

Supporting Documentation

Prenton St Stephen – Lady Chapel improvements

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.

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Caroline Hilton, DAC Secretary



19 July 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

Undertaking glazing and associated works to the Lady Chapel has been a longstanding need for St Stephens. The need was endorsed in the early 2000's with the application and successful granting of a faculty from Chester Diocese (No. 06/07 authorised on 5th October 2007). Whilst the faculty was awarded the church did not undertake the works at the time because of concern about insufficient funds.

The Lady Chapel is open to the church building on two sides and sound carries in both directions. It is not possible to meaningfully use both the Lady Chapel and the main body of the church building simultaneously. Providing soundproofing to the Lady Chapel would enable the space to be used as a place for prayer or quiet discussion between Sunday morning services, or as a location to retreat to with small children during a service. There are regular occasions when church members have expressed their wish to be able to move to a sound-proofed room with children during the service but not to miss what is happening in the service.

The Lady Chapel can be very cold and can hinder the experience of those attending services and meetings. At present to heat the Lady Chapel requires either the entire church to be heated through the boiler, or the use of small and relatively ineffective wall mounted heaters.

Some meetings are outgrowing their current spaces, such as the monthly prayer meeting, which currently meets in the vicarage. As such there is demand for a flexible but welcoming space for small meetings of up to 25 people.

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

St Stephens, Prenton - Project 125

A **DRAFT** Statement of Significance
in respect of glazing to the Lady Chapel

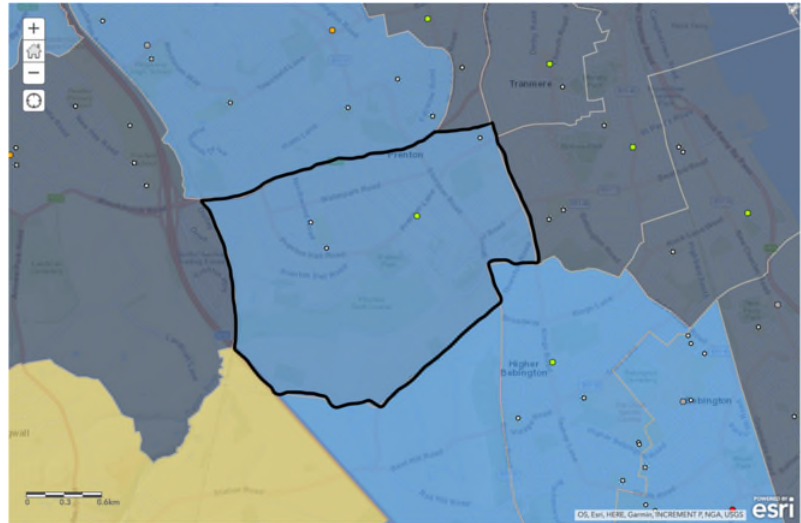
03 March 2022



1. Church Setting:

Prenton Parish is a suburban parish on the Wirral Peninsula within the Deanery of Birkenhead. There are a variety of areas within Prenton Parish, ranging from leafy roads and open spaces to narrow streets and busy thoroughfares. The parish profile almost directly conforms to the Ward of Prenton, a ward of just over 9,000 people. The parish has distinct areas of diverse housing provision from terraced housing, to large, detached properties and medium-rise flats.

Prenton has no real “centre” and the church is not near to other social features in the area. It is, therefore, not particularly well known locally, although the church halls are used for various community activities, and birthday parties etc.



Source: Church of England Research & Statistics unit (amended to highlight Parish boundary in black)



2. Description:

St Stephen's is an attractive sandstone church constructed in the Gothic Revival Style, with a parking area at the front, sloped lawn to the rear and church halls on site. The church building's internal walls are brick and the roof is tiled. It was built in two phases – the first in 1896-7 and the second in 1908-1909. The building consists of a nave, north and south aisles, the chancel, a Lady Chapel and vestries. There were plans to add a tower and a spire at a later date, but this was never completed. There are grounds but no graveyard.

The church was designed by a celebrated Liverpool architect Charles Deacon, and an architectural description of the church for the Liverpool Branch of the Victorian Society described it as “a building of much quality and interest [which] must be considered to be Charles' Deacon's masterpiece”. The stained glass in the east window is in the form of a war memorial and dates from 1926. Extensive work to carry out restoration to this window was completed in 2015. There are a number of other stained-glass windows including several smaller windows depicting the saints and a modern Millennium window. Four windows were designed by a notable artist of the Arts and Crafts Movement, Trena Cox. Two of these windows are in the Lady Chapel. The reredos, altar, stalls and pulpit are carved in wood.

In recent years the inner door has been replaced with a glass door to make the interior more visible from outside.

3. Significant Features of the Lady Chapel

- The screen between the chapel and the nave of the church (generally referred to as the “Rood Screen”) was the gift of a former parishioner¹. It will be affected by these plans insofar as it will be glazed and the half-gates, which provide entry to the chapel, will be moved inside the chapel, under the current plans.
- The ceiling, which was renovated in 1970 as part of wider works to the chapel thanks to the generosity of the Mawby family, will be enhanced by the improved lighting we have in mind.
- The windows, referenced above, might be affected by wider work to improve the energy efficiency of the church. The PCC has approved a motion to work towards becoming carbon neutral by 2030 and we are commissioning an energy audit to that effect. This might result in secondary double glazing throughout the church, but it is too early to say.

