Approximately 140 were delivered, 27 were returned. Those from current regular worshippers

indicated an intention to continue to do so, but many others were critical or contained negative comments which gave us no confidence for the future.

The Electoral Role of those people prepared to take an active interest in the church now numbers only 27 out of an adult population of around 300. 9 of those 27 live outside the parish boundary. Of the 18 living within the parish, only 9 attend church regularly.

The Parish of Hammerwood and Holtye will cease to exist and will become part of an adjoining parish, which one will have to be decided. For those who have worshiped at St Stephens for many years it will be a real loss and something which will be very difficult to come to terms with.

The PCC felt that the insurmountable difficulties of lack of numbers, work load and finance have to be faced responsibly and that a request for closure should be sent to the Archdeacon. Please do be assured that this decision has not been taken lightly and was made with very heavy hearts.

We are assured by the Archdeacon that, whatever happens, the graveyard at St Stephens will remain open for further burials and interment of ashes and public access will always be available. It will be maintained by the Parish to which we will be joined. The graveyard at Holtye will be formally closed. It will then pass into the care of the Local Authority and public access will be maintained.

The process of closure will take some time, possibly 18 -24 months and during that time, there will be a period of consultation when anyone who wishes to do so can have their say.

In the meantime, we would very much appreciate your continued support.

Hammerwood and Holtye PCC

Hammerwood Parish Church

March, 2014

Dear Electoral Roll Member,

Enclosed with this letter you will find a Statement by the Hammerwood Parochial Church Council. In the Statement we give the reasons why, on the 8th February, we decided to ask Chichester Diocese to begin closure procedures for St. Stephen's Church. We made this decision after much discussion, and following the results of our Parish Questionnaire and consultations with our Archdeacon. The decision was not taken lightly.

We trust that the enclosed Statement will answer any questions you may have. For instance, you will see that we have been assured that the churchyard at Hammerwood will always remain open and be maintained with full public right of access.

With many thanks for your past and, hopefully, continued support during this difficult period.

Yours faithfully,



Rev'd Marion Trask

On behalf of Hammerwood Parochial Church Council

A Statement by the Hammerwood and Holtje PCC following an Extraordinary Meeting held on Saturday, 8th February 2014.

This meeting followed an earlier Extraordinary Meeting of the PCC, attended by the Archdeacon, The Venerable Roger Combes, on Monday 3rd February 2014, when discussion took place about the situation St Stephen's Church is facing.

This document is intended to help the reader, including those in the local community, to understand the reasons why the PCC members reached their decision to seek closure of St Stephen's Church.

During living memory, the number of people attending regular worship at St Stephen's has fluctuated. However, during the last fifteen years or so, there has been a marked decline and average attendance, including the choir, is now thirteen, plus one or two children.

This results in a serious lack of "people power" particularly younger generations, both to carry out the functions essential for the running of the church and to provide the financial support needed to cover the cost of maintaining the church and meeting the cost of "ministry" i.e. the Contribution needed by the Diocese to pay salaries, pensions, and for training future Ministers.

The above, together with fund raising, takes much time and energy, leaving no time available for the church to reach out into the community.

As background information, the resources of the church in the General Fund and the amount the PCC has been paying to the Diocese in Parish Contribution plus Income over the last five years was:

Year	Resources in General Fund £	Total Income £	Parish Contribution £
2013	9,747	11,764	3,391
2012	12,230	12,235	10,509
2011	16,629	12,959	10,056
2010	28,735	15,709	9,950
2009	31,775	16,368	9,950

A major worry is the ever increasing work load involved in running the church, coping with ever more complicated rules and regulations, fund raising, and the fact that there is no evidence of anyone else being ready or prepared, to take over the roles of Church Warden, Treasurer or Secretary, from those who have carried out the tasks for so many years.

One such problem is the retirement of our Church Architect. If the church is to remain in use for, say, another twenty years, then any new Architect appointed will insist that a great deal of work needs to be done, including insulation and major work to the roof slopes, complete redecoration, and major work to the south windows which leak badly under storm conditions. Add Professional fees and we will be looking at many thousands of pounds worth of work.

During January in 2013, you may remember that we sent out a questionnaire to all households in the Parish. Approximately 140 were delivered, 27 were returned. Those from current regular worshippers

indicated an intention to continue to do so, but many others were critical or contained negative comments which gave us no confidence for the future.

The Electoral Role of those people prepared to take an active interest in the church now numbers only 27 out of an adult population of around 300. 9 of those 27 live outside the parish boundary. Of the 18 living within the parish, only 9 attend church regularly.

The Parish of Hammerwood and Holtye will cease to exist and will become part of an adjoining parish, which one will have to be decided. For those who have worshiped at St Stephens for many years it will be a real loss and something which will be very difficult to come to terms with.

The PCC felt that the insurmountable difficulties of lack of numbers, work load and finance have to be faced responsibly and that a request for closure should be sent to the Archdeacon. Please do be assured that this decision has not been taken lightly and was made with very heavy hearts.

We are assured by the Archdeacon that, whatever happens, the graveyard at St Stephens will remain open for further burials and interment of ashes and public access will always be available. It will be maintained by the Parish to which we will be joined. The graveyard at Holtye will be formally closed. It will then pass into the care of the Local Authority and public access will be maintained.

