

PROPERTY MATTERS

ISSUE 20 – January 2018



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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.

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Front page photograph: Interior of the recently built café (opened autumn 2017) at the New Room, Bristol (photo courtesy of the New Room)

Introduction

Happy New Year!

Greetings and welcome to this issue of Property Matters.

We have now passed the joy that is Christmas and I suspect many of us will have made, and broken, New Year's resolutions.

This year, my wife and I were lucky enough to spend Christmas in North Cornwall because I love the area, and because our daughter, who lives in Plymouth, had horses to look after!

We were happy that we were able to visit many Methodist buildings in the area – from the grand splendour of Plymouth Central Hall and its excellent Discovery Café, to the quiet oasis of calm that is Innis Chapel; innovation in the form of Tube station at Polzeath and the converted 'Purple' nightclub that is now Cornerstone at Wadebridge. Sometimes we were greeted as old friends; at other times we were more anonymous, but still received a typically warm Methodist welcome.

It is to these people, sometimes ministers, but often volunteers, that we are all indebted for looking after these buildings and, more importantly, using them as a base for our and their mission. This was brought home to us when we visited Camelford with its excellent display of local people who have gone out as missionaries to far-flung corners to spread the word.

We are indebted to our forebears for their foresight with regards to our buildings, and to the work of those volunteers who ensure they remain fit for mission. To these people, often unsung, I say thank you for all you have done, are doing, and for your future hard work.

Best wishes

Richard Farmery
Facilities and Property Coordinator
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Connexional Team update

Online suite of applications update

We have recently updated the online suite of applications to fix a few bugs and introduce general improvements to the site.

> PROPERTY CONSENTS

The majority of the fixes and improvements have been to the Consents site, where we have carried out the following actions:

- revamped the Project Creation Wizard, particularly to make lease renewals more intuitive
- made clearer the order in which authorisations need to be obtained
- made the default project view show all projects up to and including Consent Given
- added an additional filter to show projects that have not yet been given consent
- shown who last updated a project
- added the ability to roll back managing trustee and circuit authorisation
- made general changes to the interface, such as making tick boxes larger and more visible.

As always, we will continue to make further improvements to the site, so if you have any feedback, please email us at consents@methodistchurch.org.uk.

> MANAGE USERS

We've also made finding people easier for those of you who have to manage user permissions. You are now able to search for people with specific permissions (update statistics, update returns, update consents and read property), so the full filter selections are:

- by **name** (search box)
- by **authorisation** (authorised or not authorised)
- by **specific permission** (church/circuit/district statistics/returns/consents/property)
- by **location** (individual churches, circuits and districts).

For example, this means that those with district-level permission to manage users for the Darlington District can search for everyone who has been authorised to complete the property returns for the Stockton Circuit.

Don't forget to fill in the 2017 October count data by **31 January 2018**.

Consents Champion



We are looking to set up a Consents Champion network. This will consist of people in each region or district who are experts at using the Property Consents system, with the aim of providing support to local users of the system. These champions will be provided with training so that basic support can be provided to other trustees, in addition to the continuing support provided by the team in London.

If you are interested in becoming a Consents Champion, please contact Tom Lee at consents@methodistchurch.org.uk.

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Help and guidance documents for all applications of the online portal can be accessed and downloaded via <https://online.methodist.org.uk>.

If you have any questions with regards to the functions of the online portal, please use the email address which best fits your request. General queries, such as anything to do with user permissions or passwords, may be sent to any of the addresses.

- Property Consents: consents@methodistchurch.org.uk
- Annual Returns: returns@methodistchurch.org.uk
- Statistics for Mission: statisticsformission@methodistchurch.org.uk
- General queries: any of the above

Connexional grants

Property grant reflections

These are some reflections on the Connexional Grants Committee's (CGC) latest grants round. There was a record number of applications (72) for a total of £6.8 million. The split was, as usual, fairly even between Mission and Ministry and Property.

