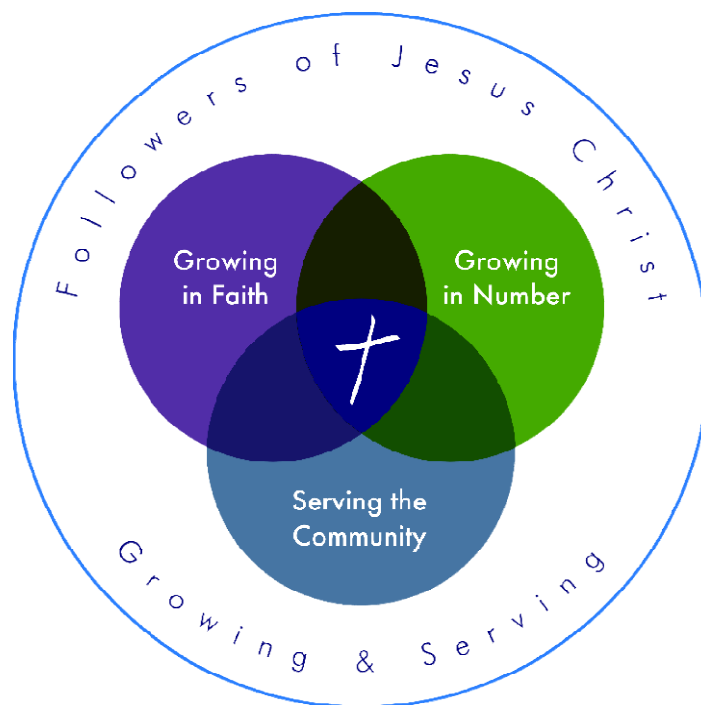




St Andrew's Church, Oxshott
Re-development of ancillary buildings.

STATEMENT OF NEEDS

January 2021



Contents

1. General Information	Pg 3-5
2. What do you need?	Pg 5-8
3. The Proposals	Pg 8-9
4. Why do you need it and why do you need it now?	Pg 9-11
5. What is the evidence for the need?	Pg 11-14
6. How is the proposal contributing to the need for environmental sustainability?	Pg 14-16
7. What other options to meet the need were considered, taking point 6 and the impact identified in the Statement of Significance into account?	Pg 16-17

1 General Information

This should provide an overview of the parish and the current use of the building.

- i. The parish has a **population** of circa 6,600 and is almost entirely residential in nature with a diverse range of housing from 1960's semis, to Victorian terraces, to the 21st century mansions of the Crown Estate. The population comprises approximately 2,400 households, of which 30% include children. Approximately 40% of residents are aged over 55.
- ii. There are three **schools** within the parish boundary. The Royal Kent Church of England state primary school is situated to the south east of St Andrew's Church, and there are two independent schools – Danes Hill, a large prep school (with its pre-prep school, Bevendean, opposite the Vicarage) and Reeds, a boys' school with a co- educational sixth form. St Andrew's has a particularly active relationship with Royal Kent. The vicar and curate are governors, and the current Chair is a foundation governor. The new Ladybird Nursery opened at Royal Kent in January 2021, fully supported by the church.
- iii. There is a **care home** and an assisted living private estate, both inside the parish and with whom St Andrew's has an active relationship, holding monthly services in each.
- iv. There are several other **facilities** in the village. Opposite the church to the north is the Oxshott Village Centre comprising a large and small hall and the site is also home to the Oxshott Medical Practice. Opposite the church to the west, the Oxshott Club is a meeting place for locals that also houses a small gym. The Oxshott Village Sports Club (OVSC) around the corner in Steels Lane offers a range of sports including tennis, cricket, squash and bowls, and the 1st Oxshott Scout and Guide hut hosts scouting and guiding activities for young people. The village shops include a 2 village stores, a post office, butcher, delicatessen, dry cleaners, florist, pharmacy, hairdressers, interior design shop and estate agents. There are also 2 pubs, an Italian restaurant and an upmarket café.
- v. As for **employment**, Oxshott is a largely commuter village with a 35-minute rail connection to Waterloo. It falls within the Diocese of Guildford and is home to a range of ordinary and extraordinary people. The talent, experience and energy that can be found in this village is an asset to the community and St Andrew's Church. Whilst the closed gates of the large houses can present something of a barrier, many residents take a full role in village life so that the church, schools, clubs and organisations are vibrant and successful.
- vi. The church has 174 on the **electoral roll** and over 300 with whom we communicate regularly by email using ChurchSuite.
- vii. On Sundays in normal times, we have three **church services**. At 8am we have a said service of Holy Communion with a constant, devout congregation of 10. Our 9.15am service follows a traditional style Holy Communion (once a month Morning Prayer) with hymns led by organ and choir and has a regular attendance of c80. After the two congregations have shared coffee and fellowship, Oxshott Praise starts at 11am, an informal service of contemporary worship, led by a worship band with the words of the praise songs, reading and prayers on screens. There is a children's talk, video or drama before the children go out to StAks (St Andrew's Kids). Attendance is c 50, with c 12 children regularly attending StAks.

