

How to write good Statements of Significance and Needs, and why they matter

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Officer



What are Statements of Significance and Needs?

Definition from the Faculty Jurisdiction rules

Proposals involving changes to listed buildings: statements of significance and needs

4.3. — (1) Where proposals involve making changes to a listed church or other listed building intending applicants must provide the Diocesan Advisory Committee with—

(a) a document which describes—

(i) the significance of the church or other building in terms of its special architectural and historic interest (including any contribution made by its setting) and

(ii) any significant features of artistic or archaeological interest that the church or other building has so as to enable the potential impact of the proposals on its significance, and on any such features, to be understood (a “statement of significance”); and

(b) a document setting out the justification for the proposals (commonly known as a “statement of needs”).

(2) If proposals are likely to result in harm to the significance of the church or other building as a building of special architectural or historic interest, the document setting out the justification for the proposals must set out the basis on which it is said that the proposals would result in public benefit that outweighs that harm.

Why they're worth taking time to get right

- They help the Care of Churches team, DAC and external consultees to understand better your church building, what you plan to do, why you want to do it and the effect that your proposals will have.
- They can help to clarify your thinking and crystallise your proposal.
- A good Statement of Significance can be reused for future applications.
- They help you get your faculty more quickly!

Statements of Significance



What a good Statement of Significance needs to contain

- A written account of the history, development and notable features of the building
- A ground plan (ask!)
- Good quality digital photographs of the exterior from the principal compass points
- Good quality digital photographs of the interior looking east from the west end and vice versa
- Photographs of notable features (stained glass, fittings, organ, monuments, etc)
- Captions for all the illustrations
- An explanation of the impact on the significance of the proposed works

Ian's old Statements of Significance

- OK to use for minor projects
- Please don't use for major schemes

HARRIETSHAM, ST JOHN THE BAPTIST STATEMENT OF SIGNIFICANCE IN SUPPORT OF FACULTY APPLICATIONS

The Church of St John the Baptist is currently Listed Grade I. The building consists of a west tower, nave, south aisle, south porch, south chapel, chancel, lower part of a north tower (converted into a north chapel), and north aisle. The north tower dates from the late 11th or 12th century, the chancel from the 13th century, the south chapel from the 14th century and the remaining fabric from the 15th century. There was a restoration in the 19th century.

The building is entered through the south porch which is a stone structure with plastered walls, a medieval roof and tiled floor. On the exterior is a pair of metal gates with polycarbonate panels and on the interior a pair of solid 19th century timber doors. The porch leads to a point at the west end of the south aisle. To the west of the point of entry space has been cleared to provide a welcome area which includes bookcases, upholstered seats and a table. The cleared space extends into the westernmost bay of the nave. To the east of the point of entry a number of pews have been removed along the south wall providing a space for tables and the speakers for the electronic organ. Further along the south wall the pews are still in situ although they have been turned through ninety degrees to face into the main body of the nave. The nave is extensively pewed for most of its length with the seating crossing the north and south arcades to extend into both aisles. The north aisle also is extensively pewed. A fine Norman font of the 12th century is located to the south of the westernmost column of the north arcade. The west tower is separated from the nave by a lofty stone arch, the space being screened from the main body of the church by a simple curtain at lower level. The space at the base of the tower is used as a robing area by the choir. At the east end of the nave and both aisles a raised platform has been constructed extending the whole width of the church. This provides an area of flexible liturgical space. An interesting feature of this church, which is quite unusual in this Diocese, is that the three bays of the south arcade are longer than the three bays of the north arcade, the latter of which abuts the remains of the old north tower which, in effect, forms a western extension to the north chancel wall. The base of the north tower is currently used as a small chapel and was refurbished in the second half of the 20th century. The work included the provision of a glazed timber screen in the arch between the chapel and the aisle with a similar screen being provided in the truncated arch between the chapel and the chancel. The chapel is furnished simply with a wooden altar, wooden rails and upholstered chairs. An unusual feature is an original vaulted stone ceiling. The south chapel is separated from the south aisle by a stone arch and a pair of iron gates. The space is screened from the aisle by a pair of curtains. Fragments of a 15th century screen fill in the lower sections of two arches which separate this chapel from the chancel. The use of curtain in this screen provides a visual barrier between the chapel and the chancel and the space enclosed is used as a clergy vestry. A 15th century screen separates the nave from the chancel the latter of which is furnished with stalls for the clergy and choir. The lower part of the walls is finished with timber panelling. At the east end is a simple timber altar and rails, the rails dating from the 17th century. The nave has a 15th century crown post roof with lean-to roofs to both aisles. The chancel and south chapel have roofs of the 19th century. There is a carved timber ceiling above the sanctuary. The floor finish throughout the building is a mixture of timber pew platforms and black and red tiles, although there has been extensive use of carpeting. There are some fine medieval encaustic tiles in the chancel and, in particular, in the sanctuary. The windows are filled with a mixture of stained glass, and clear and coloured quarries of the 19th and 20th centuries.

