Supporting Documentation
Sutton St James – Window repairs

Note to parish

This bundle includes all the supporting documentation to your faculty application as required under Rule 5.5 of the Faculty Jurisdiction (Amendment) Rules 2022.

List of documentation

_____

Caroline Hilton, DAC Secretary 9 June 2023

We petition the Court for a faculty to authorise the following-

Please describe the works or other proposals for which a faculty is sought in the way recommended by the Diocesan Advisory Committee in its Notification of Advice.

SCHEDULE OF WORKS OR PROPOSALS

Restoration of a stained glass window, known as the Easter window. The window is in five sections, some of which show evidence of bowing and bulging, with cracked quarries and fractures to lead cames.

Copies of the Standard Information Form and any drawings, plans, specifications, photographs or other documents showing the proposals must be provided with this petition.

Jay Ashall Partnership
Chartered Architects

Statement of Significance

St James Church,
Stained Glass Window Restoration,
Sutton

Ref: 1503/220909/SS

1.0 St James' Church

1.1 St James' Church is a Church of England Church situated to the north of Church Lane within the village of Sutton, Macclesfield and within the unitary authority of Cheshire East. The church has large associated grounds including a consecrated burial ground and car park. The existing church is constructed of stone with a slate roof, with polygonal apse to the east, fine spire to the west end and a number of striking stained glass windows. The church has not been listed by Historic England.

1.2 The church has formed a central part of village life in Sutton since it completed construction in 1840, acting as a Chapel of Ease to St George's Church in Prestbury, later being assigned as part of the district of St George's and becoming a parish church in its own right in 1859. The adjoining school room was completed in 1841 which lies at the foot of the church path now forms the church hall.

1.3 The church has a documented history associated with the Bent family which is though to start in the 1800's. Traveller and archaeologist James Theodore Bent (1852 – 1897) and wife Mabel Bent (1847-1929) have a strong connection with the church and there are a number of memorial windows to the family in the church. 'The Bents had been in the Sutton area for some time. Back in 1838-39, when St James' Church was planned, members of the family contributed a total of ten pounds to the building fund. In the 1860s, when it was customary for church pews to be rented, "The Misses Bent" held eight seats with another four seats for their "domestics". ….' *[personal communication, Oct 2011].*
©https://archaeopress.wordpress.com/2017/08/21/a-country-retreat-for-an-archaeologist-sutton-hall-macclesfield-cheshire-uk/.

2.0 Stained Glass Windows

2.1 St James Church contains a total of 11no stained glass windows depicting a variety of scenes spread between the nave and the apse.

2.2 One of these windows is fact it is dated from 1897 and '*depicts a pilgrim ending life's journey at the gate of Heaven and being welcomed by an angel. The pilgrim is dressed as St James. There is a scallop shell in his pilgrim's hat… The window is in memory of J. Theodore Bent, of Baildon House, Yorks, and Sutton Hall, who died on 5th May 1897 aged 45. It was given by his widow Mabel, of 13, Great Cumberland Place, Middlesex.' [Alan Dinnis, St James' Church, Sutton: 1840–1990, Macclesfield 1990, 136].*

2.3 This window is believed to have been constructed following James Theodore Bents wife, Mabel Bent applying for a faculty to place a stained glass window to the east end of the church in memory of her husband at a cost of £72.

2.4 There is also a window in memory of Theodores father James (1876) and mother Mabel (1873) erected by Theodore after his parents death which, is known as the 'Easter Window' inscribed with the words 'I am the Resurrection and the Life' under the upper half of the window, and inscribed with 'Lazarus Come Forth' towards the bottom depicting the Raising of Lazarus. This window is of particular importance due to its current condition. It is this historical window that is the subject of this report.

3.0 Easter Window

3.1 The Easter Window is located on the southern elevation of the nave.. The window is currently protected externally by 2no perspex sheets to prevent damage and deterioration.

3.2 The window is glazed into a timber frame and is approximately 740mm x 2460mm with an arched header.

Window location

Image from inside the church

Image from outside

3.2 Window Condition

The stained glass window appears to be in a varying condition throughout its length and there is evidence of bowing and bulging, cracked quarries, fractures to lead cames, along with paint loss across the window. The window itself consists of 5 individual sections which sit on top of each other glazed into a timber frame, the frame which shows evidence of previous repairs through cut and splicing. There are saddle bars installed internally for strength which appear to be in satisfactory condition with copper wire ties attached.

Sections 1 and 2:

The bottom pane, pane 1, has bulging/ bowing inwards along with some broken / cracked quarries. If left untreated bowing will increase and create further fractures to original quarries. Distorted lead cames.

Pane 2 has fractures to lead cames at head.

Lower section of timber frame details cut and splice repair.

Section 3

Central pane bows inwards with cracked quarries in particular to the outer edges of the design.

Loss of clarity to lettering to the inside of the window to the header of pane 3.

Lead cames are distorted.

Sections 4 and 5

Damage to quarries towards bottom of section 4. Cracked lead cames.

SECTION A:
PRELIMINARIES

Minor Building Contract

JOB 1503 - Project Particulars

The work comprises: -

Resortation of Stained Glass Window

Employer (Client)

St James Church PPC
Church Lane
Sutton
Maccelfield
SK11 0DS

Address of Proposed Works

Church Lane
Sutton
Maccelfield
SK11 0DS

The Principal Contractor

The Stained Leaded Glass Company Ltd.
Unit 14
Riverside
Waters Meeting Road
Bolton
BL1 8TU

Architect

Jay Ashall Partnership
108 London Road
Holmes Chapel
Cheshire
CW4 7BD
Tel: 01477 534897

Principle Designer

n/a

Structural Engineer

n/a

DRAWINGS

The tender documents will be the same as the contract documents;
Statement of Significance,
Schedule of Works,

The Site / Existing Buildings

The site is situated at St James Church, Sutton, Macclesfield

The contractor shall take all necessary precautions to prevent undue noise and nuisance to the occupants of the neighbouring buildings and adhere to the Local Authority's environmental regulations in respect of noise, nuisance and the like.

