

CHURCH BUILDINGS COUNCIL

STATEMENTS OF SIGNIFICANCE; GUIDANCE FOR PARISHES

The Faculty Jurisdiction Rules 2000 define a Statement of Significance as “a document which summarises the historical development of the church and identifies the important features that make major contributions to the character of the church”

The purpose of the Statement of Significance is to help you, the parish, explore the strengths and potential that your church holds for worship and mission, and to help those in the Faculty system advise you and assess your plans for change. A Statement of Significance should be prepared by every parish, and should accompany a faculty application and balance the separately prepared Statement of Need, for which guidance is also available on the Churchcare web site, found at:

<http://www.churchcare.co.uk/legal.php?GF>

This guidance includes a template to help you to write your Statement of Significance, which should be divided into two parts, as explained below. It should include a ground plan and map of the local area and at least two photographs, normally one of the exterior, one of the interior. The notes in the expandable boxes will guide you as to the sort of things to include.

In assessing significance you may wish to use the following customary terminology.

- **High** – important at national to international levels
- **Moderate-High** – important at regional or sometimes higher
- **Moderate** – usually of local value but of regional significance for group or other value (e.g. vernacular architecture)
- **Low-Moderate** – of local value
- **Low** – adds little or nothing to the value of a site or detracts from it

Part I: The church in its urban / rural environment should provide an overview of the significance of the church, and the contribution of its setting to that significance.

Part I should be compiled before any specific proposal has been worked up, and can be re-used for each faculty application. This means that you do not have to start from scratch each time, although of course it will have to be kept up to date.

Part II: The significance of the area affected by the proposal should provide a more detailed description of the significance of the particular part of the church and / or its curtilage affected by the proposal scheme, and the potential impact of the proposed works.

Part II will be prepared in draft form for any pre-application consultations, and finalised to accompany a faculty application when a scheme has been worked up, taking the information in Part I into account. This will ensure that the Statement is kept up to date, and relevant to each particular application. This should not be a justification of your scheme, which should be in the Statement of Need.

The level of detail provided should be proportionate to the importance of the heritage asset and sufficient to understand the impact of the proposal on the significance of the heritage asset.

The PCC should be able to produce the Statement itself in collaboration with their architect and the DAC. However, in the case of large and complex churches the PCC may need to consider acquiring professional help. In some cases a Conservation Management Plan may be required, consult the relevant CBC guidance on Churchcare.

You may find that there are some sections which are not relevant to your application. Where this is the case please state that the section is 'not applicable'.

Church Buildings Council

October 2002, revised March 2007, August 2010
Church House
Great Smith Street
London SW1P 3NZ

Basic facts

Parish:

Dedication:

Benefice:

Diocese:

Address:

Grid ref:

Local Planning Authority:

County:

Statutory Listing of church:

Statutory designation for contents:

Statutory designation for churchyard and objects within it:

Conservation Area:

Scheduled Monument:

Tree Preservation Orders:

Protected Species:

County Wildlife Site (or equivalent, or SSSI):

Any other designations:

Part I: The church in its urban / rural environment.

1.1 Setting of the Church

How does the setting out of the church contribute to its landscape / townscape value and to its significance?

Are there distant or near views which are valued by the congregation / wider community / visitors / experts? How do the trees contribute to the setting? What is known of the landscape design and history of the churchyard, including extensions? Are there archaeological remains? Are adjacent buildings similar, complementary or contrasting in age, style, materials or age? How are the boundary and entrances marked? Are the monuments, war memorials significant?

1.2 : The living churchyard

What is the significance of the natural heritage of the site?

Is the church or churchyard used by protected species or species with Biodiversity Action Plans? Are there any ancient, very prominent, rare or unusual trees? How good a habitat is the churchyard for fauna and flora?

1.3: Social History

What is the historic and present use of the church and churchyard by the congregation and wider community? How does this contribute to its significance?

Are there any significant events or personalities associated with the church? Are there important memories associated with the church or churchyard? How has the community served by the church changed over time?