At **festivals**, services are held in church for both Royal Kent and Bevendean schools; we regularly seat 350 on Christmas Eve for the Crib Service, 150 at midnight and 200 on Christmas morning. Dramas at Christmas and Easter attract about 80, and Easter Day has a congregation of around 200.

In normal times, the church building is left open during the day and people are welcome to use the worship space for private prayer.

- viii. During the pandemic, we have provided a weekly recorded service of **Listen & Pray** for people to watch at home, online via the St Andrew's website, and this receives over 100 viewings each week. In addition, in accordance with the guidelines, we have safely accommodated 30 people in church to watch Listen and Pray on the big screen, followed by a short service of Holy Communion. This congregation is mostly made up of those who cannot access the internet from home and who would not otherwise be able to participate in St Andrew's weekly worship. More recently, Listen & Pray is a combination of recorded material and live streaming from church. Alongside Listen & Pray, we have introduced **StAks@home** – a video on the St Andrew's website, achieving participation from many different families to record songs, stories, prayer and puppet dramas.
- ix. During the week in normal times, a wide range of **activities** takes place in the church and ancillary buildings, all run by volunteers on behalf of St Andrew's. These include: **'In Touch'** (monthly), a baby and toddler group for local parents, carers, and expectant mums; **Coffee Corner** (daily), an opportunity to drop-in for simple refreshments, company and chat; **Lunch Club** (fortnightly) for the over 60's and those who live alone (some of our clients are referred through the Elmbridge community liaison officer); **Coffee Comfort** (monthly), a bereavement support group; **Craft Club** (weekly) an opportunity to chat over a shared hobby; **families@4** (bimonthly), a gathering of mostly Royal Kent families for an Open the Book style service followed by pizza; **OY** (Oxshott Youth), a gathering for 11-14 year olds on a Friday evening; Men's & Women's **Breakfasts** (2-3 times per year) with a guest speaker; and **Pray Together** (3 mornings each week).
- x. In addition, the ancillary buildings are **hired out** to clubs and societies, including Centre Stage Dance & Drama and Oxshott Choral Society, and for private functions, although bookings have diminished as the state of the buildings has deteriorated.
- xi. St Andrew's supports a number of **Mission Partners** – local, national and overseas. In the local community, financial, material and volunteer support are given to the Foodbank and to B@titude, a charity run from a retail unit in Leatherhead, providing children's clothing and provisions, plus coffee, company and support for parents.
- xii. In **staffing** terms, we have a vicar, a curate in training, a children and youth pastor (currently in vacancy), an associate minister, 2 LLMs, 3 worship leaders, a director of music, 2 part time organists, 2 part time office administrators.
- xiii. The **financial position** continues to be healthy; in 2020 provisional total income £290,525 and total provisional expenditure £259,317 (in 2019, total income was £287,605 and total expenditure was £264,544). In 2020, 'An easy way to give online' has been introduced on the website to replace the opportunity to give in church. In 2020, St Andrew's paid its diocesan

quota of £99,792 in full in May to alleviate shortfalls elsewhere in the diocese.

The **development fund** for future building work stood at £211,651 at the end 2020, generously donated by members of St Andrew's following the completion of Phase 1 (the complete refurbishment of the sacred space). Our quantity surveyor has assessed the cost of Phase 2 (the complete rebuilding of the ancillary buildings) at £1.9m, which includes a 10% contingency on build costs. We recognise that, when seeking external funds, we must demonstrate a financial commitment within the church to delivering the project, which can be demonstrated by the fact that we raised the full £574,566 for Phase 1 entirely from within church, without having to seek any external funding.

St Andrew's has not asked for additional funds for the project at this stage as permissions for the work is yet to be secured. Nevertheless, we intend to apply for CIL funding and Your Fund Surrey by the due dates, in the knowledge that funds are awarded only once permissions are granted.

- xiv. The last **quinquennial inspection** was carried out on 2 October 2020. An issue with the main church roof which was investigated further with the inspecting architect and our roofers on 17 October 2020 is being addressed now. We have had sight of a draft report and have already taken action on some of the recommendations. However, we are still awaiting the Inspecting Architect's final report. The few items requiring prompt attention will be cleared and those requiring attention within two and five years will be planned in the Schedule of Works by the Churchwardens alongside regular maintenance activities or addressed as part of this building project where appropriate.