¹ The screen was designed by the architect Bernard Miller, and artists M.G MacPherson and N. Martin Bell, and made by W.R Burden. (source: *The History of the Parish of Prenton*, by Rev Harry Heaps)

St Stephens, Prenton - Project 125

A DRAFT Statement of Need
in respect of glazing to the Lady Chapel

03 March 2022



St Stephen's
Prenton

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Introduction

The following Statement of Need has been prepared by a sub-committee of the Parochial Church Council. In view of a significant 125th anniversary in 2022, the Project 125 Committee was formed with a remit to consider potential building works that cherish the past, enhance the present and enable us to build for the future.

The committee seek to build on the legacy of 125 years of witness and worship in this place, and seek to leave a legacy of our own for future generations, by ensuring that our building is **fit for purpose** and **purposefully friendly**.

This outline and provisional Statement of Need responds to both Faculty Jurisdiction Rules 2013 (and guidance) and Faculty Jurisdiction Rules 2015 and sets out the justification for proposals identified by the PCC of St Stephen's Parish Church in 2019 for the following proposition to **The Lady Chapel**:

To glaze and enhance the existing Lady Chapel, so that it is a warm, flexible and quiet space which can be used for services and smaller meetings throughout the year. The glazing was previously approved by Chester Diocesan Advisory Committee, but not undertaken.

Should the committee wish to know more about these future plans the vicar (Rev Matt Graham) and church architect (Graham Holland) are willing to be consulted.

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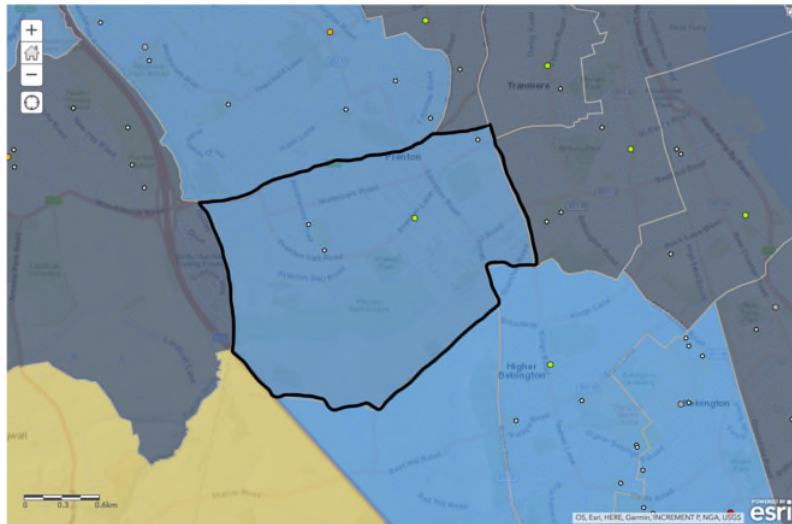
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Section 1: General Information

1.1 Overview of the Parish

The Local Area

Prenton Parish is a suburban parish on the Wirral Peninsula within the Deanery of Birkenhead. There are a variety of areas within Prenton Parish, ranging from leafy roads and open spaces to narrow streets and busy thoroughfares. The parish profile almost directly conforms to the Ward of Prenton, a ward of just over 9,000 people. Over 20% of the population of the ward is aged 65 or over. 96% of the population identify as white ethnicity. The ward is a mixed socio-economic grouping, with marginally above average levels of economically active persons for the Wirral as a whole and lower levels of out-of-work benefit claimants. The ward is ranked 4,396 out of 12,443 on an index of multiple deprivation, suggesting that there are significant needs within the parish, although it remains less deprived than some neighbouring parishes¹. The parish has distinct areas of diverse housing provision from terraced housing, to large, detached properties and medium-rise flats. There are three care homes near the church.



Source: Church of England Research & Statistics unit (amended to highlight Parish boundary in black)

Businesses

There is a range of shops and businesses within Prenton ranging from supermarkets, estate agents and solicitors to smaller retailers, dentists, GP surgeries and vets. The parish is bounded by Woodchurch Road (the A552) to the north, which is a major road leading to the M53 motorway and a site of retail and café/restaurant/food businesses.

Children and Young People

There is a Junior Church, with three age specific groups meeting most weeks during the 10:30 service. There is also a youth group Y@SS for teenagers, which meets fortnightly. There are a number of uniformed organisations associated with the church: Beavers, Cubs, Scouts, Rainbows and Brownies. In addition, there are two primary schools within the Parish of Prenton – *Devonshire Park Primary School* and *Prenton Primary School*. Both schools hold services at the church at certain occasions throughout the year and efforts are made to invite children and families to church events.

Adults

There is a range of activities and groups for adults. There is a prayer meeting and a regular set of weekly home groups meet in church members' houses. The Mothers' Union meet once each month and hold regular coffee mornings in the church hall. A monthly group, Cameo seeks to support bereaved and those seeking friendship and hope.

¹ Data taken from 2011 Census profile of Prenton Ward

Church Finances

The church is in a relatively stable financial situation. Despite having set a budget deficit in recent years, church finances have improved over the last three years, and there has been a generous donation to kick start these works. There is access to a fund provided by the Mawby family for works specific to the Lady Chapel, which forms the major source of funding for this proposition. The document attached (annex A) is a PDF from the Charity Commission website, showing the church's financial position over the past five years.

