

CBC report request Form for Pastoral Measure and Survey* reports

ChurchCare



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Request for a report on the historic, architectural and aesthetic quality and interest of a parish church including details regarding any special features of its contents or churchyard.

Referred under s.21 (6) of the Mission and Pastoral Measure 2011.

Section 21, subsection 6 of the [Mission and Pastoral Measure 2011](#) requires that before deciding to make a recommendation for closure, the Diocesan Mission and Pastoral Committee must ascertain the view of the Local Planning Authority and Parish Council and also “notify the Church Buildings Council ... and obtain from them a copy of the report which the Council is required to prepare under subsection (7).”

Subsection 7 outlines what information the report should include:

- (a) the historic interest and architectural quality of each church mentioned in the notice and of other churches in the area;
 - (b) the historic interest and aesthetic qualities of the contents of that and those churches;
 - (c) any special features of any churchyard or burial ground annexed to any of them;
 - (d) any information or advice which the Council thinks appropriate to give concerning possible architectural or structural changes in each church mentioned in the notice in the event of its closure for regular public worship or, in the event that the church is not so closed, concerning any such changes which would facilitate its use for purposes which are consistent with use for regular public worship;
- and shall send a copy of that report to the Commissioners, the diocesan board of finance and the committee.

(Part 4, section 21, sub-section (6) and (7) of the Measure)

* Survey reports follow the same format but are confidential documents which are often produced for groups of churches interested in exploring their options. The reports help inform discussion about the future of the building or group.



PROCESS

This form sets out the information and documentation requested by the Church Buildings Council in order to compile the report requested of it by a Diocesan Mission and Pastoral Committee under the terms of MPM 2011. The information is of equal use for the compilation of Survey Reports.

Please complete the following pages, including those in the final additional information section, answering as many of the questions as possible and supplying as much detail as is available. Providing the information requested now will reduce the need for further questions later in the process. If you experience problems assembling details or returning the form, please contact the Casework and Projects Officer (details below).

Although a case can not be fully pursued until the supporting documentation has been received, please notify the CBC's Casework and Projects Officer at the earliest opportunity. The Council will usually consider cases within two months of notification. This period may be longer if for example the supporting documents are delayed. The officer will arrange to visit the church under review where they will take digital photographs for the purpose of compiling the report. Where possible they will visit the other churches listed as being in the area.

Completed form and accompanying documentation* should be returned, via post or email, to:

Guy Braithwaite, Church Buildings Officer, Cathedral and Church Buildings Division, Archbishops' Council, Church House, London SW1P 3AZ.

Email: guy.braithwaite@churchofengland.org

Tel: 020 7898 1864

*** Accompanying documentation (digitally where possible) to include:**

- A detailed map or street plan showing the location of the church under review and at least two other churches in the locality (refer to Section 2);
- Copies of the latest QIR, inventory, log-book (if available) and guidebook (refer to Section 4).

TO COMPLETE	
Date of the meeting at which the Council's report will be needed:	
Date form completed :	Name and job title :



SECTION 1 : CHURCH IDENTIFICATION AND DESIGNATIONS	
Parish	
Dedication	
Benefice	
Deanery	
Diocese	
Is the building consecrated?	
Date of consecration (if known)	
Address (incl. nearest postcode)	
Names and contact details for incumbent or keyholder	
Local Planning Authority	
Statutory listing of church (I/II*/II)	
Is the site within a conservation area?	
Any other known designations relating to the church or churchyard?	For example: Scheduled Ancient Monument, Tree Preservation Order, Site of Special Scientific Interest

SECTION 2 : NEARBY CHURCHES	
Identify at least two neighbouring churches (not necessarily within the same Benefice).	
CHURCH 1	
Parish, Designation	
Address (incl. nearest postcode)	
Is the church normally kept open? If so, at what times?	
Name and contact details of keyholder or incumbent.	