2 What do you need?

Briefly explain your needs (not your proposals). Append any brief for your architect.

SUMMARY: We need ancillary buildings which will attract people in by their visual appearance, are easy for all to access, show clear signs of life, enable us to provide a warm welcome, and achieve the best possible eco-church standards in addition to complying with all building regulations. Our current ancillary buildings do not and cannot meet these needs.

- i. In 2014 the interior of the sacred space was fully refurbished at a cost of £670,000. It was always intended to follow 'Phase 1' of the project with 'Phase 2', the refurbishment or complete **re-building of the ancillary buildings**. At that time, the proposed plans for Phase 2 were felt to be too ambitious and too expensive, and we therefore used 3 professional (volunteer) researchers to conduct focus group discussions – with church and community groups – to identify exactly what was needed to deliver the various ministries at St Andrew's and to serve wider community needs (see section 5).
- ii. Following 5 years of understandable delays – 2 years in vacancy, 2 years of our new incumbent getting to know and understand the needs of the parish, and a year praying, reflecting and articulating God's vision for St Andrew's – **a new brief** was prepared, including the following extracts:
 - *“While the focus of our Vision is about people, the redevelopment of our ancillary buildings will ‘enable’ us to become a ‘shop window’, a visible focus in our community, and a social*

hub, in which and from which we can grow in faith and number and better serve the community of Oxshott and of St Andrew's."

- *"The development of St Andrew's Vision has given us the opportunity to reflect on how St Andrew's could offer greater hospitality and community support if we had buildings that were more presentable, flexible, accessible, practical and welcoming."*
- *"The foundational aim of this project is to ascertain how we can best serve the needs of the community, aspiring to make St Andrew's a place where we can 'be' community; a place where the community wants to come; a place from where the light of Christ shines out."*

iii. The redevelopment of our ancillary buildings will enable us to create **appropriate spaces** to deliver the Vision of growing in faith and number and serving the community, summarised in the following needs:

- A **'worship extension space'** is needed to extend the existing sacred space for Christmas services, other festivals, large weddings or funerals, school services and to accommodate church growth, where the extension space will be needed regularly. This space (currently the vestibule) will continue to have sliding screens for separation from the sacred space. The worship extension space has potential for use as the café space, meeting room, youth space and will continue to be part of the 'gathering' space on Sundays between services.
- A **'gathering space'** is needed for refreshments and fellowship between church services. This function currently happens in the dilapidated vestibule, which is a popular space despite being crowded, having poor circulation and a poor appearance. 'Gathering' needs to be possible both in the current vestibule space, but also beyond this space – when the 'worship extension' is in operation. Refreshments are currently served from a temporary counter in the vestibule, but the new kitchen/servery needs to be close enough to serve all refreshment needs. This space can also be used for large meetings, hospitality, youth activities, choral society and during the week can be used as an extension to the café with wifi, providing a welcome change of scene for those who 'work from home'.
- A **'hall space'** is needed that is large enough for youth and children's work on a Sunday; for midweek and weekend hire (such as dance classes); for informal hospitality after baptisms, funerals or weddings; for refreshments after larger church events; for Oxshott Youth (OY) on Friday evenings, for an extended Lunch Club, Cinema Club, WI, Probus.
- A **'café space'** is needed, which initially will be open weekday mornings for regular hospitality, Friday afternoons for specific RKS hospitality, and at other times during the week to offer hospitality to specific groups – e.g. Bereavement support group, afternoon tea for the elderly and those who live alone, pizzas after families@4, Saturday morning bacon butties for cyclists.
- A **'youth space'** is needed to safely play football, with sports-safe lighting, proper goals (and somewhere to store them), no hazards, no chairs, no noticeboards. The current hall is a good size and so the 'youth space' could be shared use with the new 'hall space' or 'gathering space'. The 'café space' could also be used as 'youth space' for refreshments and quieter activities.

