

PROPERTY MATTERS

ISSUE 15 – September 2016

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This document is being sent to the following roles within the Connexion who are registered on the Connexional database: district chairs, superintendent ministers, district property secretaries, circuit property secretaries, church property secretaries, district treasurers, circuit treasurers and church treasurers.

PROPERTY MATTERS

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INTRODUCTION

Greetings once more from Methodist Church House.

As the weather has warmed up again, our thoughts turn back to our vacations, lazy days and sunny afternoons. However, not everyone likes to relax – and in this issue you will find some articles on security. We all need to be aware that an open window or door is an open opportunity for some people to thief – from churches, chapels or houses. The Places of Worship Security Scheme is highlighted in this edition – but don't forget your own houses, and be security conscious, especially if you are going away on holiday. Lock your windows and use security timers to turn some lights and/or a radio on and off to give the appearance of someone being at home. Get a friendly neighbour to put some of their rubbish in your bin. As always, cancel the papers and milk (not that there are many deliveries these days!).

There is also some advice on security with regard to terrorism following the heartbreaking events in France and elsewhere recently. There is no suggestion that this will happen in the UK, but we all need to be aware of the advice given. However, we are a loving and welcoming Church, and nothing we

might do should get in the way of this message. But being so open brings with it some challenges – not just criminal, but from anyone who seeks to disrupt our worship in any way.

By building on our strength of welcoming, we can also provide an effective deterrent. A person who is positioned so that they can see the main entrance when the building is in use is well placed to notice strangers. Any unrecognised person coming into the building can be approached, welcomed and asked their name. Once you have someone's name, use it. This is not only friendly and polite; it is also off-putting to anyone with a less-than-Christian intent. Ask if they need help, if they are seeking anything in particular or if they have any questions. Being alone when greeting a stranger can be worrying, so alert another person so that you can approach together, or so that the second person can watch out for the first.

Of course the fear of crime is much greater than the actual threat of crime. Please remember that those with malicious intent are a minute proportion of the population. But they do exist – so, to use Shaw Taylor's catchphrase, "Keep 'em peeled!"

Due to a slight incapability on my part, there have been no recent updates to the *Property Handbook*. But don't worry; I haven't forgotten.

As always, feedback is gratefully accepted.

Richard Farmery, Facilities and Property Coordinator
0207 467 5190 or fpc@methodistchurch.org.uk

CONNEXIONAL TEAM UPDATE

Online suite of applications

New team member

Welcome to Verena Thim, who has joined our team as the new Web Support Officer. Verena has been with the Connexional Team for just over ten years now and has held various posts, most recently within Mission Resources and the Conference Office. As Web Support Officer, she will be involved in supporting the Property Consents, Returns and Statistics for Mission applications for the Methodist Online Suite. Verena has already spent a lot of time developing these sites and we feel that she will be a valuable addition to the team.

> PROPERTY CONSENTS

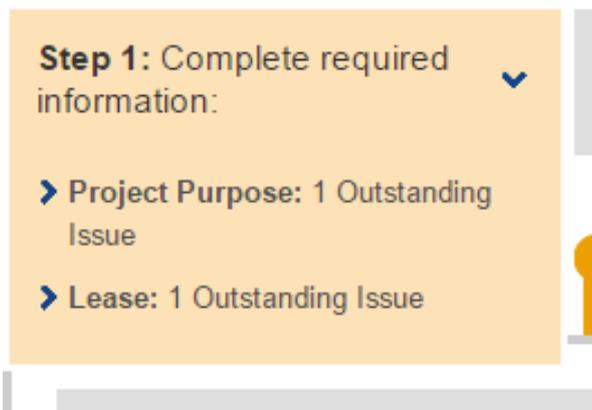
Authorisations

The Applications Team has received a number of queries over the last few months about authorisations, particularly around authorisations being blocked because Connexional Authorisation hasn't yet been given. Connexional Authorisation can only prevent Final Consent from being given. It will not block Circuit or Managing Trustee Authorisation. If you find yourself unable to give one of these

two authorisations, please check your project to make sure that there isn't any missing information on other tabs. At the top of every page, there are steps which tell you where you are in the process.



If Step 1 is saying "Complete required information", that means that there is still missing information preventing you from moving on to Step 2 – Managing Trustee Authorisation. By clicking on Step 1, you can find out which tab is missing required information.



We are working on making this clearer, so that in future it will be easier to tell what is needed to progress your project, including offering more developed tutorials.

User roles

The site indicates who is responsible for entering information in to the different parts of the site through the different coloured silhouettes. Most of the work will need to be done by the managing trustees, indicated by the blue silhouette; however, there are certain bits that will need to be completed by the circuit, district or a member of the Connexional Team. These are indicated by the green, orange or purple silhouettes respectively.



