



St Michael and All Angels, Ledbury

Minutes of Parochial Church Council - 21 February 2022

Present: Keith Hilton-Turvey (Chair)
David Houghton (Churchwarden)
Andrew Beech
Cath Beech
Sue Cooper
Benjamin Hilton-Turvey
William Hopkinson
Ian James
Christabel Panter
Peter Scull
William Simmonds
James Smith
Diana Veasey
Peter Veasey
Abby Wake
Will Wake

Apologies: Tim Keyes, Lisa-Jayne Lewis

891. Keith Hilton-Turvey opening the meeting with Psalm 19:7-14, followed by prayer.

Minutes of meetings held on 17 November 2021 and 17 January 2022

892. There was some discussion of paragraph 865, and specifically the reference to Canon Law. It was agreed that the relevant section of Canon Law should be added to the minutes of the meeting on 17 November 2021 as a footnote. Andrew Beech will recirculate. It was noted that the action point in paragraph 868 has yet to be actioned. There was some discussion about paragraph 871, but this was not amended. On being put to the vote the minutes were agreed with eight votes in favour, three against and six abstentions. The rector stated that he was not prepared to sign the minutes as he objected to the final sentence of paragraph 865.

Action: Andrew Beech

893. The minutes of the meeting held on 17 January were agreed unanimously.

Safeguarding

894. A safeguarding issue continues to be managed under the guidance of Mandy McPhee (Diocesan Safeguarding Officer).

Worship

895. The lifting of Covid restrictions was believed to be imminent. Advice as to what will be permitted was awaited from the diocese. Once permitted it is proposed that the church will revert to having two serving stations at Communion, one at the high altar serving communion in both kinds, the other in Trinity serving intincted bread for those who would prefer this for the time being. Provision will be retained for social distancing at the rear of the church, and hand sanitiser will continue to be provided.

896. Because of the location of the screen, a one way system will be put in place around it for those seeking to access communion at the high altar. A sideman might be required initially to direct traffic.

897. James Smith, seconded by Sue Cooper, proposed that non-alcoholic wine be offered for the benefit of those who could not, ought not or did not want to drink alcohol. This was agreed unanimously. Keith Hilton-Turvey and David Houghton will liaise to agree a practical way to deliver this.

Action: Keith Hilton-Turvey/David Houghton

898. In response to a question, it was noted that consecrated intincted wafer is not kept in the aumbry. Instead consecrated wine and wafer are kept (separately) in the vestry aumbry.

899. James Smith proposed the introduction of a box in which people could leave suggestions for hymns and songs to be sung in church. This was seconded by Will Wake and agreed unanimously.

Action: James Smith

Small groups co-ordinator

900. It was agreed that the role needed to be defined to make it more attractive to people. Christabel Panter pointed out that it is useful to have an occasional meeting of small group leaders. The groups could also usefully be promoted in the pew sheet and on the website to make them known to newer members.

Concert Committee

901. Peter Scull and Ian James volunteered to take on the work of the former Concert Committee. Peter will contact Sue Andrew to ascertain what is required.

Action: Peter Scull/Ian James

Reviews

902. Andrew Beech will circulate a paper on baptism; members are asked to comment direct to Diana Veasey about points 1 - 3. She felt that it was important that the review group understood the rector's views on the subject.

Action: Andrew Beech

Finance

903. Cath Beech tabled a finance update. She pointed out the very large increase in energy costs that the church were facing, and asked the Fabric Sub-Committee to investigate whether it might be possible to reduce the church's heating costs. Keith Hilton-Turvey pointed out that the faculty rules had that day been relaxed.

Action: Fabric Sub-Committee

St Katherine's

904. A meeting with the representatives of the charity trustees had still not been arranged. David Houghton is considering a direct approach to the new Dean. Legal advice will be sought about lessees' liability under the current lease. It had proved difficult to find a solicitor who does commercial work willing to take this on, Council members were asked to make suggestions. The meeting thanked David and the sub-group for their continued patience seeking to get this issue resolved.

