

**APPLICATION TO THE
DIOCESAN ADVISORY COMMITTEE
SEEKING
FORMAL ADVICE**

Before commencing proceedings in the consistory court, intending applicants should seek the advice of the Diocesan Advisory Committee (DAC) on works or other proposals in respect of which a faculty, injunction or restoration order is to be sought. The advice of the Diocesan Advisory Committee is not required if the proceedings relate exclusively to exhumation, reservation of a grave space and churchyard memorial headstones, you are to contact the Diocesan Registry directly. Parishes should remember that the DAC does not have the authority to give permission to carry out any work; it advises the Chancellor who grants faculties, and it is only on receipt of a faculty that works may commence.

CHURCH OF: *St Luke*

IN THE PARISH OF: *Moulsham Lodge and Tile Kiln*

OFFICE HELD: *Churchwarden*

NAME: *Richard Field*

ADDRESS: *76 Vicarage Lane, Gt Baddow, Chelmsford, Essex*

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Please give details of schedule of works or proposals –

St Luke's faces several challenges and opportunities. In response, we have developed nine relatively discrete projects under the overall banner of Project 2020. While we do not expect to finish, or necessarily start all of these in 2020 we believe that bringing these together in this way will capture the imagination of potential grant givers and our congregation.

It should be noted that this flurry of projects follows the fitting of new emergency doors in our large hall in 2017 and a full rewire of our building, including installation of emergency lighting, in 2018. In 2019 we fitted a fire alarm system, created a new secure garden to the rear of the Church and re-carpeted our sanctuary.

On the verbal advice of DAC members who visited on the 9th August 2019, we have clustered these projects, not as suggested into a single faculty but into two, this being easier to manage.

This, our first faculty application, concerns largely external works, namely

- *The installation of a ramp to the front of St Luke's Church*
- *Works to make safe a leaning wall and minor improvements to our car park*
- *The installation of external doors to our hall lobby*
- *Replacement of existing lettering to the front of the church*
- *The replacement of two existing external notice boards with a large single one.*

The scope of the second faculty has yet to be finalised but is likely to include internal remodelling to provide a new toilet and limited kitchen facilities, an upgraded partition in the form of a moveable wall, a new upgraded audio-visual system and additional storage.

Project 2020 – Faculty One

It should be noted that this application includes the installation of a ramp to the main Church. This is a second application for this development, replacing the first which was approved by the Deputy Chancellor on 29th January 2019 (Faculty 2665). When the original design was put out to tender the quotes proved prohibitively expensive, far higher than a builder's estimate which informed the original faculty. Feedback from tenderers suggested that there were less

expensive ways of meeting our requirements, but the extent of change involved required new applications to the Deputy Chancellor and City Council. We have let our original architect go and the details of our new one who designed the revised ramp and will undertake our next quinquennial inspection has been notified to the Diocese. (Form IA)

This faculty includes a summary of context and recent history, followed by details for each project, an overall statement of need and details of our consultation process.

Context and recent history

Over the last seven years St Luke's has been developing a renewed sense of purpose. PCC away days as early as 2013 focussed on how we might better meet the needs of the various communities on Moulsham Lodge and Tile Kiln. Following a sizeable bequest in 2016 we appointed an architect to draw up plans, initially for an extension to the Church and then for a ramp. Since then we have received three further financial gifts, all of which are held in a reserve designated for fabric improvement.

In early 2017, along with St John's Church, we went into vacancy and needed to prepare a joint Parish Profile. We quickly realised that it was time to anchor our evolving sense of purpose in a new St Luke's mission statement (Box 1, alongside).

Following the appointment of Revd Gemma Fraser in Autumn 2017, we consulted with the congregation regarding our emerging plans (October 2017), and a few of us visited The Orchards, Meadgate and Christchurch, Southend. This prompted further reflection on our mission, the purpose of the planned extension and design of the ramp. The main impact was to extend our focus on social isolation so that it applies more broadly than just to older people.

Box 1.
Mission Statement
Our mission is to more effectively be Church. We will achieve this by
<ul style="list-style-type: none">• Encouraging more people to join us, especially the young.• Increasing our care for older people in our congregation and community• Expanding our outreach initiatives and mission links• Developing strong links with other South West Chelmsford Churches

In 2017 there were two accidents involving visitors to the Church falling over our car park wall causing us to uprate our risk assessment to a point where action was deemed essential. Later, in 2017 we had our gas supply suspended due to a gas leak, followed by serious problems with our electrical system. The leak was repaired and the whole building rewired. It is fair to say that dealing with the wall, gas and electrics delayed our original development plans.

During 2018 and 2019 we extended and improved our on-line presence via a revamped website and Facebook.

Also, during 2019 the PCC and congregation reviewed our purpose and adopted a new three word expression of mission (Love, Grow, Serve) which now features on our website, communications etc.

St Luke's is committed to developing a range of activities, supports and opportunities for individuals within the communities of Moulsham Lodge and Tile Kiln who are experiencing social isolation. We anticipate using St Luke's as a base to reach out into the community and a place where people can come and experience practical support and the love of Christ in safety and comfort.

Outline proposals for each project

Ramp

St Luke's has two main entrances; one to the Church and the other to our halls complex, the later incorporating a ramp to assist those using wheelchairs, walkers, prams, pushchairs etc. The halls complex is used extensively by the community during the week, particularly by Little Acorns Preschool who are in residence all day Monday and Friday and in the mornings - Tuesday to Thursday. To ensure adequate safeguarding the preschool has exclusive use of our halls complex (large hall, kitchen, toilets, lobby and complex entrance) when in residence (see area outlined in red in the attached floor plan – Appendix A). As a result, there are significant periods of the week when users of wheelchairs, walkers etc are unable to easily and safely access the Church. At these times access is by negotiating two steps to the main Church entrance which is risky given that these are insufficiently deep to do so safely.

