

HT/LON.0265

23rd March 2016

Gideon Whittingham
Development Management
Camden Council
5 Pancras Square
London
N1C 4AG

Dear Mr Whittingham

West London Mission Circuit of the Methodist Church
Kings Cross Methodist Church, 58a Birkenhead Street, WC1H 8BW
Planning Application: 2015/7013/P

Further to your enquiry relating to the eligibility of residents within Methodist Chaplaincy House (MCH), I set out below a brief summary of the principles and practice of MCH. Furthermore, I set out a summary of the MCH Mission Statement and enclose copies of the following documentation:

- MCH Application Form;
- MCH Contract;
- "Creating Safer Space" and
- MCH House Rules.

MCH is founded on a historic model of student life that has been eroded over recent years and seeks to provide a supporting Christian community ethos. That said the accommodation is not restricted to Methodists and is open to full-time students of any and no faith who importantly subscribe to the principles and practice of MCH.

For completeness, these principles and practice have always been:

- To create and sustain community among a diverse international body of students;
- To enable them to extend their sense of community through service in the King's Cross church congregations, other local churches, in the activities of the church during the week such as Chicken Chow Mein, the Cold Weather Shelter, and other

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Methodist projects including social work services run by the West London Mission and further afield;

- To encourage them to explore their spirituality, whatever their background faith (or none);
- To provide affordable accommodation for students on a non-profit making basis. MCH is not typical student housing, it is ancillary to the KXMC and provides somewhere for students to live as part of a community with a Christian ethos;
- Residents in MCH have valuable experience of living as members of a diverse community with responsibility to and for each other. The community is international and the students are studying at different colleges and universities in Central London; and
- They live as one community, sharing a communal life in the house, learning to live together with all their differences and similarities. They describe it as “a family”, somewhere they “feel safe” and where it “feels like home”. They are each part of creating this sense of belonging and share in the responsibilities of running the House.

In addition to the above, further details relating to MCH including the full Mission Statement, MCH Community, MCH Practicalities and affiliations can be accessed via <http://www.wlm.org.uk/mch/>

With regard to the admissions process, applicants are required to complete an electronic application form. Last year all applicants were invited to an interview and an open house event where applicants were able to meet members of staff, existing residents, interns and the Warden. This allows applicants to develop an understanding and an appreciation into the every-day life of MCH, and what is required to be part of the MCH community.

As detailed within the contract, applicants apply for accommodation for one academic year and places within the MCH are only available to applicants who are in full-time education. This is confirmed at the start of each academic year, by the MCH Centre Manager.

The proposed development seeks approval for the improvement and replacement of the existing accommodation at MCH, to ensure that the facility can continue with its existing ethos and purpose in a modern, comfortable environment. It is important to note that the Applicant is not proposing to intensify the use of the MCH, but merely replaces tired and dated accommodation.

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I trust this information is satisfactory to your needs, if you have any further queries, please do not hesitate to contact me.

Yours sincerely,



Hannah Trubshaw
Associate
Hannah.trubshae@pegasuspg.co.uk

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METHODIST CHAPLAINCY

House Rules

Methodist Chaplaincy House is operated under a license agreement. Students are required to sign a contract upon arrival.

These House Rules are supplementary to the contract for the Academic year 2014/15.

