

To: Diocesan Council and Board of Trustees  
From: Vestry, St Albans Anglican Parish of Eastbourne  
Subject: Redevelopment of Parish Church and Hall in Ngaio Street, Eastbourne  
Date: 6 November 2019

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## 1. EXECUTIVE SUMMARY

- The Parish church and hall do not meet minimum building code requirements and currently cannot be used. (Sunday services are being held most frequently in the Wellesley College hall and on occasion San Antonio church. Other activities are being held in the parish hall foyer, vicarage, St Ronans church/hall and several private residences.
- Through a lengthy process of consultation and discernment, Parish has decided to strengthen and redevelop the two buildings (on the existing footprint) so as to enable continuation of its missional objectives.
- The consultation/discernment process and a closer look at the parish's missional purpose has focused attention on the desirable building attributes.
  - Architects and engineers have estimated a total cost, inclusive of contingencies, of \$1.5 million. This figure includes \$100,000 for professionals<sup>1</sup> to undertake the first stage of producing, for Parish approval, concept drawings incorporating the seismic strengthening requirements and defining work to be undertaken.
- Approval of the parish to spend \$100,000 was given at a Special General Meeting and the Parish Trust has agreed to provide this amount by way of loan.
- It is recommended that the Diocesan Council and Board of Trustees
  - Approve the Missional Purpose of the Parish
  - Agree that the proposed strengthening/redevelopment meets Diocese/Parish Building Principles and Values
  - Approve in principle the proposal to strengthen and redevelop the Parish church and hall
  - Note the next step is to engage professionals at a cost of \$100k to produce concept drawings incorporating the necessary strengthening requirements.

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*1 Architect, engineer, seismic surveyor, quantity surveyor and site mapping*

## 2. PURPOSE

The purpose of this paper is to seek approval of the Diocesan Council and Board of Trustees to redevelop and strengthen where appropriate the Parish Church and Hall situated at Ngaio Street Eastbourne.

## 3. THE ISSUE

Early in 2012, Vestry engaged BECA to assess the St Alban's parish church and hall (lots 1 and 2 DP 8662, 13 and 14 Ngaio Street Eastbourne) for earthquake risk. The initial report dated 5 June 2012 indicated there was not an issue with the state of the buildings but more investigative work was needed. The second report dated 16 June 2016 showed there was indeed a problem and parts of the church were 15% of code with the likelihood of the side walls falling out under code level earthquake shaking. The main part of the hall building was rated 20% seismic capacity. Since 14 August 2016, the church has been closed and apart from the commercial kitchen at one end and the office, toilets and small kitchen at the other, the hall has not been used.

## 4. PRINCIPLES AND VALUES

The Diocese and St Alban's have each developed principles and values which set out the commitments and requirements for building and investing in development/redevelopment of church properties for worship and mission. These criteria will be used to evaluate the proposed redevelopment on the Ngaio Street site (see Appendix 1).

Overriding principles are:

- *Mission will always drive building decisions.*
- *New buildings/acquisitions must have sufficient flexibility to accommodate changing needs – ideally with structures that do not impact adversely on resale value should they no longer be fit for purpose.*
- *In all instances, we will aspire to the best long-term solution, rather than the expedient.*

## 5. CONSULTATION

The parish embarked on a three-phase consultation process:

- Blue Skies Day – open community consultation, Eastbourne Library, November 2016
- Three facilitated meetings in 2017 involving active church members and the parish
- Visits, meetings and consultation by the St Alban's Earthquake Team (SEAT)

SEAT reported to vestry in November 2017.

### Consultation outcomes

- **Blue Skies Day** – about 100 people, 50/50 residents/parishioners. Half of them liked the way the church exterior looked and did not want this changed. To retain the steeple, bells and memorial wall was by far the strongest feedback. Individual comments identified the heritage value of the church building to the Eastbourne community. (It is probably the oldest surviving structure in Eastbourne.) Nearly 30% commented on the peacefulness of the church and garden, while 14% had used church or garden for quiet contemplation.

23% liked the church interior and wanted it retained as far as possible.<sup>2</sup>

Other suggestions included the need for modernising, providing for future worship needs, bringing light into the interior to make it more appealing to families and children, increased interior flexibility and removal of pews to provide moveable seating.

There was less community attachment to the hall, which most submissions suggested should be redeveloped as a place with convenient spaces for different activities, with a dual parish and community focus.

- **Parish Consultations** – The parish, aware that simply strengthening/restoring the buildings would be unacceptable to the Diocese, held a series of consultation workshops to determine building needs. These were to explore the relevance of a 100-year-old church and its customs in the 21<sup>st</sup> century and beyond. Carried out during 2017, they considered what building facilities were needed for the church to fulfil its mission, and explored alternative sites. Some soul searching took place as to how St Alban's would promote the living presence of God's kingdom in Eastbourne into the future. (Three Workshops were held with respective parishioner attendances of 45, 38 and 37.)