Tom Lee on behalf of the Applications Team
consents@methodistchurch.org.uk

Statistics for Mission 2016 data collection

> STATISTICS FOR MISSION

The statistics for mission site is now open for this year's data collection. Based on user feedback and internal data analysis, some sections of the site have been refined and streamlined to make the data entry more straightforward. The updated guidance notes, which list all the changes in detail, have been distributed electronically to all Chairs of District, Membership Secretaries, District and circuit administrators as well as Superintendents.

Help and guidance documents for the statistics and other applications of the online portal can also be accessed and downloaded via www.methodist.org.uk/onlinesuite.

Church closures

For the purposes of statistics, please note that when a church closes it means that the Methodist Society and its associated church council no longer exist and therefore does not have any more statistics such as membership or attendance to report. ***It does not relate to the building***; District Synod approval is required before a building can be 'closed'(ie sold or demolished). **If a building has become unusable but the society continues to meet elsewhere, all you need to do is to notify us of the new site.**

If a church has indeed closed as per the definition above, it needs to be reported via the **blue button** in the church profile. This triggers notification emails to be sent to the relevant staff members, including the Consents Web Officer and the Conservation Officer.

Closure reasons are:



- became a class
- ceased to meet
- ceased LEP involvement
- merged.

If you choose "ceased LEP involvement", the Connexional Ecumenical Officer the Revd Neil Stubbens (stubbensn@methodistchurch.org.uk) needs to be informed before the Conference Office staff can proceed.

In any case, we would like to ask you to fill in the statistical return before reporting your church as closed so that the closure process can be completed without delay.

Following the procedure as outlined above will further ensure that a closed church is not asked to complete any property or financial returns and does not receive any redundant mailings.

Church openings

We do not currently have an automated procedure for church openings, but are keen to make this a feature in the near future. For now, please follow the steps outlined below:

1. Requests to register a new church must be sent to the Conference Office (conferenceoffice@methodistchurch.org.uk).

2. The Conference Office team then contact the Superintendent of the relevant circuit to verify the following:
 - the name
 - whether the new church is a church plant, merger or a circuit initiative (for which the data recording is slightly different)
 - the opening itself as recorded by the district or circuit synod
 - the opening date
 - the address
 - the pastoral contact, worship leader and anyone else holding a post.
3. If a previously Methodist-only society reports to have become part of a Local Ecumenical Partnership (LEP), the Connexional Ecumenical Officer needs to be informed.
4. Details of the new church are then forwarded to the Statistics for Mission and the Consents teams.

The new church is required to submit statistical and property data via the Methodist Online Suite of Applications as soon as it registers (in practice, this will be the next October following registration).

For more information, please contact **Verena Thim (Web Support Officer)** or **Alan Piggot (Research Officer – Statistics and Mapping)** on statisticsformission@methodistchurch.org.uk.

Places of worship security funding scheme

The Home Office has announced bidding for grants under the Places of worship: security funding scheme (see bit.ly/2aaUHqJ), to provide protective security measures for places of worship in England and Wales. Bids for funding can be made until 5pm on 20 September. A second round will open in spring 2017.

If you have already looked at this, I should bring to your attention that the eligibility criteria changed on 18 August. You now have to prove a hate based attack on your property or on another faith property within a two-mile radius of the property. The Police UK web pages (www.police.uk) have a crime map which will help to identify any hate crimes within the area, including those on other places of worship.

A hate crime is one, usually of violence, where there is a perception, by the victim or any other person, that the crime was targeting a person or property because of prejudice towards that person or property as a result of disability, race, ethnicity, sexual orientation, religion or belief. It might include, at the lowest level, shouting abuse or telling someone to “go home” up to the most serious of violent crime. The problem is that crime is underreported – and if you are unable to satisfy this criterion, I’m afraid you will not be eligible for this funding.

Eligibility

Bids are invited from places of worship in England and Wales. Schools and educational institutions are not eligible to apply.

Bids may be made for the capital cost of security equipment but not for the cost of recruiting security personnel. Places of worship need to contribute 20 percent of the total costs. The non-exhaustive list of examples includes: CCTV, perimeter fencing, access control gates, bollards, door locks, window locks, intruder alarms, external lighting and security doors. The funding would also include the appropriate labour costs to install the security equipment, but not contributions towards annual service charges, maintenance charges or one-off fees such as connection or monitoring charges.

How to bid

1. Provide supporting documents to show that you need increased security. These can include police reports, records of incidents, photographic evidence or insurance claims. You must demonstrate that either your place of worship or one from your local community (within 2 miles) has been subject to a hate based attack.
2. Arrange a site survey with the Master Locksmiths Association (MLA) or your local crime prevention design adviser (CPDA) and get them to complete an assessment form. The form can be downloaded from bit.ly/2b5EuHI.
3. Provide three quotes from approved security installers.
4. Fill in a bid application form, available for download from bit.ly/2beUA25.

