

**The Parochial Church Council of the
Ecclesiastical Parish of Lichfield: Saint Michael and Saint Mary**

PCC Minutes

Date of Meeting: **Tuesday 30th July 2019** at 7.30pm in St Mary's Church

Present:

Venerable Preb. Simon Baker
Revd. Mel Clark
Revd. Ruth Bull
Lesley Allen
Phil Clayton
Trevor James
Alan Toplis
Lyn Shiel

Sue Jones
Ted Green
Steve Oliver
Elizabeth Allen
Ray Allen
Kath Bird
Maureen Brand
David Easton

Lynn Edge
June Frayn
Mike Godfrey
Mike Jones
Brenda Liptrot
Anne Lingwood
Viv Oliver

Apologies: RBr, LC, AS

Absent: PS, JS

In attendance: Liz Wilson (Facilitator)

1. **Opening Prayer** led by RB
2. **Apologies** were received and recorded.
3. **Minutes** of the meeting on 21st May 2019 were approved and signed [Proposed: SJ, Seconded: EA].
4. **Matters Arising.**

Music – SB has spoken with Cathy Lamb (Cathedral) regarding the development of our music activities. Cathy is happy to support us in this area of development and a further meeting is planned to discuss how she can support us further.

Planning Permission – The PCC has been granted planning permission for the increased car parking spaces on the St Michael site. There is an archaeological restriction in the planning consent. This is not an onerous task for us to comply with. A faculty has now been applied for. Many of the statutory consultees have already been consulted as part of the planning application process so it is not thought that approval will be difficult to obtain.

5. **Parish Rooms** – The notes from the discussion are presented at the end of the minutes as it is a record of discussion.

It was agreed that there should be an additional PCC meeting to continue our discussions on the way forward. This PCC meeting would start much earlier as it would include a visit to the churchyard to look specifically at the space available for the potential build.

It was also agreed that the project should be referred to as 'Parish Rooms' as the use of the word 'hall' was associated with the old hall building especially its size and this was found to be unhelpful.

PCC agreed that a working party should look to produce a draft plan for discussion and consideration by the full PCC and when approved can be presented to architects to design a potential build.

6. **Closing Prayer** RB closed the meeting with prayer and the grace.

The meeting closed at 9:40 pm.

Signed

The Venerable Simon Baker
24th September 2019

Notes from the facilitated discussion on the new build project

Simon introduced this item hoping that the location chosen for the meeting, St Mary's Church may give some inspiration for our discussion. He outlined the three documents that had been distributed before the meeting. The first of these was the draft process document. This has been updated to show those parts of the process that have been completed. The original questions had been circulated as a reminder of the PCC discussions earlier in the year. There was also a summary document from the 20 responses that were received as part of the consultation with the congregation.

Simon introduced Liz Wilson who was independent of our PCC who has come to facilitate our discussion.

Liz outlined her understanding of what has been discussed so far. She outlined her aim that a series of bullet points would emerge from the meeting having had all voices heard. There would be informed and focussed discussions in small groups that would be followed by periods where we would come together as a large group to examine what had been shared. This would hopefully produce some robust decisions to enable us as a PCC to move forward.

Liz had an outline plan that she suggested that we follow. The first thing was to examine where we are at now. From this we could go on to look at the what, the who and the how questions.

Where are we now?

This part of the discussion was quite lively with quite differing views expressed.

- Many expressed the view that we want to find a way forward with the project
- Some felt the project was new to many of us as they had not been involved in anything like this before
- It was important that everyone had the opportunity to speak and that their voice would be heard
- It was summarised as there were two potential areas of development. The first was some sort of new build outside of the Church but connected to it and secondly there was a need to develop the inside of the Church to better serve our needs
- There needed to be greater consultation with the community
- It was explained that there needed to be a much wider consultation with statutory consultees and wider community as well as our own congregation as part of the planning process
- Others felt that PCC needed to draw up some more definite proposals that could be discussed following the questions we had asked
- Someone has to make a decision to enable progress to be made with the project and that body is the PCC. We need to bite the bullet.
- There is a responsibility on us as a PCC to look at the common good for the parish. What might the PCC of 2040 be saying

Liz explained at this point that we need to keep the activities of the night time bound

- Some could not see how we could take two ideas forward
- Others could see that we could do both at the same time or have them inextricably linked in some way
- There is scope to take the two projects forward so that we have more flexible use of the Church space plus a meeting room of some kind
- Who is going to use the hall? The hall use over its last 4/5 years had declined somewhat so do we need the same facility
- We need to take a vision for the next 25 years minimum. A coherent plan is required to take the Church forward
- We need a large space in Church
- The current trend is not to use Church for weddings