From these facilitated workshops, a number of "themes" emerged.

- **Themes for the Church community:**
  - Shine as a beacon where Christian values emanate into the community
  - Provide generous hospitality of spirit
  - Make an important contribution to caring for the elderly who form a large proportion of our community
  - Increase the opportunity for children growing up in Eastbourne to make strong connections with the church and be able to form relationships with groups and individuals
  - Offer pastoral care and support to all who need it
  - Provide an environment where all-comers feel welcome, cared for and able to make supportive connections and contributions
  - Provide a gathering place where community issues can be raised and addressed.
- **Themes for the Church building:**
  - Retain the symbolic landmark of the church in the community. (The Eastbourne community is strongly positive about the silhouette of St Alban's steep pitched roof, steeple and porch area as seen from the road and expect it to continue to be visible.)<sup>3</sup>
  - Be a destination place of worship that draws people in. The expectation is that any new build will complement existing architectural integrity, as well as being welcoming and appealing to the eye
  - Continue to provide for regular services (Sunday and mid-week worship) and special family events (weddings, funerals)
  - Continue as the centre for outreach activities giving strength through worship and contemplation to grow our community mission activities

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<sup>2</sup> Information is not available to separate parishioners from non-parishioners in these statistics.

<sup>3</sup> The large pohutukava trees currently obscuring the church outline are to be removed and replaced post-development with more appropriate species.

- Provide a place of peace and serenity for all where people, singly or in groups, can be inspired and comforted through quiet contemplation
  - Provide increased interior flexibility of floor-space for small or large gatherings, possibly through removal of pews and the introduction of movable seating
  - Increase light within the church, giving consideration to windows, the roof and artificial lighting.
- Themes for the Hall building:
    - Provide flexible spaces and a hub for church-related activities (e.g. Kids' Club) and a child-safe outdoor play area
    - Cater for community activities led by the parish for different age groups – (currently Pop in & Play, Youth Groups, Seniors Take a Break).
    - Provide for community activities and events: one-off (e.g. speakers, music recitals), ongoing classes (e.g. ballet), or regular activities (e.g. indoor bowls)
    - Offer pastoral care and hospitality through preparation and storage of meals in kitchen for people in need in the community
    - Expand the ability to host day retreats for St Alban's, the Eastbourne faith community or the wider Anglican community – combining the use of indoor facilities with easy outdoor access to garden, beach and bush
    - Provide for small local businesses using the commercial kitchen (often as a start-up base)
    - Include provision for easily accessible storage (inside and outside) of furniture and equipment.

## 6. THE DECISION

Following the consultations, Vestry commissioned a group (St Alban's Earthquake Team SEAT) to find a way forward. They reported to Vestry in November 2017.

On 25 February 2018, a Special General Meeting of the parish resolved:

That the Ngaio Street properties continue to be the home site for St Alban's Parish Ministries and that the recommendations of SEAT contained in the report dated November 2017 ("the Jamieson report") be adopted, namely:

- That the church should be earthquake-strengthened and reroofed and the hall earthquake-strengthened, within the existing or similar building footprints
- That the work should be carried out taking into account the matters set forth in paragraphs 44 to 47 of the Jamieson report<sup>4</sup>

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Paras 44-47

*44. Because the consultation process had highlighted the belief that the Church was the people, all four options could satisfy the Diocesan requirements of the Anglican faith community and could provide for the facilities to conduct services and spaces for Parish activities. All four options would be subject to the effect of global warming. Each option requires a safety plan. It was acknowledged that options A, C and D could also provide physical building spaces that could be flexible. Option A would incur additional costs and delays through the need for demolition and clearance of sites.*

*Options C and D would be more difficult to develop as staged projects, as well as incurring costs and delays through additional demolition and new building footprints and the likely re-siting of the memorial wall.*

*45. The meeting considered that the modified option B meant that flexible spaces for different types of worship, for larger gatherings, for youth activities could be met by rearranging the interior of the Church, and using temporary shelter as needed in the garden and a sound system in the hall. The foyer of the Church could also be adapted to be more flexible. The Church building could be made lighter and more inviting through the design process e.g. with windows and skylights.*