Bidding opened on 26 July and will close at 5pm on 20 September. Outcomes will be communicated by 9 November. Email securityfundingCED@homeoffice.gsi.gov.uk for details.

If, as they expect, they are oversubscribed, all bids will go to an independent panel who will consider the supporting documents, the application form and the site assessment. They will decide if funding should be given.

Work must be completed by 31 March 2017. Once completed, it will be assessed again to see if the work is satisfactory and then the cost will be reimbursed, less the Church's 20% contribution. Therefore you will need to have the funds in place to pay your contractor as it is now a reimbursement scheme, not a pay direct scheme.

Richard Farmery, Facilities and Property Coordinator
0207 467 5190 or fpc@methodistchurch.org.uk

Water charges

There have been a number of queries recently with regard to water charges being imposed on churches where they were not expected. This is a return to an issue that has been thought resolved after work by the Churches Legislation Advisory Service (CLAS).



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Historically, churches and other non-household users have been treated by water companies on the basis of rateable value. In the case of churches and charities that have neither rateable values nor pay business rates, they have mostly received substantially rebated bills or none at all.

After the introduction of the Water Industry Act 1999 (and following Government guidance), the regulator OFWAT had been encouraging water companies to introduce new charging regimes for non-household users for the three main elements of drainage:

- foul water drainage (waste water from sinks, WCs, etc)
- surface water drainage (rainwater runoff from roofs and car parks into main drains)
- highways water drainage (a contribution towards the cost of drainage to public roads).

The general shift was towards charging for foul water drainage in relation to metered supply (where fitted). Surface water drainage and highways water drainage was charged by reference to the footprint of building and drained car parks or hard standings on a site.

So far, these charges have been introduced by Northumbrian Water, United Utilities, Yorkshire Water, Severn Trent Water, Thames Water and South West Water. OFWAT is still encouraging other water companies to follow suit.

Previously the water companies would make an *a priori*, off-the-cuff assessment on the basis of the footprint of the building and any surrounding land, and then send a bill. It was up to the customer to challenge, and on occasions, this required an independent survey.

It is clear that the budgets of many hundreds of churches were being affected by these new bills with high percentage increases. There were meetings with the water companies and the then Labour minister Huw Irranca-Davies MP which seemed to have reached an amicable solution. However, recently one church has seen its bill rise from £70pa to £800pa; another's from £125pa to £2,500pa.

Once more, 'guesstimates' make up the water companies' assessments of site surface area, and unless challenged, customers are billed accordingly. United Utilities in north west England even asks customers to draw their own plans on their website if they don't agree with the water company's plan.

Other people and buildings that might be affected are scout huts, village halls and amateur sports clubs.

A leaflet was published shortly after these charges started appearing. It has recently been updated and can be found at bit.ly/watercharges.

If you are in Scotland, there is a Scottish Government scheme to assist all Scottish charities, including churches. Details can be found at bit.ly/1DaiTFu.

If churches are getting what they regard as unreasonable bills, the only way the immediate problem can be tackled is by providing concrete evidence of overcharging, which would mean quite a lot of detail. However, it is worth churches responding to their water company in writing, asking them to justify the changes. It is thought that the present government is possibly less likely to be sympathetic than the last Labour government was, but that is no reason not to challenge the bills. CLAS will once more try to negotiate a long-term solution.

If people could send examples of where their bill has risen considerably this year to Richard Farmery, these will be gathered in a file for CLAS to present and argue on behalf of all denominations.

Security advice from the National Police Chiefs' Council

The National Police Chiefs' Council has issued the following protective security advice specific to Christian places of worship:

Protective security advice issued to Christian places of worship

While there is no specific intelligence relating to attacks against the Christian community in the UK, police are urging the community to be alert but not alarmed, report concerns to the police and review their security as a precaution.

National Operational Police Lead for Protect and Prepare, Deputy Assistant Commissioner Neil Basu said:

“There is no specific intelligence relating to attacks against the Christian community in the UK. However, as we have seen, Daesh and other terrorist groups have targeted Christian as well as Jewish and other faith groups in the West and beyond.

“Following recent events in France, we are reiterating our protective security advice to Christian places of worship and have circulated specific advice today. We are also taking this opportunity to remind them to review their security arrangements as a precaution. This is part of our ongoing work with faith organisations, as well as other sectors, to help ensure the safety and security of their staff, visitors and members.