Risk to Health and Safety

The nature and condition of the site cannot be fully and certainly ascertained. In this respect, the contractor must ascertain for himself any information he may require to ensure the safety of all persons and the works.

The contractor must, before tendering, visit the site to ascertain the nature of the site and all local conditions and restrictions likely to affect the execution of the works. No claim for alleged ignorance in this respect will be entertained.

The window will be handed over to the Contractor upon starting on site.

Do not use the site for any purpose other than carrying out the works.

Site visits to be made by prior arrangement with the Architect.

THE CONTRACT

The Minor Works Building Contract 2016

Allow for the obligations, liabilities and services described therein against the headings below

Recitals

The work comprises: -

Restoration of Stain Glass Window

at: St James Church, Church Lane, Sutton , Macclesfield

2nd: The drawings specification, work schedules and employer's requirements.

3rd: The Contractor has supplied the Employer with a copy of the priced Work Schedules.

4th: For the purposes of the Construction Industry Scheme (CIS) under the Finance Act 2004, the status of the Employer is, as at the Base Date, that stated in the Contract Particulars;

5th: For the purposes of the Construction (Design and Management) Regulations 2015 (the 'CDM Regulations') the status of the project that comprises or includes the Works is stated in the Contract Particulars;

6th: Where so stated in the Contract Particulars, this Contract is supplemented by the Framework Agreement identified in those particulars;

7th: whether any of the Supplemental Provisions 1 to 6 apply is stated in the contract particulars;

Articles

1) As the contract

2) TBC

3) Jay Ashall Partnership

4) n/a

5) TBA

6) Applies

7) Applies inc schedule 1

8) Applies

Contract Particulars

Fourth Recital and schedule 2 (paragraph 1.1 1.2 1.5 1.6 2.1 and 2.2)

Base Date: Ten days before receipt of tender

Fourth recital and clause 4.2

Employer at Base Date is not a contractor for the purposes of the CIS

Fifth recital

The project is not notifiable under CDM 2015 Regulations (Subject to CDM Legislation).

Sixth recital

Framework Agreement Does not apply

Seventh recital

Applies in accordance with Schedule 3

Collaborative Working: Supplemental Provision 1 applies

Health and Safety: Supplemental Provision 2 applies

Cost Savings and Value Improvements: Supplemental Provision 3 applies

Sustainable Development & Environmental Considerations: Supplemental Provision 4 applies

Performance Indicators and Monitoring: Supplemental Provision 5 does not apply

Notification and Negotiation of Disputes: Supplemental Provision 6 applies (nominees tbc)

Where paragraph 6 applies Employer's nominee

TBC

Where paragraph 6 applies Contractor's nominee

TBC

Article 7

Article 7 and schedule 1 apply

Clause 2.2 Date of Commencement of the works

To be agreed ideally January 2023

Clause 2.2 Date for completion

To be agreed

Clause 2.8 Liquidated damages

The rate of £250 per week or part there of

Clause 2.10 Rectification Period

12 months from the date of practical completion

Clause 4.3 Interim Payments

First Interim Valuation date TBC.
Valuation date at either 2 week intervals (subject to agreement with Contractor).

Clause 4.3 Percentage of Total Value of Work

95%

Clause 4.3 Percentage of total amount to be paid to the Contractor after Practical Completion

97.5%

Clause 4.3 and 4.8 and schedule 2 Contribution, levy and tax changes

No fluctuations provisions apply

Clause 4.3 and 4.8 and schedule 2 paragraph 13 Percentage addition for Fluctuation Option

does not apply

Clause 4.8.1 Supply of Documentation for computation of amount to be finally certified

1 month

Clause 5.3 Contractors Insurance

Insurance cover £1,000,000 *(for any one occurrence or series of occurrences arising out of one event)*

Clause 5.4A, 5.4B and 5.4C Insurance of the Works

Clause 5.4 C applies *(Works and existing structures insurance by other means)*

Clause 5.4A, 5.4B Percentage to cover professional fees
15%

Clause 5.3C Insurance Arrangements

Insurance of the works by the contractor.
Insurance of the existing building by the employer.

Clause 7.2 Adjudication

Nominator of adjudicator to be:
President or vice president of the Royal Institute of British Architects

Schedule 1 Arbitration

Nominator of arbitrator to be:
President or vice president of the Royal Institute of British Architects

General Conditions of Work

Insurances: Before starting work on site, submit documentary evidence and/or policies and receipts for the insurances required by the Conditions of Contract.

Insurances: The General Contractor shall specifically be responsible for ensuring that the insurance policies of all sub-contractors and sub-lets comply with the terms of relevant clauses of the Contract and that all premiums necessary to validate these policies are paid throughout the Contract period. He is to give written notification to the Contract Officer on or before the "date of possession" that he has obtained written insurance cover.

Insurance claims: If any event occurs which may give rise to any claim or proceedings in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, forthwith give notice in writing to the Employer, the CA and the Insurers. Indemnify the Employer against any loss which may be caused by failure to give such notice.

Jay Ashall Partnership

Chartered Architects

Tender Report rev a

for

Stained Glass Restoration

At

St James Church, Sutton, Macclesfield

St James Church

Tender

- Restoration works to existing poor condition leaded stained glass window.

