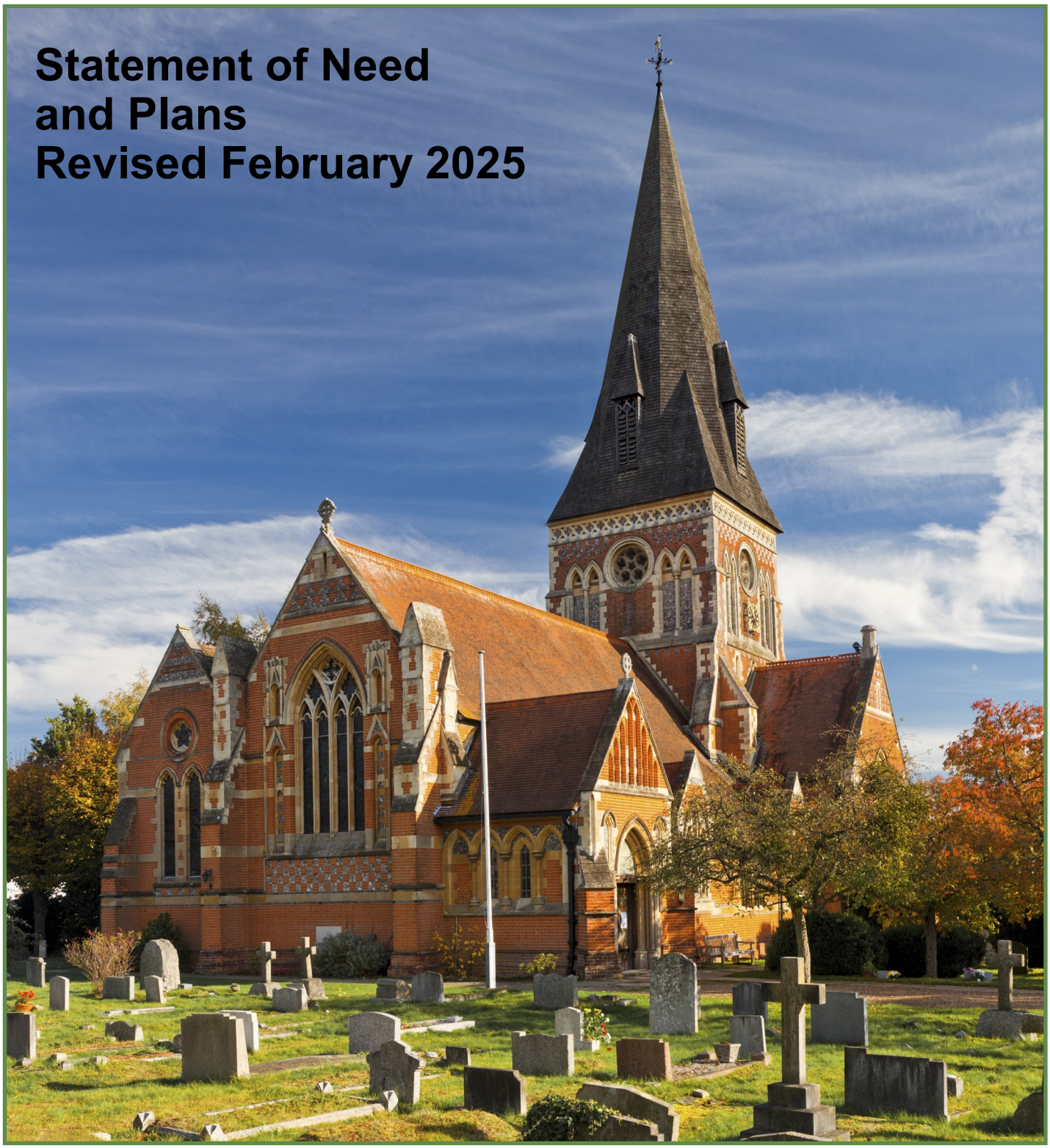
Transforming Trinity
One Step at a Time

Holy Trinity Church and Community

Sharing God's Love

To live by faith, to be known by love, to be a light of hope



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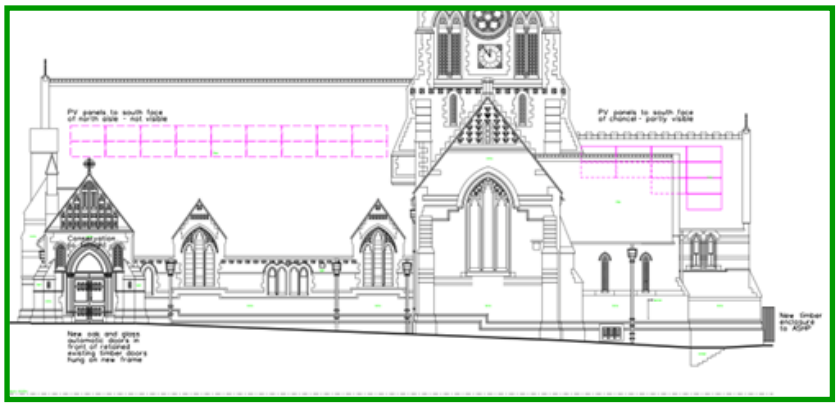
Summary of changes from the August 2024 Statement of Need

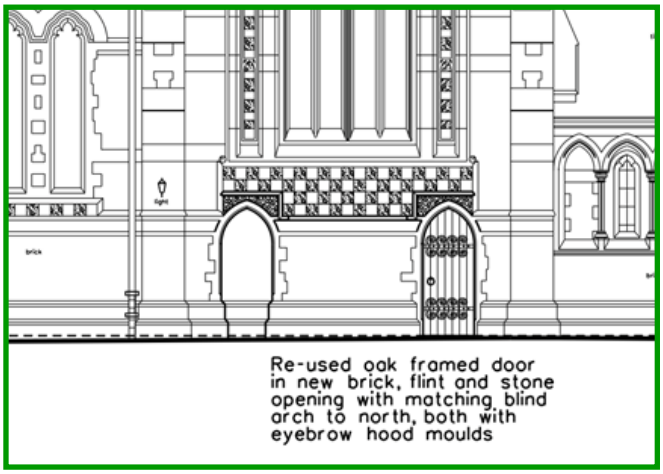
The vast majority of this Statement of Need has remained unchanged with the following key amendments.

Solar Panels / Battery Storage
Our commitment to exploring and developing this aspect remains along with our commitment to reducing carbon output, however the process of gaining approval has revealed that our project development won't provide the necessary information to the DAC for this to be signed off in time for the project to begin.



This is because we have not yet appointed a main contractor and therefore have not appointed the sub-contractor to carry out the works on solar PV and battery storage. Without the sub-contractor we haven't the necessary full report on viability, structure, maintenance etc to meet the DAC's requirements, therefore we have withdrawn this aspect until we have the contractor in place. We shall then submit a standalone faculty on that part of the project.

West End Door
We believe that a new access route adjacent to the servery will be a valuable addition to the church however objections raised by Historic England make this a contentious issue. We have withdrawn this aspect of the project and in time will accumulate the evidence and a stronger case for a new door, bearing in mind the intervention this makes in the West End of the church.



Funding Figures
The table on page 38 has been updated as at February 2025

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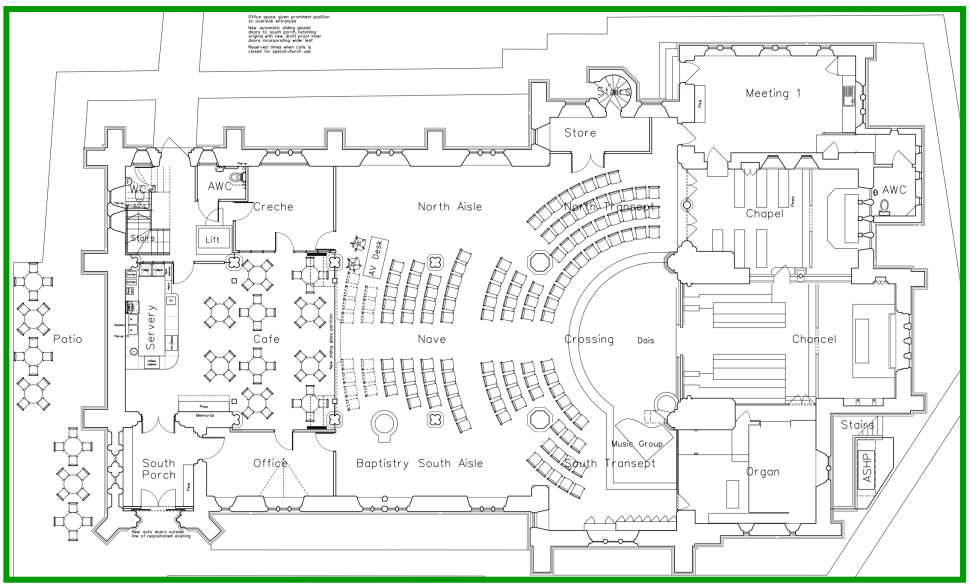
Statement of Need
August 2024

Transforming Trinity - Church re-imagined

In our Statement of Need we set out the compelling case for an imaginative and creative re-ordering of Holy Trinity, Sunningdale.



Our inheritance is a glorious Victorian church in a village setting. We have a chancel and chapel by G E Street (from 1860) and nave, aisles and transepts by J O Scott (from 1887).

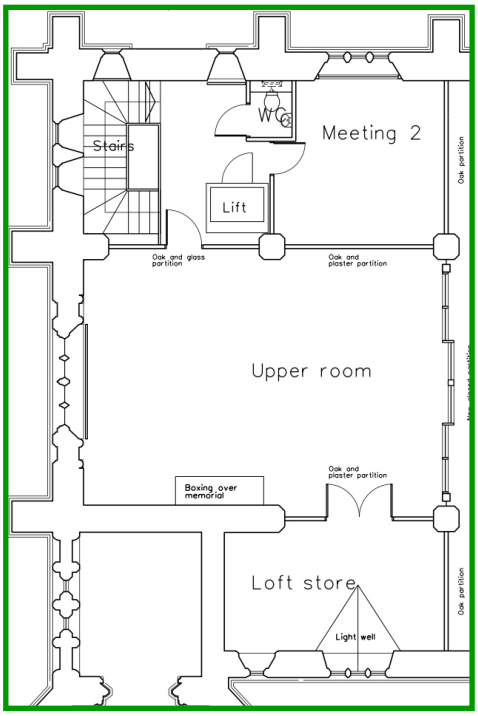
We wish to safeguard all Street's work and imaginatively adapt the large space Scott created.

The challenge for our architect Mark Goodwill-Hodgson has been to develop Holy Trinity in a way that celebrates and honours the church building; a way that allows us to experience the building in a new way.

Transforming Trinity is church re-imagined with a focus on the worship experience remaining authentic. Mark has skilfully planned an interior that meets the criteria of a missional church committed to the community it serves.

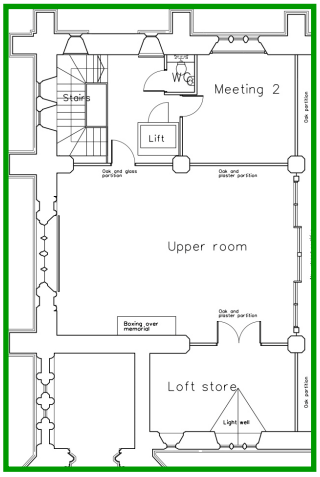
The Victorian architects have given us a legacy we wish to fully utilise as we seek to equip the church with the facilities it has needed for a considerable time. This document will provide the rationale for the preferred option, and the journey we have undertaken to reach this point.

To see Holy Trinity in its setting visit our website www.holytrinitysunningdale.co.uk/Holy Trinity Sunningdale/ Transforming Trinity/Statement of Need/Drone Footage. Or click here.



Renewing a classic and beautiful Victorian church to create a community hub, making it fit for our times, open to all, and providing a legacy for generations to come.
Dr Robert Furness – former church warden and PCC member.

Our Needs in a Nutshell

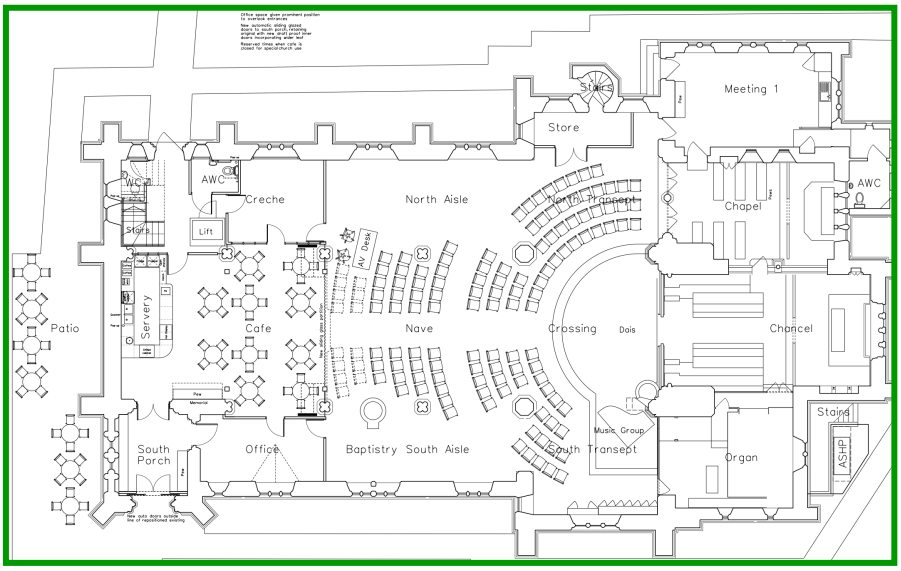


NEW

Church office
Crèche
Upper Room
Meeting room/office
Servery
3 additional toilets
Additional storage

RENEW

Heating
Flooring
Seating
Lighting
South porch
Entrance



REMODEL

Permanent restored worship space
Provision for an extended worship space
Platform and location for musicians
Reposition sound and vision equipment
Move the Street Font and create a baptismal area

RETAIN

The Street Chancel
The Street Chapel
The Harrison organ
The Lectern
All Stained Glass
All Memorials
The Street Pulpit and Font
The external overall look of a Victorian Church

SUSTAIN

Underfloor heating
Air-source heat pump
Increased insulation and draft proofing
Moving towards carbon-neutral status

Part One : Church and Parish

Sunningdale has the feel and character of a village although a parish councillor recently described it as a dormitory for commuters travelling to London. That is true with the train line terminating at Waterloo. Charing Cross is only twenty-six miles by road and Heathrow nine miles away. Sunningdale is certainly popular for those who work in London but don't wish to live there.

The parish map adds to the story of Sunningdale's character and popularity for the retired and families. To the south and east are the exclusive manicured Sunningdale and Wentworth golf courses (and there are others nearby).

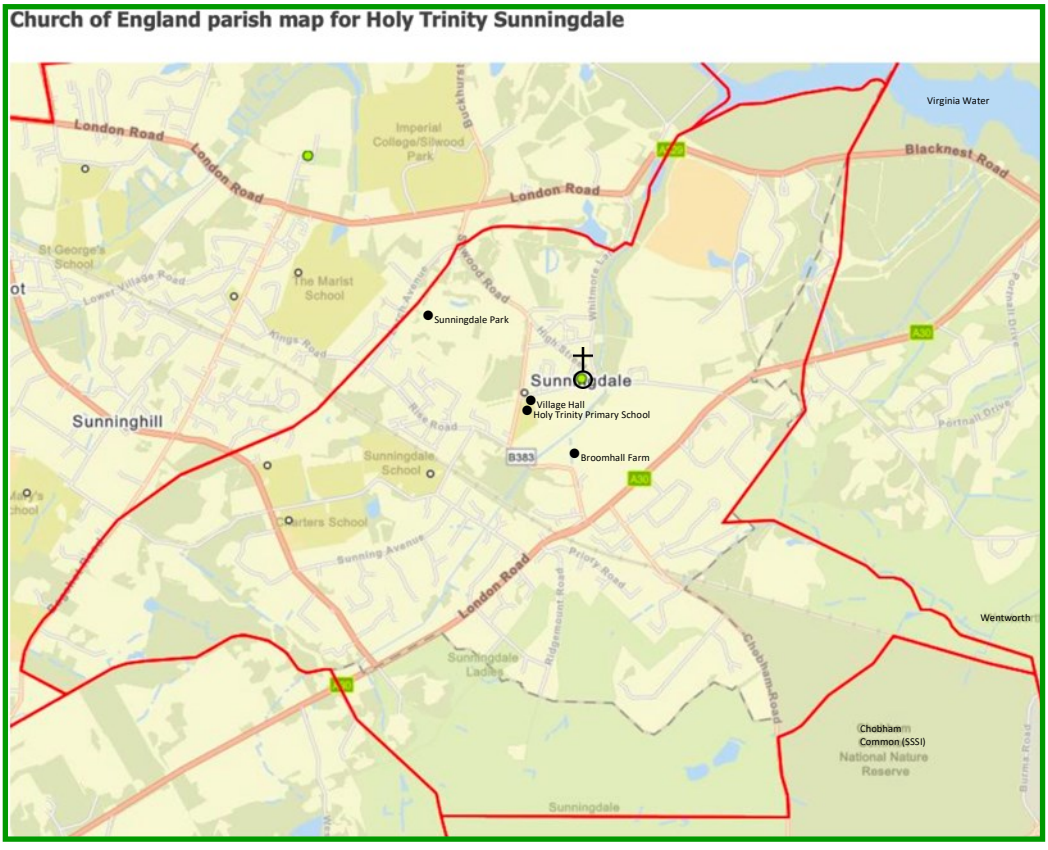
Chobham Common (a Site of Specific Scientific Interest) and Windsor Great Park are wonderful open spaces; our parish stretches up to Virginia Water.

As a quiet, green, leafy place it is attractive to those who can afford to live here with the added bonus of all that the capital offers a short distance away.

The popular Church of England primary school is hugely oversubscribed and there are a number of successful private schools. Charters secondary school has a national reputation for excellence.

Although not a large urban place Sunningdale has a great many activities available for children. Families value the balance between access to what children require and a countryside feel to the environment.

Within the parish on the north boundary lies Sunningdale Park, the former civil service college which was a discreet place for Prime Minister John Major to host the talks leading to the Good Friday Agreement. After the college closed the Cabinet Office has developed the park for a mix of new housing and redeveloped properties. This will add another 300 households to the community. St John's College Cambridge who own Broomhall Farm have plans for a further 50 properties on their land.



Sunningdale has a number of properties owned by overseas part-time residents who make sure they are in the vicinity for Royal Ascot Week, and there are a number of properties currently or previously owned by celebrities. One of the Beatles owned Tittenhurst Park and Agatha Christie lived here. If access to London and Heathrow are essential and a quiet pleasant place to live required, then Sunningdale is a natural choice.

Inevitably this has led to it being an expensive area for housing. A recent BBC survey listed the top ten most expensive streets in the country. Nine were in London. The tenth was in Sunningdale.

There is though a mix of social housing in the parish. Although the purchase price to buy locally is extremely high, there are local residents and those re-located by the Borough who can enjoy living locally without having bought in.

A great deal of the land locally is owned by St John's College Cambridge, courtesy of King Henry VIII endowing the college with Broom Hall Convent at the time of the dissolution of the monasteries. This has an enduring impact upon the locality and will continue to do so particularly with reference to new housing on College owned land.

Nestled in the older part of the village is the parish church of Holy Trinity and we serve the whole community.

Although the location of Sunningdale has so many advantages we are aware of isolation, particularly among the widowed whose families cannot afford to live locally.

The pandemic exposed those who are vulnerable. Many who could pay their way lost income overnight and the church responded with a foodbank and hardship fund. Those needs are growing.

The stress and exhaustion of high-pressure jobs, commuting and family demands takes a toll. Post-pandemic we have families whose job security and prosperity have been damaged, this too adds to stress. This quiet, leafy, apparently prosperous area masks a great deal of underlying need.

The church mission statement sums up our response - **Sharing God's Love** and Transforming Trinity seeks to equip the church facilities to extend what is possible through the creation of a community hub.

Part Two : Vision

Sharing God's love

For us at Holy Trinity, our mission statement is a present reality and an imperative for mission.

We share the love of God as a worshipping community; a community that is caring, affectionate and living out the grace of God in fellowship with one another.

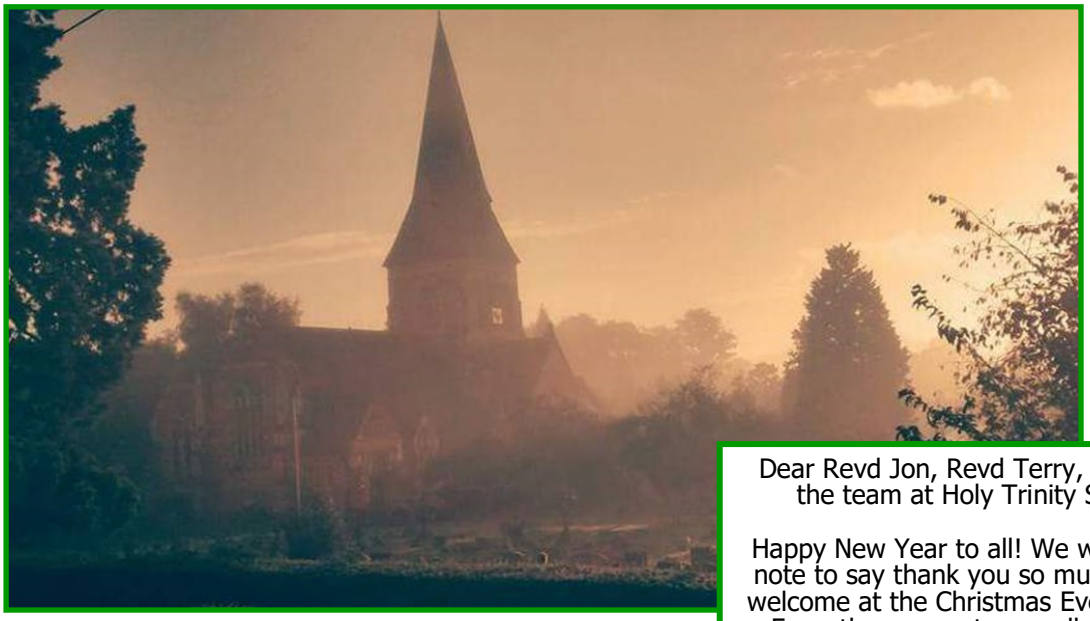
We also seek to share the love of God with the wider community, and this is expressed in the quality of our welcome, the support we can offer emotionally and practically and the delight we have in sharing our premises, despite its current limitations.

Transforming Trinity is our response to these limitations.

We are an inclusive church, firmly part of the community where we can provide a sanctuary for troubled minds, a place to have a coffee, a place to pray, a place to meet our friends, a comfortable place for all to enjoy whatever the activity.

Sadly though, the building is not welcoming. It's dark and badly lit. It's cold and the heating solution untenable. We are painfully short of facilities (rooms, kitchen, toilets) and although everyone loves the classic architecture and feel, the uneven floor and freezing draughts minimise any appreciation. It's not a place that is easy to welcome people in, indeed we know people who stay away because of how cold it can be.

Transforming Trinity is about renewing a classic and beautiful Victorian church to create a community hub, making it fit for our times, open to all, and providing a legacy for generations to come. A church where the facilities, rooms and spaces match our aspiration to extend the love of God to all. Our welcome is warm and genuine. We want the building to feel that way too.



Dear Revd Jon, Revd Terry, Michael, and all the team at Holy Trinity Sunningdale,

Happy New Year to all! We wanted to send a note to say thank you so much for the warm welcome at the Christmas Eve Midnight Mass. From the moment we walked in and were greeted by you, we felt at home.

We were the couple in the front row left side, just the 2 of us on the row. We were in Windsor on holiday and our hotel had arranged transport to 'a nearby church' and we were delighted it turned out to be your beautiful church.

Until next time
David and Navida Cannon

Transforming Trinity

For a period of time (2003-2012) the restrictions and challenges of the church building were masked by the use of the Coronation Memorial Institute over the road from the church. The small hall, meeting rooms, offices and café in that building facilitated the churches mission and ministry and contributed greatly to the church flourishing. The loss of the building was challenging.

The response and the work done to try and replicate the CMI facilities can been seen on pages 24-27 under 'Project timeline' and 'Design Development'.

Transforming Trinity has now reached the stage to seek outline approval in consultation with the DAC and the Royal Borough of Windsor and Maidenhead (RBWM).

The latest plans show an imaginative use of space to create new facilities whilst simultaneously releasing existing spaces.

Broadly speaking our plan is to return the middle and east end of church to a more authentic design by removing the enclosures around the north and south transepts. The west end of church will have a more radical redesign creating a stunning upper room that benefits from the whole west window. The ground floor will house the café, and social space.

We have been systematically completing QI repairs and recently refurbished all the outer doors.

Attention will also be given to repair and restoration, in particular the shaling on stonework noted in the 2019 QI report.

Part Three : Overview of Existing Facilities

1. Heating. All electric

8 storage heaters
20 Farho panels heaters
4 heaters in the choir pews

Combined output 45.6kW.
The calculated heat loss for the building is 157.84kW. (See Heating Report, page 59)

2. Lighting

The Chancel and Chapel lighting has been replaced with modern LED spotlights.
There are 13 metal halide floodlights covering the nave, north transept and crossing. (1 has failed, 4 are failing).
There are 7 candelabra in the north and south aisles and one in the porch using LED bulbs.
The Nave has 4 non-LED spotlights lighting the roof (not all working).
The North Aisle has 4 non-LED spotlights (not all working).
The platform has two spotlights over the lectern and pulpit.

3. Audio-visual system and hearing loop

We have an effective sound system serving the nave and aisles with duplicate speakers in the choir and north transept. The system has four foldback speakers for musicians and those leading. We have a hearing aid loop.

We have two large LED TV screens serving the nave and aisles, and another LED TV screen at the back for those leading the service. (Installed under faculty in 2018).

4. Spaces

The main body of the church (nave, aisles, crossing, chancel and sanctuary) are one large open space. Currently there are pews in the nave.

The North Transept can be enclosed (it is our "warm space" and used for the café).

South Transept. Although there are screens to enclose it, these are open above and therefore do not create a separate room.

Vestry – currently used as the church office and children's room on the first Sunday.

The Chapel - currently used as the crèche.

5. Seating

We can comfortably seat 300 and currently have pews in the nave, three styles of padded chair and 60 folding chairs.

6. Facilities

The church has a single WC that is accessible for wheelchair users. It's on the north-east corner of the church and is accessed through the north transept and vestry.

Servery and Sink. We have a temporary servery at the west end of church installed under licence in 2012. It has no running water. There is a kitchen sink and a dishwasher in the vestry at the other end of the building.

7. Storage

We are extremely short of space for storage that doesn't intrude into the worship space. We use the attic room above the crossing for long term archiving and annually used items, however this has to be accessed via a narrow stone spiral staircase which limits the size of items that can be stored there. The space adjacent to the organ pipes is used to store musical equipment.

The west end of the south aisle is a storage corner for cleaning equipment, the flower team, craft supplies, tables, wheelchair and 12 large storage boxes storing Foodbank supplies.

The old boiler room under the church and the organ blower room store redundant pews and two marquees.

8. The Mortuary

We have a small, single storey, narrow building in the grounds that houses redundant pews. It has not seen any maintenance for many years and has been unusable due to the number of pews left in there.

Part Four : Our Needs

New. Renew. Remodel. Retain. Sustain.

Our Transforming Trinity project has led us to reflect on the needs we have as a Parish Church, how we can create a community hub and how we can cherish our building and create a sustainable future.

New
There are new facilities that will aid the mission and ministry of the church. These have been needed for a considerable time.

Renew
Transforming Trinity creates the opportunity to renew aspects of the church and resolve long standing issues. The church heating, the uneven floor, poor lighting, the mixed seating and issues such as the south porch which acts like a wind tunnel.

Remodel
A comprehensive re-ordering creates the opportunity to remodel how the whole building functions. Our lengthy seating experiment under TMRO 2022-071946 led to the conclusion that we wish to worship further forward and the consequences of that are set out below. In essence, the middle and east end of church is being restored to something like the way GE Street and JO Scott set it out.

Retain
The PCC have a list of non-negotiables in the redevelopment; areas to be left as they are, in particular the Street chancel.

Sustain
We want Transforming Trinity to be an example of what can be done in a historic building to become sustainable without compromising its status. We wish to provide future generations with the facilities to flourish as a church, but also be affordable and sustainable.

An example of our approach is the new red altar covering used for the first time at Pentecost 2023. The church has never had a red altar covering and a needlework group have created this stunning new festival covering.