It is both interesting and worrying to note that even when the halls complex is open and the ramp available some of our congregation eschew it, preferring to risk using the steps to the main Church. It is unacceptable in the 21st century that those with impaired mobility should be expected to use a separate entrance, when with reasonable adjustment they can be enabled to exercise the same choice as everyone else. Our revised plan for the ramp features a natural slope which

will look attractive and obviate or reduce the need for glass panels, handrails etc. A plan of the ramp is included as Appendix B and photographs of a similar ramp are provided as Appendix C.

Leaning wall in the car park

Looking at St Luke’s car park from Gloucester Avenue there is a long wall to the right which marks one boundary of the car park.

To the right of the wall is a passageway that separates the car park from the large hall. While rarely used, it is an emergency route from the kitchen and the large hall. This exit is also used by hirers when they are loading/unloading items from their vehicles. We believe the wall was built around 1972 when the hall and kitchen were added.

In May 2017 there was an accident involving a mother of one of the children attending Little Acorns Preschool. As we understand it the mother who had parked alongside the wall, stepped back from her car and fell backwards over the wall and into the passageway. Thankfully, the mother was not badly hurt, and no insurance claim was made. Around 9 months later a leader of one of the uniform groups that use our large hall parked adjacent to the wall, this time by the emergency exit. As we understand it she lost her balance lifting something from her car and fell over the wall. Again, the accident was not as bad as it could have been, and no insurance claim was lodged but our risk assessment score was increased to reflect the increased likelihood of an incident such as this happening again. We sought the advice of the insurance company about what we might do to reduce the risk or likely consequence and they were not prepared to offer suggestions.

The car park is at a higher level than the passageway and slopes down from the rear of the car park towards the road. On the car park side the wall measures between 500mm and 190mm high. On the other side the drop from the top of the wall to the passageway is 1120mm reducing to 840mm. Appendix D comprises photographs that show the wall from a variety of directions.

While a logical solution would be to install fencing to the top of the wall this is not possible without first addressing a second issue we discovered, which is that the wall itself, is not perpendicular, tilting towards the large hall by between 30mm to 60mm at different points along the wall. The wall was examined by a structural engineer on 12th April 2018, who advised that the wall needs strengthening, and certainly before any measures such as installing fencing, are taken. As an immediate response we.

- added warning signs to the side of large hall and the wall itself, painted some of the top row of bricks in yellow hazard paint and asked regular hall hirers to ask users to be careful and not to park alongside the wall.
- Installed plastic, water filled barriers, alongside the wall on the car park side. (Appendix D). This action increased the distance between cars and the wall thus reducing pressure on the wall and the likelihood of it being ‘nudged’ by a car. It also significantly reduced the risk of further falls over the wall.

Over the last two years we have sought the advice of two architects, a builder, the DAC and a structural engineer as to the best long term, affordable solution to the twin problems of the fall hazard and leaning wall. We have considered conventional buttressing, reverse buttressing, embedding gabion baskets in earthworks, creating a gentle slope down to the passageway, etc. A fully worked up proposal for securing the wall and reducing the likelihood of further fall accidents is in the very final stages of production and will be submitted shortly (Appendix E).

We have also taken the opportunity to propose one or two minor improvements to our existing car park in the form of creating an accessible parking space and removing a concrete peninsula which reduces parking capacity and represents a trip hazard. We also want to remove the kerb at the top of the steps that lead down from the car park to the front of the large hall, making it easier and safer for users (Plans are provided as Appendix F and Photographs as Appendix G)

The installation of external doors to our hall lobby

In 2018 an Independent Fire Assessment undertaken by Alan Mitchell (Member of Institute of Fire Prevention Officers) recommended that the external doors to our halls entrance be rehung so that they open outwards. See extract from his report below.

	Issue	Comment	Location	Risk Score
4.	Means of escape issue	Due to the numbers of persons that may be required to use this route, the entrance doors to the lobby of the Large Hall should be rehung to open in the direction of escape	Ground floor	3

(Score 3 – Moderate Risk)

As a principal fire escape, it is essential that in an emergency, exit should not be delayed by needing to open the doors against the flow of traffic.

The existing doors, which we believe are nearly 50 years old are wooden frame and glazed to full length. These doors are used heavily during term times, are badly worn and have been repaired by many Churchwardens and tradespeople. These doors do not feature panic furniture and are not as secure as we would wish. Appendix H contains a photograph of the existing door and the design of the proposed replacement

The proposed new doors are commercial grade and made of white powder coated, aluminium. These are of differing widths to allow pushchair, walker access via one door only. Each of the two doors, will open outwards and comprise two sections – clear glass at the top and a solid panel at the bottom. Panic furniture will be fitted that allows for one-push exit in an emergency

Above the doors is a glass panel to which an acetate of the St Luke's logo will be fixed. The exact design of the acetate will be agreed by the PCC but will be along the lines of that shown in Appendix H, taking account of the 'running man' fire sign inside the building.

Replacement of lettering on the front of the church

The front wall of the Church includes lettering – 'St Luke's Church', the design of which is dated and inconsistent with our new branding. Given the other external projects proposed in this Faculty, the PCC considered that this would be an ideal time to change the lettering. The design we propose adopting utilises the same wording as now but also incorporate a simple cross, all of which made of aluminium. The height of the current letters is 15cm but as we wish to make the lettering more visible and install it higher up the wall our chosen replacement is larger at 25cm high. Photographs of the existing and proposed new lettering are included as Appendix I.

Replacement of existing external notice boards with a new large single notice board.