The process of closure will take some time, possibly 18 -24 months and during that time, there will be a period of consultation when anyone who wishes to do so can have their say.

In the meantime, we would very much appreciate your continued support.

Hammerwood and Holtye PCC

St Stephen's Church, Hammerwood

Revd Marion Trask

The Rectory

Church Street

Cowden

TN8 7JE

April 2014

Dear Resident of the Parish of Hammerwood and Holtye

I am writing to you on behalf of the Parochial Church Council (PCC) of the Parish of Hammerwood and Holtye. This is to inform you that after much thought, prayer and consultation on February 8th the PCC voted to apply to the Diocese of Chichester to begin closure proceedings for the Church of St Stephen, Hammerwood.

This decision followed a meeting of the PCC, attended by the Archdeacon, The Venerable Roger Combes on Monday 3rd February 2014. The reasons for this decision are outlined below.

During living memory, the number of people attending regular worship at St Stephen's church has fluctuated. However, during the last fifteen years or so, there has been a marked decline and average attendance, including the choir, is now thirteen, plus one or two children.

This has resulted in a serious lack of "people power" both to carry out the functions essential for the running of the church and to provide the financial support needed to cover the cost of maintaining the church and to meet the cost of "ministry" i.e. the Contribution needed by the Diocese to pay salaries, pensions, and for training future Ministers.

A major worry is the ever increasing work load involved in running the church, coping with ever more complicated rules and regulations, and the fact that there is no evidence of anyone else being ready or prepared to take over the roles of Church Warden, Treasurer or Secretary, from those of us who have carried out those tasks for so many years.

Our present Church Architect has gifted his services to the Parish without financial remuneration and is about to retire. If the church is to remain in use then any new Architect appointed will insist that a great deal of work needs to be done, including insulation and major work to the roof slopes, complete redecoration, and major work to the south windows which leak badly under storm conditions. When professional fees are added to this St Stephen's church would be looking to find many thousands of pounds for the work to be carried out, which we simply don't have.

During January in 2013, you may remember, we sent out a questionnaire to all households in the Parish. Approximately 140 were delivered and 27 were returned mostly by those on the Church Electoral Role. Excluding those returned by our few regular worshipers many were critical or contained negative comments which gave

St. Stephen's Church
Parish of Hammerwood and Holt

A QUESTIONNAIRE

THIS IS NOT A REQUEST FOR A DONATION but *we really do need your response please*. It was great to welcome 85 of our friends and neighbours to our Carol Service before Christmas, but on the following Sunday only six of us, including the Organist were in Church, two of whom were from outside the Parish. Fortunately the service was combined with our friends from Cowden who swelled the numbers to thirteen.

The Church Council [PCC] have to make difficult decisions during 2013, which will have a significant bearing on the future of our Parish Church. We do hope that you will be able to find the time to fill in this questionnaire and return it in the addressed envelope provided, as this will help us to base our decisions on accurate and up to date information.

You may wish to respond to this Questionnaire by doing so on line in which case please use the following link: <http://www.surveymonkey.com/s/NF8D5VS>

Question 1

Are you, or a member of your household, likely to attend at St. Stephen's Church at any time in the future for:

A	Regular Worship	Yes	No
B	Baptism of a family member	Yes	No
C	Wedding of a family member	Yes	No
D	Funeral of a family member	Yes	No
E	At Easter	Yes	No
F	At Christmas	Yes	No
G	Other, please specify:		

Question 2

Is your household likely to use the Churchyard for:

A	Burials	Yes	No
B	Internment of Ashes	Yes	No
C	To visit an existing grave or memorial	Yes	No
D	Other, please specify:		

Question 3

Are you, or a member of your household, likely to call upon the services of our Vicar for any reason e.g. in the event of a Bereavement?

Yes	No
-----	----

Question 4

Are there any changes that we could make to the Church or to the services, which would make it easier for you to attend if you do not already do so?

In addition to paying for general running costs, which include clergy expenses, heating oil, repairs and maintenance of the church. The PCC is expected to pay the Diocese of Chichester a contribution of £10,500:00 [and rising] per year, towards the Insurance of the Church [currently £2,543:00], Clergy training, salary and pension together with the cost of running the Diocese. This has to be paid from our income [falling].

We were able to meet this requirement during 2012 but only by drawing heavily on our reserves to the tune of £6,000:00. These resources have now all but dried up and so in 2013 we will only be able to pay what can be afforded from our income, i.e. from regular giving and special events.

The Diocese has to accept that situation, but, in the words of the Archdeacon "That makes the Church very vulnerable [to closure] next time there is a vacancy" [when we need to find a new vicar].

Question 5

In view of the above:

We have plans in place to install a toilet facility at the church and to create a meeting space, free of pews, at the west end of the church. Many of you have contributed in one way or another towards the cost. That money has been 'ring fenced'.

Bearing in mind our very small regular congregation and the parlous state of our finances, do you consider that the PCC should:

A	Go ahead with the provision of the toilet [existing funds will cover most of the cost] as a vote of confidence in the future	Yes	No
B	Not go ahead with the toilet, but complete the reordering of the west end, keeping within the funds already donated	Yes	No
C	Not go ahead with any works and invite any donors who wish to do so, to reclaim their donation	Yes	No
D	Use the funds collected to carry out other work at the church. e.g. Decorate the interior of the church Replace damaged roof linings, etc Other works, please specify:	Yes	No

Thank you very much for completing this questionnaire. No prizes on offer we regret, but your response will be greatly valued. Please feel free not to provide name and address if you would prefer not to. If you wish to add any additional comments or advice please do so below. Also feel free to add an email address if you would like to be kept updated with news from St Stephen's in Hammerwood.