Other notable features include a Royal Arms Board of 1795 over the south door, to the east of which is a large benefaction board of 1805. There are also a number of wall-mounted monuments and memorials and, in the south-east chapel, a 14th century tomb recess and a table tomb of the late 16th century.

Notwithstanding the restoration of the 19th century and the minor reorderings of the late 20th century this is a building which retains a strong sense of its medieval origins and the predominance of clear and coloured quarries gives the building a good level of natural light.

Ian Dodd
DAC Secretary
14 March 2006

How to insert illustrations in Word

The screenshot displays the Microsoft Word interface with the 'Insert' tab selected. The ribbon shows various options under 'Illustrations', including 'Picture', 'Clip Art', 'Shapes', 'SmartArt', 'Chart', and 'Screenshot'. The 'Insert Picture' dialog box is open, showing a file explorer view of a folder named 'Photos' containing six images. The images are arranged in a grid and labeled with file names: DSC09796, DSC09797, DSC09798, DSC09799, DSC09800, and DSC09802. The dialog box also includes a search bar, a file name field, and buttons for 'Insert' and 'Cancel'.

Microsoft Word - Talks for Bishop's Breakfast

File Home Insert Page Layout References Mailings Review View

Cover Page Blank Page Page Break Tables Picture Clip Art Shapes SmartArt Chart Screenshot Hyperlink Bookmark Cross-reference Header Footer Page Number Text Box Quick Parts WordArt Drop Cap Object Signature Line Date & Time Equation Symbol

HE Archives
Church Plans on-line (Lambeth Palace Library) – particularly good for anything involving pews!
British Library, RIBA Library (Colvin, Dictionary of British Architects, periodicals, etc), National Archives
For really big projects can be

SoN
No need to explain why you
No need for long background

Insert Picture

PropertyServices > DAC > Church Files and Photographs > Egerton, St James > Photos

Search Photos

Organise New folder

This PC
3D Objects
Desktop
Documents
Downloads
Music
Pictures
Videos
Windows (C:)
Recovery Image (D:)
ChildrenSchoolsandYoungPeople (S:)
CommunitiesPartnershipsandProp (S:)
LicensedMinistriesandOrdinands (S:)
LocalChurchDevelopmentandStew (S:)
ResourceManagementandCompliz (S:)
StaffShare (\\Diocant04) (S:)
PhotoStore (\\Diocant04) (T:)
Users (\\Diocant04) (U:)

DSC09796
DSC09797
DSC09798
DSC09799
DSC09800
DSC09802

Select a file to preview.

File name: All Pictures

Tools Insert Cancel

Page: 1 of 3 | Words: 976 | English (U.K.) | 100% | 15:39 05/09/2018

How to edit illustrations in Word

The screenshot displays the Microsoft Word interface with the **Picture Tools** ribbon selected. The ribbon includes the following tabs: **Format**, **Picture Styles**, **Position**, **Wrap Text**, **Arrange**, **Size**, **Align**, **Group**, **Rotate**, **Picture Border**, **Picture Effects**, and **Picture Layout**. The **Compress Pictures** button is circled in red. The **Crop** button is also circled in red. The **Size** section shows a height of 10.57 cm and a width of 15.92 cm. A photo of a church interior is inserted into the document, and the **Brightness and Contrast** task pane is open on the left side of the window.

How to convert documents to pdf format

The image shows a screenshot of Microsoft Word 2016. The 'Save As' dialog box is open, displaying the 'Documents' folder. The 'File name' field contains 'Doc1'. The 'Save as type' dropdown menu is open, and 'PDF' is selected. The background shows a photograph of a church interior with wooden pews and stone arches.