St Luke's currently has two external notice boards either side of our path to the front doors of the Church. Neither board is in good repair; the locks are temperamental, and content is difficult to access. These are no longer watertight and are of different design. We believe that notice boards are a crucial element of the impression we give of St Luke's to the wider world, something which is recognised by The Church Notice Board Company which state that

'The image it (a notice board) projects on the outside should reflect the warmth and hospitality of the church and its congregation on the inside. A Church notice board should reflect the personality and values of the church it represents, one that reaches out and communicates with the community, invites new members in and offers messages of hope, friendship and inspiration to everyone. Fundamentally, your notice board is your standing invitation to the community and future congregations'

Church Notice Board Company
<https://www.churchnoticeboards.com/>

We believe that a single, large notice board would significantly improve our impact. The board we propose installing is 1800mm by 1200mm, made of green powder coated aluminium with two opening frames, one either side of a panel which features a fixed welcome message, key information and the Church of England and St Luke's logos. Vinyl lettering and magnetic poster fixings will be used. Photographs of our existing boards are included as Appendix J the proposed design and wording for a single proposed board is included as Appendix K. The quotation is included as Appendix L. We propose installing this board on the right side of the path leading to the Church main entrance – the left hand post being 100 cm from right side of the path and 100 cm from the pavement.

Statement of Need

St Luke's Mission Statement is "Love, Grow, Serve" Traditionally we have focused on people coming into Church to meet God; this requires them to be aware we exist, of what we offer and be able to summon up the courage to cross our threshold. While this is a means by which people encounter God, we believe that there are more opportunities for them to do so if we engage with them in the wider community. We are also committed to living out each of the 5 Marks of Mission, one of which asks us to 'respond to human need by loving service'

St Luke's is right in the centre of two interconnected estates: Moulsham Lodge and Tile Kiln. Both are 60's housing estates with a population of 8,000 with a high demographic of adults between the age of 18 and 60 and their dependants but also a group of older people who bought their houses when the estate was first built. Moulsham Lodge

has two infant, two junior and one high school. There are also three day nurseries/preschools within the parish. St Luke's is right at the heart of the central shopping parade and has significant passing footfall.

A few years ago, we identified social isolation as our MMU mission priority, we know that this is a significant issue in our community. Many of the older people are living alone in large houses that are difficult for them to manage. In the last decade as the first buyers began to sell, families have moved in. Prices are high so many of the residents work in the city, leaving family members alone at home, often managing children, for long periods of time. We work closely with our local schools and they tell us that mental health is a significant problem for our young people. There has been a significant increase in anti-social behaviour, crime and sadly even gang involvement in recent years.

We would like to be able to be part of the solution to this. We have a phenomenal asset in our building which is in a perfect location. We are already making good progress in developing activities open to, or aimed, at the community, such as our Edward Bear Baby and Toddler Group and a coffee drop-in on Saturday Mornings. In 2018 we started offering Bags of Hope from the steps of St Luke's at Halloween and in the same year, ran a Community Fayre and 'Rockin around the Christmas Tree' Carol Service. In 2019 we launched a Saturday morning Book Club, ran a Pet Service and a highly successful Christmas Tree Festival, featuring Christmas Trees from across the community. The festival concluded with a Community Christmas Carol Service. In early 2020 we launched our first Home Group for many years as an opportunity for people to explore and develop their faith and as a progression opportunity for people new to faith, particularly those coming from an Alpha Course, planned for late 2020. Other plans for 2020 include a Pancake Party and Community Litter Pick. All these activities have been, or will be supported by significant website/Facebook activity aimed at encouraging people from across the community to engage with St Luke's

Focusing on the building for the moment, people are more likely to be attracted into the Church if there is a range of activities that meet their felt need for company, pursuit of interest, worship etc.

We would like to offer a wide range of activities from St Luke's but face constraints due to the extensive utilisation of our halls by external hirers. Consequently, anyone using the Church during the week must do so without access to toilets and the kitchen. This effectively limits day-time weekday use to short-duration activities which are also likely to be interrupted by noise from hirers using our small hall. While we could consider reducing external usage this would deprive St Luke's of a significant source of income and conflict with our commitment for the halls to be a community resource to groups such as the Brownies, Trudi Osborne School of Dance and Little Acorns Pre-school. It should be noted that while our large and small halls are used extensively, external usage of the Church is intentionally limited to New City Voices, a local choir.

We are also aware that increasing competing demands on family time on Sundays mean more acts of worship, bible study etc should be available on weekdays and evenings. At present our activities are limited to Wednesdays (AM and PM) and Saturday and Sunday mornings resulting in the Church being used for about 12 hours a week - there is considerable scope to increase usage.

So, a key challenge facing us is how to develop our buildings so that the Church, as well as the halls, can be used throughout the day and evening. We want to create an accessible, safe, comfortable and welcoming space so that in time St Luke's becomes a Christian-led community base within which a range of activities take place, and from which we can go out into the community.

We have identified several fabric-related issues and opportunities, the responses to which will support our mission and form two faculties

- Faculty One, comprises projects that will make the Church more inviting, easier to access and safe. We need people to know that St Luke's exists and is open for business. Proposed modifications to our car park, a ramp to the main entrance and new lobby doors will improve safety and physical access while improved external messaging (new signage and notice boards) will increase our visibility and make us more welcoming. These developments build on earlier actions such as the installation of two garden benches and creation of attractive gardens to the front and side of the Church. In 2018 we upgraded external lighting so that evening users of the property would feel safe. We strive to keep our notice boards fresh and attractive and now fly a banner when we hold services and events. As a result of these relatively minor actions many school children now use our benches and gardens at lunchtime, as do parents and carers waiting to pick up children from uniform groups and the preschool. Getting people into our gardens and halls is a good start but what we really need is for them to want to come into the Church.
- Faculty 2 to be presented later in 2020 will propose measures to allow us to offer refreshments and toilet facilities for Church users whenever we want, accompanied by acceptably low levels of noise from users of our small hall. An

effective audio- visual system will offer worship leaders increased presentation options and better meet the needs of the hearing and visually impaired

Consultation

Over the last three years we have consulted with the congregation as recorded in Appendix M, spoken to representatives of Moulsham Lodge Community Trust and to other Churches on Moulsham Lodge and Tile Kiln. We are keen to avoid competing with these and other groups, much preferring to collaborate across the community. We work closely with the schools and nurseries and conversations about community engagement happen as the norm. Local councillors hold their surgery at St Luke's each month, these often identify community concerns. We are part of Moulsham Lodge Neighbourhood watch and several online forums for local people.