In style and appearance it is the same as the green, purple and gold coverings we already have, however the cross motif in the centre has been taken from an old front panel (from the original Street altar, right above) that was beyond repair. After consultation with the Diocesan fabric consultant, it was decided to save the cross and make this beautiful new covering.

New. Renew. Remodel. Retain. Sustain.

What is New?

Church office
Crèche
Upper room
Servery/ Café space both inside and outside
Small meeting room
Storage
Toilets

Church Office

The church office is currently used four days per week, this will grow to daily usage.

The new Church Office will release the Vestry:

- A temporary classroom for school visits.
- Art and craft classes
- PTA meetings
- Governor meetings
- PCC meetings
- Safeguarding training
- External groups meetings (ie NCT)
- Break-out space alongside worship events

Crèche

Children's use throughout the week

The new Crèche will release the Chapel:

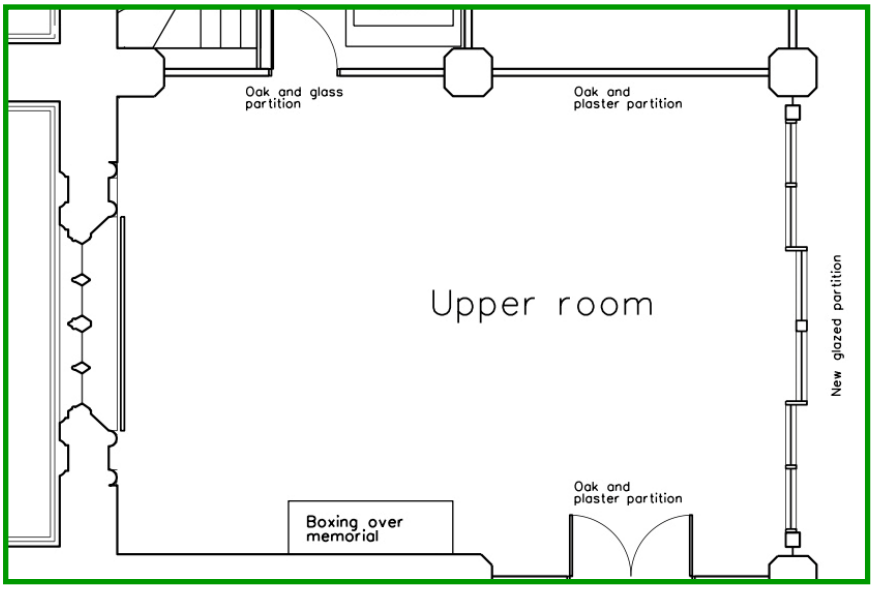
- Midweek communion
- Church prayer meeting
- Hosting Morning prayer
- Fellowship groups
- Short services to accompany the internment of ashes.
- Private prayer throughout the week

Upper Room

Transfer of the activities from the enclosed North transept
Youth group
Worship unplugged (ie small worship events not requiring the full AV support)
Short courses. Alpha, Bereavement Course, etc.
Events previously held in the CMI small hall.
Exhibitions

Servery/Café Space

Café space throughout the week
Refreshments after worship events
Catering for courses and social events.
Limited gatherings after occasional offices



Small Meeting Room

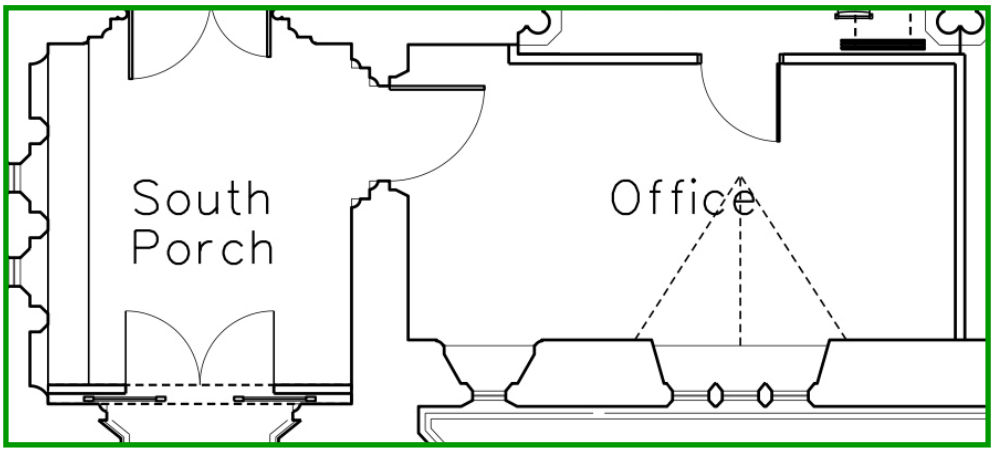
Clergy meetings
Office space for youth worker / children's worker and Village Hall staff.

Storage and Toilets

3 new WCs
Sufficient storage

New church office and renewal of the vestry as a meeting room.

Positioned at the west end of the south aisle, the church office can act as gatekeeper to the building and is the ideal location. An existing door will allow access to the office from the porch.



The church office is at the heart of all church activity. For some years it was in the chapel. Under faculty it was moved to the vestry as the least worst option for a temporary location.

The office will also double as the clergy vestry. Provision will be made for two permanent work stations and all the necessary office equipment will be housed in this space.

The church administrator will be cared for under the lone-working policy. Access to the office and the church will be controlled by electronic door locks.

We have tested and proved that the space at the west end of the south aisle is not required for seating, indeed most of the space has been used as storage for some years.

Building the office in the south aisle will release the vestry to become a valuable meeting room.

The vestry has an existing kitchen facility, cloakroom and exterior entrance we envisage this being a busy space and ideal to be rented out to other groups.

Audio visual will be installed in this room.

The Vestry used as our Office space

Summary of usage

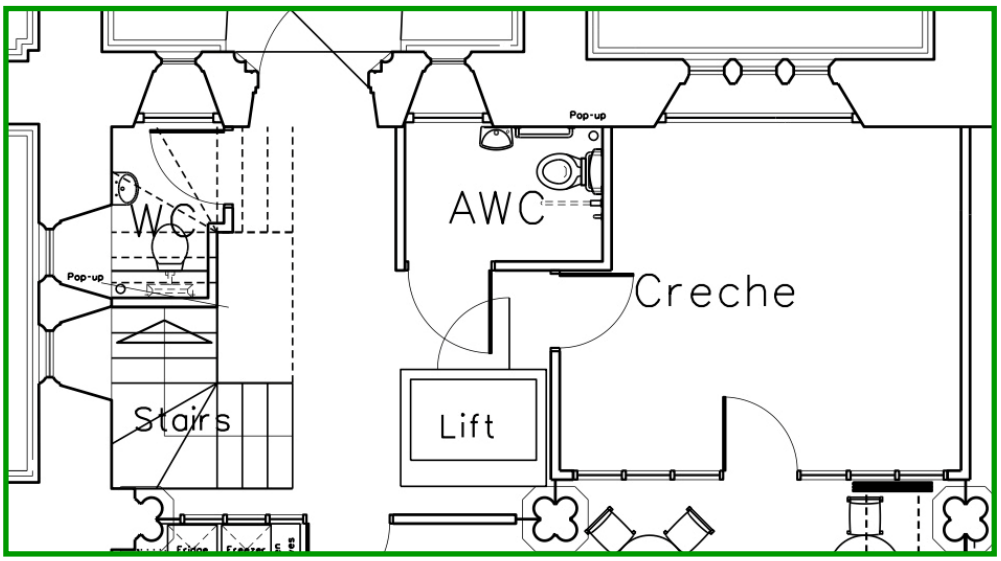
The Church Office

- The office is currently used four days per week, this will grow to daily usage.

Vestry

- A temporary classroom for school visits.
- Art and craft classes
- PTA meetings
- Governor meetings
- PCC meetings
- Safeguarding training
- External groups meetings (ie NCT)
- Break-out space alongside worship events

A new crèche and the renewal of the chapel.



The church has struggled to provide a safe, suitable space for the youngest children.

For some years the enclosed north transept was used as the crèche but the noise and movement adjacent to the worship space was intrusive.

With the north transept being used for a variety of activities the crèche has been in the chapel.

The new crèche will be in the north aisle and is well positioned to meet needs for worship services, the café and school events. Parents have advised that they prefer to be coming and going to their children at the back of church not the front.

The crèche room will be carpeted and designed as a sensory room. Our close collaboration with the primary school has led us to consider how this room might be used when children would benefit from being away from the school site for a period of time, or for high needs children during school services and church events.

Building the crèche will release the chapel as a place for worship and small groups.

The Chapel/Crèche

The chapel requires renewal with roof insulation, draught and sound proofing. It also requires a new heating solution.

Summary of usage

Crèche

- The crèche will be available during church worship events, school worship and occasional offices.
- Also alongside the café and other social use situations.
- It is envisaged the room may be used for purposes other than a crèche (ie sensory space for school pupils).

Chapel

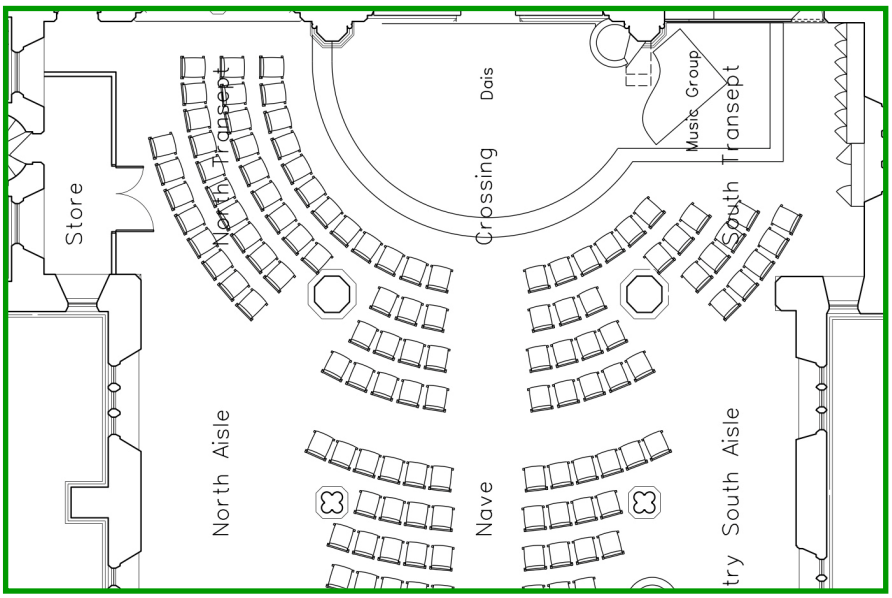
- Midweek communion
- Church prayer meeting
- Hosting Morning Prayer
- Fellowship groups
- Short services to accompany the internment of ashes
- Private prayer throughout the week

Upper room and removal of the enclosed transepts.

The church has been discussing a "small hall" since the 1970s and the upper room will finally meet that need.

The long seating experiment in 2022 led to the firm conclusion that the congregation preferred being further forward and to the conviction that the north and south transepts should be opened up with the removal of the doors and screens.

Dispensing with the north transept as an enclosed space deprives the church of the only large 'room' that has had multiple purposes over the years. Latterly this has been the warm space and café.



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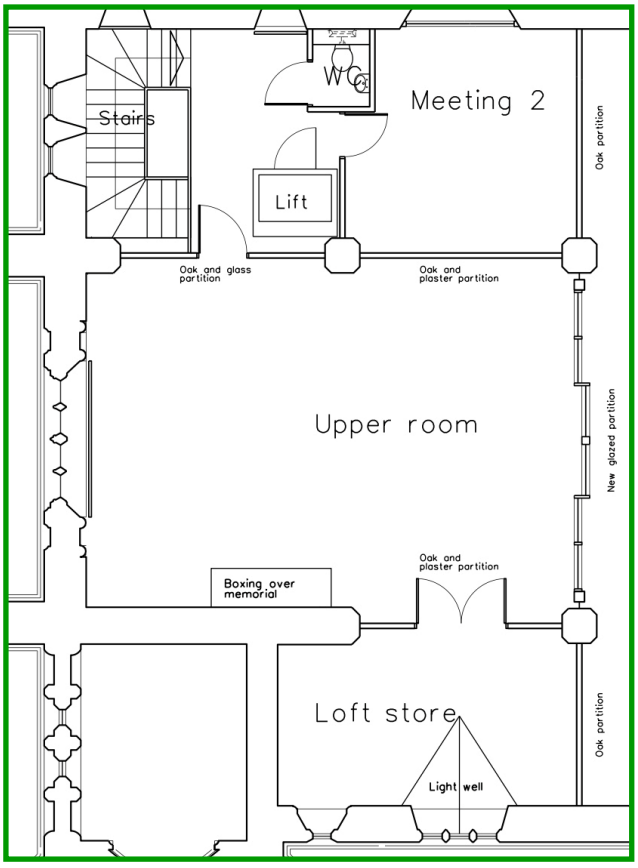


The upper room more than compensates for its loss. The mezzanine floor across the west end of church will create a stunning room lit by the immense west window. The space will be enclosed with a glass screen to the roof, thus avoiding anything 'cutting' through the window. The view across the church will be superb and the upper room almost doubles the space offered by the north transept.

The space will be ideal for a host of church activities and for groups that have used the church facilities before and some of the activities that used the CMI small hall. (See overview of current and proposed activity and spatial use, pages 85-86).

This extract of the plan shows the stairs and lifts in the NW corner of the church and this position avoids blocking any of the west window.

The upper room will have AV facilities and capacity to stream sound from the worship space (to facilitate an overflow for a very large event.)

Summary of usage

North Transept

- Returning to an open space for worship

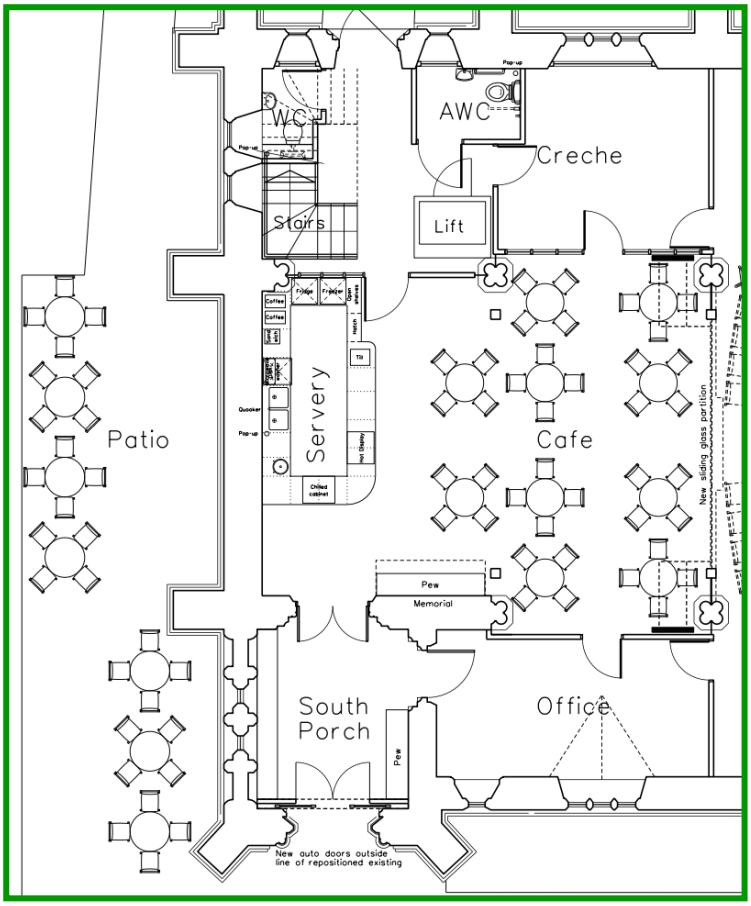
Upper Room

- Youth group
- Worship unplugged (ie small worship events not requiring the full AV support)
- Short courses. Alpha, Bereavement Course, etc
- Events previously held in the CMI small hall
- Exhibitions

Servery and café space.

The key activity to everything the CMI building represented was Rendezvous' Café. After the occupancy of the CMI ended the church tried to provide a substitute with a temporary servery at the west end of church, but without equipment and running water it was severely restrictive.

The pews in the north aisle were removed to house the café but despite good intentions it dwindled, not helped by an extremely cold, poorly lit building.



A key need has been the desire to have both an inside and outside social space served by a fully equipped kitchen allowing a café to run and refreshments to be served whenever required.

Collaboration with the DAC and helpful input from the CBC helped us recognise that a west end extension was not fully justified (see design development and discarded options pages 26-30) and we could work towards our aims of an inside/ outside space with a new door in the west end and a suitable patio area outside, however objections to a west end door have been made and this aspect has been withdrawn until such time as there is strong evidence for its inclusion.

Having an open patio and easy access to the inside space is a demonstration of the open invitation we wish to make, allowing guests to be comfortable and feel welcomed.

The inside café space can be re-configured to meet whatever need we have; thus opening the glass screens to the worship space will allow seating for larger events.

Summary of usage

- Café space throughout the week
- Refreshments after worship events
- Catering for courses and social events.
- Limited gatherings after occasional offices.
- Outside/inside space

A small meeting room, storage spaces and toilets.

The full width mezzanine creates the opportunity for a small meeting room above the crèche and a store above the office. It is envisaged that the store will house tables and chairs for use in the upper room.

The small meeting room will be ideal for clergy meetings, ie couples for the occasional offices and the frequent church meetings with wardens and others. The church also has a long history of employing youth workers and children and family workers. This room would make an ideal office as well as space for Sunningdale Village Hall staff who we accommodate.

Our need for additional toilets and storage has also been addressed in the plans. Three new WCs will be in the NW corner. An additional storage unit has been created at the back of the north transept for the foodbank and additional chairs.

Part Five : Interpreting The Needs

Liturgy and Worship

Throughout our discussions and our lengthy seating experiment, we have been mindful of the primary function of Holy Trinity; to be a place for worship. A place that inspires worship.

When being used this way, our desire is that nothing intrudes upon the worship space to distract or compromise the worship. We have noted in many other churches stacks of chairs and tables and stacked aside play equipment, just as we do in the current configuration.

Our request was to provide a worship space that could comfortably seat 120 people and expand to 300 for larger events[1]. That numbers may very occasionally exceed this target has been taken into account.

Above all, we want the worship space to be uncluttered and devoted to worship so that the beauty of the church architecture, the windows, the liturgical furniture all lend themselves to reverence and awe.

We have experimented with temporary LED spotlights and have been astonished at the difference coloured light can make to the atmosphere for worship. The way light can enhance the arches and pillars and draw the attention through to the altar has been a revelation[2].

Our desire for flexibility in changing the size of the space for worship takes into account the range of services we hold as a church, the occasional offices and for the primary and secondary schools.

As well as safeguarding our main space for worship we also wish to keep the chapel as a quiet place to pray and worship.

Accessibility

It was a surprise to realise that the 1974 screens placed around the north transept have doors that are not wide enough for a wheelchair. Bearing in mind the AWC is at the far end of the vestry and one has to go through two rooms to access it, we have taken this on board when considering development.

The reconfigured building will pay attention to access, light levels, warmth, sound quality and visibility.

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[1] We have studied the attendance numbers and trends since 1997 and our working premise of 120 regularly, 300 occasionally and numbers in excess of 300 very occasionally has proved a sound conclusion.
We accommodated a one-off school event with 376 during our seating experiment.

[2] For the parish Remembrance service 2022 we flooded the chancel with a poppy red colour. The gathered congregation of regular worshippers and occasional guests all commented on the beauty of the church and how appropriate the colour.

Children and Families

The experience of the CMI building demonstrated that suitable facilities are required in a developing church. They don't guarantee growth, but not having them certainly impedes growth.

We have been able to make simple and obvious observations and ask our architect to include them in his design…for example the north transept was used as a crèche, but due to its visibility and proximity to the worship space it was hugely distracting.

We requested a permanent children's room at the back. And near the toilets. And with space nearby for buggies. And soundproof!

The desire for smaller rooms is as much for children and families as it is for anyone else who may benefit. Whether it's on a Sunday morning during worship or at other times, gathering children in the relevant sized room with the facilities required is essential.

We currently squash 16 children in half the vestry during the family communion on Sunday - there is virtually no room to do anything.

Community Use

Re-capturing the community hub that was created at the CMI is as important an aspect of Transforming Trinity as dealing with the practical issues of the building and creating the spaces we need.

Over the years we have hosted various groups and classes in the single space we have had available. At various times the north transept was used for an infant ballet class, music with Mummy and NCT classes.

We host the twice yearly Scouts Quiz Nights and they pack 26 tables into the open spaces. A large number of residents have had terrific evenings failing to win the quiz (the clergy have never won!).

We have hosted an Opera which included a 30 piece orchestra.

On a weekly basis we have a café and in Summer guests are either outside in the sun or enjoying the cool inside. In Winter we have made the North Transept into our warm space.

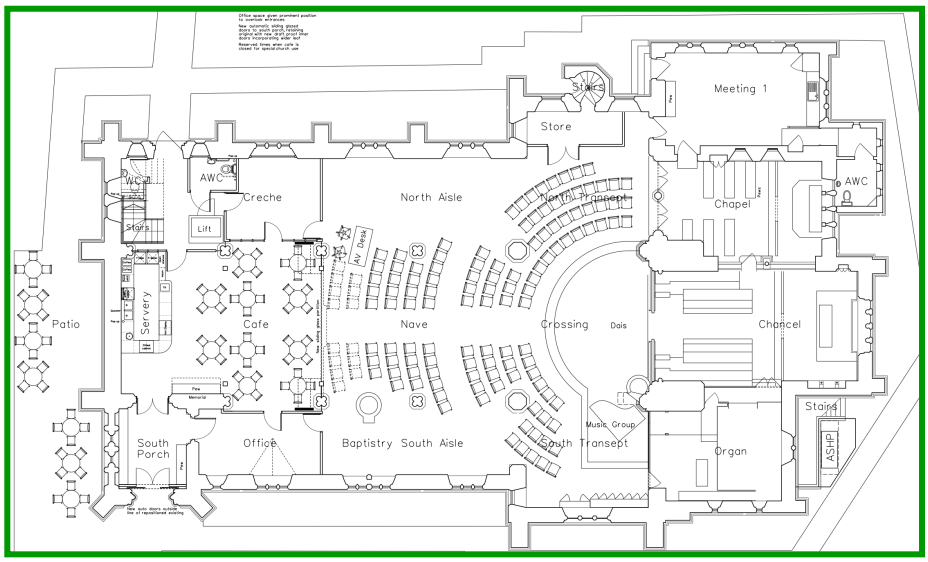
At Christmas time we host the secondary and primary school carol services, the nativity for the nursery who now have use of the CMI building and of course our own services and Christingles. These are immensely popular with parishioners who regard Holy Trinity as their church. It doesn't matter whether it's a service or the quiz night, this is the place they identify with as theirs.

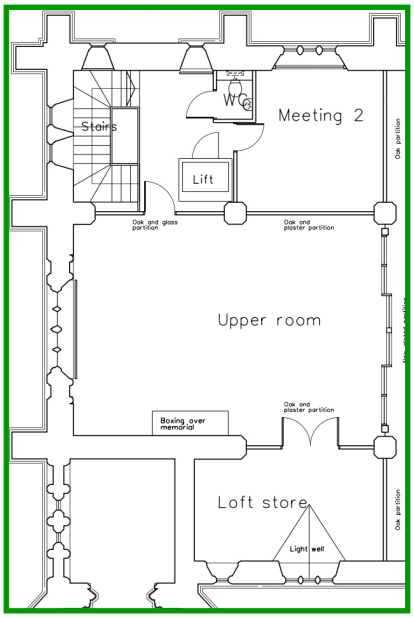
We intend to give more opportunity to share the building with the community knowing that there is a local shortage of spaces to meet.

Part Six : The Specific Proposals

New.
Ground Floor. Please refer to plan L21(02) Rev G

1. The church office at the west end of the south aisle.
2. A crèche in the north aisle.
3. Services in the NW corner of the church.
4. A new servery on the west wall.
5. The social 'café' space at the rear of the nave, extending to an outside patio.
6. Sliding glass panels across the nave to separate the rear social space from the permanent worship area.
7. New seating.
8. A permanent dais sculpted around the pulpit.
9. Re-positioning the font near the crucifixion window in the south aisle.
10. A large storage unit for foodbank and spare chairs in the north transept.





First floor. Please refer to plan 1650L2103 revA

1. A mezzanine floor built across the nave and extending over the crèche room and office.
2. An WC adjacent to the stairwell.
3. A new upper room benefitting from the west window.
4. Storage space over the office.
5. A small meeting room/ office above the crèche.

Renewal.
Church heating

The current system was installed in 2016. The first heating report (see Appendix Five) we commissioned in May 2023 revealed a total heating capacity of 45.6kW in a building with a heat loss of 157.84kW. Greenways Building Services Consultants were appointed to the 2024 design team. Their initial response was that underfloor heating (our preferred solution) would prove inadequate in that the ratio of the floor space to the volume of the building would not be sufficient to give the required temperature. Further work has seen the development of the hybrid solution, with underfloor heating being utilised as a background temperature and air to air heating to raise temperature to comfortable levels (see Appendix Six). Our heating needs have been further complicated by power supply (see Part Thirteen on pages 43-44).

Lighting

The natural light level in the church is quite poor and the building requires a better light solution than the expensive to run metal halide floodlights in the nave. The intention is to retain the candelabra that are currently in the aisles and have a modern, LED flexible lighting solution to make the most of the church use and architecture. (See Church Lighting, page 45).

Flooring

The floor is uneven and has many trip hazards. The sub-floor is deteriorating and requires attention. In conjunction with the ideal heating solution it seems the right time to grapple with this issue. It's envisaged that the new flooring will incorporate elements of the current flooring, for example the tiling around the font.

Seating

The logic of the above two renewals would be to have flexible seating allowing the church to configure the worship area in multiple ways. The 'temporary' removal of pews and the introduction of a variety of padded chairs is a long-standing issue to be resolved.

Porch Area

The entrance to church has a classic Victorian feel we wish to retain, but it acts as a wind tunnel. With an appropriate use of glass sliding doors (also retaining the existing oak doors) our aim is to minimise the impact of the weather as people arrive and leave. We also wish to replace the inner doors which have a low lintel. This makes funeral ministry difficult for the bearers.

Vestry

Removing the office will allow this space to become a very useful stand alone meeting space.

Chapel

Removing the crèche will allow us to insulate and refurbish this place of worship.

And also

The exterior lighting will be upgraded with additional lighting for the drive and pathways. Insulating and draft-proofing the organ space. Carrying out 2019 QI items best done economically as part of Transforming Trinity.

Retaining - unchanged

1. The Street Chancel, rood screen, choir stalls and sanctuary.
2. The Harrison organ in its current location
3. All stained-glass windows and memorials. (Relocating some memorials which would be hidden by developments.)
4. The pulpit, font (relocated, see previous page) and lectern.
5. The chapel.

Remodel

1. Re-position the sound system to serve further forward than it does now.
2. Re-position the screens as above.

Part Seven : Justifying The Need

Process

The timeline of this project laid out in Part Eight briefly describes how Holy Trinity gained access to a small hall, rooms, offices and a café which in turn allowed the church to flourish. Of course, spaces and facilities do not automatically lead to church growth or community engagement, but the lack of them does inhibit it.

The Heritage Project (2012 to 2015) intended to replace the CMI facilities, led by architects Acanthus Clews, and a full development programme was followed. Designs considered and discarded are detailed in Part Nine. Although planning by RBWM was granted for the preferred west end extension the project had effectively been halted.

Transforming Trinity was conceived to take forward the development of a community hub but without the urgent pressure the loss of the CMI created. Time for reflection and engagement could take place.

A new design for the west end of church (see page 28) allowed a free conversation about our needs and, critically, funding. One-to-one visits with the church community allowed the incumbent to measure commitment, priorities and funding leading to the conclusion that a full west end extension was unaffordable. A budget of £1.1 million was thought realistic and a re-modelling of the interior a sustainable route forward, with a smaller west end extension. Inflation has raised our target budget to £1.537 million.

Lengthy PCC deliberation and dialogue with the church community (not least through the seating experiment) led to a new brief collating the needs we have. These are set out on page 5 (Needs in a Nutshell) and are explored in Appendix Eight on page 85 'current and proposed activity'. The PCC discussed the parts of the church to remain as they are because of their historic importance and liturgical value and what freedom can be offered to the architect in creating solutions.

A fruitful collaboration with architect Mark Goodwill-Hodgson led to plans 1650L2008 and 09 which were submitted in a draft Statement of Needs for a DAC Site visit and a full DAC meeting. Helpful feedback received led to plans 1650L2010revA and 11revA. Plans considered and discarded have been shown in Part Nine.

