

# Hungerford St Lawrence

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## Statement of Need

Version 1.2 – October 2018

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## Executive Summary

Hungerford is a thriving town with a busy social and civic life. There is substantial pressure on community facilities. St Lawrence's is an equally busy church, with many activities going beyond formal worship that are well received by the congregation and in the community. These existing activities are explored in section 1. However, the church building cannot accommodate these activities well. Those that do take place in the church building are restricted in the winter due to poor heating, or throughout the year due to the inadequacy of existing WC and kitchen facilities or even available flexible space. Others cannot take place in the church at all, and are instead limited by the numbers that can be accommodated in private houses or the vicarage.

Our vision, outlined in section 2, is to extend what we can offer to our community, and particularly to young people, and in so doing build a congregation of all ages and all abilities. This vision generates specific needs that are explored in detail in section 3 of this document, and that cannot be met by alternative venues. In essence these boil down to a specific need for warm, flexible meeting spaces and the ancillary facilities (kitchen, WC, storage) to serve them. Accordingly, the PCC has commissioned Acanthus Clews to conduct a feasibility study as to how these needs could be met, and we present our preferred option (option C) for a glazed partition beneath the west gallery, repurposing of the west gallery, and an extension to the west end of the north aisle in sections 4 and 5, below.

# 1. The parish today

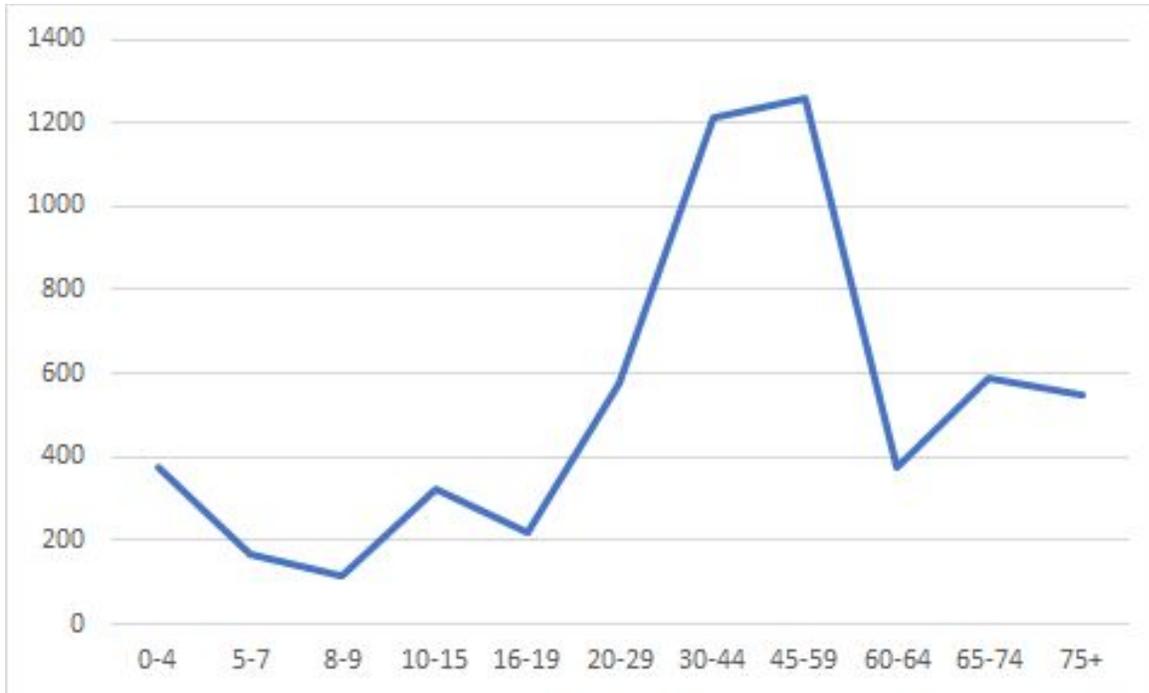
## 1.1 Location and local life

Hungerford is a small but busy market town located in the south-west corner of the county of Berkshire, approximately 8 miles west of Newbury, and 4 miles to the south of the M4. To the north of the town the River Dun meets the Kennet, and the Kennet and Avon canal. The High Street runs north through the town and crosses over all three waterways to link Hungerford with the neighbouring village of Eddington. The ecclesiastical parish includes both Eddington and Hungerford Newtown to the north. Hungerford has good transport links, with a small train station that provides a minor stop on the line between London and Exeter, and road links to Newbury via the A4, Reading and London via the M4. The church of St Lawrence is located on the north side of the town, with the churchyard bordering the canal.