Action: David Houghton

Reordering/BWG

905. William Hopkinson reported on a successful BWG visit to St Philip and St James, Leckhampton, Cheltenham. A further meeting with diocesan representatives was to take place the following day. It was hoped that a paper could be prepared for the PCC by the summer.

Action: William Hopkinson

Liturgical plan

906. Keith Hilton-Turvey introduced a draft liturgical plan. William Hopkinson felt that this ran counter to the ethos of the church agreed with the then Archdeacon of Hereford in 2015 and sought amendments. It became clear in discussion that there was considerable uncertainty as to what role a liturgical plan as part of a management plan for the conservation of the building was intended to serve. It was agreed that Andrew Beech would contact the Church Buildings Council to explore this further. David Houghton suggested that an additional PCC meeting be held to discuss this once a response had been received from the CBC.

Action: Andrew Beech

Terrier/inventory

907. Diana Veasey reported that the banners group had reconvened, and hoped to produce new banners in the near future. Diana also showed an icon given to her for the use of the church. There was no agreement as to whether display of the icon in the church would be acceptable.

908. Anne Tattersall is examining a number of photos found in the upper room. Given the number of photos found, she may need help with this.

Altar frontals/linen

909. Christabel Panter had actioned the work on the altar frontals, and would now proceed to deal with the altar linen.

Action: Christabel Panter

Fabric

910. Andrew Beech introduced a paper (see Annex A) recommending that approval be sought to repair the damage done to the floor of the south aisle by the cherrypicker used to install the chancel lighting. This was agreed unanimously.

Action: Andrew Beech

911. Andrew Beech introduced a proposal to relight the Chapter House (Annex B). The recommendations at Annex B were agreed unanimously.

Action: Andrew Beech

912. Andrew Beech introduced a proposal to install a non-slip surface on a detachable mesh grating on the tower parapet between the door and the flagpole (Annex C). The recommendations at Annex C were agreed unanimously.

Action: Andrew Beech

913. Andrew Beech reported that a faculty had been applied for in respect of the proposed projector and drop-down screen.

Difficult visitors

914. David Houghton commended Keith Hilton-Turvey for his handling of the man who attempted to interrupt a recent morning service. Only under very specific circumstances can someone be asked to leave a public worship service; the general advice was to be kind but firm. Outside worship people can be asked to leave the premises if they are perceived to be a potential danger to themselves or others, and the police should be called if they do not leave.

Matters arising

915. Andrew Beech reported that no response had been received from the town council with regard to assessing the safety of grave markers and tombs.

916. In response to an enquiry, Keith Hilton-Turvey stated that vestments continue to be worn, and that clergy who lead services may wear such vestments as they see fit.

Other business

917. David Houghton proposed, seconded by Sue Cooper, that the PCC agree a list of books to be disposed of from the upper room. None were of historic or artistic interest. This was agreed unanimously.

918. The Fabric Sub-Committee was asked to seek quotes for the repair of the ceiling in the upper room and for its redecoration. It was pointed out that this work should await the quinquennial report and be factored into the maintenance schedule to be produced in the light of that report.

919. Christabel Panter asked whether one of the large bibles could be placed on the lectern. These are currently awaiting restoration by Chris Noël.

Date of next meeting

920. The next meeting will be on 16 March at 7.15p.m. in St Katherine's Hall.

ANNEX A

Floor repairs

A.1 Council members will have noticed two areas of damage to the south aisle floor, one near the west end and one at the east end close to the entrance to St Anne's chapel. These were caused by the cherry picker used to install the chancel and theatre lighting, the weight of which caused the floor above a couple of heating ducts to give way. These ducts were previously unknown, and it is recommended that they be mapped for future reference.

A.2 It is proposed to replace the broken stone with new matching Forest of Dean stone. Lime mortar will be used, and the areas repointed as necessary. The cost to carry out the floor repairs will be £1,030 including VAT. The VAT element will be recoverable. An Archdeacon's licence would be required for this repair.

A.3 It is not yet known whether this cost could be recovered through the church insurance. This will be the subject of separate discussions with them.