- **‘Meeting spaces’** conducive for small group study, prayer, marriage preparation, bereavement support, staff meetings, for use by local businesses or those working from home, use by social, medical and financial support services, private consultations, etc.
- iv. The redevelopment of our ancillary buildings will enable us to create **appropriate facilities** to support the delivery of the Vision, summarised in the following needs:
- **‘Improved accessibility’** to the building
 - **‘Church office’**, including private clergy office, church administration, production room and office storage
 - **‘Kitchen’** - a kitchen with professional grade equipment, for everyday hospitality, Lunch Club and informal functions
 - **‘Toilets’** – 8 individual cloakrooms with wash hand basins, including 2 accessible cloakrooms, would replace the current, woefully inadequate facilities, situated at the wrong end of the building
 - **‘Utility room’** e.g. for boiler, controls, flower preparation, janitor equipment
 - **‘Storage spaces’** for service-related items, hospitality-related items, children’s & youth equipment, music equipment and instruments, external items, including bins, gardening and other equipment.
- v. The redevelopment of our ancillary buildings will enable us to create a **real sense of community**, having new buildings that feel welcoming, modern and relevant for newcomers, create social connections, provide a less formal entrée to the church, and offer a unique social hub for the Oxshott community throughout the week, with regular hospitality through a café. A building that allows us to support those with need in the community - the elderly, the lonely, children, youth, pre-school families, and a building that honours God.
- vi. Although we continue to host many activities and ministries, the 50-year-old ancillary buildings are no longer **fit for purpose**:
- The poor standard of facilities is a real issue for church and for visitors (kitchen, toilets, vestibule, hall), and these continue to deteriorate.
 - Significant costs are associated with the running, maintenance and repair of the out-dated buildings, fixtures and fittings, e.g. plumbing, roof repairs, electrical. These costs will increase over time if we do not address the state of the buildings now.
 - The buildings fall far short of current building regulation standards, health & safety guidelines, and accessibility requirements, including the external ramp.
 - There is an urgent need for digital/technical provision throughout the building.
 - In addition, redevelopment would address the urgent needs for a new roof, a regulation ramp, repairs to the terrace, a wider corridor and improved car parking.
 - These points are especially relevant given the Guildford Diocesan Goal 12 of ‘Transforming Church, Transforming Lives’ - Improving Church Buildings: *“For every parish to work towards having church buildings that are fit for purpose in supporting today’s ministry and mission.”*

- vii. The Brief for the architect was approved by the PCC in November 2019

3 The Proposals

Set out what you are proposing to do in order to meet the needs set out in section 2.

SUMMARY: We propose to demolish the 1970's ancillary building, and replace it with a new enlarged building in a similar location, with highly flexible spaces carefully located to provide the best opportunities to engage with and welcome the people of our community.

- i. The proposal is to **demolish** the current 1970's ancillary buildings to the north and west of the church and replace with a new west elevation, north elevation, terrace and landscaping.
- ii. The levels across the site are very difficult. The proposal is therefore to have the ancillary buildings at **2 levels** – by setting some of the building closer to street level we will be much more visible and will draw more attention to the church itself. The lower level will be easily accessible from the car park, with no steps, ramp, or lift. The upper level must match the existing church, so this will need steps and a new ramp.
- iii. There will be **2 entrances**. One at the lower level for convenient access to everything from the car park, and one at the upper level into our new gathering space, centrally placed to see right through to the east window – something requested by many people in our early focus groups.
- iv. Having 2 entrances will give lots of **flexibility** to use the building in separate halves, or together. This will be helpful when we have 2 distinct activities going on, or when we only want one half open, especially in the evenings.
- v. The **proposed floorplan** provides: 2 draught proof **entrance lobbies**; a new '**vestibule**'/ **worship extension** with vaulted ceiling; new **meeting room(s)**; a **café** with open plan servery; a large **hall** incorporating the north side church windows and flint wall (currently hidden in a storeroom); an enlarged **kitchen** with professional grade equipment and with hatches to the hall and café servery; 6 regular and 2 accessible **cloakrooms**; a large split-level **storeroom**; a newly located and more visible **office suite** with kitchenette, production room, storage and private clergy office.
There will be extensive external **terracing** with a covered seating area; and improved **car parking**, including 2 additional disabled parking spaces.
There will be **WIFI and AV** provision throughout the building along with appropriate soundproofing.
- vi. The existing **choir vestry** will not be demolished but will be re-purposed as a meeting room during the week.
- vii. The **proposed elevations** provide significant visual enhancement and include a number of practical features.
The proposed **west elevation** has a contemporary look and feel and has entrances at 2 levels; there are windows into the café; an overhanging roof to provide outdoor seating, sheltered from sun and rain; and a fully glazed upper entrance, embraced by 'wings' each side and with a view right through to the east window. The office suite is more traditional in both style and materials to fit with the architectural style of the church itself. The roof shape is simple, attractive and

economical, with no flat roofs or hidden gutters, and low maintenance.

The proposed **south elevation** is more traditional in style to sit comfortably alongside the old church walls. The design incorporates flint with stone corners and stone detailing, along with church shaped windows, and the roof is low and unobtrusive.