Church and Community

The church and their buildings are an integral part of the wider community, both as a site of communal activity and in serving local needs. Services such as the Remembrance Day service include civic representatives and the church provides support for a joint service at the War Memorial in the parish. Refreshments are served after most services and everyone is encouraged to stay and join in. Concerts take place regularly in the church performed by local choirs. Provision for the local community is also provided through a weekly parent and toddler group and monthly support group for those recently bereaved or seeking support.



The Church Building



St Stephen's is an attractive sandstone church constructed in the Gothic Revival Style, with a parking area at the front, sloped lawn to the rear and church halls on site. The church building's internal walls are brick and the roof is tiled. It was built in two phases – the first in 1896-7 and the second in 1908-1909. The building consists of a nave, north and south aisles, the chancel, a Lady Chapel and vestries. There were plans to add a tower and a spire at a later date, but this was never completed.

The stained glass in the east window is in the form of a war memorial and dates from 1926. Extensive work to carry out restoration to this window was completed in 2015. There are a number of other stained-glass windows including several smaller windows depicting the saints and a modern Millennium window. The reredos, altar, stalls and pulpit are carved in wood.

In recent years, the inner door has been replaced with a glass door to make the interior more visible from outside. There have been plans to glaze in the Lady Chapel for many years including a successful previous application for a faculty.

Our Church Halls

There is a large hall, the Barrett Hall with stage, plus a smaller hall, the Coronation Room and two smaller meeting rooms, the Noble Room and the Howard Room. There are two kitchens, a main kitchen and a smaller kitchen opening into the Barrett Hall. The Church Halls are used by a wide variety of groups of all age ranges for weekly meetings and local residents often hire the halls at weekends for family celebrations.

1.2 Overview of the church use

COVID-19 has had a profound impact upon the use of the church through 2020 and 2021. Enforced closure of the buildings as a place of worship and voluntary reductions in the scale of services have limited the buildings' use. However, there have been signs of growth in the church through this period, with new people joining both online and in person in 2021. As we continue to live with COVID, St Stephens has returned to socially distanced, but vital services in both the nave and the Lady Chapel.

Prior to COVID-19 the church hosted an average of more than five public services per week (close to 300 services per annum), which ranged in size from five through to 350 people. Larger services currently take place in the main body of the church building and smaller services in both the main body of the church and in the Lady Chapel.

There has been sizeable growth in several of the services, the number and variety of events and services undertaken in the church buildings. The largest growth was in the 9:15 service, including significant growth in the number of children requiring two new Sunday school groups. The service now has three tailored age-specific groups for ages 0-3 years, 4-6 years and 7-11 years. Children and younger people play an active role in the church service and then leave to join their age-specific groups in the church centre. There is also a youth group, known as Y@SS, for secondary school aged young people, which meets weekly. In 2021 the PCC decided to move to a service at 10:30, in part to support new growth.

The church building is now, again, used extensively to meet the various needs of a diverse range of users from within the congregation and those within the general parish. The church's ambition is now to grow the intensity of use of the church, returning to and surpassing the pre-COVID levels of service of our parish

This growth ambition requires a reassessment of the existing resources and requirements available within the church building to meet this increasing range of needs.

The Lady Chapel is a vital resource for smaller services. This application seeks to enhance the comfort and flexibility of the Lady Chapel, so that it can support services mid-week and on Sundays, as well as smaller meetings.

1.3 Architect consultation and overview of the latest quinquennial inspection

A quinquennial inspection was undertaken by the church architect, Graham D. Holland, on Monday 10th April 2017. A full copy of the inspection is available upon request. The architect identified the following immediate concerns:

- a) Roof overhaul including replacing loose and broken tiles;
- b) Clearing and repairs to the remaining lead gutters;
- c) Repairs, renewals and repainting rainwater pipes and gutters, sealing eaves gutter joints if required;
- d) Re-securing leadwork flashings;
- e) Areas of stonework repair and pointing;
- f) A number of window repairs;
- g) Resetting loose floor blocks;
- h) Repairs to external paths

He also identified the following medium-term recommendations:

- i) Further general stonework repair and repointing;
- j) Renewing the north aisle parapet gutter linings to a correct standard;
- k) Checking and treating the timberwork below;
- l) Refinishing floors to be non-slip;
- m) Resurfacing of outside paths

In addition to the quinquennial inspection, we have routinely sought the professional advice of Graham Holland throughout the process of identifying need at St Stephens.

1.4 Lady Chapel Glazing – Previous Faculty Application

Undertaking glazing and associated works to the Lady Chapel has been a longstanding need for St Stephens. The need was endorsed in the early 2000's with the application and successful granting of a faculty from Chester Diocese (No. 06/07 authorised on 5th October 2007). Whilst the faculty was awarded the church did not undertake the works at the time because of concern about insufficient funds.

Section 2: What do you need?

As a church family the vision of St Stephens church is: to glorify our trinitarian God: Father, Son and Holy Spirit; to grasp more and more of the limitless riches of God's love for us in Jesus; to commit to each other as family in a restored relationship with God and deeply united to each other; to grow in maturity as followers of Jesus and add to God's family as we grow new followers; and to be faithful to Jesus' command to "go and make disciples", by passing on the good news of Jesus to Prenton. As such, we want the buildings to be fit for purpose and purposely friendly.

