



Butlers Marston Church Reordering

**PRE-FEASIBILITY REPORT
Butlers Marston Parish Council**



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Butlers Marston Parish Council
Warwickshire
CONFIDENTIAL - PRE-FEASIBILITY REPORT

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1. SUMMARY

Butlers Marston Parish Council wish to investigate with a view to implementing a scheme to provide their village with significantly improved community facilities through the adaption of the parish church, the Church of Saints Peter and Paul, to provide the amenity and serve the current and future needs of the village.

2. INTRODUCTION

Butlers Marston, a thriving community of over two hundred people, has suffered from a lack of a suitable community centre since the closure of the primary school in the 1980s. Unlike many other parishes there are no suitable buildings that suit the need. The only structure that may reasonably be classified as a community building is the church, the Church of Saints Peter and Paul.

The village has several proactive community groups which suffer a lack of adequate meeting/ community space with the necessary associated amenities.

This document, produced on behalf of the Butlers Marston Parish Council (BMPC), is a pre-feasibility proposal to refurbish and reorder the church and provide additional, flexible community facilities.

The church has always been the centre of community for the village. Drawing on that, the proposal is to sensitively reorder the church to provide significantly improved community facilities whilst maintaining its heritage as a listed building alongside its religious and pastoral uses.

To put this intent into place initial studies need to be carried out based on secure survey information, the church's quinquennial survey information and the currently limited available drawn information.

The approval process will initially involve discussions with the Diocese of Coventry via the Diocesan Advisory Committee (DAC) through whom all faculty applications must be made. Faculty applications being the process through which all applications to reorder the Church must be made by the local Parochial Church Council (PCC).

Subsequently it will be necessary to liaise with the local community via the BMPC, and with local and national authorities including Stratford upon Avon District Council Planning department and Historic England representatives to develop a feasibility study and consequent concept studies with options and developed costed proposals in order to pursue funding for the realisation works.

The proposal is based on the provision of sustainability for the community through use of its pre-existing heritage to provide a secure social environment.

It is important to note that it is not intended that this will provide a self-funding centre. The ongoing costs associated with the additional facilities will be an integral part of the Church as a place of worship and will be funded out of Church funds. In future, as at present, there may be a charge to use the facilities to help meet possible increases in electricity and water/sewage costs.

The following is written as an initial guidance document towards setting up the process to achieve the intent.

3. BRIEF

The brief for this pre-feasibility study provided by BMPC is as follows:

"In a nutshell our project is to reorder and refurbish the only community building in our small parish for the benefit of the community today and for the generations to come. Our parish church is typical of so many in the area, once the hub of the community and now a building which struggles to keep up with the times and the community needs. Many parishes have additional community buildings to utilize but ours does not and rather than building a new, purpose built, modern building, which increases the community impact on the environment, the community is keen to protect our heritage

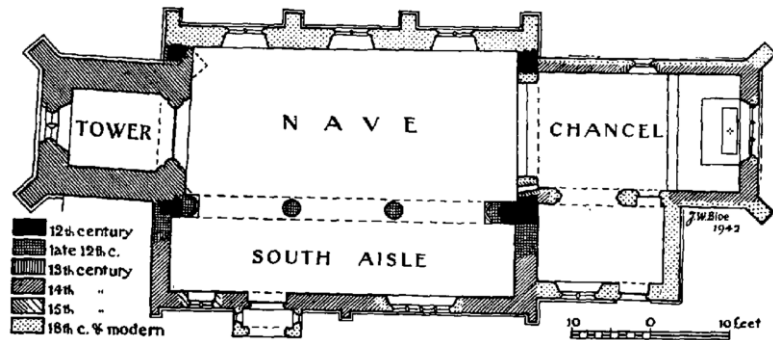


whilst at the same time utilizing it for the demands of the parish. We are looking to redesign the interior of the church so that it can become a multifunction space with additional catering facilities whilst also adopting modern technology such as solar panels and an air source heat pump; making the space carbon neutral and providing green energy for the community.

Although a small parish, the investment in such a building would have far reaching benefits for the community and potentially beyond. With the current space we have held concerts and performances by the Butlers Marston Concert Society and we have been asked to hold more if the facilities were

improved in addition to showcasing local artists work as part of Warwickshire Open Studios. Several community groups use the space but are in desperate need of a purpose-built facility to accommodate their activities from Mum and Toddler groups and social clubs to community festivals and charity fund raisers. Local voting is also held in this building and, as a Parish Council, the church is the only building in the parish to hold public meetings and the lack of basic facilities such as proper heating discourages local public participation.

A full refurbishment of such a community building would instantly improve the local area for the residents whilst also giving the community greener energy and a revenue from an unexploited space that could be used by individuals and businesses in the surrounding area. Further, enabling the parish to expand its community events and projects, building a more cohesive civil environment and potentially providing a temporary place of shelter in an emergency where residents are evacuated from their homes.”