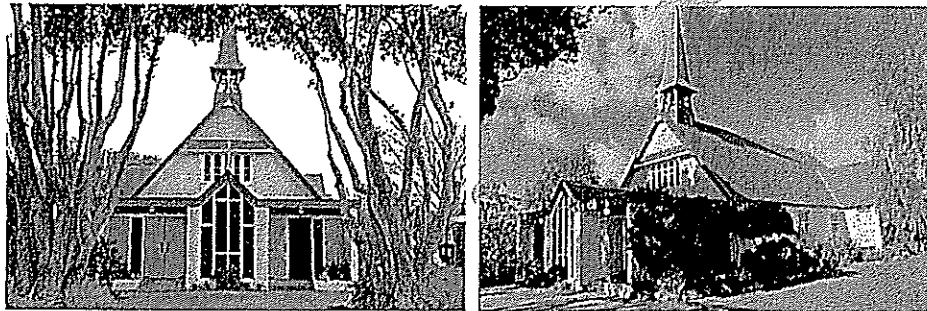
- That a group be established with appropriate expertise to manage the project to the preliminary design stage and to obtain costings by 30 July 2018
- Once a design and costings are available, to convene a further SGM of the parish.

A Redevelopment Committee (REDC) with the requisite expertise was subsequently formed to manage the preliminary design stage and this group reported to Vestry in March 2019

## 7. CURRENT SITUATION

### • The Church Exterior

- Designed by Frederick de Jersey Clere and built in 1910 with additions in the 1960s.



- The roof was replaced many years ago and the material used (probably asphalt shingles) is likely to have come to the end of its expected life-span. It has developed some leaks due to shingle tiles falling off, and it sags in places. Recent vestries have provided urgent maintenance, awaiting more extensive work to provide an opportunity for roof replacement
- Original walls are white painted stucco, new section concrete block. Window frames and sashes are wood. Windows have small panes, some coloured
- Memorial window and rose window are stained glass.

### • The Church Interior

- Lower walls are painted white, window sills, frames, sashes wooden, ceiling and beams dark wood, floor wood, with aisle, sanctuary and altar area carpeted. The "feel" of the church interior is subdued and dim. This is added to by the dark colouring of the foyer windows
- Seating is fixed wooden pews with attached long, fold down wooden kneelers. There are fixed electric heaters under every second row of pews; the pews seat approximately 110
- Additional seating is available using chairs and two choir pews when large groups are present, especially for celebratory services and large funerals
- There are two small vestry areas: south vestry for vicar's use and north vestry which houses church safe and has organ and piano outside. The organ is old

46. The meeting considered that the hall in its present position provided shelter and privacy. The lounge could be extended south into the garden. It was envisaged another storey could be built into the roof space to provide places for youth, for children and for quiet spaces for retreat ministry.

47. The garden, highlighted in the consultation workshops as a valued space, would need to be restored and further developed to provide seating and contemplative spaces following any building projects. The memorial wall could be retained in its present position.

and likely to require replacement by a more portable organ in the foreseeable future

- There are glass-panel folding doors between the original church and the foyer, where the tea/coffee making facility is located.
- There are currently two gathering spaces, the Church itself and the foyer.

- The Hall

- The main area of St Alban's hall was built in 1927. Initially it comprised a large meeting room, small lounge, toilets and kitchen. The construction is brick with a corrugated iron roof
- Five separate renovation, upgrading and earthquake-strengthening activities took place between 1952 and 2009. The commercial kitchen was added in 1994. The work in 2009 upgraded the office, provided further toilets, limited kitchen facilities and a small, versatile foyer plus doors and wide steps providing indoor-outdoor access from the large meeting room
- The hall currently has three meeting spaces – a large multi-purpose hall, a small "lounge" and the foyer area
- The commercial kitchen and the office, toilets, foyer and limited kitchen facilities remain usable as they are not considered an earthquake risk.

## 8. MISSIONAL PURPOSE

*"Mission is an outward process not driven by one-off events, by which people through relationships with Christians in an ongoing basis come to be attracted to Jesus Christ. They enter a Covenant relationship with Jesus and take on Kingdom responsibilities." Matt 28:18-20*

This is reflected in the first three of the five marks of mission of the Anglican Communion:

- *To proclaim the Good News of the Kingdom*
- *To teach, baptise and nurture new believers*
- *To respond to human need by loving service*
- *To transform unjust structures of society, to challenge violence of every kind and pursue peace and reconciliation*
- *To strive to safeguard the integrity of creation, to sustain and renew the life of the earth*

The Diocese rightly requires that major developments have a clear missional purpose – a compelling vision of where the church is going in the future to fulfil God's call on us. The principle requirement for redevelopment is that "form follows function". Knowing what God is asking us to be and do enables us to more clearly articulate what needs to be done to our buildings to enable this to happen. The **why** determines the **what** and **how**.