We believe we have plans that honour the building and allow the experience of worship to be authentic. The most historic aspects of church are retained and the new structures will allow the church and community to experience the building in a new way that doesn't diminish its historic nature.

The Interior Solution

It's clear that the needs we have cannot be achieved by simply removing pews and having a large open space. We have no additional land on which to build without covering over graves. The two other buildings nearby (Hope Centre and Village Hall) are either fully booked or are being used for worship and other activities when we might require space. The solution is to create what we need ourselves.

Our budget and our long-standing issues (flooring, lighting, heating) lead to the obvious conclusion that a creative adaption of the interior is the way forward. We aim to resolve the issues we face and provide the additional spaces without diminishing the experience of being in Holy Trinity.

Creating a new office releases the vestry, creating a new crèche releases the chapel. The mezzanine helps delineate the worship space and social space on the ground floor and the upper room replaces the north transept with a bigger space for multiple purposes. The additional small meeting room will be of great benefit.

Impact

The design places the worship space much further forward than where it has crept back to over the years. The removal of the enclosures round the transepts will allow worshippers to experience the church more as it was designed by Scott, with all the new rooms and services behind where worshippers sit. A modest dais, new imaginative lighting, flexible seating, effective heating and a safe, flat floor will allow worshippers to enjoy the church to the full in their worship. The new dais will enhance communion when using a parish altar to gather around - as noted by the CBC.

The mezzanine floor across the west end is a radical intervention in the building, but not unique, many churches have used their height to provide additional space. The design we propose will place the new structures in the last two bays of the west end and the glass panels between worship and social space will help delineate the two areas.

Although the mezzanine inevitably reduces natural light on the ground floor, the lighting study and design shows the minimal impact upon the church, indeed the upper room will benefit enormously from the west window and the regular worship space will continue to receive light from this source.

Our seating experiment has demonstrated that we can successfully reduce the volume of space for seating without reducing the capacity we plan to accommodate.

Although the design changes the experience and appearance of the church at the west end, the gain of a beautiful upper room and the facilities created will more than compensate for any loss.

Mitigation

The PCC's determination to keep the Street chancel and chapel, pulpit, font and lectern and restore the front of the church to something like its previous layout are a significant sign of their attitude towards making sure the church remains authentically a Victorian building of significance.

Although solar panels are sought and impact the exterior appearance at the less visible east end, they are essential to support a modern heating solution. How can we lead by example if we place appearance over sustainability?

The structures at the west end will change that part of the building significantly, but the beauty of the upper room and the beautiful view across the rest of the church will make it gallery like. It will allow the church and community to experience the building in a new way.

With imaginative and sympathetic LED lighting, the architecture and structure of the building will be fully appreciated and the gloom of the interior transformed.

All the stained glass will be retained of course and all the memorials, with those impacted by these changes finding places of prominence elsewhere. We shall safeguard the sculpture of Prince Victor making sure it is fully visible and well lit and make sure the nativity window (in the new office) is fully visible.

Although new furniture is envisaged, some pews will be kept as a reminder of the church's heritage and the new storage capacity will leave the worship space free of stacked chairs, tables and clutter.

Part Eight : Project Timeline

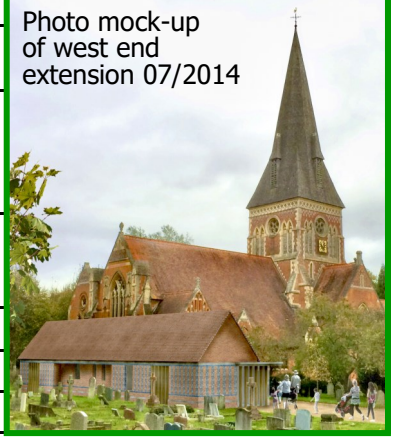
Background

1974	First development. The enclosed north transept.
1987	A booklet was produced for the 100th Anniversary celebration of the new nave. In this booklet the need was expressed for "*a small hall, choir vestry and parish office*."
2003	Holy Trinity acquired the lease to use the Coronation Memorial Institute building on Church Road gaining access to a small hall, rooms, offices and opening Rendezvous café. When the phrase "Community Hub" is used, it's the experience of the CMI being referenced.

Heritage Project

2012	The loss of the CMI due to the lease ending and a decision not to renew at commercial rates. Archdeacons' licenses granted to build a temporary servery at the west end, remove the pews from the north and south aisles. The offices relocated to the south aisle, the café ran in the north aisle. Planning application to RBWM (06/2012) for 2 portacabins and portaloos approved (not actioned – portacabins found to have asbestos).
09/2012	Acanthus Clews appointed to carry out a feasibility study, conducted surveys and present options for consideration. Informal consultation with DAC throughout.
06/2013	Acanthus Clews appointed to carry project forward.
04/2014	DAC site visit. Meeting chaired by Ven. Olivia Graham with Victorian Society attending.
07/2014	Heritage Project fully launched. **Cost of proposed works £2million.** Project included the complete internal refurbishment of the church, underfloor heating, and a new extension at the west end of the church. (see photo)
10/2014	Funding received and pledged less than £12,000. Architects advised of the project halting end of 2014. Project costs £82,000. A full faculty was not submitted to the DAC.
08/2015	RBWM permission for extension granted (now lapsed).
2016	New heating installed.[1]
09/2016	Incumbent leaves. Vacancy through to July 2017.

Photo mock-up of west end extension 07/2014



Transforming Trinity

02/2019	Transforming Trinity introduced to the PCC. Architect Mark Goodwill-Hodgson consulted with a brief to re-visit the feasibility studies and proposed Heritage Project and report to the PCC with a refresh of ideas and a design to facilitate a renewed discussion with the church community. *NB – the conclusions reached by the project team and DAC during the feasibility stage of the Heritage Project were to be taken as the starting point for external development.*[2]
03/2019	Mark's ideas and design discussed at PCC. A new West End extension. Suggestions were made and developed.
05/2019	PCC Away day. Mark's second design accepted as a starting point for visiting the congregation one to one.
06/2019	Informal meeting with DAC officer for advice. Further designs and illustrations sought. Launch booklet began development. **The project was costed at £2,018,246**
2020	*Transforming Trinity postponed - Covid*
2021/22	One to one visits begin. (*subject to covid precautions.)* The level of disquiet that resulted in the heritage project being stopped needed to be resolved. Personal visits were the answer. This allowed for conversation about HP, discussion around priorities and funding. An overwhelming commitment to a 'Community Hub' was confirmed.

A new west end 03/2019

[1] With the Heritage Project not going ahead, the heating issue still had to be resolved. A faculty was granted to install the current system. The installation was completed in October 2016.

[2] The Heritage Project dismissed a variety of external developments on the north and south sides of the church, opting for the west end. Likewise, certain internal developments were dismissed as being too intrusive on the worship space.

Mid 2022	The visiting and discussion around Transforming Trinity achieved three things. • An outlet to resolve attitudes and feelings concerning the Heritage Project. • The priorities for developing Holy Trinity towards being a Community Hub. • The likely level of financial support. **This has been set at £1.1million**[3] The obvious outcome of this was that the majority of Transforming Trinity would be an internal re-ordering.
07/2022	TMRO 2022-071946 given for major seating and space experiment establishing the worship space required, overflow space for large events space that could be reallocated.
10/2022	PCC evening to dive deep into specific requirements in the light of the funding target. A revised "transforming trinity" brief was sent to the architect.
11/2022	Plans 1650L2003-07 drawn up. Special PCC meeting to develop a preferred option.
11/2022	Plans 1650L2008-09 created. These form part of the initial statement of needs.
01/2023	Statements of significance and need written, submitted to DAC case officer prior to site visit.
13/02/23	DAC site visit. The case officer's decision was to submit the draft statements of significance and need to the full DAC March meeting for their comment and input.
03/2023	Feedback received from DAC case officer.
04/2023	Designs modified and new plans drawn up 1650L010-11 reflecting the feedback.

In collaboration with the DAC and talking their advice (as at 2/5/23).
See plans L1650L2010/11revA

Ground floor

- Office (south aisle). Crèche (north aisle). Nothing further forward intruding on the worship space.
- Flexible sliding glass partition separating the usual worship space and social space.
- Lift and stairs in northwest corner and an AWC and WC incorporated into the same space.
- Servery, suitably clad in oak under the west window with cafe/social space around.
- Relocating the font into the south aisle adjacent to the crucifixion window.
- A new dais
- A storage cupboard at the rear of the North Transept
- A new floor and underfloor heating with additional heating solutions as part of the same system.
- Improved lighting and new seating. Soundproofing and insulation in the chapel.

First Floor

- A small hall in the centre. A meeting room over the crèche. A storage room over the office. A WC.
- The rooms will be open to the roof; thus nothing will cut across the west window.
- Provision will be made to leave all of the sculpture of Prince Victor visible.

In Addition

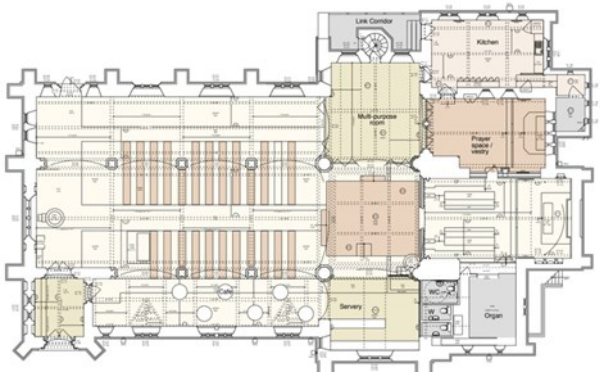
- Outside lighting. Improved and reconditioned driveway and pathways.
- Essential repairs and maintenance identified in the 2019 QI.

[3] We regard this as an achievable figure kick started by the sale of a small property the church owned (£395,000) existing gifts given (£83,000), access to two small trust funds, pledges and the potential from grants and the lottery. Although inflation has raised the likely budget to £1.537 million we have an active fund raising approach and remain hopeful of getting to target.

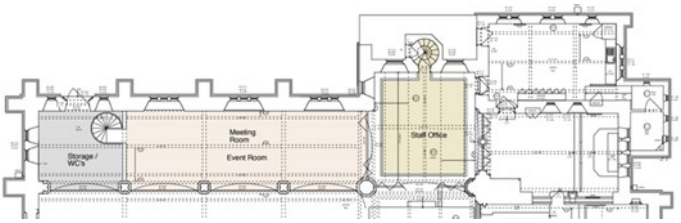
Part Nine : Design Development and Discarded Options

February 25th 2013 (R2A-12-133) Acanthus Clews (Discounted) Feasibility studies**.** Architect Camilla Finlay. These options were not costed.

Option one. Mostly internal re-ordering except for an external kitchen north of the vestry and a link corridor around the tower. Café in the south transept and aisle. Toilets in the organ storage area.



First floor mezzanine in the north aisle and transept. Long meeting room, staff office storage and toilets.



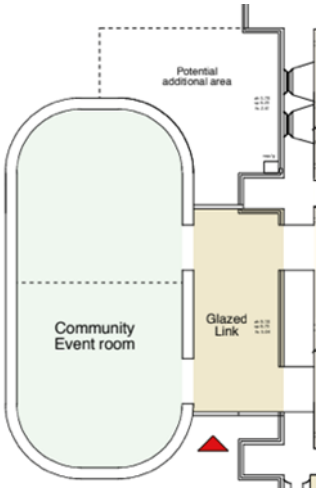
Restrictions. A significant compromise to the internal ordering of the church, specifically the location of the café and the north aisle mezzanine being alongside the worship space. The staff office is remote from the entrance. The spiral staircase is completely inadequate as access to an upper floor.

Option two. North side extension and some internal re-ordering. All ground floor.

Apart from the staff office in the south transept, the majority of the church was unaffected. The long linear extension on the north side provided a meeting room/ café and a new north porch with toilets. The kitchen as in option one.

Restrictions. Impact on the light and windows on the north side, lack of public visibility. The north is the dark side of the church, significant alteration to graves (many visited) and trees required. Ultimately it didn't provide the required space.

Option three. Option two plus a west end extension.

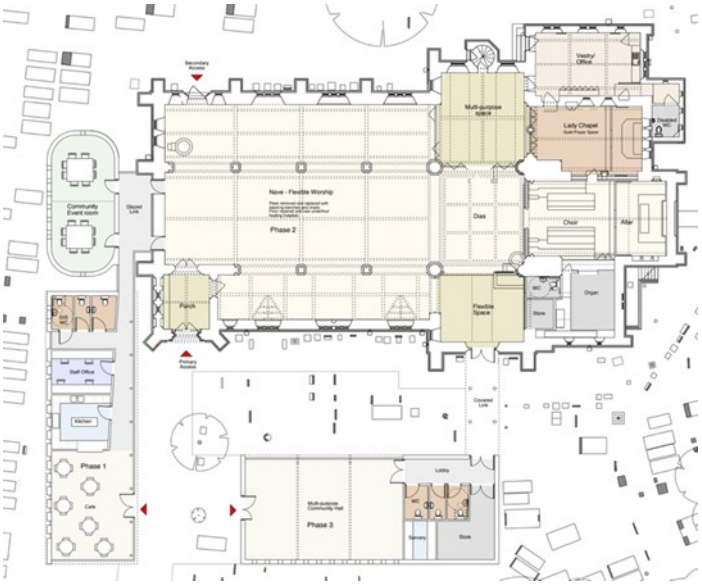


All of option two plus the addition of a community room outside the west end. Also toilets in the current organ store space alongside the staff office in the south transept (as in option one).

Restrictions. All of the restrictions that applied to option two and the belief that there was still insufficient space.

Concern was also expressed about the location and the visibility of the café (still in the north side extension). And the impact on the building of extensions to two sides.

Option four. Building to the south and an extension on the west end. Minimal intervention in church.

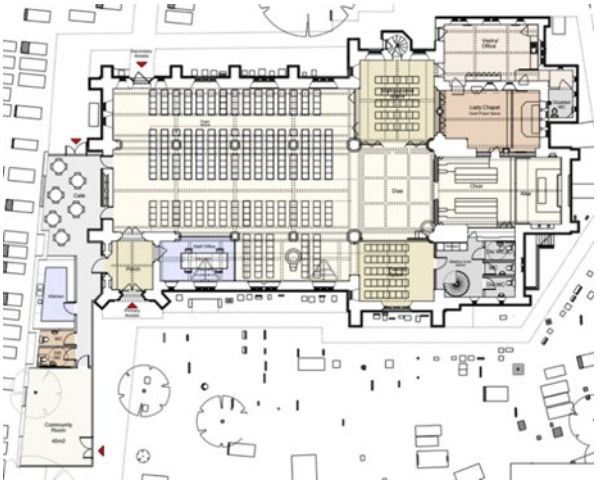


Apart from a toilet and a store in the organ space, the church remains unchanged. The west end extension avoids graves, but the south side building is completely within the graveyard.
It was an attractive proposition to be able to run events independently from the church, but this solution leaves the church mostly unused except for worship purposes.
This proposal was phased. West end was phase 1, church re-ordering was phase 2, the south side stand alone building phase 3.

Restrictions. Although not costed it was deemed a significantly higher cost than other plans. It also had a major impact on the graveyard.

May 22nd 2013 (R2A-12-133) Acanthus Clews (Discounted) Feasibility study 2
Architect Camilla Finlay. This option was initially not costed.

Option five. Internal re-ordering and a west end extension



In this plan it was proposed moving the church organ onto a mezzanine in the north aisle, releasing the organ space for toilets (ground floor) and office space on a small mezzanine floor above.
An office is shown in the south aisle near the porch.

This plan found favour and was developed into the Heritage Project which was costed.

July 22nd 2013 (R2A-12-133) Acanthus Clews – architect David Finlay.
DAC consultation.

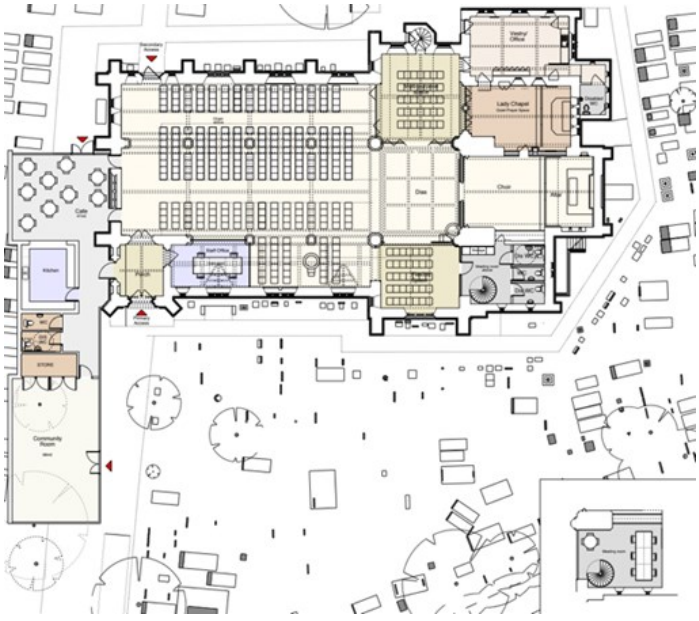
The Heritage Project

The budget for a developed option 5 was **£2million.** A DAC site visit explored this preferred option in April 2014.

The Heritage Project was presented to the church in July 2014 (NB the extension has developed from option five and did cover a number of graves.)

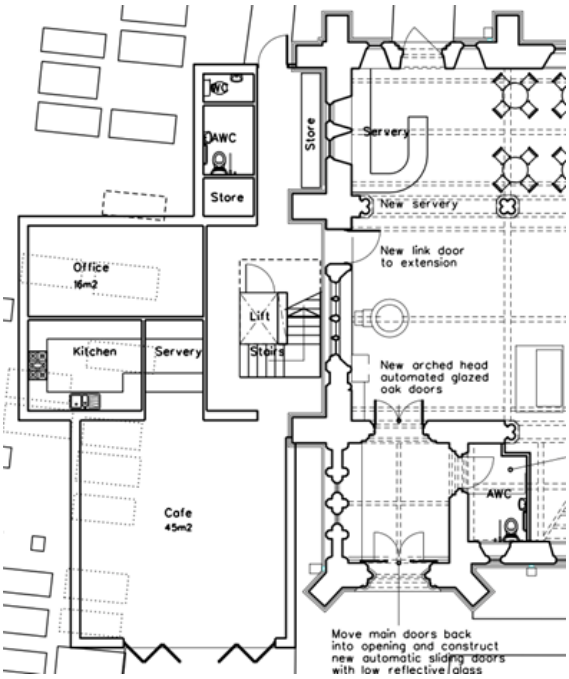
Funding was not forthcoming and the architects were advised of the project halting at the end of 2014. The architects did suggest getting planning permission for the extension which was given in August 2015 but no further work was done.

An interregnum began Sep/2016 - July/2017.

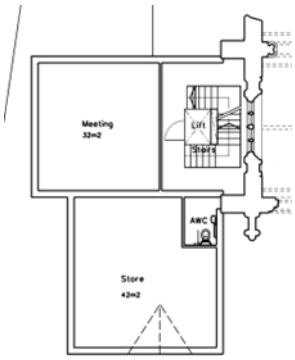


Transforming Trinity was introduced in February 2019 (see Project Timeline, page 24). A design for a new west end was offered as a feasibility study and to give traction to conversation about a community hub development and priorities.

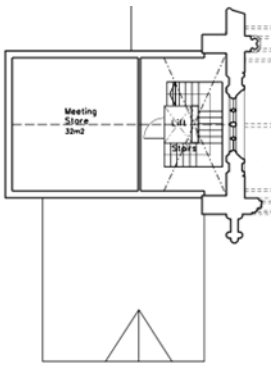
West end extension – drawing 1650L2002 (see picture in Project Timeline, page 24)



Ground Floor (drawing 1650L2002)



First Floor

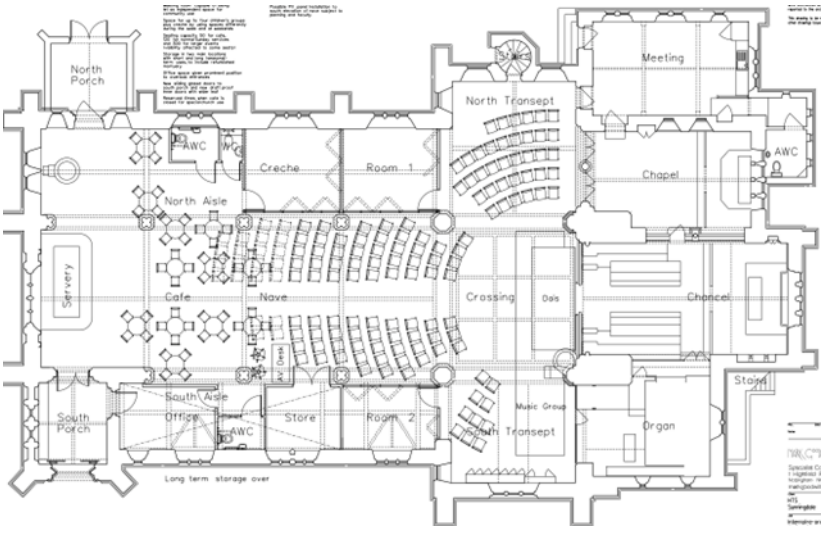


Second Floor

Enclosing the whole west end, this design covered a number of graves and enclosed the whole west window. It did however create a great deal more space than the previous project.
With re-ordering in the church similar to the Heritage Project this plan was costed at **£2,018,246** and is not being pursued due to the cost.

November 2022 – Mark Goodwill-Hodgson drawings to a revised brief and lower budget.

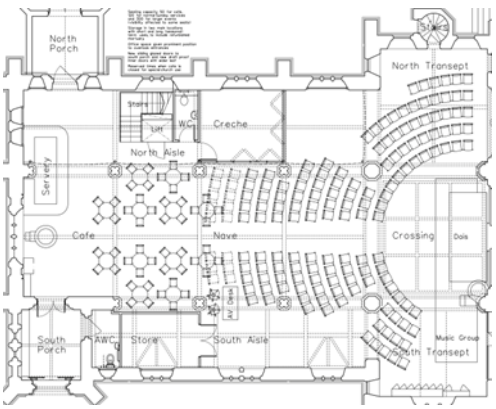
Plan 1650L2005 – Ground floor only with north porch.

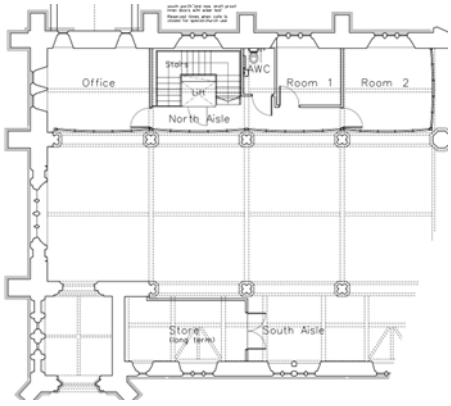


NB – all Mark's plans respect the wish to leave the vestry, chapel, chancel and organ space as they are. (In the drawing the vestry is described as "Meeting.")

Restrictions. The church became too overloaded and crowded with both aisles filled with rooms. It was felt that the rooms would not enhance the worship experience or authenticity of the church.
The office in the south aisle is too small. The font was rather lost in relationship to the worship space.

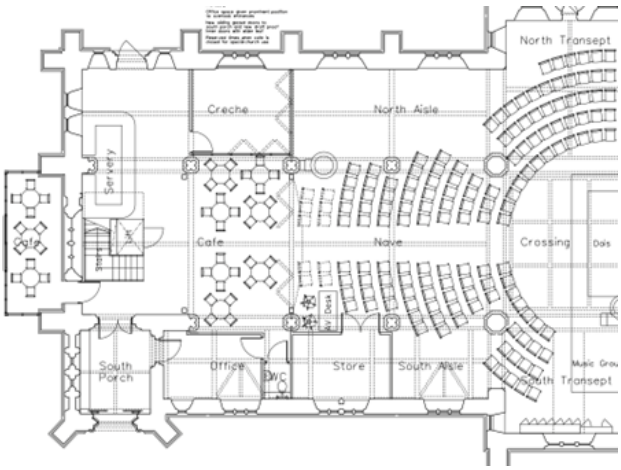
Plans 1650L2003 and 04 – incorporating a north aisle mezzanine.

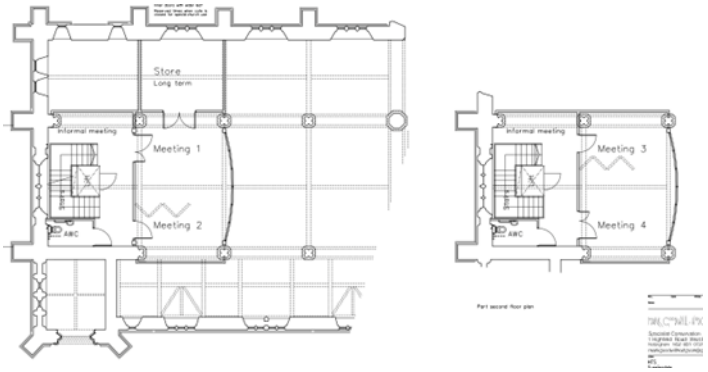




Restrictions. Among other things the office on the first floor remote from the entrance, rather small rooms on the 1st floor, access to the store above the south aisle store. No external visibility or neutral external café space.

Plans 1650L2006 and 07 – A mezzanine across the west end and small external extension.



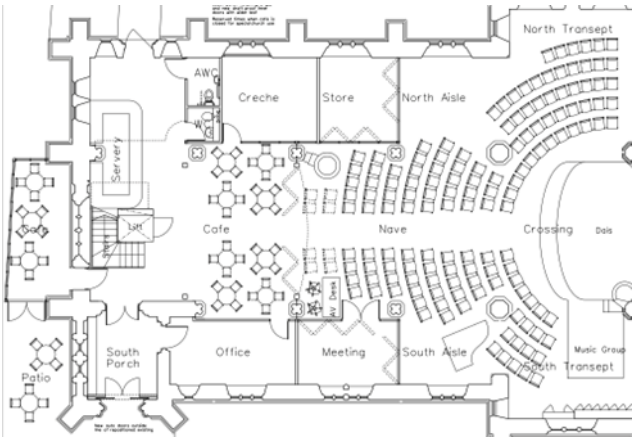


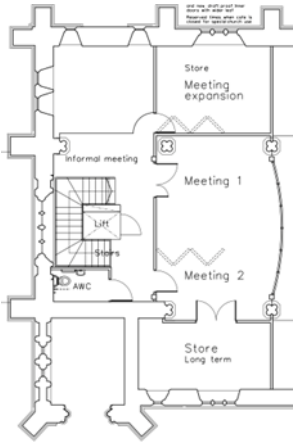
This option included a second floor and replicated the idea of a west end extension but inside not outside the church.

Restrictions a small office and only one additional WC on the ground floor. The whole west window would be obscured somewhat by lift and stairs (if the 2nd floor was agreed). A slightly awkward relationship between servery, interior and exterior café space.

The PCC met to discuss plans 03-07 and asked the architect to draw up their ideas shown in the following plans which were incorporated for the DAC site visit and at a full DAC for their comment.

November 2022 – Mark Goodwill-Hodgson plans 1650L2008 and 09





These plans met all the requirements the PCC had placed in the brief. All the above had maintained the Chancel by Street, the position of the organ and the integrity of the Chapel. The vestry would become a most useful meeting room with little adaption.

The church would still be able to conduct larger services with attendances at 300 by incorporating the social space at the rear of the nave.

It was envisaged that the store (north aisle) and meeting room (south aisle) would re-use the existing screens from the two transepts, allowing the worship space to be increased for larger events. The existing sound and vision system would need to be moved to accommodate worshippers being further forward but without any further purchase of equipment.