Document1 - Microsoft Word

File Home Insert Page Layout References Mailings Review View Picture Tools Format

Calibri (Body) 11 A A Font Paragraph Styles

Normal No Spacing Heading 1 Heading 2 Title Subtitle Subtle Emphasis Intense Emphasis Strong Quote Intense Quotation Subtle Reference Intense Reference Book Title

This PC > Documents >

Organise New folder

Name	Date modified	Type	Size
All Saints, Maidstone	27/06/2018 18:51	File folder	
HE role	11/04/2018 17:55	File folder	
HLF and other funding bodies	05/06/2018 17:48	File folder	
New extension and re-roofing of tower	01/08/2018 12:19	File folder	
Repairs to heating system	09/08/2018 13:47	File folder	
Staplehurst, All Saints	29/06/2018 15:01	File folder	
Wingham	09/08/2018 13:40	File folder	
Notes from site visits	16/08/2018 16:43	Microsoft Word Document	31 KB
Programme for Bishop's Breakfast on...	14/06/2018 11:55	Microsoft Word Document	16 KB
Statement of Significance - Easty	13/06/2018 17:06	Microsoft Word Document	15 KB

File name: Doc1

Save as type: Word Document

- Word Document
- Word Macro-Enabled Document
- Word Macro-Enabled Document
- Word Template
- Word Macro-Enabled Template
- Word 97-2003 Template
- PDF**
- XPS Document
- Single File Web Page
- Web Page
- Web Page, Filtered
- Rich Text Format
- Plain Text
- Word XML Document
- Word 2003 XML Document
- OpenDocument Text
- Works 6 - 9 Document

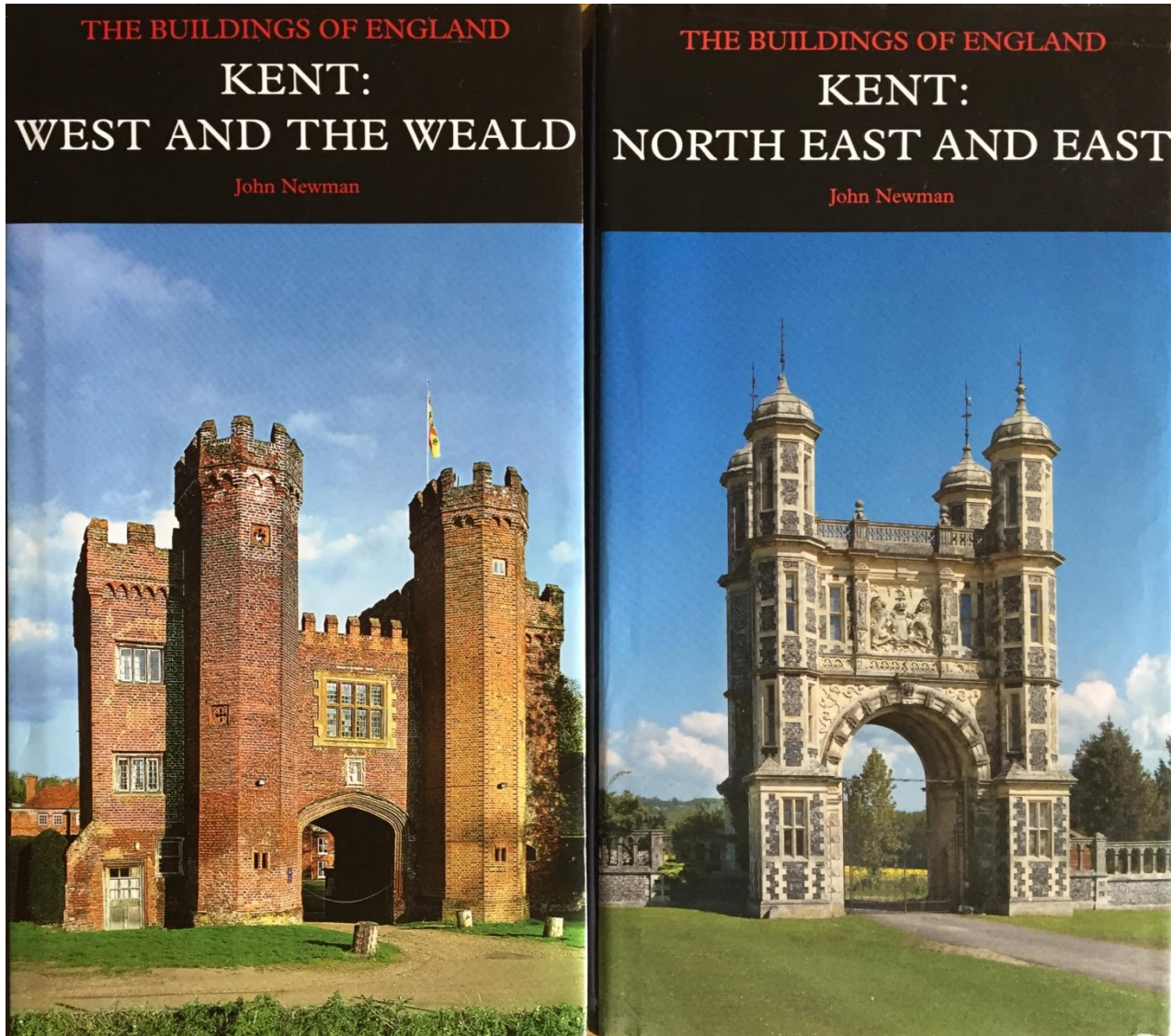
Page: 1 of 1 Words: 0 English (U.K.) 16:04 05/09/2018