The **north elevation** is simply rendered with no specific features as it's largely out of sight. By having it at the lower level, it will minimise the visual impact for our neighbours.

4 Why do you need it and why do you need it now?

Justify your proposals by explaining why you can't meet your needs without making changes. Also include anything which may have prompted the proposals.

SUMMARY: The 1970's ancillary buildings cannot meet our needs. Even if we carried out major essential refurbishment, the size and layout would remain too great an obstacle to growing our existing ministries or outreach, and would prevent us from developing new ones. It is needed now to enable us to turn around the decline in activities, particularly for youngest and oldest people, which is resulting from the deterioration in our buildings.

- i. **Goal 12 of 'Transforming Church, Transforming Lives'** includes the statement:
'Church buildings are 'shop windows', a visible focus in communities and a hub from which church members reach out to minister to those around them.'
St Andrew's Vision 2018 states that we are to be:
'Followers of Jesus Christ, growing in faith and number and serving the community.'
These two aspirations come together in the proposal to develop the ancillary buildings at St Andrew's Oxshott.
- ii. Our vision to grow and to serve requires us to enlarge, re-present and re-purpose the spaces we currently have in our ancillary buildings in order to (a) continue the activities and ministries we currently have and (b) to **add new ministries**, activities and initiatives over time.
- iii. Having more presentable, flexible, accessible, practical and welcoming buildings will enable us to **deliver the 3 strands of our vision**- increasing the number of people we can serve and interact with, enabling us to show more people the love of Christ through a sense of belonging, and in turn bringing more people to faith:
 - Existing church bringing friends and neighbours
 - The elderly, through improved help and support
 - School parents, through better facilities to socialise and interact, and continuing to strengthen the important link between St Andrew's and The Royal Kent School
 - Young families - through improved spaces and relevant activities
 - Youth - through better/more relevant spaces and engaging activities.
- iv. Having more presentable, flexible, accessible, practical and welcoming buildings would offer us the opportunity to **offer community services**:
 - Regular hospitality through a café
 - Exercise classes, health related classes, hobby groups
 - Hiring for baptisms, funerals, weddings

- Hiring to appropriate organisations, societies, private hire
 - After school clubs and activities
 - Courses for all ages – parenting, marriage, antenatal, computer,
 - Use by the local council, e.g. community events, polling station, community services, medical services, financial advice, citizen’s advice, etc.
- v. Alongside developing the **‘hardware’** (the buildings) we have a project to develop the **‘software’** (the people). This seeks to identify people’s gifts and how they are being called to serve God and his community in the new buildings. There are many ideas for new ministries, reaching out to the community, and we must align the volunteer and employed staffing requirements to deliver these. For example, during 2021 we intend to employ a Families & Children’s worker, paid for by church members. The extent of new people and new activities is yet to be realised, but the proposal aims to achieve maximum flexibility and an open mind about the buildings may be used in these changing times.
- vi. Through our Children’s & Youth Pastor, we have built **strong relationships** with the parents and children of the Royal Kent School. The success of the weekly ‘Open the Book’ assemblies amongst the children enabled us to introduce a Saturday afternoon ‘Open the Book’ style gathering for parents, called families@4, to which their children bring them. In addition, our 1st Sunday of the month Praise service has been targeted at young families and this is becoming very successful as a first introduction to church.
Royal Kent has 216 pupils in c170 families living in the catchment of the school and therefore St Andrew’s, and this will be a key area of focus in our new ministries.
- vii. As well as the opportunities our vision promotes, it must be emphasised that our current 1970’s buildings are dilapidated, not fit for purpose, **unsustainable** and are in desperate need of replacement. Alongside a desire to provide facilities to enable our Vision for growing in faith and number, and serving the wider community, this project will enable us to deal with the issue of the physical deterioration of these buildings and their present inadequacy for the task.
- viii. These ancillary buildings are part of **God’s house**, and we are not proud of how they, or He, are presented. There is a great heart within the St Andrew’s community to do this project – we have gathered substantial feedback and learning over the last few years, and there is an expectation, as well as a need, for the work to take place.
- ix. The proposals will make a significant contribution to the **ministry of St Andrew’s**:
- We need additional meeting space on Sundays for youth work to enable different age groups to meet separately.
 - We need a private small room for one-to-one prayer and counselling can take place discretely – there is currently no appropriate space for this.
 - We need a large, dedicated storeroom to accommodate all the furniture and equipment that is currently stored in the hall and other public areas.
 - We need more toilets and of an appropriate standard - they are currently in a very poor condition
 - We need a larger kitchen with improved layout and equipment. A kitchenette and toilets in the office suite will provide complete flexibility when the upper and lower levels of the building are being used separately.