- When submitting an application, there is no guarantee that a grant will be awarded, or that any grant given will be for the full amount requested. Each application is considered on its own merits; this determines whether, or to what extent, it is funded. Although there is a very high success rate compared to other funders, it is not possible to fund every project, as the demand for grants is much higher than the grants budget. Of the recent successful property grant applications (receiving combined grants of over £1 million), three quarters received a reduced award and none of the eight requesting a maximum grant of £200,000 received the full amount.
- Trustees that go out to tender before full funding has been secured (including any connexional property grant) do so at the risk that they may find themselves committed or working to unrealistic deadlines. Grants cannot be awarded on the basis that tenders have been issued in this way.
- The workload of the Grants Team has increased significantly over the last couple of years. The CGC's deadlines and meeting dates are on the Methodist Church website's grants pages (www.methodist.org.uk/mission/connexional-grants/apply-for-a-grant). Please don't contact the Grants Team for an update on grant applications until five working days after the date of the CGC meeting, as you will hear from us. If your project has some urgency (bearing in mind the comment above about tendering), then please let us know before the submission deadline.
- It has been the policy and practice of the CGC to handle lower-value grant applications between the two published deadlines. This has begun to generate large volumes of work at times of the year when the CGC has less capacity and also put a strain on the Grants Team's capacity for initial scrutiny of applications. The CGC has therefore decided that there will be two submission deadlines each year (5 October and 2 March) for applications of all sizes. This does not restrict when applications can be submitted, in fact the CGC encourages early submission, but means that they will only be assessed by the CGC between the deadlines and the next CGC meeting.
- Minimum property grants – A minimum value of £5,000 has now been set.
- If your property project will be part-funded by a loan and is also seeking a connexional property grant, then your application should include the following: the terms of the loan, an indication of the affordability of loan repayments (eg cashflow statement, budget or financial projections) and confirmation that TMCP Legal has been contacted regarding the need for them to be party to any loan made against Model Trust property.
- The [Norwood and Newton Settlement](#) is very pleased to receive applications from Methodist churches, which are not applying for Lottery funds (this is one of their criteria).

Julian Bond, Connexional Grants Team Leader

Conservation

MaintenanceBooker initiative

Due to the success of the pilot study in Yorkshire, the National Churches Trust now aims to expand their MaintenanceBooker service and roll it out nationwide. You can find details of the programme at www.maintenancebooker.org.uk. Essentially, its key aim is to promote the benefits of preventative maintenance for churches and to make it easy for chapels and churches to access the highest standard of building maintenance services, using accredited contractors with experience in church maintenance. By using this service, churches can find it easier to manage maintenance tasks and book high-quality contractors for gutter clearance, lightning protection and tree survey and tree maintenance services.

Churchwardens and property stewards in Yorkshire have found MaintenanceBooker extremely helpful in being able to “find the correct people to carry out the work who have knowledge of listed buildings and have the right insurances and follow health and safety practices” (Kath Steele, St Peter’s Church, Hoyland) and for example, providing access to suppliers with rope skills who can reach the very high-level guttering inaccessible through the use of cherry pickers alone: “Local contractors will do the low levels but they won’t do the very high levels because of difficulties in access.” (Don Lewin, St Matthew’s Carver Street, Sheffield)

The Trust has secured sufficient funding to roll out the above four services, plus asbestos. The plan was to open tenders for these services across England and Wales in November 2017, with the tender period lasting to the end of January. The Trust will then review and award tenders in February, with the goal of starting a phased roll out of the system starting in March 2018. (If they are successful with additional funding bids, they will add further services later in 2018, potentially adding scaffolding, electrical testing, ground drains and stonework/mortaring, along with a maintenance resources section, to the website.)

The Trust has decided to phase a progressive roll out over a six-month period from March to September 2018 to allow them to address bugs and to focus the marketing and support efforts on smaller geographic areas to boost interest/take up. They are currently looking at phasing plans for the roll out and are keen to identify any issues we feel might contribute to a strong roll out amongst Methodist churches.



© SPAB

Cost can be a major barrier to tackling maintenance tasks, but more help is at hand as you may be eligible to receive a Preventive Maintenance Micro-Grant to pay 50% of the cost of your church’s gutter clearance service if booked through MaintenanceBooker. Grants have been made available by The Pilgrim Trust and the National Churches Trust. They are easy to apply for through the MaintenanceBooker website; applicants will also receive a quick decision on their application. Visit www.maintenancebooker.org.uk/grants for more details.

The **MaintenanceBooker** service has been developed by the National Churches Trust in partnership with the national procurement company 2buy2.

