

# **London Diocesan Advisory Committee**



## **Statements of Needs**

---

### **INTRODUCTION**

The following guidance comes from the Church Buildings Council (the CBC) and was last updated in August 2010. It provides a format which you may find helpful when writing a Statement of Needs, but it is not intended to be compulsory. A companion document providing guidance on Statements of Significance is also available on the Diocesan website. Further information is available on the CBC's website: [www.churchcare.co.uk](http://www.churchcare.co.uk).

**London DAC September 2011**

### **CHURCH BUILDINGS COUNCIL**

#### **STATEMENTS OF NEEDS; GUIDANCE FOR PARISHES**

The Faculty Jurisdiction Rules 2000 define a Statement of Needs as “a document which sets out the reasons why it is considered that the needs of the parish cannot be met without making changes to the church building and the reasons why the changes are regarded as necessary to assist the church in its worship and mission”.

A Statement of Needs should accompany a Faculty application and balance the separately prepared Statement of Significance, guidance for which can be found at: <http://www.churchcare.co.uk/legal.php> .

A Statement of Needs should be a document which serves both the parish and those who are involved in the Faculty process. It should be a tool for the parish, enabling the PCC to focus its vision and agree on what it seeks to achieve. For others, such as the DAC, the CBC and English Heritage it serves to provide easily accessible information to help assess the scheme which is being proposed for a faculty.

In short, Statements of Needs are the parish's opportunity to explain, justify and rationalise the proposals to all interested parties, having regard to the Statement of Significance and impact of the proposed change. Consider that some people will not have the opportunity to visit the church and will need to base opinions on the information you provide in these supporting Statements.

Bearing this in mind, you are strongly encouraged to ensure that the Statement is factual, informative, clear and concise. Try not to be emotive or over-dramatic. The facts of the situation should speak clearly for themselves.

The following note sets out a way of presenting a Statement of Needs in order to cover all the relevant information. You may need to adapt this to suit the particular needs of your parish.

## ***Template Statement of Needs***

### **Basic facts**

Parish:

Dedication:

Benefice:

Diocese:

Address:

Grid ref:

Local Planning Authority:

County:

Statutory Listing of church:

Non-statutory designation of contents (e.g. the organ):

Statutory designation for churchyard and objects within it:

Conservation Area:

Scheduled Ancient Monument:

Tree Preservation Orders:

Protected Species:

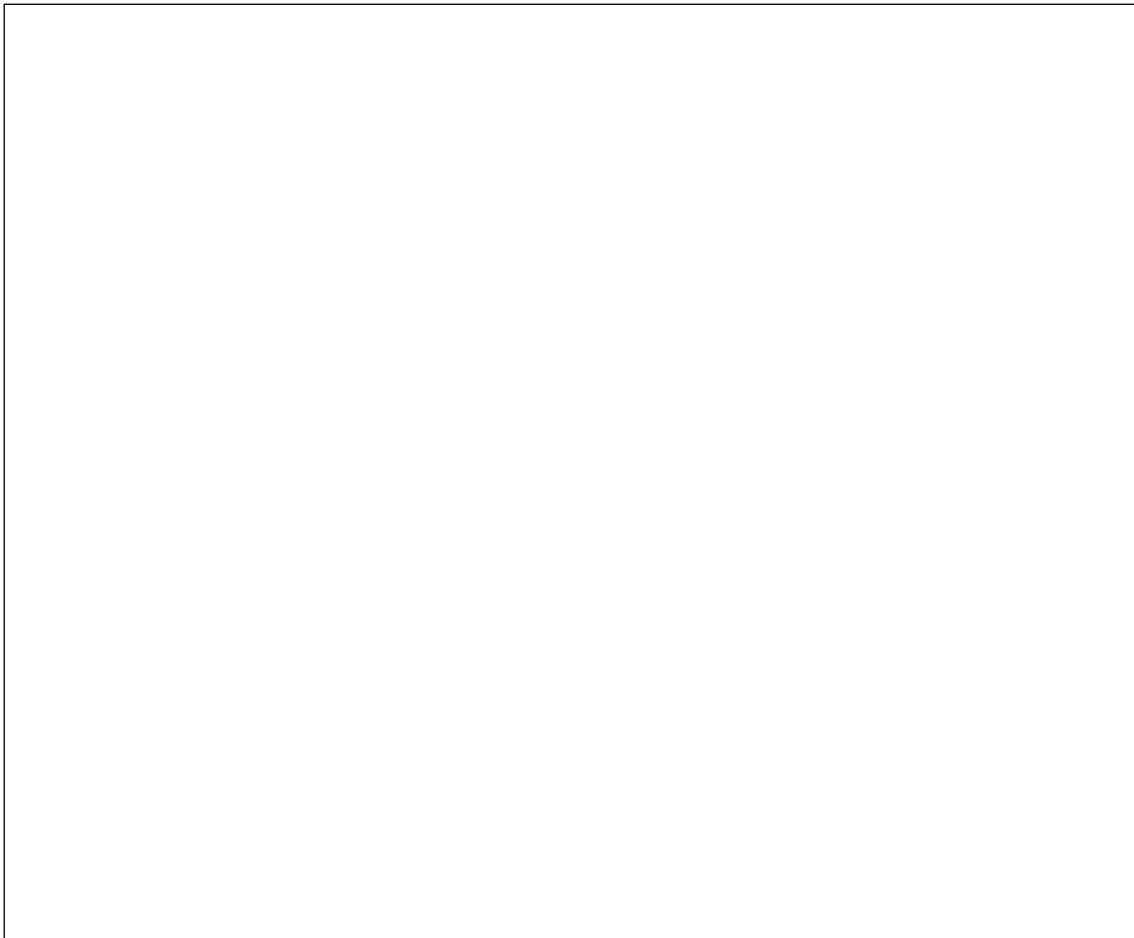
County Wildlife Site (or equivalent, or SSSI):