- Are we building a hall for ourselves or for the community?
- Who are we building the hall for? We will never get an answer to this question.
- Grant funding will be dependent on community usage
- We need to get the community into the Church
- We are very good at getting people to come to Church events
- We should knock the choir vestry down and build a two story structure here with the same footprint
- An area inside the Church if redeveloped could be the same are of usable space as the previous hall
- The old hall was not generally used for its size. When we need this sized room, we can hire out Boley Park Hall, a community facility that is very underused
- We are better building out from the Church as we will get more for our money this way
- The use of the word 'hall' is rather problematic here as it suggests we want the same as we previously had. The Church is currently used for a great deal of time and it is becoming increasingly difficult for it to be used for activities especially on a regular basis. There needs to be a new facility
- The office is a pain in the vestry. It is not ideal for the office and is not idea for use as a vestry (Angie is not a pain!!)
- We need a confidential space for some pastoral discussions
- We must have a facility that Church has priority in booking over other groups.

Liz summarised this discussion as we need additional space to cover many of the type of activities that we currently have difficulty in accommodating in Church at present. This is the type of space required and the diarising of the Church. The word 'hall' needs to be changed to get rid of our mindset. The space is for Church use and certain community groups.

At this stage clarification was sought on what the PCC can spend the money on. Are there any legal restrictions? It was explained that the money can be spent on capital projects. It can not be spent on day to day running costs as this is revenue expenditure. It can be spent on creating a Church facility.

What is the facility to be used for now and what will it be used for in 2040?

The PCC was to be spilt into 4 groups of 5 or 6 individuals to look at the who is the facility for and what is it to be used for. Each group was to be allowed 10 minutes before it fed back to the whole group.

Following the group discussion Liz checked that everyone had the opportunity for their voice to be heard. There were no comments made at this point.

Group 1

- The facility was primarily for the parish congregation (current) plus the future congregation
- It is to be used for worship. Some questioned whether this is what the main Church building is for. The group explained that this would be an additional worship space
- The group wanted the new build to be a space that could be used for learning by the congregation and school

Group 2

- The facility should be primarily for us
- Other ad hoc groups for example dementia groups, U3A could use the facility but not on a regular basis as this would be problematic for diary commitments
- Junior praise
- Bible groups
- It needs to be a space to service the community
- Not a massive room say 50 people
- Pastoral space required
- Probably more than 1 room
- Divisible space?
- Lunch club? – a service to the community
- Office to be in there

Group 3

- Appealing to the community
- Stay relevant and 'live'
- Outside bringing them in more
- More missional
- Relevant and accessible safe space
- We need multiple spaces because of diary clashes
- Must think about parking

Group 4

- We had similar thoughts to the other groups
- The facility is for the congregation
- We are a worshipping community
- We welcome the outside community coming in get folk in touch with Church
- We want to promote our values to others
- We need to welcome people who do not come to regular worship where we may have the possibility to develop faith
- Churches are scary places. Need to have a safe space for people to come
- Space to respect us as a Church **not** a commercial space
- This is a unique opportunity and hospitality is the key.
- Kitchen **with** a fridge!!
- During our main Sunday service, a space where children can go into their own space

Whole group comments

- It was explained that now several pastoral encounters take place in Church. We need to have a space to do this. Sometimes this work is confidential. This is a usage of the Church that has changed considerable over recent years.
- The space needs to be safe. For example, at first steps some of the children look at Church as a new adventure playground!
- The space needs to be comfortable for people to use. A bit like a refuge

Liz summarised the flip chart she had written. This is summarised at the end of these notes. She asked if there was any disagreement. There was none.

Other comments made at this point

- Is this somewhere that teenagers could meet? Eg comfy chairs etc.
- We need to build somewhere that is flexible in its use of space
- For social functions eg barn dance we can hire out Boley park hall.
- We do not want to hire out on a continue commercial basis as this would necessitate the employment of caretakers and cleaners
- 21st birthday parties and similar type events were a definite no
- The facility could be used for an afternoon tea or to extend the space for our patronal lunch and so on

Liz asked the question does this represent us? It was felt that what had come out of the discussion did and there was a consensus on this.

What does it need?

PCC again split into groups for discussion. There was then a reporting back to the whole group.

Group 3

- Office space
- An additional kitchen
- Toilets
- Storage
- Car parking

Group 1

- Same points
- Office
- Extra kitchen
- Toilets
- Big fridge
- Baby change
- Shower – so we can participate in activities like night shelter
- Technology
- Carbon neutral
- Flexible space partitioned in some way – important aspect of sound proofing quality if used
- Easy access including a separate access from outside

Group 4

- Kitchen with fridge
- Cooker
- Meeting room for 50
- Small room for 12
- Comfortable stacking chairs
- Coffee tables etc
- Toilets
- Environmentally friendly
- Projectors – Audio visual – technology
- Internal and external access

Group 2

- Kitchen with fridge, cooker, dishwasher – room for 4 people working
- Storage in kitchen
- General storage
- Divisible space
- Carbon neutral
- Solar panels/ heat pumps
- Display walls
- Toilets
- Dedicated office
- Vestry to include storage for choir
- Current choir vestry access
- Internal access and external
- Technology – projector – screen – broadband – sound system
- Archive area for parish records
- Safe for valuables

