

DIOCESAN ADVISORY COMMITTEE

SCHEDULE OF DOCUMENTS

1. **specification of works** (221130 QI repairs spec A.pdf)
2. (HIT Pirton St Mary LoA 06.01.23.docx)
3. (Window masonry repairs - proviso re carved masonry.pdf)
4. (821 WINDOW MASONRY REPAIRS .pdf)
5. (260301 Contractor's stone mark up 20260310162725432.pdf)
6. (Window masonry stone type.pdf)

TO THE CHANCELLOR OF
THE DIOCESE OF ST ALBANS

21/04/2026

VIEWED by the St Albans Diocesan
Advisory Committee

SPECIFICATION
FOR
GENERAL QI REPAIRS
to
ST. MARY'S CHURCH
PIRTON
HERTFORDSHIRE



Michael Dales Partnership Limited
65, Hermitage Road,
Hitchin,
Hertfordshire SG5 1DB

SPECIFICATION
for
GENERAL QI REPAIRS

**ST. MARY'S CHURCH
PIRTON
HERTFORDSHIRE**

NOVEMBER 2022

1.00 PRELIMINARIES

1.1 The Employers are:

PIRTON PCC,
c/o The PCC Secretary
No. 9 Crabtree Lane
Pirton
SG5 3QE

1.02 The Architect is the Michael Dales Partnership Limited
65 Heritage Road, Hitchin, Hertfordshire.
Telephone Number (01582) 881210.

1.03 The works will be inspected by and are to be carried out to the satisfaction of the Architect.

The works to be carried out are shown and described in this specification.

Works comprise repair of north tower wall and window masonry.

The Contractor will be required to ensure that all activities related to this building contract are strictly confined within the boundaries of the site and the area identified within the site.

Externally the Contractor is to make a compound to protect the public from the works and the works from the public as described later in this specification.

The church will remain in use during the works.

The Contractor shall ensure that the security of the works is maintained at all times for the duration of the works.

The Contractor shall allow in his tender for any inconvenience, uneconomic working. The Contractor should allow for shorter working days in relation to hot work and to setting times in relation to lime mortar and lime-wash.

1.04 The form of Contract under which the works are to be executed will be the JCT Minor Works Building Contract 2016.

Tenders are to remain open for acceptance for a period of not less than 90 days from the date fixed for the submission of tenders.

1.05 The following are the Clause numbers and headings of the Conditions of the Contract and the Contractor is to allow in his Tender for observing the full text of each Condition.

| | |
|--|---|
| 4th Recital & Schedule 2 | Tender date shall be base date |
| 4th Recital & Clause 4.2 | Employer is not a contractor |
| 5th Recital | <p>CDM regulations – the project is not notifiable. The Michael Dales Partnership will be appointed as Principal Designer for the works.</p> <p>The successful contractor will be appointed Principal Contractor for the construction phase of the works and shall be responsible for discharging all duties in respect of same.</p> |
| 6th Recital | Framework Agreement is not applicable. |
| 7th Recital & Schedule 3 | <p>Collaborative working applies.</p> <p>Health and safety shall apply.</p> <p>Cost savings and value improvement shall apply.</p> <p>Sustainable development and environmental considerations shall apply.</p> <p>Performance indicators shall not apply.</p> <p>Notification of disputes applies. Employer and Contractor to complete to show their respective nominees</p> |
| Article 7 | Article 7 and Schedule 1 shall apply. |
| Clause 1.1 | CDM planning period shall commence 14 days prior to work commencing. |
| Clause 2.2 | Will be completed to indicate that the works will be commenced and shall be completed by the dates shown on the Form of Tender. |
| Clause 2.8 | Will be completed to show the sum of £400.00 per week. |
| Clause 2.10 | Will be completed to show a rectification period of 12 months. |
| Clause 4.3 | Will be completed to show 95%. |
| Clause 4.4 | Will be completed to show 97.5%. |
| Clause 4.8.1 | Shall be completed to show 3 months. |
| Clause 4.11 & Schedule 2 | Shall be deleted (Fluctuations Option does not apply) Percentage addition shall be completed to show Nil. |
| Clause 5.3.2 | Shall be completed to show that the contractor shall indemnify the Employer in the sum of not less than £10,000,000.00. |

| | |
|-------------------------------------|--|
| Clause 5.4A | Shall be deleted |
| Clause 5.4B | Shall apply |
| Clause 5.4C | Shall be deleted |
| Clause 5.4A.1 & 5.4B.1.2 | Shall be completed to show 15% |
| Clause 7.2 | Adjudicator or arbitrator shall be appointed by RIBA |

The date of practical completion will be the date certified under clause 2.9

The Employer, Contractor and any Sub-Contractor shall produce evidence to the Architect to show that the insurances referred to in the contract have been taken out and are in force at all material times.

All existing structures, contents, also the works and unfixed materials and goods (except Contractor's sheds, plant, tools and equipment) shall be at the sole risk of the Employer as to the loss or damage by the perils listed in the Contract. The Employer shall maintain insurance against those risks, including any necessary demolition and removal of any debris, for the full reinstatement value concerned plus 15% for fees.

The Contractor must indemnify the Employer against all liabilities, loss, claim, expense or proceedings whatsoever, in respect of damage to the Church arising out of the negligent use of blow lamps, lead burning torches, welding equipment and any other apparatus. The Contractor must also cause any sub-Contractor to maintain insurance against all liability of the aforesaid risks.