We have developed a Community Survey (Draft included as Appendix N which we intend to use before we submit Faculty Two, so that planned internal changes to the building will be appropriate to the activities we hope to offer.

Has the appointed parish architect or surveyor been? -

Instructed Yes (ramp, wall and car park)
 Consulted in relation to proposed works No

If another architect or surveyor is to be employed confirm their name and address and state, why they have been instructed in relation to the proposed works. *Not applicable*

In the case of any work to the fabric of the building the parish architect is to be consulted and one of the following is to be included in this application: -

1. The parish architect's detailed specification for chosen contractors to work to.
2. The parish architect's written approval of chosen contractor's specification or proposed method of work, including specified materials.

(Please note failure to supply one of the above may delay your application. You should allow a contingency sum to cover the cost of instructing your architect to produce a specification.)

David Whymark, our architect, Ed Morton (Structural Engineer), Denis Huntley, (Diocesan Disability Advisor) and members of the DAC have all been consulted or actively involved, as appropriate, in these projects.

Name and contact details of PCC's choice of contractor to carry out proposed works:

Except for the lobby doors and notice board we have yet to choose contractors for these works. Tenders will be invited and appraised according to our financial rules with final decisions to go ahead, confirmation of successful contractor etc taken by the PCC.

Contractor's estimated cost of proposed works or proposals –

Project	<i>Estimate (Including VAT as appropriate) £</i>
Installation of a ramp to the front of St Luke's Church	<i>To be submitted</i>
Works to make safe a leaning wall in our car park and other minor improvements to the car park	<i>To be submitted</i>
The installation of external doors to our hall lobby incorporating new branding	4,500
Replacement of existing letter to the front of the church with a larger more modern design	1,890
The removal of two existing external notice boards with a new large single notice board.	1,670
Contingency	<i>To be determined</i>
Total	

Funding for this Faculty will come from a legacy and donations fund (up to £69,000) grants and donations from our congregation. Funding for Faculty 2 will come from any balance on the legacy and donations fund, further grants and donations.

Contractors must have £10,000,000 Public Liability risks cover and also £10,000,000 Employer's Liability risks cover as directed by the Chancellor of Chelmsford Diocese - <http://www.chelmsford.anglican.org/chelmsford-registry-links#>

INFORMATION REQUIRED BY THE DAC FOR CONSIDERATION BEFORE A NOTIFICATION OF ADVICE CAN BE ISSUED: -

1. Quotation or Estimates for proposed works from contractors. *Contractors must have £10,000,000 Public Liability risks cover and also £10,000,000 Employer's Liability risks cover as directed by the Chancellor of Chelmsford Diocese - <http://www.chelmsford.anglican.org/chelmsford-registry-links#> (We will ensure this level of cover is possessed, requesting certificates of insurance and evidence of appropriate qualifications to undertake this work)*
2. Detailed specification from architect or contractor - *(NB extracts from quinquennial inspection reports will not be accepted as specifications. Where the specification has been prepared by someone else, e.g. heating engineer, it must be accompanied by a letter from the inspecting architect commenting on or approving the specification)*
(Please see Appendices)
3. Working drawings, supporting plans, sketches, photographs and samples.
(Please see Appendices)
4. Catalogue or brochure pictures, showing items being purchased, including colour choice (e.g. light fittings, sound system equipment, cabinets, silverware, style of churchyard storage units, noticeboards to include sizes, choice of colour, lettering, font style and size, carpets samples or furnishing fabrics etc.) Detailed sketches or drawings by craftsman if bespoke items being handcrafted.
(Please see Appendices)
5. Internal or external site plan of church (depending on where proposed work is required), and indicating location/s of area of proposed work/s.
(Please see Appendices)
6. Quality colour photographs internal and externally of church, showing proposed location/s of work/s.
(Please see Appendices)
7. Electrical, drainage works; details of wire/drain routes and proposed alternative routes.
(The ramp partly extends over a drain but not to such an extent as to preclude access or necessitate re-routing pipework)
8. Reports/specification from other specialists involved in the project, where appropriate (e.g. conservators, stained glass artist/restorer, organ builders etc.)
(None – we have consulted with the Diocesan Disability Advisor regarding ramp design who reported orally)
9. Any relevant correspondence received from Church Buildings Council (CBC), Historic England, local planning authority, and /or national amenity societies, or any other body or person.
(None received)
10. PCC Resolution with voting figures, if available *(only the relevant section from minutes are required)*
(Please see Appendix M)
11. Consultation with church insurers if proposals involve scaffolding, use or partial use of volunteer labour and submit their approval or letter.

(We do not anticipate scaffolding or volunteer labour being used but will check with appointed contractors and if either is the case will consult with our insurers – in any case we will be notifying them of the project start and end dates)