Our Missional purpose is to the Parish commitment to growing the Kingdom of God by:

- *being a community which deepens discipleship and encourages mission and outreach to all*
- *offering worship opportunities to everyone*
- *strengthening the parish connection to Wellesley College and supporting its Anglican ethos*
- *continuing the parish's ministry of contemplative prayer, retreat and hospitality.*

Mission is about the church learning how to “Go” but we cannot go on our own account and in our own strength. We can only go when our identity is grounded in Christ and that only happens when we spend time in the presence of Jesus, which is why developing the **Retreat Parish concept** is at its heart a wellspring for mission. This will form the basis of our missional vision. We also think that it has good potential to link strongly into the fifth mark of mission of the Anglican Communion (connection with creation).

- **Retreat ministry**

The Parish of Eastbourne is called to discern and play its own distinctive part in serving the Mission of God. This is shaped by the particular God-given gifts, talents and resources of the parish’s congregations, the strengths and needs of the local community and the Place (the physical setting of the people who live here). These are conditioned by local history. For some decades, Parish leaders have been increasingly sensing a call to add to the ministries of this faith community a role as a **Retreat Parish** and a **Place** of security to seek and find faith.

- o Place in this context means the peace and beauty of this coastal suburb, combining bush-clad hills and beaches and a sense of local community with rich opportunities for being alone. All this is easily accessible to those who live in Greater Wellington and beyond. Here “God’s Book of Nature” lies open.
- o The Church “plant” and grounds are well sited, accessible and yet sheltered from traffic noise and intrusion. This **Plant** (especially the church) should bear witness to the value the Parish places on contemplative prayer and on God’s presence in His Creation, inside and outside flow, and grounds/buildings which harmonise. The church **Plant** needs enough flexibility to cater for both the needs of visitors and the ongoing life and other ministries of the parish.

During His public ministry, Christ taught His disciples (by example and word) the importance of withdrawing to rest, reflect and listen to God, for both short and long periods. Discipleship includes an inner journey, without which those who attempt the outer journey of mission to a fallen and suffering world are consumed by it or lose their way. Individuals, groups, and congregations alike are all called to this inner journey.

Some faith communities are called to give special witness to this inner journey and to help others seeking spiritual renewal, blessing, refreshment, healing, guidance and resource. These “others” are in the first instance envisaged as Christian, but there are also many seekers for whom the search for spiritual reality is the way they come to faith.

Today, these seekers, Christian and non-Christian alike, find a compelling link between contemplation and the natural world. They look for and value communities which understand this link. The Parish of Eastbourne is itself on the journey of becoming such a community, while maintaining its present ministries to the people of Eastbourne and to its own members.

- **Generous Hospitality**

- A core of praying and worshipping parishioners, with a vision for this retreat ministry will be able grow our generous hospitality in providing for these retreats. This has implications for the requirements of our buildings
- Parish prayer groups with a contemplative focus, and public worship which embraces silence, enhance and support this hospitality focus
- Spiritual directors and guides, some drawn from the Eastbourne faith communities, some from beyond, find a welcoming generous hospitality in this Place.

- **Family focus**

The third aspect of our missional focus is on **strengthening our connections with young families** in the community. Part of our wondering is how the retreat parish dream may be the unique way we connect with young families.

The Retreat Parish Dream is already happening. In the past when the buildings were available, retreats including the hospitality offered and experienced by different groups. At present, with a lack of buildings, the parish provides a retreat day every Wednesday. It has three set times of prayer and places to be quiet. A simple lunch is provided. The next steps are providing guided contemplative walks and implementing the design to turn the Vicarage garden into a prayer garden. We average 12-18 people each week.

## 9. Architect's Brief

Eastbourne is a seaside suburb of Hutt City on the eastern side of Wellington Harbour, Te Whanganui-a-Tara. The population lives in homes nestled into the hills around the water's edge and on the flat area in the village and beyond. Once a holiday destination for Wellington families who arrived by ferry to enjoy the beaches, Eastbourne is now a sought-after place to live. Local children attend the large state Muriwai Primary School, or the smaller primary school attached to San Antonio Catholic Church. The Anglican Wellesley College in Days Bay caters for primary school boys, some local but mostly from outside Eastbourne.

- **Characteristics and Statistics for Eastbourne & Bays**

- Population 4665<sup>5</sup>
- Over 15 years (81%)<sup>6</sup>
- All young people travel outside Eastbourne for secondary and tertiary education
- Most working age adults work outside Eastbourne, unless working from home
- Residents aged over 65 above national average
- Population generally of a higher socio-economic level.

- **Summary requirements – St Alban's seeks a design proposal that:**

- Meets current earthquake requirements for places of public assembly
- Meets budget requirements
- Meets Diocesan and Parish principles and values
- Has a clear Missional Intent.