1.06 In addition to the above the following precautions are also to be put into force:

- a) **Where any temporary or free-standing external tower scaffolding or platforms are used it is essential that they are dismantled at the end of each working day.**
- b) **All lower level access ladders to permanent scaffolding are to be removed from the site or locked in the Church (if agreed with Employer) at the end of each working day.**
- c) **The lowest platform of any scaffolding must be a minimum of 3.4 metres above ground level.**
- d) **A secure compound a min of 4m high in corrugated iron sheet with a lockable access door is to be maintained around any works carried outside the existing building. See addendum for full scaffold requirements.**

1.07 Tendering Procedure: Competitive tenders will be invited based upon this Specification. When considering the tenders submitted the Employer will take into account the dates quoted for commencement and completion of the works in addition to the tender sum.

The Employer does not bind himself to accept the lowest or any Tender. No remuneration will be paid for the preparation of Tenders.

1.08 Programme. The contractor's suggested programme for the works is to be submitted with his tender and will be taken into account by the Employer when considering which tender to accept. The subsequently agreed programme will form part of the contract documents.

During the works, the programme shall be regularly marked up to show the actual progress of works for inspection by the Architect.

Similarly, within fourteen days after the signing of the Contract the Contractor shall submit to the Architect a priced copy of this Specification with each item priced to show the cost of the work described. This priced copy of the Specification will not be treated as a Bill of Quantities and will be used only for assessing the value of work in progress and the cost of any variations.

1.09 Do not scale from the drawings. All dimensions should be checked on site or with the Architect. Any significant discrepancies should be notified to the Architect.

1.10 The Contractor is required to present his Application for Payment in the following manner:

| Spec Item | Detail | Cost in Priced Spec. | % complete | Valuation |
|-----------|--------|----------------------|------------|-----------|
|-----------|--------|----------------------|------------|-----------|

1.11 The Contractor will be required to provide proper on-site supervision of the Works throughout the whole period of the Contract by the employment of a Site Foreman, (or other suitable person). The Foreman shall not be removed from the site or replaced without the written consent of the Architect.

The Architect will make inspections of the work in progress. The Contractor is to notify the Architect if he is to be off-site.

1.12 The words "supply", "provide", or "provide and fix", in this Specification are to be taken to assume that the Contractor will include all the labour and materials required to complete the operation described.

The work "approved" is to be taken to mean approved by the Architect.

1.13 The Contractor is to provide everything necessary in the way of materials, tools, plant and labour for the proper and complete execution of the Works involved in the Contract according to the **intent and meaning of the drawings and this Specification providing that this can be reasonably inferred from either.**

The absence of a description of work or materials or fittings or an Estimated Cost in the priced copy of this Specification submitted by the Contractor in compliance with Clause 1.08 shall not vitiate the requirements of this Clause.

1.14 The quality of materials and products to be used for the works shall not be less than described in the appropriate British or European Standard Specification.

Where work is shown or described to be in accordance with a Code of Practice the Contractor shall ensure that the recommendations of the Code of Practice are complied with in all respects.

Workmanship shall in all cases be in accordance with the best methods recognised throughout the trade.

No contractor or sub-contractor shall sublet work of a specialist or qualification led nature without the consent of the architect.

- 1.15 Materials and work likely to deteriorate if left exposed must be kept undercover and/or protected.

Similarly, the Contractor shall protect completed works to prevent damage by following trades.

- 1.16 The Contractor shall accept delivery of all materials to the site and shall ensure that they are of the quality and quantity specified, in proper condition at the time of delivery and properly stored until fixed.
- 1.17 Where appropriate, the Contractor shall be responsible for serving the Notices on the Local Authority when work on site is commenced and at the appropriate times as the Works proceed and upon completion. Where appropriate the Contractor will be required to obtain a Notice of Satisfactory Completion of the Works from the Local Authority. Where appropriate the Contractor shall also be responsible for the service of any other Statutory Notices required as a result of him carrying out the Works. The Contractor shall pay all charges due in respect of same.
- 1.18 The Contractor may make use of the Employer's power and water supplies.
- 1.19 The Contractor shall attend upon, cut away for and make good after all trades and domestic and Nominated Sub-Contractors.
- 1.20 The Contractor is to provide such site office and storage accommodation as may deem necessary. The contractor may make use of the church toilet facilities for the use by the site staff and operatives on condition that the contractor maintains the toilets in a clean and respectable condition at all times during the works.
- 1.21 Upon completion of the Works the Contractor shall leave the whole of the Works clean and in proper condition. The Contractor shall clear away all temporary buildings and re-instate any area of the site affected by same.
- 1.22 The Contractor shall be responsible for checking any dimensions on the site and shall advise the Architect of any discrepancies found.
- 1.23 **Include the sum of £3500.00 of the cost of the works for Contingencies to be used in whole or in part as directed by the Architect. The whole or any part of the Contingency sum not so used shall be deducted at the settlement of the Accounts.**

1.24 HEALTH AND SAFETY

The Contractor shall ensure that he, his employees, sub-contractors and visitors to the site at all times observe the relative standards and codes of practice for health and safety where building work is carried out.

In particular where work is carried out on scaffolding at high level industrial safety helmets to BS5240 are to be worn, masks are worn where dust is being created and ear defenders where noise is generated.

All visitors to the site are to be provided with safety helmets should they require them.

- 1.25 The Contractor shall allow for observing the full implications of the Employers health and safety policy together with current requirements for CDM Regulations. The Contractor

shall note that all CDM documentation must be completed before the issue of a Final Certificate.

1.26 **FIRE PRECAUTIONS**

Take all necessary precaution to prevent nuisance to public on and off site from smoke, dust, rubbish and other causes.

The contractors shall provide and maintain on site appropriate fire extinguishers for the duration of the works.