1. All residents are to be treated equally regardless of race, religion, sexual orientation or background.
2. There is a monthly house meal which is the main forum for the house. All residents are expected to attend all house meals, and must attend at least six during the course of the academic year.
3. All residents must participate in kitchen duty.
4. Methodist Chaplaincy House offers accommodation for those wishing to live in community. This includes sharing in all house meetings and participating in kitchen duty according to the rota.
5. The hostel has a no-smoking policy.
6. Illegal drugs will not be tolerated. Anyone in possession will be asked to leave.
7. Alcohol may be consumed in Methodist Chaplaincy House by residents and their guests in a moderate and responsible manner. The Management Committee reserves the right to impose a ban on the consumption of alcohol within Methodist Chaplaincy House at any time following any abuse of this provision. Any such abuse or contravention by you of any ban will be regarded as a breach of your License Agreement and will be subject to the sanction provided for in that Agreement.
8. All students must respond to the fire alarm, by leaving the building by the nearest fire exit and go to the assembly point by the gate at the Birkenhead street entrance.
9. Cooking appliances must not be used in rooms (Toaster, Kettle, Rice Cooker, Microwave oven, etc).
10. You are responsible for any guests you bring on to the premises and for ensuring that they follow these rules. Guests must be accompanied at all times, and must not be given a front door key or told the security code.
11. **Overnight guests** may only stay with the advance written permission of the Centre Manager or Warden; the length of stay must be agreed beforehand. If you are sharing a room, you must first ask your room mate if it is okay to have a guest. Guests of the opposite sex are not permitted to share any room. (There is a guest room which may be booked.)

12. **ALL guests** must sign the visitors' book.
13. Exterior doors must be kept locked, including the roof garden door when you leave the area. **If you lose your keys, inform the Warden or Centre Manager immediately.**
14. You are responsible for insuring personal belongings.
15. If you have a TV in your room you are required to purchase your own license.
16. When leaving, your room must be cleaned. Deposits will only be returned once the Warden is satisfied that the room has been left in a reasonable state, you have no payments outstanding and you have returned your set of keys.
17. All residents must use the in/out board so as to maintain an accurate fire register, especially when sleeping out of the hostel overnight.

April, 2014.

METHODIST CHAPLAINCY HOUSE
CONTRACT OF RESIDENCE
Academic year 2014/15

PARTIES

The Licensor: The Circuit Meeting of the West London Mission Circuit of the Methodist Church (“The Circuit Meeting”)

**Licensor’s Address
(for service of Notices)** 19 Thayer Street, London, W1U 2QJ

The Licensee/Resident: _____

Permanent Address: _____

Postcode: _____

Telephone: _____

Email: _____

The Accommodation: Room _____, Methodist Chaplaincy House
58A Birkenhead Street
London WC1H 8BW

The Property: Methodist Chaplaincy House
58A Birkenhead Street
London
WC1H 8BW
Phone: 020 7278 5640

NATURE OF THIS AGREEMENT

- a) The Property is held on lease by the Trustees for Methodist Church Purposes (a charitable body corporate) of Central Buildings, Manchester, M1 1JB (“The Board”)
- b) The Board holds the property as custodian trustees upon the model trusts for the time being contained in Part 3 of Schedule 2 to the Methodist Church Act 1976 and the members are by Part 2 of that Schedule the managing trustees of the property
- c) This Licence is issued by the Circuit Meeting as such managing trustees and on behalf of the Board.
- d) The West London Mission Circuit is a circuit of the Methodist Church and is a registered charity, number 1133739.

- e) Methodist Chaplaincy House is used to accommodate full-time students who wish to participate in a community with a Christian ethos (although it is open to those of any faith or none). Residents are not accepted unless they are students pursuing or intending to pursue a course of study. It is a condition of this agreement that you are a registered full-time student. The agreement ceases once you are no longer a registered full-time student.
- f) Regulation 5 (b) of The Assured and Protected Tenancies (Letting to Students) Regulations 1998 (statutory instrument number 1967) provides that a student letting from The West London Mission Circuit Meeting of the Methodist Church cannot be an assured or assured short-hold tenancy.

DEFINITIONS

In this agreement "We" means the Licensor (The West London Mission Circuit Meeting of the Methodist Church). "You" means the Licensee/ Resident.

ACCOMMODATION DATES

From: _____

To: _____

1. AGREEMENT TO LET

- 1.1 The Licensor permits the Licensee to occupy the accommodation for the agreed period together with the right to use the common parts of the property and subject to the terms of this agreement and the House Rules.
- 1.2 This agreement begins on _____.
- 1.3 This agreement ends on _____.
- 1.4 The accommodation must be vacated on or before the date upon which this agreement ends.