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<sup>5</sup> From 2013 census

<sup>6</sup> from 2013 census



- Provides buildings which are innovative, future-proof, use modern technology and are welcoming and functional
  - Enables flexibility for evolving use of the church and hall (including combined use) for worship, mission and community purposes, now and into the future
  - Meets health and safety standards for all user groups.
- **Church** – requirements detailed in Appendix 2.

Key features of the desired design will:

- Retain the heritage value and architectural integrity of the church building as much as possible, particularly as seen from the road
- Ensure any new build melds with existing architecture and allows for modern usage<sup>7</sup>
- Meet the parish recommendation for use of “the same or similar footprint” (provided the modern usage requirement is met)
- Ensure the new roof material and design contributes increased light to the Church
- Consider other suitable ways in which increased light can be introduced into the Church interior
- Allow for flexible, better use of floor space within the church (flexible seating and suitable storage for such)
- Consider how better use could be made of areas of the church currently not used to their potential – e.g. area behind organ, area of choir pews, church foyer<sup>8</sup>
- Allow for better utilisation of North Vestry. The organ and piano could be relocated into a “music centre” with space for other instruments and musicians<sup>8</sup>
- Upgrade South Vestry with space for heating, water for post- communion use, improved storage for music, linen and vestments<sup>8</sup> and retain the external access.
- Optimise uses of the church foyer. Consider whether existing tea/coffee preparation and flower arrangement facilities and small library could be relocated. This could enable the foyer to become a usable small group meeting space<sup>8</sup>
- Retain the bell tower above the foyer. This requires maintenance and retention of internal access to the bell-ringer rope.
- Provide for installation of readily accessible electronic sound and visual systems – currently non-existent – capable of extension/relay to hall.
- Explore ways in which church and hall could be linked so services could be integrated when appropriate. (Simple covered walkway, or the ability to provide a walkway able to be further developed in the future. A visual connection may be possible.)
- Continue to allow easy access for funeral vehicles
- Retain the stained glass window
- Consider reducing the number of floor levels within the church – currently three – to improve accessibility and utilisation of the overall space.

<sup>7</sup> The Anglican Church is increasingly operating a “mixed economy” when it comes to worship. The underlying principle is that no one style of worship suits all. Styles of worship vary from quiet and contemplative, formal (with or without hymns), contemporary (relaxed use of liturgy) or more informal. Musical instruments vary from traditional organ (though lack of organists raise questions about its future) to piano, guitar, violins etc. Seating arrangements vary from theatre style to a circle. All the above highlights the need for flexibility. The consistent trend over recent decades reflects the need for increasing flexibility and the use of electronic media.

<sup>8</sup> Consideration of these features together could lead to innovative use of a covered walkway linking church and hall together, with for example organ or music centre relocated to the south side of the sanctuary, and/or the coffee & tea facilities relocated to provide better use of the church foyer.

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- Hall - requirements are detailed in Appendix 3.

Key features of the desired design will:

- Either retain the currently used earthquake-safe areas in the hall (commercial kitchen and foyer area with office, toilets and small kitchen) in their current locations, or relocate them with more suitable placement in a new design. This would be subjected to the "good sense and economics" test
- Ensure all spaces within the hall footprint are accessible and flexible, able to be used successfully by groups of any age or activity – small children, young people, families, older adults, people with disabilities and day retreat groups
- Ensure any large hall spaces can be divided into smaller spaces with flexible partitions
- Provide storage spaces for furniture and equipment for all regular hall users. Rather than cupboards, a storage room is preferred, with the ability to store equipment in large accessible boxes as well as chairs and folding tables
- Provide outside storage/shed for pre-schoolers' outdoor toys
- Be designed for easy indoor/outdoor flow, which is an especially necessary part of activity programmes for young children and an important aspect of adult day retreats
- Provide for the garden between church and hall to be re-designed as a versatile hub, with small intimate areas and larger play spaces which will link with the vicarage garden. Provide for safe, fenced children's play area and seating for adult contemplative times
- Reflect the parish recommendation for use of "a similar footprint" by considering creation of new usable areas as part of the redeveloped hall. Options might be in the roof space, an extension into the garden, or by way of a walkway linked with the church. Provision should be made now for any addition, although it may be built as a second stage.
- Refer APPENDIX 4 - REDC Architect brief and hall/lounge activities

- **Church/Hall Combined Option**

A more radical option was considered involving the demolition of all or most of the hall and the incorporation of all the spatial, redevelopment and safety requirements given in this brief within a single structure joined to the church on the northern side, by removal of some or all the church northern wall. The newly built portion would contain suitable gathering spaces opening into the church with flexible walls/folding doors (able to provide additional church seating or spaces for independent activities), well designed and located small kitchen, commercial kitchen, toilets, parish office, music centre, electronic control cupboard and heaps of storage. It would provide easy indoor outside access and lead into a redesigned garden providing for safe, multi-purpose use – perhaps even a sunny outside deck. This option would provide St Alban's with a "flexible one-stop shop" but it has been discarded because of obvious budgetary constraints.