- 1.27 The Contractor is to take all reasonable measures to prevent loss or damage by fire. All workmen should be shown the location of fire extinguishers and are to carry mobile phones in the event of an emergency. Where work involving the use of blow-lamps, lead burning torches or any other flame producing apparatus it should be carried out under close supervision. 2 No. 2 gallon water type extinguishers should be kept in close proximity to the apparatus. **All parts of the Church fabric where a heating process has been carried out, must be inspected, two or three hours after work has ceased for the day. The Contractor should make due allowance within his tender for shortened working days where this applies.**

- 1.28 **Smoking is prohibited on the site.**

- 1.29 The playing of radios during the working day will not be permitted except with the express permission of the Employer's representative. The Contractor, his sub-Contractors and operatives should bear in mind the purpose of the building and behave in an appropriately at all times.

- 1.30 Any electrical contractor shall have **N.I.C.E.I.C Approved Contractor Status**. Any temporary electrical wiring should comply with N.I.C.E.I.C. Regulations and should be disconnected at the end of each working day. All waste material should be removed from the site at the earliest opportunity. Where any fittings are specified and they arrive in packaging the packaging should be removed outside the Church and disposed of. No bonfires or disposal of packaging or waste material should be carried out on site.

- 1.31 The storage of inflammable materials shall be outside the Church and well away from the building.

INSURANCE:

Depending upon the type and extent of the 'hot work' it may be prudent to notify Insurers of the work and seek their approval of safety precautions put in place.

PROTECTION

Every effort is to be made to prevent damage to existing building fabric, fences, walls, gates, paving, trees and shrubs and other features which are to remain in position during the execution of the works.

The Contractor shall provide and fix all and any necessary temporary casings, boards, sheets etc. to ensure this.

The Contractor, sub-Contractors and all operatives must bear in mind that the Church will remain in use during the works and that the programme of works must be agreed with the church administrator who will acquaint the Foreman with any need to stop work during a service or burial.

The Contractor shall make due allowance within his tender for the inconvenience caused by stoppages in work to accommodate services etc.

1.32 AUTHORITY

All works will have been approved by the Diocesan Advisory Board and have received a Faculty prior to work commencing on site. Where special or urgent circumstances occur, the contractor shall advise the architect who will enquire whether a licence may be required to proceed.

Where day work is carried out, each time-sheet and invoice is to be signed by the Foreman as correct and is to refer to the Architect's Instruction for the work. Day works only to be carried out with authority of architect.

Completed day-work sheets will only be considered for acceptance if submitted with ten working days.

All additional works or variations shall be valued at rates comparable with those used in the tender process.

Where work is to be carried out and is to be concealed a minimum of 24 hours' notice is to be given to the Architect in order that an opportunity for an inspection may occur.

1.33 THE WILDLIFE AND COUNTRYSIDE ACT 1981 AND CONSERVATION (NATURAL HABITATS ETC) REGULATIONS 1994

This Act gives very full protection to bats because of their special requirements for roosting. It is illegal not only to intentionally kill, injure or handle any bat, but also intentionally damage or destroy or obstruct access to any place that a bat uses for shelter or to disturb a bat whilst it is occupying such a place. In this context "damage" means make worse for a bat and so includes such operations as chemical treatment of timbers. The Act provides defences so that building, maintenance or remedial operations can be carried out in places used by bats.

It is important that all contractors and subcontractors under this specification and contract notify the Bats Conservation Trust. Their Contact details are 0845 1300 228 email enquiries@bats.org.uk so they can decide if the building is inhabited by bats. Failure to comply with this Act could render the Contractor liable for heavy fines.

No work is to proceed without written confirmation from the Architect.

NOTE: No organochlorine woodworm killers are to be used where bats are in evidence. Synthetic pyrethroid insecticides such as permethrin and cypermethrin can be permitted if used by an approved timber treatment.

1.34 GENERAL PROCEDURES

Where materials and work are not fully specified they are to be carried out using materials fit for the purpose, in line with current standards and where ever possible match existing materials in type, texture, colour, size and quality and overall appearance.

1.35 Tenders are to remain open for acceptance for a period of not less than 90 days from the date fixed for the submission of tenders.

2.00 **TRADE PRELIMINARIES AND PREAMBLES**

2.1.0 EXCAVATOR AND CONCRETOR - None proposed.

2.2.0 DRAINLAYER - None proposed.

2.3.0 BRICKLAYER – None proposed

2.4. STONEMASONRY: -

2.4.1 Mortar mixes

The mortar for all masonry shall generally be assumed to be 3 parts sand, to one part NHL 3.5. lime with water. The mix should be left for a day to mature before use.

No mortar should be mixed or used when the temperature is below 4 degrees. Pointing shall only be carried out on a rising temperature. All new work is to be adequately protected from damage by frost up to practical completion.

The lime putty can be obtained ready for use from:

- 1) Rose of Jericho Ltd., 01935 83903
- 2) St. Astier 0800 783 9014
- 3) The Traditional lime Co. 01242 525444
- 4) Hirst Conservation Materials Ltd, Laughton, Sleaford, Lincs, NG34 0HE. Tel: 01529 7517.
- 5) Singleton Birch, Melton Ross Quarries, Barnetby, Nth Lincs Tel: 01935 815290

Or any other good quality source approved by the architect.

The sand shall be clean sharp pit sand. Type and source to be agreed with the Architect before full work commences. On no account should soft builder's sand be used. Agree with the Architect the exact mix before work starts.

The sand should be from a local source where possible.

2.4.2 RE-POINTING –

Where repointing is required, the joints to the masonry are to be carefully raked out using hand tools only to a depth of approximately 50mm. No mechanical tools may be used unless permission is given by the architect to a specific operative.

2.4.3 GROUTING – none proposed

2.5 -2.12 Not used

2.13.0 ELECTRICIAN – none proposed

Electricity is available on site for the contractor to use. The contractor shall make the necessary arrangements with the church administrator regarding access.