12. Standard Information Form - Form IA (Rules 4.2 and 5.5) – This form is part of the DAC application and Petitioning for Faculty process; one copy should have been completed and previously forwarded to the DAC Office and Registry Office, so there is no need to resubmit for each subsequent application. **However**, it is recommended that the form should be checked before each subsequent application, to ensure that the most up-to-day form is used, and all the information is still valid e.g. name of inspecting architect, if there are any changes, an updated form should be forwarded to the DAC Office and Registry. *(Submitted with this Faculty Applications)*
13. In the case of listed churches or church buildings, a Statement of Significance and a Statement of Needs – *(Where proposals involve making changes to a **listed** church or other listed building applicants must provide the DAC with: (a) a document which describes (i) the significance of the church or other building in terms of its special architectural and historic interest (including any contribution made by its setting) and (ii) any significant features of artistic or archaeological interest that the church or other building has so as to enable the potential impact of the proposals on its significance, and on any such features, to be understood (a “statement of significance”); and (b) a document setting out the justification for the proposals (commonly known as a “statement of needs”).*
(St Luke’s is not listed and therefore Section 13, Statement of Significance does not apply. A Statement of Need is provided above.)
14. It is advisable not to purchase or commit to any ordering process until a Faculty has been granted.
15. Please confirm by ticking the box that you will download and print off the Petition for Faculty (Form 3A - Rule 5.3) and Public Notices x 2 (Form 4A - Rule 6.2) from the Diocesan website when you have received ‘Notification of Advice’ and endorsed documents by post. If you do not tick the box, the DAC office will assume that you will require hard copies.
16. Please return a hard copy of this application form and all information relating to your proposals to **DAC Secretary, 53 New Street, Chelmsford, Essex CMI IAT.**
17. Parishes are advised to **retain copies** of all information submitted with their application in case originals are lost in the post.
18. Parishes are advised to read through the advisory note for churchwardens on **Construction (Design & Management) Regulations 2015** (CDM 2015) on Diocesan website link: <http://www.chelmsford.anglican.org/the-dac/dac-guidance-notes>

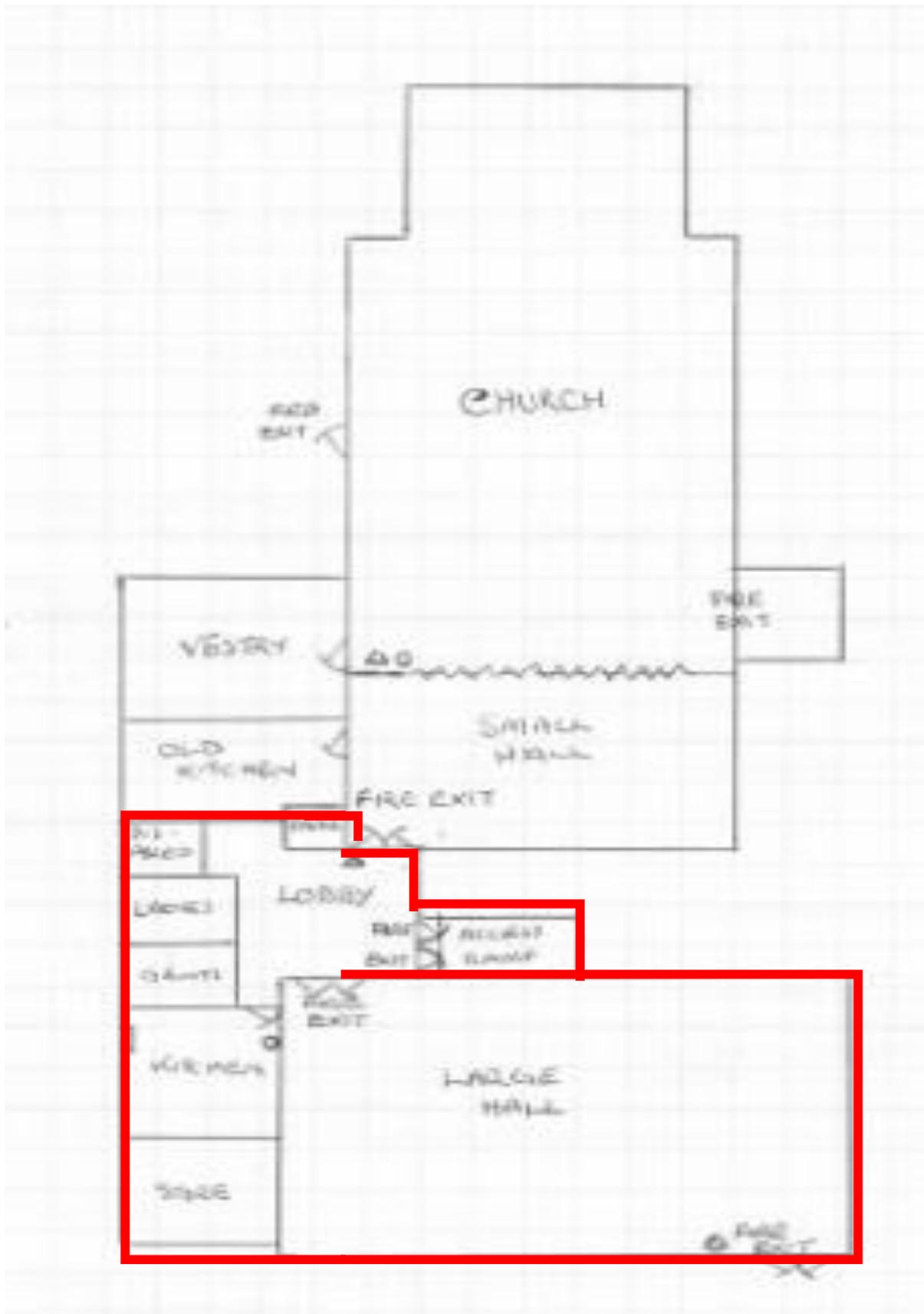
NB: When a Notification of Advice is issued it will be valid for **24 months** from date of signing. Please note that the wording for schedule of works or proposals given above is to be the same when completing Petition for Faculty (Form 3A – Rule 5.3) and Public Notices (Forms 4A – Rule 6.2). If you require assistance please contact DAC Department 01245 294413/294423 or email: dac@chelmsford.anglican.org **New Faculty Jurisdiction Rules No: 1568 came into force on 1st January 2016 and all documents can be found on <http://www.chelmsford.anglican.org/the-dac/dac-application-amp-petition-forms>**