To identify our current needs a team has been working under the PCC over the last four years. To date the consultation has included:

- a. Analysis of the Quinquennial Inspection,
- b. Scoping exercise with the church inspecting architect,
- c. A visitor's survey over Christmas 2018
- d. Interviews with catering team members
- e. A presentation and survey of church members at the 2019 APCM
- f. A workshop with the children in the church

From this research we have identified two distinct areas of need:

- a. To enhance the existing Lady Chapel so that it is a flexible space which can be used for services and smaller meetings throughout the year.
- b. To improve the wider facilities within the church building to improve the accessibility and inclusion of users with diverse needs as well as enhancing the welcome and comfort of those using the church building (whether new to the church or regular members).

This faculty application covers the first of these distinct needs. The two areas of need are largely separate, although there are minor considerations regarding heating and audio-visual functionality that overlap. The initial brief for the church architect is included at the end of this Statement of Need.

2.1 Overview of issues

The Lady Chapel is open to the church building on two sides and sound carries in both directions. It is not possible to meaningfully use both the Lady Chapel and the main body of the church building simultaneously. Providing soundproofing to the Lady Chapel would enable the space to be used as a place for prayer or quiet discussion between Sunday morning services, or as a location to retreat to with small children during a service. There are regular occasions when church members have expressed their wish to be able to move to a sound-proofed room with children during the service but not to miss what is happening in the service.

The Lady Chapel can be very cold and can hinder the experience of those attending services and meetings. At present to heat the Lady Chapel requires either the entire church to be heated through the boiler, or the use of small and relatively ineffective wall mounted heaters.

Some meetings are outgrowing their current spaces, such as the monthly prayer meeting, which currently meets in the vicarage. As such there is demand for a flexible but welcoming space for small meetings of up to 25 people.

There are several key areas which we wish to improve within the church to support the welcome and quality of users' experiences. These include:

Improvements to the heating system

"There are times at present when being in church is uncomfortably cold. We need to be able to maintain a temperature that is comfortable for sitting" (Church Family member survey response). The PCC has recently passed a motion committing St Stephen's to working

towards becoming carbon neutral by 2030, and we will be initiating an energy audit to help in this regard; hence we wish to improve both heating and heat retention in the Lady Chapel.

Increasing flexibility in the church through updating the seating and associated storage

"The church space should be as flexible and comfortable as possible. Definitely need more storage space" (Church Family member survey response)

"Perhaps chairs that aren't too heavy to move and stack. As people get older it gets more taxing moving heavy chairs" (Church Family member survey response)

By providing a flexible space for children

"Children are our future and a part of our church so we must provide the right facilities for them" (Church Family member survey response)

Audio/Visual

At present, for some of our largest services, particularly guest services around Christmas and remembrance Sunday, use of the screen is limited due to restricted sight lines from the side aisle seats. An audio-visual link in and out of the church would enable people in the Lady Chapel to hear and see what was happening in the main body of the church.

Lighting/electrics

The lighting in the Lady Chapel is gloomy and relies on old-fashioned incandescent light bulbs, rather than energy efficient LEDs. It has contributed to a few "near misses" in terms of trips and falls. It is, therefore, a health and safety, as well as a green issue. There is an electrical board in the chapel which appears not to conform to modern regulations, which needs attention.

Section 3. The Proposals

We have outline proposals drawn up by an architect, which are attached to this application. In written form and for the purposes of the Statement of Need, we are proposing the following changes to the Lady Chapel:

- Glazing of the chapel to enhance sound proofing and heat retention
- To provide independent heating within the chapel to facilitate midweek meetings
- To provide a two-way audio-visual connection to permit communication between the Lady Chapel and nave (e.g. to relay live service into the Lady Chapel)
- Replacement of some seating with stackable high-quality chairs

Section 4. Why do you need it and why do you need it now?

Prayerfully, we perceive that these proposals are required to make the current building fit for purpose and purposefully friendly.

4.1 What benefits will the proposals bring?

Some form of glazing and sound proofing, which would necessitate additional works (e.g. installation of audio-visual link to the chapel), and adapting the heating, would enhance and make a significant improvement to the Lady Chapel. It will enhance the comfort of current and new worshippers in autumn-spring through adequate heating (without the need to heat the whole building). It will enable parishioners to use the Lady Chapel for quiet reflection whilst the main body of the church building is in use. At other times it will enable church family members and guests to look after young children in a quiet space without feeling that they are disturbing the service. It will provide flexibility further enabling existing meetings to expand.

4.2 Why is now the right time?

Whilst there is a long-standing argument for the need to glaze and improve the comfort and enhance the existing ambiance of the Lady Chapel to support services and meetings, three reasons combine to suggest that now is the right time for this long standing-need to be advanced. First, the church is growing numerically and there is evidence of need for a high-quality space to support existing meetings transitioning into the Lady Chapel. Second, after a short interregnum and change in vicar there is stability in the church leadership and a clear vision for the church. Third, there is finance available to undertake the work, as well as previously worked plans to utilise. Leaving the Lady Chapel as it is will result in continuation of the discomfort to existing users, the disincentive to attend for church family members and limitations to the growth of meetings.

Section 5. Justification

The suggestions have been sympathetically designed to fit the existing church building fabric and enhance the current space for its use.

The proposals will involve some alterations to the church building. We have some of the details of these interventions in the form of the architect's drawings and specifications and believe that minor alterations are necessary to ensure that St Stephen's continues to meet the needs of current and future users.

The insertion of glazing will create some minor alterations to the brickwork and flooring that surround the entrance doors and side windows (facing the chancel) in order to secure the glass. The major changes to the Lady Chapel are not irreversible, and should it be necessary to remove the glazing this would be possible with minimal damage to the structure of the Chapel. Previous architectural plans show how this can be achieved sensitively and enhance the visual impact of the Lady Chapel, maintaining fully its character and ambiance. By taking steps to make this a more flexible space, the unique feel and advantages of this space, can be more comfortably and widely enjoyed. Creating a solid (glazed) separation between the main body of the church building and the Lady Chapel, which could adequately introduce sound reduction between the two spaces, would ensure this.