The town has a thriving civil and social life, with events, clubs, and societies catering to all tastes and ages. It proudly continues several local medieval traditions, chief amongst them being Hock-Tide, with an annual Hock-Tide court and the collection of the head penny from residents by the Tutti Men.

## 1.2 Population and demographics

The 2011 census recorded a population of 5,767 people and 2,600 households in Hungerford parish. 4,230 individuals were aged between 16 and 74 and, of these, 3,296 (77.9%) were either in full or part time employment or were self-employed. The mean age in the parish was 42.4 years and the median age 43 years.



Above: age profile based on 2011 census data from NOMIS area report for Hungerford parish

The census statistics show that 21% of the population are aged 0-19 years, 43% are aged 30 to 59 and 20% are aged 65+. However, this parish profile is not mirrored in church attendance. Currently, the church has approximately 150 members and an average age of around 70. This is beginning to change with an increasing number of families and children, there is also a growing population in the area and some planned infill development on the Salisbury Road.

### 1.3 Worship and Prayer

	1st Sunday	2nd Sunday	3rd Sunday	4th Sunday
8.00 am	BCP communion	BCP communion	BCP communion	BCP communion
10.00 am	Family service Sing with organ	CW communion Sing with organ	CW communion Sing with organ	CW communion Sing with organ
4.00 pm			Contemporary Sing with band	
6.30pm	CW communion Sing with organ	BCP evensong Sing with organ	BCP evensong Sing with organ	BCP evensong Sing with organ

St Lawrence's is the parish church for Hungerford. On the first Sunday of every month is a 10am family service; at 6.30pm there is an evening service with Holy Communion. On third

Sundays at 4pm there is a contemporary service with a worship band, half of the attendees at which come from neighbouring parishes. On other Sundays there is either an 8am BCP said Communion, a 10am Holy Communion with organ and choir, and/or BCP Evensong with hymns. Music is central to almost all of these services, with the organ in use at most. In addition to the Sunday services, there is morning prayer every Monday at 9.30am for an hour. Baptisms (c.20 annually) generally take place within the 10am services on 1st, 3rd, and 5th Sundays, or at noon on a Sunday; there are also, on average, 8 funerals and 24 weddings every year. All the town schools use the church for their special services at Christmas and, in some cases, the end of term - as a result, around 1000 pupils will visit the church during the Christmas celebrations. Links with the schools are generally good, and the Vicar takes assembly at the primary school once a month. Sunday school takes place during every 10am service, at the Croft Centre. The Sunday school has c.40 registered children, but attendance is c.10-12; a toddler group was also started in 2016.

Refreshments are offered after almost all services, the PCC consider fellowship central to their mission and ministry, and hospitality vital to it. On Thursday mornings there is a two hour Coffee Corner, which has 50-60 attendees every month.

St Lawrence's also runs a number of discipleship focussed activities, including Alpha and bereavement courses, prayer ministry courses, and marriage preparation. These serve not just the parish but also neighbouring communities - people from Kintbury attend the prayer ministry course, and a marriage preparation course is delivered on behalf of Great Shefford. Currently all of these courses are hosted at the vicarage, and therefore limited to c.14 attendees.

3,817 residents (66.2% of the population) of Hungerford identified as Christian on the 2011 census.

