

# Supporting Documentation

## Norbury St Thomas – 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 2019.

### List of documentation

Item	Description	Page
<i>Overview</i>		
1	Schedule of Works or Proposals from the Petition for Faculty logged 24 March 2022	2
2	Statement of Significance logged 24 March 2022	3
3	Statement of Needs logged 24 March 2022	7
<i>Proposals</i>		
4	Schedule of Work and Specification of Graham Holland dated October 2021, uploaded 7 April 2022	9
5	Photographs showing external view of windows uploaded 7 April 2022	22
6	Photographs showing internal view of windows uploaded 7 April 2022	23
7	Drawings of Graham Holland Associates numbered 5013.4.1, 5013.4.2, 5013.4.3 all undated, and 5013.5.1 dated September 2021, all received 22 April 2022	24
8	Photographs received 22 April 2022	28
<i>Correspondence</i>		
9	Correspondence between DAC office and others dating from 24 April 2022 to 5 May 2022	30

Caroline Hilton, DAC Secretary

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9 May 2022

**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**

The project comprises of re-leading the nave windows retaining the green borders and with clear glass to the main areas, repainting & refurbishing a number of the opening hoppers & bars.

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

**Ref:** 2022-071321 **Church:** Norbury: St Thomas  
**Diocese:** Chester **Archdeaconry:** Macclesfield  
**Created By:** Rev Joshua Askwith (24/03/2022) **Contact Tel.:** 0161 759 8531  
**Status:** Notification of advice

## Statement of Significance

### **Section 1: The church in its urban / rural environment.**

#### **1.1 Setting of the Church**

The church is set in a suburban setting. The most interesting point of the "setting" is the church's location on the A6, which is one of the main historic north-south roads in England.

#### **1.2 The Living Churchyard**

The churchyard is a space maintained by Stockport Metropolitan Borough Council. It does not have any Biodiversity Action Plans or protected species. Although there is a long-standing issue with moles; which SMBC is addressing.

#### **1.3 Social History**

The church has a longstanding patron in the Legh family with Richard Thomas Legh still representing the church.

The area "Hazel Grove" did not exist until around the 1800s and the original "chapel" did not sit on this current ground and was "a low brick building," which "has no certain maintenance for a minister,".

In the early 1800s however, the Legh family aided Church Authorities grants and built a church in the style of the "Gothic Revival" with no crypt or vault.

There are no strong community memories or ties with the Church; although there is a civic link through the S.S. Stockport.

#### **1.4 The church building in general**

The church was first established on this site in the early 1800s. The style is "Gothic Revival" and the church is constructed of wall stone and Welsh slate on the roof.

There was a major re-order of the chancel in the 1980s to allow for more space to be used and carpet fresh carpet was laid throughout. The church retained most of its pews but moved any from the chancel to allow for freedom.

At a similar time, the church added an extension of the west doors commonly called the "Narthex". This extension includes a large and small hall; two offices, and three toilets.

There are several memorials on the wall; the most prominent of these is for the Gatley family.

The church is of a similar style to many churches built in this era and any work that has been done in the past has not detracted from this.

### **1.5 The church building in detail**

As mentioned the church was built in 1832 and was drawn up by Manchester architects.

The church comprises two vestries, a chancel (which was adopted in the 1980s), and a small prayer corner which was added at a similar time. A balcony sits around the edge of the church and has seating on it which is still utilized today.

There is a bell tower that includes bells donated by other churches; most notably 2 bells from Disley sit within the church demonstrating historic significance.

The organ was refurbished in the early 2000s.

### **1.6 Contents of the Church**

The scheme is of the early 19th century. As mentioned already the original chancel content was replaced with chairs and a nave altar of a more modern design.

A screen and projection system was also added in the early 2000s.

### **1.7 Significance for mission**

As stressed the church has already been somewhat adapted and this does add some strengths for mission and worship. The addition of the extension and significant re-order allowed for the church to worship "together" rather than having to hold Sunday clubs at a different time of the day.

Similarly, the reorder at the front of the church has allowed some better access for wheelchairs, although a lot of work needs to be done to make the church more inclusive for those with disability.

## **Section 2 : The significance of the area affected by the proposal.**

### **2.1 Identify the parts of the church and/or churchyard which will be directly or indirectly affected by your proposal.**

The area of the church is affected are the windows. Some work was done on the main, and significant, stained glass window in 2013, and the proposed work will bring the rest of the windows in line with this work.

Part of the work aims to return the windows back to their original functionality; the hoppers do not currently work and there is significant leaking at points so it is proposed to re-lead the windows as well.

## **2.2 Set out the significance of these particular parts.**

The windows themselves are of "Low-Moderate" significance. These windows are of clear glass with green borders and the proposed work is to maintain this style and simply refurbish each window internally.

We are also proposing to add protection to the outside of the windows as was done in 2013 to our East window.

## **Section 3: Assessment of the impact of the proposals**

### **3.1 Describe and assess the impact of your proposal on these parts, and on the whole.**

In 2019 the church found leaks from several of the windows which caused some damage to the paintwork.

The impact of this proposal would be to rectify any internal damage caused and secure, and re-lead, the windows so they do not leak in the future.

### **3.2 Explain how you intend, where possible, to mitigate the impact of the proposed works on the significance of the parts affected and the whole.**

There will hopefully be little impact on the long term structure as we are proposing to keep with the current window design.

## **Sources consulted**

Graham Holland, architect.

## **Plan**

## **Interior**



## Exterior



**Ref:** 2022-071321 **Church:** Norbury: St Thomas  
**Diocese:** Chester **Archdeaconry:** Macclesfield  
**Created By:** Rev Joshua Askwith (24/03/2022) **Contact Tel.:** 0161 759 8531  
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## Statement of Needs

### General information

The Benefice of Norbury, situated in Hazel Grove, has a population of approximately 19,000 people. Our electoral roll, at last count, was 241, of those approximately 90 adults and 7 children attend worship each week. Our weekly services are structured at 8.00, 9.30, 11.00, and 6.30; with most people attending the 9.30 or 11.00. The style of each of these services is varied but I would suggest the church is "open evangelical" in the broadest of sense.

The church building is open, and used most days of the week, with either church or outside things taking place. The buildings are looked after by our employed verger James Downs and he is the person who looks after most of our maintenance.

Outside of Sunday worship, we have an active ministry with young and old through Toddler Groups, Messy Church, Mother's Union, and much more. The church is also open regularly for those who wish to come and pray.

Our next quinquennial is due in 2022 and some work was undertaken in 2017 at the previous quinquennial to address those issues raised. One of those issues was the proposed window work we are now doing.

### What is needed?

We need to repair, and re-lead, our windows so that our building is water tight.

### The proposal

We are proposing to relead the nave windows retaining the green borders and with clear glass to the main areas, repainting & refurbishing a number of the opening hoppers & bars.

We also propose to add some outside protection to each window so that they are less likely to be damaged by people through stones; which has happened in the past.

### Why?

We are undertaking plans to renovate the church, including putting in underfloor heating, before we can think about this we want our building to be water-tight and protected from the elements.

Also, with the rise in gas and electricity prices, it makes sense to not lose any excess heat through poorly maintained windows.

Finally, this work has been raised in our last two quinquennials (2012, 2017) and therefore really needs addressing before further damage occurs.

### Justification

They are not likely to cause any significant harm.