“While the threat from terrorism remains unchanged at severe (It has been at severe since August 2014) we urge the public to be vigilant. Be alert and not alarmed and report any suspicious activity via the anti-Terrorist Hotline on 0800 789321. In an emergency always dial 999. The UK police service is working tirelessly with our partners to confront the threat and protect all our communities. All of our safety and security advice is available at the National Counter Terrorism Security Office website: www.gov.uk/nactso.”

Further information



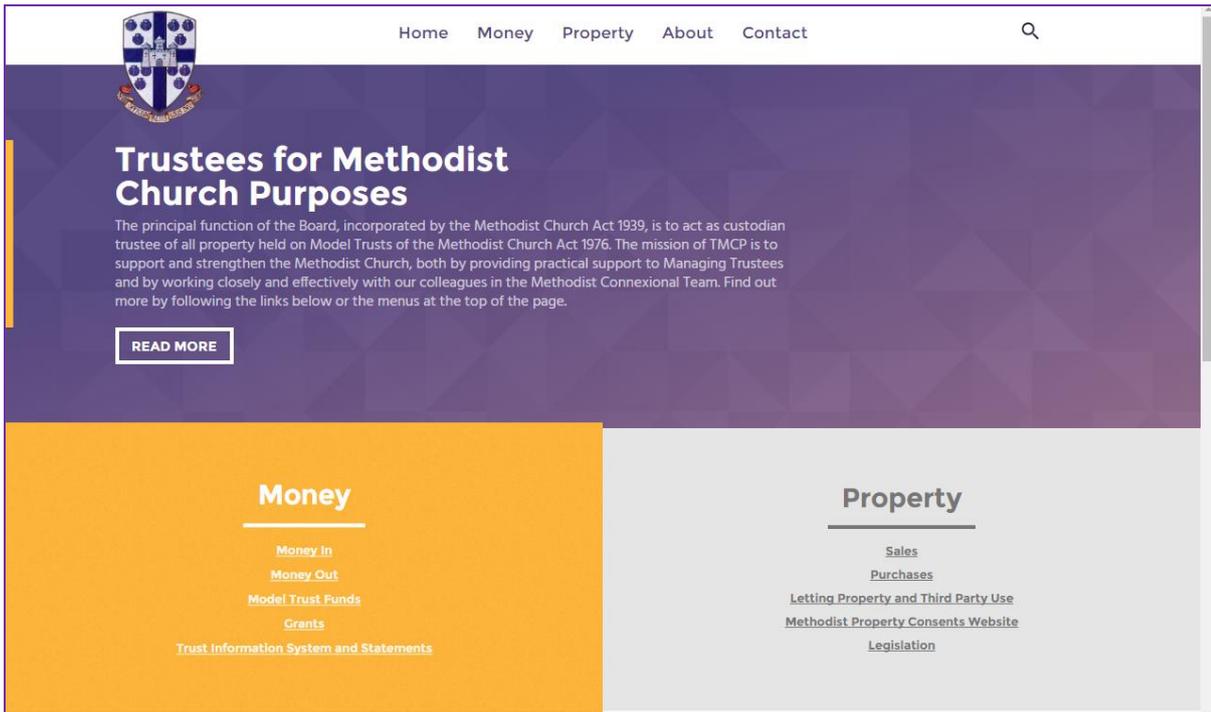
Ecclesiastical Insurance's website has a very helpful checklist:

www.ecclesiastical.com/images/places-of-worship-terrorism-checklist.pdf.

The National Counter Terrorism Security Office (NaCTSO) website has detailed counter-terrorism protective security advice for places of worship, which, Ecclesiastical suggests, may be particularly helpful for larger places of worship that may need more detailed plans. See bit.ly/2b2Ylip.

This advice for places of worship is accurate, but it was published seven years ago. It is under review and there is further advice on the 'Run, Hide, Tell' site which was published in December last year, as well as a short video. This can be found at www.gov.uk/government/publications/stay-safe-film.

LEGAL MATTERS



TMCP launches new website

TMCP's board has agreed to make a substantial investment in the organisation's IT infrastructure over the coming year. Part of this investment has been the development of a new website.

TMCP's new website has been designed to a high specification in order to provide Managing Trustees and their professional advisers with detailed and up to date information and resources in relation to finance and property transactions. Functionality and ease of use are key elements to the website's layout and design.

The website incorporates many new features to assist Managing Trustees, including a powerful search function and ask a question option. There will also be news and updates to keep Managing Trustees up to date with changes in the law relating to property. In addition there will be short videos to provide further guidance and training.

Currently the website provides information and guidance on a number of areas, including:

Money

Paying money in

Withdrawing money

Model Trust Funds

Grants

Trust Information System

Property

Sales

Purchases

Letting Property and Third Party Use

Methodist Consents Website

Legislation

It will soon include guidance on redevelopments, disputes, trusts, ecumenical partnerships and sharing agreements.