How not to take photographs of churches



The Buildings of England – Kent (2012/13 eds.)

West Kent and the Weald is everything south of the M20 and west of the M2



Church Heritage Record and Parish Profile

The screenshot displays the website for 'THE CHURCH OF ENGLAND Church Heritage Record'. At the top, there is a search bar with the text 'Search the site' and a magnifying glass icon. Below the search bar is a navigation menu with buttons for 'Home', 'Applications', 'Churches', 'Forms', 'Contact', and 'Help'. The main heading reads 'Welcome to the Church Heritage Record'. Below this, a paragraph states: 'The Church Heritage Record contains over 16,000 entries on church buildings in England covering a wide variety of topics including architectural history, archaeology, art history and the surrounding natural environment. It is continuously being updated and should not be regarded as complete - [find out more](#).' A second paragraph says: 'Search for your church by name and click on the red symbol in the map to access its record. Or find groups of buildings by clicking "Find a set of Churches". You may also be interested in this [map of renewable energy use in our churches](#).' A third paragraph provides instructions: 'For the best results, write the location first, followed by a colon (;) and then the Church name'. Below the text is a search box titled 'Find a church' with a dropdown arrow. It contains two input fields: 'Church name:' with the text 'Ashford: St Mary the Virgin' and 'Church code:' which is empty. Below the search box is a blue bar with the text 'OR: Find churches by grade, period, size, etc' and a plus sign icon. At the bottom, there is a map of a street area in Ashford. The map shows 'The High Street' and 'Bank Street'. A red cross icon is placed on the map, corresponding to the church name in the search box. Other icons on the map include a purple cross, a blue cross, and a red cross. A search bar at the top of the map area contains the text 'Placename, postcode or grid ref' and a 'Search' button. A checkbox labeled 'Show Church in Wales Churches' is also visible.

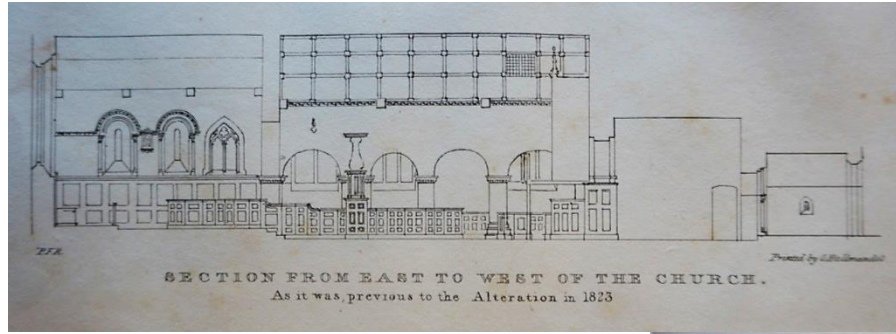
Going further - useful sources of information about your church

- Church reports by Tim Tatton-Brown (contact me on eharris@diocant.org)
- National Heritage List for England www.historicengland.org.uk/listing/the-list/advanced-search
- Kent History and Library Centre www.kent.gov.uk/leisure-and-community/history-and-heritage/kent-archives
- Discovery <http://discovery.nationalarchives.gov.uk>
- Church of England Record Centre www.lambethpalacelibrary.org/content/cerc
- Historic England Archives www.englishheritagearchives.org.uk/AdvancedSearch/Default.aspx
- British History Online www.british-history.ac.uk
- National Pipe Organ Register www.npor.org.uk