A.4 The Council is invited to agree that the Archdeacon's agreement be sought to this work proceeding, and, subject to his agreement, that the work be carried out.

Fabric Sub-Committee

February 2022

ANNEX B

Chapter House lighting

Background

B.1 The lighting in the Chapter House is inadequate, especially when the room is in use on dull days or at night. There are currently just five poor quality light fittings, three above the door and two on the west wall, with a sixth illuminating the ceiling angel above the door. There is a floodlight mounted above the door, to light the ceiling, but this is old and beyond repair.

B.2 The Chapter House is one of the most attractive parts of the church, with particularly attractive windows and ceiling. It would be useful if the lighting could be improved not only to aid existing users, but also to attract new users. Such a relatively small space could be used to house community groups of various types.

Proposal

B.3 The Fabric Sub-Committee has commissioned Ian Cramp, who designed the chancel lighting, to design a new lighting scheme for the Chapter House. His paper is set out below.

B.4 The paper includes a proposal to light the cross at the centre of the room, which indicates where the font formerly stood. A concern is that any spot on this cross might partially dazzle someone sitting at a table below. The PCC will wish to consider whether this, perhaps, is one element of the proposal that could be omitted. It would give a small saving.

B.5 The cost of relighting the Chapter House is relatively modest, at £7,000. However, given the significant increases in the cost of materials at present the PCC is advised to consider this estimate an absolute minimum. The Friends have been approached to see whether they might be prepared to contribute towards the cost of this work; it is hoped that the remainder could be funded by a donor. A faculty would be required for this work.

Other issues

B.6 It is clear that the issue of heating the Chapter House also needs to be addressed. This is currently being done as part of the reordering discussions and is not considered in this paper. The proposed lighting, because it would illuminate all corners of the Chapter House evenly, would be suitable for any use of the Chapter House pre-and post-reordering.

Recommendation

B.7 The PCC is invited to consider the proposal below, and to decide (a) whether they wish the Chapter House to be relit as per that proposal, (b) if so, whether as part of that project they wish the central cross to be lit, and (c) whether they wish a faculty to be applied for.

Fabric Sub-Committee

February 2022

St Michael and All Angels Church, Ledbury

Enhancement of Chapter House- Proposals

Introduction

Following discussions with Andrew Beech and a visit to the church on 27th October 2021, this document sets out some of the factors for consideration specifically with regard to the lighting needs as well as other works in the Chapter House.

History

The north chapel [now called the Chapter House, formerly the Chapel of St. Katherine] is of c.1320 and has large 4-light windows with complex tracery which indicates the transition from Decorated to Perpendicular. Attached to the tracery are numerous small ball flowers of the type seen at Leominster and this would appear to be the work of the same craftsmen, but slightly later. The chancel has an Easter sepulchre and aumbries and piscina.- [CHURCH OF ST MICHAEL AND ALL ANGELS, INCLUDING THE DETACHED BELL TOWER, Ledbury - 1301825 | Historic England](#)

The Current Situation

It is clear that the lighting in the church has developed over a number of years in order to meet the needs of the users of the space. The space is used for meetings, displays and general storage as well as for special activities.

Generally, fixed intensity luminaires have been used and these have generally been of the tungsten source type which suffer from the issues of high electrical consumption, high heat generation and low lamp life. Later technology sources overcome this problem and it is now becoming more common in places of worship to use Light Emitting Diode (LED) sources.

The switching of the lighting is fairly basic and is not intuitive. No dimming facilities are currently provided.