Our Ref: **GDH/JD/5013**

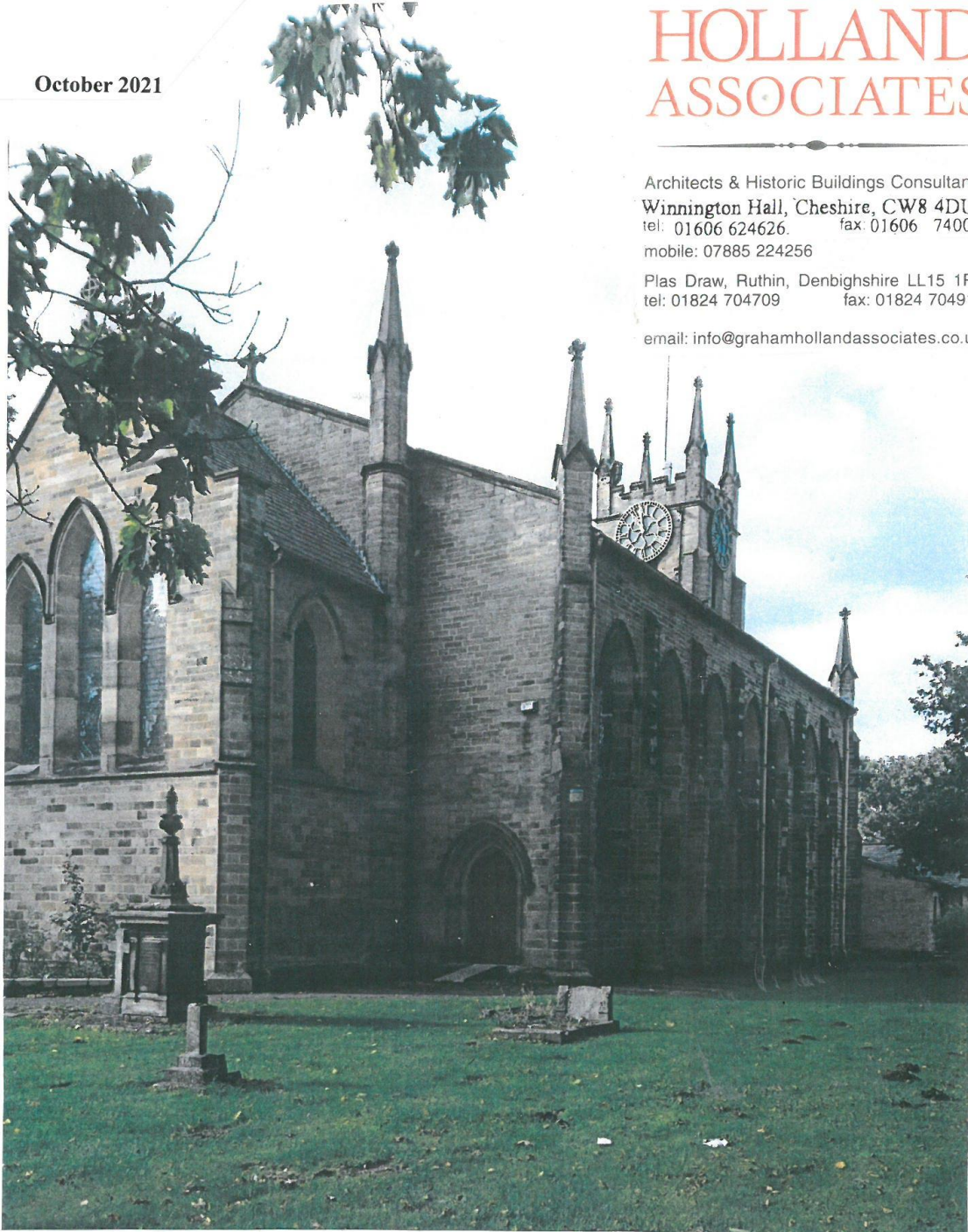
**October 2021**

# GRAHAM HOLLAND ASSOCIATES

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**NORBURY, ST. THOMAS;**

**RELEADING THE NAVE WINDOWS**

## **Schedule of work & specification**

Graham D. Holland, DipArch DipArchConserv RIBA, A.A.B.C.,  
Associates: Nigel H. Lea, BA(Hons)Arch DipArch RIBA, Carl S. Thorgaard, BA(Hons) DipArch RIBA,

**PREAMBLES**

**The Employer will be:** the Vicar, Churchwardens and P.C.C. c/o Mr. Trevor Tinson, 18, Lancaster Close, Hazel Grove, Stockport, SK7 5LJ. Telephone: 0161 292 2397. Email: trevor.tinson@norburychurch.org.uk.

**The Architect** will be Graham Holland, Graham Holland Associates, Winnington Hall, Cheshire, CW8 4DU. Tel: 01606 624626.

And at

Plas Draw, Ruthin, Denbighshire, LL15 1RT, Tel: 01824 704709.

Email: info@grahamhollandassociates.co.uk.

Mobile: 07885 224256.

**The Project Comprises:** Comprises releading the nave windows retaining the green borders and with clear glass to the main areas, repainting & refurbishing a number of the opening hoppers & bars.

**Reasons for work:** Distortion, previous damage, corrosion of ironwork.

**Drawings:** The cover shows the church from the north east.

1, Elevations & location plan 1:100 & 1:50

Photographs as existing.

**Access:** The site is open to view externally; internally by arrangement with the Employer.

**Location:** The church is located adjacent and to the west side of the A6 in Hazel Grove; Post Code SK7 4RF.

**Pricing:** A detailed priced schedule will be required before order, and, for valuations.

**Tendering:** The employers do not bind themselves to accept the lowest of any tender or to be liable for any expense in the preparation thereof. A detailed priced schedule including rates will be required before order and for valuations. The tender is to be a firm price and will be deemed to relate to the items of work specified and/or shown on the drawings. The Code of Practice for selective tendering 1989 will be used to allow for adjustment of genuine errors.

**CDM Regulations:** Should not require notification due to the expected limited duration of work time on site; include for all compliance.

## Conditions and Site Work Risks

## Risk Level

The Contractor must visit the site prior to tendering to acquaint himself of all aspects and details of the works and restrictions of the site.

**Note**

Public access, history of local vandalism – need for a high degree of security on site.

**Med**

Busy access roads – traffic hazard.

**High**

Off street parking to the south west.

**High**

Injurious dust during scarifying.

**M**

Working at low levels externally.

**M**

Working with heavy materials; Use proper lifting gear.

**H**

Access to the porch door, boiler house must be maintained and protected & made safe for use at weekends.

**H**

The church north & west gates are used by the church & public; provide notices during working in these areas.

**Note**

The Contractor is to provide his own welfare accommodation & lavatory located with the agreement of the employer and subject to strict cleanliness.

**Note**

No Sunday working will be permitted and works must cease during funerals and occasional services as notified by the Employer. The church is to remain in use during the works and access must be maintained at all times unless specifically agreed.

## GENERAL CONDITIONS OF WORK

- A. Form of 'Contract': will be by 'exchange of letters'. The Contractor will be required to sign to confirm Agreement for these Minor Building Works, together with the Contract drawings and the Specification and schedule.
- The following is a list of the Schedule of Conditions for which the Contractor is to make due allowance in his tender:
- Commencement and completion to be stated on the tender form;
  - damages £250 per week; for non completion
  - rectification period to be 12 months
  - Payment: 14 days from Architect's agreement of the valuation
  - Retention: 5% (2.5% after practical completion);
  - final payment; 12 months
  - Contractor's insurance: to be minimum £5,000,000
  - Injury, damage and insurance: to be the responsibility of the contractor.
  - Settlement of disputes: RIBA.
- B. Finance Act 1975: The Contractor's attention is drawn to the Construction Industry Statutory Tax Deduction Scheme provided for in the Finance (2) Act 1975 and all subsequent revisions. The provisions of the scheme are set out in the Board of Inland Revenue booklet IR 14/15 (1982) and subsequent revisions. If the Employer is a 'Contractor' within the meaning of the Act, the Contractor will be required to satisfy the Employer that he holds a valid Sub-contractor's Tax Certificate before making payments to them.
- C. Insurance of the Works: The Contractor must satisfy the Employer that adequate insurances have been taken out to cover the works and /or as required, satisfy himself that the Employer has taken out required insurance cover as in the case of works to existing buildings.
- D. Pricing the Specification: All figures entered by the Contractor should be in ink. Should the Contractor leave unpriced any items contained in the Spec/Schedule he shall be deemed to have included elsewhere in his tender for the obligations and services described therein.
- The Spec/Schedule has been prepared from and in conjunction with the noted drawings. The tenderer is to include for all the works noted on the drawings; any apparent omission in the Schedule shall be deemed to be included.
- The Contractor must examine all the documents and site and satisfy himself of the full scope of the works prior to tendering.
- E. Visit to Site: The Contractor is strongly advised and will be deemed to have visited the site prior to tendering and have examined the works in detail; where the building is secure permission to enter must be obtained from the Employer with notice given to the Architect.
- F. Alterations: No unauthorised alteration, deletion or addition is to be made by the Contractor to the text of the Spec/Schedule, and any alteration, if made, will be deemed to be ignored and the text of the Spec/Schedule as printed will be adhered to.
- The tender figure submitted by the Contractor shall be deemed to be a true resultant total from correct arithmetical extensions to all his rates.
- G. Checking: The Spec/Schedule of the lowest tender received will be arithmetically checked, and if any errors are discovered these will be corrected and carried to the 'Final Summary'. The Contractor will be notified of any such adjustments, and he shall be given the opportunity of agreeing to these adjustments, or of withdrawing his offer. The Contractor will be deemed to have satisfied himself before submitting his tender as to the correctness of his tender as a whole and of the prices and rates entered in the Spec/Schedule, which prices shall cover all an agreement, or otherwise on entering into a Contract, it will be deemed and constructed as an acknowledgement on his part that he has so satisfied himself.