4. THE DESIGN AND IMPLEMENTATION PROCESS

The normal stages of development for such a project involve a design team and cost engineer (quantity surveyor) to:

- **Brief development:** To aid the client in the development of the brief to ensure that all the activities and amenities anticipated are captured spatially.
- **Survey:** Ensure that surveys are correctly carried out to capture the topographical background, the physical state ... architectural, structural and utilities locations ... to provide the backdrop for development of options as well as the cost development on which all development will be based.
- **Feasibility/concept study:** Take the developed brief information to provide outline costed options for consideration ending in the selection of one scheme for development and implementation.
- **Scheme design:** Develop the selected option for tender. This may involve design studies to explore the design intent more clearly as the work progresses. This stage includes the development of specifications for a tender package for fielding to contractors.
- **Detail design:** Usually carried out by the design team in parallel with the tender process.
- **Implementation:** The construction stage where the contractor takes over the site and works to the design drawings to complete the project physically finalising in handover. Construction planning is an important element in this as the implementation may involve handing over in stages to ensure that, for example, the contractor only takes over small areas at a time to ensure that worship may continue.



- **Post construction activities:** usually a period of six or twelve month of defects liability for the contractor monitored by the architect as the lead of the design team.

The design and implementation process may be based on the RIBA Plan of Work, or alternatively a more foreshortened format as indicated above.

To commence the process, it is advisable to appoint:

- An architect who will be responsible as client advisor and design team leader and, otherwise, be responsible for the design and implementation process overall.
- A Building Mechanical Engineer: to advise on, in conjunction with the architect, the heat losses and associated heating and ventilation options/solutions, including the sustainability options.
- An Electrical Engineer: to provide the design of electrical systems report and lighting consideration in conjunction with architect with associated data reporting.
- A Structural Engineer to advise on all current and proposed structural alteration in conjunction with the architect.

The team members may not be needed full time for the front-end activities (feasibility and concept stages) but be tasked for specific reports. In this respect a front-end programme needs to be agreed to ensure best use of resources.

5. BRIEF DEVELOPMENT/OBTAIN APPROVAL

To capture the entirety of the brief it will be necessary to involve all those likely to be using, have or having an interest in the building, especially the primary stakeholders. This will include, although may not be limited to:

- The Parish Council (PC)
- The Parochial Church Council (PCC): whilst reflected in the community groups, they effectively locally represent the owners of the building and its environs. This includes:
 - o The expectation of its continuing function during the course of the implementation works.
 - o Liaison to ensure approval of the brief and support for the process of design and implementation.
- The Diocese of Coventry via the D.A.C.:
 - o To provide a "faculty" for the works and establish procedures to be followed.
 - o To define any covenants/other legal restraints in area or use. This may include agreements with adjacent properties such as Monks Bridge or The Manor.
- Community/user groups expecting to use the property to define the uses and areas required for each function or any need for multifunctional space or its division, number of wcs and amount of kitchen facility.
- The local Planning authority, Stratford upon Avon District Council, including Historic England as the building is Grade II* listed (List entry number 1035541).
 - o To agree the Planning requirements and process of application and approval
 - NB preapplication advice is commonly charged for.
- Insurers. Their primary concern is loss protection in respect of fire risk or any valuables
- Stratford upon Avon Building Control department: it is always advisable, especially in this age of increasing regulatory tightening of resource, to involve them early to avoid any subsequent interpretation issues. Building Control is the route to the Fire Officer too. They commonly provide free advice as it helps the designers and them later in the process. A





third-party Building Control company may be used, although in the circumstances, it is recommended to use the Stratford-upon-Avon local authority inspectorate.

6. COST AND FUNDING

A project like this requires relatively substantial funding, especially for a small parish such as our own. This may affect the staging of implementation of the project, so, it is essential to identify sources of funding. Funding is commonly available through grant or loan. The latter, of course, attracting subsequent charges (effectively a mortgage). It is also necessary to schedule the costs in terms of capital expenditure (CAPEX) and operational (post completion) expenditure (OPEX) so that it is clear from as close to commencement as possible what the commitments will be financially. This suggests that it is sensible to include in the team from commencement, to work with the design team, a quantity surveyor or cost engineer who will consider the overall costs of the project and works from inception to completion, including providing the assessments required if an LCA is carried out (LCC = life cycle costing). It is important to clearly understand what is to be included in the project from a cost measurement perspective, for example, it can be that furniture is forgotten and it comes as a surprise to everyone that there is a great building with nowhere to sit.

In respect of funding source that may be considered may be as follows:

- National Lottery
- Any local development grants available via the Local Authority or from Central Government bodies
- Any sustainable facilities grants
- Any private donators or private grant issuing bodies, perhaps, say via Compton Verney
- Trust funds
- Local business donations

Naturally, any fund raising from local events at least shows willing although is unlikely to provides the principle funding base for a more major project.

7. CONCLUSION

The project, to reorder the Church of Saints Peter and Paul, is an excellent one and, carried out in the right, measured, way and without aggressive physical intrusion into the church's visual and physical structure could set an exemplar for other community projects. It will, in any event, be a project that will attract much interest from funding bodies to design studios and contractors. It is important at all stages to manage expectations but at the end of the day provide the village with a facility of which they will be proud and will enjoy for many years to come.

END