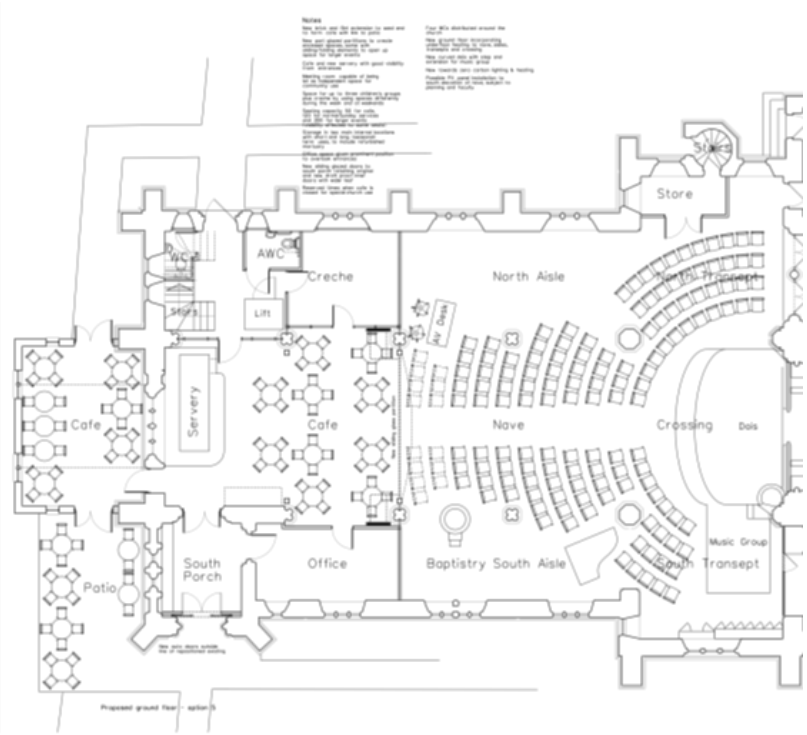
Restrictions. The DAC feedback commented on the meeting and store room (centre bay, both aisles) as encroaching upon the worship space, the positioning of the lift and stairs, obscuring some of the west window and the unusual exterior extension.

It was felt the Font needed greater space and prominence and care should be taken in the relationship between the platform and the pulpit. It was felt that the room divisions and ceiling over the upper rooms would impact significantly on the west window and relevant questions were raised about the need for all the rooms and spaces requested.

2023 The Evolution of Transforming Trinity

We have enjoyed a collaborative and fruitful dialogue with the DAC Subcommittee as the Transforming Trinity project has developed. The final plans being submitted are as a result of this dialogue. What follows here are the plans submitted to the DAC in September 2023 and notes on the changes. There is also a table showing how we responded to all the comments made by the DAC and our response to the Amenity Society visit in November 2023; accepting suggestions where we can and defending those we feel we must retain.

The following section is a deep dive into the justification for certain aspects of the project.



Plan 1650L2010 revB

In this last iteration of the developing plan it can be noted that we have removed the meeting room and store in the centre of the aisles, put the sound desk somewhere sensible, and of great importance relocated the stairs and lift into the NW corner – a particular request in the DAC feedback.

This plan continues to show a ground floor west end extension which on good advice we have excluded (see CBC and DAC comments – on page 40 of the response to the amenity societies visit).

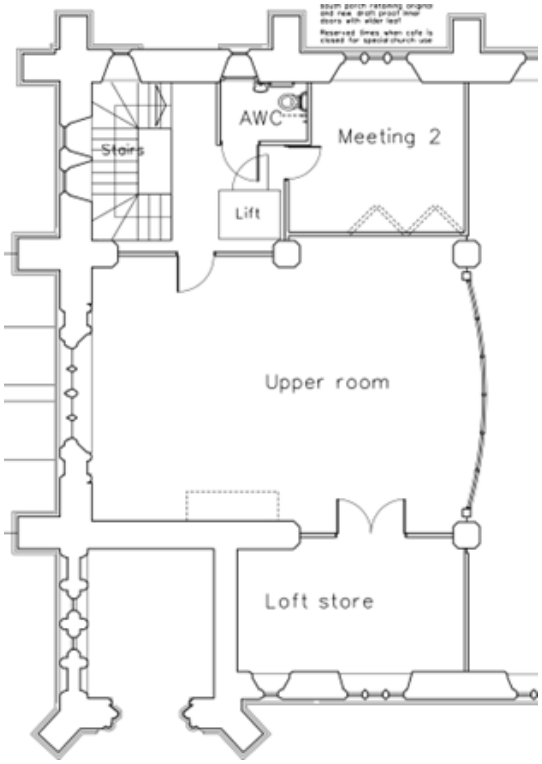
The full drawings and plans now submitted to the DAC exclude a west end extension.

Plan 1650L2011 revB

The mezzanine also shows the relocation of the stairs and lift into the NW corner.

The NW corner has been a tricky architectural conundrum which Mark has solved by careful design. In particular the request that the stairs did not cut through the two windows on the west wall (accomplished) and that clear access through the space on the ground floor was a priority as a fire exit.

These penultimate plans came a great deal closer to the final design, the major difference being the exclusion of the west end extension.



Part Ten : Justification for Such Radical Change

In July 2023 the DAC asked for further information justifying aspects of the project; the upper room, why an open ground floor was preferable, the sliding glass screen separating the social space (café) and the worship space.

This section will set out why we feel these aspects are relevant and necessary accepting that they are a radical intervention at the west end of the building. To support the explanation two tables set out the current and proposed use (and the restrictions we currently experience) and how the building might be used when redeveloped. These are in Appendix Eight.

1. The Upper Room

There has been conversation about having a 'small hall' since the 1970s and for the years the church had access to the CMI, that's exactly what they had. What the church needs is an appropriate space depending on the activity…a space large enough to be comfortable and small enough to be intimate. This list gives some relevant dimensions.

The Chapel	21.5m^2
The Vestry	24.5m^2
Social space (café)	40.0m^2
Upper room	63.0m^2
Worship space	317.0m^2

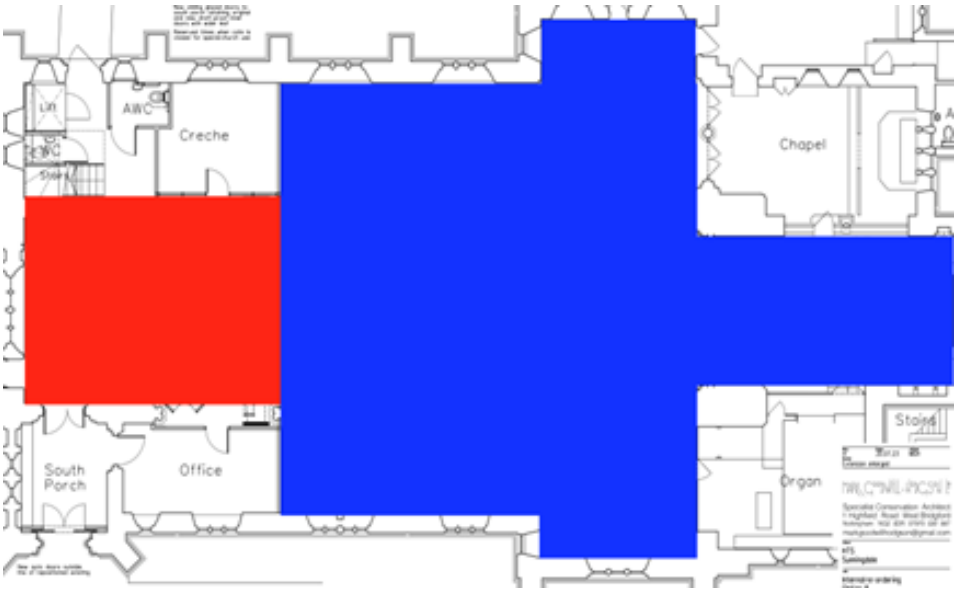
The upper room will be an ideal size for gatherings between 20 and 40 people seated socially and up to 50 seated formally. Of course, they could gather in the worship space, but three things work against that.

The **first** is that access is required through the worship space (for example to the chapel) so a meeting there has no privacy.

The **second** is proportion. The size of the worship space works against many of the events we hold.

> ***Example.*** The Bereavement Journey is dealing with very sensitive issues and deep emotions. The first part of the weekly session is to listen to or watch a talk. The second part is for discussion in smaller groups. Those attending need to be in a safe space to feel held and protected. The room should be large enough to be comfortable and small enough to be intimate. Attendee numbers of 25 to 30 would be too large for the vestry and the main worship space wouldn't serve this need. The upper room would be ideal. When breaking into groups, the smaller spaces in the building could accommodate them. The same is true for the Alpha course, our Lent course and prayer gatherings.

The **third** is practicality. We are mindful of the cost to run a redeveloped building. The contrast in the size of spaces tells its own story. The upper hall is just under a fifth of the size of the main worship space. It would be poor stewardship to heat the large open space for a gathering that could easily and comfortably fit in the upper hall.



Without the upper room we would lack a really useful, effective space for the range of activities we and the community hold.

Can we do without the upper room?

The events listed in the table on page 86 in Appendix Eight are accommodated in the building wherever possible but not very well. If we could flourish with the spaces we have, the need for Transforming Trinity would be much diminished. The last column of the table repeats the same restrictions, heating, lighting, limited space, wrong location and so on.

As explained in the previous comments one looks to match an event and the numbers attending with a suitable venue. For example, the vestry will be ideal for a cell group of 12 or an evening PCC meeting.

However, the following need a larger space than the vestry but would not be suitable to drop into the main worship area.

Maundy Thursday supper and worship.
A Dementia friendly café.
The Bereavement Journey, Alpha course, and Lent course.
Clergy chapter meetings, school classes, parent and toddler music.
Youth group and uniformed organisations.
Smaller worship events, like our intergenerational Sunday at Six.

The numbers attending fall into the category a small hall would best accommodate.

Page 86 lists the events the church held in the CMI small hall.
4Women charity dinners / Men's breakfast / Exercise classes / Art and craft classes / Messy church / Lunch'n'meet.

It's relevant to consider if any of these can be held in the (internal) café area. Once again it becomes a question of balancing numbers into a space that feels relevant. They could in theory all be held in the main worship space, but the same points made earlier mitigate against this. Privacy and safety, a proportional space, the practicality of heating. The chart on pages 86-87 shows the events ideally suited to the upper room while activity is occurring elsewhere.

A stunning new worship space. *We gain far more than we lose.*

A mezzanine across the west end is a radical intervention at Holy Trinity and it will reduce the impact of the large open nave one experiences on entry; but we feel this loss is more than compensated for by the creation of the upper room and the capacity to host events simultaneously.

Forward of the mezzanine floor the experience of the worship space will be as it is now, (less the existing screens and sliding doors enclosing the transepts). It will be authentic, revealing the architecture and design more clearly than it does now. When looking westward from the worship space the building will still retain its integrity and proportions. The west window, pillars and arches will still be seen, albeit with a new structure in the building.

To set against the reduction in the size of the nave, is the upper room which will be dominated by the immense west window. In particular it will be a gloriously lit space in the early evening. When we have held intergenerational worship at 6pm the numbers (25-35) lend themselves to being in what will be an amazing space.

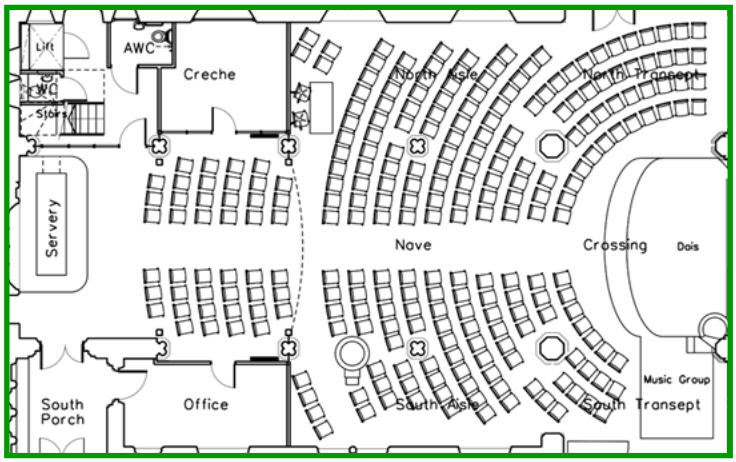
Enclosed, not a gallery.

Even if heating were not a consideration, we intend to have sufficient seating on the ground floor and don't need a gallery for overflow. We are mindful of the need to clean a large expanse of glass (similar to what we have now around the north transept) but enclosing the upper room creates a great deal more flexibility and a space that can be used simultaneously with other events.

2. Configurations of the Church

In the dialogue between ourselves and the DAC a question was asked about the café at the back of church and the impact on weddings and funerals. The following illustrations show how flexible the space will be.

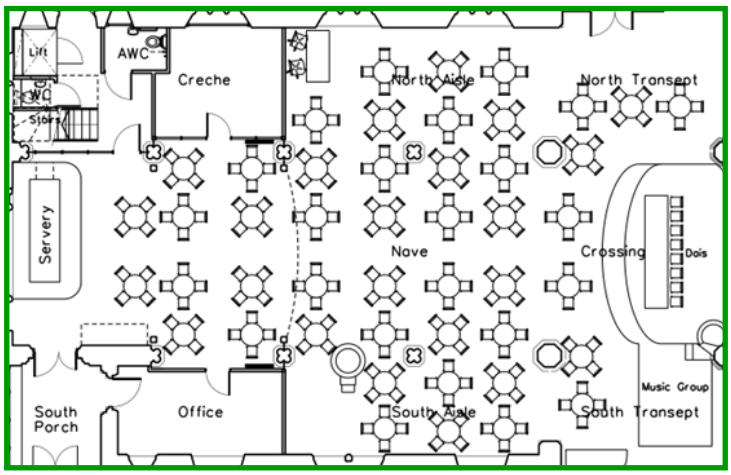
Seating throughout



This layout shows 258 chairs which will be more than sufficient for all events except the most exceptional.

With tables removed the church has a more formal look which will suit weddings and funerals and the parish remembrance service.

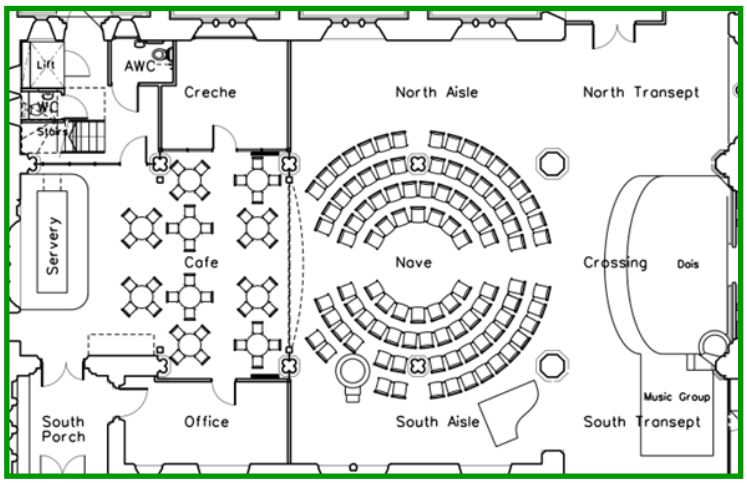
Café style social seating



Events such as the scouts quiz night, concerts and entertainments will benefit from being able to spread across the whole space.

Shown here with tables for four, we are much more likely to have a mix of tables for four and eight but this illustration shows just what can be achieved.

Innovative worship



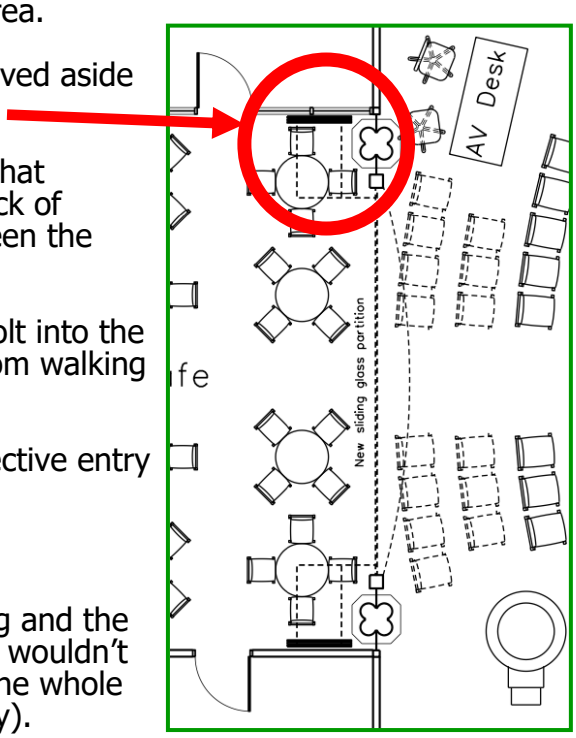
This illustration was deliberately created to encourage thinking away from fixed straight rows!

Shown here is the café space set out for refreshments and worship in the round which might be used for the nursery at Christmas when they do their nativity.

(NB – these drawing are taken from earlier plans and are purely for illustrating the main space. Much has changed, ie the NW corner, platform shape and position of the piano.)

3. The Justification for Glass Screens

We have envisaged having moveable glass panels that can be used to separate the social space at the west of the nave from the main worship area.



These are hung from a track and can be completely moved aside in line with the pillars as shown on this drawing.

This is important for larger worship events and means that nothing will impede the view of people sitting at the back of church. (For the same reason the font is lined up between the pillars and the AV desk set to one side).

When the screens are deployed across the nave they bolt into the ground to be secure, and the decal prevents anyone from walking into them!

The centre two panels can act as doors creating an effective entry into the worship space.

Stewardship

We intend to zone the heating across the whole building and the social space will be separate from the worship space. It wouldn't be cost effective to heat 380m^2 compared to 63m^2 (ie the whole of the open ground floor versus the social space/servery).

Flexibility

We seek to future-proof the Transforming Trinity design and incorporate the capacity to use spaces effectively. The glass screens create a smaller space within a much larger building. This will be helpful when we run the café, or an evening event in the café space.

Demarcation

This point is deliberately contradictory. As a church we don't divide life into secular and sacred. We are as happy to see the scouts spread across the church for their quiz night as we are to spread across the church in worship.

However, we have deliberately planned for everything east of the glass screens to be authentically church (Victorian, Street, Scott, enclosures removed). On a usual Sunday the space west of the screens, our social space, will be set out for refreshment in a café style.

Both activities are of value. The screens demarcate that one happens here and the other over there. We know from our church surveys on the seating that no-one objects to the café environment, but they don't want it in their worship space. (It's current location in the north transept is an irritation to some). The ability to divide the two spaces allows for transition, expectation and appropriate activity. The café is here. The Worship is there.

Prayer

Throughout the design process we have asked for a space where prayer can take place throughout the service, a space where prayer can take place that is visible (this is essential as a safeguarding concern) but also confidential. Other worshippers don't want to listen in.

The glass screens will answer this need. Worshippers can slip to the back into the social space to receive prayer and leave the rest of the church undisturbed.

4. Illustration of Design

In this sketch our architect, Mark, is showing the view of the nave westward from the dais.

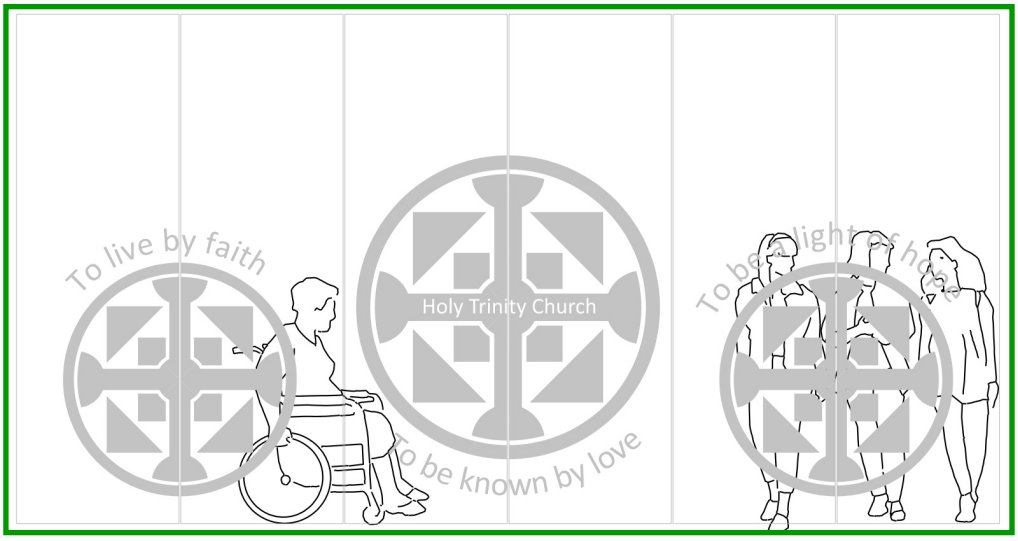
The west window is visible and one still has a sense of the architecture and structure of the building although the upper hall is enclosed.

Mark has shown the lower glass partitions closed and in this sketch placed a Trinitarian design to simply show that the panels are there.

The two new structures are observed; the crèche in the north aisle with a meeting room above and the office in the south aisle.

Our aim with the decals (the manifestations on the glass) is to both be there and not be there and this example from Cinderhill, Nottingham illustrates this nicely. It allows the glass to be seen preventing accidents, but doesn't in any way detract from the view of the chancel. We have invited a student architect, the daughter of a churchgoer member to sketch ideas based on the motifs and decorations we have at Holy Trinity.

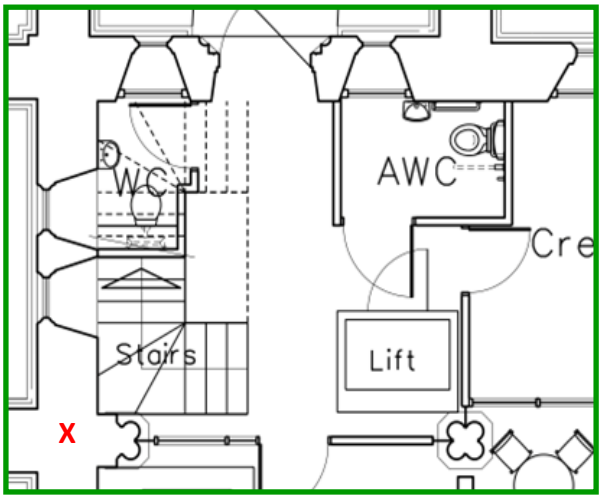
The example shown captures our longer mission statement and the stylised impression of the Jerusalem cross which we have in a number of places. This is NOT the final design; we intend to engage our whole congregation in selecting the final appearance.



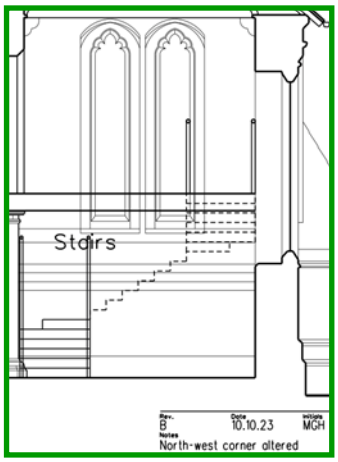
Part Eleven : The North West Corner

In our original designs the stairs and lift were under the west window, and it was thought that with glass balustrade and glass surround to the platform the window would not be obscured, but it was requested that we relocate these two items to the NW corner.

In the NW corner the request was to avoid the stairs going in front of the two stained glass windows on the west wall (to Wilberforce and Gibbons) and when the design (below) was offered the suggestion of "flattening the stairs to the west wall and have minimal projection into the aisle" was made. Due to the restrictions, not least the projection of the pillar (X) the stairs will need to turn twice to gain height and avoid crossing the windows in the west wall, although they will compromise the Dorcas window in the north wall slightly. Of the 17 versions of this corner the architect created, this arrangement comes closest to meeting the needs!



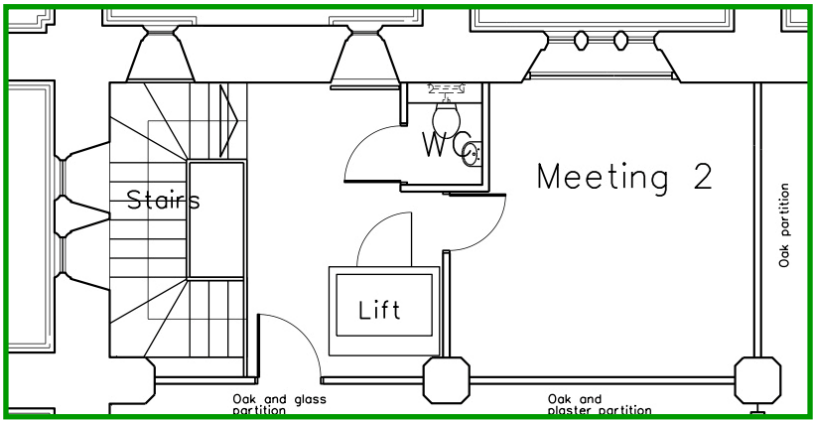
The window to Dorcas (to the left of the north door) will be visible from the top flight of stairs, with a glass balustrade allowing it to be seen in full. As can be seen from the section drawing, the staircase does avoid the Wilberforce/Gibbons windows.



We recognise that inserting new structures into a building such as Holy Trinity will inevitably compromise some aspects of the existing building, but by millimetric design the windows we have can still be enjoyed.

The Martha window (to the right of the North Door) will give some natural light to the ground floor AWC, and will be almost fully seen from the first floor, utilising a glass balustrade. Inevitably there is some intrusion on that window to enclose the AWC, but thankfully most of the window will be seen. Please note, there are section drawings that specifically show these areas included in the full faculty submission.

On both floors we have a similar issue with the positioning of doors, from the WC, the room and the lift. It does seem like there is a conflict of doors and one has to acknowledge there may be a moment when three people want to open the doors simultaneously…but that is likely to be extremely rare.



The lift door is glass, if someone in the lift sees the space they need to move into is temporarily blocked surely they would wait a moment.

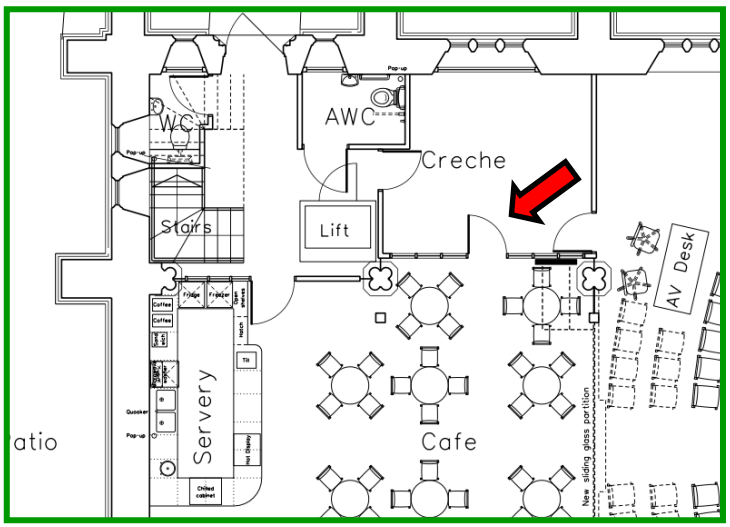
We are realistic about the use of the lift which was chosen for it's small footprint allowing us to squeeze the AWC / lift / access to crèche into the space on the ground floor and WC / lift / meeting room on the first floor.

We are trying to achieve a great deal in the NW corner and most of what we need has been accomplished:

1. The area is protected from fire with a wall on both floors separating that corner from the café area and upper room.
2. A clear unimpeded access route out through the north door is maintained.
3. The staircase avoids the Wilberforce/Gibbons windows and the two memorials that will need to be moved can be given appropriate and respectful spaces elsewhere in church.
4. Two toilets on the ground floor (one of which is AWC -the nearest to the café area) and a third on the first floor.
5. A lift to the first floor
6. Access to the crèche and the meeting room.

Use of the Crèche

This picture shows the door to the crèche from the café area which consultation and observation lead us to believe will be the one most frequently used, both during services and during the week when the café runs with parents choosing to sit near the crèche and observe their children. That's not to say the other door won't be used (particularly as the quickest route to the toilets!) but it will reduce the use of the door into the NW corner.



Accessibility

The lift to the first floor is important to us, but its use shouldn't be overestimated and thus the issue of the doors over exaggerated. On any given week we might see our neighbour G who is in a wheelchair, G and B with crutches. D and P who use wheelers, Al, Ad, An, J and C with walking sticks, but they come at different times on different days for different events. We are seeing an increase in attendances and so can presume that any event on the first floor will have attendees who will make use of the lift but not so frequently that the issue of the lift door and the doors to the WCs will be an issue.

Toilets

Throughout the Transforming Trinity process we have asked for at least three more toilets. Three in the NW corner will be practical (all in one area) and remove the need to queue which occurs from time to time - weddings and funerals in particular. It's unlikely that the upper room will be used (thus a need for the lift) and the conflict of space avoided. We asked about a sliding door to the ground floor AWC but it is difficult for wheelchair users, however the reduction of the first floor toilet to a WC from AWC (on advice form the Building Regulator) has given much more space there.

Balancing Pros and Cons

Although the NW corner squeezes a quart into a pint pot, the benefits of that corner and all it achieves is felt across the rest of the church where the windows, architecture and space can be celebrated. There will always be an impact of changing a church such as Holy Trinity, but it has been greatly minimised in the design Mark has accomplished.