The amount of the tender will be the sum at which the Contractor engages to execute the whole of the works as shown on the drawings and set forth in the Specification and any item left unpriced in the Specification will be held to be included in the prices of other items.

Due allowance must be made in the tendered programme for undertaking any repair works presently covered by contingency and provisional sums.

The dates for commencement and completion are to be quoted on the contract form, a detailed programme and priced Specification and Schedule will be required prior to an order being placed.

- A. Name Boards: Provide and erect a comprehensive signboard to display the style of the contract, together with particulars of the Contractor. The Architect and Quantity Surveyor and any grant aiding Authority, e.g. English Heritage, will supply their own name boards each, size approximately 300mm x 1200mm for fixing by the Contractor. The signboard is to be designed and constructed in a form prescribed by the Architect.
- B. Advertising Rights: Under no circumstances will the Contractor be allowed to use hoardings on any part of the building for advertisement purposes.
- C. Maintain Services: The Contractor shall maintain and protect public property including that of existing live drainage, water, gas, electricity and other mains, or power services, under, on or over the site and is to make good or pay for reinstatement of all damage thereto.
- D. Delivery of Materials: The Contractor's attention is drawn to the increasing delays experienced throughout the trade in respect of materials deliveries and he is strongly recommended to ensure that orders are placed in adequate time with the manufacturers to ensure delivery when required. Attention has been particularly directed to this as no extension of contract time will be permitted for non-delivery of materials or unit.
- E. Samples: The Contractor shall furnish at his own cost any samples of materials, colours or workmanship, as may be called for by the Architect for his approval or rejection, and any further samples in the case of rejection, until such samples are approved. The Architect may reject any workmanship or materials, which are not in his opinion, up to the standard of the approved samples.
- F. Dayworks: No charges for day work will be allowed as such unless the Architect for the work shall expressly direct it to be done as daywork or unless the work cannot from its character be reasonably valued by measurement. All vouchers for daywork are to be delivered to the Architect within seven days following the week in which the work may have been executed.
- G. Re-Measurement: Allow for giving due notice to the Architect whenever works requiring inspection of any kind are ready for covering up. If this is not done the Contractor will be required to remove any such work and cover up again entirely at his own expense.
- H. Accounts: The Contractor will be required to produce invoices and receipted accounts for all items as Prime Cost or Provisional Sums.
- I. Areas of Operation: Allow for taking all reasonable precautions to prevent work people, including those employed by sub-contractors, from trespassing on adjoining owner's property or any part of the land or premises which are not at the time connected with the works. If the Contractor wishes to erect scaffolding on, or otherwise make use of adjoining and or properties, he shall allow for serving notices, obtaining permissions, and clearing away and making good any damage at his own expense and paying any costs and charges in connection therewith.
- Allow for confining to as small area as practicable, any operations which will affect the surface of the site and for protecting the paved courtyard and parking area. Any flags damaged by the Contractor and/or his sub-contractors are to be made good at his own expense.
- The Contractor's attention is drawn to the fact that any closely adjoining plants, shrubs and lawn must not be damaged. A temporary covering of plywood or similar material shall be erected to protect shrubs etc. from mechanical damage or mortar or other material deposit. All damage is to be made good at the Contractor's expense.



- A. Attendance Allow for all attendance of one trade upon another, including cutting away for and making good after all trades, and leave all perfect on completion.
- B. Artists & Tradesmen: The Contractor shall permit the execution of the work not forming part of this contract by Artists, Tradesmen or other engaged by the Employer. Every such person shall be deemed to be a person for whom the Employer is responsible and not be a sub-contractor.
- Allow for use by Artists and Tradesmen of the Contractor temporary roads, pavings and paths, standing scaffolding, standing power operated hoistings plant, the provision of temporary lighting and water supplies, clearing away rubbish, provision of space for the Artists and Tradesmen's own offices, and for the storage of his plant and materials and the use of messrooms, sanitary accommodation and welfare facilities.
- C. Materials for the Works & Workmanship: Materials, goods and workmanship shall be to the satisfaction of the Architect and shall be to the best of their respective kinds and shall apply where applicable to the current British Standards and/or Codes of Practice. Preambles and description of materials, goods and workmanship given in any one section or trade shall apply throughout the Specification/Schedule. All setting out, levels, drawings and dimensions are to be checked by the Contractor before and as work proceeds.
- D. Noise Control: The amount of noise on the Works is to be kept to a minimum; the Contractor must note Section 60 of the Control of Pollution Act 1974 with reference to the control of noise, especially where the works are adjacent to occupied property, ascertain what requirements or restrictions, if any, shall apply to the Works.
- E. Provide All Plant, Tools, Scaffolding & Protection: Provide, maintain and install all necessary hoists, ladders, scaffolding, staging tackle, tools and other plant (mechanical and otherwise) and allow for altering, adapting and maintaining them as necessary for the proper execution of the works in accordance with current British Standards, Codes of Practice and the requests of Health & Safety and all other applicable legislation.
- F. Provide All Vehicles and Transport: Provide all necessary transport for labour, materials, plant etc. for the works.
- G. Site Meetings: All for arranging site meetings at regular intervals as required by the Architect.
- H. Protection, Lighting & Watchmen: The Contractor shall provide all requisite protection upon and adjacent to the site as may be necessary for the public safety, including all lighting barriers, etc. and he shall protect the works whilst in progress and he shall be held responsible for and must indemnify the Employer against all actions, claims, loss, damages or costs brought, taken or incurred by any person or persons consequent upon negligence of the Contractor or his workmen, and also in respect of all accidents and damages to persons, vehicles, etc. or for trespass during the performance of this Contract. The building and contents are to be kept fully protected and secure at all times and particularly when the site is unattended.
- I. Protection of the Works From the Weather: Allow for providing and maintaining all necessary protection and coverings of the building, fittings, new and existing works to prevent injury by frost, wet, or other inclement weather and removing and reinstating all damaged works which the Architect decides have not been adequately protected.
- The Contractor's attention is drawn to the fact that any existing structures must not be overloaded and materials must not be stored thereon and any temporary storing or supports must be provided and maintained to protect existing structures.
- Any damage to existing or new works and contents or surroundings arising from the works shall be made good by the Contractor.
- J. Site Practice: The playing of radios, consumption of food, smoking are not to be permitted within the site area, building or on the roof. The site works are at times to be maintained in a tidy and clean state to the satisfaction of the Architect.

- A. Casing up & Protection: Allow for casing up and protection of all new and existing works and fittings in all trades as necessary during the execution and until completion of the works and reinstating as last described.
- In the case of Ecclesiastical buildings where an organ is fitted, this is to be fully protected against dirt, impact and ingress of water to the satisfaction of the Architect and Employer.
- B. Water for the Works (see Scope of the Work): Where an adequate water supply for the works exists on the site, this may be used with the Employer's permission.
- C. Temporary Lighting & Power (see Scope of the Work): Where an adequate lighting and power supply for the works exists on the site, this may be used with the Employer's permission with adequate counter charge agreement or as stated in the schedule.
- D. Temporary Accommodation: All necessary temporary accommodation for the storage of materials is to be provided by the Contractor and located as agreed. All compounds, site cabins, plant and material storage are to be positioned to the satisfaction of the Employer, Architect and Local Authority.
- The Contractor must ensure that only small quantities of the materials are stored day by day.
- The Contractor shall ensure that gas cylinders (calor, propane, or other gases) whether full or empty are, when not in use, to be stored in a secure place constructed of non-combustible materials, well ventilated and away from sources of heat.
- The Contractor must provide for all temporary sanitary accommodation and the cleaning of same.
- E. National Insurance & Injury Pay all contributions and expenses incurred in complying with the requirements of the Social Security Act 1973 and with the National Insurance (Industrial Injuries) Act Order (Employers Liability Insurance) Redundancy Payments Act 1965.
- In addition to be liable for and indemnifying the Employer against loss, liability, claim or proceedings as stated in the conditions, the Contractor is also to insure against such risks. The Contractor will be responsible for ensuring that all sub-contractors are similarly insured.
- F. Maintenance of Roads: The Contractor shall ensure that roads and footpaths in the approach to the site are kept free of mud and debris, and that damage, beyond fair wear and tear is caused to the public and private roads and footpaths by site traffic. In the event of any damage being so caused or expenses being incurred, the Contractor is to make good or pay for the reinstatements to the satisfaction of the Employer, Architect and Local Authority.
- G. Clearing Away: Take down and clear all plant and temporary works, including sanitary convenience, mess rooms, offices, sheds etc. otherwise described and make good. Remove all existing rubbish, (including that of sub-contractors), surplus materials as they accumulate and at completion, clean floors, pavings and external surfaces, and leave the works clean and tidy.