- **Additional Important Design Considerations**

- The local community is very environmentally conscious and the church reflects this. In the past St Alban's has had a special group St Alban's God's Earth (SAGE) which focused on the agenda of Transitional Church – an ecumenical network of local churches aiming to build a sustainable local community in the light of the emerging environmental challenge. Although SAGE is no longer active, sensitivity to the environment should be considered in the redevelopment.
- The use of natural landscape materials and provision for planting are both important
- Future proofing through, eg, solar heating and the use of up-to-date technology (visual aids, overheads, screens etc) accessible to both church and hall should be included
- Allow for extension of the memorial wall (Garden of Remembrance)
- Note there is currently a large sewer line running diagonally across lawn between the church and hall.

- **Budget**

- The total budget for all development, staged or built immediately, including overall garden design and contingency sum is \$1.5 million dollars.

## APPENDIX 1 - Principles and values

- **St Alban's Mission Statement**
  - Providing the Living Presence of God's Kingdom in Eastbourne and the Bays.
- **St Alban's Parish Goals** -- developed to reflect St Albans' commitment to growing the Kingdom of God:
  - be a community which deepens discipleship and encourages mission and outreach to all
  - offer worship opportunities to everyone
  - strengthen the parish connection to Wellesley College and support its Anglican ethos
  - continue the parish's ministry of contemplative prayer, retreat and hospitality.
- **Diocesan requirements of an Anglican Faith Community**
  - worship spaces
  - evangelism – *disciples who intentionally seek to make new disciples*
  - teach – groups and courses
  - serve – social justice and environmental issues
  - care – pastoral care.
- **Diocesan Values**
  - we are Episcopally led
  - we are a relationship people
  - we are one church with local community expression
  - we are family
  - we make disciples
  - we care for the lost, last and least
  - we act with integrity, honesty and respect
  - we live within our means.
- **Diocesan Building Principles (Extracts)**
  - mission will always drive the decisions on buildings
  - whatever we build or improve should ensure our missional potential is greater than if we had not embarked on the investment
  - in some cases we will need to spend capital in order not to compromise existing mission, such as earthquake strengthening of some buildings
  - we will not invest capital without thinking about the wider context of mission in the local area, which will include discussion at cluster levels
  - property must not be a drain or cost to our church life and mission
  - our long-term goal is to have buildings which reach required standards in terms of earthquake and other risks, are well maintained and meet our strategic missional issues
  - we must plan new buildings or acquisitions for the next 50 years which means they have to be saleable if they cease to be used as mission units
  - at any location, we will aspire to the best long-term solution, rather than the expedient.
  - our property should ideally cover its cost, but in any event, should be well-maintained, well used and suitable both from our mission and the wider local community.

## APPENDIX 2 – Church areas

Area of church	Current use	Proposed use
Bell tower/steeple	Houses bell	Overhaul & rebuild incorporated with roof rebuild. Ring bell from inside
North Vestry	Behind organ/piano Currently houses safe with some storage Collection counting	Safe could be housed elsewhere. Chapel space connecting both into the church and to outdoors
South Vestry	Has water for post-communion use, storage for music and vestments	Uses as at present. Needs heating. Could be better organised. Retain outside access. Running water.
Electronics control cupboard or suitable space.	Does not exist at present.	Requires cupboard with easy access to electronic equipment. View of church body and convenient seating & small table for controller and sound desk.
Foyer	Tea/coffee station, some storage of books, flower vases & flower arranging equipment, some chair storage. Font	All current uses required but could be better located elsewhere. Foyer could become a usable space for small groups of adults or kids (but not in conjunction with a church service). Consideration needs to be given to the siting of the font. Theological and practical needs clash here.