The contractor should satisfy himself as to the adequacy of any supply. The contractor shall provide for any cables lights, transformers etc. All temporary wiring shall comply with requirements of NICEIC. No interference with any existing installation shall be permitted. All circuits are to be disconnected at the end of each working day unless retained for security purposes only.

The contractor shall allow for observing the restraints and requirements of the church's rooftop security systems.

- 2.13.1 Any electrical installation is to be carried out by a specialist Sub-Contractor who has **NICEIC Approved Contractor status.**
- 2.13.2 The whole of any installation is to comply with N.I.C.E.I.C. recommendations, the requirements of the Council for the Care of Churches and is to be earthed to satisfy the requirements of the Electricity Board. No wiring of any sort is to be installed in the cavities of the external walls.
- Where wiring is specified to be behind wall plaster it is to be protected with PVC conduit properly chased into brickwork or blockwork and fixed in position.
- Where wiring is specified to be located in the thickness of structural timber work, the timber members are to be drilled along the line of the neutral axis to allow for the passage of wiring.
- 2.13.3 Upon completion the Contractor will be required to test the whole of any electrical installation, (including the earthing of same) and to provide certificates to show that the whole system is satisfactory.
- 2.13.4 Allow for paying any electrical costs due in respect of this Contract.
- 2.13.5 Where any work specified or existing work is not in accordance with electrical regulations or best practice, the Architect is to be notified before commencement.
- 2.14 - 2.16 not used

2.17.00 SCAFFOLDING

- 2.17.1 All scaffolding should be constructed as independent free-standing structures wherever possible and only tied to the building where approved by the Architect. All horizontals are to be plastic capped at ends to protect the building and personnel.

Putlocks are to be kept clear of the face of the building where possible and any scaffolding close to the building should be lagged to prevent damage to the stone work or other fabric.

The Contractor is to include for supplying a fixed metal or 18mm plywood hoarding to a height of 4 metres the base of each scaffolding standing on the ground together with a vandal proof access gate. The ply must have close butted joints and be fixed to 75 x 100 timbers with 100 annular ring shank nails or tamper proof screws. The gate shall be of solid construction in a flush frame with a minimum of 3 steel hinges with pin burred over.

A Yale type latch shall be fitted to the gate and when the site is unattended the gate shall be secured with heavy duty bar secured to door and frame with bolts through. the locking bar must

conceal the bolt heads. A heavy duty shackled padlock to at least BS EN 12320 security grade 4 shall be used.

The inside of the scaffold shall be flood lit angled in and up through the scaffold operated by photoelectric cell for illumination at night.

The scaffold should follow the contour of the ground and leave no gaps. The scaffold should be extended higher over plinths etc.

Where scaffolding is to be erected off a roof the Contractor is to check that the roof structure is adequate for the purpose of increased loading and is also to make adequate provision for the protection of the roof structure from mechanical damage and is to make good any damage caused at directly.

Scaffolders should take due notice of other directions within this specification relating to insurance, ladders, health and safety etc.

The scaffold will be protected by an alarm system installed in accordance with the NSI COP for the design and installation of scaffold alarms systems NCP 115

The system will include an audible alarm system linked to a permanently monitored call centre conforming to BS5979 or BS EN 50518. The alarm system is to be of a type approved by EIG the churches insurers.

The scaffold and enclosures must comply with the current recommendations of the **Ecclesiastical Insurance Group**.

2.18 PROTECTION

Provide temporary fences, hoardings, screens, planked foot ways, guard rails as may be necessary for protecting the public, users of the building, and statutory bodies and to enable the satisfactory completion of the works.

Provide all necessary temporary protection to all parts of the building from damage by inclement weather or the building works.

In order to avoid delays due to cold weather the Contractor is to take the following precautions:

- a) Protect stone from rain and frost by stacking clear of ground and completely covering with waterproof sheet.
- b) Store cement and lime in on raised dry platform.
- c) Do not use frozen materials
- d) Chemical accelerators, retardants or anti-freeze additives are not to be used.
- e) Keep finished work covered for at least three days after completion.

2.19 ORGAN PROTECTION –

The organ is located to the west end and protection is not required in this instance.

2.20 STAINED GLASS and LEADED LIGHTS – no work proposed

2.21 **WATER AND ELECTRICITY**

The Contractor may use the Employer's water and electricity subject to agreement on connections with Church Administrator and Architect.

2.23 **CLEANING**

Where any works have affected the interior of the church the contractor shall carry out a thorough clean of the area or areas affected to return them to a level of cleanliness comparable with the remainder of the building.

Where works have been carried out externally the contractor shall clean the area and reinstate any areas of hard or soft landscaping to a condition comparable with their original state.

3.00 **SCHEDULE OF WORKS**

3.1.00 **GENERAL REQUIREMENTS**

3.1.1 Provide and maintain a secure scaffolds/access platforms as previously described to enable the works to assessed, executed and inspected safely. Allow for any adjustments to scaffolds to accommodate glaziers works etc

3.1.2 Provide all necessary fixed and moveable ladders, kick boards, planks, guard rails, safety gates and flaps etc. to comply with safe working practice and COP.

3.2.00 **STONEMASON**

3.2.01 Carefully rake out and repoint all joints to copings on tower top and leave flushed up.



3.2.02 Carefully remove and dispose of all perished/loose render to inner face of tower parapet.

Assume 50% of all render to be replaced.

Actual amount to be reassessed on site and remeasured.

Where render is retained, edges should be left undercut to key new render.



3.3.03 Carefully rake back stone/brickwork joints of exposed parapet face to provide key for new render.

Allow to re-render in three coat line render finished with a wood float and sponge to show aggregate in the mix.

Allow for tucking in render around copings and reveal blocks.