### 3. SCHEDULE OF WORK

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	<b>GENERALLY</b>	To both sections of work:
<b>A.</b>	<b>Preparation</b>	Provide and maintain all necessary plant, scaffolding, equipment, tools and materials for the proper execution of the works in accordance with these preliminaries, preambles and general specification and all current British Standards, Codes of Practice and Legislation and to comply with all Health and Safety requirements.
<b>B.</b>	<b>Assess</b>	The contractor must examine the existing conditions of, adjacent and below the areas of work and satisfy himself and include for any necessary making good and to record the existing conditions with photographs before work commences.
<b>C.</b>	<b>Note</b>	The intention is to repair the existing historic fabric with minimum intervention.
<b>D.</b>	<b>Protection</b>	Protect all areas of the adjacent roofing, pipes, stonework, windows, shrubbery and paths adjacent to the works from damage during the works and provide 'canopies' to protect public areas.
<b>E.</b>		Where relevant arrange with Electricity Company to protect main cables and remove on completion of works. Protect lightening conductor during works, reinstate upon completion.
<b>F.</b>		Sheet up windows to rear of work areas scaffolding with impact resisting translucent covers.
<b>G.</b>		The Contractor is to report and make good any damage caused, without delay and to the satisfaction of the Architect. Any areas or new materials or fittings damaged during the works are to be replaced by the Contractor.
<b>H.</b>		Provide and maintain all necessary temporary secure and weatherproof coverings to prevent ingress of rain and storm water, dust and debris to the fabric, fittings and furnishings. The structural timbers and interior must not suffer wetting; arrange for safe diversion and disposal of all rain and storm water.
<b>I.</b>	<b>Organ</b>	This is remote from the works, ensure security.
<b>J.</b>	<b>Clear</b>	All existing debris and bird fouling from the area of works including to the bell frame and chamber.



**SCHEDULE OF WORK continued****NAVE WINDOWS**

<b>A.</b>	<b>Area of work</b>	To the nave north & south windows, each of single arched light set into stonework internal bars; hoppers as noted.
<b>B.</b>	<b>Record</b>	Take record rubbings of the existing glazing patterns & quarries to enable reconstruction exactly as existing.
<b>C.</b>	<b>Take out</b>	Remove with care, the existing glazing.
<b>D.</b>		Retain the 'green' borders for reuse. Clear the remaining glass leadwork to be disposed of for recycling.
<b>E.</b>	<b>Bar &amp; hoppers</b>	Provisionally include to retain the iron bars in situ. Assess and agree with Architect on site renewals as instructed to be priced separately.
<b>F.</b>	<b>Board-up</b>	Provide and fix secure and weatherproof boarding or temporary glazing to the windows immediately after removal of glazing and remove on refitting.
<b>G.</b>	<b>Examine</b>	During taking apart, examine all leaded glass and comes for evidence of inscription on the face or in rebates and report to Architect.
<b>H.</b>	<b>Existing bars</b>	Descalce, prime, undercoat & gloss black oil, Dulux or similar equivalent.
<b>I.</b>	<b>Existing hoppers</b>	To the existing inward opening hoppers, following removal of glazing & before reglazing, descale & paint as last.
<b>J.</b>		Lubricate the mechanism & ensure operational where retained or renewed.
<b>K.</b>		Retain in situ & clean the glass side panels.
<b>L.</b>		Drill for, provide & fit new stainless steel black powder coated 24g. 15mm. bird mesh & secure with self capping stainless steel screws to stays, 2 .per side.
<b>M.</b>	<b>New hoppers</b>	Where instructed, supply & fit in galvanised steel copied from the existing paint, glaze & fit guards as for existing.
<b>N.</b>		Quote per new hopper complete           £.....
<b>O.</b>	<b>New bars</b>	Where instructed provide & fit new 12mm. diameter horizontal brass bars, bed in NHL 3.5 hydraulic lime mortar as for "stonework" to be finished blacked (or, as directed, prepare and paint existing bars undercoat & gloss black).
<b>P.</b>		Quote per new bar           £.....
<b>Q.</b>	<b>New lead</b>	Provide new lead comes exactly to match the existing including came sizes for and relead the glass complete in panels as shown on the drawing;
<b>R.</b>	<b>Existing glass</b>	Retain & reset the 'green' borders; allow for 10% replacement with exactly matching glass and adjust pro-rata on completion.
<b>S.</b>	<b>New glass</b>	Is to be 3mm. clear and cut to existing diamond sizes.
<b>T.</b>	<b>Existing drip tray</b>	Each light is presently fitted with a lead drip tray which is dressed on to external cill and has an upstand internally and for the full width of each light; retain & seat the glazing onto the lead.
<b>U.</b>	<b>Re-glaze</b>	Bed and point as existing detail; secure panels to bars with copper tie wires at each came intersection – bed and point in NHL 2.5 hydraulic lime mortar.

- A. Clean down on completion and clear the debris.
- B. **Protection** Take necessary templates, provide & fix 6mm clear polycarbonate sheet to be ultra violet protected both sides Macron or similar equivalent to Architect's approval.
- C. To be secured with blacked stainless steel clips fixed with stainless steel screws into pvc plugs into each joint in the stonework jambs.
- D. Horizontal joint to be co-incident with break leads in the glazing & fitted similarly with a break lead to weather.
- E. Maintain a 3mm gap to all edges & 25mm. to base/head where hoppers are retained.
- F. Sheeting to be 20mm from face of leaded glazing.
- G. **Completion** Clear all debris & unused material & leave the areas of work clean, tidy & free of defect.

**Total to Tender**

£

p

- A. **Schedule** To be submitted with tender form.
- B. Requested for individual pricing.
- C. Cost per window complete £.....
- D. Cost for all 7 windows to south side £.....
- E. Cost for all 7 windows to north side £.....
- F. Cost for all 14 windows complete to tender form £.....

## **LEADED GLAZING AND REPAIRS GENERALLY**

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### **GENERALLY**

To the lights to be releaded as scheduled.

#### **Record**

Take record rubbings of the existing glazing and carefully number all quarries to enable reconstruction exactly as existing.

#### **Take Out**

Remove with care, the existing protective glazing and guards complete and without breakage or damage to the window glass or framework; clean off mortar and bedding; salvage sound guards where directed.

Cut out corroded iron bars and hoppers where directed and clear.

#### **Board-up**

Provide and fix secure and weatherproof boarding to the windows or temporarily reglaze immediately after removal of glazing and remove on re-glazing.

#### **Examine**

During taking apart, examine all comes for evidence of inscription on the face or in rebates.

#### **Relead**

Provide new lead comes exactly to match the existing and relead the glass complete in panels as existing.

#### **New Glass**

Supply and fix matching new glass to make up for any breakage to agree with Architect.

Include to repaint details, to be copied from existing.

#### **New Bars**

Where scheduled, provide and fit new 12mm diameter horizontal brass bars, bed in hydraulic lime mortar as for "stonework".

#### **Hoppers**

New hoppers where scheduled are to be galvanized mild steel angle section painted black, fitted with cast brass spring catches, side strap and glazing and 20mm stainless steel mesh bird guards built-in as glazing.

#### **Reglaze**

Bed and point as existing detail; secure panels to bars with copper tie wires at each came intersection – bed and point in hydraulic lime mortar.

Clean down on completion and clear the debris.