Individual churches can obtain help too

You can get your church involved by registering for MaintenanceBooker now at www.maintenancebooker.org.uk/register. If the church is outside Yorkshire, it may not be able to book services through MaintenanceBooker until after Spring 2018, but the church can at least have an opportunity to investigate the site and be fully aware of the service.

Names of local contractors

Ideally, the Trust would like to know the names of the local contractors who already deliver the four services to your churches and especially the ones that deliver gutter clearance works at your churches across the country. The Trust is very keen to engage local suppliers to work with MaintenanceBooker in an effort to keep prices for works as competitive as possible. If you have the details of any local suppliers who already deliver these types of services and would like to be invited to tender, then please forward their details to Janet Edmond at the National Churches Trust.

Later next year the National Churches Trust is hoping to add stonework services, lime mortaring and electrical testing services so names of local contractors delivering these services would also be useful at this stage.

To find out more about the MaintenanceBooker service, contact Janet Edmond, Maintenance Manager for the National Churches Trust, at janet.edmond@nationalchurchestrust.org or Joanne Balmforth, Conservation Officer, at conservation@methodistchurch.org.uk.

Listed Buildings Advisory Committee (LBAC) dates for your diary

LBAC meeting dates

17 April 2018 (to be held in Cornwall)

10 July 2018

9 October 2018

Please note that the deadline for circulation of papers to the Committee is three weeks before the meeting date. However, for new projects* there is a legal requirement that we consult on your project with external bodies (which takes a statutory period of 28 days), in addition to the LBAC and representations from this consultation exercise should be presented to the LBAC at their meeting. Projects must be submitted to external bodies before they are presented to the LBAC, so please ensure you allow sufficient time within your timetable for the 28-day consultation period before the 3-week circulation of papers deadline.

* Projects that have been presented to the LBAC on previous occasions should submit revised or modified information by the deadline for circulation of papers date, as it is likely that representation will have already been received from external bodies.

Thus, we offer the following as a guide:

Submission to external bodies (see Section 98 of Standing Orders for list)	Deadline for circulation of papers to the LBAC	LBAC meeting date
27 February 2018	27 March 2018	17 April 2018
22 May 2018	19 June 2018	10 July 2018
20 August 2018	18 September 2018	9 October 2018

If you have any queries about these dates, please contact the Conservation Officer, Joanne Balmforth, at conservation@methodistchurch.org.uk.

Faith in Maintenance calendar

Here is a link to the very useful Faith in Maintenance calendar produced by the Society for Protection of Ancient Buildings (SPAB), which can be a useful reminder of those maintenance works relevant for each month throughout the year:

www.spabmcp.org.uk/assets/000/000/142/fim_calendar_2012_original.pdf?1429691697

Things to do this month include:

- window inspections
- timberwork checks
- removing vermin
- clearing dirt from condensation drainage channels and holes at the base of windows.

Joanne Balmforth
Conservation Officer

Legal matters - TMCP

Model Trust 14(2A) – Use of Model Trust Property by another Christian church or congregation

Methodist Model Trust Property can be used by other Christian churches or congregations for worship separately to the Methodist congregation under Model Trust 14(2A), Model Trust 14(1) and Standing Order 920.

Managing Trustees are required to obtain the consent of the Methodist Council if they want to permit another Christian church or congregation to use Methodist property for worship. In order to obtain that consent, Managing Trustees will need to complete a Schedule 14a and submit it, along with the applicant's statement of belief, to the Connexional Ecumenical Officer (or in their absence the Assistant Secretary of Conference) for consideration and approval.

Under Model Trust 14(2A) the permission granted is revocable and therefore use is permitted under a licence and NOT a lease. Exclusive use of premises by another Christian church or congregation for worship cannot be permitted.

The following resources may be of assistance and can be found on the Trustees for Methodist Church Purpose (TMCP) website:

- [Schedule 14a Flow Chart and Process Chart](#) – to explain the process that needs to be followed before another Christian church or congregation will be permitted to use the premises for worship under Model Trust 14(2A)
- [Schedule 14a](#)
- Standard Form of Licence for Use of Premises for Christian Worship ([Worship Licence](#)) – standard form of licence for regular but part-time, non-exclusive use of Methodist premises by another Christian church or congregation under Model Trust 14(2A)
- Template Booking Form for Use of Premises for Christian Worship ([Worship Booking Form](#)) – template booking form for one-off or very occasional use of Methodist premises by another Christian church or congregation under Model Trust 14(2A)
- [Licence and Booking Form for Use of Premises for Christian Worship Document Guide](#) – for guidance on the use of the specific forms of worship licence and booking form.