## 1.4 Condition of the church building

The latest Quinquennial Inspection was carried out in 2016 by Roger Pope. It identified the following necessary works:

### **Urgent (within 12 months)**

- Consider and implement improved safety provision on nave roof
- Investigate south aisle parapet gutter, east end
- Seek advice from arboriculturalist on churchyard trees

### **12-18 months**

- Lead roof repairs to south aisle and possibly also porch roof
- Repairs to stonework, particularly pinnacles
- Repointing external and internal masonry
- Repairs to tower walling

- Improve rainwater disposal and drainage at ground level
- Improve paving adjacent to building
- Make safe table tombs in churchyard
- Check timbers to floor voids
- Repair nave floor and doors
- Improve kitchen ventilation
- Adapt balustrade height of west gallery to meet current regulations
- Prune trees and shrubs
- Have electrical and heating installations inspected and implement any recommendations
- Monitor horizontal cracking, particularly to clerestory walls
- Apply Smartwater

**Within the next five years**

- Stonework repairs
- Check beetle infestation
- Redecorate internally
- Bring kitchen and WC facilities up to current regulations/standards

Generally the church building is in good condition; the repairs listed above are not major and are expected for a building of this age. However, as the report notes, stonework repairs are likely to be an ongoing cost for a number of years.

Client - please could you indicate which of these have been completed?

1.5 Stewardship and finance

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
<b>Income</b>											
Regular	£49,345	£51,928	£50,260	£48,742	£50,468	£51,511	£55,487	£51,908	£53,310	£57,347	£66,506

giving											
Fees	£1,196	£1,286	£1,265	£1,745	£2,039	£2,053	<i>Fees not in accounts for this period.</i>				£4,087
Fundraising	£7,096	£6,840	£6,028	£6,095	£7,593	£7,392	£7,768	£7,114	£4,723	£5,034	£3,091
Legacy/ donation	£1,647	£7,725	£3,553	£2,462	£3,433	£6,288	£1,248	£9,457	£3,595	£5,009	£5,278
Grants											£30,707
Other	£6,344	£4,805	£2,518	£3,622	£2,177	£2,422	£2,259	£7,487	£5,172	£3,881	£10,650
<b>TOTAL INCOME</b>	<b>£65,628</b>	<b>£72,584</b>	<b>£63,624</b>	<b>£62,666</b>	<b>£65,710</b>	<b>£69,666</b>	<b>£66,762</b>	<b>£75,966</b>	<b>£66,800</b>	<b>£71,271</b>	<b>£120,319</b>
<b>Expenditure</b>											
Parish share	£43,215	£46,768	£48,078	£53,363	£54,504	£54,485	£55,958	£58,065	£59,402	£59,693	£59,943
Running costs	£16,033	£16,437	£16,780	£16,598	£15,925	£16,293	£16,823	£17,003	£17,501	£21,448	£32,761
Building works	£1,025	£2,120	£314	£1,262	£1,423	£512	£767			£1,774	£1,843
Other	£2,870	£2,962	£3,000	£3,000	£3,000	£3,000	£3,000	£2,400		£486	£1,296
<b>TOTAL EXP</b>	<b>£63,143</b>	<b>£68,287</b>	<b>£68,171</b>	<b>£74,222</b>	<b>£74,852</b>	<b>£74,290</b>	<b>£76,548</b>	<b>£77,468</b>	<b>£76,903</b>	<b>£83,401</b>	<b>£95,843</b>
<b>Surplus/ (deficit)</b>	<b>£2,484</b>	<b>£4,297</b>	<b>(£4,547)</b>	<b>(£11,556)</b>	<b>(£9,142)</b>	<b>(£4,624)</b>	<b>(£9,785)</b>	<b>(£1,502)</b>	<b>(£10,103)</b>	<b>(£12,130)</b>	<b>£24,476</b>
Savings	£98,556	£111,104	£110,394	£95,832	£87,280	£83,434	£122,535	£121,032	£390,321	£396,190	£705,811

Please note that the savings figures are distorted by the closure and sale of St Mary's Hungerford Newtown, which was sold in 2006. The proceeds (£260,000) from the sale were formally received into church funds in 2015, hence the substantial increase in savings in that year and those subsequent. A large part of the savings are in stocks and shares, and accordingly they move with the market.

## 1.6 Current additional uses of the church building/site

### 1.6.1 Visitors

The church is open 8.30am - dusk every day and there are c.50-70 visitors a day, around half of whom are local people who often visit to light a candle and pray. Footfall through the churchyard is substantial as the churchyard is a popular route through to the river and marshes. At present the parish is working with the Canal & River Trust to maintain this route and the churchyard bank.

Analysis of the 2018 visitors book shows most visitors from outside the parish come either from southern England, or from substantially further afield - Poland, Ireland, USA, Canada, Brazil, and Australia are particularly well represented. Common themes in comments from those visitors are the peace and beauty of the church, and family connections with it. The parish has

recently prepared a new visitor leaflet and is planning to participate in National Heritage Open Days from next year.