Finally, our Annual Parish Meeting takes place in March / April. It will be well advertised so please come along to hear about our plans for the future and have your say.

Yours sincerely

The Vicar, Church Wardens and PCC Members
St. Stephen's Church

Your Comments:

Name and Address

Email address

The Questionnaire

Setting the questions for a questionnaire is obviously more difficult than it seemed and the on-line version did not give the opportunity to say "no" I have assumed that "no response" means "no" and calculated accordingly. On the paper sheet some people indicated neither yes nor no. In the absence of a clear "yes" I have assumed that "no" is, in fact, the intended answer.

Are you or a member of your household likely to attend St Stephens at any time in the future for:-

Regular Worship	11 said yes
Baptism of a family member	6 said yes
Wedding of a family member	6 said yes
Funeral of a family member	11 said yes
At Easter	15 said yes
At Christmas	18 said yes
Other	1 said "When I visit the parish"
	1 said "may be on an occasional visit"
	1 said "occasionally as invited choir members"

Is your Household likely to use the Churchyard for :-

Burials	9 said yes
Internment of Ashes	11 said yes
To visit an existing grave or memorial	7 said yes

Are you or a member of your household likely to call upon the services of the Vicar

13 said yes plus 3 "possibly"

Are there any changes we could make to the Church or to the services, which would make it easier for you to attend if you do not already do so.

- 1 We visited for the first time last year to attend a wedding where our daughter was a bridesmaid and loved the church and setting. Keen to come again at some stage so am following you on "twitter"
- 2 10.00 am would be better
- 3 Don't know really.
- 4 Already a regular attender
- 5 More old school hymns with tunes we recognise rather than some of the unpredictable and durgy tunes which seem to have been used to "modernise" them. My children had not heard the majority of the hymns and got bored at the Carol Service and I found 30% had changed from the wonderful traditional tunes that I knew as a child. It made me feel excluded from participation as I love to sing out. That is part of the joy of attending church. My children had been considering joining the choir, but were really put off at the Christmas Service – sadly
- 6 More family friendly
- 7 I am very sorry to circle all the negative boxes for St Stephens but I'm on the Electoral Role of St John's Felbridge having worshipped there since 1950s

- 8 Use of the services of the Book of Common Prayer and cessation of the debasement of hymns by the introduction of songs. Christianity references the eternal and not the whims of changing fashion. Ashurstwood church benefits from drawing on this tradition
- 9 I don't know what changes would make me want to attend church. I don't know if I would be more inclined to go in future years although that does not solve the problem of why people are not going to church so much. Sadly I just think that communities are not what they used to be I love the Church itself.
- 10 Sadly no
- 11 We attend Hatfield and Colemans Hatch regularly and therefor only attend St Stephens on infrequent occasions.
- 12 Several years ago the DVLA ruled that a health issue caused them not to renew my Licence. Where I worship is governed by this fact.
- 13 We are long standing members of the church in Dormansland from where we came. It is our church where several of our generations have been involved.

Plans for the Future should we go ahead with :-

The provision of a toilet	13 said yes
Not the toilet but complete the work at the west end	7 said yes
Not go ahead with any works and refund donations	2 said yes
Use the funds to carry out other essential work	7 said yes

1 person added that money should only be spent on maintenance work necessary to preserve the value of the building

1 person commented that other work should be done assuming funds do not have to be returned to donors

The Hammerwood Practice

Old Vines, Hammerwood, East Grinstead, West Sussex RH19 3QE

Chartered Architects**QUINQUENNIAL INSPECTION REPORT**

**St. Stephens Church
Hammerwood
East Sussex**

Date of Inspection 18 June 2010

On behalf of the

The Rector and Parochial Church Council of Hammerwood and Holtye Churches

INTRODUCTION

This is a general report as required by the Inspection of Churches Measure 1955. It is not intended to be a specification of works to be done. The Architect will be happy to prepare such specifications or to assist the Parochial Church Council in carrying out works to be done as necessary. The previous Quinquennial Inspection was carried out by this Practice in September 2004.

Constructed in 1879 the Church comprises a central Nave and Chancel, with a south aisle and tower constructed on the south side. The tower is topped by a stone spire which we understand was added some years after the original construction of the Church. There are north and south porches, and off the Chancel is a small Vestry on the north side. Beneath the Vestry is a brick vaulted cellar containing the central heating boiler.

Roofs are finished with clay tiles on battens directly over the rafters which, in turn, are supported on purlins and timber trusses which span the Chancel and South Aisle. External walls are stone clad on cavity brickwork and built off a brick footing. There would appear to be no horizontal d.p.c. at ground level in the outside leaf. The floor of the Church is primarily suspended timber with a boarded finish beneath the pew areas. The aisles are of solid construction finished with tiles either side of which run the floor ducts containing the central heating pipework.

There are solid floors in both porches and suspended timber flooring in the Vestry above the brick vault of the Boiler Room below.

Externally, aluminium gutters and downpipes are provided.