Any other designations:

## General Information

This may include:

- How many people live in the parish/ village/ town?
- What different type of services take place in the church each week/ month and how many people attend each of the different services on average?
- How many people are on the electoral roll?
- What is the age profile of the congregation? What children's provision is there? On Sundays and midweek? How many children attend these activities?
- Is the church normally left open during daylight hours?
- What other activities happen in the church alongside prayer and worship?
- What is the financial position of the church (e.g. reserves, payment of quota). Are funds available now? Or have funds been applied for or are being applied for? Please state to whom applications have been made and if applications have been successful or refused?
- When was the last Quinquennial report? What were the major issues which were highlighted? Are you on top of these issues? Do you have a maintenance plan?



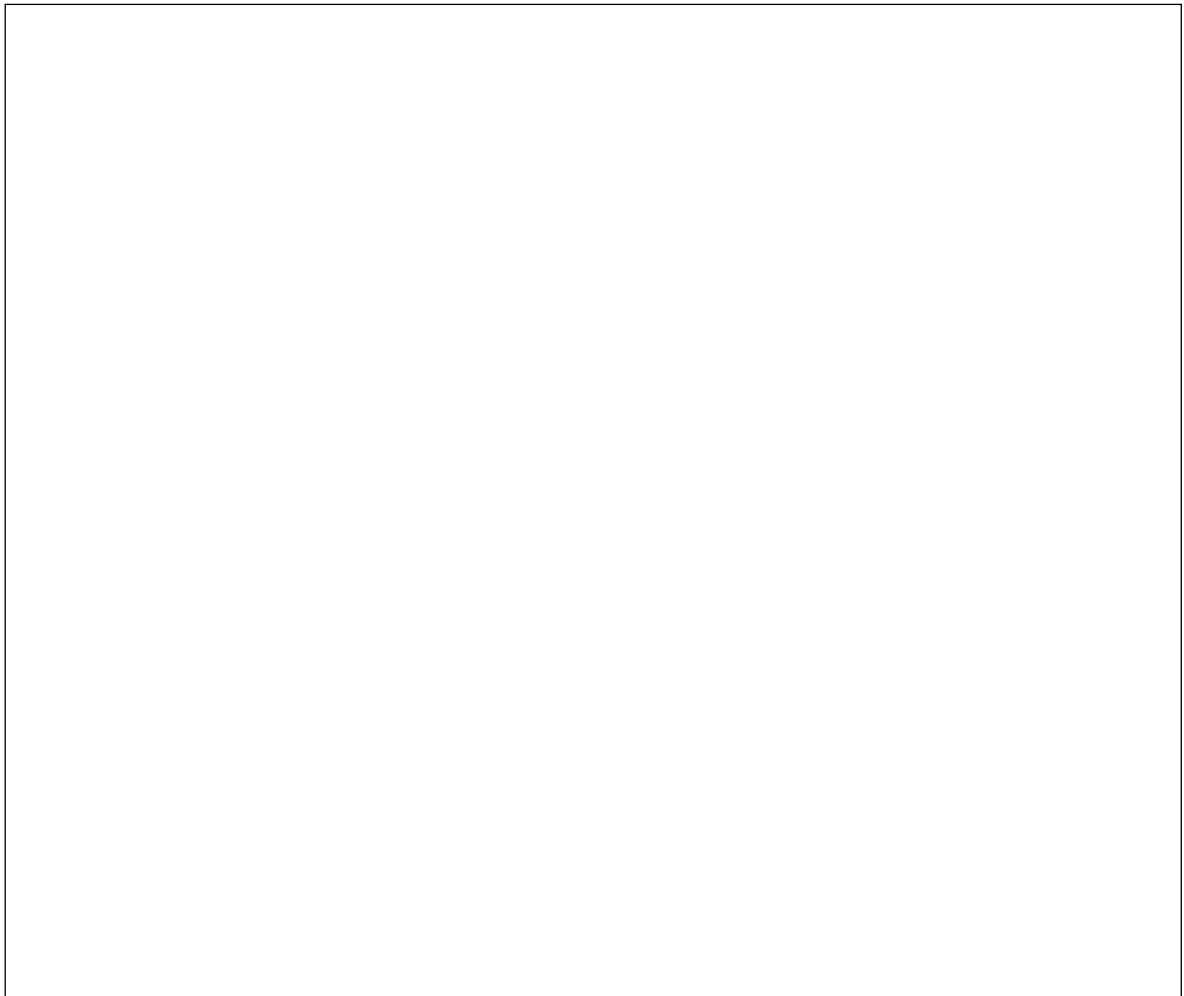
## 1. What do you need?

Please briefly explain your proposal.

You may find it helpful to divide the needs up into areas such as:

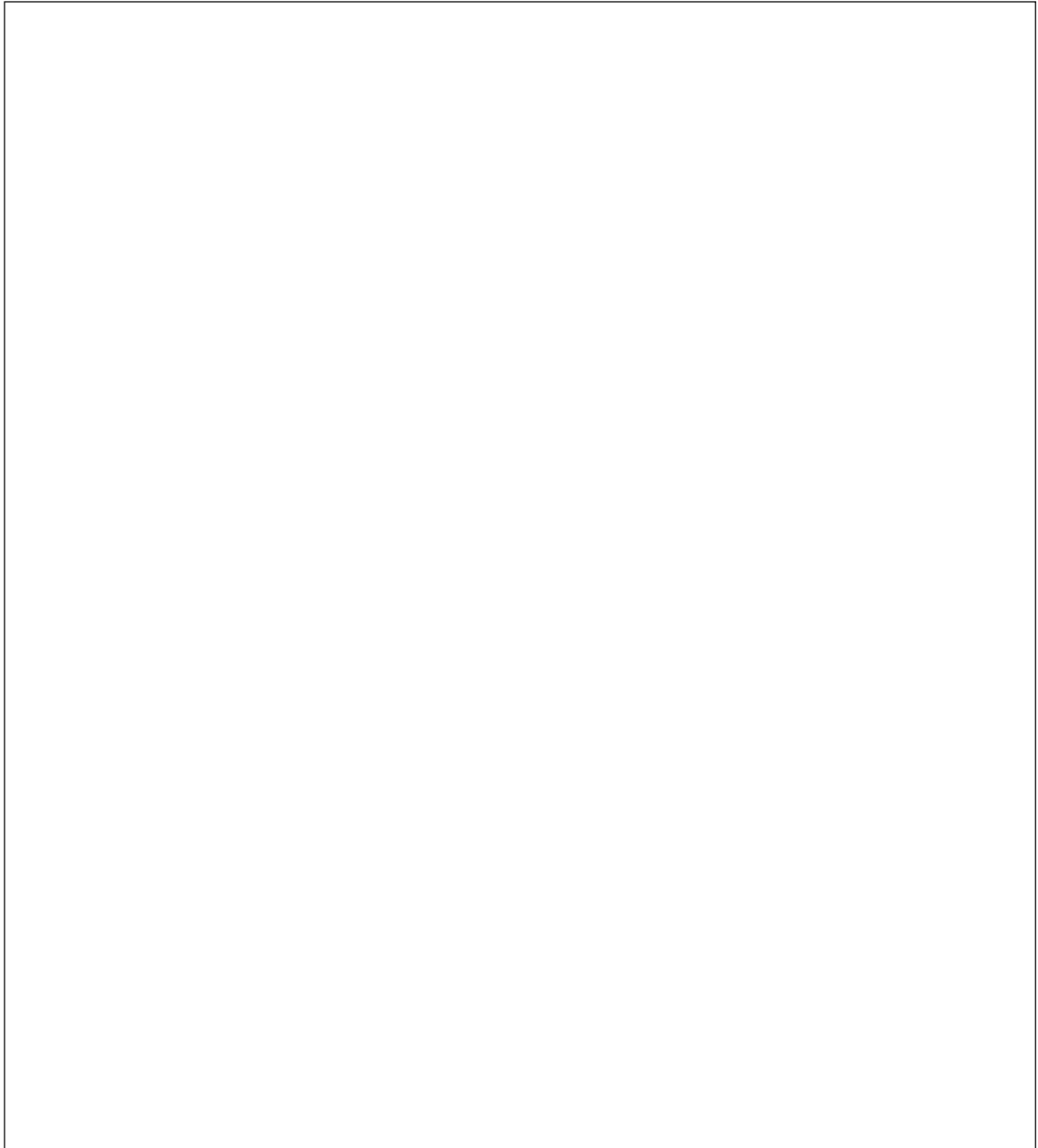
- Facilities e.g. We need one accessible toilet and the ability to serve refreshments.
- Space e.g. We need a meeting room to accommodate up to 25 people sitting and 40 people standing.
- Access e.g. We need to provide a permanent route into the building which is accessible for wheelchairs.
- Liturgy e.g. We need to make arrangements to use a nave altar.
- Other e.g. We need to install a new heating system