Process

In accordance with the principles of the NJCC Code of Procedure for Single Stage Selective Tendering, an invitation to tender for the restoration works was issued to the following specialist glazing contractors:-

Revival Stained Glass of Stockport
Waterloo Works
Gorsey Mount Street
Stockport
SK1 3BU

Recclesia Ltd of Chester
Unit 3 St Ives Way,
Sandycroft,
Chester,
CH5 2QS.

The Stained Leaded Glass Company of Bolton
The Riverside Studio,
14 Riverside,
Waters Meeting Road,
Bolton.
BL1 8TU

Accompanied site visits were made by all contractors on 28th July 2022. Contractors went away to consider the works and all 3no confirmed they would be submitting a quotation for the works.

- Revival Stained Glass of Stockport noted that this works were not their standard work and would outsource firing works. They propose to take out and re-lead bottom unit and central unit only and would provide additional vertical saddle bars in line with glass design to these units.

- Recclesia Ltd of Chester advised the whole window needed re-lead cames to match existing, saddle bars had no deterioration and lettering needed to be restored. Works would have a 120year life span.

- The Stained Leaded Glass Company of Bolton advised deflection in two units and fractures to the lead cames, the whole window needed to be re-leaded.

Tender Receipt

Tender Prices were received following the site visits and were as follows:

	Company	Price for Restoration	Timber Frame	Duration of Works	Total
1	Revival Stained Glass of Stockport	£2,125	n/a	n/a	n/a
2	Recclesia Ltd	£12,488	£2,185	12-14 weeks	£14,673
3	The Stained Leaded Glass Company	£11,980	£1,750		£13,730

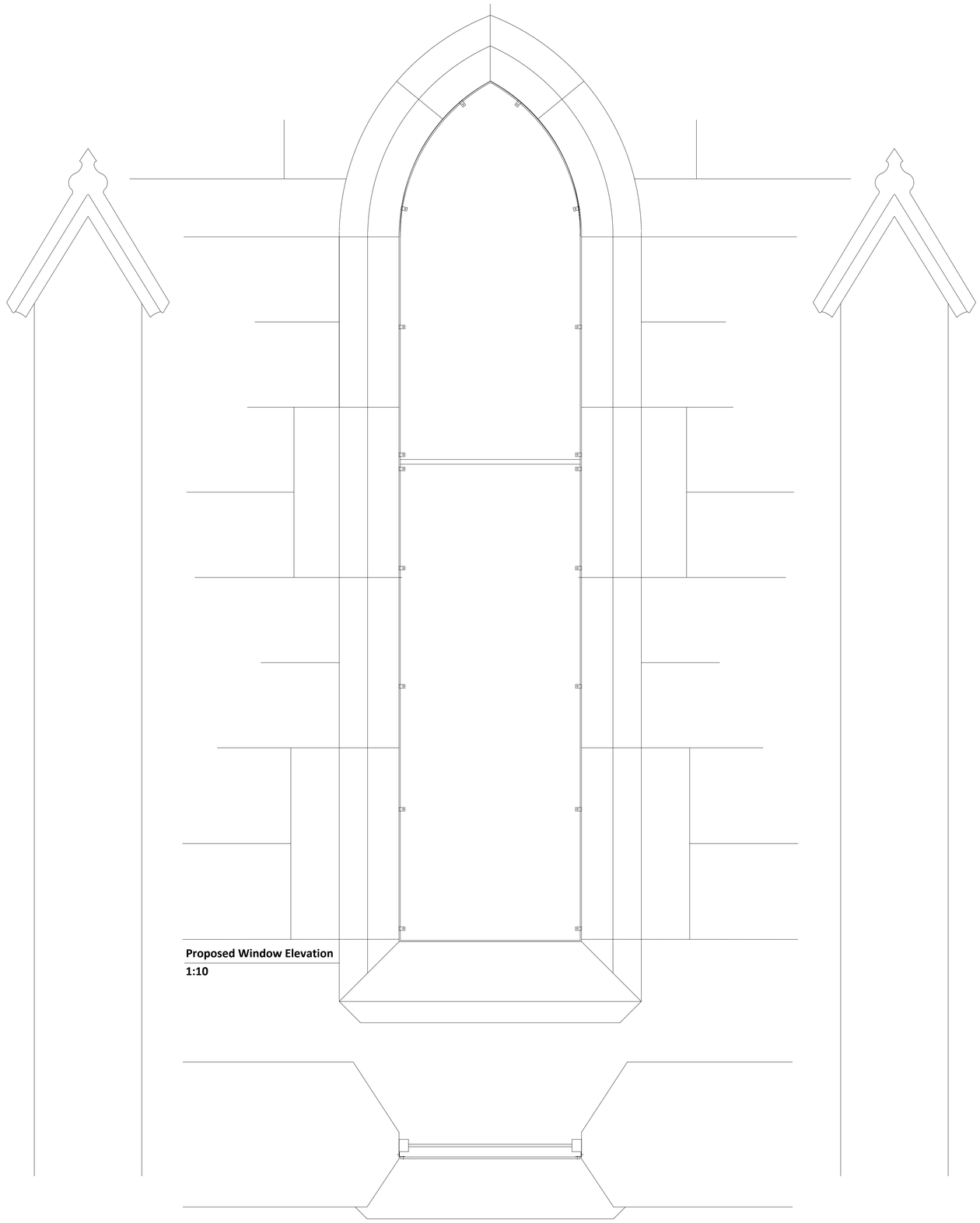
It must be noted that all tender figures quoted are exclusive of VAT

- A provisional sum of £2,000 should be included in the overall project cost, so the Stained Glass contract sum total would total £15,730 excluding vat.

Upon meeting Revival Stained Glass of Stockport they were not considered competent in the conservation of church stained glass windows.