To assist description the tower consists of the lower ringing chamber, a clock chamber and above that a bell chamber. The spire is open above the bell chamber. Internal wall surfaces are plastered and painted between the exposed stonework around window and door openings. Glazing is all leaded light with coloured or tinted glass in all windows except those on the south side of the south aisle.

Many years ago a lining of polystyrene panels was fitted in all of the church roof areas. The polystyrene is held in place by timber beading.

Services

The electrical installation has been inspected by an Electrical Engineer and his report is attached, incorporating his comments. The recommended work should be carried out as soon as possible.

The heating installation has not been specifically inspected. It consists of an oil-fired boiler and a system of underfloor pipework feeding cast iron radiators throughout the body of the Church and Chancel. There is a modern panel radiator in the Vestry and a galvanised header tank in a cupboard in the Vestry. We understand that a serious leak in pipework in the floor has been repaired and the boiler serviced.

The rising water main appears on the external wall of the Church by the steps down to the boiler room. A cold water supply is provided to the Vestry. There is no hot water facility, nor is there any foul water drainage or sanitary facilities. Freezing issues would be avoided if the water supply was placed underground at the entry point to the building.

The lightning conductor was last tested in November 2008 following upgrading and passed that inspection.

Fire Precautions

Adequate fire extinguishers are provided within the Church and have been regularly maintained.

Health & Safety

For the safety of users the steps to the Boiler Room should be repaired as soon as possible and a hand rail provided.

Consideration should be given to providing a hand rail at the Chancel steps and at the Lych Gate entrance.

The use of the South Porch as a store prevents its use as a means of escape. Not too serious as the route is not essential for safe evacuation of congregations of less than 60, but larger congregations would need this exit.

Security

Security on the Vestry door consists of a night latch and security deadlock, which offers good resistance to forced entry. Reinforcing bars have been provided behind both the South Porch and North Porch doors. They are also deadlocked, and again this provides a good level of security. However it is very important that, when a large congregation is present, the bar is removed from the South Porch doors. Internally, there is a night latch which prevents entry from the Church into the Vestry, and hasps and staples with padlocks have been fitted on the internal faces of the internal doors of both Porches. We are not sure that these are either necessary or appropriate. They must of course be opened whenever the Church is in use, and would constitute a major hazard to escape in the event that they were not opened whilst the Church was in use. This includes whilst maintenance and other work is being carried out within the Church, not necessarily just for Church services.

Access

An access appraisal has been carried out. Level access is available from the adjacent car park with only two very shallow steps into the Church building.

INSPECTION REPORT

Roof slopes

The roofs are covered with nibbed tiles on battens directly over the rafters. The inward facing roof slopes either side of the central valley gutter are in good order with just two or three slipped tiles, and one missing tile, requiring attention. There is a slipped tile on the south slope of the roof over the Chancel, and general debris in both valley gutters needs to be cleared. On the north slope of the Chancel there are two slipped tiles needing to be replaced, and the ridge of the North Porch needs repointing. The south slope of the South Aisle has three slipped tiles, and there is a slipped tile on the west slope of the Vestry roof.

Dampness readings taken internally show that the problem with the back gutter behind the buttress on the south side of the Church, east end of the South Aisle, has still not been solved despite repairs to lead work being carried out. The condition of stone work on the back of the buttress is not good, but it would seem that the only way to solve this problem will be to refinish the back gutter completely, and take out and replace the lead work between the roof slope and Tower wall. This is an exposed corner and a lot of rainwater will be driven into this area. It may just be that the valley gutter overflows due to wind pressures.

Lead work elsewhere all appears to be in good order, including the central valley gutter. It is noted that lead was stolen from the lower roof slopes and replaced since the last inspection.

Spire and Tower

A detailed inspection was carried out by steeplejacks on 2 June 1997. Our inspection now is only made from ground level with the use of field glasses. No defects were noted in either the Tower or Spire above.

Rainwater goods

All aluminium gutters and downpipes appear to be in good order and fully operational.

External Walls

Generally stonework is in good condition, and no significant weathering has occurred since our last inspection. Recessed joints at low levels, particularly in the wall by the steps to the Boiler House under the Vestry and at low level in buttresses at the east end of the Church, should be repaired. A broken stone by the rainwater pipe on the Vestry at low level, and a loose stone near the right hand corner on the north elevation of the Vestry, need repair. A stone cross is missing from the gable on the South Porch.

Dressed stone and Windows

Windows rely on weep holes which allow both condensation and minor water penetration through the leaded glazing to escape, and these all need to be cleared and reinstated where blocked on two of the south windows. Dressed stone work remains generally in good order. However, the south window in the Ringing Chamber does now require attention. The mullions have weathered to a point where they have become porous, and this has caused deterioration of the two centre mullions internally. There are also open joints in the stone tracery above.

The main east window mullions require repair at two points, and this would best be done to prevent further deterioration.

Internally, minor deterioration in the stone work is apparent at the base of the Nave windows on the north side and in the main West Window in the Nave. On the south side minor damage is apparent in the mullions, particularly in the window at the east end, and from the outside on the right hand jambs which suffer maximum exposure.

There is an open joint in the arch over the Vestry door, and the deterioration in the hood over the South Porch doorway which was referred to in our previous report continues. In situ repair should be possible at this stage. However, if deterioration is allowed to continue fairly major stone replacement will become necessary.