#### **Organ**

Where there is risk of dust migration, the organ is to be fully protected by the Church's organ builder, prior to work, note and ensure protection is maintained during works.

**Protection**

Where scheduled, include to remove existing.

**Guards**

Provide and fix black powder-coated stainless steel 12 x 75mm vertically woven mesh and reinforced borders; (no diagonals) cut and formed to fit exactly within window stonework openings to the main lights and tracery complete. To be fitted approximately 20mm in front of glazing.

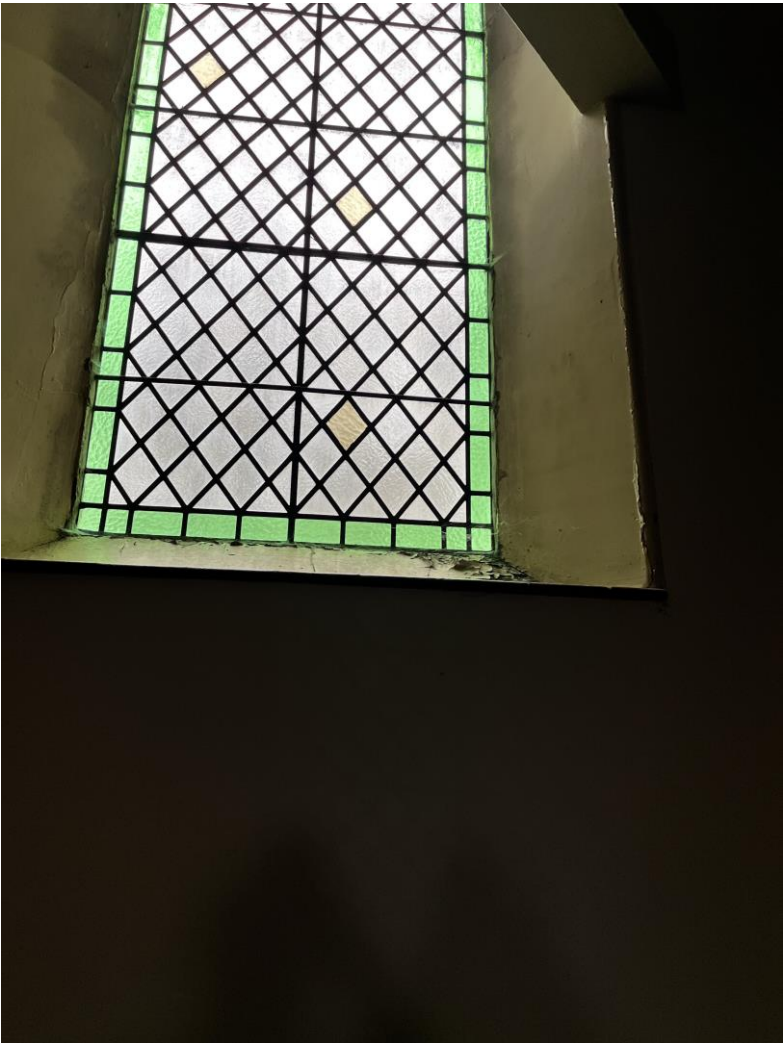
**Fixing**

Secure guards with black finished stainless steel clips and non-removeable screws into pvc plugs at approximate 300mm centres, and into existing fixing points or stone joints where possible.

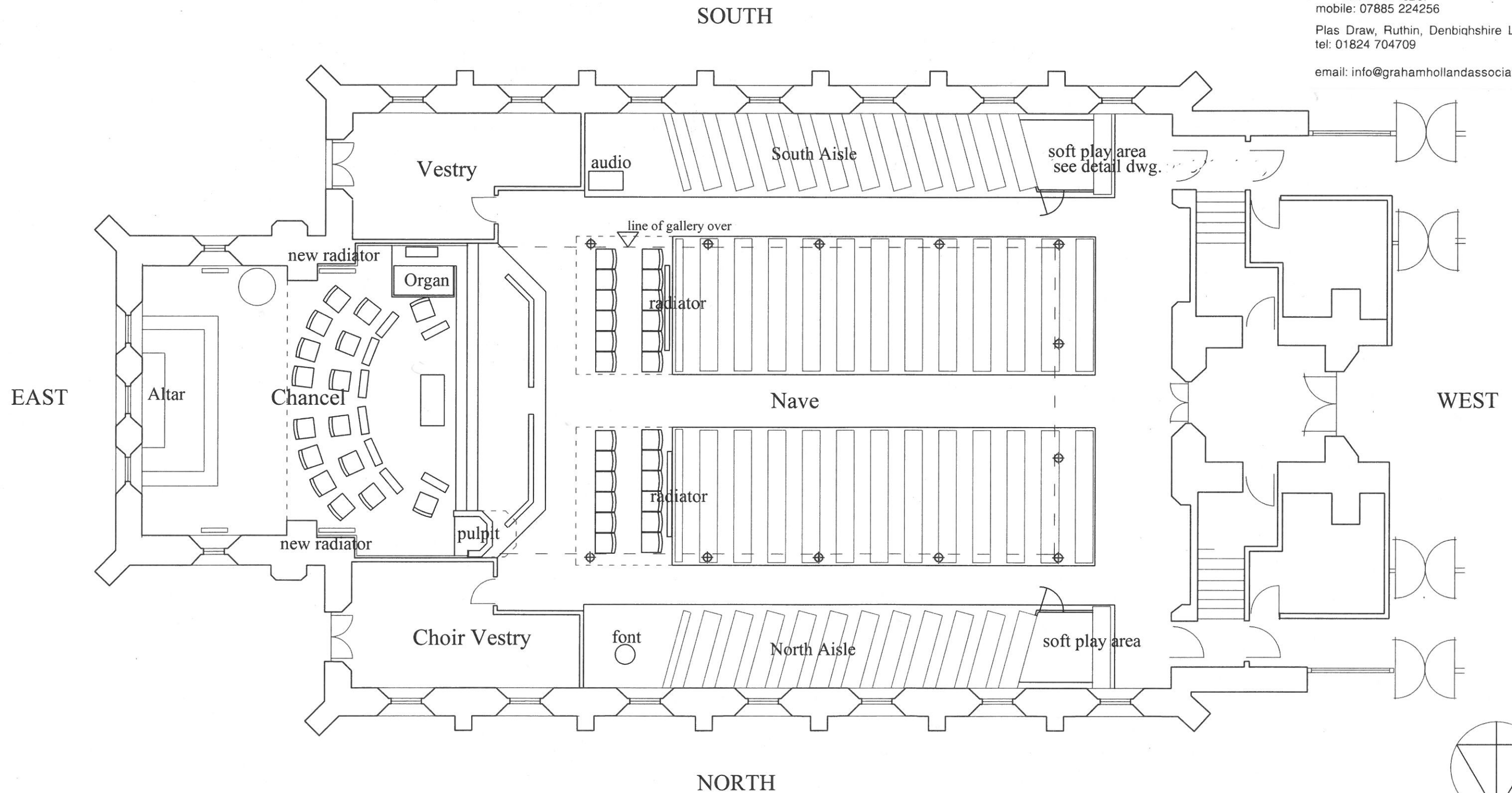
External Picture of windows:  
Norbury, St. Thomas



