



## ARCHITECTURAL SERVICES PROPERTY ADVICE AND SURVEYS

your experts in church properties

### **Introduction**

Many churches struggle to find suitable sympathetic and cost effective professionals to advise on major and smaller building projects, purchases or leases or to carry out survey work to help them meet their legislative and trusteeship requirements. Church Growth Trust is able to help in the following areas.

### **Guidance on Major Projects & Feasibility Studies**

Many churches do not know where to start with major building or development projects. We help you to focus on the right areas and to get in place a realistic timetable and the correct professionals. We are also able to help with feasibility studies to assess whether a building is suitable for your needs, what work will need to be carried out or extensions built and outline the issues that need to be considered.

### **Architectural Services**

We have a qualified architect to design building works, alterations, extensions or new buildings, draw up specifications, obtain planning consent and building regulations consent and take the project through to completion.

### **Planning Consent for Change of Use**

In many places there is a short supply of suitable church buildings and obtaining planning consent for change of use on a variety of buildings has become a specialist area of ours.

### **Negotiating Leases**

Understanding the requirements of churches and the commercial realities of landlords, we help to agree heads of terms and negotiate detailed wording for leases

### **Charity Advice**

We are able to unravel complicated property Trust Deeds and help you to understand how charity legislation may affect your activities.

### **Asbestos Survey**

The Control Of Asbestos At Work Regulations 2002 & 2006 puts a duty to manage asbestos on all those responsible for maintenance and repair of non-domestic premises. The duty requires the responsible person(s) to manage the risk from asbestos.

The survey is a Management ("Type 2") survey (as specified in the Health & Safety Executive's guidance MDHS 100 "Surveying, sampling and assessment of asbestos-containing materials"), which includes standard sampling, identification and assessment. The purpose of the survey is to locate as far as reasonably practical, the presence and extent of any suspect asbestos containing materials in the building and assess their condition. Representative samples are collected and analysed for the presence of asbestos. All areas are accessed and inspected as far as reasonably practical. The location of all asbestos materials found during the survey and areas of suspected asbestos materials are identified and recorded. A basic asbestos management plan, highlighting the requirement for urgent action to reduce the risk of exposure to asbestos fibres, is produced.

## Access Audit

Since October 1999, people who provide goods or services ('service providers') have been required to make 'reasonable adjustments' for disabled people such as providing extra help or providing changes to the way they provide their services. Service providers were also required by October 2004 to make 'reasonable adjustments' to the physical features of their premises to overcome physical barriers to their access.

The audit will include:

- Auditing each part of the building(s) and highlighting shortcomings and barriers to access.
- Measurements where appropriate including weight resistance of doors, widths of doors and corridors, height variations and gradients.
- Recommendations for altering physical barriers.

## Condition Surveys

An inspection of church buildings or other charity properties is recommended at least every five years to ensure the condition is not deteriorating and a pro-active repair programme is in place.

The survey normal includes:

- Studying all documents provided;
- Inspecting the exterior and interior of the property;
- Recording the condition of the property in schedules and by photographs;
- Making recommendations on works required over the next five years and estimated costs for these works;
- Providing a sketch plan of the property to identify various parts

It does not include:

- Full specifications and detailed prices for repair work required;
- Detailed scaled plans of the property;
- Structural survey or specialist survey work, such as electrical or appliance inspections;
- Reporting on parts of the property that are inaccessible or covered or testing services;
- Valuation for capital, investment, rental or reinstatement purposes.

## Qualifications

The work would be carried out by **Giles Arnold**, our General Manager or **John Duffield**, our Property Manager, who are members of The Royal Institution of Chartered Surveyors and **Gill Pedler**, a member of The Royal Institute of Chartered Architects. They have extensive experience of church buildings across the United Kingdom. In some circumstances we would ask other suitable contacts to carry out the survey work on our behalf.

Please contact **Giles Arnold** in the first instance:

### Church Growth Trust

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## Charges

The charges for each survey will depend on the size of property and detail required. We are able to carry out a number of surveys at the same inspections/site visit, thus reducing the overall cost. Travel and other expenses will be charged in addition. Detailed costing for Asbestos surveys are shown on a separate sheet. Our normal hourly cost is £70-£100 plus VAT.