It is good to see that weeds and grass growing at the base of the Church walls has now been weed-killed and partially removed, and the walls are generally free of ivy and the like. However that situation must be maintained on a regular basis. A sapling growing to the left of the South Porch door opening needs to be removed urgently. Two ants' nests which have built up against the buttresses on the south side need to be dug away as soon as possible.

Stained glass

This all remains in very good order. There is some minor lead distortion in the east window which needs to be monitored, and there is minor damage to glass in the east facing window in the South Porch.

Boiler Room

The door to the Boiler Room needs to be removed and eased, and the corroded hinges replaced or repaired, painted and proper ironmongery fitted. A proper back board should be provided behind the electrical equipment and this work should be done whilst other works to the electrical installation are in hand. The area needs to be cleared of all unnecessary stored items. Externally the landing area at the base of the steps needs to be cleared of debris and the rainwater gully cleared, otherwise flooding will occur in the Boiler room.

Bell Chamber

The interior of the spire can be viewed from this point and all appears to be well. The iron framework supporting the bells remains sound. Ideally this metalwork should be rubbed down and treated with a rust inhibitor. However, no serious deterioration appears to be taking place and adequate support is provided for the bells.

There is some debris in the area and space generally needs to be vacuumed out to prevent excessive build up of debris.

There is some debris in the area and space generally needs to be vacuumed out to prevent excessive build up of debris.

Clock Chamber

Unnecessary holes in the Clock Chamber floor should be closed off, and all stored items which are not necessary should be removed. The evidence of old common furniture beetle is still to be seen, however no current activity is noted.

The access doors in the floor are damaged and repair is urgently required. The wooden ladder from the Clock Chamber up to the Bell Chamber appears to be sound enough. However it has been subject to beetle attack in the past and although no current activity is apparent we would prefer to see this ladder replaced in aluminium. For safety's sake a notice should be in place ensuring that no-one uses that ladder without closing the lower hatch doors first.

The clock winding mechanism which has been electrified remains in good working order, and we are aware it is subject to regular annual maintenance.

Ringling Chamber

The dampness apparent in the south walls still read damp when tested. This could well be caused by the porous nature of the stone mullions and jambs referred to previously. Stone work externally is in perfectly satisfactory condition, and we can see no other reason why dampness should be present. There is some damage to plasterwork which will need repair when decorations are carried out.

Main Church Roofs

Ladders were raised to eaves level but no higher. The roof structure remains in good condition. Damage to the polystyrene linings in the Nave, Chancel and South Aisle is apparent. The damage is caused (a) due to the polystyrene becoming brittle, and (b) birds or possibly bats nesting or roosting behind the panels.

Access is, of course, the problem and we are aware that the Church have in mind upgrading this insulation subject to availability of funds. In the meantime, the issue is more cosmetic than structural.

South and North Porches

Ceilings in these areas are satisfactory. A small area of lathe and plaster has fallen away in the South Porch.

Vestry roof

There is no access into the roof void above the Vestry. The plaster finish is cracked.

Internal wall surfaces

We have mentioned staining caused by old water penetration which has now been brought under control, and also current damp-staining particularly on the south walls of the South Aisle and the Ringling Chamber. Walls show minor dampness at low levels. However surfaces are not seriously affected.

Dressed stone work throughout the interior of the building is in very good order. We have previously mentioned damage to the south windows in the Bell Chamber and in the South Aisle, and there is also some minor damage in the sills of the windows on the north side of the Nave, and at the west end of the Nave.

In the South Porch, plaster work is damaged below the east facing window, and we have previously mentioned damage to the plaster surfaces caused by the water staining under the south window in the Bell Chamber. Otherwise, all surfaces are in good order. There is no sign of any cracking of walls or other significant problems.

Internal and external joinery

Internal doors and frames between the Chancel and the Vestry, and between the Church and the two Porches, are in good order. The screen between the Ringling Chamber and the South Aisle is satisfactory. Joinery work in association with the organ is also satisfactory.

The external doors on the Vestry and the North Porch are satisfactory, requiring only minor repair prior to redecoration. However the external doors on the South Porch are now in very poor condition and will require partial reconstruction.

Floors

All timber floors remain in good order throughout. The solid tiled floors and heating ducts remain in good order, however urine spotting as a result of the activity of bats continues to cause a problem to these tiled floors and oak work throughout the Church generally. Debris collecting within the heating ducts will, as it builds up, tend to 'insulate' the pipes and thus reduce the efficiency of the heating system. The stone edging to the cast iron duct covers has cracked away in places, but no action would appear to be necessary at this stage.

There is a timber floor in the Vestry over the Boiler Room. Whilst this is generally sound there is a hole in the base of the cupboard which should be repaired.

Fittings and Fixtures

We remain concerned about the screen behind the altar. Debris behind it will be preventing ventilation occurring, and there is evidence that the screen itself is deteriorating. Sections of the timber fleur-de-lys moulding on the top of the screen are missing. These are very fragile and care is essential when work is carried out to the screen. The Rector's Desk and the Lectern remain supported on loose pieces of timber and a more permanent arrangement is recommended. The pews generally throughout the Church are in good order, although one or two oak sections of infill have fallen out and should be replaced. The Choir Stalls, etc. are all satisfactory.

The old gas lamp holder beside the South Porch door has now been removed. It should be repaired and reinstated.