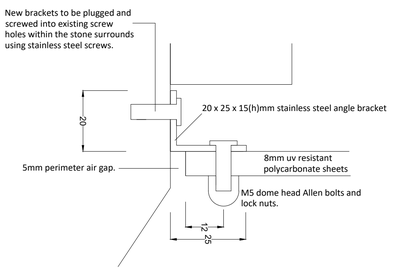
	SECTION B:		
	SCHEDULE OF WORKS		
	JCT Minor Works Building Contract		
1.00.00	**SITE PREPARATION**		
1.01.00	**Welfare Facilities**		
a.	Welfare: The church will allow the contractor to utilise the toilet within the church, which has hot running water. However, the toilet should be kept clean at all times.		
1.02.00	**Site Compound**		
a.	Compound: The contractor must ensure that pedestrian rights of way to the church are not obstructed.		
b.	Scaffolding: tower scaffolding to provide access to the stained-glass window.		
c.	Deliveries: Access provided via Church Lane.		
d.	Parking: Church car park off Church Lane.		
2.00.00	**STAINED GLASS WINDOW**		
2.01.00	**Condition and Identified Defects**		
a.	Condition: The stained glass is in varying condition throughout the window panels. The lancet consists of five individual sections that sit on top of each other. Saddle bars are installed internally for strength and are in good condition with the copper tie wires attached.		
b.	Defects: Individual panels 1 and 3 of the stained-glass window bow inwards, bowing is severe and has deformed the lead cames and fractured individual glass quarries. If left untreated will inevitably result increased bowing and further fractures of fragile glass quarries.		
c.	Defects: Externally there are fractures to the lead cames, primarily located on the lap lead that holds the panels together.		
d.	Defects: Paint loss and instability of paint finish has occurred to panel 3, on the lettering.		
e.	Defects: The timber frame is in poor condition, there is evidence of previous repairs; cut and spliced sections to the lower jamb of the frame.		
2.02.00	**Recording and Extraction**		
a.	Recording: Compile a selection of images of the window internal and external, along with a detailed survey of the various defects and document dimensions of the overall size and the size of each individual panel.		
b.	Extraction: remove polycarbonate protection, separate the lap lead between panels and remove individual stained-glass panels.		
c.	Temporary Boarding: Replace stained glass window with temporary timber boarding fixed within existing timber frame.		
d.	Polycarbonate protection may be refitted.		

2.02.00	**Repair Works to Stained Glass Window (to whole window)**		
a.	Template: Each panel of the stained glass to have a rubbing taken, tracing the existing window, in order to record sections of glass breaks, lead came profile sizes and any historical finds such as inscriptions and alike.		
b.	Assessment: The stained glass shall be assessed as for paint stability under a microscope of fading text quarries.		
c.	Deconstruction: The glass is to be carefully stripped away from the existing lead cames, without causing damage to the individual quarries. All quarries to be logged and itemised.		
d.	Cleaning: Each quarry to cleaned using de-ionised water, using non abrasive cotton wool and soft brushes.		
e.	Paint Instability: Areas established to pane 3, where lettering is missing will require glass to be ceramic painted on new Victorian glass and fired. Quarries to be plated back to back with original quarries, foil edge sealed, lead cames to be provided with larger heart to suite double glass thickness.		
f.	Broken Quarries: Each broken quarry to be assessed and will edge bond broken sections of glass back together, retaining as much of the original fabric as possible. These cracks will be visible in the restored panel but won't be detrimental to the condition.		
g.	Broken Quarries: Quarries damaged beyond repair, to be provided with new glass quarries. The glass will match the original in colour oxide, shape, texture and painted to replicate the original. The painted glass to be kiln fired and repeated, subject to the complexity of the individual section.		
h.	Reassembly: Quarries to be reassembled to form stained glass window using new lead cames throughout to match the existing came size. Each joint where the lead meets is to be soldered to make the individual panels. The unfinished panels to be weatherproofed using leaded light cement, brushed under the lead cames and left to set.		
i.	New timber frame: Accoya timber window frame, profile to match existing, painted with Johnstones under coats & Stormshield Flexible Gloss.		
j.	Saddle Bars: The saddle bars will be removed from site and brushed down and re-decorated with Micaceous Iron Oxide paint. Refurbished saddle bars to be fixed into new timber window frame.		
k.	Copper ties: Copper tie wires to be soldered to the leaded light at the position of saddle bars; tied to the saddle bar, adding stability.		
l.	Finishes: Finished panels are polish up before being reinstalled. Stained glass window to be refitted into the new timber frame.		
2.04.00	**Window Protection and Fixings**		
a.	Window Protection: New 8mm uv resistant polycarbonate sheets provided in two halves, cut to the shape of the window with a 5mm continual ventilation gap to the perimeter of the whole window and fixed at a minimum 25mm away from the stained glass window.		
b.	Fixings: Existing stainless steel angle brackets are fixed directly to the stone surrounds using stainless steel screws.		
c.	Fixings: Angle brackets to be retained, reused and screws tightened as required. The polycarbonate is to be drilled and fixed to the existing angle brackets using M6 dome head Allen bolts and lock nuts.		



Proposed Window Elevation

1:10



Proposed Fixing Bracket

1:1

Proposed Window Plan

1:10

Window Protection and Fixings

Window Protection: Provide new 8mm uv resistant polycarbonate sheets, stabilised on both surfaces and provided in two halves. Polycarbonate to be cut to the shape of the window with a 5mm continual ventilation gap to the perimeter of the whole window and fixed at a minimum of 25mm away from the stained glass window.

Fixings: Existing stainless steel angle brackets are fixed directly to the stone surrounds using stainless steel screws.