Please visit www.tmc.org.uk for further information, guidance notes and schedules.

TMCP has produced a video about the new website. This can be accessed and viewed via the following link: drive.google.com/open?id=0BzbEt3zp2S6GRnNyRW1TR25laE0

The video is a large file (over 600MB), so please bear in mind that it could take a while to download, depending on the speed of your web connection.

Please contact TMCP if there is any guidance and information about other property or related areas for inclusion on the website that would be helpful for Managing Trustees and/or their professional advisers. You can also contact TMCP by email at admin@tmc.org.uk, or by telephone on 0161 235 6770.

Residential tenancies: Rent Smart Wales

If you let property in Wales, then please note that the landlord registration and landlord licence requirements under the Housing Wales Act 2014 will be enforceable from 23 November 2016.

Please refer to the Rent Smart Wales Focus Note available on TMCP's website for guidance on the application of the Scheme to Methodist property in Wales and the need for Managing Trustees to provide TMCP with details of all residential Model Trust property that is let. The Focus Note also addresses the need for Managing Trustees involved in letting to undergo training. bit.ly/2aUAWVg.

The key points for Managing Trustees in Wales to bear in mind are that TMCP will register as landlord and apply for a landlord's licence in respect of property held on the Model Trusts. Managing Trustees must not register as landlord or obtain a licence themselves (in respect of Model Trust property). To enable TMCP to register and obtain the licence we need details of all residential Model Trust property that is let in Wales. TMCP Legal is grateful to the many Managing Trustees across the Wales and Cymru districts who have already returned the Rent Smart Wales Property Information Forms that we sent out in May and looks forward to receiving the balancing information as soon as possible. TMCP can then complete the landlord's registration, finalise details of the bespoke training that is being arranged for Managing Trustees and apply for the landlord's licence.

If your church or circuit lets any residential Model Trust property in Wales and the Managing Trustees have not yet seen or completed the Rent Smart Wales property information form, then please contact TMCP Legal as a matter of urgency.

If property is not held on the Model Trusts then please provide TMCP and your DPS with details of the property and the trusts upon which the property is held so that the legal team can look into this for you. If you have any concerns or queries about Rent Smart Wales or any other issues concerning the letting of residential property in Wales or elsewhere in the Connexion please contact TMCP Legal.

Please help TMCP to assist you in ensuring compliance with the Scheme's registration, licence and training requirements before the 23 November 2016 deadline.

Registration for public worship

Deregistering

As soon as a chapel ceases to be used for public worship and is to be advertised for sale, the Superintendent Registrar for Births, Deaths and Marriages for the district in which the chapel is situated should be consulted concerning the Certificate for Worship and Registers. To find your local registry office, go to maps.direct.gov.uk/LDGRedirect/MapAction.do?ref=grolight

All minute books and other documents must either be deposited on permanent loan with the appropriate record office or kept in the circuit safe, in the case of records still required for current business or classed as confidential.

The Methodist Church publication on retention of records is available here:

www.methodist.org.uk/archivists

Guidance on the dispersal of artefacts is available on the Methodist Heritage website. Queries concerning items of historic interest should be directed to the Liaison Officer for Methodist Historic Objects.

The District Archivist and/or the Connexional Archives Liaison Officer should be consulted as to whether any other items are of historical interest before disposal. In the case of listed buildings, the Conservation Officer at Support Services in Manchester should be consulted. Pending the completion of a sale of a chapel, great care should be taken to locate and store the title deeds and other legal records.

Suspension

It is advisable if you are proposing to start a building project where your church could be closed for public worship for any length of time that you contact the Superintendent Registrar in your area to see if the Certificate for Public Worship should be suspended until the church reopens.

Jean Haynes

Administrator, the Support Services Cluster



Methodist Heritage

CONSERVATION & HERITAGE

50 Things to Do in a Church

The **National Churches Trust**, (www.nationalchurchestrust.org) the UK's church repair and support charity, has launched *50 Things to Do in a Church*, highlighting the range of activities and events that take place in and around church buildings and the many different ways that people use and experience churches and chapels.

As well as being places of worship, church buildings play a vital role in activities for the benefit of the wider community. It is estimated that nearly 90% of churches are used for community purposes as well as for regular worship.

Included in *50 Things to Do in a Church* are activities and things to see and do linked to music and the arts, the spiritual, helping the community, art and architecture, food and drink, history, nature and wildlife, and sport and leisure.

The National Churches Trust is asking anyone with their own favourite things to do in a church to share them online on the National Churches Trust website (www.nationalchurchestrust.org/50things)

Claire Walker, Chief Executive of the National Churches Trust, said: "*50 Things to Do in a Church* makes it clear that churches, chapels and meeting houses are a tremendous asset to local people and communities throughout the UK."

