

## **Holy Trinity Roof Project**

**Objective:** Ensure the structural integrity (safe, secure, weatherproof) of Holy Trinity church roof. Deliver with consideration to the structure and materials that are sympathetic with the heritage of the building and history of the roof while ensuring a durable future.

**Background:** Holy Trinity church is over 150 years old (built 1851) and grade 2 listed. The roof needs repair. Due to the cost involved the roof project was previously divided into 3 phases.

- Phase 1: Lady Chapel, South Transept, South Aisle, Porch. (2013)
- Phase 2: Sacristy, North Aisle, North side of the Nave. (2018)
- Phase 3: South Nave and Chancel (see diagram page 3)

The PCC are looking to deliver phase 3, which was highlighted in the last quinquennial report. The Building Committee are responsible for the maintenance of the current buildings.

For those not familiar with building work, there are many considerations (safety, building regulations, project management) that are best managed by accredited professionals. Their knowledge and experience inevitably lead to more timely, cost effective solutions.

There is a layer of complexity to Holy Trinity roof project from being a church and listed building. For example: church faculties need to be granted for work, navigating sourcing and approval of suitable materials. In phase 1, the original Irish slate on the roof was no longer available and had to be replaced was approved Welsh slate.

### **Process for project**

#### 1. Appoint a Project Lead Person

This person would be appointed by the PCC and be charged with the responsibility to deliver the Holy Trinity roof project. They would be accountable to the PCC.

The person should have the time to attend site for regular visits with the Architect and contractors.

#### 2. Appoint Architect or Chartered Building Surveyor

This person is the client's (Bracknell PCC) representative for all work that is carried out and final inspection and sign off. They will draw up the plans for the work. This is what the roofing companies will use to quote against.

There may be some preliminary spend to allow access to the roof for inspection.

There is an opportunity to also have this person project manage the roof project.

A skill set would need to be drafted to advertise for the role. A pre-requisite of any applicant is that they are Church of England building registered.

They would be accountable to the Project Lead.

### 3. Appointment of Project Manager

This person would be responsible for scheduling all the appropriate tasks to deliver the project and ensuring the delivery against the agreed timeline. They should have sufficient background to hold those responsible for their tasks accountable. They would be responsible for problem solving issues with the appropriate people and managing any delays.

They are accountable to the Project Lead.

### 4. Appointment of a Roofing Company

This is the company that will carry out the work. While the Architect can take a lead, the final appointment needs to be the decision of the PCC.

As good practice three quotes should be secured with a breakdown of the bid. It can be difficult finding companies with the experience and interest in this type of job. Quotes could take 6-12 months to secure. There may be some preliminary spend to allow access to the roof for inspection.

The bids would need to be assessed by people with a relevant background to understand the detail and make a recommendation to the PCC.

### 5. Funding

Appoint a Fundraising lead/committee. There needs to be a Fundraising Lead to coordinate all the efforts to fund the roof. This person needs no financial qualification, rather a good ability to network and organisational skills.

In parallel to setting up the project, a plan towards fund raising can begin in earnest. This may involve application for grants.

Grant applications - the roof project may qualify for grants. There are often strict criteria to grant submissions. These need to be understood for consideration to the direction and documentation of the project.

The role of the PCC Treasure and parish finance administrator in relationship with the Roof Project needs to be clarified. While the expectation maybe they would track money flow into and out of the accounts designated to the roof, specific tasks like applying for VAT refunds may require clarity.

There needs to be good communication between the Fundraising Lead and the Project Manager to synchronise the project work and funding, including grant submissions.

The Fundraising Lead is accountable to the PCC.

### 6. Start of the project

There may be site preparation required and impact on access and use of the church.