Internal Picture of Windows,  
Norbury, St. Thomas









# Norbury, St Thomas

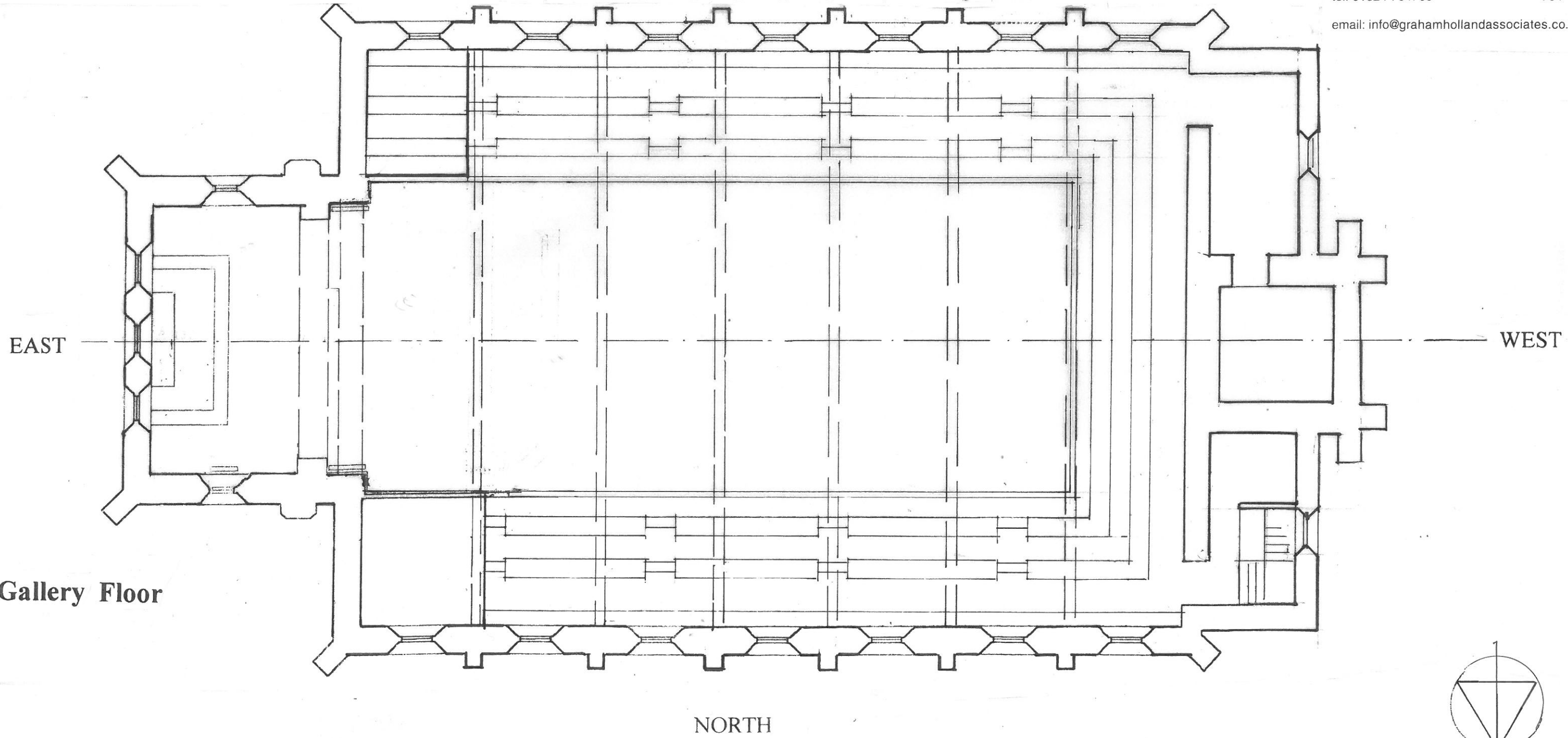
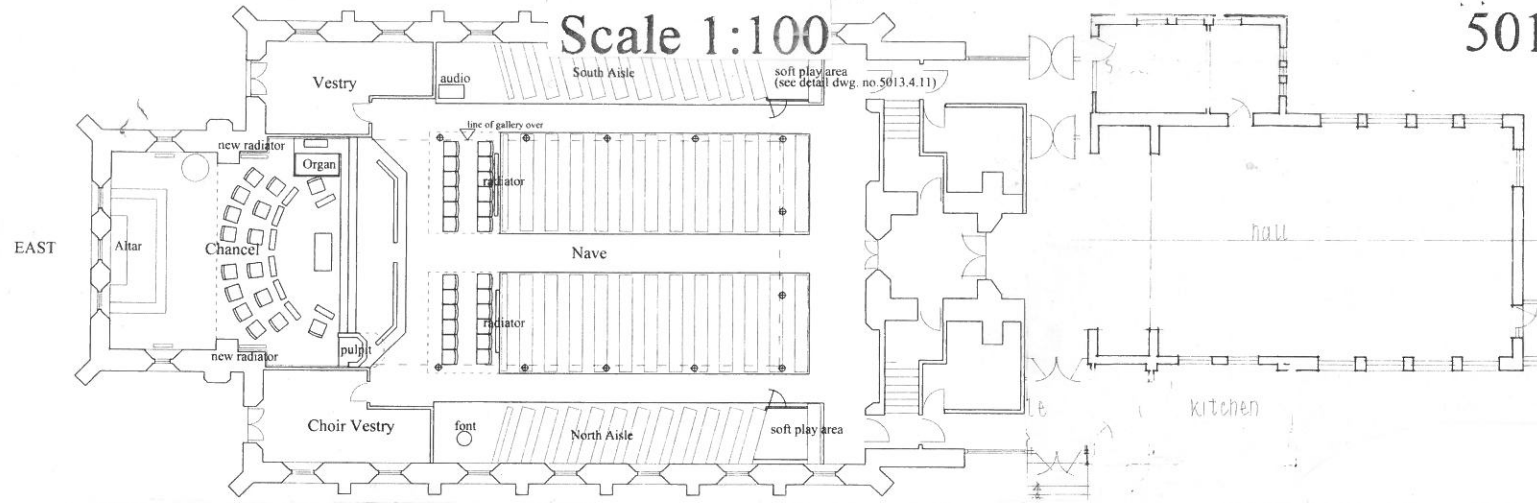
## Plan of Church

Scale 1:100

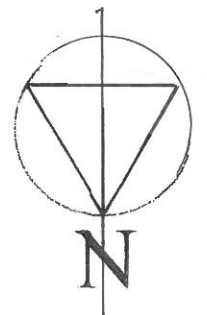
5013.4.2

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GALLERY FLOOR



Do not scale this dwg; check all dims on site

Norbury, St Thomas

section  
of the Church

Scale 1:50

5013.4.3

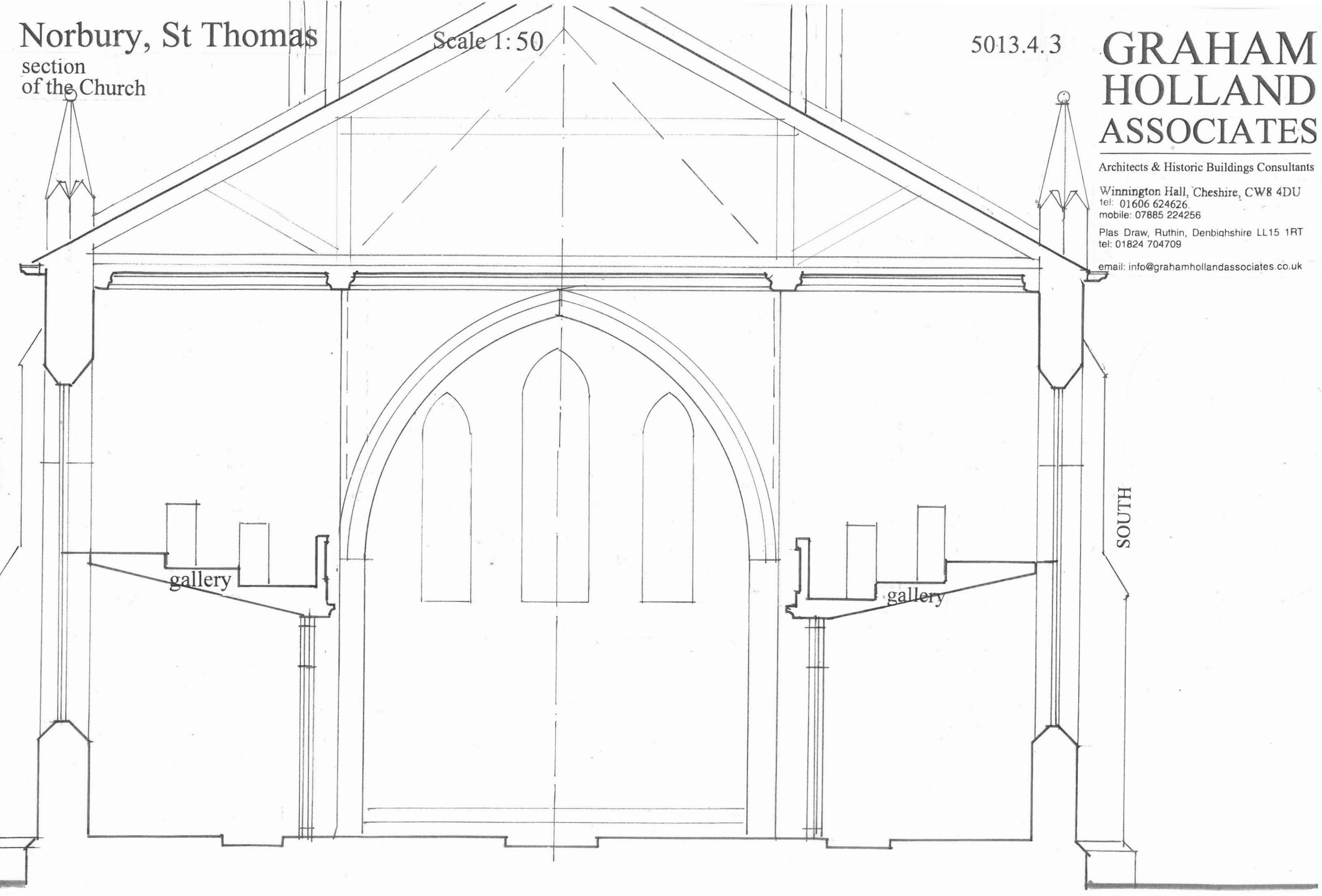
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Do not scale this dwg; check all dims on site