CHURCH 2	
Parish, Designation	
Address (incl. nearest postcode)	
Is the church normally kept open? If so, at what times?	
Name and contact details of keyholder or incumbent.	
CHURCH 3	
Parish, Designation	
Address (incl. nearest postcode)	
Is the church normally kept open? If so, at what times?	
Name and contact details of keyholder or incumbent.	
Please note any other nearby churches whose future may also be reviewed (Parish, Designation).	

SECTION 3 : GRANTS RECEIVED

List any grants/financial assistance the church has applied for during the last ten years towards the cost of fabric repairs or the conservation of furnishings. Please state to whom the application was made and the result.

Note: if necessary please insert additional rows or attach an additional sheet.

Grant body	Sum awarded	Date	Nature of works



SECTION 4 : SUPPORTING DOCUMENTATION

Please supply copies (not originals) of the QIR and inventory when returning this form.

Note: Paper copies will only be returned to the Diocese if clearly requested; digital copies encouraged.

The most recent **Quinquennial Inspection Report (QIR)** compiled under the *Inspection of Churches Measure 1955*.

If a QIR has not been carried out for over 5 years please explain why not:

Up-to-date **Inventory [church property register]**.

Up-to-date **Log Book** (if available).

Church Guidebook or any other published or manuscript material giving information about the architectural history of the building.

The existence of **other reports** (e.g. by the architect or surveyor, by structural engineers or other consultants, a Statement of Significance, Energy Audit, Local Building Audit, Access Report, Asbestos Report, or other) and the provision of copies where available can assist the reporting process.

SECTION 5 : SERVICES, FACILITIES AND ACCESS

If a [Local Building Audit](#) has been completed for the church please proceed to Section 6 and submit a copy with the form. Otherwise provide as much detail as possible to benefit the reporting process.

What mains services are connected to the building?

For example: electricity, water, mains drainage etc...

How is the church heated?

For example: gas, oil, electricity etc...

If any improvements to the energy efficiency of the building have been made, please briefly describe the work done.

What facilities exist within the church or attached to it?

For example: kitchen, toilets, parish room, community space etc...

Are any other buildings owned by the parish on the same or separate sites?

For example: church hall.

Are there any problems associated with access to the site or building?

For example: incline or steps.

Is parking available either on site or elsewhere?

Does the church have a churchyard? Is it open and does it contain burials?



SECTION 6 : CONFIDENTIALITY

Should the identity of any of the churches under review, or the Council's report itself, be treated as confidential? If so, to whom? We hope that this restriction will be applied sparingly as it inevitably complicates the Council's task and can introduce difficulties to site visit arrangements.

The Council may consult the Diocesan Advisory Committee and other individuals and bodies for their assessment of the quality of the church and/or its contents. As above, is this confidential?

Please provide relevant background to the case and reasons closure is being considered. It is helpful if any other churches within the area that might come forward for closure are mentioned at this stage so that visits can be made together and a wider perspective given to the churches being considered. Details of any initiatives undertaken to keep the church open, or of options appraisals commissioned considering alternative uses for the building, are also of use.

SECTION 7 : ADDITIONAL BACKGROUND AND INFORMATION

Any additional detail that can be provided in this section will benefit the reporting process and help widen the understanding of the site. This section is particularly useful where assistance is being sought regarding wider community use of a church building.

OTHER PLACES OF WORSHIP

List any nearby former Anglican churches known to have already closed (former Parish, Designation) and their current use or whether they have been replaced.

Please note places of worship of other denominations in close proximity to the principal church.

Please note if any of the places of worship listed above have a hall or facilities for wider use.

WIDER USE / COMMUNITY

Approximate size of local population.

What activities currently take place in the church in addition to worship?

For example: community functions, classes, concerts etc...



What community facilities exist locally?	For example: community hall, active cricket club, arts centre etc...
What is the locality lacking in terms of facilities?	For example: a concert venue, post office, shop, café, community hall, space for fitness classes etc...
Do local development plans exist that may affect the site or its surroundings either positively or negatively? Or do any proposals within the Local Authority's Local Plan affect the future of the site?	

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Cathedral and Church Buildings Division, Archbishops' Council,
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www.churchcare.co.uk