- There is currently no easy access to the church, hall or kitchen from the level of the car park and our disabled access does not meet current standards. This proposal will facilitate and address these issues. It will also greatly enhance the visibility of the church, showing clear entrances and clear signs of life.
 - We will be able to show that **God's house is open, and we keep open house.**
- x. The **sacred space** is not part of this project, having been completely refurbished in 2014. However, there will be greater storage for music and AV equipment making it easier for the band to set up and take down each week.
- xi. In **financial terms**, we intend to apply for local community grants and funds, but we are blessed with a generous church community who will give financially, as well as of themselves to support the project. The need to meet current building regulations and a resulting thermally efficient building will reduce running costs.

5 What is the evidence for the need?

Please explain who has been consulted.

SUMMARY: We have drawn on research carried out after phase 1, consulted with our Architect and QS, established working groups for various aspects of the project, and are consulting afresh with community leaders. All with the awareness of the ongoing impact of Covid-19.

- i. Much **research, consultation and discussion** has taken place from 2012-2019 in relation to Phase 2 development. The research findings are still relevant, and some even more pertinent with the gradual deterioration of the ancillary buildings. The background research, learning and experience have been taken into account in the proposals within this document and are summarised in the following Research Findings.
- ii. **Qualitative Research Studies:** 3 professionally qualified (volunteer) researchers conducted focus groups with church and community user groups
- *Catering and Hospitality;* - *Children's Groups Leaders;*
 - *Buildings and Admin;* - *Clergy and Worship Leaders;*
 - *Music and Technology;* - *External User Groups*
 - *Community users*
- Sept 2014: In depth interviews with key users
2012/14/16: Visits to other premises.
- iii. Key Findings – Current Ancillary Space: **What doesn't work?**
- Aesthetics – first impressions very poor – not recognised as a church
 - Poor access and 'flow' from vestibule to hall and along the corridor
 - Poor quality and inefficiency of the kitchen – too domestic in nature and undersized
 - Lack of meeting rooms
 - WC's – poor location ('wrong end' of the corridor) and very poor condition

- Age/condition of west and north wings and quality of facilities overall
- Storage cupboards and spaces impractical – too little space; too much ‘stuff’
- Access – lots of exits; not in the right place; security issues
- Poor signage – external and internal
- Heating, lighting, AV inadequacy and controls
- Parking control.

“From Oakshade Road, you think it’s a ghastly modernist building. I’ve had people come with me through the front entrance and say ‘oh!’. And that ‘oh’ says a lot – people realise it’s actually a nice church once they are inside.”

“We make things work as well as we can, but it’s straining. You never feel peace and calm! And you can end up feeling a bit ‘shoved’ in a corner, tripping over other groups... Mind you, you do get a sense of bustling activity!”

“We rent the hall out for people to use and it’s full of stuff and that just isn’t right.”

“It’s the worst church kitchen I have ever seen! You wouldn’t have one like that at home, would you?”

“What does it say to our young people, that all we can find for them is a cramped office...where is their space? What message does this send them about their role in our church?”

“The building is getting old and things go wrong with it now, and it’s difficult to sort out. It’s beginning to look shabby and tired.”

“From a technology point of view, the hall is a no go zone - you have to prop a projector up on hymn books... we do our best, but it’s difficult – for some people, they can’t see and they can’t hear....so they can’t participate.”

“I work on the bereavement support, and there just isn’t anywhere appropriate to use for this purpose.”

iv. Key Findings – Current Ancillary Space: **What DOES work?**

- 2 large, flexible spaces – hall and vestibule
- Large windows in vestibule – a ‘shop front’
- Vestibule like a ‘Greek square’ where everyone meets between services
- Kitchen and hall adjacent with hatch
- Outside space (terrace) surprisingly useful
- The view of the cross from the main entrance
- The ‘St Andrew’s spirit’.

“The main positive at the moment is that we have some flexibility in the extra spaces, like the hall. One minute it can be a football pitch, the next, a restaurant!”

“The vestibule is an interesting space in how it’s used. Of course, it looks awful, but as a space, there are good things about it. A church needs that sort of space, where you can have a bit of traffic, that can be used for lots of different things.”

“A cramped space, with compromises and which doesn’t look great...but a community who use it fantastically... Who knows what we could have going on if we improved it?”