# APPENDIX 3 – Hall Requirements

Group	Today's Numbers	Room requirements- Inside	Space requirements- outside	Furniture needs	Storage needs	Access to Kitchen & Toilet	Special Needs
Kid's Club (Sundays)	Kids 4-14 & growing Parents 2 Teachers 2	1 large room Seated teaching area for kids & teacher	Safe secure sunny play area	4-6 easy clean low tables for craft work 12 adult chairs 15 kids cushions 2-3 couches. Display boards	Child accessible shelving for Godly Play teaching boxes, craft supplies, puzzles etc.	Yes	
Future Vision	20,30,40 kids More teachers	Second room with same equipment to provide for increased numbers	As above	Larger furniture for older kids	As above	Yes	
Early Childhood (Pop in & Play)	10 adults 14 Kids Prams & strollers	1 large or 2 small rooms. Baby area	Safe, secure outside play space, any shape. Room for using and storing ride-ons (trikes, cars etc.)	3-4 easily cleaned tables Small chairs 10-15 Large chairs about 12 Couches 2-3	Accessible shelves 15-20mtrs	Kitchen storage for morning tea items	Outside area able to be made secure
Future vision	Continue with at least same numbers	As above	As above	As above	As above		
Young People	Small numbers so far 3-5.	Large room for activities.	Not usually required	Large table. Comfortable chairs	Some storage space for	Yes	Yes

	Usually early teenagers  Group currently in recess.				activities. AV equipment		
<i>Future Vision</i>	With suitable facility & leaders, group could be reconvened. Should consider relationship with Eastbourne Youth Worker Trust.						
Older Adults (Take a Break)	10-16 participants 4-6 helpers up to 4 Wellesley students = chaplain & vicar	1 room able to seat approx. 30 comfortably + space for 20-25 seated at trestle tables. Same or adjacent room.  A piano	Easy indoor outdoor access would be great. Indoor and outdoor spaces accessible to mobility scooters, walkers wheelchairs essential.	30 chairs 2 large trestle tables large low coffee table Table to setup for morning tea or Trolley as option. Piano Audio visual equipment	30 chairs 2 large trestle tables	yes	yes
<i>Future Vision</i>	Good kitchen facilities would allow for	North facing room /outside deck would be very popular for					

	increased numbers	less mobile older people.  Quiet space for those wanting to stay and chat.					
Adult Retreats	10-40 for previous day retreats	Large and small meeting spaces, for groups and individual contemplation	Open space available for welcomes etc. Small private garden spaces for contemplation	Adult sizes chairs Couches White boards & display boards	"Resource room" storage for DVDs, TV, books etc. on accessible shelves.	Yes. Small kitchen for lunch & teas preparation	Use of church spaces for worship and quiet times and hall spaces for sharing and quiet times. Easy access to beach and bush.
Future Vision	Developing as a Retreat Parish Weekend retreats – similar numbers but for longer periods.	As above	As above	As above	As above	Yes. Plus, use of commercial kitchen for meal preparation	Overnight accommodation provided through parish hospitality & local air bnbs
Pastoral care (meals)	Use of commercial kitchen for "cook-ups"	Freezer for meal storage.			Equipment storage		Yes



## APPENDIX 4 – REDC Architect brief and hall/lounge activities

### Brief For Architect

Architectural advice for earthquake strengthening work on the St Alban's Church and the associated Hall

Architectural advice on the modification of the Hall to improve existing functions and indoor outdoor flow for access to the garden areas

#### Background

The Eastbourne St Alban's Church is earthquake prone and it is to be strengthened by:

- a) Bracing Church walls with Internal Steel Frames or External Pilasters on large foundation pads
- b) Reroofing
- c) Foundation tie beams as required
- d) Head and foot steelwork bracing as required
- e) Stiffening of interior linings as required
- f) Bracing for the bell tower

The main body of the associated Hall is earthquake prone. The Hall will be strengthened by:

- a) No work on Office and toilet area
- b) Replacing side walls and foundations on main Hall area
- c) Bracing end walls of main Hall area
- d) New ply lining for ceiling of main Hall area
- e) Checking condition of southern end wall of Lounge area
- f) Considering new facade and relining of rest of Kitchen and Lounge area

In association with the earthquake strengthening work the Parish would like to refurbish the Lounge area of the Hall, provide extra storage in the Hall and provide indoor/outdoor flow from both the Hall and Lounge areas to the adjacent gardens.

#### Church

Review Pilasters and other designs proposed by the Engineering Consultants (including, in particular all work seen from within the Church) and ensure that the proposed designs will be in keeping with the character of the existing buildings

Select roof tiles (or other) for the replacement roof

#### Hall

Provide recommendations for the refurbishment of the existing lounge area adjacent to the kitchen to improve its appeal for use by a variety of users including Sunday school classes, Seniors coffee mornings, Youth Group meetings and Parishioners attending weekend retreats

Provide approximately 12 m<sup>2</sup> of cupboard space in the main Hall area for the storage of stacked chairs and other items used in the Hall. It is envisaged that this might involve 2 cupboards 8m wide by 0.8m deep by 1.2 m high installed one above the other.

Investigate the possibility of small building extensions along the southern wall of the Hall to provide storage space for large furniture and playground items up to 2 m wide.