If Managing Trustees would like any further guidance on the processes involved or the standard documents, they should contact TMCP Legal. If Managing Trustees require guidance on the statement of beliefs or Schedule 14a, they should contact the Connexional Ecumenical Officer (who will refer the enquiry to the Faith and Order Committee if necessary).

Ecumenical issues

Managing Trustees can obtain guidance on the matters below from the following sources:

- If the Managing Trustees are considering entering into a **Sharing Agreement**, they should contact TMCP Legal and the District Ecumenical Officer and consult with the superintendent.
- If the Managing Trustees need guidance on **Local Ecumenical Partnerships**, they should contact the District Ecumenical Officer and the Connexional Ecumenical Officer and consult with the superintendent.
- If the Managing Trustees want to share **joint services with another Christian church or congregation on an occasional basis** under Model Trust 14(2), they should contact the superintendent. The Connexional Ecumenical Officer can help answer questions on which Christian churches or congregations it is possible to share services with.

Car parking headaches

Since most chapels were built before anybody could dream of the widespread use of the motor car, many may feel that having a church car park at all can only be a bonus. However, church car parks are often the cause of untold headaches for property stewards due to unauthorised third-party use.

Managing Trustees contact TMCP with accounts of the struggles to ensure their car parks are available for those attending services and other church-led activities at the chapel. Typically, unauthorised third-party use is a problem where car parks are well located for the town centre or provide rare off-street parking for neighbouring properties and businesses. While wanting to show the Church as an inclusive and welcoming community, what steps can Managing Trustees take to prevent unauthorised use of church car parks and reserve space for legitimate users?

- **Notices**
Carefully worded notices can go a long way to protect the Church's legal ownership and keep spaces available for those actually attending church premises.

The case of **Winterburn v Bennett [2016] EWCA** looked at whether the owner of a fish and chip shop had acquired rights to park on adjoining land, that is in a car park belonging to a social club. Throughout the time the Winterburns had run the fish and chip shop, the car park had been used by their delivery drivers and customers. Following the sale of the car park, the new owner's tenant sought to block access to the car park from the road leading the Winterburns to claim that parking rights had been acquired through prescription (long use). The case helps to show the power of signs. To claim the right, the chip shop owner had to show 20 years' uninterrupted use as of right. Essentially, they had to show the use of the car park without force, secrecy or permission. As parking was clearly known to the club and permission had not been given, the issue at stake was whether the club's two clearly displayed signs were sufficient to make the parking "contentious" and "under protest", ie not "without force". The signs stated: "Private car park. For use of Club patrons only. By order of the Committee". The Court of Appeal held that the signs were sufficient and the chip shop owners had not acquired parking rights. The landowner was not required to

challenge those ignoring their signs through confrontation, physical barriers or threatening legal action.

The decision, in this case, has been reported as showing that such signs can be a peaceful and effective solution. It is therefore strongly recommended that Managing Trustees put up and maintain clearly visible signs clarifying that the property is private and not to be used by others. Consideration should be given to the number and positioning of the signs given the size of the car park, the number of entrance and exit points and its layout.

However, while signs may help to defeat claims that rights have been acquired and deter less belligerent car parking space seekers, how does this help to stop persistent unauthorised users and free space for legitimate users of the church car park? Managing Trustees may want to consider additional measures.

- **Physical barriers**

In some cases, Managing Trustees install gates, chains, barriers or bollards across car park entrances to physically prevent unauthorised use. However, this brings with it the challenges of ensuring that those whom you intend to use the car parks can still do so. Would the barrier be used all the time or left open during services, funerals and weddings etc.? Who would have the means to open it?

Some systems can operate using codes rather than keys which can assist in ensuring that everybody who needs to access the car park can do so without having to distribute multiple keys. However, this would still leave issues over how widely the code could be shared and in welcoming visitors.

It would be helpful to hear from Managing Trustees who operate a barrier with tips on how they balance deterring unauthorised use with the practicalities of chapel premises being used by many different groups and a desire to welcome and attract visitors.