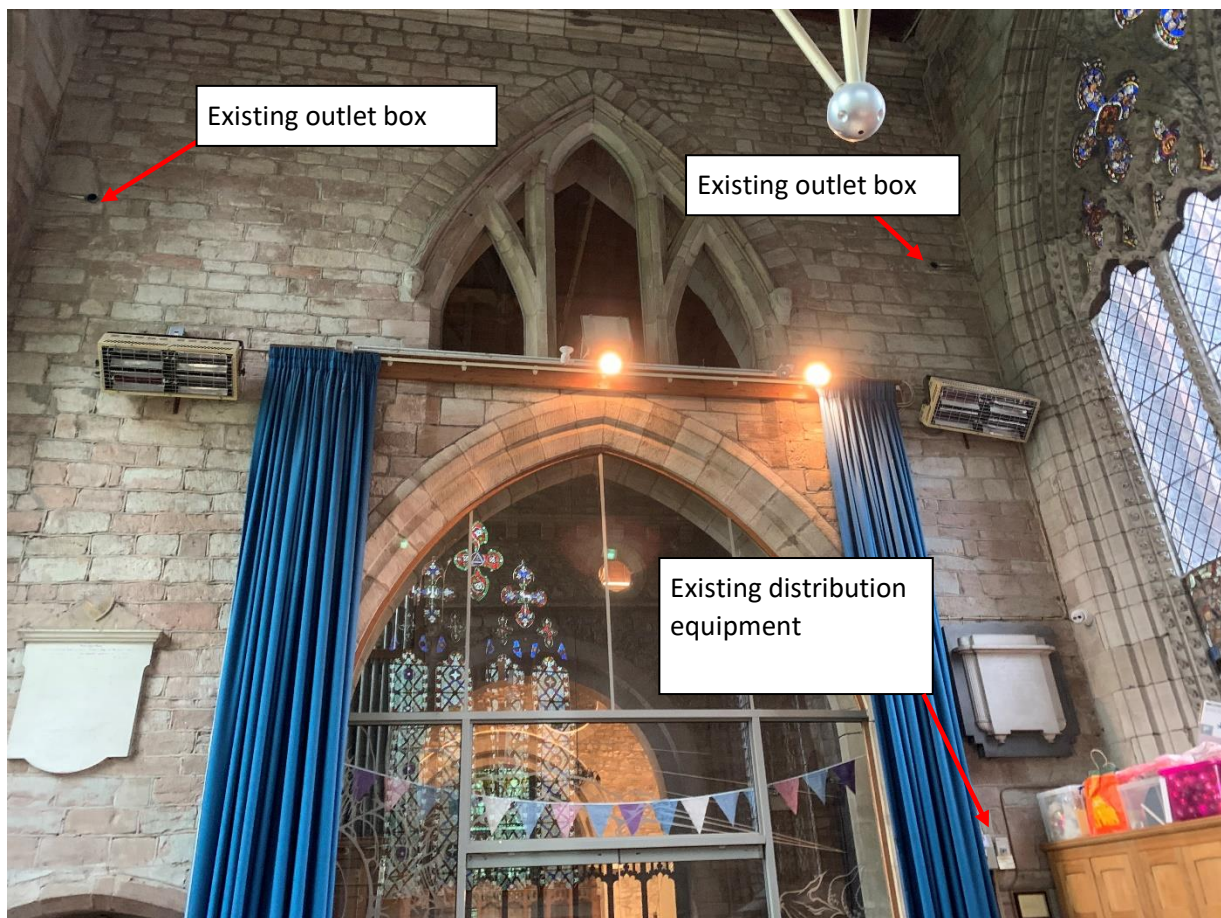
Much of the electrical installation appears to have developed over a period of time. The main supply is taken from the main incoming distribution board in the NW corner of the church by the North door. There is a local distribution board adjacent to the Chapter House entry together with switching. It was noted that there are 4 circular outlet boxes at high level whose purpose is unknown. One is located at high level in each corner of the Chapter House.

These are shown in the photo on the next page. Also shown are the high level electrical radiant heaters used for heating the area.

There is no lighting to illuminate the fine wooden ceiling.



There is also a fire exit from the North nave via the Chapter House to the Bell Tower yard via a door in the West of the Chapter house.



Levels of Illumination

The levels of illumination in a building are measured in lux. One lux is about equivalent to going into a field in the country on a dark, non-moonlit night and being able to just make out the shape of a building or a tree, say.

There are standards for illumination in church buildings and the levels of illumination depend on the activity that takes place. During daylight hours, illumination is achieved through windows although the levels are significantly reduced if stained glass rather than clear glass is used.