Finding peace and quiet is one of the '50 Things to do in a Church' and a particular attraction for Michael Palin, writer and performer and Vice-President of the National Churches Trust. Watch a video of Michael Palin talking about finding peace and quiet in a church on Vimeo (vimeo.com/175322636).

History at Your Feet: Society for the Protection of Ancient Buildings (SPAB) campaign

"Floors are the downtrodden Cinderella of the conservation world," according to the SPAB. Their summer campaign, *History at Your Feet*, urges you to look down and appreciate the history at your feet!

As part of the *History at Your Feet* campaign, the SPAB have put together a free downloadable guide on caring for your old floor. The guide covers marble, natural stone, wood, brick and more and can be accessed from here: www.spab.org.uk/advice/history-at-your-feet/

Heritage makes you happy!

As part of Heritage Counts 2016, Historic England has produced *Heritage and Society*, a document full of facts and figures that illustrate the benefits the historic environment brings to society. Read the full document at hc.historicengland.org.uk/heritage-and-society/

Listed Places of Worship Roof Repair Grant Fund

Congratulations to the 10 Methodist churches awarded a grant from the Listed Places of Worship Roof Repair Fund. They beat off some very stiff competition and managed to attract over £550,000 worth of

funds. To see the full list of successful applicants, go to www.lpowroof.org.uk/sites/default/files/LPOWgrants2016.pdf

Listed building church closure

Memorials in Chapels: When a chapel closes one of the difficulties facing the trustees is what to do with memorials. We generally advise that Managing Trustees contact other churches in their area to see if they will take them. Some parish churches have been accommodating in the past and have housed memorials taken.

The problem is compounded when there is a war memorial - If your chapel is closing and you have a war memorial then Trustees should contact the War Memorials Trust, the Imperial War Museum or the Royal British Legion for advice. The addresses are below. In addition, and in an attempt to build a complete picture of the whereabouts, type and condition of all war memorials in the UK we ask that war memorials are recorded on War Memorials Online: www.warmemorialsonline.org.uk

Memorials Trust

42a Buckingham Palace Road
London SW1W 0RE
Tel: 0300 123 0764
Fax: 0300 123 0765
Email: info@warmemorials.org

The Royal British Legion

199 Borough High Street
London SE1 1AA
Tel: 020 3207 2100
Email: info@britishlegion.org.uk
www.britishlegion.org.uk/about-us/contact-us

IWM London

Lambeth Road
London SE1 6HZ
Tel: 020 7416 5320
Fax: 020 7416 5374
Email: mail@iwm.org.uk

The Conservation officer will be writing a fuller note on memorials in listed church buildings in due course, which will be made available in *Property Matters*.

Photographs – Please note that a photograph of the interior and exterior of any listed church building due for closure will be requested by the Conservation Officer. This is for recording purposes and a copy will be placed on the property record.

Home Office security funding scheme

In the light of current events, you may be interested in this Home Office initiative announced in July. The Home Office has announced bidding for grants under the Places of Worship: security funding scheme (bit.ly/2aaUHqJ), to provide protective security measures for places of worship in England and Wales. **Bids for funding can be made for the next eight weeks until 5.00pm on Tuesday 20 September.** A second round of bids will open in spring 2017.

Repointing and listing: a reminder

Repointing listed buildings

Many building schemes include an element of repair work. When checking specifications we often find that cement mortar is proposed for repointing. As many of our chapels are of traditional brick or stone construction it is most likely that they will have been built using lime mortar.

When repairs are carried out it is essential that the correct mortar is used otherwise, within 20 years or less, you could have an elevation or wall looking like this:



Photo: © TMCP

Hard cement mortar forms an impervious plug which does not let moisture evaporate. It must therefore find its way out of the structure via the stones or bricks. The face of the masonry is, literally, blown off, leaving the mortar joints standing out. Remedial work can be very expensive.

Many buildings have been ruined by well-meaning DIY repairs and, worst still, by inadequately experienced tradesmen. Contrary to popular opinion, it may not be necessary to have any cement in the mortar mix. If you have any doubts about what is appropriate please get expert advice.

Listed buildings

There is still much confusion about what a listed building is and the implications that follow from this. If your building - chapel or Sunday school - is listed it means that all of the building is listed, both inside and outside. Equally, any fixed items are also listed, such as pews, pulpit, font and organ.

The listing also extends to any items attached to the building or which come within the curtilage. So if the chapel is listed and if there is an adjoining hall or other building within the site, it too is listed, as are such other items as the boundary walls or railings.

The consequence of listing is that under Methodist Standing Orders, approval is required for the alteration or removal of any item. Where a listed building is in use for worship we have special powers, known as Ecclesiastical Exemption, to grant consent for alterations. Once worship ceases, the responsibility for permission reverts to the local planning authority.