The organ remains in satisfactory condition, and has been subject to maintenance and tuning on an annual basis.

Bats

The Church is now a major bat roost during the summer months. Following advice it is clear that nothing can be done about this despite the damage which they cause to floor finishes and the oak fittings.

Decorations

Decoration of the interior of the Vestry is long overdue. Emulsion paint has been used at some time in the past with inevitable results. This will all need to be repaired and the Vestry redecorated using an appropriate lime wash.

Within the Church itself decorations are spoiled by the water staining previously referred to, particularly in the South Aisle. The Nave and Chancel are in reasonable condition, but again redecoration is now due. The South Porch needs to be redecorated. The North Porch has never been decorated. We understand this will be included in a project to add Toilet accommodation off this Porch.

Memorial tablets

Memorials on the walls were all checked and appear to be in good order and securely fixed.

Electrical installation

A detailed inspection has been carried out and the results of that inspection will form an Appendix to this report. It is anticipated that a significant amount of work will be required. During our inspection we noted that lighting levels generally within the Church are poor, and an ad hoc lighting arrangement behind the altar should be removed for safety reasons.

Heating installation

This is supported by an oil-fired boiler in the basement Boiler Room. The plastic oil tank is not banded. The somewhat ad hoc attempts to prevent theft from the tank need to be rationalised. We note that, following the theft of oil from an exposed feed pipe into the Boiler Room, the supply is now run underground and that a suitable fire valve has been installed.

The heating system would be more efficient if the floor ducts were vacuumed out, and of course improvement in the insulation levels of the roof would have a significant effect. This would need to be supported by draught-proofing measures between the Church and the Tower where there are, of course, open louvres which will draw heat out of the Church.

Water supplies

It is noted that there is no facility to provide hot water in the Vestry for hand-washing purposes for the use of Priests taking Communion Services and the like.

Churchyard walls

We note that repairs have been carried out to the Churchyard walls, particularly along the road frontage, and that situation now seems to be far more secure. Elsewhere these walls still require repair, both generally in terms of repointing and where significant damage has occurred, particularly on the west face of the west wall, but also on the south face of the south wall where the increased exposure situation has caused more rapid deterioration, perhaps added and abetted by horses grazing the adjacent fields. Weed-killing of all growth in and at the base of these walls would prevent a lot of the damage which is being caused by ivy and the like growing up and into the stone work.

At the north end of the west section of walling a young oak tree has become established, together with two or three holly trees. These are growing out of the foundation of the wall and will cause very serious damage unless removed.

The opening formed between the Churchyard and the adjacent car park needs to be finished off correctly. Deterioration is occurring at that point.

Churchyard

Pathways around the Church have been allowed to grass over. The gravel path has now been reinstated between the Lychgate and the Church, and partially through to the car park. It would be good to see that work completed.

There are relatively few gravestones within the Churchyard, and all are placed against boundary walls. We could see no risk or other hazard arising from these memorials.

The surface water drainage system does not work properly. However, the ground is reasonably porous and ponding does not appear to be a problem, except perhaps on the path through from the car park. Trees within the Churchyard are basically sound and healthy. However, trees on either side of the Lychgate need to be cut back to prevent branches from damaging the roof.

Lychgate

Minor repairs are needed to the tiled roof. Where exposed, the oak framework has deteriorated but this is very much more cosmetic than structural.

SUMMARY

Please refer to the Terms and Conditions of Survey attached.

We have divided our summary into four sections. The first are considered urgent and relate to public safety. The second group are urgent, to be carried out in the next 12 months if possible. The third group of items should be carried out within the next 5 years, and the final list are long term items of repair and renewal which should be borne in mind for the future.

A. Public Safety

1. Provide permanent support under Rector's Desk and the Lectern.
2. Repair steps down to Boiler Room and provide hand rail.
3. Repair the hatch doors in the floor of the Clock Chamber.

B. Urgent Works

1. Carry out electrical repairs and renewals as advised.
2. Further investigate rainwater penetration over the south east corner of the South Aisle and carry out necessary works of repair.
3. Clean out debris from behind the screen at the east end of the Chancel and refix in position.
4. Repair, replace slipped and missing roof tiles, and repoint ridge tile over North Porch.
5. Trim back branches overhanging the Lychgate, and repair Lychgate roof.
6. Remove trees that are growing against the western boundary wall.

C. Work to be done within the next 5 years

1. Re-point stonework at low level generally, and carry out repairs to the hood over the South Porch.
2. Replace damaged mullions in the south window of the Ringing Chamber, and repair two mullions in the east window of the Chancel.
3. Replace as necessary damaged polystyrene panels in Church roof.
4. Carry out full redecoration of the Church internally and externally, including essential repair of the South Porch door.
5. Continue a programme of repair of the Churchyard walls.
6. Clean out the Bell Chamber and Clock Chamber.

D. Long term repairs and renewals.

1. Strip, re-felt and batten all tiled areas of the Church roof.
2. Replace stone cross on North Porch.
3. Repair and re-fit Boiler Room door.
4. Clean out floor ducts throughout the Church.
5. Provide an internal water supply arrangement to the Vestry, complete with hot water supply.
6. Replace the cross on the Lychgate and repair oak work.
7. Provide fully bunded oil tank.
8. Improve roof insulation.
9. Carry out all remaining repairs to dressed stonework.
10. Continue the reinstatement of gravel pavings, including a path to the Vestry door.
11. A hard surfaced dry area outside the Vestry is essential in the long term.