Fixings: Existing brackets to be replaced with a 20 x 25 x 18(h)mm angle bracket to ensure bracket allows for 5mm perimeter air gap. New brackets to be plugged and screwed into existing screw holes within the stone surrounds using stainless steel screws at no greater than 525mm centres. The polycarbonate is to be drilled and fixed to new angle brackets using M5 dome head Allen bolts and lock nuts.

Revision Schedule

Revision	Revision Description	Revision Date

NOTES

All building work is to conform with full planning approval, application drawings and stipulated planning conditions approved by the Local Planning Authority.

All building work is to conform with 1991 Building Regulations and all Subsequent revised documents and to the satisfaction of the building control officer or equally approved.

The contractor is to check all dimensions and conditions on site before commencing. Figured dimensions shall be preferred to scaled dimension. All adjoining properties are indicative layouts and are not to be scaled.

Drawing to be read in conjunction with the Employers Requirements and relevant specification documents.

It is intended that this drawing had been produced and issued for sole purpose noted within the title block. It is not intended that this drawing be used by any other person or for any other purpose.

St James' Church

Church Lane, Sutton, Macclesfield

St James' PCC

DRAWING NAME:

Proposed Polycarbonate Window Protection

DRAWING:-

1503 - 101

Faculty

Rev

#

SCALE: 1:10 @ A1 **DATE:** 07.03.2023

Jay Ashall Partnership
Chartered Architects

Jay Ashall Partnership © 108 London Road, Holmes Chapel, Cheshire, CW4 7BD Tel: 01477 534897 email: enquiries@jayashall.co.uk www.jayashall.co.uk

The Church of St James, Sutton.

Report on the Condition of the Glazing.

Window sVI.

February 2023

JIM BUDD
STAINED GLASS

ICON
ACCREDITED MEMBER

SUMMARY.

This survey was undertaken to assess the condition of the stained glass window sVI and to make recommendations for its repair and conservation. Window sVI is located on the south elevation of the nave. The window has previously been identified as being in need of urgent repair by the Church Conservation Architect. Window sVI is in a condition that requires the replacement of the lead matrix. Externally, all the windows are protected by either polycarbonate sheeting or toughened glass.

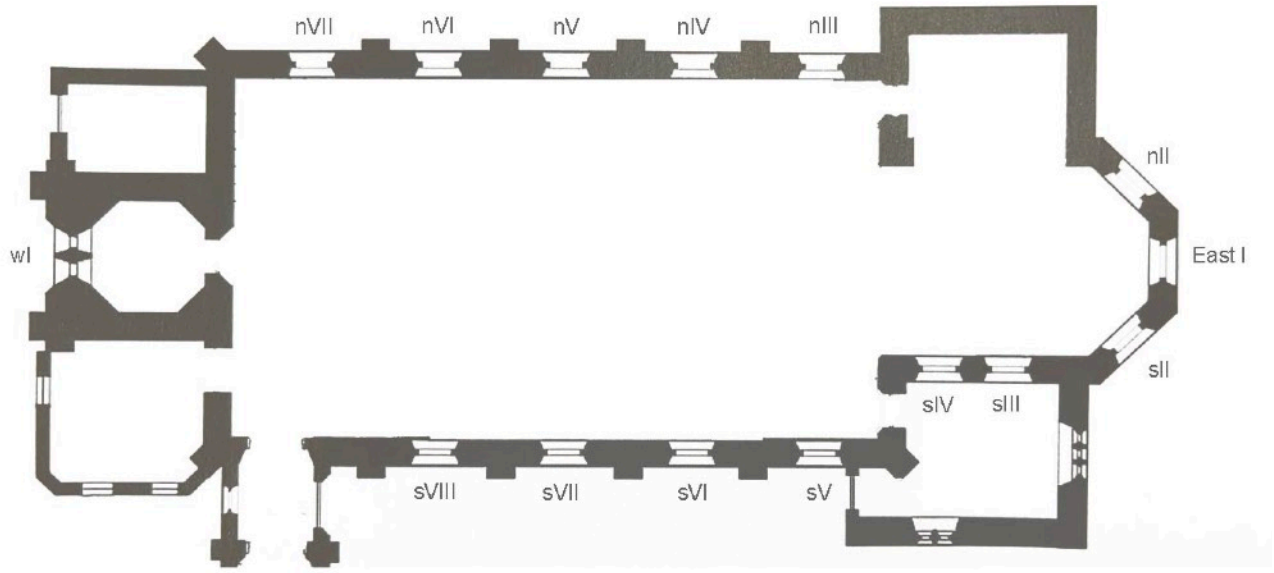
1. PROJECT DATA.

The survey was undertaken on 10th February 2023 in dry conditions. A ladder was used to gain close access to the glazing. No diagnostic testing, sampling or analysis was carried out.

Conservator and author of report: Jim Budd ACR
Church Contact: Janet Parkinson.
Architect: James Webster. Jay Ashall Partnership.

2. DESCRIPTION OF THE BUILDING.

The parish church of St James, Sutton, in the Diocese of Chester was completed in 1840. The chancel was added in 1871. The church is built of local sandstone ashlar and has a slate roof. Its simple floor plan comprises a projecting west tower, nave, south porch and chancel.



St. James Church, Sutton. Window numbering plan.

3. THE SIGNIFICANCE OF THE STAINED GLASS.

The nave of the church has an effective scheme of eight equally sized stained glass lancets of the 19th and early 20th century. The windows are all of high quality and complement each other very well. Notably, one of the windows on the north side (nIII) is by theWilliam Morris Company using a design by Burne-Jones, and on the south elevation there is a fine arts and crafts window of 1922 (sIV). Two of the windows including sVI appear to be the work of Clayton and Bell, and are memorials to members of the Bent family, a prominent local family who lived at Sutton Hall, sVIII is dedicated to Theodore Bent, a noted antiquarian and explorer.