3.3.06 GW1

Allow for removing loose material on face of window and for meeting with architect to re-assess level of repair required.

Allow for protecting glass with plywood templates to prevent accidental damage during stone work.



Allow for taking templates of stones and for carefully cutting back stonework where shown to glass line for half-sole repair.

Allow to supply and fix new carved stone and for dressing same to existing lines. New stone to be secured with ss pins and resin. Faces of stones to be puttied not glued.

Allow for liaising with glazier.

3.3.07 GW5

Allow for removing loose material on face of window and for meeting with architect to re-assess level of repair required.

Allow for protecting glass with plywood templates to prevent accidental damage during stone work.





Allow for taking templates of stones and for carefully cutting back stonework where shown to glass line for half-sole repair.

Allow to supply and fix new carved stone and for dressing same to existing lines. New stone to be secured with ss pins and resin. Faces of stones to be puttied not glued.

Allow for liaising with glazier.

3.3.08 GW8

Allow for removing loose material on face of window and for meeting with architect to re-assess level of repair required.

Allow for protecting glass with plywood templates to prevent accidental damage during stone work.



Allow for taking templates of stones and for carefully cutting back stonework where shown to

glass line for half-sole repair.

Allow to supply and fix new carved stone and for dressing same to existing lines. New stone to be secured with ss pins and resin. Faces of stones to be puttied not glued.

Allow to remove iron ferramenta from window and cut and braise new ss tips and or centre section. Allow to clean up retained section and paint with black Hamerite paint and reinstate.

Allow for liaising with glazier.

3.3.09 GW9

Allow for removing loose material on face of window and for meeting with architect to re-assess level of repair required.

Allow for protecting glass with plywood templates to prevent accidental damage during stone work.

Allow for taking templates of stones and for carefully cutting back stonework where shown to glass line for half-sole repair.





Allow to supply and fix new carved stone and for dressing same to existing lines. New stone to be secured with ss pins and resin. Faces of stones to be puttied not glued.

Allow to remove all iron ferramenta bars from window and cut and braise new ss tips and or centre section. Allow to clean up retained section and paint with black Hamerite paint and reinstate.

Allow for liaising with glazier.

3.4.00 GLAZIER

3.4.01 GW1

Allow to carefully flatten all leaded lights and for recementing same internally and externally. Allow for liaising with mason and for cleaning all glass internally and externally upon completion.

3.4.2 GW5

Allow to carefully flatten all leaded lights and for recementing same internally and externally. Allow for liaising with mason and for cleaning all glass internally and externally upon completion.

3.4.3 GW8

Allow to carefully flatten all leaded lights and for recementing same internally and externally. Allow for liaising with mason and for cleaning all glass internally and externally upon completion.

Allow for rewiring the glass to the ferramenta bar.

3.4.4 GW9

Allow to carefully flatten all leaded lights and for recementing same internally and externally. Allow for liaising with mason and for cleaning all glass internally and externally upon completion.

Allow for rewiring the glass to the ferramenta bars after they have been reinstated.

3.5.00 ROOFER

3.5.01 Carefully overhaul the chancel roof pushing back all slipped tiles and securing same with lead or ss clips, flattening lead clips that have eased, and replacing all broken tiles with hand made plain clay tiles to match existing.