Part Twelve : Response to Feedback Received

August 2024: HTS Response to DAC Feedback following site visit 13/02/2023

ITEM/ISSUE RAISED/REQUIRED	ACTION TAKEN/RESPONSE
Usage table for the proposed development and spatial analysis	An overview of current and proposed activity and spatial usage. See Appendix Eight.
Timeline of project's development	A brief review of the Heritage Project and Transforming Trinity from 2012. See Part Nine.
Analysis of options considered and discounted with budget costs	Illustrations of options, both Heritage Project and Transforming Trinity. Costs where known. See Part Nine.
Fundraising and grants. ***Figures updated February 2025*** NB. The PCC noted the request to comment on fundraising and grants.	The sale of 62 Park Crescent: £395,000 Money given by church members (+ Gift Aid) : £300,387 Money pledged by church members: £169,819 Two legacy trust funds: £143,000 Grants secured: £89,000 Fund raising events £11,442 **Total: £1,108,648**
Note re fundraising. In their seminars on projects and fundraising, Action Planning advise that the majority of the funds will come from the congregation; the "home team". One reason for visiting the whole church community individually was to ask about finance and the result is shown in the figures above. Although we set a realistic target of £1.1million for the project, inflation has increased our target to £1.537 million. There is a strong possibility of grant making bodies supporting a community hub development, and we are mindful that we have not yet got an agreed development about which we can apply for post faculty approval funding. We were encouraged by the DAC site visit that this kind of development could attract support from the Diocesan Development Fund. Our intention is to get the support of the DAC for our plans which we can then confidently use to make applications for grants and we have identified among others…Allchurches Trust, Church Buildings Council, Historic Churches Trust, Garfield Weston Foundation, The Hobson Charity, The Laing Family Trust, National Churches Trust (Cornerstone grants), Esmee Fairburn Foundation, Fisherbeck Charitable Trust, Joseph Rank Trust, The Liz and Terry Bramall Foundation, The Trusthouse Charitable Foundation. In total we have identified 47 grant making bodies. We also have a close connection with the Carluccio Foundation.	
Spaces justification – general and individual	Narrative on pages 13 to 17. How building a new space releases an existing space.
User identity and requirements	See Appendix Eight.
Evidence of interest	We know that all existing users will be catered for.
Note re interest. As with fundraising, it's difficult to market and gauge the potential for new usage on rooms and spaces that don't exist. We know (because our churchwarden was responsible for Village Hall bookings) how many groups are turned away from a fully booked VH, in particular, spaces in the morning for art and fitness classes and social gathering. The long experience gained at the CMI gives confidence that the facilities will be well used despite the gap in time between the loss of that building and now.	

Re-assessment of historical Statement of Significance	S. of S. adapted and new information incorporated
Proportions/aesthetics/internal light levels	Addressed within the justification, Part Ten. The issue of light levels on pages 45 and 46.
Additional café seating. The inside / outside relationship The West End Extension (plans 1650L2008)	We have agreed with DAC concerns and CBC advice that a West End extension is not fully justified and this part of the plans has been dropped.
Internal elevations	Additional supplied with 1650L2010revA and 11revA
Planned location of font (NB – away from partitions and other structures)	In line with the pillars in the space in front of the "crucifixion window", south aisle. The majority of christenings are small gatherings not in services. This space will create a lovely environment for the service.
Tiled floor surrounding font	We plan for the existing tiled surround to be re-used in the new location and black banding tiles to be re-used along the aisle.
Excess of new spaces ground floor	We have reduced the planned spaces
Excess of new spaces 1st floor	We have reduced the spaces on the 1st floor
Excess of aisle partitioning	Removed
1st floor storage area	Relocated in new design
Obscuring stained glass windows	Eliminated in new design
Partitioning design. (Nave) (glass panels that can be fastened securely)	We believe these will be essential to delineate the worship space and social area on most occasions, but when required can be slid aside into the line between the pillars (see the heavy black line).
Placement of stairs and lift	Relocated in new design to NW corner.
Sightline interference of west window	Eliminated in new design
Servery not central	Relocated in new design
Servery timber finish	Noted. Included in new design will be sympathetic finishes relevant for the church.
PCC to compromise – reduce room/ spaces request	Included in new design.
Evidence for justification of 1st floor	Supplied. The upper room replaces the north transept and creates a uniquely stunning space.
North side porch extension	Rejected as option by HTS - see Part Nine.
West end glazed extension	Removed.
Café signage	The issue is not signage to tell people the church has a café inside, but overcoming the reluctance to go inside.

August 2024: HTS Response to Amenity Society site visit reports

This section addresses the comments and issues raised in the reports received from the amenity societies following a site visit on 17th October 2023 and includes comments on solar panels by an RBWM planning officer who visited on 3rd August 2023. The cross-referencing refers to the relevant paragraph in each report.

The Victorian Society (VS)	report received 13th November 2023
Historic England (HE)	report received 27th November 2023
The Church Building Council (CBC)	report received 18th October 2023
Planning Department RBWM	report received 30th November 2023

Please see Appendix Seven for the full reports.

External Appearance	
VS	…remarkably impressive, a dazzling and dramatic set piece (c/f para 2)
HE	…a beautiful church…the noted views from the southern aspect (c/f para1)
CBC	..the striking exterior (c/f para 2)
HTS	We too are proud of the church appearance enhanced by its setting in the old village of Sunningdale and agree with the above comments! The picture on the front cover was chosen to show the church at its finest.
Outcome. We are all in agreement! It is a beautiful church and we are mindful of the impact that external development will have. *(see Solar Panels below).*	

External - West End Extension		
VS	Strongly oppose. Scott conceived of the w/e as a great cliff-like termination and made full use of its extensive elevations… a wonderful display of diverse structural polychromy (c/f para 9)	 West end from NW corner
HE	Proposed w/e ext. would damage this very handsome exterior (c/f para 7)	
CBC	…does not consider (w/e ext.) is currently adequately justified. (c/f para 13)	
HTS	We believe that an external, visible development can enhance the building and provide highly useful space, however…	
Outcome. Comments from the DAC had already led to us questioning this aspect of the project and the CBC input helped us recognise that the justification isn't there at this time. **We are content to drop this aspect of the project.** In time we may re-visit but accept there will need to be strong evidence of need and a respectful design to celebrate the existing architecture.		

External - Solar Panels	
VS	*NB – the VS had not seen the supplementary statement on PV sent to the DAC and many of their suggestions had been addressed, ie following guidance on net zero. That said; …*we would strongly object to any remotely prominent installation on this church (C/F para 13)
HE	No comment made
CBC	…the council supports these proposals, which will have a minor visual impact… but which it considers would not harm the significance of the church (c/f para 12)
RBWM	*These notes from the pre-application advice report, indicative of likely decisions.* Most significant impact on the southern nave roof – unlikely to gain permission (7.11) Less impact on the chancel and organ roof – robust justification needed. (7.12) No objection to hidden areas (the north aisle gully) (7.13)
HTS	Our approach is to balance harm to the appearance of the church with the imperative to demonstrate our commitment to the necessity to care for creation and have carbon neutral power supply.
Outcome The pre-application advice from RBWM matched our own opinion and our intention will be to accomplish two objectives. 1. **A commitment to maintaining the primary view of the exterior** (ie not using the south facing nave roof) as the significance of this view has a high value. 2. **Placing panels on the south face of the chancel and organ chamber**, (and on the hidden south face of the north aisle) visibly demonstrating our commitment to carbon net zero and the necessity that everyone takes urgent action to safeguard God's creation. We believe both aspects have equal weighting, appearance and the importance of generating power. This approach would avoid the VS objection of 'prominent installation'.	
Interior – new floor and underfloor heating	
VS	…that the present woodblock and particularly the tiles are a significant element of Scott's interior and should either be preserved or, in the event of the floor being re-laid, reinstated. (c/f para 5*) Removal of existing heating and installation of underfloor heating – no comment*
HE	Underfloor heating and relaying the floor surface is also likely to be possible without undue harm, but we would encourage that the replacement flooring is sensitive to the Victorian aesthetic of the building and that tiling could be the most sensitive type (rather than stone) (c/f para5)
CBC	The replacement flooring material has not yet been proposed. The current woodblock and simple tiled floors are degraded. The Council would have no objection to a stone or wood floor. The new flooring should have some demarcations, perhaps along the aisles, to avoid creating a stark, blank space. This can also be achieved by using different sizes of tiles which help to break up the monotony of a single coloured floor (c/f para 8)
HTS	Replacement materials will be required to make the most of the underfloor heating. We do wish to replicate existing design as a strong reminder of our heritage.
Outcome Our proposal will be to use a new **red quarry tile across the back** (social space) **and for a central aisle**, identical to how it is now, banded by the existing black tiles giving an almost identical appearance. The wood block will be replaced with **engineered oak boarding.** In essence it will look very similar but will perform better. The existing tiles from around the font will be retained and re-laid in the font's new position. We plan to remove the red carpet from the chancel and expose the stone and tile work which enhances the strong period look.	

Interior – pew removal	
VS	…oppose the wholesale loss of the benches and urge a meaningful number will be retained. (C/f para 3)
HE	…removal will cause some harm, however…we see (removal) being justified to enable the church to use the nave/aisles/transepts for the range of use the church wants to accommodate (c/f para 5)
CBC	…does not object to the removal of pews as long as a meaningful number are retained and used in a meaningful way (c/f para 9)
HTS	It's not possible to accommodate keeping the pews and having a flexible open space to use in a variety of ways, we do intend to keep a number throughout the building.
Outcome. Accepting the VS would wish us to retain the pews, the HE and CBC accept the justification for having a large open flexible space. We will keep a number of pews (re-furbished) that speak to our history.	
Internal – subdivision and first floor	
VS	Impact on the historic interior / questions the scale of this / acceptability will rely on the quality of the design and questions full height glass screen / cleaning? (c/f para 6)
HE	Is such a large café space required…
CBC	The proposed west-end area is impactful but the Council considers the size of the space is justified.
HTS	Building in the back 2/5ths of the church is not a unique solution but does create the most impact. We recognise it is radical, but although there is loss, there is also gain… not just the spaces in themselves, but new ways of using and appreciating the building.
Outcome. There is a strong justification for the rooms, additional facilities and approach to implementing these. On two specific points. NW corner – we have adapted to take account of the comments made by the DAC. Size of the café space – there is a perhaps a misunderstanding to consider this commercially (ie area / footfall / economic impact). There isn't an intention to compete with Costa or Fego's on the Chobham Road. The size is dictated by the structures around and above it (office, crèche, worship space and mezzanine floor) the latter dictating where the dividing screens will go. We know that if this space was only for church use, it would be full after worship on a Sunday and the concerts at Christmas and in July 2024 could have filled the space and then some. The café will come and go…in place on a regular Sunday and through the week and disappear for a funeral or wedding. The business plan will show we are not running a commercial café…but growing and developing church hospitality.	

Part Thirteen : Heating and a Sustainable Future

The current heating system was installed in 2016 and has proved to be both expensive and inadequate.

The PCC commissioned a heating report from Emma Varney, B.S. Design Services Ltd. and the full report is attached as Appendix Five. Emma based all her calculations on plans 1650L2010 and 1650L2011; the same plans used at the DAC site visit and DAC meeting in February.

The report confirms what we know only too well. To heat the whole building would require approx. 160kW. The current heating capacity is 45.6kW.

In her report Emma recommended a hybrid heating system using Air Source Heat Pump (ASHP) and a gas boiler; the latter mainly on the grounds of running cost. She also recommended additional heat input as well as underfloor heating such as trench heaters, fan convectors and wall mounted radiators.

The PCC discussed the report and rejected the option of a gas boiler having ascertained that ASHP could create the heat required, however further developments have caused us to re-visit this decision.

Underfloor

Underfloor heating was recommended in 2002[1] and again in 2014[2]. Installation will be disruptive, but the time has come to grapple with the issues of the failing sub-floor and resultant trip hazards. The site investigation (July 2024) shows that the floor is a thin skim of concrete over a rubble base. The depth of sub-base is not uniform and repairs have been made in the past to uneven flooring. Grappling with the need to repair the whole floor in a comprehensive way lends itself to the installation of underfloor heating.

Greenways and Partners Ltd were appointed to the design team in 2024 and have developed the heating strategy further. They came to the same conclusion as Emma Varney; underfloor alone would not heat the church adequately, (Appendix Six, page 75) and initially were prepared to discount underfloor altogether, however further discussion with the architect and the merit to the fabric of the whole building to have a steady background heat have led to its inclusion, supplemented by other heat input.

The Double Hybrid Solution

The church has an electric supply of 69kva (kilo-volt-amperes). To run the proposed heat sources in the coldest season would require 110kva. Southern and Scottish Electric were asked to quote on increasing the supply, however there is no additional capacity from the sub-station.

The church would therefore need to pay for a new sub-station, most likely on a pole situated on land owned by St John's College Cambridge, and the quote for supply plus the likely legal costs for wayleave are in the region of £162,000.

[1]Chris Reading Associates of Winchester. A report written as part of the "Embracing the Future" programme of works. It was thought too costly and disruptive to be part of that programme of works.

[2]Environmental Engineering Partnership. A report as part of the Heritage Project recommended underfloor for both church and extension. It's interesting that the heat source for church was recommended as a gas boiler or biomass boiler and ASHP for the new extension run from solar PV.

The Engineer leading on this task has suggested that the maximum power requirement would be for approximately 10% of the year, ie the very coldest weeks. His recommendation is to install a gas boiler to give the security that we could heat the church adequately during these times otherwise the best we could expect would be about 10°C. The cost of installing gas from the local mains would be approximately £25,000.

This was extremely disappointing news. The church is committed to becoming carbon neutral, but we have to face the reality of power supply; balancing installation cost against use. What we cannot do is ask the church family to contribute to a project that accepts being only 10°C in the coldest weather or to raise an additional £162,000 to cover only a few weeks of the year.

The PCC discussed this challenging issue at great length (July 16th 2024) and reluctantly accepted that a double hybrid solution would be needed, that is two forms of power supply and two forms of heat delivery (electric and gas / underfloor and additional distribution). *[PCC minutes 240716, item 9n, proposed by JH, seconded by MG - reluctant unanimous agreement recorded.]*

Further Measures

Part of the Transforming Trinity package of works will be the insulation of the main floor space, insulation to the chapel, decreasing the draughts, particularly from the south porch and making sure all the small gains carried out as we followed the "practical path to net zero carbon checklist" will be maintained. We also benefitted from advice from Matt Fulford to consider how spaces are used and for how long and thus how they can best be heated. This is reflected in the heating solutions presented by Greenways.

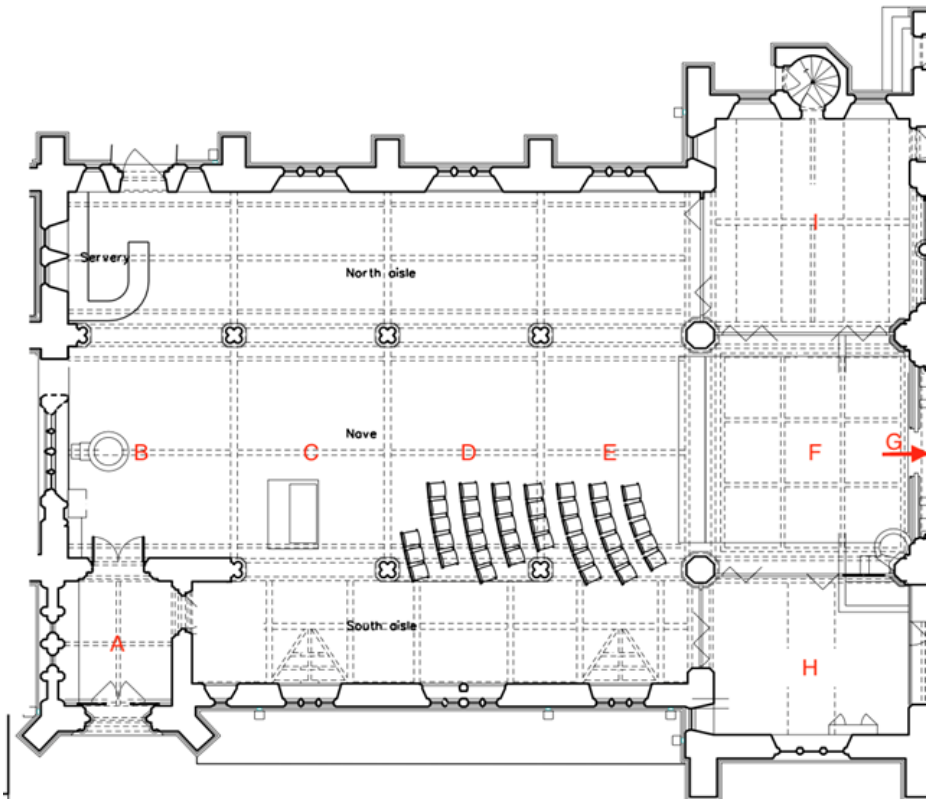
Part Fourteen : Church Lighting

A question was raised by the DAC concerning the light levels in church and the impact of any new internal structures.

- The table below shows the light levels (in lux).
- Taken on 8th June 23, bright, strong sunshine all day with a clear sky.
- The first column shows the readings with all available lights switched on.
- Thereafter the readings are the natural light levels.

Location	9.25am	9.25am	Midday	2pm	4pm	7pm
A. South Porch (in shade)	-	1948	2216	2660	2700	870
B. near the Font	168	8	11	15	38	31
C. 2nd Arch	240	7	6	17	35	75
D. 3rd Arch	151	7	7	9	15	188
E. 4th Arch	181	9	7	11	10	72
F. Centre of the Crossing	127	28	12	26	7	33
G. Centre of the Chancel	352	230	34	17	10	13
H. Centre South Transept	92	36	200	240	83	16
I. Centre North Transept	93	9	8	10	8	18

These readings demonstrate that the natural light level in church is very low indeed. Whenever the church is open we are obliged to have the lights on. The highlighted numbers are all below 50 lux, the recommended level for safely moving around a building. There are spaces that have a good level of natural light at certain times but the rest of the church requires lighting. We cannot rely on natural lighting; we always have to illuminate the spaces.



The highest natural light levels across church are in the evening at 7pm when the church is lit by the west windows. Locations B and C will be under a mezzanine and have little natural light, but the upper room will be an extraordinary place to be at such a time and the front part of the nave will continue to benefit from the west window light.

The concern that internal structures will reduce the light from the windows is relevant, but as these figures show the light levels are far too low to protect. Our lighting design will seek to overcome the low levels of natural light by having at least three "scenes" we can create. One will show off the building's architecture. A second will allow for a bright level of light for services *(at hymnbook level)*. The third will be a more atmospheric lighting scene for events such as the midnight communion on Christmas Eve. It's envisaged that the first lighting scene will compensate for low natural light levels allowing the building to be accessed and used safely.

The Chartered Institute for Building Services Engineers produced a guide on lighting and the following is the relevant table for churches. The readings for Holy Trinity are with all available lighting switched on.

	Recommended	**Holy Trinity**	
Body of the church (Nave etc)	100-200 lux	168 – 240 – 151 – 181 lux	
Pulpit	300 lux	265 lux	✗
Lectern	300 lux	332 lux	✓
Platform[1]	200 lux	160 lux	✗
Font	300 lux	144 lux	✗
Vestries	150 lux	388 lux	✓
Organ (music reading required)	300 lux	470 lux	✓
South transept – musicians' area	300 lux	94 to 112 lux	✗
Altar	300 lux	1036 lux	✓
Sanctuary	200 lux	1036 lux	✓
Choir stalls	200 lux	635 lux	✓
Centre of Chancel	200 lux	352 lux	✓

As these figures show the lighting levels across church are patchy, particularly in the nave.

Our approach to re-lighting Holy Trinity will be the same as the lighting in the chancel which was renewed in 2018. Most of the light units in that space had failed and we replaced with modern LED units which are not unattractive despite being functional items.

The lighting consultant took great care to have the Sanctuary and Altar as the most brightly lit aspect of church. The choir stalls either side are brightly lit but less so than the Altar. The centre of the chancel is the lowest, but still much brighter than the recommended level.

The impact of the whole re-lighting scheme is to draw attention to the Altar and succeeds perfectly. The roof space is also lit adding to the attraction of that space. In addition, we have experimented with temporary LED spotlights to add festival colour to the space.

We envisage that a creative lighting scheme combined with a lighter floor and furniture will lift the ambient light level to between 50 and 100 lux making the building safe to visit and move around. Services will have a light level near or above 300 lux and significant places (font, pulpit) nearer 600 lux as we do in the choir stalls.

[1] This reading includes the temporary LED spotlights from the high beams over the nave.

Part Fifteen : Church and Community. Facts and Figures.

Worship at Holy Trinity

Pre-Covid the Sunday pattern was three morning services with the following average attendance.

8:00am BCP communion	10 adults
9:00am CW communion	37 adults
10:30am Café Church	45 adults and 12 children
Totalling	104

Post-Covid a BCP on the first Sunday and a 10:00am weekly Holy Communion with the following averages

8:00am BCP communion	8 adults
10:00am CW communion	64 adults and 6 children
This latter service is live streamed with weekly views averaging 35 views	
Totalling	113

NB In 2023 we introduced a new Family Communion on the first Sunday of the month and are pleased to report that attendance was 69 adults and 17 children

We have a midweek, midday BCP communion with an average of 6 (winter) and 10 (summer) attending.

The church is open when our part-time administrator is in the office.
Monday, Wednesday and Thursday 9:00am – 3:00pm.

The weekly café is held on Wednesday morning with an average attendance of between 15 and 20 in the winter and 25 to 35 in the summer and our Foodbank is open on the first Wednesday of each month.

Our Festival services are well attended throughout the year, for example Christmas 2022

Evening Carol Service	74	(+ 38 online).	(inc. 7 children)
2 x Christmas Eve Christingles	439		(284 adults and 155 children)
Midnight Service	64	(+ 30 online)	
Christmas Day	53	(+ 67 online)	(inc. 10 children)

We take monthly communion services at Dormy House Nursing Home, (between 5 and 15 attending) Lynwood Care Home (between 5 and 20 attending) and Lynwood apartments (between 10 and 20 attending).

Occasional Offices

In 2022 we took 12 baptisms, and 5 weddings. We conducted 13 funerals and internments and 2 memorials. (Some funerals at the crematorium.)

The electoral roll in 2022 was 143 and our wider distribution network totals 196.

Hosting Worship for Others

Most frequently we host worship for Holy Trinity Primary School. Usually it is half the school at a time so that we can include parents, thus two Easter services and two Harvest services with an attendance of approximately 225 at each. The key stage two Carol Service plus parents is standing room only – 350-375 and the leavers service approximately 300.

We also host Christmas services for Charters Secondary School and the Dreamcatchers Nursery nativity, attendance is below 120 for both these events.

Community Use of the Church

Pre Covid we had a series of local groups using the enclosed north transept, creating a source of revenue.

- A pre-school ballet group
- Music with Mummy
- NCT classes.

We currently have no bookings to use church space.

Our most frequent collaboration is with the Scouts who use the church for quiz nights. Attendance is approximately 250 and every inch of available space is used for team tables. They hold at least two per year. They generously tithe 10% of the funds raised to Holy Trinity.

Finance. A Simple Summary

	2018	2019	2020*	2021	2022**	2023
Total Income	£155,258	£172,130	£159,454	£135,542	£157,351	£151,818
Total Expenditure	£150,568	£169,620	£128,039	£135,418	£121,945	£145,904
Result	+£4,690	+£2,510	+£31,415	+£124	+£35,406	+£5,914
Parish Share paid in full	£79,692	£77,295	£76,309	£76,791	£78,332	£77,474

* 2020 The church received £10,000 from the Carluccio Foundation to assist with food poverty and a legacy from a worshiper in Bagshot of £24,000 for the maintenance of the church building so the actual result is a loss of £2,585.

** The accounts appear to show a very healthy surplus, but £30,000 are restricted gifts towards Transforming Trinity so the actual surplus is £5,406.

Restricted Monies

Organ Fund £6,753 – money given specifically for the repair and maintenance of the Harrison organ.
Barrington Beare Trust £75,460 – Former choir master. Money given for the upkeep and beautification of the chancel and sanctuary.
The Denis Burke Trust £50,000 – a trust for the discretionary use of the church wardens with a priority to supplement the income of Holy Trinity clergy widows left unprovided for in times past (of whom one remains in receipt of annual payments).

Transforming Trinity

The church owned a small two bedroomed property used previously by curates and at other times rented out. The decision was taken to sell the property in late 2019 yielding £395k. Church members have also been giving money for Transforming Trinity (currently at £300,387) and this plus other monies raised or pledged brings our current total to £1,083,648 (see page 38).

(Full accounts are available on the Charity Commissioners website)
https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/5003076/financial-history

Sunningdale Community

The 2021 census data is not yet available, but with property development still in the early stages the 2011 statistics will give an accurate overview.

Sunningdale had 5347 residents, 96% of whom were in households. There were 2,380 household spaces. 90% of households had at least a single resident, 10% of properties had no usual resident.

Age structure

	Persons	
	Sunningdale Ward (as of 2011)	
	count	%
All usual residents	5,347	100.0
Age 0 to 4	257	4.8
Age 5 to 7	208	3.9
Age 8 to 9	152	2.8
Age 10 to 14	455	8.5
Age 15	68	1.3
Age 16 to 17	137	2.6
Age 18 to 19	69	1.3
Age 20 to 24	192	3.6
Age 25 to 29	191	3.6
Age 30 to 44	1,020	19.1
Age 45 to 59	1,169	21.9
Age 60 to 64	324	6.1
Age 65 to 74	519	9.7
Age 75 to 84	363	6.8
Age 85 to 89	129	2.4
Age 90 and over	94	1.8
Mean Age	42.3	-
Median Age	44	-

The age structure is of interest and confirms our desire to have a wide-ranging ministry across all ages. See table. 20.7% of the residents are 65 or older (13.9% of whom live alone).

76.4% identify as white British and 11% as 'other white'. A further 5.4% are from EU countries all of which leans the community to being a predominantly white population.

The Church of England Primary School would reflect these figures. Of 212 children on the role, 202 have English as the first language and 189 are listed as white or white/other. *(The local census identifies 92% of households having English as the first language.)*

On the school statistics 107 identify as Christian/Anglican/ Church of England and the local census lists 69% of residents as Christian.

Sunningdale would appear to be a healthy place to live, 86.3% of people say they are in good or very good health, only 50 people would claim very poor health, however 10% of the population is providing some level of unpaid care every week.

70.4% of property is owned either outright or with a mortgage, 18.9% of property privately rented. Only 7.5% is rented from the local authority. Only 9.8% of the population have no access to a car or a van, over 50% have access to 2 cars or more.

64.2% are in employment, 2.7% unemployed, 30.9% 'economically inactive' ie retired, student, home-maker etc. 26.3% of the residents are working more than 49 hours per week, a further 48.1% working between 31 and 48 hours per week.

Deprivation

The ArcGIS Church of England parish map shows that we are in the top 10%, that is the 10% least deprived parishes. The Church Urban Fund places Holy Trinity Sunningdale as 12337 out of 12382 (where 1 is the most deprived parish and 12382 the least deprived parish).

In other words we are the 45th parish with the lowest deprivation. However, our well used Foodbank, the Hardship Fund and the pop-up Foodbank in the neighbouring Hope Centre tell a different story. Our strong connections at the primary school mean that the headteacher is able to ask for Foodbank parcels and supermarket gift cards for deprived families, some of whom are out of catchment, but nevertheless our responsibility.

Residential Developments Planned

As mentioned elsewhere, the biggest development is on Sunningdale Park with 300 new homes being built and planning towards another 50 homes on Broomhall Farm.

Condition of the Church Building

The church is generally well looked after and priority is given to any works needing immediate attention. For example a new leak was discovered on the flat roof of the cloakroom (Dec 2022). This has been sealed. Our electrical inspection identified a failing fuse board and this was immediately replaced.

The last QI was in December 2019 and inevitably our capacity to begin a programme of works was impeded by Covid. A short summary of the most urgent works required is attached as Appendix Three (page 57) showing the items we have been able to undertake.

Long term there are issues we seek to address through Transforming Trinity, in particular the serious state of the floor in the nave and aisles with many trip hazards. The age and condition of the lighting. The heating.

We have just completed the removal, restoration and return of all our exterior oak doors.

Energy Audit

We were one of the first churches to take up the opportunity of an energy audit but found the advice limited (February 2019). See Appendix Four : Executive Summary (page 58).

It seemed to tell us the obvious things we were already acutely aware of. We have changed the bulbs we are able to reach, we have added draft proofing strips on outer doors but the bigger problem of a building like ours was not really addressed.