- **Periodic closure**

Some Managing Trustees find that third parties are adequately deterred if they lock their car parks when the chapel premises are not being used. Overnight closures could force early bird workers to find alternative office hour parking. Simply seeing the car park locked from time to time could be effective as a demonstration that the car park is private land and unlike a sign, physical inability to use car parking spaces cannot be ignored. The practicalities of this would depend on there being volunteers available to close the car park at the allotted times and the safety of those volunteers.

- **Publicity**

If you are experiencing particular difficulties, perhaps as a result of recent increases in on-street parking restrictions or new developments, drawing attention to the plight of users of the chapel could be effective. Local people may not realise that the empty car park they see at 9.00am is in full use during office hours due to a myriad of users from the very young to the elderly and mourners at funerals who rely on the accessibility that the car park brings? Publicity highlighting the difficulties experienced by legitimate users of the chapel car park may help win the support and cooperation of the local community.

Managing Trustees often ask what others do to prevent unauthorised use and we would be grateful if you would contact TMCP and share your experiences.

In contrast, some Managing Trustees have extra car parking spaces that they would like to make available to third parties under licence. TMCP are looking at producing a specific car park licence for use by Managing Trustees, so please look out for this. You can keep updated on new guidance and other issues by signing up to notification emails on the TMCP website which can be found at the bottom of the homepage.

If you have any queries in relation to the guidance in this document, please contact TMCP Legal at legal@tmcp.methodist.org.uk for further assistance.

Methodist Insurance

Public liability insurance – cover for groups using church premises

What you need to do as a church when hiring out your church premises

It's important to think about who is going to be using the church premises. If insured by Methodist Insurance, your Church Shield policy covers you for groups that are run under the control of the Church Council, such as a mother-and-toddler group run by church members or the church youth club.

Groups, organisations or individuals that don't come under the auspices of the Church Council are termed "outside users". This is regardless of whether they pay rent, give a donation for use of the building and its facilities, or you choose to let them have it "free".

The public liability section of your policy covers hirers for occasional private social events on no more than three occasions, per hirer, per year. This applies only where no other insurance cover is in force.

Specific insurance for regular outside users

There is no automatic cover under the Church Shield policy for outside organisations; however, most groups have their own public liability cover and you should seek written confirmation from them that they have appropriate cover.

Letting your church premises to outside users

Prior to letting a group use the church premises, trustees should ask to see a copy of the insurance schedule, and take a copy to keep on file. We would be happy to review the policy schedule to confirm adequate insurance on the church's behalf.

Methodist Insurance strongly recommends that a church does not allow any group to hire their premises without public liability insurance. If a person or organisation has no insurance cover, we are happy to consider a quotation under our Community Shield Policy, which has been designed specifically for groups meeting in church premises. For more information, call 0345 606 1331 or visit www.methodistinsurance.co.uk.

Trustees for Methodist Church Purpose (TMCP) provide further information and guidance for Managing Trustees on third-party use of Methodist property. Further details can be found by visiting www.tmcp.org.uk.

It's 'Ready, Steady, Go' for winter

The winter weather can take its toll on churches across the country. So let's look at some handy tips to help you minimise any damage caused by the cold, wind and rain – and any costly repairs.

To help you prepare for winter, our recommendations fall into three stages – Ready, Steady, Go...

Ready is all about doing the essential buildings maintenance so that your church is resilient to the harsh weather. Clear gutters, gullies and drains, check for loose or missing slates or tiles and clear grounds, including paths, of dead or diseased trees and fallen branches.

Ready also includes understanding the layout of heating and water pipes, and knowing what to do if pipes become frozen or burst. Flooding is relatively rare in churches, but you should still have a plan in place, including steps to take to move church contents away from floodwater. By being prepared, you'll know what to do if the worst happens.

Steady is about keeping up your maintenance regime over the winter and preparing your church for the larger numbers of people who will be visiting over the festive period. Make sure you carry on clearing gutters, gullies and drains, and keep pathways clear.

Keep an eye on the weather forecasts. If there's a cold snap coming, make sure you have a plan in place for clearing snow and ice from pathways to make them safe.

Go is knowing what urgent action to take when bad weather hits. Even if the worst happens, there are still some practical steps you can take that could make all the difference. For example, if pipes burst, you can isolate the water flow, or if they freeze, you can gently thaw them out. In a flood, you could move contents to higher levels.