3.5.02 Clear the chancel gutters of all debris and check down pipes are clear.

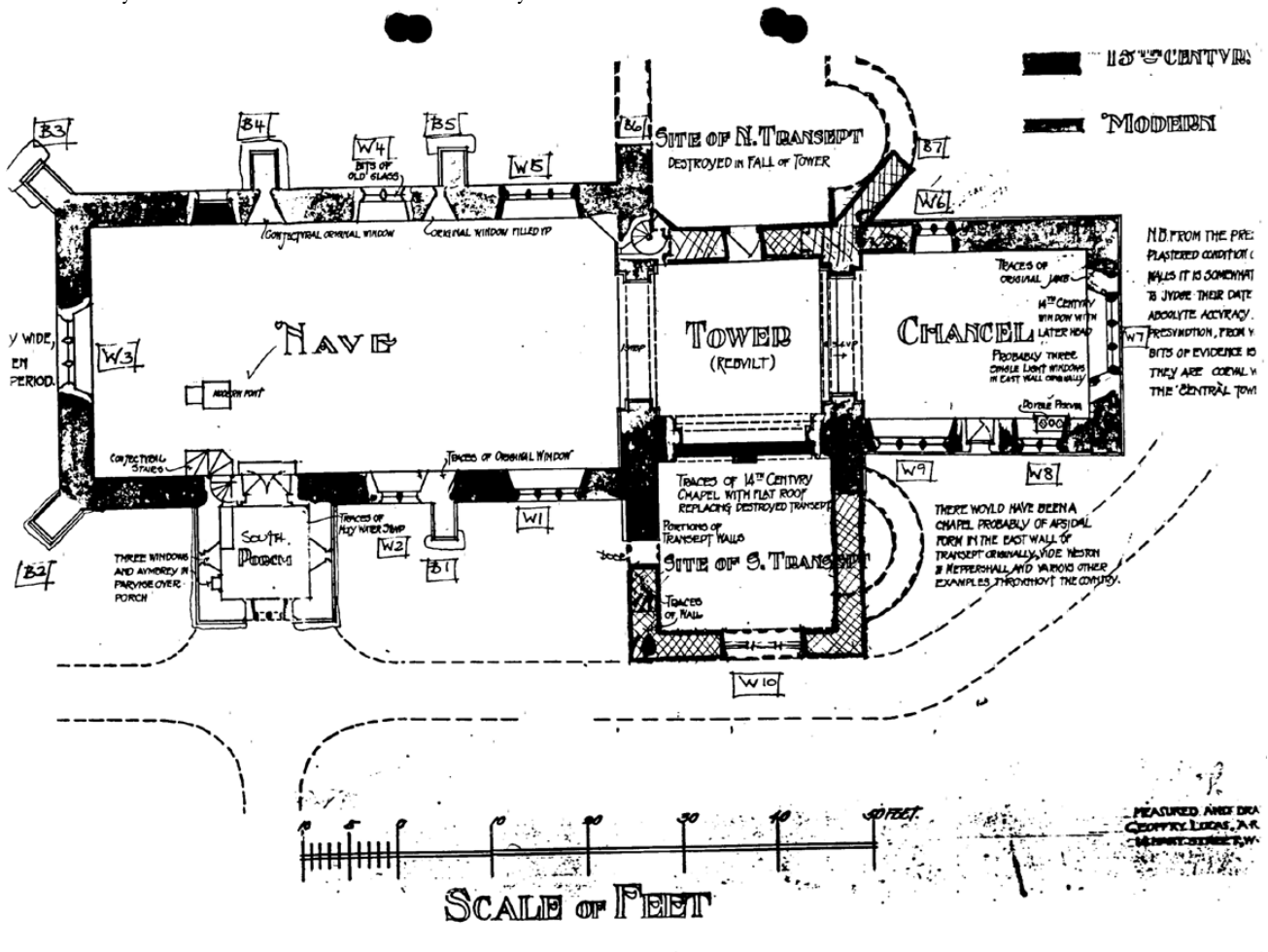
3.6.00 LEADWORKER

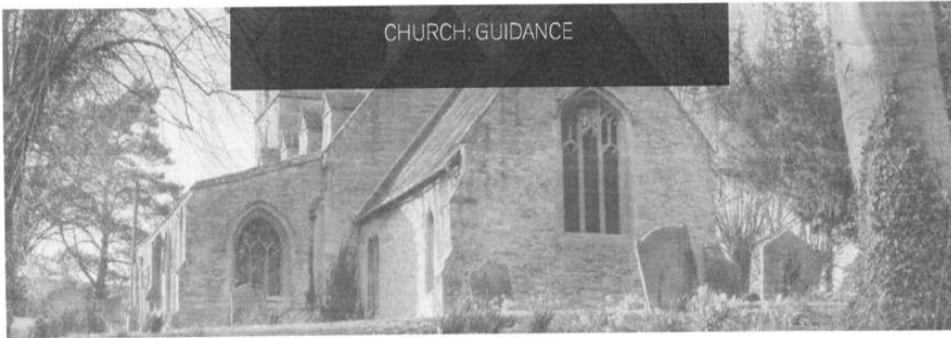
3.6.01 Allow for checking the lead flashings on tower parapet at low level and advising architect of any defects.

3.6.02 Allow for redressing the existing lead flashing on parapet in before completing the render repairs.

3.6.03 Facilitate access to nave roof. Carry out inspection of lead roof finish. Advise architect of any defects. Allow for pushing back any lead clips that have slipped.

Clear away and leave all areas clean and tidy.





Church Scaffolding Checklist

Cover for theft of external metal when scaffolding is to be erected

The presence of scaffolding on a building can seriously compromise security. Because of this our insurance policies exclude theft of external metal (normally on roofs) when scaffolding is erected.

For safety reasons we normally require all low level ladders including access ladders to be removed from the site, or rendered inaccessible at the end of each working day. Also, the base of the scaffolding needs to be enclosed in either metal or timber sheeting to a minimum height of 3.0 metres.

However we can provide theft of external metal cover subject to additional security requirements being implemented. When a church with external metal is having scaffolding erected for repairs or other building work we may be able to provide insurance cover up to the limit of the property damage section sum insured for theft of external metal and for any subsequent damage.

A church should refer this check list to their Project or Inspecting Architect or Surveyor before any work takes place so that any security requirements can be included into the project.

Due to the technical nature of the requirements your Project or Inspecting Architect or Surveyor must complete this check list.

For cover to be granted you will need to comply with all the requirements detailed in the checklist.

Please note if required we may arrange for one of our Risk Management Surveyors to undertake a site inspection.

Before considering the check list below a church must already:

- Have applied SmartWater (or an alternative forensic marker approved by Ecclesiastical), put up the warning signage in a prominent position and registered the product

and

- For Churches with a metal roof covering the Church must have installed a roof alarm to a specification approved by Ecclesiastical which is linked to a monitoring service and is regularly maintained



When a roof alarm is installed at the Church site contractors should be advised to reduce the risk of nuisance alarms occurring.

Continued overleaf...

Checklist (check and tick as appropriate)

Any church seeking cover for external metal theft while scaffolding is erected must complete, sign and return this checklist to Ecclesiastical before work commences. We will then advise you if we are able to provide any cover for your church.

Scaffolding Specification

- (a) The scaffolding will be fully enclosed by minimum 18mm exterior grade plywood sheeting or steel sheeting hoarding to a minimum height of 4.0 metres Yes No
PLEASE NOTE ORIENTED STRAND BOARD (OSB) IS NOT AN ACCEPTABLE FORM OF HOARDING.