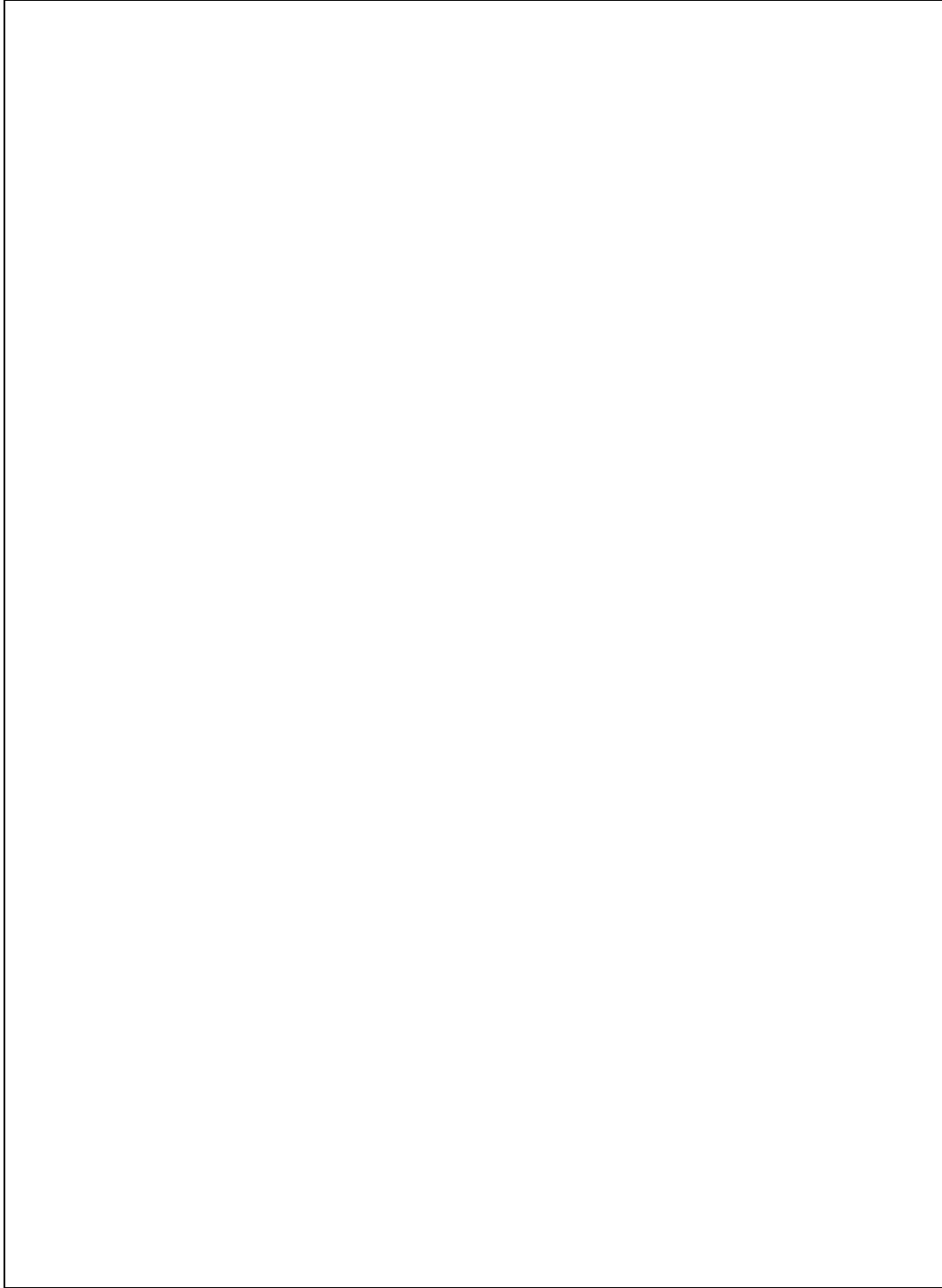
1.4: The church building in general

Provide a description of the church.

What is the history of the church; when was a church first established on the site and how has it changed over time; who are the architects, artists and other craftsmen who have been involved; have there been any significant benefactors and has this affected the choice of architect / artist or the incorporation of any monuments in the church? How does work carried out on the church link to international, national, regional or local architectural and artistic movements? What is its plan form, spatial quality, building materials used, how it is lit and heated? What is the theological 'message' communicated by the exterior and interior of the church?

1.7 Significance for mission

What are the strengths of the building as it is for worship and mission? What potential for adapted and new uses does the church and its setting already have with little or no change?

A large, empty rectangular box with a thin black border, intended for the user to provide their answer to the question above. The box is currently blank.

Part II: The significance of the area affected by the proposal.

This should “zoom in” and provide a description of the particular part of the church and / or its curtilage affected by the proposed scheme, the significance of these, and the potential impact of the proposed works. This can be compiled in this way, building on the information assembled for Part I:

- First, identify the parts of the church and/or churchyard which will be directly or indirectly affected by your proposal. You may need to describe these in more detail than in Part I

Which parts are directly, which parts indirectly affected?

- Second, set out the **significance** of these particular parts, **low**, **moderate** or **high**.

- Third, describe and assess the **impact** of your proposal on these parts, and on the whole. Characterise impacts as either **low**, **moderate** or **high**.

Impacts could include loss, alteration, obscuring, change of setting and change of use

- Finally, explain how you intend, where possible, to mitigate the impact of the proposed works on the significance of the parts affected and the whole. This should include an assessment of the environmental impact or effects of these changes

How reversible are the impacts?