Above Left. sV. St. Dorothea window 1922.

Above Right. nIII. Dorcas. Morris & Co. 1910

4. CONDITION ASSESSMENT OF THE WINDOW

4.1 **sVI.** Single light (720mm x 3640mm) The Raising of Lazarus (panel 2a) and the Resurrection of Christ (panel 4a). Inscription date 1876. Attrib. Clayton and Bell.

The window is made up of 5 panels set into a painted timber sub-frame. Externally, the glazing is protected by polycarbonate sheeting.

The lead matrix in the lowest panel 1a has bowed up to 45mm from plumb which has caused some cracking to the glass due to the distortion of the lead matrix. The lead matrix is beginning to fail; a number of cracks can be seen at the solder joints particularly at the lower division and at the centre and base of Panel Ia.

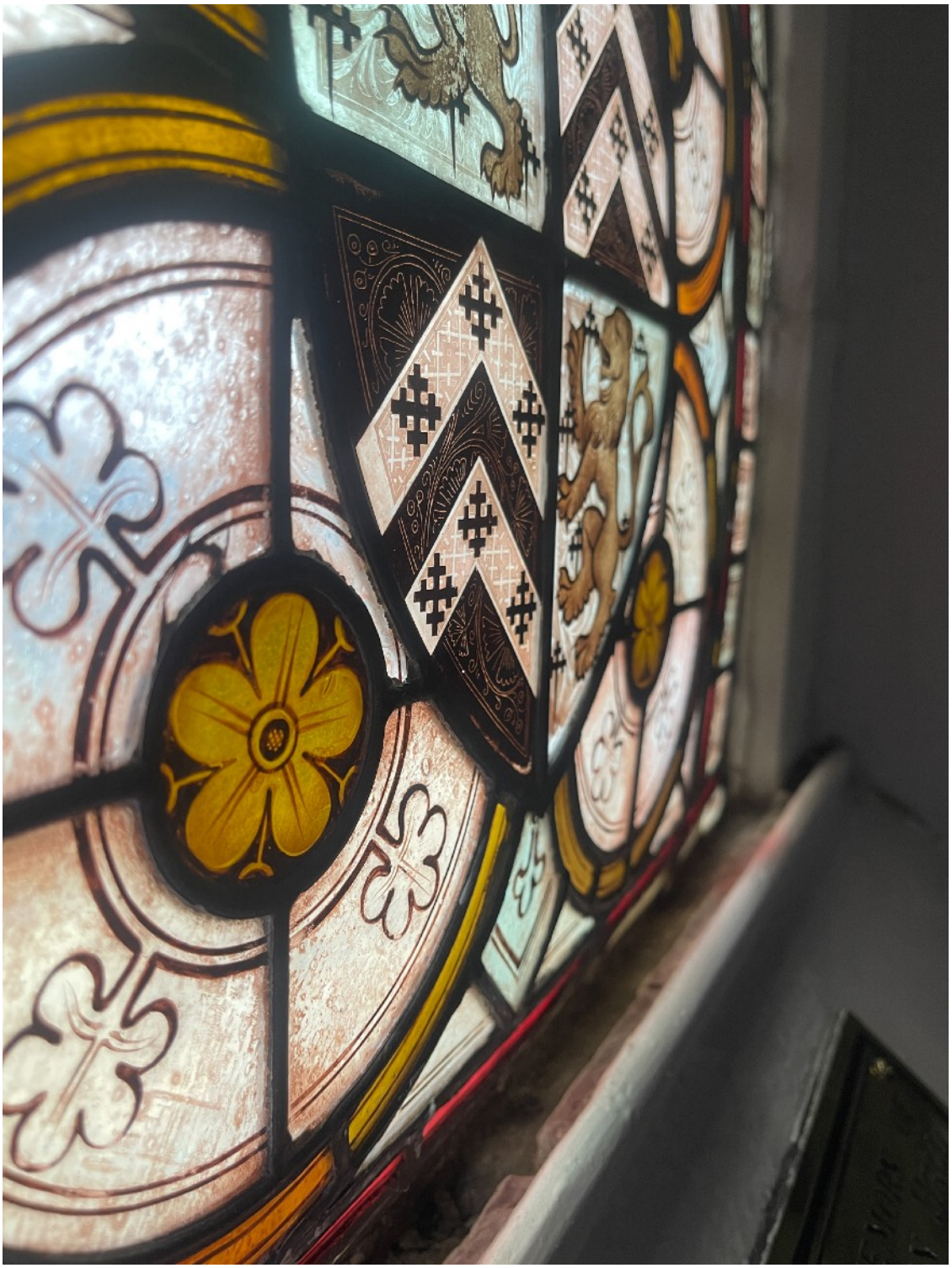
The glazing is supported by seven 10mm x 20 mm rectangular section wrought iron bars. The bars which have angled forged tips are adequate in size but they are spaced too far apart, particularly as the window is positioned on the sunny south side of the church and liable to significant heat expansion of the lead matrix. The glazing would benefit from additional bars in panels 1a, 3a and 4a where the bowing of the panels is most pronounced.
There are eight failed or missing copper tie wires. There are 12 broken pieces of glass. Panel 1a is loose at the right hand (viewed from inside) perimeter.

The glass paint is generally very well adhered and in good condition. There is some sporadic paint-loss, notably to the two inscriptions below the main panels, this can probably be attributed to the poor firing of the glass paint in combination with the leaking of the horizontal panel division joint above each inscription.