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Appendices

<i>Appendix A</i>	<i>St Luke's floor plan</i>
<i>Appendix B</i>	<i>Ramp plan (To follow)</i>
<i>Appendix C</i>	<i>Ramp photographs</i>
<i>Appendix D</i>	<i>Car park wall before/after emergency measures</i>
<i>Appendix E</i>	<i>Car Park Wall - Plan (To follow)</i>
<i>Appendix F</i>	<i>Car Park – Plan (To follow)</i>
<i>Appendix G</i>	<i>Car Park photographs</i>
<i>Appendix H</i>	<i>External lobby doors photograph and drawing</i>
<i>Appendix I</i>	<i>Old and new lettering</i>
<i>Appendix J</i>	<i>Existing Notice Boards</i>
<i>Appendix K</i>	<i>Proposed Single Notice Board – Design</i>
<i>Appendix L</i>	<i>Proposed Single Notice Board - Quotation</i>
<i>Appendix M</i>	<i>Consultation and PCC Approval</i>
<i>Appendix N</i>	<i>Draft Community Survey</i>

Appendix A – St Luke’s Floor Plan



Appendix B - Ramp Plans

(To follow)

Appendix C – Ramp photographs

Existing Front of Church Building



Photograph of similar installation



Appendix D – Car park wall before/after emergency measures



Side view of car park wall

Wall and passageway viewed from Gloucester Avenue



Car park wall and passage looking towards Gloucester Avenue

Temporary wall protection measures



Appendix E – Car Park Wall Plan

To follow

Appendix F – Car Park - Plan

To follow

Appendix G – Car Park - Photographs



**Peninsula
(To be removed)**

**Steps to be modified
(Remove the kerb on the car
park side and remodelling the steps)**

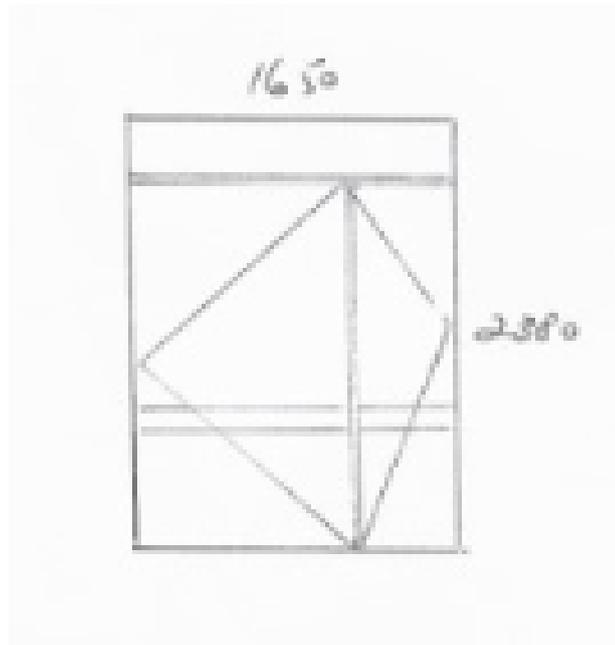


Appendix H External lobby doors photograph and drawing



Existing lobby doors

New Door design



Example of acetate logo to be finalised by PCC

Appendix I Old and new lettering



Existing lettering →



← New lettering



Appendix J – Existing Notice Boards



Appendix K Proposed New Notice Board Design



The Church Notice Board Company
 The Workshop · Wellington Avenue
 Northwich · Cheshire · CW9 4EE
 e: info@churchnoticeboards.co.uk
 t: 01606 871188
 www.churchnoticeboards.co.uk

DATE : 19-02-20 SCALE : 1:10 REF : moulsham stluke	TITLE : PROPOSED "CLASSIC" RANGE 1800mm x 1200mm ALUMINIUM NOTICEBOARD DESIGN INCORPORATING 2 x A1 SIZED POSTER DISPLAY CASES AND MOUNTED ONTO ALUMINIUM POSTS
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This drawing may not be reproduced without permission from The Church Notice Board Company

VAT Registration No 673 4086 20

Appendix L Proposed New Notice Board - Quotation



The Workshop
Winnington Avenue
Northwich
Cheshire
CW8 4EE
tel: 01606 871188
email: info@parishnoticeboards.co.uk
www.parishnoticeboards.co.uk

Lucy Bubb
Email quote: Lucy.bubb@btinternet.com

19th February 2020

Ref: moulsham stluke

Dear Lucy,

Many thanks for your recent enquiry please find detailed below your quotation for the noticeboard you require

NOTICE BOARD "classic" range

Supply 3mm thick flat solid plate aluminum sign to approx. size 1800mm x 1200mm with curved top. The aluminum sign would be powder coated to a background colour of your choice and vinyl lettering then applied to agreed wording. Attached to the notice board are 2 x A1 sized poster display cases (display areas 841mm x 594mm). The poster cases are weatherproof, manufactured from aluminum with a magnetic insert panel. They have a full-length hinge and lockable doors with a poly-carbonate front protection panel and secured with an allen key bolt.
Sign to be mounted onto 2 x aluminium posts @3.0m overall length

The price for the above comes to

£905.00 + vat

Installation of the above board comes to £425.00 + vat (dependent upon results of site survey questionnaire) otherwise standard delivery (specified day between 8.30am & 5.00pm) comes to £65.00 + vat

PLEASE NOTE: Magnets are not included in the above quotation but can be purchased separately if required at a cost of 83p each plus VAT.

Lead times are currently 35-42 working days. All above prices are exclusive of VAT. This quote is valid for 30 days

Payment terms are a 50% deposit, by cheque (made payable to "The Parish Notice Board Company"), BACS or debit card with confirmation of order, and the balance due within 7 working days of receipt of goods.

