

Ray Anderton

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March 2005

Our ref: RAnderton/QICircular1/March2005

Dear Architect

Email Address:

DAC Quinquennial Architect's Circular Number 1

I regret that this is only the first time I have been in contact with you in this way since I started in Autumn 2003. There are a number of matters I need to draw to your attention.

Coventry and Leicester DACs

As I sure you are now aware, the administration of the two DACs was combined during 2003. Our office is in Coventry at 1 Hill Top tel: 024 7652 1200 fax: 024 7652 1330 email Ray.Anderton@CovLec.org. When you wish to mail us, please use 1 Hill Top.

Although you can telephone us using the Leicester Church House number, it is easier for the staff if you use the Coventry number.

Faculty papers

During 2004, we have combined and revised the paperwork that goes out to PCCs when faculty forms are requested.

To assist you, the principal documents are enclosed. They may be found on the website for both dioceses: www.leicester.anglican.org/dac

We have been aware of a number of occasions when architects have given advice to PCCs on the faculty process that is not in line with this documentation. We would be most grateful therefore if you would look through these papers. I would draw to your attention particularly: -

- A. Seeking early DAC advice** on an informal basis when the PCC's ideas are still at a formative stage.
- B.** The importance of the **Statements of Significance and Need** in helping the PCC to become focussed on what is really needed. The guidance of the CCC may be found on the website (www.leicester.anglican.org/dac/faculty.htm)
- C.** The importance of **considering all possible options** for meeting the needs and the

impact of each on the building, with robust reasons why the proposed option is being pursued and the others rejected. Such an options analysis is particularly important when the preferred option is an extension as English Heritage and the Amenity Societies will need to be thoroughly convinced that it is not possible to achieve what is needed by a more effective use of space within the existing church structure.

D. When **consultation with English Heritage and the Amenity Societies** is needed on significant proposals (usually extensions and/or re-ordering), I will attempt to arrange a single site visit of them with DAC representatives in order to minimise the demands on the time of parish representatives and to enable all bodies with an interest to hear what each other is saying. In every case, I would be grateful if you would contact me first **before** you contact these bodies seeking a site visit. This excludes any site visits in respect of English Heritage grant applications.

Quinquennial Inspections Reports

The Diocesan Scheme for QIs is also attached and I would draw your attention particularly to Appendices 1 and 2.

May I emphasise that the recommendations for work indicating degrees of priority where possible with rough budget costs is particularly valuable for a PCC in planning its finances and for the Archdeacon.

May I also request that the name of the report's author clearly appears on the report?

Minor Works / "De Minimis"

What has previously been referred to as the "De Minimis" List is now known as Minor Works. The Diocesan Chancellors nationally are trying to agree a common list for all dioceses. Until this is resolved, please would you consult me, or advise PCCs to consult me, **before** assuming that any work does not need a faculty.

AABC Registration

English Heritage is now only making grant offers to church projects directed by accredited professionals on the Conservation Register. Further information can be obtained from www.aabc-register.co.uk.

Recruiting new architects

The DAC is conscious that new additions to the Approved List occur very infrequently. Should you have appropriately qualified colleagues, we would welcome applications.

Appointment of individuals

May I take this opportunity to draw to your attention the fact that individual architects are appointed to the Approved List **not practices**, and that colleagues who are not on the Approved List should not be undertaking the inspection. It may be, of course, that they should be considered for inclusion on the List (see previous paragraph).

Possible Architects' Day

We have received several requests for such a seminar. We would be pleased to receive any suggestions you may have for subjects you would like discussed.

Email address

If we have an email address for you, it appears at the top of page one. If there is no email address shown and you have an email address, or the address shown is incorrect, please let me know so that we can update the records.

DAC Advisory Notes

Revised notes on a variety of subjects may now be found on the website for both DACs: www.leicester.anglican.org/dac. A number are still in the process of revision and will appear in the near future as time allows.

If you have any suggestions for subjects not covered which you would find helpful, please contact us.

Listed Places of Worship Scheme

May I draw to your attention the enclosed statement?

Submissions to the DAC

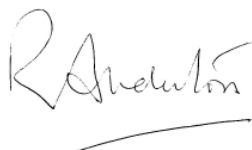
Please could I:

- a) remind you that applications to the DAC need **TWO** copies of the faculty petition form and the supporting papers
- b) ask you to produce any plans for proposed works on A3 which is easier to store and to photocopy for circulation to the DAC

May I conclude may thanking you for all you do for our churches and their well-being?

With best wishes

Yours sincerely



Ray Anderton