

PROCESS FOR MANAGING BUILDING WORKS

OVERVIEW

Click on heading below
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Is the building Listed or in a
Consevation Areas?

Yes



[Listed Buildings](#)

No



A Church needs a
like-for-like
repair or
replacement

Not requiring alteration, enlargement or re-
development

[Like-for-like](#)

A Church needs a
general repair

Not requiring alteration, enlargement or re-
development, but may include elements of
improvement

[Like-for-like](#)

A Church needs a
minor alteration

Work with a minor effect on structure,
character, appearance or value of the
property.

[Alterations](#)

A Church needs a
major alteration or
redevelopment

MAJOR ALTERATIONS , which may include
elements of improvement, and
REDECEVELOPMENTS

[Alterations](#)



Church confirms
completion of any
work required by
Quinquennial Survey
to APA

PROCESS FOR MANAGING BUILDING WORKS

LIKE-FOR-LIKE

This does not apply to Listed Buildings unless Listed Buildings process has been completed

LIKE FOR LIKE REPAIR

Like-for-like replacements and general repairs that may include elements of improvement, but not alteration, are the responsibility of the Elders

Not requiring alteration, enlargement or re-development

Work not affecting structure, character, appearance or value of the property



During consideration/planning, if the Church/Elders have any questions or concerns, contact APA for advice and confirmation that work meets above criteria

APA gets agreement from Property Officer and confirms church assessment



Elders meeting arranges work, obtaining quotes from competent contractors as required, referring to any relevant guidance on Property pages of Synod website and ensuring all safety/statutory requirements are met

Normally two/three quotations should be obtained, with references, to assess whether the contractor can perform the work



Elders meeting records details of work done in Church Buildings Property Log



Confirm completion of any work required by Quinquennial Survey to APA

PROCESS FOR MANAGING BUILDING WORKS

ALTERATIONS, IMPROVEMENTS & REDEVELOPMENTS

This does not apply to Listed Buildings unless Listed Buildings process has been completed

ALL WORK ON CHURCH BUILDINGS OTHER THAN LIKE-FOR-LIKE REPAIRS

This will include alteration, improvements, enlargements and re-developments and may include replacements where the character, appearance or structure of the buildings is altered.

These are the responsibility of the Elders.

Any significant construction work will almost certainly fall within the scope of the United Reformed Church Acts 1972-2000 and it will therefore be necessary for the approval of the Synod Trustees. Whilst the Synod Trustees may need to be involved in the signing of Building Agreements and other ancillary documents, the local Church (through its Elders' meeting) will remain in day to day charge of the arrangements and, along with the Synod Trustees, will be obliged to fulfil the duties of the

During planning process/early discussions, if the Church/Elders have any concerns, contact APA for advice and confirmation that work meets above criteria

APA gets agreement from Property Officer and confirms church assessment, prior to church resolution

Elders obtain quotes from competent contractors as required

Normally two/three quotations should be obtained, with references, to assess whether

Elders fill out a Property Form and forward it to the Synod Property Officer

A blank Property Form can be found on the Southern Synod website under the 'Property'

Synod Property Officer considers Property Form and either approves it (or requests changes) or passes it to Synod Property Committee for consideration

Form approved

Elders meeting arranges work, referring to any relevant guidance on Property pages of Synod website and ensuring all safety/statutory requirements and CDM Regulations are met

If this is a redevelopment project, it may require a formal contract, which must be signed by Officers of the Southern Synod Trust

Keep details of work done in Church Buildings Property Log

Confirm completion of any work required by Quinquennial Survey to APA

PROCESS FOR MANAGING BUILDING WORKS

LISTED BUILDINGS

5a