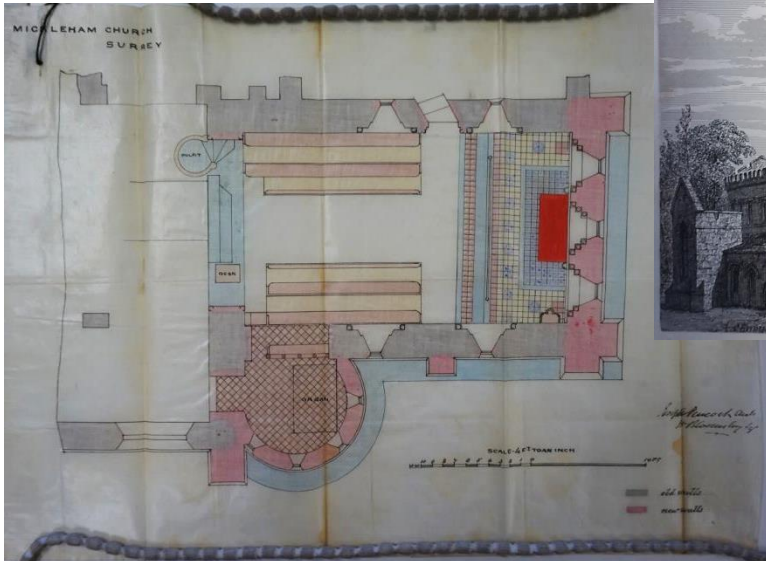
Why it's worth doing research in an archive

- Standard sources often don't describe features most commonly subject to change (e.g. seating).
- You can write a really authoritative Statement of Significance (no one else will be able to investigate the building in such fine detail).
- You can forestall any speculation about the significance of (a) feature(s) affected by your scheme.
- You can benefit from knowledgeable and helpful staff.

What you might find in an archive



Irthlingborough - S. Brunell



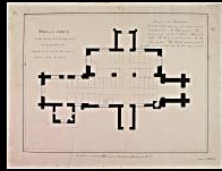
Collection of the Incorporated Church Building Society

www.lambethpalacelibrary.org/content/searchcollections

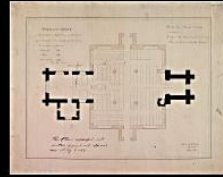
1 2 3 4 ... 276 277 | 1-50 of 13,830



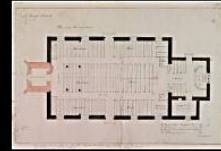
ICBS00012
MALVERN, St Mary
1818
LPL



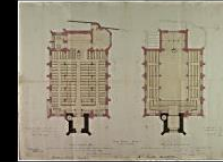
ICBS00013
EASTON IN GORDANO, St. Georg...
1818-1821
Original plan held at Societ...



ICBS00013a
EASTON IN GORDANO, St. Georg...
1818
Original plan held at Societ...



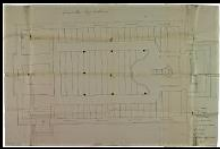
ICBS00013b
EASTON IN GORDANO, St. Georg...
1818-1821
Original plan held at Societ...



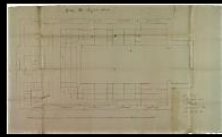
ICBS00015
PUTNEY, St. Mary
1837
LPL



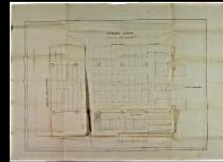
ICBS00015a
PUTNEY, St. Mary
1836
Original plan held at Societ...



ICBS00020
HAYFIELD, St. Matthew
1818
LPL



ICBS00020a
HAYFIELD, St. Matthew
1818
LPL



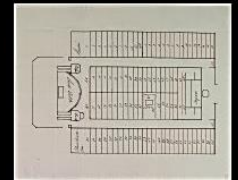
ICBS00021
NOTTINGHAM, St. Leodegarius...
1818
LPL



ICBS00021a
NOTTINGHAM, St. Leodegarius...
1818
LPL



ICBS00023
WAINFLEET ALL SAINTS, All Sa...
1842
LPL



ICBS00023a
WAINFLEET ALL SAINTS, All Sa...
1818-1845
LPL



ICBS00024
HORSINGTON, St. John the Bap...
1818-1826
LPL



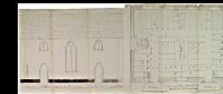
ICBS00024a
HORSINGTON, St. John the Bap...
1820
LPL