#### 1.6.2 ABC Toddlers

The ABC Toddlers group meets in St Lawrence's on Tuesday mornings in term time for free play and crafts. Currently weekly attendance is approximately ten babies and toddlers plus ten parents or carers and five organisers. Numbers are generally lower during the winter months due to the inadequate heating in the church building.

#### 1.6.3 Parish Lunches

The parish lunch is held in St Lawrence's at noon on the 3rd Monday of every month. The lunch costs £6 for a hot meal and dessert with tickets being sold in advance. Currently the numbers are limited to forty-eight, the maximum that can be seated in the available space. [client: do lunches have to be pre-booked due to the limited space? Is there more demand than space?]

#### 1.6.4 Breakfast for All

Breakfast for All is held in St Lawrence's three times a year on a Saturday morning. It costs £5.50 for a full English breakfast. Currently attendance is approximately thirty per breakfast.

#### 1.6.5 Concerts and Arts

Hungerford has a thriving local musical and artistic scene with events year-round, many of which are part of festival programmes or run by local community interest company Arts for Hungerford. St Lawrence's hosts around six concerts a year, with an average attendance of c.120 at each event. The church has a spacious acoustic, well suited to opera and smaller orchestras.

The church is also a popular venue for the Hungerford Arts Festival. During the month-long 2018 festival, it hosted a bellringing workshop, flower festival, choral concert, events related to a children's activity trail, and was the meeting place for two adult trails exploring the wildlife and wildflowers of the churchyard and neighbouring marshes.

### 1.7 Church activities currently taking place off site

#### 1.7.1 Sunday school

The Sunday school has forty children enrolled but a current attendance of only ten. It meets thirty-three times a year in the Croft Centre, c. 60m down the road from St Lawrence's. Hosting the Sunday School here is not an ideal solution - the road to the church is narrow but fairly busy, and has no pavement; parents also tend to dislike their children being offsite when they are at the church.

### 1.7.2 Youth club

The youth club, for children aged 11 and above, currently meets in the vicarage on a weekly basis and has seven members plus three leaders. They meet sitting around the dining table to allow pizza to be served but we are now at capacity for that space, and would have to eat in the lounge in order to accommodate any new members. We would like to increase attendance to approximately twenty young people and are appointing a sessional youth worker. The vicarage will not be an appropriate venue for this larger group or for the office needs of the youth worker.

### 1.7.3 Alpha course

We run the Alpha course once a year after Christmas. It takes place over eleven weeks and incorporates a meal followed by talks and conversation. Our courses usually have eight or nine attendees. The current venue is the vicarage, however, once the course leader is included we are at capacity for our dining room and cannot increase our course sizes.

### 1.7.4 Bereavement course

We run a bereavement course consisting of six evening sessions. It runs once a year, just before Christmas and meets once a week in the vicarage. Supper is followed by short talks and discussion. Our largest course had ten attendees, the maximum that can be accommodated around the vicarage dining table.

### 1.7.5 Prayer ministry course

We run one prayer ministry course at the vicarage on a Saturday in the second half of the summer term. The last course had twelve attendees which we were able to accommodate as the weather was nice enough to allow us to eat lunch in the vicarage garden.

### 1.7.6 Marriage preparation

We run one marriage preparation course at the vicarage over a weekend in February. The last course had sixteen participants and three leaders. This was more than could be comfortably accommodate in either of the vicarage rooms. We were able to provide food by laying out a buffet lunch rather than a seated meal but it was difficult for everyone to easily view the DVD material.

### 1.7.7 Parish administrator

The current parish administrator has the church mobile, however, she works from home. A weekly meeting between the vicar and administrator is held at the vicarage.

### 1.7.8 Choir practice

The choir has ten members and they currently meet at organist's home on Friday evenings to practise as the church is too cold.

### 1.7.9 Friends of St Lawrence

The Friends of St Lawrence hold monthly committee meetings in members' homes. Their events such as barn dances, quiz nights and 'grill the vicar' are usually held at other venues, such as the Croft Hall.

