

# Project Planning:

## *Key tasks and the order to do them in*



DIOCESAN ADVISORY COMMITTEE FOR  
THE CARE OF CHURCHES (DAC)

### **Initial contact with the DAC**

When the PCC feel that they may need or wish to undertake a project that is the time to let the DAC team know! A DAC officer can visit the church and discuss the options and process with the project team – identifying any initial hurdles or other opportunities not yet considered. Just call us to arrange a visit.

### **Produce draft statements of significance and need**

The DAC can provide examples and guidance to help you prepare these important documents in draft form. They inevitably develop as the project progresses but it is critical that the vision for the project is instilled into a clear mission statement within the statement of need, and that the significance of any existing fabric affected is established at an early stage. Your DAC case officer will be happy to review draft documents. Some parishes also consider appointing a heritage consultant to assist with the production of these documents.

### **Produce a design brief**

This document is a development of the statement of need and outlines to prospective architects what it is that you require them to deliver within the scheme. This should tell the architect **what** you need, not **how** it is to be provided, that's their job! Again, your DAC case officer will be happy to review a draft document.

### **Appointment of an Architect**

You can invite architects to tender for your project, or you could advertise. This is a critical appointment and needs careful consideration. Look for someone who not only understands your project, but also your vision. Guidance is available on the DAC webpage. We cannot comment on a proposed appointment but can assist you in the process. No requirements are made by the DAC, there are no 'approved' architects from which to choose. However, when working with a historic building the DAC always recommends that the professional you appoint is conservation accredited by the RIBA (Conservation Architect or Specialist Conservation Architect), RICS, or AABC. A number of funding bodies make this accreditation of the lead professional a requirement of their grant terms.

### **Produce a feasibility study/ options appraisal**

The architect should produce a number of sketches when considering how to meet the church's needs. These will need to be provided to the DAC and amenity societies to explain the progression of the scheme and the thought process behind this. This is a very important phase of the project as it sets the direction of travel for the scheme, ensuring all options have been considered and evaluated, and the most appropriate for both the parish and building is selected. Lots of detailed design drawings, or 3D visuals are not necessary at this stage, sketches suitably informed by scale plans are sufficient. Grants for feasibility studies are available from the Oxford Diocese. Please contact the DAC for an application form.

### **Consultation with the amenity societies and in principle support from the DAC**

Once you have draft statements of significance and need in hand, an architect on board, and an options appraisal exploring the various possibilities it is time to share this with the DAC. Your case officer will review the documentation and organise a visit to the church by members of the DAC. The case will be placed on the next available agenda of the DAC Committee for in principle consideration. Alongside this the DAC officer will

begin the consultation process with any bodies which are relevant. This will vary on the basis of the building affected and the works proposed. At this time it may be helpful to seek pre-application advice from the Local Planning Authority. This is not something that the DAC can do on the parish's behalf.

### **Planning submission (if required)**

Once the DAC and the relevant amenity societies have expressed support to the principle of what is proposed it is important to obtain planning permission if this is required. The architect will usually make this submission on behalf of the parish.

### **Detailed design**

With in principle support from the DAC, amenity societies, and planning permission in place the parish should have sufficient confidence in the scheme to instruct the architect to produce the detailed design drawings. This may also involve expertise from other professionals such as a building services engineer, structural engineer, or lighting designer. This usually involves design up to and including RIBA Stage 4.

### **Issue of DAC Notification of Advice**

When the DAC has resolved upon all aspects of the scheme, and your DAC case officer has received all the necessary documentation, and the amenity societies have provided their comments, the DAC Notification of Advice can be issued. This is the final stage of formal DAC involvement with the project, and is the document by which the DAC provides its formal advice on the proposals to the Diocesan Chancellor. The DAC can issue a Notification which 'recommends', 'does not object to' or 'does not recommend' the scheme, and it may contain provisos which the advice is subject to.

### **Submission of faculty petition**

With the formal advice of the DAC obtained the parish are ready to make the formal application (also known as petition) to the Chancellor, the judge who will consider the proposals and decide whether or not to grant permission for the works, and whether any conditions are to be placed on the permission. Prior to petitioning the Chancellor the parish need to display a 28 day public notice on the church noticeboard, to notify local people that the proposals are being put forward, and to provide them the opportunity to comment on the scheme. The public notice is made available only after the Notification of Advice has been issued. If any objections are received during the public notice period the Diocesan Registry will notify the parish. The Chancellor will then issue a decision on the proposals.

### **How else can the DAC help?**

An extensive programme of training events and workshops are planned for 2020 and will be advertised via the diocesan e news shortly.

The DAC team hold regular surgeries at which a parish can come to Church House and speak to an officer with time dedicated to assist you with your enquiry. Please contact Sophie Hammond to book.

***Most importantly – if you are unsure about the process please contact the DAC team for advice.***

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