Options Appraisal: The option of 'doing nothing' has been considered but presents a continuation of the negative impact that the inadequate heating and soundproofing have had. At least one person has suggested the Lady Chapel as a location for toilets internal to the building. This has not been seriously considered.

Our proposals will create a welcoming, warm space for worship, contemplation and outreach, which will combine the beauty and historical significance of the current chapel with the best of modern knowledge of heating, lighting and glazing and will be a significant enhancement to the building in this, St Stephen's 125th year.

APPENDIX

Brief to Graham Holland on behalf of the PCC of St Stephens Parish Church, Prenton, Wirral.

23rd June 2019

Dear Graham,

On behalf of the PCC I am writing to you to ask you to prepare initial architectural sketches to support the vision of St Stephen's church according to the below brief.

As a church family the vision of St Stephen's church is: to glorify our trinitarian God: Father, Son and Holy Spirit; to grasp more and more of the limitless riches of God's love for us in Jesus; to commit to each other as family in a restored relationship with God and deeply united to each other; to grow in maturity as followers of Jesus and add to God's family as we grow new followers; and to be faithful to Jesus' command to "go and make disciples", by passing on the good news of Jesus to Prenton. As such, we want the buildings at St Stephen's to support this vision through being fit for purpose and purposefully friendly.

St Stephen's is in a good position to consider investing in our buildings at present. There has been numerical growth in Sunday attendance as well as expansion of the number of activities and events which take place in the church buildings. The church was also generously provided with a donation to support work in the Lady Chapel. As such, we think that now is a good opportunity to invest in our church building to support this vision, and we would be grateful for your input into meeting this vision.

The Chester Diocese DAC are discussing our preliminary proposals on 28th June.

We have identified the following needs which have been presented by the Project 125 Committee to the PCC, to the wider church family following their 2019 Annual Parochial Church Meeting, and to the DAC for informal Advice.

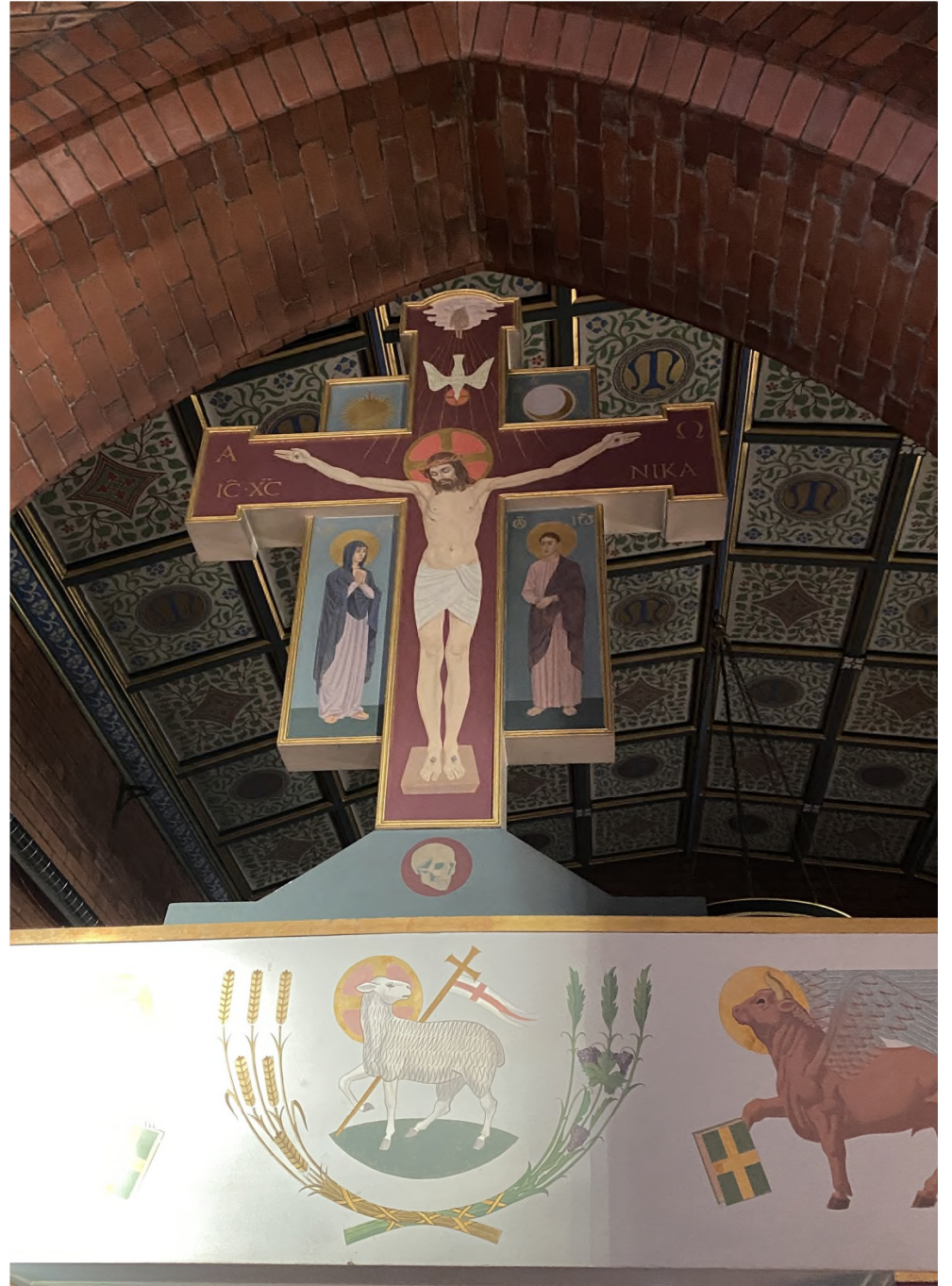
We would be grateful if you would consider these priorities and provide options for the church building to help us assess which of these identified needs we can meet soon.