### 1.7.10 PCC meetings

The PCC meetings are currently held at the Croft Centre due to the lack of effective heating and small meeting space in the church. However, the PCC would prefer to have at least some of its meetings in St Lawrence's.

## 1.8 Existing facilities at the church building

The church building has one WC and a kitchen at the west end, both installed 1988. The WC is not suitable for disabled use, and both facilities are at the end of their useful lives. Under the remainder of the west end gallery is an open flexible space, cleared of pews and carpeted. It has no separate heating system, and has no visual or acoustic separation from the main body of the nave. Behind the kitchen, at the west end of the south aisle, is the vestry, also created in 1988. This currently serves both the clergy and the choir.

## 1.9 Other public facilities in the town

The residents of Hungerford are very socially active with many clubs, societies, and events. Most retired residents attend at least two groups or clubs. This stimulates a substantial demand for space at existing public facilities, making it hard for new activities and initiatives to find room. No major housing development is scheduled for the area, but infill development still continues, as does the natural growth of the population. This means facility pressure will only increase into the future.

### The Croft Hall

A former church hall now owned by the town council, c.60m along the road from the church. The main hall sits 80-90 people; the side (John Newton) room c.16. Availability is extremely limited; the church is obliged to use the hall five times a year due to the terms of the covenant, but it is very difficult to get bookings beyond this. The Sunday School is held in the neighbouring Croft Field Centre due to the lack of availability of the hall.

### The Royal British Legion

A social venue with two rooms, one of which is the bar (seating 50), the other a medium sized function room seating 60-70.

## The Town Hall

A large hall seating c.250, with a magistrates room that can accommodate another 50, standing. A popular venue for weddings and higher status events, bookings here are very expensive compared to other venues.

## 1.10 Other benefice churches

St Lawrence's is a single parish benefice - there are no other church buildings within the benefice. The church is a member of Hungerford Churches Together, which includes the local Roman Catholic, Methodist, and URC churches.

## 2. Our vision

Our vision is to be a **growing church** at the **heart of Hungerford**. Our dream is to show Jesus's love in our community, and to tell the stories of Jesus through our worship and our mission.

### Worship

**Fellowship** is central to our worship at St Lawrence's church. We offer refreshments after every major service and find that the congregation enjoy the opportunity to stay and chat in a more informal setting. We wish to offer a **universal welcome** to people of all ages and abilities. Our worship is also enriched by a **strong musical tradition** that we wish to sustain into the future.

### Outreach

We believe our church building can help us achieve our vision of a **church at the heart of Hungerford**. As a landmark building with good acoustics and with availability during the day, our church has the capacity to **host community events** and organisations that currently lack an appropriate home. Our ambition is to resource the community whilst still providing the quiet **space for prayer and reflection** that so many local people value.

### Discipleship

We aspire to a church that is **more than just Sunday** worship and that offers people the chance to **develop in faith**. St Lawrence's is already a resource church offering Alpha, bereavement and marriage courses but our capacity is severely restricted by our venues. We believe that these courses should be held at the church, which is the centre of our parish and is our "shop front".

## Young People

At present our church congregation does not look like our community - our average age is around 70, but the average age in the community is 43. **21% of the town's population is under 19.** We believe that to both maintain and build the church in our community we must **connect with young people**, offer them an experience of church that **caters to their needs**, and draws them in rather than forces them away. That includes welcoming them into the church building, during school time but also in their free time, by offering a range of youth specific activities. This is a vital part of our mission planning, and we are currently advertising for a part time youth worker, to start this winter.

## 3. Our needs

### 3.1 Liturgy and worship

We can seat 240 people in the nave as existing and generally the current arrangement in the nave is well suited to the kinds of worship we offer. We have an active choir and use music at most services. However, the choir lacks an appropriate space both to robe and to store their robes and music. The choir uses many hymns that are not in our hymn books, at present the words to these have to be printed in our service sheets. We would like a way of giving the congregation the words without the need to waste so much paper. Currently, the choir cannot practice in the church building due to the ineffective heating system. This is also a problem for our congregation, in particular the oldest and youngest members. There is no acoustically separate space for parents to take young children, should they need to during the service, nor is there much space for baby changing. Our facilities for welcome and post-service refreshments are extremely dated and do not meet modern accessibility regulations.