Comments

- (b) All joints of the plywood or steel sheeting facing will be tightly butted to prevent tools being used to prise them apart Yes No

Comments

Fixing

- (c) 100mm annular ring shank nails at 150mm centres will be used to fix the plywood boards to the timber frame. Tamper proof screws may be used as an alternative. Yes No

Comments

- (d) The bottom of the hoarding will follow the contour of the ground leaving no gaps between the hoarding and the ground. Yes No

Comments

- (e) Where the hoarding abuts a building the plywood or steel sheeting will be cut to match closely the contours of the building to prevent any gaps being formed. Yes No

Comments

Checklist (check and tick as appropriate)**Doors and access**

- (f) All lower level ladders including access ladders to any scaffolding will be removed from the site, or rendered inaccessible at the end of each days working. Yes No

Comments

- (g) Any doors let into the hoarding will be of exterior grade solid wood type fitted in a purpose built frame. The door and frame must be flush with the exterior face of the hoarding. Heavy duty 75mm x 100mm steel butt hinges will be used to hang the door, the hinge pin being burred over to prevent it being driven out. A minimum of 3 hinges to be fitted to any door. Yes No

Comments

- (h) A 'Yale' latch type lock will be fitted to all doors. When the site is not attended doors must be secured by a heavy duty locking bar, secured to the door and frame by bolts bolted through. The locking bar must conceal the bolt heads. A heavy duty close shackled padlock conforming to at least BS EN 12320 security grade 4 and designed for external use will be used to secure the locking bar. Yes No

Comments

- (i) The inside of the scaffold will be adequately floodlit with floodlights angled inwards and up through the scaffold illuminating its entire height. These lights must be switched by photo-electric cell for illumination at night only. Yes No

Comments

Mrs V Tyler
10 Danefield Road
Pirton
SG5 3QQ

The Venerable Dr Jane Mainwaring
Archdeacon of St Albans
Tel: 01727 818121
Email: archd@stalbans.anglican.org

6th January 2023

Dear Mrs Tyler

Permission for works on List B

Parish of Pirton; Pirton, St Mary; 091990-1222G

Schedule of works

General QI repairs to fabric; tower parapet render, window masonry, roof finish overhaul.

I am satisfied that the proposals described in the schedule are sound and, after consultation with members of the Diocesan Advisory Committee, that they are appropriate in this case. I consider that the proposals fall within the parameters of List B in Schedule 1 of the Faculty Jurisdiction Rules 2015 (or any additional matters orders made by the Chancellor of the diocese) and can be undertaken without a faculty.

I note that the proposals have the support of the Parochial Church Council and that from the enquiries that have been made, there is no reason to suppose that they would be opposed by a significant body of opinion in the parish.

I now authorise you to carry out the proposals described in the schedule of works in accordance with the designs, plans or other documents submitted with the application. This consent is subject to the following conditions.

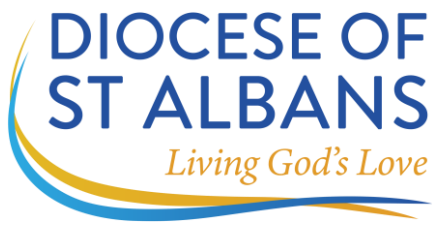
If any carved masonry is to be replaced, please notify the DAC for further advice and additional permission before the work is carried out.

A copy of this letter should be supplied by you to any contractors to be employed before any work is commenced.

Yours sincerely,



Archdeacon Jane Mainwaring
Archdeacon of St Albans



cc. Diocesan Registrar

Emma Critchley

From: Michael@MDP <michael@mdparchitects.uk>
Sent: 17 March 2026 15:55
To: Emma Critchley
Subject: MDP ref 821 - Pirton St Mary - masonry repairs. - 091990-1222G
Attachments: 821 WINDOW MASONRY REPAIRS .pdf; 260301 Contractor's stone mark up 20260310162725432.pdf

Dear Emma,

The Archdeacon's letter/faculty issued in respect of the above included the condition:

If any carved masonry is to be replaced, please notify the DAC for further advice and additional permission before the work is carried out.

We now have scaffold on site and have defrased and find that all of the proposed masonry repairs will be required as originally planned and for which permission was originally sought. I attach some images for information purposes. I also attach a copy of the the contractor's cut schedule marked on the original specification.

As we have scaffold/contractors under contract would the DAC kindly review as speedily as possible and let me know whether we may proceed with this work.

Kind regards,
Mike

--

Kind regards
Mike



Michael Dales Architect RIBA
Direct Line:07359 521884 (Wed-Fri)

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ST MARYS PIRTON -WINDOW MASONRY REPAIRS – photo condition

Window GW8



Window GW1



Window GW9



WINDOW GW5





3.3.03 Carefully rake back stone/brickwork joints of exposed parapet face to provide key for new render.

Lodge

Allow to re-render in three coat line render finished with a wood float and sponge to show aggregate in the mix.

Allow for tucking in render around copings and reveal blocks.

3.3.06 GW1

Allow for removing loose material on face of window and for meeting with architect to re-assess level of repair required.

Allow for protecting glass with plywood templates to prevent accidental damage during stone work.

Scaffolding
Lodge
Stone Supply



Tracery Depth between jamb & mullion 120mm

1.2
to underside
of hood.

Tracery
Parker 16
Cut out 16
Fix 2x40mm



Allow for taking templates of stones and for carefully cutting back stonework where shown to glass line for half-sole repair.

Allow to supply and fix new carved stone and for dressing same to existing lines. New stone to be secured with ss pins and resin. Faces of stones to be puttied not glued.

Allow for liaising with glazier.

3.3.07 GW5
Scabbler
Lodge
Stone Supply

Allow for removing loose material on face of window and for meeting with architect to re-assess level of repair required.

Allow for protecting glass with plywood templates to prevent accidental damage during stone work.



Allow for taking templates of stones and for carefully cutting back stonework where shown to glass line for half-sole repair.

Allow to supply and fix new carved stone and for dressing same to existing lines. New stone to be secured with ss pins and resin. Faces of stones to be puttied not glued.

Allow for liaising with glazier.

Scabbler
Ladle
Stone Supply

3.3.08 GW8 Allow for removing loose material on face of window and for meeting with architect to re-assess level of repair required.

Allow for protecting glass with plywood templates to prevent accidental damage during stone work.