Our feedback to the Diocese (and that of other churches) led to a change in the audit and a second one has been completed. Feedback was of more value.

Local Facilities

The Village Hall, Church Road.
This is available for hire and offers two spaces, both of which have their own kitchens. The large Main Hall at the front of the building is used extensively during the week for a busy programme of classes - exercise, dance etc - and available for private hire for birthday parties, wedding receptions, charity events and theatrical productions at weekends and in the school holidays. There is also a Small Hall at the rear of the building which is the home to Sunningdale Pre-School during term-time and available for private hire during school holidays and half terms.

Our Churchwarden is on the team responsible for the hiring of the hall and it is virtually fully booked with regular enquires for use that have to be turned away.

The Hope Centre, High Street.
The former Baptist church is on the High Street opposite our north gate. They have a warm meeting room and kitchen and we have held monthly Lunch ‘n’ Meet gatherings there pre-Covid.

The Primary School, Station Road. The facilities lend themselves to children’s activities and clubs. The school is used at weekends and for after-school clubs mainly. The church has held a Summer festival event on the grounds (pre-Covid)

Parish Council Community Room, Broomhall Recreation Ground. A meeting room with kitchen area for either 18 boardroom style or separated into 2 smaller spaces by a bi-fold door. Used as pop up library space, mobile diabetic eye clinic and for cadets.

Appendix One : Letters of Support and Encouragement

We have been grateful to have the support and encouragement of Bishop Olivia who wrote to the church as we emerged from the pandemic and began the most recent phase of the project.

> I am excited about the plans to transform Holy Trinity and would like to encourage you to get on board with this bold and imaginative work. I am currently reading Gilead by Marilynne Robinson and am struck by the ease with which the non-conformist congregations in the American Mid-West in the 19th and 20th centuries put up their buildings and pulled them down when they no longer suited or served the needs of the community and the purposes of the Gospel.
>
> Transforming Trinity is not so radical! But this vision is also about work and worship; about serving the needs of the community and enabling the Good News to be heard in new and different ways.
>
> Friends, the times we have been through have been extraordinarily demanding on all of us. The vision of Transforming Trinity asks that we not only survive them, but that we defy them, and emerge with a strong sense of what we need to thrive and grow as this decade unfolds before us.
>
> You may know that my particular passion is the environment, so as well as the provision of community, social and meeting space, I am delighted with the plans to renew and to 'green' the heating system and energy use. What an opportunity we have here to put our thoughts, words and anxieties about the state of the planet's health into concrete action - a solid and enduring monument to which we can point and say this is how much we care.
>
> This current iteration of a process which has been going on at this beautiful and iconic church since it was built in the mid-19th century is one which will take it far into the 21st century and beyond as we gift this building to our children and grandchildren. I commend this vision to you and ask that you engage with it with your hearts, minds, imaginations and pockets. It is a gesture of faith and defiance, undergirded by the Love that will not let us go.

Few people know the church as well as Hilary Crofton and the 1St Sunningdale Scouts who make use of every inch of space for their quiz nights. This activity ideally demonstrates our desire to share the building as a place for the whole of life, not just worship services.

> Holy Trinity Church has been a well-loved landmark for Sunningdale for many years and has evolved to become the location of choice for the bi-annual Quiz Nights for 1st Sunningdale Scouts over the last 3 years. On these evenings, hundreds of small candles, twinkly lights and coloured filters work well to create a warm and welcoming glow against the historic Victorian brickwork. Paired with an openness and genuine hospitality from the Holy Trinity family, these events are hugely popular with both local Scout supporters and regular Church goers alike. At the start, the number of Quiz Night attendees was severely limited by how many tables could be accommodated in the side aisles and although it was a successful fund-raising event, in reality, the chasm of empty pews in between created two separate mini events. Since then, Revd Jon has experimented with re-configuring the central space and we have been able to bring more tables closer together to create a larger, more cohesive and much more communal event. Whilst some might nostalgically cherish the rough-and-ready stained pews as part of the original fabric of the Church, their current inflexibility only reinforces a more out-dated role of the Church as a Sunday-only location for worship and pious reflection. The Transforming Trinity proposal is a truly brilliant concept, providing flexibility to accommodate the ever-changing needs of a 21st century ministry supporting the local community and making the Church not just the geographical centre of Sunningdale, but its beating heart too. At 1st Sunningdale Scouts we fully support these plans and look forward to having many more Quiz Nights and other events at Holy Trinity Church in the years to come.

Holy Trinity Primary School are our most frequent visitors (the school is 400m from church) and Revd Jon is a school Governor and frequently visits school for assemblies and to give pastoral support. Headteacher Jo Griffith has added her support to our plans.

> Here at Holy Trinity School, we very much value our links with Holy Trinity Church. Our pupils, staff and parents benefit from these links in various ways at various points throughout the year.
>
> One of the highlights every year are the services that all our pupils participate in and that our parents enjoy. As a community, we would benefit greatly from additional space to accommodate the very supportive turnouts for services. Providing enough seating for the whole school plus guests would be such a wonderful asset. Our pupils gain invaluable experience from taking part in services and the memories stay with them and their families.
>
> Various year groups visit church as a part of the curriculum. Having a classroom space with tables and chairs to accommodate a class would make these visits even more impactful (and comfortable!). Our pupils gain insight when learning at church and many of them thrive in a change of environment.
>
> We have various groups at school that meet at different times; Governors, School Council, Spiritual Leaders, PTA. It would be fantastic to have the option of these meetings taking place at church in a more comfortable and available space.
> We also have children with additional needs. Having the option of a sensory room/ quieter space at church, would provide them with a much-needed space or indeed for small groups of pupils to access this space would be beneficial.
>
> In school the dining hall is the largest space. Were we able to utilise a larger space at church, we could lay on exhibitions of pupils' work, events to raise funds via PTA and other such activities. We are very much looking forward to the plans being completed!

In our small community it's unsurprising that the relationships and connections we have are at many levels. Church member Peter Grover has recently stepped down from the role of Chair of the Parish Council. Responsibility for the church grounds was taken back from RBWM and as a Councillor it was part of Peter's brief to keep an eye on maintenance activity. Under the active supervision of the Parish Clerk the current high standard of the churchyard is down to the Parish Council. Peter is also a Governor at the primary school. He knows the plans for Transforming Trinity very well and recently emailed…

> The plans you have for transforming Holy Trinity Church are amazing and long overdue. It will be great to have a community space where people can come, meet, worship and enjoy drinks and snacks. I am sure that, alongside the existing facilities in the village, there is a pent up demand for further space in our ever-growing community, whether it is meetings, or quiz nights. Let us know whatever we can do to help you and tie things into the wider community plans.

By no means least there is the enthusiasm of the congregation; demonstrated by the amount of money pledged and already given when as yet plans have not been finalised. One cannot help but contrast this with the muted response to the Heritage Project (see note on page 23).

NB. As noted elsewhere we are still waiting for a response from the Borough concerning solar panels. We will need their permission, along with the DAC, for any external building. We are encouraged that the extension for the Heritage Project was given permission and that the design by Mark Goodwill-Hodgson for the West End is much more "the language of the building" and creates a wonderful relationship with it. We anticipate the Borough's support.

mail@jepromotions.co.uk
www.operapiccolina.com

Revd Jon Hutchinson

Holy Trinity Church
Church Road
Sunningdale
Berkshire
SL5 0NJ

28 July 2023

Dear Rev. Jon,

Proposed refurbishment – Holy Trinity Church

We are very excited to learn of your plans to refurbish Holy Trinity Church. As you recall, several years ago we had the opportunity to stage a production of Puccini's Tosca in the church. What started as a concert version of the work, turned into a fully staged performance with a 30-piece orchestra. The atmospheric surroundings of the church made for a special performance and a very memorable evening.

We would very much have liked to stage further performances at the church however, the lack of facilities for the audience and cast alike did not make for a sustainable practical performance venue. At that time there was just a single WC for use by both audience and cast, no changing rooms, and the hard pew seating. The proposed plans go a long way to solving these issues. In particular the addition of additional WC's both "front of house" and "backstage", the addition of the café seating creating a foyer style area and the provision of flexible comfortable seating would result in a well-appointed performance / concert platform whilst maintaining the atmospheric ambience of the existing church building.

We hope that the proposed refurbishment is manifest, and we would certainly seek to make Holy Trinity Church one of our regular performance venues.

We wish you the best of luck with your proposals and sincerely hope they come to fruition.

Yours sincerely

David Norman

Opera Piccolina – part of JE Promotions *David Norman – Artistic Director (07789 938389)*
7 Woodside Road, Winkfield, Windsor, Berkshire SL4 2DP *Telephone: 01344 882445*

Appendix Two : Seating

Commentary

Exceptional Events

Only once in 26 years has there been an attendance way beyond our capacity – Revd. TWH took a memorial in 2016 and 513 attended. This is beyond our health and safety capacity. The recommendation would be to relocate anything likely to be this number to St. Michael's Sunninghill.

The former crib service / toy service / now the Christingle was 550 in 1998. Two services are now held on Christmas eve (in 2022 the numbers were 279 and 160)

370 to 400 attendance.

1998 – the School carol service with the whole school and parents. It is now only KS2.

1999 – confirmation. The last one held was below 150.

1999 / 2000 The trend on Remembrance Sunday has been downwards over 20+ years.

Crib/toy/Christingle – see comment above.

300 to 350 attendance.

While not frequent there is the possibility these will occur from time to time and provision should be made. These events will be the exception not the norm, but adequate seating, access around church, building evacuation and facilities should ensure that these occasional events can be accommodated.

Seating Experiment – July 2022 onwards (TMRO 2022- 071946)

At the congregation's request seating was moved further forward in the building, the platform reduced and the transepts opened up. As well as exploring the areas we wish to use for permanent seating we are establishing those areas we do not need seats.

We have tested the proposition of a permanent worship area for a minimum of 120 and the capacity to extend to 300.

NB – there are an additional 30 places in the choir and the possibility of the first-floor rooms being used as a gallery for exceptional events. (see plan 09)

During this temporary re-ordering we accommodated the two Christingles (279 and 160) without a hitch and managed a rather exceptional 376 for the primary School leavers service. *(Exceptional because we had two year 6s. We seated the whole school of 240, plus staff, plus parents for the 60 year six students. We had approximately 30 standing at the rear of church.)*

During the seating experiment questionnaires were distributed each week and comments collated (see next page). These were fed into the PCC discussions about the church's needs.

Our reasoned conclusion is that a minimum 120 seats are required with expansion into the social space and aisles to 300. Any funeral or memorial likely to be in excess of 330 we would explore using St. Michael's Sunninghill.

Appendix Two : Seating

The seating experiment - collated feedback.
July to December 2022

Obvious Conclusions.

1. The best seats for view and sound are in the Nave between the pillars. You can hear and see everything particularly if communion is consecrated at the altar.
2. People prefer soft seats to pews!
3. A children's room is necessary – (ideally soundproofed) – but not in the eye-line of worshippers who find the movement distracting. It would be good at the back.
4. The Lighting on the platform is very poor.
5. The sound system would need to be relocated for a different seating pattern.
6. The centre of the Nave (between the pillars) should be retained for worship.
7. Sitting too near a big screen in uncomfortable, but having another screen further away solves the problem.
8. Getting screens at the right height solves the problem of someone standing in the way of them.
9. People frequently have drawn attention to the 'muttering' from the prayer corner.

Emerging.

1. People have really liked sitting in the North Transept and the South Transept is an ideal space and location for musicians and singers.
2. People love being further forward and nearer the altar.
3. People appreciate the space we have without the transept screens.
4. Moving the piano seems to have been good and it lends itself to the south transept being a space for musicians.
5. How the back of church looks as we enter matters to people. Some love seeing the café. Some hate seeing the café.
6. Can the speaker/leader be on screen?? (Yes)
7. The sense of the worshipping community has been improved.
8. A number of people prefer us to consecrate and conduct communion at the altar, others prefer the platform. However we intend to be flexible thus provision for both.

What we want our architect to solve.

1. A space for prayer during the service that is visible (as a safeguarding issue) but private from a sound point of view.

Additional learning.

1. In the current layout – the middle south aisle is not a good place to sit.
2. Worshippers do use the north aisle but there are issues with visibility. It's often that these are padded seats near the heaters.

Appendix Two : Seating

Attendance Numbers 1997 onwards.

(HTSP = primary school. n/r = not recorded.)

	Mothering Sunday	Easter Day	Exceptional events selected for high numbers	Remembrance Service	Carol Service	Christingle / Toy service/ Crib service	Midnight Comm	Christmas Day
1997	200	n/r	n/r	n/r	n/r	n/r	146	130
1998	200	164	260 HTPS Harvest 180 Church Harvest 400+ HTSP Carols	350	275	550	150	157
1999	250	174	400 Confirmation	400 est	n/r	n/r	99	150
2000	n/r	153	250 Sunningdale School 200 Harvest	400 est	n/r	n/r	140	213
2001	n/r	200+	250 est Harvest	350 est	n/r	180	136	130
2002	200 est	154	200 est Harvest	n/r	n/r	400 est	170 est	250 est
2003	n/r	169		n/r	n/r	275	131	115
2004	n/r	135	200 est Harvest	n/r	n/r	200+ est	145	120
2005	n/r	165		n/r	n/r	n/r	142	135
2006	n/r	199		200+ est	294	410 est	200 est	230 est
2007	n/r	181		n/r	n/r	380 est	150 est	240 est
2008	156	195	300+ est a welcome event 190 est Harvest	284	n/r	n/r	n/r	92
2009	105	310 est		n/r	200 est	n/r	n/r	199
2010	n/r	149		n/r	300+ est	132	108	131
2011	n/r	137		n/r	n/r	n/r	118	114
2012	n/r	115		n/r	n/r	2 * 200 est	148	150 est
2013	122	106		n/r	274	201 + 163	201	113
2014	60	155	121 harvest service	252	212	130 + 240	129	137
2015	n/r	162	300 est funeral 290 est HTPS carol service	123	200 est	190 + 130 est	150 est	100 est
2016	72	128	513 memorial service	127	119	276	98	144
2017	79	130	353 funeral (M Smith) 314 funeral (A Tittle) 196 – induction JGH 325 HTPS carols	176	112	370	112	87
2018	77	67 + 87	142 funeral Sir J. Crofton 190 funeral G.Williams	231	110	212 + 207	82	104
2019	split	71 + 92	270 funeral R H-Wight 160 ordination TWH 272 Charters Carols	159	169	190 + 185	94	114
2020 and 2021 are irrelevant due to Covid.								
2022 – Largest events still somewhat restricted. Numbers well under previous larger events.								

Appendix Three : 2019 QI Observations and Comments

Items in the report flagged:
A are urgent and are to be attended to urgently ie within 3 months (if no action is taken serious consequences and/or exacerbation of secondary defects will occur),
B are preferred and are to be undertaken within one year (potential for further deterioration, but not imminent)
C are necessary - items to be undertaken within 18 – 24 months years (mainly visual defects with limited repercussions at present)
D are selected as requiring attention within the Quinquennial period
E are desirable with no particular timescale
M are routine maintenance.

Our A items are: MGH estimated £2.5K
Roof 5.1: repair broken roof tiles p6, attend to missing/slipped tiles p7 *completed*
Windows 5.5: attend to glass repairs p28, attend to broken pane p31 and p35
Tower 6.1: secure broken panes
Mortuary 7.4: attend to roof repairs p72, clear gutters and downpipe p72

Maintenance items are: MGH estimated £5K
Roof 5.1: securing slates p6 and p10, clear valleys of debris p8, p9, p10 and p11, monitor cracking and seal as necessary (asphalt roof) p11, clear roof of debris to improve drainage p11, *completed*
Rainwater Goods 5.2: clear gutters of debris p13 and 15,
clear hopper of debris p16 *completed*
Drainage 5.7: clear debris p39, p40 and p41 *completed*
Clock 6.2: General maintenance p44 *(NB requires a repair)*
Churchyard 7.2: clear paths p69 and p70, thin overgrowth p70 *completed*
Monuments 7.3: monitor loose headstones p71 and p72 *completed*
Electrical 8.2: set up maintenance contract security system p75 *completed*

B items are: MGH estimated £7K
Roof 5.1: secure lead flashing p6 and p8, secure loose tiles p8, secure/replace tiles p9 and p10, replace tiles p10 and p11, secure slate p11, *completed*
Rainwater Goods 5.2: repair rainwater goods p13, clear gutters of debris and repair gutter joints p15, replace gutter and repair downpipe p15, repair and clear gutter p16,
Walls 5.4: remove ivy p22, remove vegetation p25 *completed*
Windows 5.5: decorate saddle bars and hopper p28, p30, p31, p32, p33, p34, p35 and p36 remove ivy growth p28, lead repairs (window) p33, repair and decorate frames p35
Doors 5.6: undertake repairs to retaining wall, railing and steps p37,
decorate doors p37 and p38 *completed*
Drainage 5.7: unblock gullies p39 and p40 *completed*
Tower 6.1: secure spindle p42
Basement store 6.7: dispose of paint p65 *completed*
Mortuary 7.4: decorate cast iron p73, remove ivy p73, decorate doors p73
Electrical 8.2: review test and implement requirements p74 *completed*, replace lamps p75
Fire Precautions 8.3: Undertake full fire risk assessment and implement findings p76, inspect fire extinguishers p76 *annual inspections carried out*

C items are: MGH estimated £12.3K
Tower 5.1.3: Secure shingles. Repair/replace louvres p7
All rainwater goods: 5.2 Decorate cast iron p12-17
Parapets and Upstands 5.3: Secure cap stone (organ) p17
Walls 5.4: Attend to corroded grille (organ) p22
Windows 5.5: undertake wholesale repair to window (organ) p28, Replace/remove protection (chapel) p34,
Remove/replace polycarbonate protection (south porch) p37 *completed*
Tower 6.1: Internally attend to gaps in shingles p44
Floors and Platforms 6.5: attend to floor repairs p53-54 *(NB part of TT)*
Walls 6.1: Monitor cracks in chancel wall (internal) and nave and chancel arches p57-8, west wall above south window p58, above arch to north transept p59, mortuary p73
Furniture and Fittings 6.7: Lady chapel altar top repair p64 *on-going*
WC 6.7.11: Fit emergency alarm p64
Boundaries 7.1: clean and decorate railings p69 *on-going*
Mortuary 7.4: rainwater drains directly underground may need clearing p73
Fire Precautions 8.3: Review number, location and type of extinguishers in light of fire risk assessment p76 *completed*

Appendix Four : Energy Audit

1. Executive Summary

An energy survey of Holy Trinity, Sunningdale was undertaken by Inspired Efficiency Ltd to provide advice to the church on how it can be more energy efficiency and provide a sustainable and comfortable environment to support its continued use.

Holy Trinity, Sunningdale is a Victorian Grade II listed church built in 1839 and significantly adapted in 1887. There are future reordering plans to remove pews and have underfloor heating to the nave. There is only electricity supplied to the site.

The church as a number of ways in which is can be more energy efficient. Our key recommendations have been summarised in the table below and are described in more detail later in this report. It is recommended that this table is used as the action plan for the church in implementing these recommendations over the coming years.

Short Term: Energy saving recommendation	Estimated Annual Energy Saving (kWh)	Estimated Annual Cost Saving (£)	Estimated capital cost (£)	Simple Payback (years)	Permission needed	To be actioned by who / when?
Change existing lighting for low energy lamps/fittings	10,396	£1,557	£3,562	2.29	List A/B	
Install PIR motion sensors to WC	13	£2	£40	19.95	List B	
Install SavaWatt devices on fridges and freezers	280	£42	£100	2.38	List A	
Fit draught proofing to external doors	1,040	£156	£1,500	9.63	List B	

Medium Term: Energy saving recommendation	Estimated Annual Energy Saving (kWh)	Estimated Annual Cost Saving (£)	Estimated capital cost (£)	Simple Payback (years)	Permission needed	To be actioned by who / when?
Improve air curtain above main entrance door	Improve Comfort	-	£1,400	-	List B	
Insulate and board office roof	Improve Comfort	-	£8,000	-	Faculty	

Long Term: Energy saving recommendation	Estimated Annual Energy Saving (kWh)	Estimated Annual Cost Saving (£)	Estimated capital cost (£)	Simple Payback (years)	Permission needed	To be actioned by who / when?
Install roof insulation with any re-roofing works	5,200	£779	With roof works	N/A	With roof works (List B)	

The Church should check any faculty requirements with the DAC Secretary at the diocese before commencing any works.

Appendix Five : Heating Report - May 2023

B.S. DESIGN SERVICES LTD

HEATING REPORT

FOR

HOLY TRINITY CHRUCH

SUNNINGDALE

8TH May 2023

1

CONTENTS

01- PROJECT PARTICULARS

Holy Trinity Church can be found in the village of Sunningdale, in Ascot Berkshire the building sits on the corner of Church Road next to Holy Trinity School. The church is a Grade 2 listed church which is an early Victorian church built in 1839 the construction of the building is solid brick. The windows are single glazed stained-glass windows.

The purpose of the site visit was to assess the current heating system in the church with a view to a future heating upgrade and to carry out heat loss calculations which has been brought about due to the proposed re-ordering scheme.

02 – HEAT LOSS CALCULATION

Post site visit heat loss calculations have been carried out on the church as attached. The following U Values were used for the construction which are the typical values used for stone built single glazed buildings. An air infiltration rate of 0.5 has been applied to the calculations which is as recommended for churches in the CIBSE guide A table 4.10.

The heat loss calculations have been carried out on the re-ordering scheme drawings provided which incorporates existing, new construction and surface upgrade areas.

Construction U Values used for existing building:

Solid Brick Walls 2.0 Wm^2/K
Stained Glass Windows 5.2 Wm^2/K
External Doors 5.0 Wm^2/K
Floor 1.5 Wm^2/K
Roof 2.1Wm^2/K

Construction U Valves used for new areas:
Glazing 2.2 Wm^2/K
Walls 0.35 Wm^2/K
Floor 0.25 Wm^2/K
Roof 0.25 Wm^2/K
External Door Wm^2/K

The heat loss was carried out using information taken from the measured survey information take from drawings provided and site survey carried out on the 18th April 2023.

The heat loss calculation incorporates a 20% pre heat margin for the heat generator to enable the building to heat up quicker upon initial start-up.

From the heat loss calculations attached we can ascertain the heat generator output required to heat the church to an internal temperature of 20-21°C with an external winter temperature of -3°C.

The results of which are below:

Servery / Café	=	23.5kW
New Café conservatory	=	1.5 kW
Creche	=	2.23kW
North / South Aisle & Nave	=	40.6kW
Meeting room next to Chapel	=	9.5kW
Chapel	=	15.6kW
Chancel	=	21.3kW
AWC	=	2.2kW
Organ	=	12.8kW
Office next to South Porch	=	2.6kW
South Porth	=	8.3kW
First floor Meeting / Office	=	2.8kW
Small hall	=	9.6kW
First Floor Store	=	0.608kW
Lift / Stairs / WC area First floor	=	4.8kW
Total heat loss for the church		**157.84kW**

From the results of the heat loss calculation for the church, we can ascertain where the most heat input is required so that the heating system can be designed to suit. We can also see that the minimum sized heat generator required to heat the building to 20-21°C would be a minimum 160kW heat generator.

0.3 – EXISTING HEATING SYSTEMS

The existing heating system which serves the church consists of a combination electric panel radiators, pew heaters and night storage heaters which are distributed throughout the church.

The control of the heaters is manual operation and they are turned on prior to occupancy of each area.

The existing heating consists of 18 x Frico Elegance panel heaters with an output of between 990w and 1200w each and 8 x Olsberg night storage heaters with an approximate output of between 2-3kW each. The existing heating installation covers approximately 22-30% of the building heat losses which would explain why the parish are struggling to get the air temperature above 8-10°C in the winter.

The church doesn't currently have a gas supply however, there is gas in the village and a main runs outside of the church in the road therefore it would be relatively easy to have a gas supply installed to the church should this be required as part of the solution to affordably heat the church.

The parish are wanting to open up the church to the local community and make the space more adaptable for the needs of the residents within the area therefore as part of the re-ordering the heating system will need to be addressed to ensure that the church is welcoming at all times of the year.

0.4 – SYSTEMS CONSIDERED AND RECOMMENDATION

To enable affordability of the heating system for the parish and to enable them to go ahead with the planned reordering scheme which would include installing a new heating system that would heat the church sufficiently to a comfortable temperature, during the meeting we discussed the possibility of carrying out the works in phases if funds did not allow to have the full installation carried out in one phase.

Renewable technology plant and equipment is still more expensive to buy than traditional fossil fuels a hybrid system installed in phases would be prudent to be considered. This would enable the church to afford the heating installation needed to adequately heat the church whilst planning for the future and adhering to the 2030 zero carbon commitment required by the DAC.

The idea of a hybrid installation is that the air source heat pump pre-heats the heating water to 45-55°C which feeds into buffer vessel where the heating water is stored. The heating water is then drawn from the buffer vessel and mixed in a low loss header where the temperature of the water has been topped up by the gas-fired boilers to 70-80°C or as required to suit the heat emitters within the building. With this hybrid system the use of fossil fuels to heat the building is substantially reduced and therefore near zero carbon emissions can be achieved.

The proposed church reordering scheme lends itself perfectly towards installing underfloor heating as the primary heat source along with either trench heaters or wall mounted radiators or fan convectors to provide additional heat where required to meet the heat losses. Typically an underfloor heating systems will provide around 114 – 120 watts per meter square output therefore additional supplementary heating in the form of trench heaters or wall mounted radiators would be required to supplement the underfloor heating during the coldest periods of the winter. In the areas where the underfloor heating isn't proposed wall mounted radiators or fan convectors as selected by the parish would be proposed as this would be a more cost effective and adaptable way of heating the spaces. We would suggest a simple BMS controls system to be installed which would allow zoning of the heating installation into zones to enable a flexible and more energy efficient way of heating the building.

A proposed phase plan for a hybrid system would be as follows:

- Phase 1 – Installation of gas service to the building.
- Phase 2 – Installation of heating installation underfloor heating, radiators, boiler plant and controls.
- Phase 3 – Install air source heat pump to work in conjunction with the gas fired boiler.
- Phase 4 – Install PV solar to enable church to generate their own electricity and predominantly come off the grid.

There are considerations which need to be taken in to account for a phased installation works plan in that the aim is to become carbon neutral before 2030 or as near to this as feasibly possible. With this in mind the initial phases of the works will need to be sized to enable the system to be future proof, this means that the emitters and pipework would need to be sized to lower flow and return temperatures to enable the system to run with a hybrid system for maximum efficiency and beyond that if gas boilers become phased out in the future the

system will need to be able to serve the church running soley with an air source heat pump installation without the need to adapt the system.

Phase 1 - Installation of Gas Service to the Building.

As the church currently does not have a gas installation phase 1 of the works would be to apply to the local gas board to have a gas pipe installed to the building.

The gas load for the church boilers would be 17.4m³/hr, therefore a quotation would need to be obtained from the gas shipper to install the service to the building.

A typical cost for this would be between £2800-£4400.00.

Phase 2 – Installation of Heating and Gas Fired Boiler Plant.

The phase 2 works would primarily be the installation of the whole heating system including consideration and planning for future phases 3 and 4 works.

The proposed location for the gas boiler plant would be within the former coal boiler plant area, this space is the ideal location for the boiler equipment as it is evident to see that at one time the church did have some form of wet heating installation as the redundant pipework is still within the area, in addition to this the incoming 3 phase power supply is located in the organ fan room adjacent and the external area to this space is also adaptable for future phase 3 works for the installation of the air source heat pump.

PROPOSED LOCATION FOR BOILER PLANT AND FUTURE ASHP

The hydrogen ready boilers would be installed as the phase 2 works and would be installed complete with low loss header arrangement with future connection points made available to enable the air source heat pump to be connected with ease during phase 3 works.

Hydrogen ready gas fired boiler are condensing gas fired boilers and are to all intents and purposes are identical in function an performance as traditional gas fired condensing boilers the only difference is they have an additional heat exchanger in them ready for when the national gas network introduces the 20% hydrogen / gas mix, therefore as far as renewable energy systems this is one that would future proof the installation rather than it being a current renewable technology.

The phase 2 works would also see the installation of all the internal heating distribution network, underfloor heating, radiators / fan convectors and also BMS zone control installation therefore phase 2 works would be the most expensive phase in terms of installation works and would enable the hybrid system to be 80% complete.

The heat emitters and pipework would be sized to enable the future phased works to be carried out without further disruption to the internal areas of the church.