1. To make enhancements to the Lady Chapel so that it may be used for services and small meetings (e.g. prayer and ministry team meetings)
 - a. To glaze the Lady Chapel to a reasonable level of sound reductions (to be able to use both the lady chapel and church to low sound levels without interruption)
 - b. To assess whether, and if so, how the Lady Chapel may be insulated and heated as an independent zone from the rest of the church (so that we may only heat the Lady Chapel for smaller meetings)
 - c. To provide an audio/visual link into the chapel from the main church, so that the PA system may be fed into the chapel and vice versa (e.g. hearing loop link)
 - d. To make further suggestions regarding enhancing the Lady Chapel to meet the desired function as a welcoming space for multiple services and meetings
2. To provide suitable toilet facilities within the church to meet the needs of weekly meetings of [75-150] people and occasional use of 250 people

- a. Toilet facilities which should include the minimum provision of two unisex fully accessible toilets for wheelchair users (not ambulant accessible toilet), that also include basic baby-changing facilities (including suitable sanitary waste products)
 - b. We would prefer to have two fully accessible toilets with baby-changing facilities over a larger number of toilets, but are open to further recommendations on arrangements and possible numbers of toilets
 - c. To consider the noise impact of toilet facilities during use within the church buildings
3. Catering facilities within the church to provide tea & coffee and basic foods (e.g. pre-prepared sandwiches and cakes) for weekly meetings of [100-150] and occasional use of 250 people
 - a. This should include sink, automatic dish washing facilities; storage for approximately 150 mugs, 20 toddler cups, 50 children's cups, 50 children's plates, 150 plates, cutlery and secure storage for sharp knives and other utensils
 - b. We would like to be able to serve tea and coffee at multiple locations in the church, so any facilities should include portable 'stations'
 - c. We would like to be able to provide boiling water on demand (e.g. fixed urn)
4. To enhance the open and welcoming nature of the church buildings, bearing in mind the increasingly diverse needs of church building users (age range, accessibility, activity type)
 - a. Consider the lighting: switching to lower energy use and maintenance lighting options; and to enable different 'moods' of lighting for evening events as well as Sunday services
 - b. Consider the furnishings, layout and signage (and any other issues you consider will affect the open and welcoming nature of the building)
5. To suggest an efficient and effective heating system
6. To enhance the visual aids for larger church services, enabling people sitting in the side aisles form seeing the 'screen' and leader
 - a. System should support both live video feed of the service leader and the main PowerPoint/other visuals (e.g. recorded video)
7. To create flexible spaces within the church to suit informal meetings of between 25 and 100 people, with the options for lecture, group and cabaret style seating
 - a. To identify chairs that could be easily moved and stored (which could replace the wooden chairs in the side aisles)
 - b. To design storage for some of these chairs so that when required the church could be arranged with more open space
 - c. To consider storage for flower arranging equipment (currently stored within the South Porch)
8. To create a safe space for toddlers and young children to play during and after church services as well as for other meetings

Kind regards,
Revd Matt Graham





























Prenton, St. Stephen; Lady Chapel Screens; as existing, November, 2016 DWG no 7090-2-1.