Whatever challenges the elements may throw at you, make sure you know who to call and what to do during an extreme weather event. For more details, visit www.methodistinsurance.co.uk/coldweather.

Property

Methodist website

If you have visited the Methodist website lately (www.methodist.org.uk), you will have noticed that it has been updated, and that property information has moved. This has caused some colleagues to contact me thinking that all the information about buildings had been removed.

Let me assure you that it is still there. How you now access it depends on the size of your screen. If you have a smaller screen, on the top right of the page there are three white bars in a red circle. If you click these, it brings up a sub-menu on the left and at the bottom of that you will see the familiar 'For ministers and office holders'. If your screen is larger, you will find that towards the top of the page is the sub-menu that shows 'For ministers and office holders'.

Clicking on either of these links brings up a further menu, and you will see 'Property' clearly marked. There you will see familiar pages, including the 'Handbook', and a new specific property 'Handbook Resource Search' page.

However, this update of the website has thrown up a number of old documents which may have last been updated by the old Property Office in Manchester. We are working through these to provide the latest guidance, but if you note a page or document concerning property that seems old, please let me know at fpc@methodistchurch.org.uk so that I can look at it.

Bats

The Heritage Lottery Fund Bats in Churches project (www.batsandchurches.org.uk) seeks insights from people working or volunteering with historic buildings, including churches, who also have experience of dealing with bats or natural heritage-related issues. The project team wants to know more about experiences and opinions of those working with historic and natural heritage, both positive and negative, so please feel free to comment fully. Further details are accessible online: <https://goo.gl/forms/CFQCcCVzbRmCjTj2>.

Site wanted for a competition for a new window

The Worshipful Company of Glaziers is looking for a site for a competition for a new stained-glass window. Each year it runs the Stevens Competition to encourage up and coming stained glass artists (glazierscompany.org.uk/competitions-and-awards).

The Company aims to locate the site and install a window, and the entrant who has prepared the winning design will be awarded the commission. The benefit to the church or chapel is that they have a wide range of designs presented to them at no cost to themselves. The Company is looking for a site for 2019, ideally in the Midlands or North of England to be nearer the main centres of training in new stained glass. If you are interested, contact michael.holman12@btinternet.com.

ChurchCare provides guidance on introducing new art into churches:

www.churchcare.co.uk/churches/art-artefacts-conservation/introducing-new-art.

Organs

One of the items common to many of our halls, churches and chapels is the organ. There is significant advice available online if you are thinking about changing the organ for a more modern one, but the question arises of what to do with the old one?

The first thing to say is that a skip is not the place for these fine instruments, and there is an Organ Advisory Service that helps with this, including the possible finding of sites, often abroad, which would welcome the organ.

The contacts are Graham Jones (g.mjones@btinternet.com) or Martin Renshaw (renshaw.martin@wanadoo.fr).

The same applies to organs where the building is to be sold. Please take a moment to email Graham or Martin who may be able to help you save the organ for future generations.

Closure of the HLF Grants for Places of Worship (GPOW) Scheme

The Heritage Lottery Fund (HLF) confirmed in mid-March 2017 that the Grants for Places of Worship (GPOW) Scheme was closing. Note: this does not affect the government's grant scheme for reimbursing expenditure on VAT (the Listed Places of Worship Grant Scheme).

From September 2017, the HLF's Grants for Places of Worship programme closed to new applications in England, Wales and Northern Ireland. The programme may continue in Scotland, as it is a joint initiative with Historic Environment Scotland.

In its place, funding for repairs to places of worship will be available through HLF's existing Our Heritage (up to £100,000) and Heritage Grants (up to £5million) programmes. These grants will be available to both listed and unlisted places of worship.

Under the new arrangements, 100% of works and activities could be funded with no requirement for partnership funding, through the Our Heritage Programme. For larger schemes, more money will be available for individual places of worship. The Grants for Places of Worship awards were limited to £250,000 per application. Under Heritage Grants, applicants can apply for up to £5m per application.

If you have already applied under the GPOW scheme, then this existing application should not be affected. Find out more details at [www.churchcare.co.uk/images/GPOW_Diocesan_Briefing - 6 April 2017.pdf](http://www.churchcare.co.uk/images/GPOW_Diocesan_Briefing_-_6_April_2017.pdf).