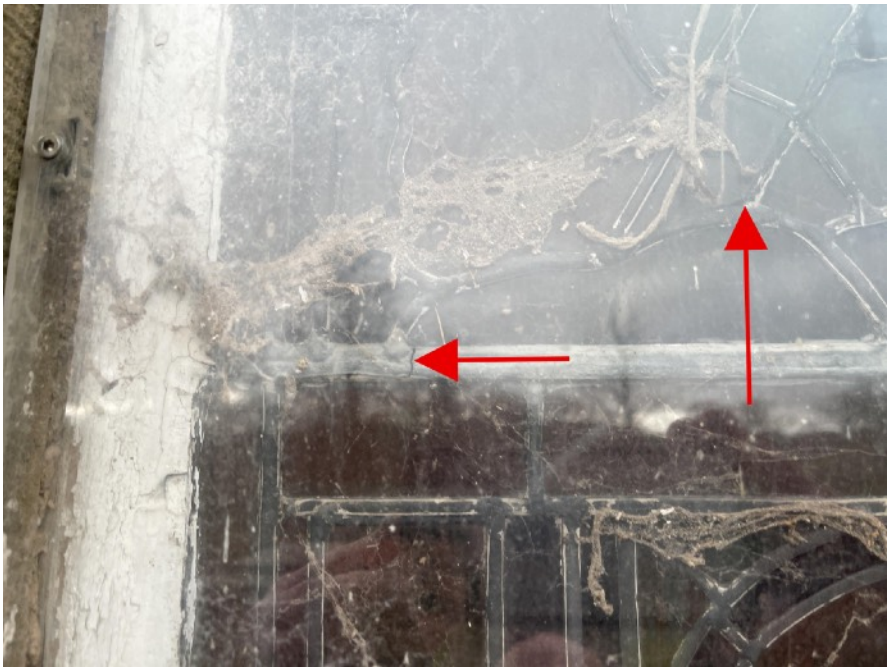
The timber frame has been repaired in the past, the jambs having spliced repairs at the base. It appears that there is no wooden cill. All the other timber windows in the nave have a cill of approximately 100mm in height. In sVI, the stained glass appears to be sitting on the masonry cill, which may have contributed to the bowing of the panel at the base.

It is recommended that the lead matrix is replaced and that the stained glass is re-installed with additional support bars.

sVI. Panel 1a. Detail. The lead matrix has deteriorated, cracks can be observed at or near the solder joints.



sVI. Detail. Panel 1a has bowed inwards up to 45mm from its original position.



sIV. Panel 2a. Detail. The horizontal division lead is fractured. Glass is protruding from the lead matrix.

sIV. Panel 1a. Detail. The timber jambs have been repaired at the base. There appears to be no timber cill.

5. CAUSES OF DETERIORATION.

5.1. A stained glass panel is a flexible object. Copper wires, which tie the panel to its supporting ironwork (ferramenta/ tie-bars) corrode, fail over time, and break away from the glazed panel, allowing the panel to flex. This in turn may break the lead matrix of the stained glass window, which has also oxidised and corroded over time. This process may be exacerbated by the failure of the perimeter putty fillet. The failure of support results in the glass cracking and in severe conditions a panel may disintegrate.

5.2. Panels may have bulged as a result of their design, being leaded or installed 'too tight', or where there is an inadequate support system, i.e. where tie-bars are placed too far apart allowing leading to be affected by thermal expansion and the forces of gravity. Whilst the lead matrix of a stained glass window does have a limited life, replacing it should be considered carefully. The lead matrix is part of the original artwork and as such should be conserved if possible. The process of re-leading can cause damage to the glass. It is important that the support systems of tie-bars and soldered copper ties are functional in order to restrict the movement of the panel.

6. SPECIFICATION NOTES.

6.1. Removal and Boarding up. To carefully cut away the perimeter mortar and to remove all sections; to board-up with clear twin wall polycarbonate bolted to internal timber spars.

6.2. Replacement of broken pieces. Compatible glass to be chosen to match the tint and the character of the original glass. Detail to be painted in the exact style and colour of the existing work in line and tone and stained as necessary. Painted pieces to be permanently marked with maker and year date.

6.3. Replacement of the lead matrix. Wax rubbings to be made of the panels prior to dismantling. Replacement lead cames to be of the same profile, weight and style as those existing.

6.4. Glass Repair. Simple cracks may be repaired with lead came or copper foil. Glass may also be repaired with conservation specific silicone or resin adhesives. The use of thin glass back plates may be necessary to support glass that has been repaired with resin.

6.5. Ferramenta. The wrought iron bars are adequate in strength however the glazing has bowed due to inadequate frequency of bars. It is proposed that an additional 5no. bars are introduced to provide sufficient support to the new lead matrix.

6.6. Pointing. (around timber frame)

To re-point the perimeter mortar following careful raking of loose and cracked mortar with fine masonry chisels. Mortar to be applied to wetted masonry. Recommended mix: Sieved sharp sand (1mm down) 2.5:1 Hydraulic Lime (3.5 NHL) with the addition of cut plastering hair if necessary.

6.7. Polycarbonate protection.

It is proposed that the existing polycarbonate protection is replaced with new UV stabilised Polycarbonate sheet.

6.8. Documentation.

To photograph and record all interventions; to clearly mark all replacement glass; on completion to provide a written report on the project.

6.9. Access.

Allowance has been made for interior and exterior access using ladders and tower scaffolding. Tower scaffolding will be adapted in order to be accommodated in the areas of the church with fixed pews.

7. SCHEDULE.

Nb. This Schedule has been prepared with reference to the Conservation Architect's Tender Schedule of Works.

Please note that all prices exclude VAT.

7.1. sVI.

a. To remove the panels and to board up securely with plywood or twin-walled polycarbonate.

To dismantle all sections and to re-lead.

To provide and fix up to 5no. additional forged tie bars to match the existing.

To decorate the tie-bars with primer/finish Micaceous Iron Oxide coating.

To photograph all panels before and after conservation and to document all conservation measures.