1.8 Sources consulted

List the sources consulted. These may include:

- ‘Buildings of England’ series by Pevsner
- Reports by the Royal Commission on the Historical Monuments of England (RCHME), now part of English Heritage
- The local history society
- The local museum
- Diocesan Record Centre
- County Record Centre
- County Biological Records Centre
- Historic Environment Record (HER), maintained by your local authority.
- Victoria County History (VCH)

Statutory designations and descriptions for churchyards, churches or objects within them can be checked through your local planning authority, English Heritage and Natural England (Nature Conservation significance). Useful web sites include:

- Churchcare <http://www.churchcare.co.uk/>
- Shrinking the footprint www.shrinkingthefootprint.cofe.anglican.org
- Heritage Gateway www.heritagegateway.org.uk/
- Magic www.magic.gov.uk
- Caring for God’s Acre www.caringforgodsacre.org.uk

CHURCH BUILDINGS COUNCIL

STATEMENTS OF NEED; GUIDANCE FOR PARISHES

The Faculty Jurisdiction Rules 2000 define a Statement of Need 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 Need 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 Need 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, 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 Need 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 Need in order to cover all the relevant information. You may need to adapt this to suit the particular needs of your parish.

Church Buildings Council

October 2002, revised March 2007, July 2010.

Church House
Great Smith Street
London
SW1P 3NZ

Basic facts

Parish:

Dedication:

Benefice:

Diocese:

Address:

Grid ref:

Local Planning Authority:

County:

Statutory Listing of church:

Statutory designation for contents:

Statutory designation for churchyard and objects within it:

Conservation Area:

Scheduled Monument:

Tree Preservation Orders:

Protected Species:

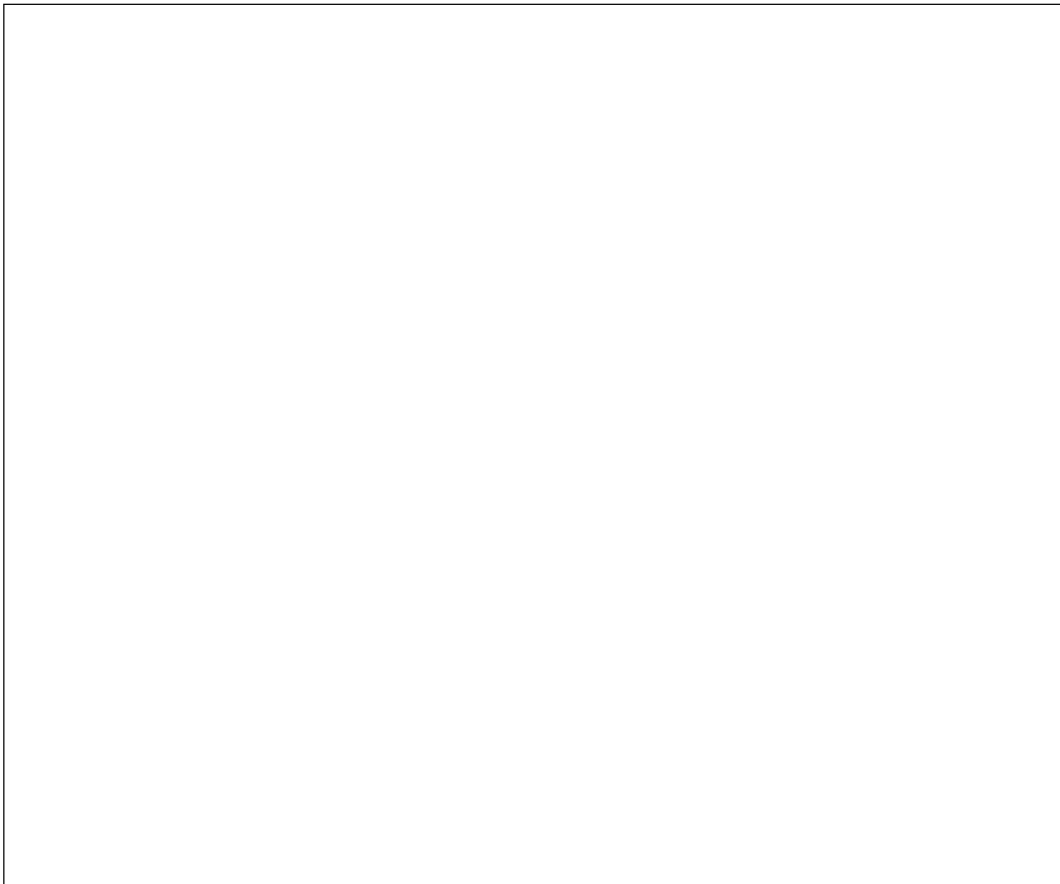
County Wildlife Site (or equivalent, or SSSI):

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 (eg 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 eg We need one accessible toilet and the ability to serve refreshments.
- Space eg We need a meeting room to accommodate up to 25 people sitting and 40 people standing.
- Access eg We need to provide a permanent route into the building which is accessible for wheelchairs.
- Liturgy eg we need to make arrangements to use a nave altar.
- Other eg 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?

A large, empty rectangular box with a thin black border, intended for the user to provide detailed answers to the questions listed above. The box is currently blank.

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.

A large empty rectangular box with a thin black border, intended for the user to provide details or examples related to the question above.

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, eg 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 a change at all
- providing a management solution rather than a change in the fabric
- using a different building in the wider community eg school, community hall, another church.

What were the pros and cons of each option?