2. THE ACCOMMODATION

- 2.1 The accommodation to be occupied comprises a bedroom simply furnished. In addition, you, the Licensee, will have use of communal bathroom and toilet facilities and the other communal areas including the dining room, kitchen, living room and computer room.

3. GENERAL TERMS

Charges for residents

- 3.1 The charges for residents for the academic year of 2014/15 are
- £ 380.00 per calendar month sharing a twin room
- £ 490.00 per calendar month for a single room
- 3.2 Fees are charged according to the agreed period of residence. No rebate is given should you arrive after the agreed start date of the period of residence or if you leave before the end of the agreed period (unless 28 days notice has been given).
- 3.3 The charges are payable monthly in advance; payment must be made on or before the 1st day of each month.
- 3.4 Residents who fail to pay accommodation charges by the due dates will be in breach of this agreement. Their licence may be terminated and they may face court proceedings.
- 3.5 No rebate on fees will be entertained when students take holidays during the period of their lease.

Returning students

- 3.6 Students who wish to apply for a place for the following academic year must give 4 weeks notice of the date of their intended departure and at the same time the date of their intended return. We cannot guarantee that there will be a room available unless a new contract of residence has already been entered into by both parties.
- 3.7 Anyone wishing to come back early needs to contact the Centre Manager at least 1 week before they wish to return, to check room availability. We cannot guarantee that a room will be available.

Deposits

- 3.8 A room deposit equal to your monthly rent is required upon acceptance of your application.
- 3.9 A charge of £10 will be made for any loss of room key/fob.
- 3.10 We may charge a reasonable sum for any damage to the accommodation or damage to the fixtures and fittings, furniture or contents damaged during the agreement, other than damage caused by fair wear and tear or caused due to any breach of our obligations. We may request immediate payment of a reasonable sum from you or we may deduct the sum from the deposit.
- 3.11 Subject to paragraph 3.9 and subject to your payments being paid up to date we shall return the deposit (without interest) to you at the end of the agreement.

Room allocation

- 3.12 We do not offer a specific room but a place in the Methodist Chaplaincy House. We reserve the right to require you to move to another room from time to time.
- 3.13 In our discretion we will usually give you not less than 7 days notice in writing if we require you to move room.

Right of access

- 3.14 We reserve the right to unrestricted access to the communal areas and to your room if necessary to inspect and carry out repairs or to check on your safety and welfare or to carry out cleaning/maintenance.

Information provided

- 3.15 The Licensee warrants that the information about him or herself given to the Licensor prior to this agreement being entered is true.
- 3.16 The Licensee acknowledges receipt of a copy of the current House Rules.

4. THE LICENSOR'S OBLIGATIONS

Moving in

- 4.1 We will let you move into the accommodation on the date this Licence begins.

Repair of service installations

- 4.2 We will keep in reasonable repair and proper working order the installations provided for space heating, water heating and sanitation and for the supply of water, gas and electricity.

Repair of common parts

- 4.3 We will keep the building including all common facilities, lighting and heating in reasonable repair and fit for use.

Access

- 4.4 We will usually give you at least 24 hours notice of any request for access to your room to carry out repairs.

Information

- 4.5 We will provide you with information on our complaints procedure.

Consultation

- 4.6 We will consult with residents prior to amending the House Rules or making changes in matters of housing management or maintenance which are likely to have a substantial effect on the residents.

5. YOUR RESPONSIBILITIES

Scope of your responsibilities

- 5.1 Your responsibilities will begin as soon as the Licence begins. You are also responsible for ensuring that your guests or visitors act in accordance with these responsibilities. Your responsibilities continue until the Licence ends or you vacate the premises, whichever is the later.

Moving in

- 5.2 You agree to move into the room at the beginning of the tenancy and not to part with possession or share occupation with anyone else.

Charges

- 5.3 You are responsible for paying the monthly charges due as set out in clauses 3.1 - 3.4 above.