I trust the above is acceptable but should you have any queries relating to the above quote and/or designs please do not hesitate to contact me. I look forward to receiving your enquiry/order in due course

Many thanks

SD Johnson

Simon Johnson
Managing Director

Appendix M – Congregation Consultation and PCC Approval

We have had two significant consultations with the congregation, the first occurred prior to the documented problems with gas and electricity supply late in 2017. At this point we were only concerned about a possible reordering/extension to open up toilet access and refreshments together with a ramp

The second consultation was some two years later when once again we were thinking more generally about development. We produced a board display for the congregation and visitors that summarised Project 2020 with detail given as to Faculty One. The lead Churchwarden for projects was at hand to explain the projects and forms provided to record questions and feedback.

Between 2017 and 2019 information and consultation was via a Project Planning Group, publication of Standing Committee notes and PCC minutes

Consultation I

15th October 2017 – Summary of Congregation Consultation – via hosted tabletop conversations

We asked, ‘What organisations, activities, services or supports on Moulsham Lodge and Tile do you use that enable you to live your lives well?’

- St Luke’s – Sunday Service (weekly)
- St Luke’s – Saturday Coffee (weekly)
- St Luke’s – Edward Bear (weekly – term time)
- St Luke’s – Camera Club
- St Luke’s – Trudi Osbourne dance (not sure if anyone of congregation use this?)
- St Luke’s (Age UK) Toenail Clipping Service (Every 6-8 weeks)
- Methodists have coffee morning (but don’t go)
- Methodist – Monday Club (weekly). Talks, bingo etc
- Methodist have keep fit, toddler’s groups
- Methodist - Women’s Institute – (weekly) Meet people, interesting speakers
- MLCT – Tuesday Coffee Morning (weekly)
- MLCT – walks
- Scout Hut – Wednesday Club (weekly) Talks, bingo
- Tile Kiln Church – Friday dinners (Fortnightly) Meal, short service
- Doctors Surgery
- Pharmacy
- Local Shops – 7 days a week
- No 45 Bus Service
- Oaklands Park
- Mobile Library (Fortnightly)

We asked, ‘What would you like more of, better or new that would enable you to live your life better?’

- Introduction of interest groups (e.g. Book Club, Film Club)
- Opening-up Church for other organisations to use (e.g. charities, youth groups)
- Self-hosted ladies quiet days, men’s group meetings
- Exhibitions (e.g. photos, crafts)
- Annual Church outing/coach trip
- Lunch club
- Shops could be tidier – Community Service possibility?
- Indoor carpet bowls
- Badminton in the large hall

- Bring back FOTOs (Folk on Their Own)
- A singing group (but not a choir)
- Knitting/craft
- Toy library
- Jigsaw library
- Basic keep fit for the elderly (Armchair exercise, Tai Chi, Balance)
- Home groups (4-6 week blocks – 2-3 times a year)
- Drama group – spiritual?
- Prayer chains
- Quiet days (as now)
- Pub could be made more use of – if there were quieter areas
- Activities for men
- Cookery classes for men
- Drawing classes
- Groups for young people to come to and talk

Other Comments

- Activities during the evening – less popular
- Ensure transport is available to support new activities
- Provide information on ‘what is around to make life better’ for older people
- Need to maintain contact with those we know that live on their own and encourage them to use new services.
- Need to avoid competition with other community organisations
- Need to cascade communication including advance warning of ‘special events’ in Church – e.g. Harvest Festival with Little Acorns/Schools
- Involve uniformed groups more in services
- Need something to break down barriers between young and old

We asked you, ‘Do you support a proposal to install a ramp to the main Church entrance, what design features you want to see, and were there any other considerations we need to think about’

All in Favour – no dissenters

Design Features

- Handrails the same standard as current down both sides
- Adequate lighting – inset low energy lights (to avoid shadows)
- Wide enough to make it easy to manoeuvre
- Do we need automatic doors at the top of the ramp?
- Look at potential for poster on front facing side – not too many and preferably big
- Raised flower bed

Other Considerations

- How to keep it ice free in winter?
- What about the drains
- Will we lose the garden beds?
- Ensuring ease of access for undertakers

Extra Ideas

- Resurface car park
- Remodel car park to maximise spaces
- Have a look at Holy Name ramp
- Do we need a ramp from the car park?

We asked you, 'Whether you support a proposal to knock through the Old Kitchen and Sacristy at the same time extending this to give a meeting room/lounge/toilets and limited kitchen, what design features you want to see, and whether there were any other considerations we need to think about'

All in Favour – no dissenters

Design Features

- Heating that is separate from main Church
- Ensure toilets cater for disability
- Large as possible within the money
- Kitchen large enough to work – storage, worktop, fridge, sink, combi-microwave
- Flexible seating (to allow use as lounge, conference, meetings)
- Armchairs – moveable
- Small tables – folding
- Storage not too high
- Cupboards on roller casters
- High-chair
- Ensure sufficient and secure facilities for vestments, safe etc
- Consider a pitch roof for storage purposes
- Cosy area

Other Considerations

- How to ensure security generally?
- What happens to emergency exit?
- How will Little Acorns be affected by this?
- Ensure activities do not clash with MLCT

Consultation 2

December 2019 – Outcome of using the Board Displays

A display was introduced for the Christmas Tree Festival and was up for several weeks with encouragement given to congregation members to ask questions and offer views.

While there was a reasonable conversation about Project 2020 – Faculty One, the only significant feedback was from a handful of people who were not in favour of a proposal to replace an existing wooden cross on the front of the large hall with an aluminium one in the same style as our proposed lettering. The points made were persuasive and the view of the PCC was that we should not consider this option any further. This project was removed from the draft faculty and replaced by proposed replacement of outside Notice Boards

Written feedback was slow in materialising, so we extended the consultation period during which the concern about replacing the wooden cross increased, hence the decision change between December and January PCCs

Extract from PCC Minutes 18th December 2019

1374. Reports

Fabric

Richard informed PCC he is preparing the first Faculty which covers the projects outside of the building:

1. *Ramp to main entrance*
2. *Repair of car park wall and minor improvements to car park*
3. *Replacement of lobby doors incorporating the new branding design*
4. *Replacement of lettering on outside of church using new branding design*
5. *Possible replacement of wooden cross with new metal one using new branding design*

Richard had prepared a display in church which a few people had looked at, but he has only had one written response form. Ideally Richard would like the contractors to do the work, at least for the ramp and car park, in August, so he would like to get the Faculty approved at the DAC meeting in January. If it does not happen then, the projects may not happen in 2020. If we can get the ramp and car park completed as one project, it is hoped this will be a better price.