To re-fix and putty finish with linseed glazing putty.

To supply and fix new UV stabilised polycarbonate protection. £ 11840

b. To remove the existing timber frame. To manufacture and install a new Accoya frame to match the existing dimensions.

Frame to be decorated with Johnstone's Stormshield micro-porous paint system. £ 2260

7.2. Total schedule sum: £ 14100 + VAT

8. ADDITIONAL INFORMATION.

- **8.1. Insurance.**
  Our standard insurance cover is as follows:
  Public liability: Employers liability: Contract-works: £ 5 million. £ 10 million. £ 250,000.

- **8.2. VAT.** All prices are subject to VAT at the standard rate current at the time of invoice.

- **8.3.** Terms of payment: To be arranged.

- **8.4.** This quotation is valid for 6 months.

- **8.5.** Timetable: To be arranged.

- **8.6. Experience.**
  Jim Budd is an ICON accredited conservator-restorer.

Jim Budd Stained Glass,
The Foyce,
Gladestry,
Kington,
Hereford, HR5 3NS.

26th February 2023.

ACCREDITED MEMBER

Sutton St James - Correspondence with parish and others

Date	Message
17/10/2022 To: James Webster, John Harries From: Katy Purvis	We have now heard back from the Stained glass adviser as follows, please could you respond? *1. Given the damage and distortion of the lead cames noted on pp.5-7 as occurring in several places throughout the window, wouldn't it be wise to relead it entirely to ensure its condition in the long term? On p.16 Recclesia recommends this but the Stained Leaded Glass Company appears to differ, although the statement isn't clear.* *2. Section m on p.9 proposes to refit the existing polycarbonate exterior protection once the restoration is completed. The images on p.4 suggest this consists of 2 sheets fixed to the exterior of the window with no peripheral gap to allow air to circulate. It would be advisable to replace this with a sheet of 8mm polycarbonate of a reputable make with fixings to allow air circulation.*
19/10/2022 To: Katy Purvis From: James Webster of Jay Ashall Partnership	I need to apologise, I miss read the advise which stated *'wouldn't it be wise to relead it entirely to ensure its condition in the long term',* Our proposal is to relead the light entirely. Unfortunately I read it as 'it wouldn't be wise'. I no longer think this it is necessary to go back to the specialised adviser. We look forward to the DAC architects comments.
19/10/2022 To: James Webster of Jay Ashall Partnership From: Katy Purvis	That's great, thank you, I was going to send you the architect advice this morning, which was "I agree, the whole window needs releading ; 'protection, should be with ventilation & with suitable thickness u v resistant poly."
19/10/2022 To: Katy Purvis From: James Webster of Jay Ashall Partnership	Would you like me to update the schedule to take account of this advice, so the documentation can procced thought the faculty process.
19/10/2022 To: Katy Purvis From: James Webster of Jay Ashall Partnership **With attachments**	Please see attached updated documentation as discussed below. 4) Tender Report of Jay Ashall Partnership Revision A *Superseded - Schedule of Works Revision C of Jay Ashall Partnership dated 19 October 2022*
27/10/2022 To: John Harries, James Webster of	I am writing to let you that at its meeting of 21 October 2022, the DAC considered the application to repair the window and subject to the parish providing detail about exterior window protection, resolved to recommend the scheme.

Jay Ashall Partnership From: Katy Purvis	This means that when we received acknowledgement of the updated specification from the reviewing architect and the stained glass adviser, Caroline will be able to raise the notification of advice and you can then proceed to the public notice period. If you have any queries please let me know
11/11/2023 To: James Webster of Jay Ashall Partnership From: Caroline Hilton	I am writing to let you know that the updated schedule of works has been looked at by the reviewing architect and stained glass adviser and they have responded that the fixing method and vent gap needs to be specified for the polycarbonate window protection. Please can you therefore send me those details, and subject to satisfactory review I will then be able to raise the Notification of Advice.
19/01/2023 To: Caroline Hilton From: James Webster of Jay Ashall Partnership **With attachment**	Sorry for the delay, we have now updated the attached schedule of works including; ventilation gap specification, reuse of existing angle brackets and polycarbonate fixing to brackets. We have also modified the temporary boarding to window after extraction of stained glass window. 5) Schedule of Works Revision D of Jay Ashall Partnership dated 18 January 2023
19/01/2023 To: James Webster of Jay Ashall Partnership From: Caroline Hilton	Thanks for this, I'll send it for review and subject to there being no further queries I'll then be able to raise the Notification of Advice.
23/01/2023 To: James Webster of Jay Ashall Partnership From: Caroline Hilton	I've now received the review feedback to the further details you had provided regarding the polycarbonate window protection. • The Stained Glass Adviser has commented as follows: *Presumably the proposed polycarbonate sheets have to be in 2 halves because single polycarbonate sheets aren't available for windows of this height? The polycarbonate should be UV stabilised on both surfaces, which isn't explicitly stated in the Schedule.* • The DAC architect has asked for detail of how the ' brackets ' work, and the spacing method. Please can you send me your response to the above comments/queries which I can then relay back to the reviewers.
07/03/2023 To: Caroline Hilton From: James Webster of Jay Ashall Partnership	Please find attached additional information to accompany the faculty application for the Leaded Window at the above project. 6) Drawing number 1503-101 of Jay Ashall Partnership dated 7 March 2023

With attachments	*Superseded – Report on the Condition of the Glazing of Jim Budd Stained Glass dated February 2023*
09/03/2023 To: Caroline Hilton From: James Webster of Jay Ashall Partnership **With attachment**	Updated conservators report to detail new UV stabilised Polycarbonate. 7) Report on the Condition of the Glazing of Jim Budd Stained Glass dated February 2023