Advisory

The PCC need to consider how additional storage can be provided so that the South Porch is not used for that purpose. The South Porch can then be decorated and brought into full use, if only on special occasions.

BUILDING SURVEYS - STANDARD CONDITIONS

1. We have not inspected woodwork or other parts of the structure which are covered, unexposed, or inaccessible, and we are therefore unable to report that any such part of the structure is free from defect. This includes floors where surface coverings such as carpets, linoleum, floor tiles, etc. are fixed down.
2. Property constructed prior to 1979 and founded on shrinkable clay subsoil may be liable to subsidence and heave under extreme weather conditions, especially where mature trees are sited close to the building. Since 1979, foundations should have been placed at a suitable depth to avoid this problem, and this cannot be established without excavation. We will have commented where subsidence or heave has already caused damage to the property, but we can accept no liability for any subsequent movement attributable to this cause.

issued in accordance with *British Standard 7671 – Requirements for Electrical Installations* by an Approved Contractor or Conforming Body enrolled with NICEIC, Warwick House, Houghton Hall Park, Houghton Regis, Dunstable LU5 5ZX.

Original To the person in charge of the work

old vines
Hammerwood
East Grinstead
Sussex

This Periodic Inspection Report must be used only for reporting on the condition of an existing installation.

5 year inspection

Postcode:

09/06/04

Yes

Domestic Commercial Industrial

church

Estimated age of the Electrical Installation: **40** years

✓ 6 year

Periodic Inspection Report No. 652895

STUDYING THE EFFECTS OF AN ANTI-EPIDEMIOLOGICAL INTERVENTION

All Circuits Power & Lighting

Other information including the reasons for any of the inspection and results

The report can also be prepared in accordance with the following standard table, which may include, without limitation, details of sales and proceeds received from the sale of the securities, and the following information:

1. The first step in the process is to identify the problem or issue that needs to be addressed. This involves gathering information and understanding the context of the problem.

* unsatisfactory

THE UNIVERSITY OF CHICAGO PRESS

● 2010 年 10 月 1 日起实施的《中华人民共和国招标投标法实施条例》

REPORT REVIEWED AND CONFIRMED BY: See notes below

Signature: TKR

Signature: 

PHILIP HAYWARD

Name: S. WEND

Position: Electrician

RECEIVED - QUERIQUE UNIVERSITE DE MONTRAL

Date: 17-6-10

Date: 29/6/2010

Page 1 of 6

† This Periodic Inspection Report should be reviewed and confirmed by the registered Qualified Supervisor for the Approved Contractor responsible for issuing the Report.

This form is based on the model shown in Appendix 6 of BS 7671
Published by NICEIC Group Limited © Copyright The Electrical Safety Council (Jan 2008)

Please see the 'Notes for Recipients' on the reverse of this page.

F. OBSERVATIONS AND RECOMMENDATIONS FOR ACTIONS TO BE TAKEN

Item No	Observations and Recommendations	Code
1	10A MCB for lighting on 1mm cable which is overloaded ^{wrong size cable}	2
2	Front gate sensor lights supply from 32A breaker. Not fused down.	2
3	Holagen light on tree in car park lid broken	4
4	SVA supplying lights on car park tree has NO supporting wire.	4
5	oil Not bonded to earth.	2
6	Cables in various places aren't Mechanically Protected. T.E	4
7	16mm tails on 100A Service line.	2
8	Old Round Switches not comply BS7671	A
9	Circuits 1,2,4,5,6 bad insulation resistance between N/E	3
10	Circuit 6 bad insulation resistance between L/N L/E N/E	3
11	NO Earth bonding to lighting conductor. To review!	2
12	front porch light has tape all round it to keep it together.	4
13	Circuit Y6 has 48 points - it's 48 bulbs coming off 2 chandelier which is overloaded. 40W bulbs x 48 = 1920.00W on one circuit.	2

Original (no other person ordering the work)

G. SUMMARY OF THE INSPECTION

General comment on installation:

The general standard of the installation is poor, and the insulation resistance on circuit 5,6 needs to be given some thought to Rewiring these circuits.

Note: If necessary, continue on additional page(s), which must be identified by the Periodic Inspection Report serial number and page number(s).

Date(s) of the inspection: 17-6-10

Overall assessment of the installation:

Unsatisfactory

(Entry should read either 'Satisfactory' or 'Unsatisfactory')

H. SCHEDULES AND ADDITIONAL PAGES

Schedule of items to be installed Schedules of items tested Page No. 4 Additional pages, including additional sheets/data sheets Page No(s) 5
Schedule of test results for the installation Page No(s) 5 Schedule of test results for the installation Page No(s) 6

The contents of this report are an essential part of the report. The report is valid only if accompanied by all the schedules and additional pages identified above.

I. NEXT INSPECTION

It is recommended that this installation is further inspected and tested after an interval of not more than **5 Years**
provided that any items at R which have been attributed a Recommendation Code 1 and Code 2 (require urgent attention) are remedied without delay and as soon as possible respectively. Items which have been attributed a Recommendation Code 3 should be remedied as soon as practicable (See R).