At night, or in dark parts of the church, artificial lighting is required to achieve satisfactory levels. The Chartered Institution of Building Services Engineers (CIBSE) publishes a Code for Internal Lighting which recommends a lighting level of around 300 lux especially if it is to be used for meetings or other purposes

Chapter House Proposals

Although the dimensions of the Chapter House are small, it requires a number of luminaires to adequately light it. The floor area is approx. 66 sq. m and height is 10.1 metres.

It is understood that the cabling in the church was last tested in 2015 and should have been retested in 2020. All cabling will need to comply with the requirements of the IET Regulations BS7671 and cabling will normally be installed using FP200 cable.

New Lighting Scheme

As part of the concept discussions, it is considered desirable to illuminate the dark wooden ceiling. In order to do this fixed intensity uplighters will be required and it is proposed that they be located at high level in approximately the locations where the existing outlet boxes are placed in the 4 corners of the Chapter House. The height of these outlet boxes is approximately 6m above finished floor level.

In the same location, new dimmable LED downlighters would be located. Their height in this room with floor dimensions of approx. 9m by 7.34m means that they are unlikely to be a glare issue when persons are standing or seated in the Chapter House.

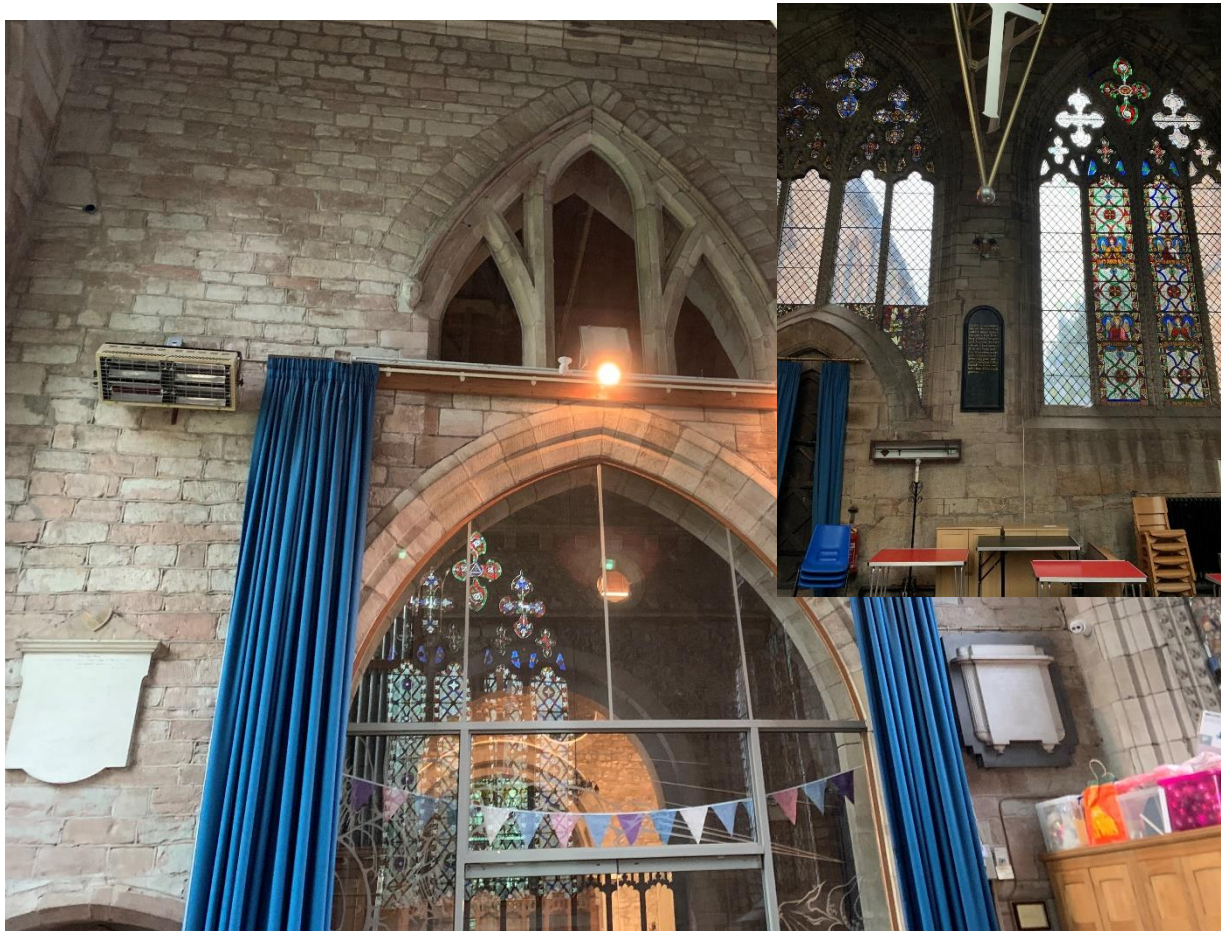
The proposed location of the uplighters and downlighters close to each other in each corner will provide an optimal distribution, illuminating the dark corners without causing glare on the beautiful stained glass windows.