Visitors

- 5.4 You are responsible for any visitors that you bring on to the premises, for their behaviour while on the premises and for ensuring that they follow all house rules.
- 5.5 In the interests of safety in case of fire, and of the wellbeing of the House more generally, you are required to have written permission in advance from the Centre Manager or Warden for overnight guests, whether they stay in the guest room or in your own room. If you have a guest in your own room, there will be a charge of £4 per night.

Nuisance

- 5.6 You must not cause a nuisance or annoyance to neighbours or to other tenants or to staff of the Licensor or agent and you must take all reasonable steps to ensure that any guests or visitors do not do so.

Harassment

- 5.7 You must not harass any other residents, nor their visitors, neighbours, members of staff, agents or contractors in any way because of their race, colour, religious, spiritual or political beliefs, sex, sexual orientation or by reason of disability or for any other reason, and you must take all reasonable steps to ensure that your guests or visitors do not do so.

Noise

- 5.8 You must not allow any noise, for example from a radio, television, hi-fi or musical instrument to be so loud that it is a nuisance to your neighbours or other residents, or that can be heard from outside your room. The communal areas must be quiet from 23.00 to 07.00 hours.

Pets

- 5.9 Pets are not permitted in the house.

Looking after your room

- 5.10 You must keep the inside of your room clean and in good condition.

Communal areas

- 5.11 You must leave all communal areas (TV room, common room, dining room, toilets, showers, bathrooms) clean and tidy. Although a cleaner carries out regular cleaning of the common areas, the cleaner is not responsible for washing up or clearing tables, which is the responsibility of residents.

Food & the kitchen

- 5.12 Cooking appliances must not be used in your room under any circumstances.

Kitchen Duty

- 5.13 You are required to take part in kitchen duty in accordance with the rota.

Reporting damage/repairs

- 5.14 If you cause any damage to the property or fixtures and fittings or furniture, you must report the damage and repair or replace the damaged item. If you do not remedy the damage satisfactorily you may be charged for the repair or replacement.

Alterations

- 5.15 You must not make any alterations to any fixtures, fittings or furniture or to the structure of the premises without prior authorisation from the Warden or from the Management Committee.

Health & Safety

- 5.16 You must comply with health, safety and fire instructions given by us and/or displayed in the building and you must not do anything which is likely to endanger the health or safety of any occupier, member of staff, visitor or neighbour.

Access to the premises

- 5.17 You must allow our staff access to your room at reasonable times to inspect or carry out repairs or maintenance or to check on your safety or welfare.

Insurance

- 5.18 You must not do anything which could put any insurance policy held by us at risk. We do not insure your belongings, so you should take out your own insurance for these and for any other losses for which you may be liable.

Giving us information

- 5.19 If after entering this agreement we then discover that you have deliberately given us false information, we may terminate your Licence.

House rules

- 5.20 You must comply with the House Rules. House Rules may be amended from time to time. You will be consulted over any significant changes and notified of any changes.

Personal television

- 5.21 If you have your own television set you are required by law to have a valid television licence.

Smoking

- 5.22 Methodist Chaplaincy House is an entirely non-smoking house. Smoking is not permitted in any part of the building.

Illegal or immoral use

- 5.23 You must not use the premises for any illegal, immoral or improper use, or for any activities contrary to the Standing Orders of the Methodist Conference.

Electrical Items

- 5.24 You must make all personal electrical items available to the Centre Manager for safety testing.

House Meals

- 5.25 You are strongly encouraged to attend the monthly house meal, and are required to attend at least six house meals during the course of the academic year.

6. **ENDING THE LICENCE**

The Licence expires upon the earlier of the following dates: the date specified at Article 1.3; the date upon which you cease to be a registered full-time student; the date upon which termination initiated by either side, as provided for hereunder, takes effect.

Notice given by you, the Licensee

- 6.1 You must give us no less than 28 days notice in writing if you want to end this contract prior to the date of expiry as specified above. The period of notice will start from the day we receive your notice. The accommodation charges will be due until the end of the notice period even if you leave before the end of the notice period.

Notice by the Licensor

- 6.2 We will usually give you not less than 28 days notice in writing terminating the Licence.
- 6.3 In cases of violent or threatening or seriously disruptive behaviour we may issue an immediate notice or give you less than 28 days notice.

