



## Using Church Plans Online to access the Incorporated Church Building Society (ICBS) Archive

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### 1 Introduction

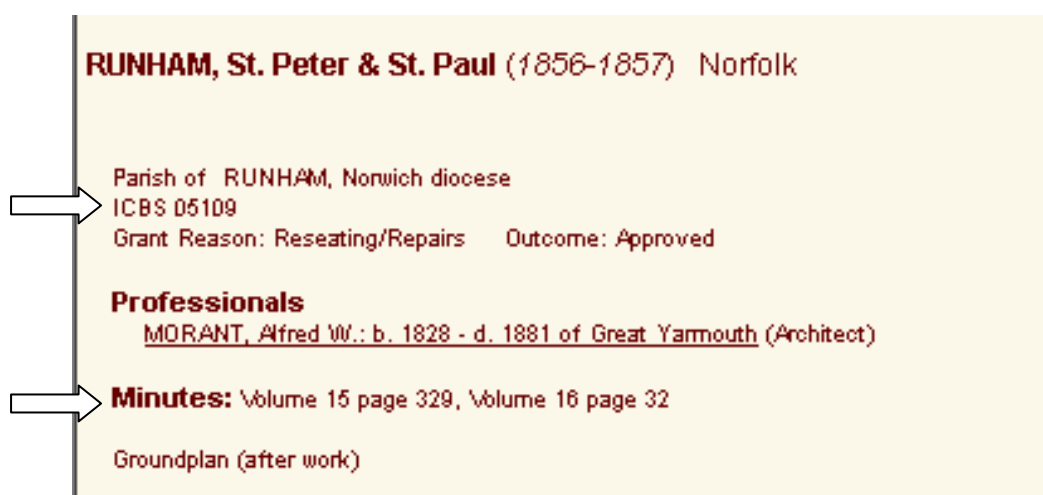
This guide is intended to aid researchers in the use of the Church Plans Online website (<http://www.churchplansonline.org/>) to explore the archive of the Incorporated Church Building Society (ICBS).

Founded in 1818, the ICBS was the principal voluntary Society for promoting the building and restoration of Anglican Churches throughout England and Wales. The administration of the society was transferred in 1982 to the Historic Churches Preservation Trust, which has now been succeeded by the National Churches Trust. The ICBS archive, containing records from 1818 up to 1982, was deposited at Lambeth Palace Library.

The ICBS archive was catalogued and the information made available, including 12,000 digitised plans, at <http://www.churchplansonline.org/>. This includes most of the visual content (ground plans, elevations etc.) but not photographs. However, the extent of the archive meant that the vast majority of material (including extensive correspondence and other papers about applications for church building) is not available online, but can be consulted in the Reading Room.

## 2 Using the Church Plans Online Site.

Churches can be found by a simple search of place, area, person/firm or date. Once found, basic details of the application are given on the left, and any digitised plans shown on the right, which can be clicked to enlarge.



**RUNHAM, St. Peter & St. Paul (1856-1857) Norfolk**

Parish of RUNHAM, Norwich diocese  
 ICBS 05109  
 Grant Reason: Reseating/Repairs    Outcome: Approved

**Professionals**  
MORANT, Alfred W.: b. 1828 - d. 1881 of Great Yarmouth (Architect)

**Minutes:** Volume 15 page 329, Volume 16 page 32

Groundplan (after work)

In this record we see, below the parish and diocese information, that the application has been given the number ICBS 05109. This number relates to an **individual file** relating to the application, which may include correspondence, plans, building specifications, engravings or artists' impressions, certificates of satisfactory completion, parochial subscriptions lists, parish magazines and, from 1867, photographs. It is the file which usually provides the most detail for researchers.

Beneath other information about the outcome of the grant and professionals involved we see a reference to **Minutes** Volumes 15 and 16. These are bound volumes which can be ordered to the Reading Room, and contain proceedings of the committee and AGM minutes. When listed in individual records, the church has been specifically mentioned by the committee on the pages listed. This gives additional information to that from the file, though, given the nature of the source, tends not to go into great detail.

Images of the **plan(s)** for the church are displayed on the right hand side of the result. If no are plans displayed in the search result, no plans are available. The plans can be clicked and will open as a larger image. Unfortunately, since the Church Plans Online site was set up some time ago as a funded project, we are unable to update the software, which means that the zoom function is no longer supported. However, we can provide images through our reprographics service, (details below) and the original plans are also available for consultation.



When looking at the larger image, a caption appears below with information such as what the image portrays and who created it. In some instances, this caption will also read "Plan held at the Society of Antiquaries of London". In 1889, the then Secretary of the ICBS offered a selection of 700 plans and drawings dating from 1818-1854 to the Society of Antiquaries of London. The digitisation project aimed to place these images back into their intellectual context. If the church you wish to research has a plan held by the Society of Antiquaries, the plan can be consulted in their reading room by appointment. For further details, see <http://www.sal.org.uk/library/access/> It is important to remember that file and minute book information for the church will still be held at Lambeth Palace Library even though the plan is not.

### **3 Copying Services**

Digital images of ICBS plans can be provided at standard quality for research or high quality, such as for publication. It may also be possible to produce images of the file and minute book entries, depending on the extent and condition of the material. Further details of these services and our pricing structure can be found on our website: <http://lambethpalacelibrary.org/content/digitalphotography>

### **4 Ordering ICBS Material to the Reading Room**

Registered readers are welcome to consult this material. For more information on registering, please see our website: <http://lambethpalacelibrary.org/content/access>

When ordering ICBS material, it is important to specify the ICBS number and to state whether you wish to see the file, plans or both, for example ICBS 05109 + plan. For minute books use ICBS MB and add the volume number e.g. ICBS MB 15

As this material may take some time to fetch, it is often best to request material in advance. For details see: <http://lambethpalacelibrary.org/content/advanceorders>