A suggestion was made to illuminate the decorative modern feature in the centre of the Chapter House. It would be possible to do this but 3 pencil beam spotlights would be necessary to illuminate the three crosses. These would need to be below the height of the crosses, at a height of only 3m aiming upwards and could cause glare to persons using the room as the spotlights would be visible.

A further suggestion would be to feature the arched window above the main entrance and, if desired, this could be achieved by two luminaires on the outer (North nave) side of the Chapter House. A small diameter hole would be required through the wall to allow cabling to be passed between the luminaires and the light switch. We have not however included this at this stage.



An approximate representation of the proposed fittings is shown on the photo below.



Scope
of

works

Removal of Existing Installation

In order to tidy the existing installation it will be necessary to identify, remove all unwanted cabling, existing lighting and distribution equipment. This will result in a much-improved appearance.

Cabling to the existing infra-red heaters will also be removed. However, the electrical supplies to the existing low level BS1363 socket outlets will remain, provided they are electrically safe.

Budget cost £1000

New Lighting

The installation of the new luminaires should be straightforward. Typical illustrations are shown on the next page. The downlights will probably be similar to the downlights used in the chancel. Cabling will be undertaken in FP200.



Additionally, new emergency lighting luminaires will be necessary. These will be required to illuminate the exit route from the church and may require a luminaire above the entrance to the Chapter House, within the Chapter House and external to the existing door on the West side of the Chapter House. Locations will be subject to a fire risk assessment by others- probably the architect.

Budget cost £5000

Heating

The cost to provide and install the heating will depend upon the type of electrical heating chosen by the architect, its location and electrical supplies to it. Further details can be provided when details are known.

Budget cost to be advised

Other Items

A tower will probably be used to access the works.

Compliance with Health and Safety Legislation and Covid legislation will be required as necessary.

Allow £1000

The Next Step

It is proposed that the way forward is to produce a specification in order that accurate quotations can be provided for the equipment and its installation. On site trials may be required to which the PCC would, of course, be invited.

All above budgets are preliminary at this stage and subject to VAT where applicable.

ANNEX C

Tower parapet

C.1 As Council members will recall, last year we replaced the surface of the tower parapet and the lead flashing at the base of the tower in order to prevent water ingress through these two areas.

C.2 The most used section of the tower parapet is the southern section between the door from the tower and the flagpole. Because of the floor levels this tends to accumulate rain-water and can be a hazard, especially during icy weather. This issue was not addressed in the replacement of the tower parapet surface; the proposed remedy thus forms a new cost to the church.

C.3 The Fabric Sub-Committee propose to remedy the problem by adding a GRP moulded open mesh grating some 30mm deep with a non-slip surface. This will sit above the water flow and not impede it. It is also lightweight and would not be fixed to the structure so

could be lifted easily to clear leaf debris etc. The cost of the installation would be £833 including VAT. The VAT element would be recoverable.

C.4 The PCC is invited to agree to this proposal. Because the grating would not be attached to the tower structure and not visible from the ground this work can be carried out without external agreement.

Fabric Sub-Committee

February 2022