Allow for taking templates of stones and for carefully cutting back stonework where shown to glass line for half-sole repair.

Allow to supply and fix new carved stone and for dressing same to existing lines. New stone to be secured with ss pins and resin. Faces of stones to be puttied not glued.

Allow to remove iron ferramenta from window and cut and braise new ss tips and or centre section. Allow to clean up retained section and paint with black Hamerite paint and reinstate.

Allow for liaising with glazier.

Scabbler
Ladle
Stone Supply

3.3.09 GW9 Allow for removing loose material on face of window and for meeting with architect to re-assess level of repair required.

Allow for protecting glass with plywood templates to prevent accidental damage during stone work.

Allow for taking templates of stones and for carefully cutting back stonework where shown to glass line for half-sole repair.



Allow to supply and fix new carved stone and for dressing same to existing lines. New stone to be secured with ss pins and resin. Faces of stones to be puttied not glued.

Allow to remove all iron ferramenta bars from window and cut and braise new ss tips and or centre section. Allow to clean up retained section and paint with black Hamerite paint and reinstate.

Allow for liaising with glazier.

3.4.00 GLAZIER

L.L.G.

3.4.01 GW1

Allow to carefully flatten all leaded lights and for recementing same internally and externally. Allow for liaising with mason and for cleaning all glass internally and externally upon

completion.

L.L.G.

- 3.4.2 GW5 Allow to carefully flatten all leaded lights and for recementing same internally and externally. Allow for liaising with mason and for cleaning all glass internally and externally upon completion.

L.L.G.

- 3.4.3 GW8 Allow to carefully flatten all leaded lights and for recementing same internally and externally. Allow for liaising with mason and for cleaning all glass internally and externally upon completion.

Allow for rewiring the glass to the ferramenta bar.

L.L.G.

- 3.4.4 GW9 Allow to carefully flatten all leaded lights and for recementing same internally and externally. Allow for liaising with mason and for cleaning all glass internally and externally upon completion.

Allow for rewiring the glass to the ferramenta bars after they have been reinstated.

3.5.00 ROOFER

Scallddr
Roofe
Lodse
Lodse

- 3.5.01 Carefully overhaul the chancel roof pushing back all slipped tiles and securing same with lead or ss clips, flattening lead clips that have eased, and replacing all broken tiles with hand made plain clay tiles to match existing.

Scalld to south
Towers to North.

- 3.5.02 Clear the chancel gutters of all debris and check down pipes are clear.

3.6.00 LEADWORKER

Roofe
Lodse

- 3.6.01 Allow for checking the lead flashings on tower parapet at low level and advising architect of any defects.

Roofe
Lodse

- 3.6.02 Allow for redressing the existing lead flashing on parapet in before completing the render repairs.

Scallddr
Lodse
Roofe

- 3.6.03 Facilitate access to nave roof. Carry out inspection of lead roof finish. Advise architect of any defects. Allow for pushing back any lead clips that have slipped.

Ladders.

Lodse

Clear away and leave all areas clean and tidy.

Emma Critchley

From: Michael@MDP <michael@mdparchitects.uk>
Sent: 17 April 2026 09:49
To: Emma Critchley
Subject: Re: MDP ref 821 - Pirton St Mary - masonry repairs. - DAC case ref 091990-1222G

⚠ External Email: This message originated outside the organisation. Be cautious with links and attachments.

Dear Emma and Anne-Marie,

Thankyou for copying me in on the email dated 16th April.

The new stone would be Stoke Ground base-bed - this has on numerous occasions been acceptable to historic England as a substitute for clunch.

I do not believe it necessary to change from NHL3.5 based mix specified.

I trust this information will be sufficient for purpose.

Kind regards,
Mike

On 16/04/2026 18:27, Emma Critchley wrote:

Dear Anne-Marie,

In 2023 a List B permission was issued for generally QI repairs to fabric, tower parapet render, window masonry and roof finish overhaul (B1.1), subject to the following proviso:

If any carved masonry is to be replaced, please notify the DAC for further advice and additional permission before the work is carried out.

The work is now under contract and the architect updated us as below on 17 March. We have referred the architect's marked-up window masonry condition photos and the contractor's annotated schedule for this part of the work to specialist DAC members via the standing committee process.

The DAC recommends that permission is given for the replacement of the specified areas of window masonry. DAC members commented:

1. Although it is always a shame to lose historic masonry, the areas highlighted for repair are badly eroded. The proposals are reasonable and necessary to ensure the integrity of the windows and surviving masonry details, and can be supported on this basis.
2. The type/source of stone to be used in repairs to window reveals and tracery is not specified. From the photographs the existing stone appears to be clunch and there are known issues with sourcing compatible replacement materials. Mortar is specified as based on NHL3.5, no difference in mix is noted between coping repointing and replacement stone to windows. The repairs are supported in their scope and intent. Further detail on the materials to be used would be welcomed.

I'm copying in the architect: **Mike** – are you able to provide the specification for the new stone, please?

As the work to the window masonry will now involve an element of replacement of historic material, I assume that part of the work will no longer fall under Minor Matters List B. Please can you seek the Chancellor's directions about whether, once the type of replacement stone is known, any additional consultation will be needed, and what further steps need to be taken for a faculty to be granted for this element, to allow the work to proceed while the scaffolding is up and under the current contract?

Best wishes,
Emma

Emma Critchley
Deputy Diocesan Secretary
DD 01727 818132
Mobile 07552 805469

[Book time to meet with me](#)

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www.stalbansdiocese.org/



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Sent: 17 March 2026 15:55
To: Emma Critchley <ecritchley@stalbans.anglican.org>
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Kind regards,

Mike

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Kind regards
Mike



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--

Kind regards
Mike



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