J. DETAILS OF NICEIC APPROVED CONTRACTOR

Contractor: **Maurice Rodwell LTD**
Address: **7 Hartfield Road
Forest Row
East Sussex**
Postcode: **RH19 5DN**
Telephone number: **01342-822999**
Fax number: **01342-822999**
E-mail number: **16106**
Mobile number: **16106**

K. SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS

Tick boxes and enter details as appropriate

Characteristics of Primary Supply				Characteristics of Protective Device(s)			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rated voltage	Rated current	Rated power	Rated frequency	Rated voltage	Rated current	Rated power	Rated frequency
230	50	74	31	1361	11	100	33
Please state				Short-circuit capacity			

L. PARTICULARS OF INSTALLATION AT THE ORIGIN

Tick boxes and enter details as appropriate

Details of Installation at the Origin				Details of Installation at the Origin			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rated voltage	Rated current	Rated power	Rated frequency	Rated voltage	Rated current	Rated power	Rated frequency
230	50	74	31	1361	11	100	33
Please state				Short-circuit capacity			

Where a number of sources are available to supply the installation, and where the data given for the primary source may differ from other sources, a separate sheet must be provided which identifies the relevant information relating to each additional source.

SCHEDULE OF ITEMS INSPECTED

1 See notes below

PROTECTIVE MEASURES AGAINST ELECTRIC SHOCK

Basic and fault protection

Extra-low voltage

N/A

SELV

N/A

PELV

Double or reinforced insulation

✓

Double or Reinforced insulation

Basic protection

✓

Insulation of live parts

✓

Barriers or enclosures

N/A

Obstacles**

N/A

Placing out of reach**

Fault protection

Automatic disconnection of supply

✓

Presence of earthed conductors

✓

Presence of earthed conductors

X

Presence of non-protected bonding conductors

✓

Presence of suitable arrangements for combined protective and ancillary protection

N/A

Presence of suitable arrangements for alternative conductors where applicable

N/A

ATN

✓

Overcurrent and/or protective and overcurrenting devices (including protection against overcurrent protection)

✓

Overcurrent and/or protective and overcurrenting devices (including protection against overcurrent protection)

Non-conducting location**

N/A

Absent non-conductive conditions

Earth-free non-metallic housing**

N/A

Presence of earth-free and potential bonding

✓

Presence of earth-free and potential bonding

✓

Presence of earth-free and potential bonding

N/A

Presence of earth-free and potential bonding

Additional protection

✓

Presence of residual current devices

N/A

Presence of supplementary bonding conductors

✓

Presence of supplementary bonding conductors

Prevention of indirect contact with live parts

✓

Prevention of indirect contact with live parts

N/A

Prevention of indirect contact with live parts

N/A

Prevention of indirect contact with live parts

✓

Prevention of indirect contact with live parts

✓

Prevention of indirect contact with live parts

✓

Prevention of indirect contact with live parts

✓

Prevention of indirect contact with live parts

✓

Prevention of indirect contact with live parts

✓

Prevention of indirect contact with live parts

✓

Prevention of indirect contact with live parts

X

Prevention of indirect contact with live parts

N/A

Prevention of indirect contact with live parts

N/A

Prevention of indirect contact with live parts

✓

Prevention of indirect contact with live parts

✓

Prevention of indirect contact with live parts

N/A

Prevention of indirect contact with live parts

✓

Prevention of indirect contact with live parts

✓

Prevention of indirect contact with live parts

✓

Prevention of indirect contact with live parts

✓

Prevention of indirect contact with live parts

✓

Prevention of indirect contact with live parts

✓

Prevention of indirect contact with live parts

N/A

Prevention of indirect contact with live parts

✓

Prevention of indirect contact with live parts

✓

Prevention of indirect contact with live parts

✓

Prevention of indirect contact with live parts

N/A

Prevention of indirect contact with live parts

X

Prevention of indirect contact with live parts

X

Prevention of indirect contact with live parts

SCHEDULE OF ITEMS TESTED

1 See notes below

✓

External earth fault loop impedance Z_e

N/A

Installation earth electrode resistance R_i

✓

Continuity of protective conductors

✓

Continuity of protective conductors

✓

Continuity of protective conductors

✓

Insulation resistance between live conductors

✓

Insulation resistance between live conductors and Earth

✓

Protection by separation of circuits

N/A

Basic protection by barrier or enclosure provided during erection

N/A

Insulation of non-conducting floors or walls

✓

Polarity

✓

Earth fault loop impedance Z_e

N/A

Verification of phase sequence

✓

Operation of residual current devices

✓

Functional testing of assemblies

✓

Verification of voltage drop

† All boxes must be completed.

✓ indicates that an inspection or a test was carried out and that the result was satisfactory

X indicates that an inspection or a test was carried out and that the result was unsatisfactory

N/A indicates that an inspection or a test was not applicable to the particular installation

LIM indicates that, that exceptionally, a limitation agreed with the person ordering the work (as recorded in Section D) prevented the inspection or test being carried out.

This form is based on the model shown in Appendix 6 of BS 7671

Published by NICEIC Group Limited © Copyright The Electrical Safety Council (Jan 2008)

IPN2/

Original (To the person ordering the work)

CIRCUIT DETAILS

† See Table 4A2 of Appendix 4 of BS 7671

Page 5 of 6

**See next page for
Schedule of Test Results**

Original to the nation, original to work.

TEST RESULTS

[illegible]

4

See previous page for
Schedule of Circuit Details