Provide indoor/outdoor flow from the main Hall area and the Lounge to the adjacent garden areas, possibly by the addition of decks and/or paved areas

#### Both Buildings

Review weather proofing designs for all work associated with the building modifications

Review lighting designs and recommend improved designs

Recommend any finishes required to soften and integrate new building works with the appearance of the existing Church

Provide architectural advice to ensure that all work is in keeping with the architectural styles of the existing Church and Hall buildings

Provide presentation drawings to illustrate the proposed work for the purpose of fund raising

#### Required Information

A proposal for architectural work as outlined in the brief above including:

- a) The proposed scope of work.
- b) A cost estimate for the work with a price for concept work up to the point of QS estimates, a price for work up to the point of tender award and a subsequent price for assistance with project supervision.
- c) A list of similar projects already completed.
- d) Suggestions for additional work not included in the brief above.
- e) Contact details for 3 references for projects as in c) above.
- f) A CV for the Architect who will lead the work.

#### Attached Information

Beca Report dated 5 June 2012

Beca Report dated 28 April 2016

HCC Earthquake Policy

Description of activities in the Hall and the adjacent lounge (for Architect)

Sketches illustrating Hall and Lounge activities (for Architect)

## Description Activities in Hall and Adjacent Lounge

### General

- Access to adjacent toilets and kitchen
- Possibly indoor/outdoor flow to take advantage of the gardens for some activities

### After Funeral refreshments

- Groups of up to 150 in the Hall
- Buffet style tea and finger food refreshments from catering staff working out of the kitchen
- People standing in groups with up to 50 chairs for the elderly and infirm
- 8 tables and 50 chairs from storage along walls of the Hall

### Pop In and Play

- Up to 10 parents and 20 children in the Hall
- Tea and coffee made in kitchen or office area as required
- Seating for 15 and say 3 tables drawn from storage cupboards along the wall of the Hall
- Toys and play mats drawn from storage cupboards along the wall of the Hall
- Large items including a slide brought in from external storage or possibly new storage extensions along the southern wall of the Hall

### Youth Group

- Groups of 15 to 20 Teenagers in the refurbished Lounge area or the Hall extension
- Tea and coffee made in kitchen as required
- Internet Connection
- Entertainment system such as sound system, laptop connection and screen
- Biggish Screen for movies ?
- Access to stored beanbags and extra stored tables and chairs to set up for games as required
- Locker(s) for small items such as DVDs, CDs, tea, coffee and biscuits
- Access to stored table tennis tables

### Seniors Groups

- Up to 20 people
- Seating and tables for lunches for up to 20 people
- Lunches, tea and coffee made in kitchen as required
- Seating rearranged after lunches for sing alongs and other entertainments
- Entertainment system such as sound system and screen
- Access to existing piano in main Hall area
- Biggish Screen for movies ?

### Retreats

- Up to 50 people but typically up to 20
- Casual seating in groups in the Lounge area or chairs for presentations in the Hall
- Tea and coffee made in kitchen as required
- Screen for presentations
- Ability to break off into Discussion or Meditation Groups
- Indoor/outdoor flow to garden an advantage

### Wedding Receptions (not frequent)

- Groups of up to 150
- Catered food delivered from kitchen
- People seated at up to 20 tables of 8 to 10 people. Some tables withdrawn after meal to allow dancing
- Tables and chairs from rental company
- Sound system for speeches and music/DJ

# Response from the Diocesan Council

Thank you for the proposal regarding the development works re the Eastbourne Parish / St Albans considered by Diocesan Council at their previous meeting. To consider the proposal in more detail Diocesan Council are seeking further information / clarification as outlined below:

- a) What is the overall plan regarding raising the \$1.5m funds to carry put the proposed project?
- b) Is the \$100,000 from the Trust a loan? What does the Trust see as its role / responsibility through the project process?
- c) How would the "Parish" pay the funds back to the Trust?
- d) It would be good to fully understand how the Trust operates in relation to the parish leadership / governance? Communication and operating relationship? Could a copy of the Trusts deed be forwarded please along with any associated policies and procedures of the Trust.
- e) How much does the proposed project represent a new future and discerned vision of the Parish?
- f) Are there missional opportunities being closed off with the proposal, i.e. are missional opportunities being put down with the proposed development?
- g) Are there any streams of sustainable income post the development?
- h) How does the Parish propose the Church/ School (Wellesley) relationship would continue post development?
- i) What capacity does the parish have to lead and execute the proposed project, while growing on the ground mission and ministry?

Diocesan Council acknowledge the thoughtful preparation and work that went into the presentation. Diocesan Council meets again in the new year on the 12<sup>th</sup> of February and 18<sup>th</sup> of March re options to consider any additional information.