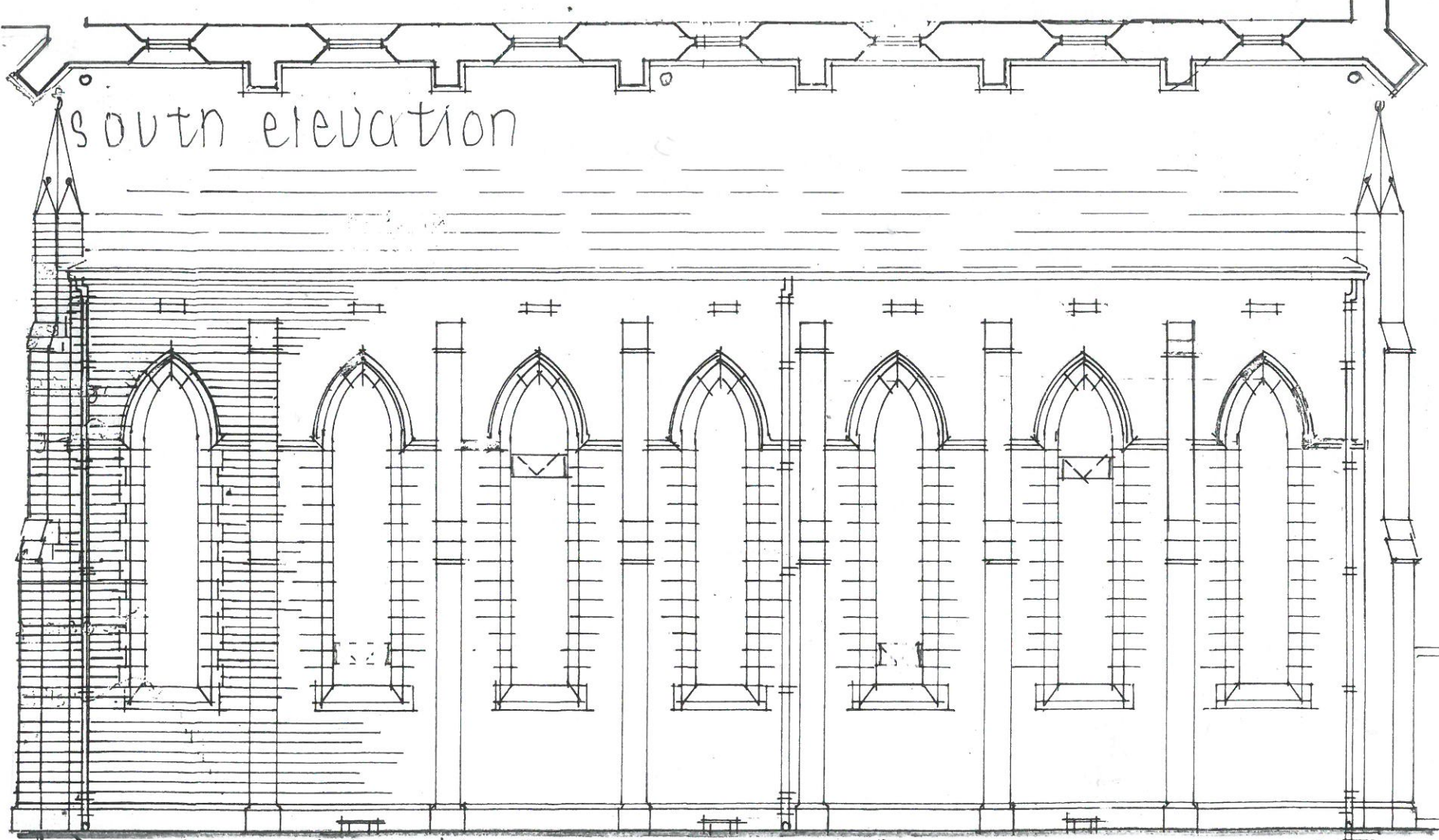
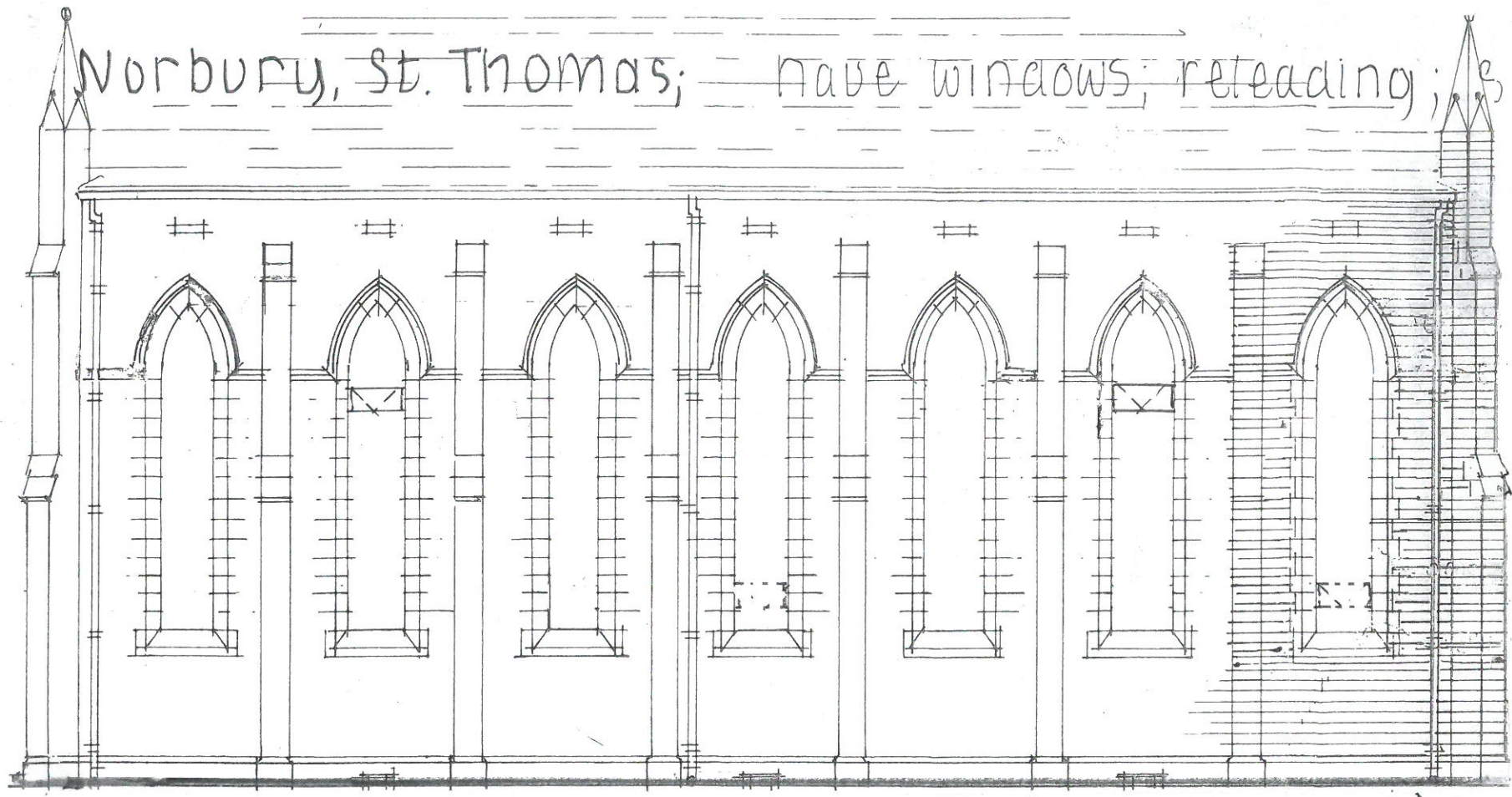