Points to consider:

Hydrogen Ready Gas fired Boiler Pro's

- Cheaper boiler cost
- Long standing technology therefore reliability is known.
- Hydrogen conversion can be carried out at a later date if required or a future ready hydrogen ready boiler can be purchased in preparation.
- Suitable for use with traditional radiator system without factoring for lower operational temperatures.
- Compact in size and can be wall hung.
- Planning permission would not be required for these boilers.
- Future proofing.

Hydrogen Ready Gas Fired Boiler Con's

- Still uses fossil fuels to a certain extent even when the gas infrastructure is converted.
- Not zero Carbon nor is it renewable energy until the gas infrastructure is ready.
- Additional costs required to convert to hydrogen should a standard gas fired condensing boiler be installed without the conversion already on board.
- Flue system required.

Phase 3 – Installation of ASHP

The hybrid system would begin to take shape as part of phase 3 works and would involve installing an air source heat pump to be connected into the header in the plantroom. The proposed location for the air source heat pump would be externally located outside of the boiler plant area. The area would need to be adapted and a suitable base / plinth would need to be formed to enable the air source heat pump to be installed. This located for the air source heat pump would enable the heating pipework to be connected easily in to the heating mains within the boiler room. The air source heat pump could be screened off to maintain the external aesthetics of the church and prevent vandalism.

As phase 3 completes the hybrid system would consist of a gas-fired boiler coupled with an air source heat pump. All works on this phase would external and within the boiler room therefore no further disruption or adaptions would need take place within the church building.

As noted above air source heat pumps are mounted externally to the building therefore planning permission would need to be sought prior to the installation of an air source heat pump. In addition to this permission from English Heritage and the DAC must also be sought.

Air source heat pumps have a very high efficiency rating and are rated at between 300-400% efficient this means that for every 1kWh of energy used from the grid the air source heat pump will produce 4kWh of useful heat energy this is achieved by a reverse refrigerant cycle used within the ASHP. The air source heat pump uses a process called Vapour Compression Cycle where the unit reclaims heat energy from the air which is absorbed into a fluid within the unit which causes it to boil and become a gas, the gas is then compressed the compressor and evaporator chambers raising the temperature and thus producing the useful heat energy.

Hybrid system pro's

- LZC technology use.
- Suited perfectly to modern heating systems such as underfloor heating systems.
- Can be used with traditional radiator systems and trench heating systems provided that correction factors are applied to the emitter selection to ensure the correct sized emitter is installed.
- Back up available for if either the gas-fired boiler or ASHP breaks down.
- Air source heat pumps generally have a COP of between 3 – 4 which means that for every kilowatt of energy input the heat pump will produce 3-4kW output therefore enables them to be 300 – 400% efficient.
- Can be coupled to photovoltaic system, in the future, which would be connected to the electricity supply and therefore reduce running costs even further as the PV cells would be converting the natural light energy to electricity.
- Grants maybe available in the near future via DAC to help funding of LZC technologies.

Hybrid system Con's

- Small amounts of Fossil Fuels are utilized.
- Higher installation cost.
- Flue would be required for the gas -fired boiler – installed in phase 2.
- Newer technology therefore no real data beyond 10 years on the ASHP side.
- Planning permission required for the ASHP prior to installation.
- Three phase electricity supply required
- External compound required to locate the ASHP plant Would need to be located externally therefore suitable location would need to be found, approval from the DAC and possibly acoustic screening required. Typical size of a 60-70KW ASHP would be 2.3m long x 2.2m wide x 1.4m high therefore a suitable plinth would need to be formed to the external area would to house the ASHP.
- With the current high electricity costs, it can make them expensive to run without PV installations to offset the cost, however this will add to the installation cost.
- It is possible that two maintenance engineers maybe required to maintain the system as not all heating engineers that can service air source heat pumps have gas safe accreditation which is required for the maintenance and certification of gas-fired boilers.

Phase 4 – Installation of PV Solar

The final stage of the hybrid system, phase 4, would allow the installation of the PV solar and would involve installing PV solar panels. The below proposed location for the panels as discussed at the meeting would be on the roof above the organ area and chancel, this roof area is not fully visible due to trees being within the vicinity and therefore the panels would not spoil the primary aspect of the building.

PROPOSED LOCATION FOR PV SOLAR

PRIMARY ASPECT

The roof areas are south facing and have a combined area of approximately 45m.sq therefore would be suitable for approximately 20 panels which would have an output of 4800W and therefore should generate between 20-33kWh per day which would satisfy between 70-80% the heating demand of the church and therefore enable the church to run predominantly off grid especially when coupled to a battery storage arrangement.

The final phase of the hybrid system incorporating PV would consist of the same plant as noted in phases 1-3 above with the addition of photovoltaic panels complete with battery storage which would be required to be roof mounted. As with the ASHP planning permission and permission from English Heritage / DAC would need to be sought prior to any installations were carried out.

The engineering concept surrounding the installation is identical to the hybrid system without the PV solar installation however, the benefit from having the PV with battery storage is that the running costs of the heating installation would be offset against the electricity generated from the PV solar installation which is connected directly into the incoming supply therefore reducing the whole building running cost. The purpose of the battery storage is that surplus energy produced by the system is then stored into the battery cells for use at a later date, without the storage any surplus energy produced is fed back into the grid where your electricity supplier will credit your account however, this amount is generally around 8-15p kWh therefore the additional cost for the battery storage is beneficial in the long run.

Hybrid system with PV pro's

- LZC technology use.
- Suitable for us with traditional radiator system.
- Back up available for if either the gas fired boiler or ASHP breaks down.
- Can be added at a later date after the heating installation as funds allow.
- Reduces running costs of the whole building by 80-90% with battery storage.

Hybrid system with PV Con's

- Higher installation cost.
- Newer technology therefore no real data beyond 10 years on the ASHP side.
- Planning permission required for the ASHP and PV solar prior to installation.
- Three phase electricity supply required
- External compound required to locate the ASHP plant
- PV Panels are preferably required to be mounted on the roof.
- Makes roof maintenance more difficult.

Budget Installation Costs.

With the current rate of inflation, it is difficult to provide budget installation costs for heating installations as the prices for plant, equipment and tube is constantly changing however, a rough guide to the approximate costs of each type of installation are noted below. The budget costs are approximate for the prices available at this current time and could increase by as much as 10% within the next year. The only true way of obtaining an accurate quotation would be to have the installation designed and sent out to tender.

The budget costs do not include any heating design fees, architects' fees, planning permission fees or builders works costs.

Budget Installation Costs – Phase 1 Works

• Installation of Gas service pipework	£2800-£4400

Budget Installation Costs – Phase 2 Works

• Stripping out existing internal heating installations	£ 3000.00
• Installation of plantroom boilers / pipework and wiring	£23000.00
• Installation of new pipework and heat emitters within church	£51000.00
• Installation of underfloor heating pipework and manifolds	£19000.00
• Electrical wiring for new fan convectors	£ 6000.00
• BMS Controls installation	£15500.00
• Total budget cost for phase 2 works	£117,500.00

Budget Installation Costs – Hybrid System ASHP – Phase 3 Works

- Electrical wiring / new distribution boards £ 7000.00
- Installation of Air source heat pumps & buffer £53000.00

Total budget for Phase 3 works £60000.00

Budget Installation Costs – Hybrid System ASHP & PV – Phase 4 Works

- 10kW PV installation with battery storage budget cost £32000.00

The above are budget costs only and are based on current prices and does not include professional fees or builders works.

Supplementary Information

Approximate Running Costs:

Running cost of a 160kW ASHP based on a 40p kWh charge from the suppliers for an 8 hour heating day would cost £120.00 in electricity charges plus standing charge.

Running cost for 160kW gas fired boiler based on 11p kWh charge from the supplier for an 8 hour heating day would cost £14.68 in gas charges plus standing charge.

The solar PV Installation would therefore be essential to install should ASHP be considered for use. Phases 3 and 4 can be changed around to enable the solar to be fitted before the ASHP.

The running cost of the 160kW ASHP post solar installation would be between £84-96.00 per 8 hour heating day which would reduce further with solar battery storage.

Trusting the above meets with your approval, should you have any queries or require any further information please do not hesitate to contact me.

Kind regards

EEVarney

Emma Varney – BEng (hons)

Design Engineer / Managing Director.

Appendix Six : Mechanical and Electrical Services Report - June 2024

Design Development Stage 2 Report

For the Proposed Mechanical and Electrical Services for the

Sunningdale Church Refurbishment

Project Ref: 2431
Date: June 2024

Greenway and Partners Ltd
Registered Office:
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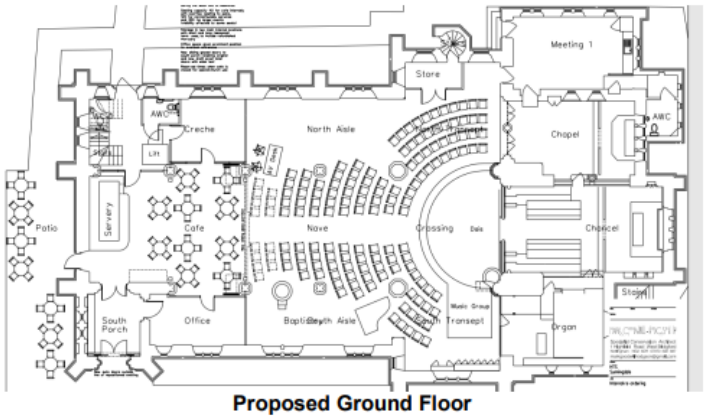
1.0 GENERAL

1.1 The Project

Greenways have been employed by Holy Trinity Church Sunningdale to create this stage 2 feasibility mechanical and electrical report document. This report outlines the best fit mechanical and electrical installation works for the proposed project to refurbish an existing church, with the installation of a mezzanine floor providing additional spaces. The current proposal is to build a mezzanine floor in the West end of the existing Nave. This will provide new ground floor and first floor accommodation, including:

New Accommodation Below Mezzanine

A Café and Servery, An Office, A New entrance Porch, A Creche and WC, New stair and lift access to the new mezzanine floor. Refurbishment of the Nave and Transepts.



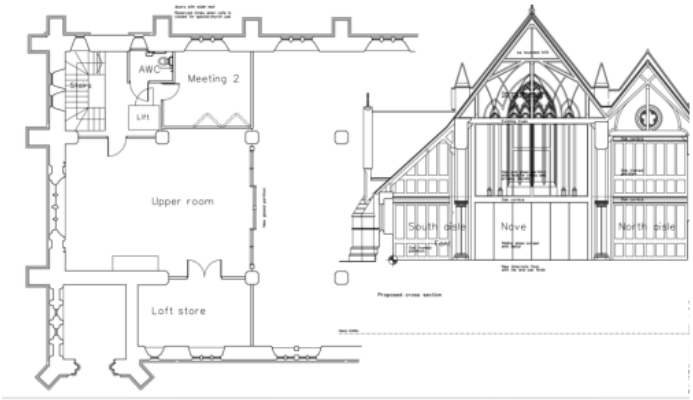
Proposed Ground Floor

New Accommodation on Mezzanine

A new meeting room, A new Multi purpose space (Upper Room), A new loft space and WC.

NB: Ward Cole referenced earlier plans in their heating report: but the changes to the current plans do not materially impact their designs

3



Proposed Mezzanine Floor

1.2 Guidelines

The scheme will be constructed in compliance with relevant planning consent and in accordance with all the appropriate requirements of the prevailing Building Regulations, and Fire Safety Order.

All materials, workmanship and construction to be in accordance with relevant British Standards and Codes of Practice current at the time of specification.

The mechanical and electrical services will be designed and constructed with a consideration of ease of maintenance. Cleaning and maintenance regimes will address the requirements for Health and Safety legislation.

The services will be designed and installed in accordance with the following standards and regulations current at the time of specification: -

- CIBSE Guidelines.
- Relevant British Standards (BS and harmonized European Union BS EN standards) and Codes of Practice.
- Health & Safety Executive Technical Memoranda.
- Building Regulations.

4

2.0 BASIS OF THE DESIGN

2.1 Heat Losses

Steady state heat loss calculations following CIBSE Guide A have already been carried out on this project by BS Design Solutions Ltd in May 2023. These have been verified and will be re-used for the purposes of this feasibility study:

Servery / Café	=	23.5kW
New Café conservatory	=	1.5 kW
Creche	=	2.23kW
North / South Aisle & Nave	=	40.6kW
Meeting room next to Chapel	=	9.5kW
Chapel	=	15.6kW
Chancel	=	21.3kW
AWC	=	2.2kW
Organ	=	12.8kW
Office next to South Porch	=	2.6kW
South Porth	=	8.3kW
First floor Meeting / Office	=	2.8kW
Small hall	=	9.6kW
First Floor Store	=	0.608kW
Lift / Stairs / WC area First floor	=	4.8kW
Total heat loss for the church		**157.84kW**

BS Design Services Steady State Heat Loss Calculations (verified)

2.2 Client Brief

The client highlighted several preferred approaches to the building services design:

- The client has identified an interest in moving away from the current direct electric heating to an air source heat pump solution with underfloor heating.
- The client has identified an interest in installing photovoltaic panel on the roof of the church.

2.3 Planning and Building Regulations

Planning

The building existing church Victoria and is Grade 2 listed, planning and listed building consent will be required. Although the list of planning conditions is yet to be received from the planners, the main M+E items are likely to be:

- Details of the new PV on the roof.
- Details of external condensers for heat pumps.
- Details of any new external lighting.
- Details of any new electric vehicle chargers.

The planning department for this project is the Royal Borough of Windsor and Maidenhead, the planning portal for this department has a sustainability guidance document entitled *'Position Statement on Sustainability and Energy Efficient Design – March 2021'*. This sets out the departments expectations of sustainability for planning consent. Due to the nature of the building it is likely that Holy Trinity Church will be exempt from much of the requirements, however the main points applicable to this project taken from this document are below:

- An energy statement at planning may be required following the be Lean, Be Clean, Be Green Strategy , ultimately showing net zero carbon – However this building may be exempt due to its nature and the limited feasibility of this.
- If feasible, passive design should be used were cooling is required.
- 20% of new parking spaces should have EV chargers and the other 80% should have infrastructure for new EV chargers in the future.
- Water saving measures should be used.

Building Regulations

Part L

The latest part L of the building regulation document applicable to this project is 'Conservation of fuel and power – Approved Document L – Volume 2: Buildings other than dwellings'.

Under part L places of worship and listed buildings are often given some leeway on the extent of compliance required, however it is important to note that are areas of places of worship which are to be used separately (catering or offices etc.) are often not exempt. Ultimately the requirements will be defined by the Building Control Officer once appointed.

Part L identifies that where a refurbishment in an existing building involves complete the installation of new fixed building services as part of the refurbishment, consequential improvements to the building fabric may apply (where feasible) following the below hierarchy:

Table D2 Additional energy efficiency measures which should usually be installed whenever consequential improvements apply as a result of:

- **the provision of a fixed building service in the building for the first time, or**
- **increasing the capacity of any fixed building service**

These measures are considered technically, functionally and economically feasible in normal circumstances.

The extent of these measures should not be based on the value of the principal works, as outlined in Section 12, and should be installed in so far as they are technically, functionally and economically feasible.

Item	Improvement measure
1	If the installed capacity per unit area of a heating system is increased, both of the following apply. a. Thermal elements within the area served that have U-values higher than those in Table 4.2, column (a), should be replaced or renovated following the guidance in Section 10 or Section 11 of this approved document. b. Existing windows, roof windows or rooflights (but excluding display windows) or doors (but excluding high-usage entrance doors) within the area served should be replaced in line with the guidance in Section 10 if they have U-values higher than: • for windows, roof windows and doors – 3.30W/(m²·K) • for rooflights – 3.80W/(m²·K), calculated by following paragraph 4.4.
2	If the area-weighted installed capacity of a cooling system will be increased, both of the following apply. a. Thermal elements within heated areas served that have U-values higher than those set out in Table 4.2, column (a), should be replaced or renovated following the guidance in Section 10 or Section 11 of this approved document. b. The solar control provisions should be upgraded if either of the following criteria is met. i. The area of windows and roof windows (but excluding display windows) within the area served exceeds 40% of the façade area. ii. Both: • the area of rooflights exceeds 20% of the area of the roof, and • the design solar load exceeds 25W/m². The upgraded system should meet at least one of the following four criteria. iii. The solar gain per unit floor area averaged over the period 06:30 to 16:30 GMT, and when the building is subject to solar irradiances for July as given in the table of design irradiancies in CIBSE's Guide A, should not be greater than 25W/m². iv. The design solar load should be reduced by at least 20%. v. The effective g-value should be no worse than 0.3. vi. The zone or zones should satisfy the solar gain check in paragraphs 4.16 to 4.18.
3	Any general lighting system within the area served by the relevant fixed building service that has an average efficacy of less than 60 light source lumens per circuit-watt should be upgraded with new luminaires and/or controls following the guidance in Section 6.

Table 4.2 Limiting U-values for existing elements in existing buildings

Element	U-value[1] W/(m²·K)	
	(a) Threshold	(b) Improved
Pitched roof – insulation at ceiling level[2]	0.35	0.16
Pitched roof – insulation at rafter level[2][3]	0.35	0.18
Flat roof or roof with integral insulation[2][4]	0.35	0.18
Wall – cavity insulation[2][5]	0.70	0.55
Wall – external or internal insulation[2][6]	0.70	0.30
Floors[7][8]	0.70	0.25

NOTES:

1. Area-weighted average values.
2. For dormer windows, 'roof' includes the roof parts of the window and 'wall' includes the wall parts (cheeks).
3. If meeting such a standard would limit head room, a lesser standard may be appropriate. In such cases, both of the following should be achieved.
   a. The depth of the insulation plus any required air gap should be at least to the depth of the rafters.
   b. The insulant should be chosen to achieve the lowest practicable U-value.
4. If there are problems with the load-bearing capacity of the frame or height of the upstand, for a flat roof or roof with integral insulation, a lesser standard may be appropriate.
5. This applies only to a wall suitable for cavity insulation. Where this is not the case, it should be treated as 'wall – external or internal insulation'.
6. If meeting such a standard would reduce the internal floor area of the room bounded by the wall by more than 5%, a lesser standard may be appropriate.
7. The U-value of the floor of an extension may be calculated using the exposed perimeter and floor area of either the whole enlarged building or the extension alone.
8. If meeting such a standard would create significant problems in relation to adjoining floor levels, a lesser standard may be appropriate.

Much of the requirements above would not be feasible in an existing Victorian church without major changes to the aesthetic. For this reason it is vital that the BCO should be consulted at the earliest opportunity to define what extent part L needs to be adhered to.

3.0 MECHANICAL SERVICES PROPOSALS

3.1 Incoming supplies

It is proposed that all mechanical services are derived from the existing installation onsite and that no new incoming mechanical supplies are required onsite.

3.2 Domestic Water Service

There is an existing mains cold water service supplying the building from the High Street to the North. This comes into the building at the kitchen sink location of meeting room 1. It is proposed that this is retained. It is proposed that this is extended to serve the new sanitary accommodation.

Due to the minimal hot water load of the proposed new Cafe and sanitary accommodation, it is not recommended that a system with large amounts of stored water (hot water cylinders) is used. This removes the option of using heat pumps for hot water generation, as this would require cylinders. It is proposed that a more efficient and cost-effective solution would be to use direct electric point of use water heaters at the locations where hot water is required. In the café this could be concealed below the counter in a cupboard. At wash hand basins in the new WC's, these could be concealed within vanity units.

3.3 Heating

The existing church is heated through direct electric heat emitters with panel heaters and night storage heaters. There is a desire from the client to move aways from this heating strategy to improve heat output, improve efficiency and lower operational costs. There is an interest in air source heat pumps with underfloor heating to achieve this.

In Greenways experience of working on similar projects, we do not think that heat pumps with underfloor heating alone will suffice to achieve the requirements. Under floor heating has a maximum heat output of 100w per m2, this will not be sufficient to heat some of these spaces, particularly the main Nave area where there is a small ratio of floor space to room volume and very high heat loss through building fabric.

Example: Nave and North/South Transept

- This area of the building is estimated to have a heat loss of around 40.6kW*.
- The usable floor area in the space is around 210m2, this would allow 21kw of heat output from underfloor heating with a 19.6kw deficit.

In addition to the above, it is likely that an air source heat pump and underfloor heating strategy in this building would have similar or higher operating costs than the existing direct electric heating. This is mainly due to the way direct electric heating and underfloor heating are operated. Direct electric heating can be much more reactive and heats the air in a space rapidly with a heat up time of a few hours, heat pumps and underfloor heating can take days to heat up. Due to this, normally heat pumps and underfloor heating should be used in locations where heating is to be used at all times, where the thermal properties of the building are very good and the floor area to volume ratio of the spaces is low

*Based on BS Design Services Ltd steady state heat loss calculations dated 8th may 2023

It is proposed that heat pumps with Low Temperature Hot Water (LTHW) fan convectors are used in the larger open space worship areas (the North aisle, Nave, South Aisle, North Transept, Sout Transept, Crossing, Chapel and Chancel). The estimated heat loss for these areas is 77.5KW*. This would require 2 No. 40kw air source heat pumps, with; a 1000 Litre buffer vessel, low loss heater, pumps, flow are return pipework and low temp fan convectors boxed in.

*Based on BS Design Services Ltd steady state heat loss calculations dated 8th may 2023

1 no. 40 KW ASHP

1000 Litre Buffer Vessel

Sectional Concealed Fan Convector (would be hidden in boxing)

In other areas a Variable Refrigerant Volume (VRV) heat pump system would be proposed, this would provide heating and potentially cooling if desired. The remaining heat loss for the other areas of the building are 80KW. This would require an external VRV condenser heat pump, refrigerant pipework, branch selector boxes and internal recessed cassettes or concealed fan coils.

80 KW VRV ASHP Unit

Recessed Cassette

Fan Coil (would be hidden above ceiling)

3.4 Ventilation

To adhere to part F of the building regulations the following areas where sinks and wash hand basins are present must be mechanically ventilated with extract ventilation:

- The new proposed accessible WC requires extract ventilation at 10L/S.
- The new proposed WC requires extract ventilation at 10L/S.
- The new Servery area of the café requires extract ventilation at 60L/S.

It is proposed that in these areas, simple duct mounted in line extract fans are used on steel spiral wound ducts. The fans and ductwork would be concealed above the ceiling with recessed valves in ceiling extracting air in each space. External outlet louvres would be required, they could louvred or be cast iron and architectural.

Also following part F of the building regulations, the following areas must be provided with background trickle ventilation and rapid purge ventilation. This can be in the form of trickle ventilation openings and openable windows or mechanical supply and extract ventilation. In these circumstances it is believed that there are any trickle vent openings and the existing windows are not openable. For this reason mechanical ventilation will be required. The ventilation requirements in these areas are based on room occupancy with a requirement of 10 Litres per second of fresh air per person.

- The Café is estimated that potentially 14 people could be present in this space – 140L/s
- The Creche estimated that potentially 4 people could be present in this space – 40L/s
- The Office estimated that potentially 3 people could be present in this space – 30L/s
- The multi-use space is estimated that potentially 8 people could be present in this space – 80L/s

It is proposed that the above is achieved using heat recovery ventilation in the form of a Heat Recovery Units (HRU) and steel spiral wound ductwork. This would be mounted within the ceiling void above the Creche /Office spaces and used to serve the office/Creche/Café area. A second unit would go in the loft store to serve the multi use space and meeting room 2. It is recommended that the ceilings in creche and office areas be lay in grid to allow access to the units. The supply and extract would be via 600mmx600mm louvres and grilles in the space. External outlet louvres would be required, they could louvred or be cast iron and architectural.

.5 Cooling

The VRV unit proposed in the heating section would provide cooling to areas outside the main worship area.

.0 ELECTRICAL SERVICES PROPOSALS

.1 Incoming Supplies

There is a three phase supply within the basement of the church. On inspection it appeared to be a 200A (138KVA) supply. The MPAN has been given by the Client for Greenways to request the official authorised supply capacity (ASC) from the network operator (Scottish and Southern Electricity). The network operator has confirmed that the supply is not half hourly metered and therefore does not have an official ASC rating, however the physical infrastructure is only deemed capable of supplying up to (100A) 69KVA. The current direct electric heating system has a maximum demand of 45.6KW which is known to be undersized for the heat loss at low outside temperatures. The estimated electrical load of the new heat pump and VRV system at maximum capacity will be 66.93KW electrical delivering 160KW thermal (based on Mitsubishi CAHV units). Th the increased electrical heating load is higher because although the heat pump is more efficient, it is providing significantly more heat. This leaves limited spare capacity for the general load and other further additional loads (for example if EV chargers

are required for planning). It is likely supply will need some upgrade the electrical supply. Greenways have applied for a budget estimate from SSE for a price to upgrade the supply to 110KVA (160A).

4.2 Lighting

It is proposed that new lighting should be of the LED type with an efficacy output of 100 Lumens/w or higher. Lighting controls in the main worship area and Café should be manually controlled with manual dimming. In sanitary accommodation it is proposed that lighting should be controlled by presence detectors. In the offices, meeting rooms and multi-use space should incorporate manual controls with absence detection and manual dimming.

4.3 LV and Small Power

The existing electrical installation is a combination of Proteus three phase distribution board and Wylex consumer units. These are current and serviceable, and it is recommended that these are retained. The protective devices are a combination of MCB and RCBO with 30mA protection. The existing wiring is a combination of unsheathed mineral insulated cable and FP200 cabling. Much of this can be retained, project specifics permitted, however, it is recommended that an Electrical Installation Condition Report (EICR) is carried out by a qualified electrician.

4.4 Fire Detection

It was noted during the survey that there is currently no fire detection present onsite. It is recommended that a new fire alarm system should be installed as par of the works. This would include a fire alarm panel with wired optical smoke detectors in the majority of spaces. The larger open worship space beam detectors should be considered to reduce the amount of wiring and make maintenance easier. Sounders should be provided throughout the church. In sanitary accommodation, visual alarm devices (flashing beacons) should also be used.

4.5 Facilities for Disabled Persons

It is proposed that an alarm system should be installed in the accessible WC's this would consist of a pull cord and reset unit in each WC and an overdoor alarm and sounder outside.

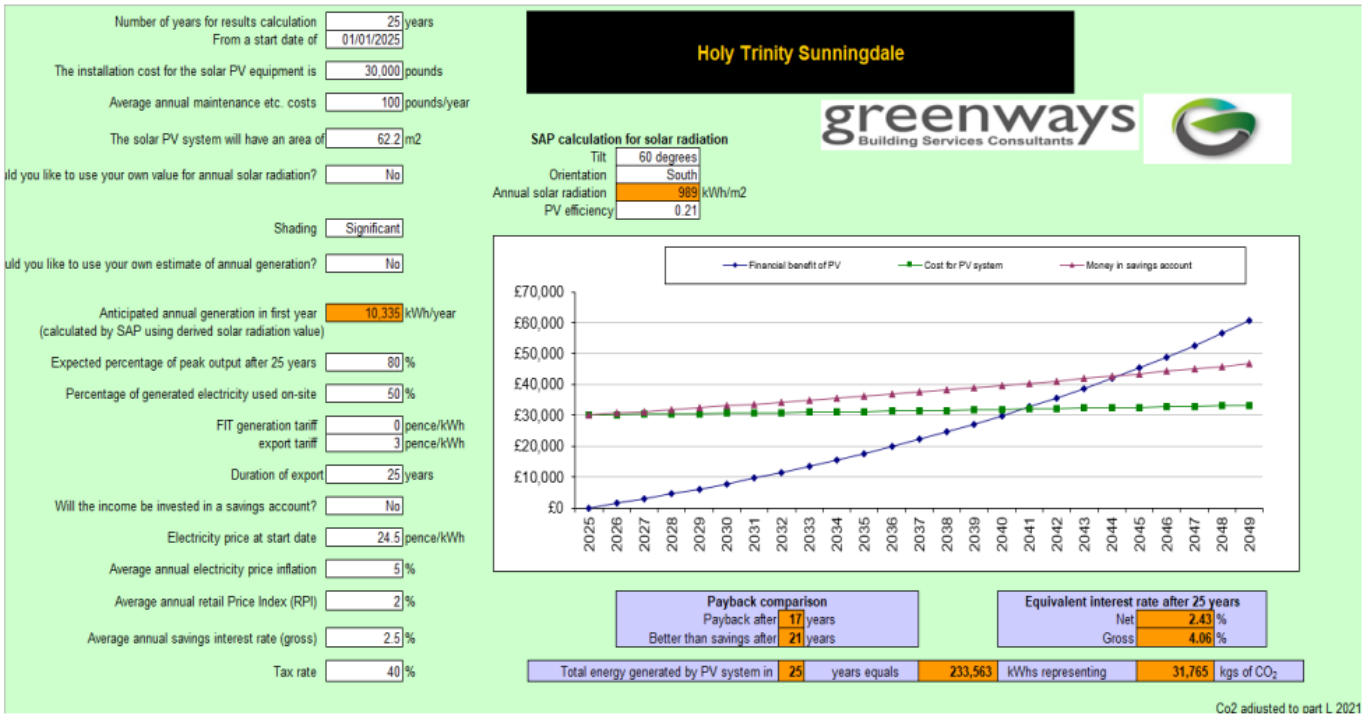
It may also be worth considering installing a perimeter loop induction system in the worship areas to integrate with the audio system(see 4.10). This could be installed in the new floor screed.