**GRAHAM
HOLLAND
ASSOCIATES**

Architects & Historic Buildings Consultants

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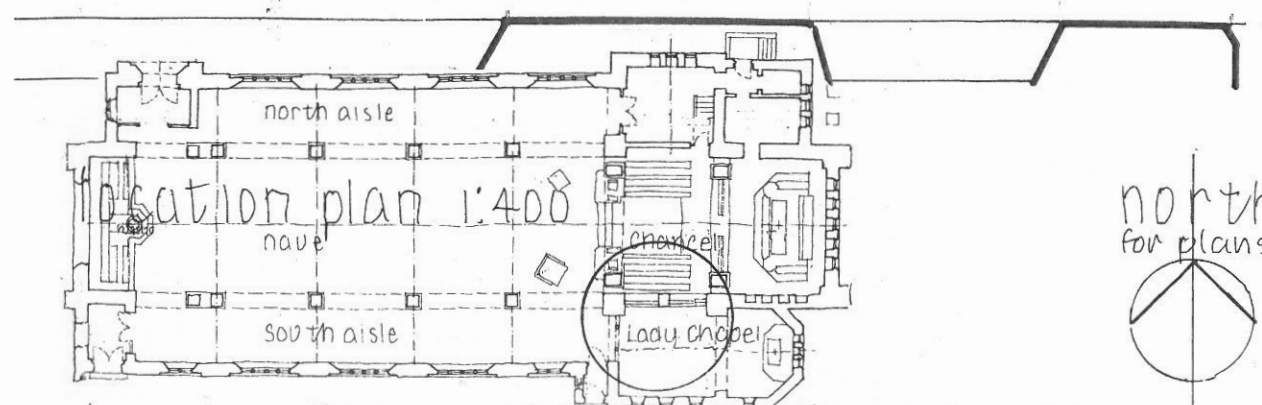
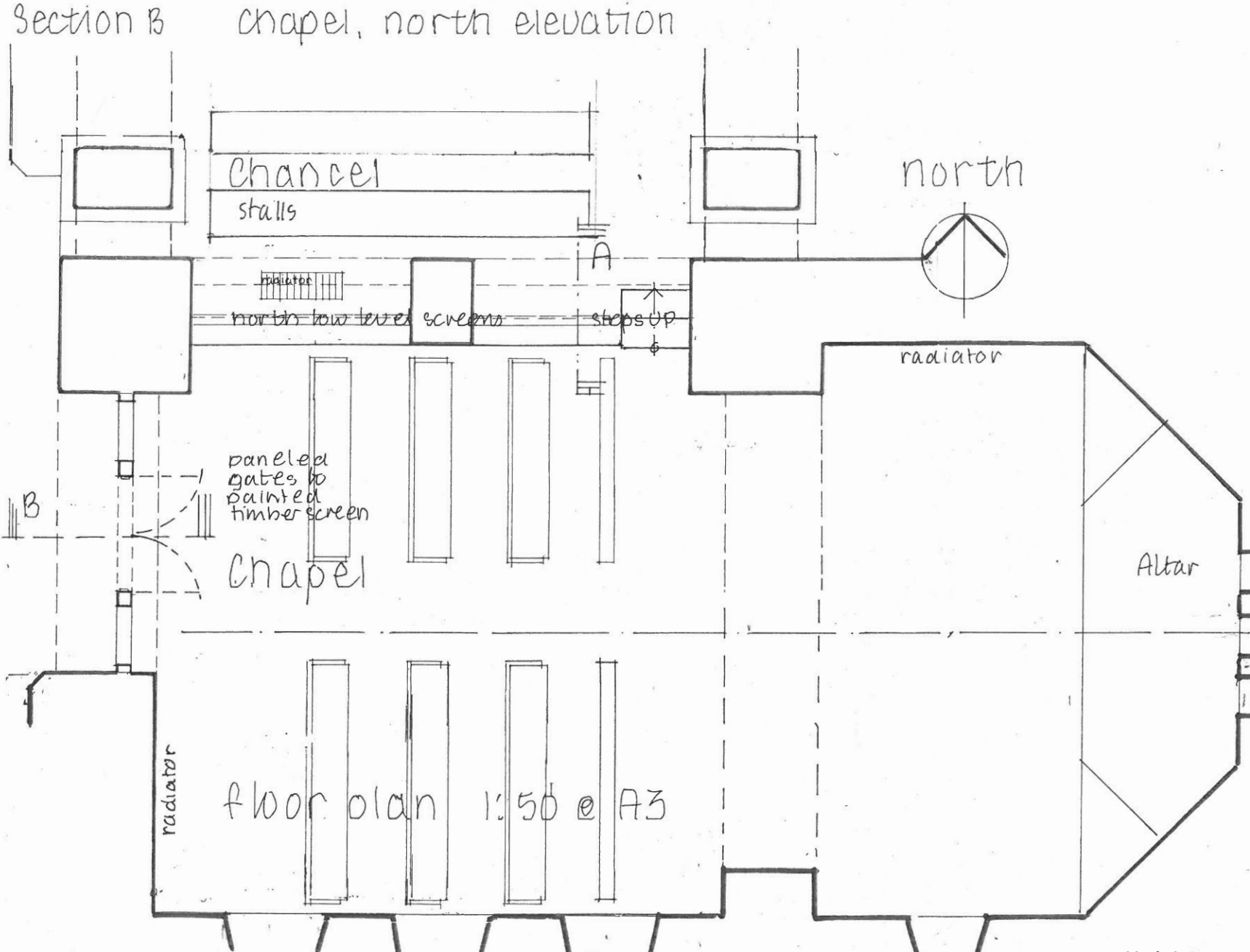