Norbury, St. Thomas; nave windows, rereading; September '21

dwg no 5013.5.1

**GRAHAM HOLLAND ASSOCIATES**

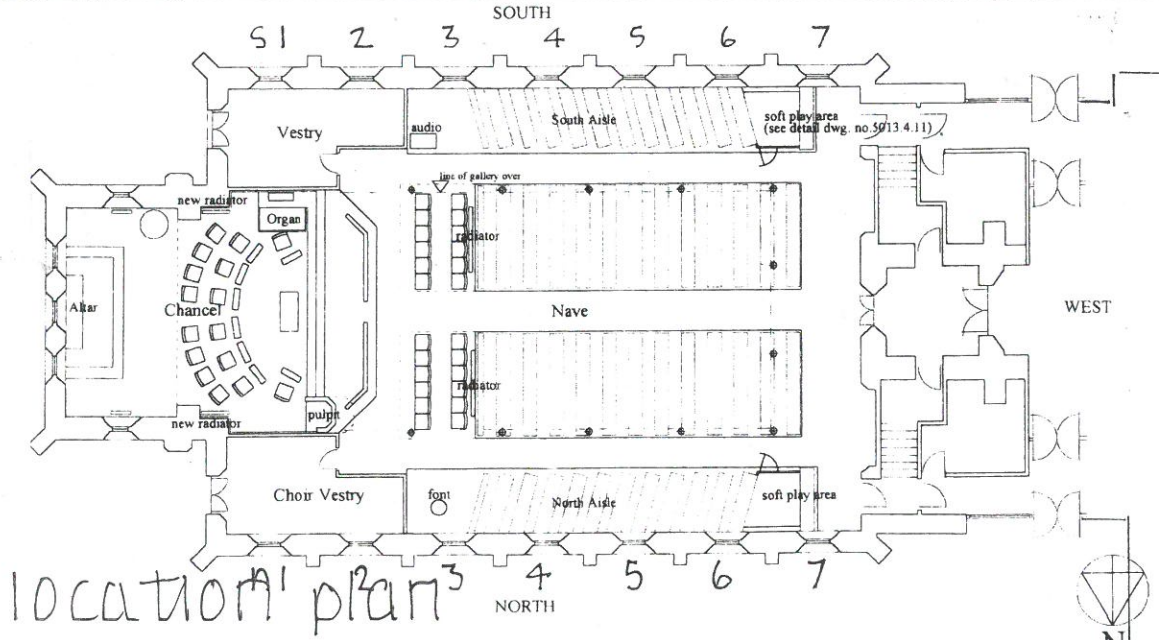
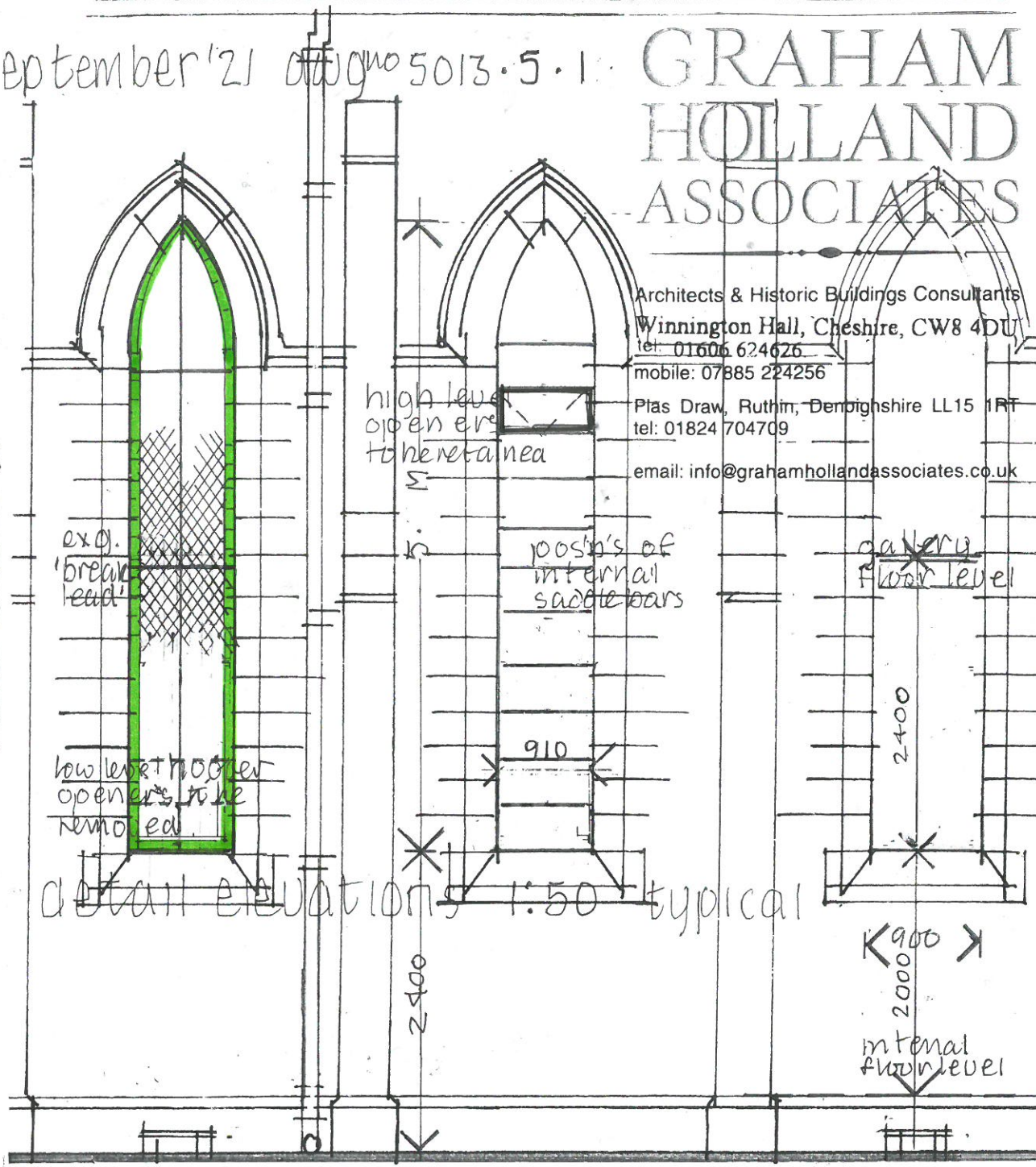
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South elevation

North elevation: 1:100 @ A3

do not scale this drawing. check all details & dimensions on site



location plan









Norbury St Thomas - Correspondence with parish

Attachments are listed according to the numbering on the supporting documents list

- Attachments in blue are included within the proposals section
- Attachments in black italics are superseded and not included within the application

Date	Message
<p><b>22/04/2022</b></p> <p>To: Katy Purvis From: Carl Thorgaard of Graham Holland Associates</p> <p><b>With attachments</b></p>	<p>Graham has asked me to respond to your email.</p> <p>Here are the drawings sent to the parish. Also attached are a couple of photos Graham took at the time of his inspection.</p> <p>7) Drawings of Graham Holland Associates numbered 5013.4.1, 5013.4.2, 5013.4.3 all undated, and 5013.5.1 dated September 2021</p> <p>8) Photographs</p>
<p><b>05/05/2022</b></p> <p>To: Josh Askwith From: Katy Purvis</p>	<p>I am writing to let you know that at its meeting of 29 April 2022 the DAC Standing Committee recommended the proposals to repair the windows, with the following provisos</p> <ol style="list-style-type: none"> <li>a. The works to be under the direction and subject to the inspection of the Scheme Architect</li> <li>b. The parish to obtain any necessary planning consent</li> </ol> <p>This means that Caroline will shortly be able to raise the Notification of Advice, which will allow you to publish the public notice. We will let you know when this has been done</p>