You have the right to appeal our decision to end your Licence. This does not prejudice our right to require you to vacate the premises prior to the determination of your appeal.

Grounds for the Licensor to end this licence

- 6.4 We can end this Licence by issuing a written notice to you on one or more of the grounds listed below:
- i) You have failed to pay the charges due.
 - ii) You have failed to comply with or have breached any of the other conditions of this agreement.
 - iii) You have failed to comply with health and safety instructions
 - iv) You have caused damage to the property, fixtures or fittings in the property
 - v) You have caused serious and/or persistent nuisance and/or acts of harassment to other residents, neighbours, or members of staff.
 - vi) You have breached any of the terms of this agreement.

Service of notices

- 6.5 Any notice which we serve on you will be deemed as having been received by you and validly served if left in your room, whether by pinning it to the door or putting it under the door of your room, or by giving it to you in person.

Moving out

6.6 You must move out of your room and return the keys to us at the end of the contract. You must remove all your personal possessions and leave the building and our fixtures and fittings in good condition. Keys must be handed in prior to your departure. We will not be responsible for anything you leave behind at the end of the agreement, unless you make arrangements with us for storage. If you do not remove your items from the property within 6 weeks of the end of the agreement, we will be entitled to dispose of such items.

Complaints

6.7 If you feel that we have broken this agreement by not carrying out any of our responsibilities you may complain to us giving details of the breach or non-performance. You may request a copy of the complaints procedure.

6.8 If we fail to deal with your complaint to your satisfaction you can obtain advice and information from a Citizen's Advice Bureau, Housing Advice Centre, Law Centre or a solicitor.

Dated:

Signed:
RESIDENT

Signed:
On behalf of The West London Mission Circuit Meeting of the Methodist Church

Methodist Chaplaincy House

58A Birkenhead Street, London, WC1H 8BW

Phone: 020 7278 5640

Fax: 020 7278 5640

Email: mchouse@wlm.org.uk

Website: www.wlm.org.uk/mch.htm

1. Full Name

2. Date of Birth and age

3. Sex
Male / Female

4. Marital Status

5. Nationality

6. Religion/ Denomination

7. Next of Kin
Name:
Relationship to you:
Address:
Tel:

8. Present Address
E-Mail:
Tel:

9. Permanent Address (if different)
Tel:

10. Address of college you will be attending:
Tel:

11. Course

12. Year of study

(Leave space blank)

13. Source of funding

16b. Would you be willing to share a twin?

Yes / No

14. References

A) Proof of student status from college you will be attending:

Name:

Address:

Tel:

E-mail (if applicable):

B) Personal Character profile, (from someone who is not related to you, i.e. academic tutor, minister of religion, employer.):

Name:

Address:

Tel:

E-mail (if applicable):

18. Details of any known medical conditions:

19. How did you hear about Methodist Chaplaincy House?

20. Any further information:

Declaration:

Please sign to declare that all of the above is correct and return this form to the chaplain at Methodist Chaplaincy House.

15. When do you require accommodation?

From:

Until:

Signed:

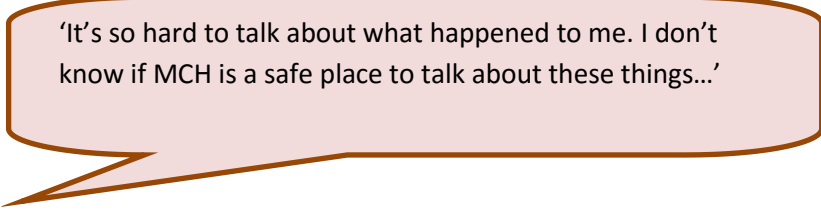
16a. Would you prefer a single room?*

Yes / No

Date:

“CREATING SAFER SPACE”

A procedure for Methodist Chaplaincy House



‘It’s so hard to talk about what happened to me. I don’t know if MCH is a safe place to talk about these things...’