Useful resources

It is not only on the Methodist website under Property Handbook (www.methodist.org.uk/ministers-and-office-holders/property/handbook) that resources can be found; you may find much useful information from a variety of other places:

- www.churchcare.co.uk is maintained by the Church of England's Cathedral and Church Buildings Division, but is relevant to anyone who is responsible for a place of worship. It contains helpful material and guidance on practical topics: www.churchcare.co.uk/churches/guidance-advice/all-guidance-notes.
- **English Heritage** has a part in the regulatory process, but also offers advice and support. In 2010, it produced a guidance booklet covering all aspects of looking after a place of worship (www.historicengland.org.uk/images-books/publications/caring-for-places-of-worship-report).
- The **Christianity and Culture Project** is developing downloadable training resources and study packs. If there is a topic or theme you think they should cover, or if your church would like them to run a training session, contact them at www.christianityandculture.org.uk/churches.
- **Resourcing Christian Community Action** is a Church of England initiative that arose from a Big Society debate at the November 2010 General Synod. This study was commissioned to research and bring together current best practice in Christian care in local communities with the resources and knowledge base needed to multiply those good works across the country. It includes a wide spectrum of examples covering different policy areas, location and types of activity. Although many of the projects included are in deprived areas, Christian community action is called for in any context to demonstrate care for neighbours and new ways of being and to work for personal, social and structural transformation.

Go to www.how2help.net to read the study in full and discover how to start a project, how to manage it, where to get advice and how to find local partners and funding. There are also case studies of existing projects across the country.

- The **Historic Religious Buildings Alliance** has a very informative website. This is primarily a forum for second-stage organisations such as the Arthur Rank Centre, the denominations, National Churches Trust (NCT). They also produce a monthly newsletter providing information on new funding sources, consultations, changes in government policy, new items and events, and training opportunities. You can sign up for this newsletter via the website www.hrballiance.org.uk.
- The **National Churches Trust** also has a very useful website with a variety of building advice in their resource centre www.nationalchurchestrust.org/building-advice/resource-centre. The information available ranges from very simple to more complex, including maintenance, visitor welcome, writing a statement of significance and setting up a friends group. There are also sections for all the main structural areas of your church, chapel or meeting house, containing guidance on caring for or doing work on that particular feature.

Richard Farmery
Facilities and Property Coordinator

Dates for your diary

Listed Buildings Advisory Committee (LBAC)

The LBAC will meet on:

17 April 2018 (to be held in Cornwall)

10 July 2018

9 October 2018



The deadline for circulation of papers to the committee is three weeks before the meeting date. However, for new projects* there is a legal requirement that we consult on the project with external bodies (which takes a statutory period of 28 days), in addition to the LBAC, and representations from this consultation exercise should be presented to the LBAC at their meeting. Therefore, projects must be submitted to external bodies before they are presented to the LBAC, so please ensure you allow sufficient time within your timetable for the 28-day consultation period before the 3-week circulation of papers deadline.

* Projects that have been presented to the LBAC on previous occasions should submit revised or modified information by the deadline for circulation of papers date, as it is likely that representation will have already been received from external bodies.

Submission to external bodies (see Section 98 of Standing Orders for list)	Deadline for circulation of papers to the LBAC	Date of LBAC meeting
27 February 2018	27 March 2018	17 April 2018
22 May 2018	19 June 2018	10 July 2018
20 August 2018	18 September 2018	9 October 2018

If you have any queries about these dates, please contact the Conservation Officer, Joanne Balmforth, at conservation@methodistchurch.org.uk.

Conference on new design

Join the Society for the Protection of Ancient Buildings for a day conference showing examples of good new design for historic buildings, and a chance to explore the different approaches and solutions with those who designed them. It is aimed at building practitioners and students, but also those seeking to undertake extension projects to historic buildings. Tuesday 20 March, 10.00am to 5.00pm at St Martin's in the Fields, London. [Book your place online](#). Cost: £140.

Resourcing Mission Forum 2018

This year's forum will take place from 8 to 10 May 2018 at Kings Park Conference Centre in Northampton. Visit www.acuk.net/kings-park for information about the venue. Further details regarding the programme, registration and costs will be published shortly.

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, 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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