If you have prepared a brief for your architect explaining what you want to achieve, then you could append this for reference.



## 2. Why do you need it?

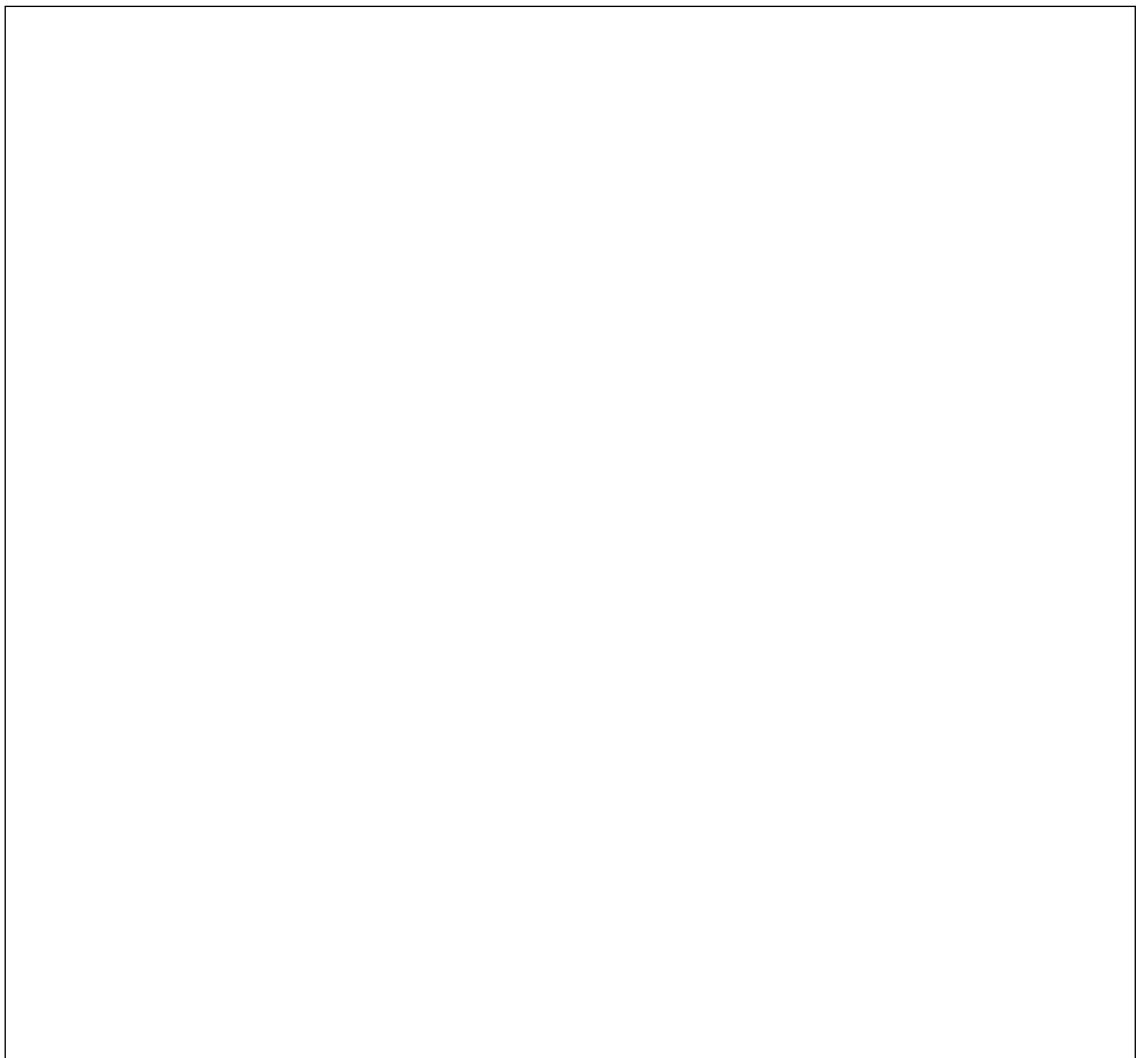
- How will this proposal help the ministry of the church? How will it enhance the liturgical space and services? How will it help small group work and midweek meetings?
- How will it help the mission of the church? What new groups of people will be drawn into the life of the church? What new activities and events will be able to take place in the church?
- How will it help your financial situation?