Introduction

Students at MCH have chosen to live in a community where they can grow spiritually whatever their faith, and be supported by their fellow students, the Warden, and the wider church community in their spiritual journeys.

Relationships are not always straightforward, and people living in the same space can get irritated, angry and frustrated with each other. That is all part of living in community. But sometimes relationships go wrong in ways that are more serious.

This procedure is intended to point people in the right direction.

Our Commitment

1. MCH and its residents are committed to treating everyone with respect. This means that bullying, sexual harassment or abuse, discrimination, violence or intimidation are unacceptable.

Communication

2. How to report concerns will be displayed prominently within MCH.
3. Information about who to speak to about any issue of concern will be given to all residents in their “welcome” packs. When the warden meets them for their initial conversation about living in community, they will discuss these arrangements face to face.

Reporting Concerns

4. If a student wishes to talk to someone about a concern within MCH, the first person to speak to is the Warden or, if that is not appropriate or practical, the student should speak to the Superintendent Minister of the West London Mission Circuit of the Methodist Church, of which MCH is a part. All ministers have undertaken training in completed the foundation and leaders module of the Methodist Church’s safeguarding policies and practices.¹
5. Together the student and the Warden will decide whether this is:
 - a. A matter for MCH residents to work out between themselves
 - b. Something which needs to be reported to the MCH Management Committee
 - c. An issue of serious concern which needs to be taken further.
6. Those in leadership positions will be guided by the ‘Responding Well to Serious Incidents’ guidance within the Safeguarding Policy of the Methodist Church. For persons aged 18 or over, this distinguishes “vulnerable adults” from others who are raising concerns.

¹ "Safeguarding" is a culture supported through awareness and training that seeks to ensure that children and vulnerable adults within the setting of Methodist Church activities or premises are safe from harm, harassment, abuse and violence of any kind, and also if such should arise that there are recognised channels by which it can be reported confidentially and in the knowledge that appropriate remedial action will be taken. In this document the principles are extended to apply to all students who are resident at Methodist Chaplaincy House.

Vulnerable Adults

7. If it appears that there has been abuse, or harm caused, the Warden or Minister needs to decide whether any of the persons concerned could be thought of as a vulnerable adult. This will depend on circumstances, but may include:

'any adult aged 18 or over, who by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of her/himself, or to protect her/himself from significant harm or exploitation'

8. If the Warden or Minister is in any doubt about whether an adult is vulnerable, they should consult the District or Connexion safeguarding officer.
9. If any of the people involved are thought to be vulnerable adults, then normal safeguarding procedures apply, and the Circuit Safeguarding Officer should be informed.

If none of the people involved are thought to be vulnerable adults

10. The Warden or Minister and the person raising the concern need to decide together how to proceed. The decision belongs with the person raising the concern, but they should be offered pastoral support in making the decision, and in the next steps (such as reporting it to the police).
11. Decisions about confidentiality, and who needs to be informed, should be taken carefully by the Warden or Minister and the person raising the concern.
12. The person to whom the disclosure/complaint is made should record the date, the names of the people involved, the conversation, details of the concern, the decision about whether an adult is or is not judged to be vulnerable, and what actions are to be taken. This record should be kept in a confidential file. Any further emails, correspondence, phone calls or actions should also be recorded briefly and accurately. Careful thought must be given to how long to keep this information, and when it should be deleted/shredded.

Pastoral support

13. Pastoral support is offered to every student at MCH through the Warden. However, in the case of a serious concern, the Warden should consider whether additional pastoral support should be offered to everyone involved, including the complainant, the alleged perpetrator, and other MCH residents. It may be appropriate for pastoral support to each person involved to be offered by separate people.

Information Sharing and Management

14. Very careful thought needs to be given about whether any relevant information about a reported concern needs to be passed, in confidence, to the Circuit Safeguarding Officer.

The complaints procedure

15. None of this is intended to preclude anyone making a complaint through MCH's grievance procedure (as written in the contract paragraph 6.7 and 6.8) or the Methodist Church's complaints procedure (Details can be found in Part 11 of the Methodist Church Standing Orders.)