We have therefore identified the following needs in relation to liturgy and worship:

- Choir vestry for up to twenty people with appropriate storage
- Maintain clergy vestry provision with storage for clergy robes, daily altar furniture, communion equipment and consumable, silver (in safe) and candles etc
- Sound reinforcement with portable control unit/tablet
- Data projection system or LCD screens
- Effective heating system with zoned controls
- Acoustically separate space easily accessible from the nave
- Part M compliant WC and baby changing facilities
- Updated kitchen facilities with good acoustic separation from the nave and appropriate ventilation

## 3.2 Accessibility

Accessibility at the church is generally good; there is level access through the porch and the main churchyard is tarmaced. There is a shallow step beneath the the gallery that we wish to remove. We do currently have a WC but it does not meet current Part M requirements. Our lighting controls are not sited near the main door and are complicated. The existing vestry is at ground level under the gallery but this is a poor use of space given that the gallery itself is unused at present. As part of this project, we propose to relocate the vestry to first floor level, but we recognise that this presents a potential future accessibility issue and therefore creates a need to provide alternative arrangements on the ground floor if necessary.

We have therefore identified the following needs in relation to accessibility:

- Relay the floor beneath the gallery to remove shallow step
- Replace/upgrade existing WC to meet Part M requirements
- Relocate and simplify lighting controls to include a simple push button for visitors; ensure lighting comes as close as possible to CIBSE standards
- Install automatic opening glazed south porch doors
- Design to allow part of ground floor beneath gallery to be repurposed as accessible vestry space if required
- Space to park mobility scooters

## 3.3 Stewardship and sustainability

In the past decade, we have seen a rise in building running costs (just under £33,000 in 2017, up from £16,000 in 2007) and in our parish share (an increase of £17,000 from 2007 to 2017). Although our regular income has also increased over this period, it has not increased sufficiently to cover the entirety of our running costs, leading to a shortfall of c. £15,000 a year, which has to be made up with fundraising and legacies/one off donations. We currently have healthy savings, but over a third of them are thanks to the sale of redundant church in Hungerford Newton for which we formally received the proceeds in 2015. A substantial portion of the remainder is invested in stocks and shares and is therefore not easily accessible and can also decrease in line with the markets. We consider that, in order to be sustainable into the future, our regular costs must be met from regular income rather than one off windfalls. These means we have to both reduce our running costs wherever possible and increase the income potential of the church building. We propose to do this by providing a warm and acoustically separate rentable space that can help meet the ever increasing demand for community facilities in our town. In order to reduce costs, we need to reduce our use of energy (oil and electricity) and extend the working life of our building and its facilities. We also need to make it easier for volunteers to conduct simple maintenance tasks that save money in the long terms. Although we have been conducting small, running repairs over the last ten years, there have been no substantial repair works to the building. Our quinquennial inspection report of 2016 indicates that roof repairs, high level stone work repairs and the overhaul or our rainwater disposal

system are all necessary within the inspection period. We need to have the finances both to conduct these works and to retain a safety margin for any future repairs.

We have therefore identified the following needs in relation to stewardship and sustainability:

- Ability to heat a smaller, more thermally efficient area, separately from the nave
- Efficient heat delivery system to reduce amount of oil burned
- Energy efficient lighting system with sectional controls, maximal use of natural light
- Use of sustainable building materials with a long design life wherever possible
- New taps and WC fittings to be water saving
- Creation of rentable space
- Storage and sink for maintenance, cleaning and flower arranging

### 3.4 Community and outreach

As discussed in section 1, Hungerford is a busy and thriving community with many events and societies and a correspondingly high demand for publicly accessible venues. Several groups that would be best accommodated within St Lawrence's are currently forced to meet off site due to the lack of appropriate facilities and we would like to see those groups brought into the church building. Activities that do take place on site, such as the parish lunches and breakfasts, are limited or negatively impacted by the facilities currently available and the lack of efficient, zoned heating. The majority of our outreach activities involve serving food of some kind and what we can offer is limited, both in terms of numbers and complexity, by our current kitchen facilities. We already host six concerts a year but could host more if we had an area that could be used as a green room by performers.