### 3. Why do you need it now?

Describe any recent changes which have taken place which have led to the need arising, for example:

- In the church congregation: rise in numbers attending, growth in particular age group such as children, introduction of new services and activities, arrival of new Vicar or church plant.
- In the local area: new housing development, increase/decrease in population, major regeneration scheme, major change in infrastructure such as transport links, employment opportunities
- In the church building: deterioration of fabric, vandalism or other damage, subsidence, etc
- In the financial situation: a large bequest may have been made, there may be a pressing need to generate more money through the use of the building due to rising costs of ministry and mission.



#### 4. What is the evidence for the need?

Please explain who has been consulted. This may include:

- church members
- wider parish
- potential user groups
- voluntary and statutory organisations
- amenity societies
- Diocesan bodies

Please outline the results of your consultations and the dates that they were made. Please confirm whether proposed new partnerships/ activities are aspirational or committed, and whether there is any opposition to your proposals.

What market research has been undertaken? You may wish to include the results of surveys or community audits, letters from potential user groups as appropriate. Please supply a business plan if it has been prepared. What contingencies are prepared if the predicted levels turn out to be too low or high?

## 5. How is the proposal contributing to the need for environmental sustainability?

How is it reducing the carbon footprint, contributing to the Church's commitment to reduce to 20% by 2050?

- Would the proposed changes increase or reduce the carbon footprint of your church? If increase, why is this necessary and will it be offset?
- How do the design, materials, water and waste handling address sustainability?
- What benchmarks does it meet, e.g. BREEAM?
- How has sustainable use and future reuse been planned for?
- How would it impact on the flora and fauna of the church and churchyard?
- How will the changes help the building cope with the potential future impact of climate change, e.g. heavier rainfalls?
- How can your proposals influence the way people use the building so that environmental impacts are reduced?
- Is the proposal part of your long term environmental strategy?

**6. What other options to meet the need were considered, taking Point 5 and the impact identified in the Statement of Significance into account?**

These may include:

- larger or smaller schemes
- different designs
- locating the scheme/proposal in a different part of the church building
- not making any change at all
- providing a management solution rather than a change in the fabric
- using a different building in the wider community e.g. school, community hall, another church.

What were the pros and cons of each option?