Whole group comments

- Emphasis on a small comfy room for 12
- A small snug room
- Partitions need to be soundproofed adequately
- Current access to boiler room could this be included in an enclosed space to deter some of the drug users
- Garden area that is enclosed to provide a safe space for our younger users
- We need to consult the police regarding the design to see if they can highlight any potential issues. We should also contact the fire authorities.
- We all talked about an additional kitchen. The current facility is not a kitchen it is a scullery
- Concern was expressed on storage matters. We need to list what is stored and get this right. This is especially true as over 5 tons of rubbish was removed from the old hall. Nobody had real ownership of what was being stored and why.
- The hall must be DDA compliant to meet all equality and disability laws
- Comment was made re the Church aiming to be carbon neutral and us creating additional parking. This appeared to be contradictory. It was acknowledged that users still need to get up the hill. Some asked whether the additional parking approved would be enough?
- Balance need to be looked at here as transport is changing so what will be the need in 20 years' time?

Liz checked if there was any disagreement with what had been written. There was none.

Other features to be included. What would a 10 year old want?

- X box
- Gaming facility
- Snug room
- Security lighting
- Make use of natural light
- CCTV
- Bi fold doors to open onto a garden space
- Open space – possibly roofed. This to be used by the school
- Are we creating a fortress here?
- Schools could use this for forest school activity linked to the curriculum and the wider churchyard

What do we mean by carbon neutral?

- Heating – the kind of heating we use
- Power
- Can we generate power for the Church also?
- Photo type tiles – not the panels that are on some types of roof
- Insulation
- Design as carbon neutral as possible
- Need to be aware that we put limitations on the budget as project could get very expensive
- Given our position security concerns were expressed
- Do we need a burglar alarm?

Where have we got to?

- We have much more of an idea of where we are as a PCC. There was broad agreement on what we want.
- All the add on bits could mean that the project is too large
- We have sorted out what the facility is to be used for
- We need to drop the word 'hall'
- Can we sort out storage ourselves? There are many good ideas in Ikea and other suppliers.
- Shall we use the phrase 'parish rooms' to refer to the project? This takes away the image in our heads of the old hall. Yes
- A point was made that what we have all discussed did not mention what we could include as part of the organisation of the inside of the Church. Can some of our wishes be incorporated into our existing building?

Next Steps

A question was raised at what point do we ask a working party to lead us further in our thinking? It was agreed that we cannot take a committee of 25/30 individuals to produce a brief for architects to work with. It was explained that any draft produced would be for PCC to consider, discuss and approve. This would then go to wider consultation with the congregation. The small group would work with professional advisors so ensure what is written is achievable and realistic.

PCC agreed that more time is needed to tease out some more issues before the working group starts its work. This should take the form of an additional PCC meeting on the parish rooms. This PCC meeting should have an early start to survey the area that could be used for our project.

It was emphasised again that any document produced would need to be signed off by the whole of the PCC. A question was raised about the use of the old school playground. It was reported that this had been explored and was not feasible for two reasons. Price was one consideration and the fact that current owner is not prepared to sell. The idea was therefore dismissed.

The additional PCC meeting was agreed not to be on a Sunday as there are many other activities that members need to attend to on a Sunday.

Liz was thanked for her work as facilitator and a warm round of applause was given.

The next sections are the flip chart summaries that are referred to in the notes

Some questions to consider:

- What do you want the hall to represent in 10 years' time?
- What would make you proud you were part of the decision making process?
- Gut feeling and logic?
- What would be your biggest thrill/disappointment?

- Office with a safe (4 groups)
- Kitchen (4 groups) + fridge (3 groups) + dishwasher + cooker + kitchen storage
- Loos (4 groups)
- Storage – archives – *what goes into storage?* (2 groups)
- Parking – *challenge?*
- Technology – AV (4 groups)
- Comfortable stacking chairs
- Comfy chairs
- Security lighting
- Solar Panels
- Sound
- CCTV
- Carbon neutral – heat pumps – natural light (3 groups)
- Partitioned
- DDA compliant
- Separate access internal and external
- Room for 50 (3 groups)
- Room for 12
- Snug
- Display walls
- Inclusive of boiler room
- Outdoor space
- Tables
- *Consult police – drugs etc – risk*
- Vestry
- Vestibule
- Storage – choir
- Safe garden space
- Bi fold doors

**Parish /
Congregation**

**Ad hoc community
groups**

**Missional
groups**

Youth groups

School

**Confidential
space**

Learning

Worship

**Less
overwhelming
space**

**Childrens
space**

**Who?
What?**

**Flexible
Space**

**Pastoral
Space**

**Represents
us**

**Multiple
space**

Office

**Multiple
space**

Safe space

Parking