Please note that this is intended as a simple guide only to what is a complex subject. If you are in any doubt, or have any questions on this topic, please get in touch with the Connexional Conservation Officer, **Joanne Balmforth**, on 0161 235 6739 or by email on conservation@methodistchurch.org.uk.

The New Room/John Wesley's Chapel – Horsefair Project

Work to construct the new Visitor Centre in the Horsefair Courtyard of the New Room began in January. We are pleased to report there have not been any major issues to address since work began and we remain on schedule to have the project completed by February 2017. The main structure of the new building is now in place and the next phase will see the roof being added before the walls are created. One of the final sections of work will see the glass atrium roof connect the existing chapel and the new visitor centre. The three-storey building has been designed by Purcells (an architectural practice which specialises in heritage based projects) and built by Beard, a southern-based construction company which identified the Horsefair Project as the first one for its newly opened Bristol office. The New Room is also working with Cod Steaks, a Bristol-based interpretive design and build company, which specialises in creating interactive museums.

Upon entering the new building from the Horsefair, the visitor will first notice the café. This facility will significantly expand the degree of hospitality that the New Room can offer. In addition to being open throughout the day, the café will also be available to users of the building during the evening as the New Room seeks to expand the already wide range of activities that the chapel hosts throughout the year. The museum design will be incorporated into this initial welcome so as to encourage visitors to continue their exploration of the new facilities which will be accessible either via the open-plan staircase or lift. The existing shop will move from the chapel vestry to next to the café and will offer a wider range of stock. Finally, there will be the option, as previously, to enter the chapel from the Horsefair Courtyard from underneath the double pulpit.

The primary focus of the first floor will be the library and archive room. The expanded library will contain the existing New Room library plus historical sections of the Wesley College library and provide a much improved location for academics and students to learn more about the significance of Bristol in the development of the Methodist movement in the eighteenth century. There will be dedicated research desks within the library and the New Room will employ a Collections Manager who will also be responsible for the large collection of archives and artefacts that the New Room has acquired over the years. The most important and significant items in the collection will be stored in a dedicated archive room that will be climatically controlled and offer substantial protection for the items being stored in the event of a fire or flood incident. The new toilet facilities for the whole site will also be located on the first floor and will offer six unisex cubicles, including disabled provision.

Much of the second floor will be taken up by the New Room's education and community provision. A dedicated space that can accommodate up to 30 people will have state-of-art audio/visual facilities so as to encourage groups to come and learn more about the work that the Wesleys and others that began in the city. In addition, there will be a break-out balcony area which it is hoped will become a popular feature with our user groups. There will also be a small servery area on this floor so as to expand the options of making this second floor space available to hire by organisations across the city.

The moving of the staff offices from the second floor of the chapel to the second floor of the new building will enable three new rooms to be added to the expanded museum within the existing chapel. The recently received Connexional grant will enable Cod Steaks to provide an even more engaging and creative museum. There will be, in total, 12 rooms for visitors to explore with themes including Bristol and the Wesleys, slavery, social justice, the trans-Atlantic relationship, and hymnody. However, the existing Common Room and John Wesley Room will remain as they are, so as to allow visitors to experience these spaces as they would have looked in the eighteenth century.

A review of the New Room marketing strategy will ensure that the new facilities will be promoted to both existing and new audiences. The website will be redesigned and new leaflets have been produced

which explain about the education and community provisions now available. The New Room already has well established relations with Destination Bristol and Bristol Shopping Quarter and the city is looking forward to promoting this exciting new development to a wider audience.



Photo: Mandy Briggs

The photo shows three members of the project team: Gary Best as Warden in the centre, Mike Rose as Deputy Warden on the left and David Worthington as Manager on the right. Additional staff appointments include Mandy Briggs as Education Officer and Lucie Connors as Community Engagement Officer. The project is supported financially by the Heritage Lottery Fund with additional funds from the Bristol District of the Methodist Church, the Methodist Church and other external funders.

The New Room is the most visited Methodist Heritage site in the UK with over 25,000 visitors per annum. The new project is seeking to double the number of visitors that engage with this city centre location that remains in active ministry to local, national and international visitors 277 years after John Wesley laid the foundation stone for the building in May 1739.

David Worthington, Manager

The New Room/John Wesley's Chapel, Bristol

Landfill grants

In addition to Mission in Britain, Property and World Church grants, the Connexional Grants Team also handles Landfill grants. Unlike the other grant streams, the Methodist Church does not have a Landfill fund; instead, the Church is registered as an Environmental Body (EB). This registration is held by Trustees for Methodist Church Purposes (TMCP) and the Landfill Grants Officer (LGO) acts on behalf of TMCP as an intermediary between churches applying for grants, Landfill Operators (who own the grant funds) and Entrust (the regulator of the Landfill Community Fund). At present, the Grants Team Leader is the LGO.