Other community groups in Hungerford, particularly newer initiatives, struggle to get space due to high demand and existing long term bookings at other venues. We think that the church building, which stands largely unused for formal activities for most of the week, could easily accommodate these users provided that basic modern facilities were available. This would not only further links between the church and community, but would also help financially sustain the church building. Examples of groups that could use the church are: **[client: please could you supply some examples of groups that would use the church.]** Current church activity and demand on existing facilities in the town is such that we consider it inevitable that two or more different groups will want to use the church concurrently. We want to be able to accommodate these community groups and activities without compromising the availability of the building for private prayer and reflection.

We have therefore identified the following needs in relation to community and outreach:

- Catering kitchen with facilities to serve meals for up to sixty people and hot drinks for up to 200 people; with appropriate storage, ventilation, hand washing facilities, and serving hatch
- 2+ WCs, at least one of which should be Part M compliant

- Baby changing facilities
- Separately heated meeting space for group sizes of up to sixty adults seated around tables, subdivisible for smaller groups
- Flexible furniture for use in meeting rooms, including stacking chairs and tables and child sized furniture
- Sound attenuation/acoustic separation between meeting space and nave
- Access to first floor gallery without passing through meeting room
- Storage both for furniture and equipment
- Office space for the parish administrator and youth worker
- Quiet space for prayer and reflection

### 3.5 Discipleship

We already run a number of discipleship activities for our parishioners, including courses and home groups. We also act as a “resource church” for other, smaller, local parishes, particularly delivering marriage preparation courses. All of these activities, which usually include serving a hot meal, currently take place in the vicarage or other private houses. This has its limitations - generally the available homes cannot accommodate more than twelve people, not all are fully accessible, and such environments can be socially intimidating for newcomers. A number of the courses are held in the winter months when the church is too cold to be used as a venue. With courses, youth activities, and parish administration, the vicarage is already used almost daily, and is beyond full capacity.

We have therefore identified the following needs in relation to discipleship:

- Warm meeting space for up to sixty seated adults, divisible into smaller spaces
- Audio-visual system in meeting space
- Facilities for hot drinks and simple refreshments
- WC facilities that are Part M compliant
- Storage for course materials
- Quiet space for prayer and reflection

### 3.6 Young people

As described in sections 1 and 2, the average age in the church congregation is substantially older than the average age of our community. Although we already run a toddlers group, a youth group and a Sunday school, attendance at these events is limited. Much of this is due to the limitations of the venues we currently use. The toddler group meets in the church but essentially closes down over the winter as we cannot heat the building sufficiently for such young children to be comfortable. The Sunday school meets in the Croft Centre, where it moves between two rooms from week to week and cannot be split into more appropriate age groups. We find that some parents are put off by having their children off site. The babies and toddlers, who remain in the church during the service, use the west end. There is no acoustic separation here, nor is there quiet space where distressed babies can be taken. The youth group currently

meets in the vicarage and is, like all other groups that meet there, restricted by the size and availability of rooms. Our incoming youth worker will need office space as well as meeting space for his or her groups.

We have therefore identified the following needs in relation to young people:

- Subdivisible meeting space for up to fifty children in two age groups
- Creche space for up to ten children, each accompanied by an adult
- Acoustic separation from the main body of the church
- Baby changing facilities and WC facilities
- Office space for the sessional youth worker
- Toy/equipment storage
- Child sized furniture
- Space to park pushchairs
- Wifi provision
- Audio-visual system in meeting space

## 4. The proposals

In June 2018, Acanthus Clews architects were commissioned to carry out a feasibility study to explore options to meet the needs discussed above. This study outlined two main options, one of which (option B) would accommodate the required facilities within the existing footprint of the building whilst the other (option C) would require an extension to the west of the north aisle. The PCC had discussed these two options, and prefers option C as follows:

- Extend north aisle westward to provide space for new kitchen
- Provide dog leg stair to west tower
- Create choir vestry, office and clergy vestry at existing gallery level
- Install 1 disabled and 1 standard WC in the base of the west tower
- Provide space for chair/table storage in the base of the west tower
- Install glazed folding wall system beneath existing gallery to create subdivisible hall space
- Remove existing plant room on north side of building; install mains gas supply and boiler
- Install glazed automatic opening doors to south porch [please clarify - does this mean automatic locking/unlocking, or physical opening as in automatic doors?]
- Shorten the step to existing font
- Remove one pew adjacent to south entrance to create welcome space
- Underfloor heating in the hall area and retain the existing radiators in the main body of the church