“I’ve seen lots of changes over my time at St Andrews. The refreshing thing about it is all the new ideas being introduced. Admittedly some things have been lost along the way, but they are never necessarily lost, just parked for the moment. I think the new facility is going to give us the opportunity to pull some of those things back to life...”

v. **Other useful feedback**

- The architectural design of the building must not take over from the practicality
- The design should not be too extravagant for a church whose vision is to serve
- It is important to get the balance right between how the spaces will be used
- Practical ideas:
 - Having 2 serveries to the hall and to the vestibule
 - Walk-in storage cupboards to house large items
 - The terrace as a usable social space
 - Private meeting room(s)
 - Utility room (flowers/janitor)
 - High ceiling in the hall for visual impact and for football!
 - Linked utilities – e.g. boiler, AV
 - Accessible ‘plant’ room
 - Idiot proof lighting and heating systems
 - Environmentally efficient/lower maintenance costs

vi. With regard to **professional advisors**, our architect, Adam Hieke, brings great experience from other churches, including St Paul’s Dorking and St Nicholas, Guildford. As well as working with Adam, we’ve also been working closely with other professional advisors, including:

- MEA - Quantity Surveyors
- Les Howard - VAT consultant
- Structural Engineer.

vii. We have been working closely with Frances Trickey as vicar, our churchwardens and **the PCC**. The PCC have spent 3 separate meetings in 2020, reviewing the plans and providing feedback.

viii. We are also creating small **working groups** from within church to look at specialist areas, including AV requirements, Eco Church, hospitality, office suite, storage, landscaping and, most importantly, Vision in Action.

ix. Throughout the process, we have sought **God’s guidance** and reassurance in our prayers and have been amazed at how many times we feel those prayers have been answered.

x. In November 2020, unable to present plans in church, we created a video of the project and plans which were shared on zoom in December 2020 and January 2021 with 140 members of the **congregation**. Their feedback has been collated and was shared with the PCC on 19 January. The great majority of responses are positive, excited and encouraging. Quite a lot of small detail has been raised, most of which is already in hand, and this will be passed to the Architect for action in due course. It has been remarked that the amount of small detail is a consequence of the broad sense that the designs are going in the right direction to fulfil our brief. As would be expected, there are a few who have concerns or more questions, and we will seek to address those in due course. We are pleased with a significant interest in gaining further, more current

input from community leaders to ensure that we are aware of new circumstances post-covid that may affect the design. We are also pleased with the interest which has arisen amongst many who are beginning to capture the vision of how we as individuals, and corporately as the Church can engage with and welcome the community in new innovative ways.

- xi. In addition, 14 **neighbours** attended a presentation on zoom on 6 January and were all very positive about the designs and the enhancement they will bring to the area.
- xii. We are **building links** with other community organisations, businesses and local councillors
- xiii. The impact of Covid-19 is providing new needs, such as facilities to make 'work from home' less isolating, the recognition of increased loneliness and need for somewhere to find companionship, the practicalities of extra hand-washing facilities and potential for one way circulation. Evidence of these needs is ongoing.

6 How is the proposal contributing to the need for environmental sustainability?

SUMMARY: The greatest contribution by far is the recognition that uninsulated, single glazed buildings are completely unacceptable in this time of climate crisis, and their replacement to high eco standards is paramount.

- i. **How is it reducing the carbon footprint, contributing to the Church's commitment to reduce to 20% by 2050? (This target was amended by General Synod in February 2020 to be "carbon 'net zero' "by 2030").**
 - The existing ancillary buildings, including vestries, are 355 sq m in floor size. Built to 1970 standards, none of this structure has any form of thermal insulation, and all external doors, windows and rooflights are single glazed. The proposal is 470 sq m, including vestries and will be built to higher thermal standards than current building regulations, which will result in a very significant reduction to the current carbon footprint. It is intended to include triple glazing throughout, high levels of air leakage control, solar panels wherever possible, ground source heat pump, low energy lighting throughout, rainwater harvesting and many other initiatives.
 - Mechanical & Electrical consultants are yet to be appointed. We have a requirement that the appointment will be made on the basis of their ability to provide us with the advice we need in setting and achieving our renewable sustainable agenda. In due course they will be instructed to establish what level of power demand can be sustained from the PV panels and storage system and the facilities and heating it could support. There is scope to sell surplus energy to suppliers, which if done, would further reduce the churches carbon footprint.
- ii. **Would the proposed changes increase or reduce the carbon footprint of your church? If increase, why is this necessary and will it be offset?**
 - Overall, there will be a significant reduction in the carbon footprint of the entire premises.