The LGO's role has two main strands: supporting churches to make applications, including preparing applications (usually online) and managing regulatory aspects (reports and visits). The LGO deals with a range of funders (see "Landfill Grants" on the Grants pages of the Methodist website) and advises on how best to make applications to each of these. This process often begins with making a search for suitable funders; this is determined by proximity to landfill sites. Search links are available on the Landfill Grants webpage.

Some funders require that the applicant is registered as an EB. This is where churches can benefit from TMCP's registration as an EB, in that TMCP allows churches to apply under its registration. This saves churches from having to register themselves. It provides a streamlined system where the LGO can register a project with Entrust – which is the first stage of submitting a Landfill grant application (though not all Landfill Operators require EB registration). In some cases, applicants must submit an Expression of Interest before a full claim. The LGO can do this on behalf of individual churches.

Landfill grants can be a useful source of small to medium sized grants (eg from £2,000 to as much as £75,000, though most grants are not as large as this). Landfill funding also has, like Connexional grants, a missional aspect; even though this is 'secular' money, there is nevertheless a strong focus on engagement, outreach, involvement and bringing the wider community into community spaces. Key facilities that Landfill Operators like to fund are: kitchens, accessible toilets, community rooms, ramps and lifts. They will not fund improvements that are only for congregations or are limited to sanctuary developments that are not being offered to the wider community. They will also not fund very large projects, over half a million pounds (or less for some funders). This includes projects that are broken up into phases.

Typically, funders require:

- three estimates
- community consultations (a very good idea for all missional projects)
- letters of support
- good planning.

In return for the involvement of the LGO and TMCP (which takes on grant compliance, sign-off of grant offer letters and holding grant funds), a fee is taken from grant awards. This fee is £1,000 on grants over £10,000 and 8% on grants under £10,000. The fee amount can be added onto the grant application so that the applicant does not lose out.

The LGO function is currently being reviewed as the financial climate and government changes have led to a reduction in funds available, and to uncertainty for landfill operators. Increased competition

has led to lower rates of successful applications by churches, though the likelihood of success can be improved through good quality community consultation.

If you are interested in Landfill grants do get in touch via landfill@methodistchurch.org.uk.

Julian Bond, Connexional Grants Team leader



EVENTS AND DATES FOR YOUR DIARY

Bidding for Success: planning capital projects at a place of worship

Friday 30 September, 10am-3pm, Wareham Parish Hall, Dorset

The National Churches Trust is hosting a training day in Wareham, Dorset on Friday 30 September, which may be of interest to Methodist churches, especially those in the South West.

The event is aimed at people who are planning or considering undertaking major repair or reordering projects at their church. It aims to help churches to build cases and successfully plan so that they can articulate their vision to funders and the wider public.

Workshop leaders from the Heritage Lottery Fund will lead practical sessions explaining grant options and teach attendees how to develop strong bids under the Heritage Lottery Fund's grants programmes. The event will also offer training and resources about consulting and planning projects, local fundraising and applying for other grants. It will also be an opportunity to share ideas and learn from others who are planning or who have already undertaken successful projects.

They are able to offer some free tickets for people, though any donations towards refreshments and lunch would, of course, be gratefully appreciated. If you wish to book a place, please visit their Eventbrite page – which can be found at bit.ly/2aM6YEf.

Further information about the event can be obtained from Verity Relph, their Grants and Development Officer, on 020 7222 0605.

Listed Buildings Advisory Committee (LBAC) dates (including dates for the receipt of papers)

Please find the dates for the Listed Buildings Advisory Committee below. Please note that we have also included the date for the receipt of papers. It is important that all papers are with us by 5pm on the date shown below; otherwise the project may not be presented to the LBAC and may have to wait until the subsequent meeting to be considered.

Receipt of papers	Meeting date
27 September 2016	18 October 2016
3 January 2017	24 January 2017
1 April 2017	21/22 April 2017
19 June 2017	11 July 2017

This document is being sent to the following roles within the Connexion who are registered on the connexional database:

- ✓ District chairs
- ✓ Superintendent ministers
- ✓ District property secretaries
- ✓ Circuit property secretaries
- ✓ Church property secretaries
- ✓ District treasurers
- ✓ Circuit treasurers
- ✓ Church treasurers

If you are aware of other people who may not have access to the Internet, email or a computer, could you please provide them with a copy of this document.

If you know of people who would like to subscribe to the *Property Matters* email newsletter, please forward this copy and ask them to visit www.methodist.org.uk/signup

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