ICBS00028
PONTYPOOL, St. James
1820
LPL



ICBS00028a
PONTYPOOL, St. James
1818
LPL



ICBS00028b
PONTYPOOL, St. James
1818
LPL



ICBS00028c
PONTYPOOL, St. James
1818
LPL

Heritage Statements



TENTERDEN
ST MILDRED
STATEMENT OF
SIGNIFICANCE

FEBRUARY 2015

Brian O'Callaghan JP BA PhD FHIA
Diana Coulter MA DipConsHistEnv IHBC
ARTEMIS HERITAGE

www.artemisheritage.com
© Artemis Heritage

- Carried out by external professional consultants
- Can be a good investment for big schemes involving major expenditure
- Gives a comprehensive and exhaustive account of the building

Mythbuster

- There is no list of things that can/can't be done to a church of a given listing grade!
- If a church is listed, all of the building is listed.
- Fabric isn't automatically less significant because it's post-medieval!
- There are degrees of significance, but something is rarely devoid of it completely.
- No one source is totally authoritative and Pevsner and list descriptions aren't gospel – something isn't significant just because it's not mentioned or described in less than glowing terms.

Trash or treasure?



Church treasures are not ordinary assets and belong to the parishioners, not the PCC. The Court of Arches holds that there is a presumption against sale.

Tests for disposal of objects

- Is it historically and/or artistically significant?
- Does it have an historical association with the church?
- Does it have value for mission?
- Could it be displayed securely (elsewhere)?

Leckhampton – a cautionary tale...



Statements of Needs



The questions that a good Statement of Needs ought to answer

- How did this proposal come about?
- Why do you want to do it?
- Does your proposal address a shortcoming in the building or its services? If so, what is that and what problems does it cause?
- How will what you wish to do change the life of your parish? How will it help to further mission?
- Did you look at any other ways of achieving what you wish to do (i.e. an options study)? If so, why did you decide against them?

Definitions of Significance

“The value of a heritage asset to this and future generations because of its heritage interest. That interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset's physical presence, but also from its setting.”

Annex 2: Glossary, *National Planning Policy Framework*, Department of Communities and Local Government, 2012

“The sum of the cultural and natural heritage values of a place, often set out in a statement of significance.”

Conservation Principles, Historic England, 2008, p. 72

The Duffield Questions

1. Would the proposals, if implemented, result in **harm** to the significance of the church as a building of special architectural or historic interest?
2. If the answer to question (1) is “no”, the ordinary presumption in faculty proceedings “in favour of things as they stand” is applicable, and can be rebutted more or less readily, depending on the particular nature of the proposals.
3. If the answer to question (1) is “yes”, **how serious** would the harm be?
4. How clear and convincing is the **justification** for carrying out the proposals?
5. Bearing in mind that there is a strong presumption against proposals which will adversely affect the special character of a listed building, will any resulting **public benefit** (including matters such as liturgical freedom, pastoral well-being, opportunities for mission, and putting the church to viable uses that are consistent with its role as a place of worship and mission) **outweigh the harm**?

In answering question (5), **the more serious the harm, the greater will be the level of benefit needed** before the proposals should be permitted. This will particularly be the case if the harm is to a building which is listed Grade I or II*, where serious harm should only exceptionally be allowed.

Statement of Needs – some dos...

- Keep it proportional – there's no need for a long SoN for minor fabric repairs! However...
- Do explain things in full, set the scheme in context and don't assume that everyone else is familiar with the background to it.
- Tell the story: have there been prior discussions with the DAC, external consultees or local authority? How did they shape the scheme?
- Include a brief summary of the work you want to do if there are lots of supporting documents.
- Be honest about the reasons (even if the proposal isn't accepted in its initial form, we can find a way forward if we have a starting point for future discussions).
- Include details of any equipment you want to introduced and plans and/or annotated photographs showing where it is to be placed.

Statement of Needs – and some don'ts...

- Worry about special pleading for toilets kitchenettes and disabled access – it's accepted that churches need these things.
- Use speculative justifications, e.g. “We've held such-and-such an event in the church and it was a big success, but the pews got in the way and prevent us from expanding it” rather than “If we removed the pews then we could hold such-and-such an event”.
- Engage in emotional blackmail (“If we're unable to do this, the church will close”.)
- Deliberately try to play down the significance of something affected by a proposal.