- The proposed rebuilding of the ancillary buildings will also result in a consequential reduction in the carbon footprint of the church itself. All existing church windows (single glazed) along the north elevation are being retained, will become internal rather than external and will therefore no longer lose heat. The current church features internal sliding folding doors which lose heat from that very warm space, into the very cold vestibule, and the proposal will result in this heat no longer being lost. The existing vestries are to be retained; the uninsulated flat roof will be replaced with a fully insulated roof, and the north facing windows will become internal, as described above.

iii. **How do the design, materials, water and waste handling address sustainability?**

- A rainwater harvesting system is being considered for all toilet flushing, and to alleviate any impact on local surface water quantities. This will depend on investigation to ensure that pumps and maintenance would not have negative carbon use implications.
- The demolition process will be required to maximise the recycling of materials. Consideration will be given to the incorporation of any generated hardcore into the groundworks or landscape.
- Waste handling provision will be increased from existing provision to include space for a range of recycling bins in proportion to the size of building and site.
- Materials to be used in the construction will be specified after proper consideration of their sourcing and sustainability.

iv. **What benchmarks does it meet, e.g. BREEAM?**

- The size of the proposal is considered too small to make a BREEAM assessment viable (according to QS, Architect, and our own investigations into costs of BREEAM assessments, design, and paperwork). However, our PCC have agreed the following: *'The PCC, along with Architect QS & suitable services consultant, will commit to the establishment of a renewable sustainable agenda. This agenda will aim for the highest possible eco standards within the constraints of achieving the best value for money.'* We will include certain of the principles of BREEAM as appropriate to our proposal. St Andrew's Church, Oxshott has entered into partnership with A Rocha, and their eco church approach as recommended by the Diocese. We have established an eco church working group as part of our project team. We recognise the possibility that the cost of certain eco elements might actually have a greater overall environmental impact if we made contributions beyond our own church to the benefit of enabling others to reduce their own environmental impact.

xii. **How has sustainable use and future reuse been planned for?**

- Through its partnership with A Rocha, the church will continue to address and improve sustainable use throughout its operations, including future re-use. The commitments made through the A Rocha questionnaire already submitted will be monitored and progress assessed on a regular basis by the PCC.

v. **How would it impact on the flora and fauna of the church and churchyard?**

- The impact on flora and fauna will be small. The vast majority of the proposal will build upon the location of the existing ancillary buildings.

- The proposed office suite will occupy a part of the lawn, and to offset this we intend creating a quiet contemplative garden space adjoining the offices.
 - All mature trees are to be retained, along with most of the lawns shrubs. We will clear some shrubbery from the north edge of the old hall so that the new buildings will be more visible and welcoming. A new area of lower level planting will be created in place of the old shrubbery.
 - Certain improvements are being progressed e.g. provision of a bug hotel. We would like to work with the Royal Kent School to consider possibilities of using our grounds for environmental projects and education.
- vi. **How can your proposals influence the way people use the building so that environmental impacts are reduced?**
- We currently have no cycle parking, so the proposals will be including a new cycle rack – by popular demand.
 - We will be investigating the incorporation of Electric car charging point(s).
- vii. **Is the proposal part of your long term environmental strategy**
- We consider the proposal to replace our woefully inadequate ancillary buildings to be absolutely crucial and a major part of our long-term environmental strategy. It does not seem to us to be acceptable at any level to continue with their negative environmental impact any longer than we have to.

7. What other options to meet the need were considered, taking point 6 and the impact identified in the Statement of Significance into account?

- i. We considered a 2-storey extension, to reduce the overall footprint. This was rejected because it would block views of too much of the Church itself, require an expensive lift installation and maintenance, and waste too much space for staircases and means of escape in case of fire. It would also have an unacceptable impact on neighbouring homes, particularly those to the north.
- ii. We considered a smaller scheme to provide the basic minimum (worship extension space, office suite, kitchen, toilets and storage). This was rejected because it would benefit only the church community, and not enable the part of our vision of ‘serving the community’. It was also rejected because our research revealed that we are more likely to achieve significant grants if we are providing significant identifiable community benefits. And by providing community facilities as an ‘annexe’ we are likely to accrue much less VAT liability. The latter two suggested strongly that building smaller would not save any money overall.
- iii. We considered refurbishment of our ancillary buildings instead of replacement. This was rejected because the environmental state of the buildings was so poor and the extent of the work to raise them to an acceptable standard was not financially viable. It would also leave us with buildings of a very dated unattractive appearance, too small, and not fit for purpose. Our investigation focused on ‘what could we keep’ and the answer was ‘very little’.

- iv. We considered rental of a different building on the High Street for office and café space. Financially this was not viable, nor was the available building big enough. Of more concern was that we would still have to build a new vestibule, kitchen, toilets and storage which would be small and likely to give a very unfortunate and erroneous impression that the church is in decline.

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On behalf of Building Your Church project team and the PCC, St Andrew's Church, Oxshott KT22 0LE

20 January 2021