Richard explained the new lettering will be bigger than what is currently in place and if we have a new cross, it will be in keeping with our new branding. Lucy commented that the congregation needs to be given more time to consider this. They will therefore be consulted again this weekend. Sending emails to as many as possible could also be considered.

Richard asked for PCC approval of the following plans, as detailed on the display in church:

1. Ramp – proposed by Mike Tadman, seconded by Sue Davies and all present were in favour.
2. Wall and car park – proposed by David Millward, seconded by Jane Chambers and all present were in favour.
3. New Lobby Doors (with branding on acetate over top of doors) – proposed by Gemma Fraser, seconded by Elaine Law and all present were in favour.
4. New lettering on outside of building – proposed by Lucy Bubb, seconded by Dawn Thomas and all present were in favour.
5. Replacement of wooden cross with new metal design in line with new branding – proposed by Lucy Bubb, seconded by Richard Field, seven members of PCC were in favour, one against and one abstained.

Richard will bring a second Faculty concerning other projects to PCC later in the year.

Extract from PCC Minutes 22nd January 2020

1378. Matters Arising from the Minutes

Minute 1374. Reports: Churchwardens' Report

Replacement of Wooden Cross - Richard Field reported that since the last PCC meeting and as a result of our consultation process, he has received five written responses all of which are opposed to the replacement of the wooden cross on the external wall of the large hall. PCC agreed in December to go ahead with this, but Richard now feels, we should have another vote, taking into account the views of members of the congregation. If we do keep the existing cross, some work will need to be done to improve its condition.

Richard Field proposed that the replacement of the wooden cross on the external wall of the large hall is taken out of the Faculty application. Revd Gemma Fraser seconded the proposal, 11 members voted in favour of the proposal, one member voted against.

New Noticeboards – Richard suggested adding new noticeboards to the first Faculty. The current ones are difficult to open, they don't stay open so need propping and the seals are not watertight. The next DAC is in March, so the Faculty needs to be submitted by the end of February.

Richard Field therefore proposed that, providing the right design can be found, replacement of the outside noticeboard or boards at a cost of up to £1500 be included within the Faculty application. Hilary Few seconded the proposal and all present were in favour. Standing Committee will discuss this further.

Extract from PCC Minutes 19th February 2020

Fabric

Richard advised the meeting that the estimated cost of the new notice board would be just under £1700 including installation and VAT. As this higher than the £1500 approved at the January PCC Richard proposed that the PCC approve spending up to £1700 on the new notice board. This was seconded by Rev Gemma Fraser. All present were in favour.

Appendix N – Community Survey

This draft survey was jointly designed between St Luke’s Church and Moulsham Lodge Community Trust. We are considering using this after further consultation with the trust and other Churches on Moulsham Lodge and Tile Kiln. We anticipate the outcome from this being of value to all those involved – it will certainly help us plan and activities and make sure that Faculty Two takes these into account in the design of proposed changes to the fabric

Community Survey

The aim of this survey is to help Moulsham Lodge Community Trust, St Luke's Church and other community organisations, understand how we might better contribute to making Moulsham Lodge and Tile Kiln an even better place to live, work and play.

There are 10 questions which should take no more than 10 minutes to answer. Your responses are anonymous and may, when summarised, be shared with other organisations contributing to life on Moulsham Lodge and Tile Kiln.

1. What is your gender?

Female	<input type="checkbox"/>
Male	<input type="checkbox"/>
Other (Please specify)	<input type="checkbox"/>
Rather not say	<input type="checkbox"/>

Approximately how long have you lived on Moulsham Lodge and Tile Kiln?

2. What age band do you fall within?

Under 18	<input type="checkbox"/>
18-24	<input type="checkbox"/>
25-34	<input type="checkbox"/>
35-44	<input type="checkbox"/>
45-54	<input type="checkbox"/>
55-64	<input type="checkbox"/>
65+	<input type="checkbox"/>

3. What three places, groups or organisations on Moulsham Lodge or Tile Kiln are most important to how you live your life? (e.g. specific shops, pubs, Churches, green spaces)

1.
2.

3.

4. Where on Moulsham Lodge or Tile Kiln do you meet with friends?

--

5. Do you ever seek advice, help or support from organisations or groups on Moulsham Lodge and Tile Kiln?

Yes	
No	

If Yes, from where do you get this advice and support?

--

6. How do you get to know what is happening on Moulsham Lodge or Tile Kiln?

MLCT website/facebook	<input type="checkbox"/>
Other websites/facebook (e.g. St Luke's)	<input type="checkbox"/>
Notice boards	<input type="checkbox"/>
Moulsham Times	<input type="checkbox"/>
Word of mouth	<input type="checkbox"/>
Other	<input type="checkbox"/>
I don't	<input type="checkbox"/>

If other, please indicate where you get your information from

--

7. How might existing places, groups or activities be made even better for you?

--

8. For yourself, what new activities or groups would you like to see on Moulsham Lodge and Tile Kiln?

9. What else could be done to make life on Moulsham Lodge and Tile Kiln even better for you?

10. Would you be interested in.....

a) Helping us to help Moulsham Lodge and Tile Kiln become a better place to live, work or play?	Yes/No
b) Being kept informed of developments in your local community	Yes/No

If your response to 10a or 10b is 'Yes', please contact

Jo Westram at Moulsham Lodge Community Trust - enquiries@mlct.org.uk