[client- can we have the existing and proposed plans from Clews to insert here? We need separate pdf, gif, or jpeg - we can't use the images from the feasibility document as the resolution is too low]

## 5. Justification

Our preference for option C is due to the need to provide enough space at the west end for up to sixty adults to be seated for a meal, as well the need for a catering kitchen that can provide that meal. Although Option B (maintaining the existing footprint) would be more affordable, the space required by the catering kitchen would limit seating capacity at the west end to no more than the existing forty-eight, giving us no room to grow our existing activities. It would also prevent the meeting space at the west end from being subdivided into three rooms. These three separate rooms are essential if we are to accommodate our Sunday school and creche on site successfully, as they will allow us to split into age groups and provide each group with the teaching and support they need. It should be noted that, in both scenarios, it will be necessary to relocate private/ancillary spaces (vestries, sacristy, office, long term storage) to the gallery level in order to provide the required floor space on the ground floor. This can be done without the need to increase the size of the existing gallery, which is an essentially redundant space at present. It will also be necessary to provide two WCs in order to adequately serve the greater number of people using the church at any one time.

An essential part of our proposals is to provide a space that is both acoustically separate from the nave and heated separately. The acoustic separation is necessary in order for two or more groups to use the building simultaneously, as will be the case at least every Sunday. During the rest of the week it will also allow us to host community groups without compromising the quiet of the nave for those visiting for private reflection and prayer. The separately heated space will allow us to save money and to tailor heat levels to the requirements of different users.

We need to ensure that our church building is accessible to all. This makes a Part M compliant WC essential, as is an entrance that can easily be navigated by those with disabilities. The provision of automatic opening glass doors in the porch will mean that these people can enter the church without assistance, and will also give the large numbers of people who walk past the church every day views of, and an invitation to join, the activities inside.

Overall, the PCC consider that option C, as outlined above, meets our stated needs whilst keeping the impact on our church building to a minimum. We do recognise that it will require some demolition of historic fabric in order to provide a doorway beneath the north aisle west window into the new extension, and that the provision of extension to the north of the tower will change the appearance of this area of the historic building. However, we consider that this would be mitigated in the following ways:

1. The proposed site of the extension is not visible from the road or churchyard path
2. The provision of an extension will allow us to relocate our boiler and demolish the existing unsightly plant room built against the north wall of the north aisle
3. The proposed extension will be designed to use sympathetic materials and to require minimal foundations with no physical loss of historic fabric beyond the new doorway

4. Obtaining and following archaeological advice (based on desk assessment and field work if required) on foundation and doorway design, and commissioning a full record of the affected areas of the historic building.

## Appendix 1: Overview of current and proposed activities and associated needs

Activity/Group	Existing/ Proposed	Est Att	Frequency	Storage	AV	WC	Kitchen	Meeting room
8.00 BCP Communion	Existing	15	52 per year	✓		✓	No	
10.00 main morning service	Existing	70	52 per year	✓	✓	✓	✓	
4.00pm	Existing	25	26 per year	✓	✓	✓	✓	
6.30 pm	Existing	20	52 per year	✓		✓		
Baptism	Existing	75	27 per year	✓		✓		
Wedding	Existing	120	9 per year			✓		
Funeral	Existing	200	21 per year			✓		
Festivals	Existing	215	6 per year	✓	✓	✓	✓	
Parish Lunch	Existing off site	48	12 per year	✓		✓	✓	✓
ABC toddlers	Existing	20	40 per year	✓		✓	✓	✓
Coffee corner	Existing	10	52 per year	✓		✓	✓	✓
Breakfast for all	Existing off site	30	3 per year	✓		✓	✓	✓
Visitors to church	Existing	50	Daily			✓		
Sunday school	Existing off site	10/4 0	33 per year	✓	✓	✓	✓	✓
Concerts	Existing	120	6 per year		✓	✓	✓	✓
Courses	Existing off site	20	5 per year	✓	✓	✓	✓	✓
Youth groups	Existing off site	2/20	20 per year	✓	✓	✓	✓	✓

## Appendix 2: Letters of support

## Appendix 3: Consultation responses