4.6 Audio Visual

AV systems are normally Client led and would only be proposed as part of a client request. Currently Greenways are awaiting guidance on this from the client.

4.7 PV

It is proposed that PV panels are installed on the north side, south facing roof of the chancel and the North side South facing roof of the Knave and the south facing roof of the organ room. In these areas it is proposed that 62.2m2 of PV is installed with onsite Battery Storage. This would produce an estimated 10,350kwh per year and save an estimated 31.765 tons of C02 over the lifetime of the installation. See below for further details:



5.0 SPACE/ACCESS REQUIREMENTS

5.1 Plant Rooms

The existing plant space is in the basement. It is recommended that a measured architectural survey is carried out so that plant can be laid out on a drawings. The existing incoming electrics would have to remain in this space. In addition to this the LTHW buffer vessel would go in this space (2000mm high by 1000mm diameter with insulation). A low loss header and pumps would be required, this would require 2-3m of clear wall space. A control panel would be required which would need 1.5m of wall space.

5.2 Ceiling Voids

It is proposed that HRU and fan coils are installed above the creche and office areas. These plant items will need a 500mm void space minimum. It is recommended that a lay in grid ceiling is used to allow access to the plant. In the café area, ductwork will be required for the ventilation. This will required either boxing in or a void, with a minimum depth of 250mm for ducts to fit.

5.3 External

Based on Mitsubishi CAHV heat pump units (the marked leader), 40kw heat pumps are 1750mm long by 750mm deep in physical dimensions. The units can go side by side with a minimum 80mm separation. They would need a minimum 500mm space at the front and minimum 300mm space behind. For this project 4 units would be required, this would need and external rectangular space of minimum 7400mm by 1550mm clear or squarer space of minimum 3750mm by 2800mm clear. If this was not practical, the units could be split into two locations (one for the wet system and one for VRV) at 3750mm by 1550mm for each space. They would need concrete bases and could be concealed with hit and miss fencing system. The units are 1710mm in vertical height so a 2000mm fence is recommended,

6.0 BUDGET COSTS

The below are high level budget costs for the works described:

- PV installation of 62.2m2 Plus Battery Storage £30,000
- VRV heat pump installation £80,000
- Heat pump Installation, LTHW, Low loss header, Buffer, Fan Convector £160,000
- Domestic Water £8,000
- Ventilation Systems £18,000
- Lighting and Small Power, Fire Alarm £66,000
- Electrical supply upgrade £20,000 (prov sum)
- AV TBC

The above costs are indicative and high level only, they do not include provisional sums, sanitaryware, main contractor profit and over-heads, builders works or specialists costs.

Appendix Seven : Reports from Amenity Societies and RBWM

The Victorian Society. James Hughes, Senior Conservation Advisor
(Site visit 17 October 2023 - report received 13 November 2023)

Sunningdale, Holy Trinity (Grade II, chancel and N chapel by *G. E. Street*, 1860, the rest completely rebuilt by *J. O. Scott*, 1887); consultation on proposed reordering, extension and solar panel arrays
Our ref: 186868

Thank you for consulting the Victorian Society on this proposal. We are grateful for the opportunity to comment, and especially appreciative of the site visit to the church on the 17 October, for which I extend my sincere thanks – and those of Andrew Saint and Teresa Sladen, who accompanied me that day. It was an invaluable visit that greatly enlightened the Committee's consideration when it discussed the case at its recent meeting. Its deliberations are reflected in the following advice, which addresses elements of the scheme in turn.

Treatment of main body of church
Cumulatively it is the internal interventions that would have the greatest impact on the character and appearance of this fine church. The parish is rightly proud of its *G. E. Street* heritage, but it is worth bearing in mind firstly that the Street chancel furnishings have been lost; and, secondly, that of course the majority of this building is the work of *J. O. Scott*, to whom the building owes much of its quality and its architectural coherence and consistency. Externally, it is remarkably impressive; a dazzling and dramatic set piece. The interior too is full of interest, and is surprising for its sense of space and breadth, which is only really appreciated in person.

Benches
There was nothing said at the site visit (prior, at least, to my own premature departure), and there is little in the papers, to support or justify the wholesale clearance of the benches from the nave and aisles. Granted they are relatively modest pieces, but they bear Street's unmistakable signature and in our view are of considerable significance in the context of this building. Had Historic England fully appreciated the provenance and interest of the benches when it considered the building for upgrading a decade ago, it is quite conceivable that the church would now be II*. In any case, its decision not to upgrade the building was surprising at the time, and in hindsight is utterly mystifying. We would oppose the wholesale loss of the benches, and urge that a meaningful number of them are retained.

Font and tiles
As others have noted, the context of the font's encircling tilework is significant, and if the font is to be relocated – which in principle we raise no issue with – it will be essential that the tiling moves with it.

Floors
While there was also very little discussion of the treatment of the nave and aisle floors more generally, we suggest that the present woodblock and – particularly – tiles are a significant element of Scott's interior and should be either preserved, or, in the event of the floor being re-laid, reinstated. We would hope that any reordering will also entail the removal of carpeting from the east end of the church.

Western subdivision and mezzanine
Any mezzanine structure at the west end would clearly have an enormous impact on the historic interior, especially one of the size that is envisaged, occupying as it would half of the nave. In principle we would be content to see a degree of subdivision at the west end, and in the aisles, but we would question the scale of what is proposed specifically at the west end of the nave. To a great extent also the acceptability of any subdivision will be reliant on the quality of its design, which evidently requires a great deal more refinement. We are concerned by proposals for full-height glazing up to the roof, which seems highly impractical, as well as carbon intensive and financially costly. How, apart from anything else, would these surfaces be cleaned? Partitioning off quite so much of the nave will of course also greatly reduce seating space in the main body of the church. Might this prove problematic for larger services or events?

The proposed plans appear to make little use of the aisle, beyond partitioning off their west end for an office and creche. It feels likely that there is scope to make better use of these spaces, which otherwise might be somewhat redundant. Is there scope then to accommodate additional facilities in the aisles, relieving pressure on the west-end structure and potentially enabling its reduction in size?

The north transept room in which the site meeting was convened clearly serves a useful purpose. The plans would see these partitions removed. But might a north transept room – perhaps one slightly reduced in size from the existing – continue to serve a vital function, and reduce the need for so large an intervention at the west end?

Extension at west end

We would strongly oppose an extension on the west end of the building. The argument was made on site that a far more substantial extension was proposed and granted planning permission in the past. That may well be, but that consented scheme was to serve a very different and all-encompassing purpose than the extension proposed now, which would be nothing more than a rather constrained – and in our view unjustified – café overflow area. Scott conceived of the west end as a great cliff-like termination, and made full use of its extensive elevations, which play host to a wonderful display of diverse structural polychromy. Any addition at the west end would disrupt and undermine these fundamental qualities and should be avoided.

PV panels (NB – our report on Solar PV had not been sent to the Vic Soc)

Before addressing the specific proposals for solar panels here, we wish to stress the need for the parish to address the Church of England's guidance on net zero, renewable energy and photovoltaics. Its guidance specifically on the issue of solar panels is of course especially relevant. It covers a whole range of issues, from cost, embodied energy, roof stability and condition, visibility, significance, energy calculations, and what would generally be expected of a well researched and well supported case for installing PVs (a very helpful checklist for parishes). It should show what the church's heating and lighting needs are, and how solar energy might play a role in addressing them.

One point the guidance stresses is that solar panels should not be the first point of call for a church keen to address its carbon footprint, but very much a final one. As the guidance states: "Solar panels should be part of an integrated package of measures; the 'icing on the cake' when heat loss has been tackled and other systems have been made more efficient. This includes such measures as fixing broken windows, appropriate draught proofing, ensuring roofs are water tight and swapping to LED light bulbs. Solar power will create green electricity, but using more than is needed because of poor maintenance or building management is not environmentally responsible. Look at the Practical Path to Net Zero to see what other steps should be taken before considering solar panels."

We have not been presented with any evidence that the parish has addressed this guidance, or that it has considered and or implemented all others measures (nearly all of which would much easier and less carbon-intensive to achieve). All parties will need to be satisfied that the parish is pursuing the option of PVs as a final measure of a holistic package of works.

As to the proposals themselves, we have not been provided with drawings indicating the preferred layout, added to which there was a lack of certainty on site about precisely what proposal the parish was intent on pursuing. We would strongly object to any remotely prominent installation on this church, the exterior of which has such a strong and consistent aesthetic character, which is reliant to a great extent on its materials and on its strong sense of uprightness, including its steep roof pitches. Visibility is more or less of an issue in the case of solar panels depending on the nature and architectural qualities of the building in question. In this case, visibility is a significant issue in discussing the impact and acceptability of solar panels. In short, any proposals for solar panels on the nave would illicit a strong objection from the Society. For the same reasons we would also oppose solar panels on the south slopes of the organ chamber and chancel. These may not be quite so prominent as the nave roof, but they are nonetheless very clearly visible in important views from the road and pavements to the south east. From here – viewpoints that permit excellent views of the east end configuration and tower – both the chancel and organ chamber south roof slopes are almost wholly discernible. Solar panels on either or both of these slopes would in our view be very disruptive.

By contrast, solar panels on the south slope of the north aisle would be almost entirely invisible and would be acceptable to the Society. If additional panels are demonstrably required in order to supplement the generation from a north aisle array, then we suggest exploring the option of installing solar panels on the south slopes of the north-east chapel and the north-east meeting room, which would appear to be practically invisible.

I trust that this advice is of assistance to the parish and the DAC, and that it arrives in time to inform discussions at the upcoming DAC meeting.

Historic England. Rachel Fletcher. Inspector of Historic Buildings and Areas.
(Site visit 17 October 2023 - report received 27 November 2023)

Apologies for the delay in sending my feedback to you.

Firstly, it was a pleasure to meet Rev Jon and the Transforming Trinity team and to see Holy Trinity.

It is a beautiful church and a very good Grade II with an accomplished and attractive interior that despite having been done in 2 phases has considerable coherence. The exterior is also quite fine, particularly the noted views from the southern aspect.

We appreciate and are grateful for the considerable amount of work that has gone into the information for the project so far, which makes understanding the aspirations of the church very clear.

Our overriding advice is to encourage the church to consider whether the aspirations can be met through a more compact scheme, which could help to reduce the harm of the scheme and will also help minimise the costs of project.

In particular, the café is large and will have a high demand for staff or volunteer time. We think it would be a useful exercise to have a business plan for the café space that explores the local market in Sunningdale, the need for staffing and other resourcing, and whether a café of the size proposed can be justified and whether a smaller space could meet their needs. We know of café spaces in London that have fewer tables yet have considerable numbers of customers during the working week. How many people will visit on each day it is open and does that need demand the size of space proposed?

In response to specific elements of the proposed reordering, we consider the pews are coherent and attractive and are not out of place in OJ Scott's nave. Therefore, we think their removal will cause some harm to the church through the loss of the furniture itself but also the loss of the pewed layout. However, it is an element of the scheme that we could see being justified to enable the church to use the nave/aisles/ transepts for the range of uses the church want to accommodate. Underfloor heating and relaying the floor surface is also likely to be possible without undue harm, but we would encourage that the replacement flooring is sensitive to the Victorian aesthetic of the building and that tilling could be the most sensitive type (rather than stone).

We consider the repositioning of the font would only have limited harm, especially if the decorative floor tiles are carefully lifted and relayed. Again, this is likely to be justified to enable the west end of the church to accommodate a separated space.

In conclusion, we think the current proposals would cause a high level of harm to the interior of the Grade II building and that the proposed west end exterior extension would damage this very handsome exterior. We therefore, encourage the church to again revisit the need for the size of café proposed, and whether the proposed space can be rationalised. This would have the dual benefit or reducing harm to the building through a smaller intervention and a less costly building project. We do acknowledge that opening up the north transept and reuse of the chapel for worship represent clear benefits to the church.

Church Building Council. Keri Dearmer. Church Buildings Officer and Revd Sue Lucas.
(Site visit 17 October 2023 - report received 18 October 2023)

Sunningdale, Holy Trinity (Diocese of Oxford) Proposed reordering and extension Ref: CARE/627/334

Thank you for seeking the Church Buildings Council's advice over the proposed reordering and extension at Sunningdale, Holy Trinity. This has been considered under the Council's delegated advice policy following a site visit on 17th October 2023 by Revd Sue Lucas and Keri Dearmer, Senior Church Buildings Officer. Its advice is set out below.

Holy Trinity is a Grade II listed church, however, given the striking exterior and interesting phasing, it might be considered for a listing upgrade to II*. The Church was founded in 1840, the chancel and north chapel were added by GE Street 1860. The 1840s sections of the church were demolished and rebuilt by JO Scott between 1887 and 1890, with various later alterations. It is proposed to reorder the interior of the church, removing the vast majority of the pews and the 1970s screens at the east end, removing the existing floor, installing underfloor heating to be powered by an Air Source Heat Pump (ASHP) with additional under pew heating in the chancel. It is proposed to introduce chairs to the nave and to build an area at the west end which would incorporate a café, office, meeting rooms, and WCs; a portion of the facilities to be provided on a mezzanine level. It is further proposed to build a small extension at the west end with a patio area for the café. A separate proposal for solar panels is being submitted by the parish but the Council will comment on those proposals in this letter.

The Council was grateful for the comprehensive and detailed statements of significance and needs which were helpful in understanding the reasoning behind the proposals. The Council supports the principle of the proposed reordering.

The proposed arrangements to create permanent sacred space towards the east of the church have a liturgical integrity and would work equally well using the high altar or a nave altar on the new permanent dais. The proposed new seating arrangement lends itself to this sort of parish and people style of eucharist with God's people gathered around the altar, with the possibility of smaller more traditional worship in the chancel with collegiate style seating.

The Council welcomes the proposal to make the chapel more easily accessible, both for services and private prayer. The Council strongly asks that this space is permanently, fully accessible. It was mentioned that the carpets in the chapel and chancel might be removed. The Council would welcome this proposal.

Various positions for the font have been explored. The current proposed location at the west end of the worship space in the south aisle, makes the most liturgical sense. It is proposed to carefully lift and relocate the tiles surrounding the font to be re-laid in its new position. These are the most interesting tiles currently visible in the church and the Council supports this proposal.

The replacement flooring material has not yet been proposed. The current woodblock and simple tiled floors are degraded. The Council would have no objection to a stone or wood floor. The new flooring should have some demarcations, perhaps along the aisles, to avoid creating a stark, blank space. This can also be achieved by using different sizes of tiles which help to break up the monotony of a single coloured floor. The parish might find the Council's guidance on historic floors useful.

The Council does not object to the removal of the majority of the pews, provided that a small number are retained as an example and used in a meaningful way. The proposed new seating will be an important element of making the proposals acceptable. The PCC should follow the Council's guidance on seating.

The proposed west-end area is impactful but the Council considers that the size of the space is justified. Detailed elevations of the mezzanine level will be helpful in understanding the full impact of the proposals.

It is proposed to remove the 1970s screens at the east end. The Council has no objection to this, however, the screens were carefully designed and are well-incorporated. It would be desirable to re-use the screens, perhaps as part of the new west-end space. This would avoid waste and would incorporate a thoughtfully designed part of the church's history. The Council has no objection to the removal of the 1970s inner porch doors provided that a replacement is carefully designed, considering the unusual arch shape above.

The PCC proposes to introduce solar panels on the southern slopes of the chancel, organ loft and north aisle. The Council supports these proposals, which will have a minor visual impact but which it considers would not harm the significance of the church. The PCC should ensure that the number of panels provide adequate KWh to meet their needs, as set out in the Council's guidance on Solar Panels.

The Council does not consider that the proposed extension is currently adequately justified. The west end wall of the church is of a beautiful design which would be obscured by an extension. While the Council sympathises with the desire to be able to have outdoor seating, it does not consider the archaeological and visual impact are yet fully justified. It considers that the PCC should focus on the reordering and once this has proved successful, consider whether the extension is needed and how it would best be achieved.

I hope that this advice is helpful and the Council looks forward to seeing how the proposals develop.

Extract of relevant sections from the RBWM Planning Department report.
(Site visit 3 August 2023 - report received 30 November 2023)

{Please note…to clarify our own opinion we asked about panels on the main south facing roof and as expected this would significantly harm the appearance. We asked in order to be able to answer the many people who ask if we are going to put panels there and in time we expect to be asked why we haven't put panels there!}

Potential Impact and Harm

7.7 The Council's Conservation Officer has advised that the proposal to install a series of solar panels to the church roofs would have a significant visual impact on the character and appearance of the church building. It would obscure large sections of the roof and have the greatest impact on views from Church Road.

7.8 The roofs are an important feature of the church building, adding to its architectural interest and the addition of modern photovoltaic (PV) panels would harm such appearance, resulting in an adverse impact on the conservation area.

7.9 Following discussion during the site visit, it was noted that many other places of worship have benefitted from solar PV panel installation, however it is also important to note that decisions should be considered on a case-by-case basis, considering current legislation, policies and guidance. In assessing this proposal, Historic England guidance has been considered in this instance.

7.10 The installation of solar panels to any listed building requires robust justification that includes clearly demonstrating the need, quantifying the benefits and highlighting any potential impact to existing built fabric, including whether any strengthening works will be required to the building's roof structure. Considerations for other renewable energy options, which may have a lesser visual impact should also be explored, such as air or ground source heat pumps.

7.11 In considering the options presented, the greatest impact would be from the placement of PV panels along the southern nave roof (option 2). These would impact views of the church as approached from Church Road, having an impact on how the historic building is appreciated and experienced from a heritage setting perspective.

7.12 In terms of option 1, with panels affixed to the chancel and organ roofs, these would be highly visible from Church Road, however given the size of the roof it would have a lesser visual impact. Given the existence of slate roof tiles, consideration towards solar slate roof tiles should be explored which could be a far more sensitive approach, albeit it would result in the loss of built fabric and therefore careful consideration would need to be considered alongside robust justification for such application.

7.13 If solar panels are considered necessary, sensitive placement would be essential, in reviewing examples of PV on churches many of these are high level roofs, mostly flat or shallow pitch roofs set behind parapets, therefore limiting visibility of the panels. It is encouraged that if solar PV panels are to be considered in this case, the roof slopes facing into the valleys such as the north nave roof are considered as alternative placements for PV panels, limiting visual harm.

Conclusion

7.14 Given ecclesiastical exemption provisions, the assessment of harm in this case is focussed on the impact on the character and appearance of the conservation area.

7.15 Whilst a balance needs to be considered given the nature of the proposal, in terms of the impact to the historic built environment the installation of PV panels to the church roofs would result in visual harm to the character and appearance of the church building and conservation area. Such harm is likely to be less than substantial.

Appendix Eight : Current and Proposed Activity

Overview of current and proposed activity with spatial usage

Activity / Group	Attendance	Frequency	Space	Storage[1]	Facilities required	Facility restrictions
Existing activities that require more facilities.						
(Church office/ Clergy vestry)	Up to 6	6* week	Vestry	Admin and office supplies	Desks / cupboards / copier / safe / office equipment / WC / Kitchen	Heating / Access - Wrong location at the back of the church.
BCP 8:00am	Up to 12	1* month	Chancel	Nil	WC	Heating / Access
Small midweek worship service	Up to 12	1* week	Chancel	Nil	WC	This service should be in the Chapel[2] – see "Crèche"
Large service (Traditional format)	Up to 120	1* week	Main worship space	Musical instruments and equipment	Whole building / AV / WC / Kitchen Crèche / Prayer Space / Social space	Heating, lighting, seating. Insufficient WCs, and breakout rooms. Limited social space and no private prayer space during the service.
Crèche	1-5	1* week	Chapel	For toys and play equipment	WC / carpeted floor / children's chairs and tables.	Insulation, heating, seating, soundproofing.
Festival events Church and School	Up to 300	11 annually	Main worship space	Musical instruments and equipment	Whole building. AV. WC. Kitchen. Crèche. Prayer Space.	Heating / Seating layout / platform size
Wedding/funeral/ baptism	20 to 300	Approx. 20	Main Worship space	negligible	WC / AV / Crèche	Heating, lighting, lack of WCs. No social space for afterwards.
Weekly café[3] *(generates income)*	Up to 30	1* week	North Transept	Catering equipment	Kitchen / WC / tables and chairs	Kitchen facilities are inadequate. Wrong location and lack of space limits attendance.
Cell groups	Up to 12	2* week	North Transept	minimal	WC / AV / Kitchen	Location is inappropriate (but is the only warm space)
Foodbank	Ad/hoc	weekly	South aisle	Considerable	Storage for plastic containers and a large quantity of food and consumables	Bespoke (mobile) cupboards to house the supplies are required.
Church Year[4]	5 to 50	14 annually	North Transept	Catering equipment	AV / WC / tables and chairs / Kitchen	Heating, lighting, seating layout, suitable gathering space.
Music practice	Up to 10	1*month[5]	Main worship space	Musical instruments, stands, music	AV / WC / Kitchen	Heating, lighting.
Church Meetings[6]	Up to 15	16 annually	North Transept	Minimal	WC / AV / Kitchen	Heating, lighting, seating layout, suitable space.

[1] The church will require storage for cleaning equipment and the flower team. An additional 180 chairs for large events and café tables, storage for Christmas tree and decorations, event shelters, marquee. Also clergy robes and altar frontals and communion 'furniture' and linen.

[2] Our room restriction means the chapel is currently laid out for a crèche.

[3] In winter the café has been in the enclosed north transept our 'warm space'. In summer it relocates to the back of church and outside but is then far removed from the kitchen in the vestry.

[4] Maundy Thursday Supper / Lent Course / Deanery meetings / Clergy meetings.

[5] Pre-Covid this was weekly.

[6] Includes PCC and Pastoral Team meetings.

Activity / Group	Attendance	Frequency	Space	Storage[1]	Facilities required	Facility restrictions
Current activities that are difficult to host in church						
Concerts and Opera *(generates income)*	Up to 250	6 annually	Main worship space	Minimal	Whole building / AV / WCs / Kitchen	Heating, lighting, lack of useful space due to fixed furniture, tables, changing room, 'backstage', insufficient WCs
Social (scouts quiz) *(generates income)*	Up to 250	2 annually	Main worship space	Tables	Whole building / AV / WC / Kitchen.	Heating, lighting, lack of useful space due to fixed furniture. Tables more chairs, insufficient WCs
School visits[7]	30-60	7 annually	Chancel	None	WC / Seating	Poor heating and lighting and room facilities
Activities we have lost since losing the CMI building and extremely difficult due to the restrictions of the existing facilities						
Intergenerational Worship[8]	Up to 80	1 * week	Main worship Space	Tables. Resources	Whole building / AV / WC / Kitchen Crèche / Prayer Space / Social space	No flexibility for café style layout. Insufficient rooms for breakout groups
Boogie ballet / Hartbeep music / *(generates income)*	10-12 with babies	Weekly term time	North transept	Minimal	WC and baby change	Not possible while the N. Transept is laid out for other purposes.
Youth Groups	5-30	Term time	Whole Church	Various resources	AV / WC / Kitchen	Ideally the church will create a variety of open spaces depending on the need. A small upper hall on the first floor, or the open ground floor that can be re-arranged to suit any occasion.
4Women charity dinners	80-100	3 annually	CMI – small hall	Minimal	AV / WC / Kitchen	
Men's breakfast	25-40	3 annually	CMI – small hall	Minimal	AV / WC / Kitchen	
Exercise classes *(generates income)*	10-12	Weekly term time	CMI – small hall	Mats	WC / space!	
Art/Craft classes *(generates income)*	10-12	Weekly term time	CMI – small hall	Art and crafts	WC / space!	
Messy church events	50-75	3 annually	CMI – small hall	Children's resources	Open flexible space	
Lunch n meet	15-20	monthly	CMI – small hall	Activity resources	Café style environment	
Social gathering after occasional office	unknown	unknown			Will require WC / tables, chairs and social space within the building	NB. Most likely small local funerals
Community Café *(generates income)*	Up to 50	1-5 per week[9]	Social space inside and outside	Tables and chairs catering equipment	WCs / Crèche /	We aspire to the outside and inside spaces being linked
Short courses[10] (averaging 6 evenings)	Up to 30	Approx.24 evenings	Whole church	Minimal	Tables and chairs, AV / WC/ Kitchen	Heating, Lighting, suitable environment
Exhibitions	Unknown	Occasional	Occasional	Display screens	WC / Kitchen	Heating, lighting, access

[7] We aspire to having a space that could be used as a classroom, both for children's work on site as well as School Council / Governor meetings / PTA meetings.

[8] Three series of IG in 2022 was quite successful but required a TMRO to facilitate space. To develop further we need to create a more flexible worship space.

[9] The intention is to grow and develop the café to the levels of activity experienced before in the CMI when it was open throughout the week and making a profit.

[10] Alpha / Bereavement / Marriage / Confirmation.

A full week's activity. How might the Community Hub function?

This table shows a week based on current and previous experience.
Where an event is using more than one space the colours link that activity together.

	Monday			Tuesday			Wednesday			Thursday			Friday		
	Am	Pm	Eve	Am	Pm	Eve[1]	Am	Pm	Eve	Am	Pm	Eve	Am	Pm	Eve
Church Office[2]	In use	In use	In use	In use	In use	In use	In use	In use	In use	In use	In use	In use	In use	In use	In use
Servery	Café	Café		Café	Serving funeral	Alpha	Café	Café	Serving youth	Café	Café		Café	Café	Scouts Quiz
Café space inside	Café	Café		Café		Synod	Café	Café		Café	Café		Café	Café	Scouts Quiz
Crèche	Café	Café		Café	Funeral[3]		Café	Café		Café	Café		Café	Café	
Upper Hall	School class visit	Book club		Chapter meeting	Small wake[4]	Alpha	Parent & babies music	Dementia friendly café[5]	Youth Group		Lunch n meet			Bereave-ment Course	
Old Vestry		Festival team meeting	Arts & crafts		School Council[6]	Alpha			Cell group	Cell group		PCC meeting		Bereave-ment Course	Bridge club
Chapel	Available for prayer	Available for prayer	Available for prayer	Available for prayer	Available for prayer	Alpha	Available for prayer	Midday Eucharist	Available for prayer	Available for prayer	Available for prayer	Available for prayer	Available for prayer	Bereave-ment Course	Available for prayer
1st floor meeting room	Village Hall Staff		Warden's meeting	Preaching team			Clergy meeting		Wedding meeting	Village Hall Staff	Funeral meeting			Sewing group	
Main Worship Space	School class visit		Musicians rehearsal		Funeral	Deanery Synod	Food bank open	School rehearsal		School Service	School Rehearsal	Wedding rehearsal	School Service	Flower Team	Scouts Quiz

[1]Tuesday evening demonstrates how two significant events can take place without conflicting with one another.
[2]The New Office will also function as the Clergy Vestry
[3]The Crèche is always available for families coming to funerals and weddings. The service can be heard through a speaker.
[4]From time to time some local families, usually with small numbers attending, struggle to afford a venue for the wake.
[5]While carers have refreshment and can connect together, individuals with dementia have a craft activity.
[6]These are lunchtime meetings.

	Saturday			Sunday		
	Am	Pm	Eve	Am	Pm	Eve
Church Office	In use	In use	In use	In use	In use	In use
Servery	Men's breakfast			Holy[7] Communion		IG Worship
Café space inside				Holy Communion		IG Worship
Crèche		Wedding		Holy Communion		
Upper Hall			Youth Group Film Night	Breakout space		IG Worship
Old Vestry				Breakout Space		
Chapel	Available for prayer	Available for prayer	Available for prayer	8:00am BCP Eucharist	Available for prayer	Available for prayer
1st floor meeting room						
Main Worship Space		Wedding		10:00am Holy Communion	Christening	

[7]Post Covid we have reverted to a single main service at 10:00am, however we are growing in number again and anticipate returning to three services, 8:00am, 9:00am and 10:30am. Pre-Covid the 10:30am service was intergenerational worship and had a mix of activity with groups leaving for a short while and re-joining. Shown above is how the building will use the 'breakout' spaces on the occasion they are needed.