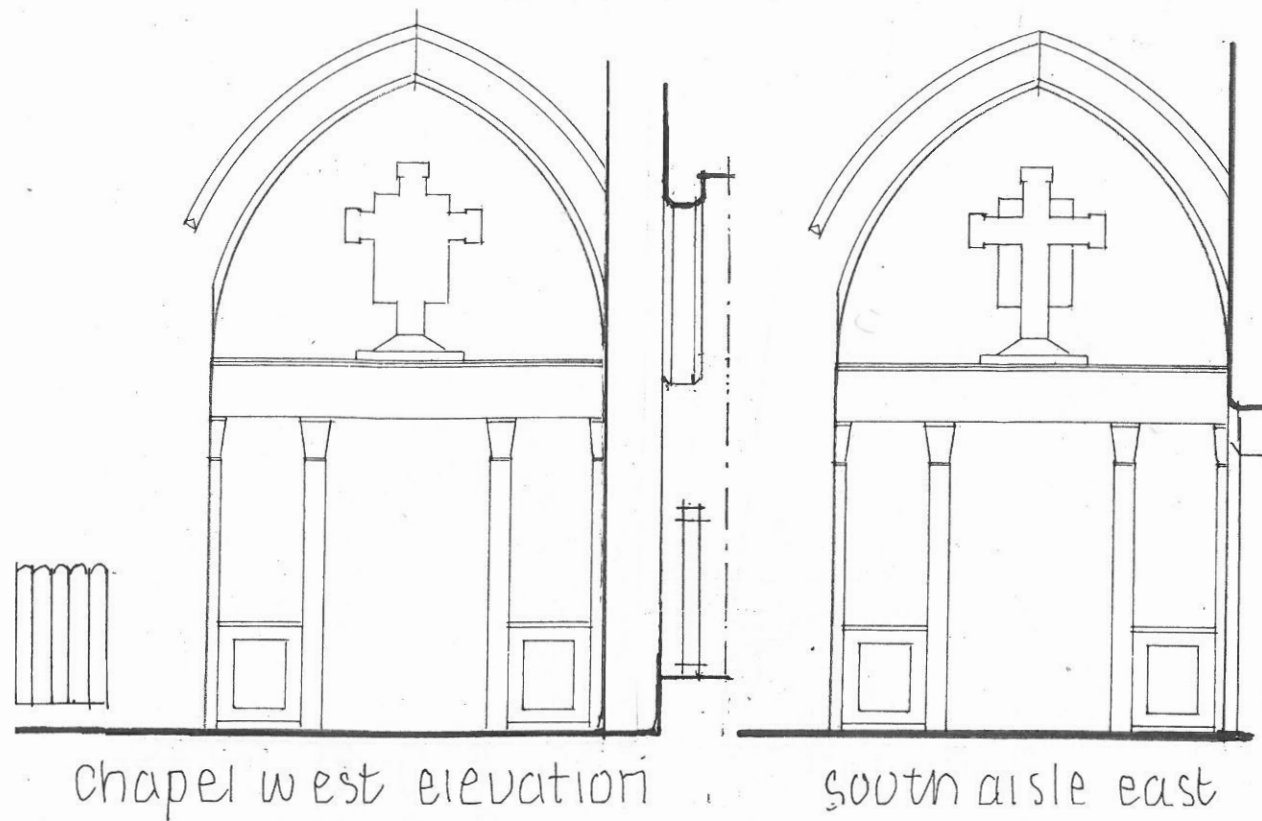
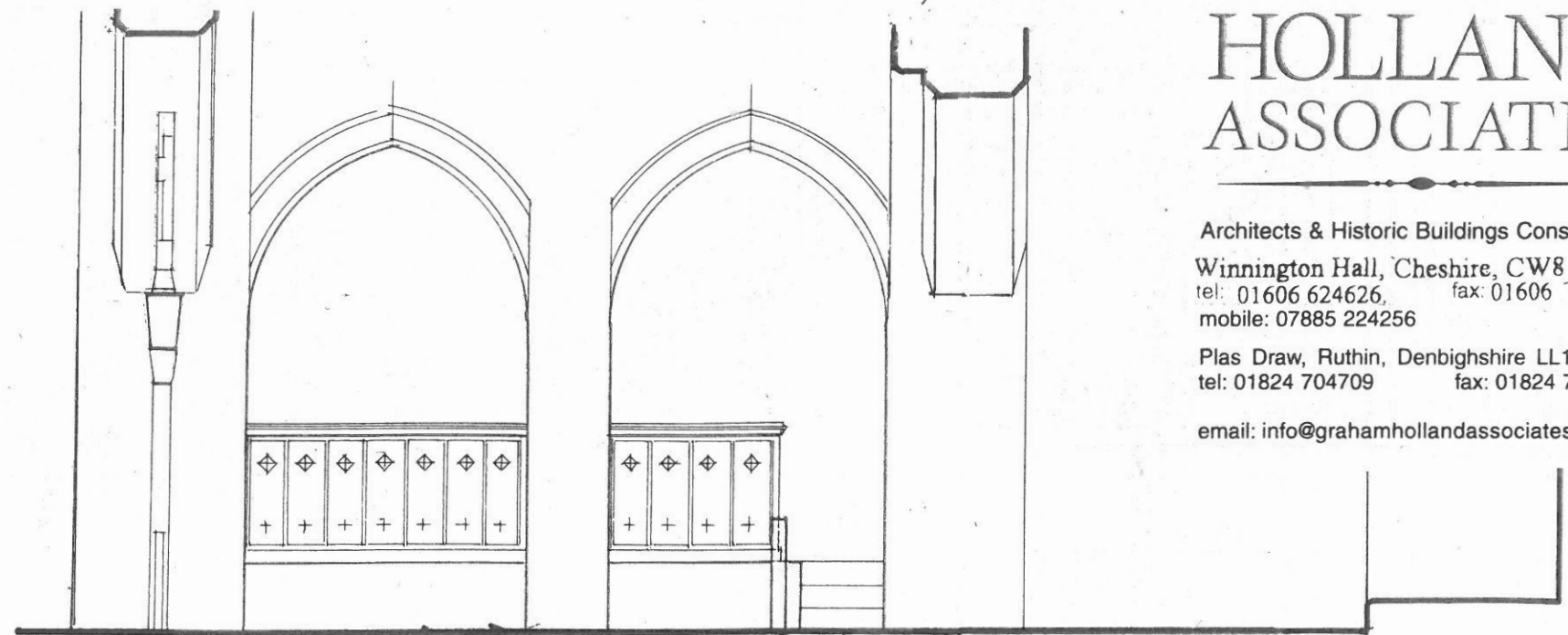
tel: 01606 624626, fax: 01606 74002

mobile: 07885 224256

Plas Draw, Ruthin, Denbighshire LL15 1RT

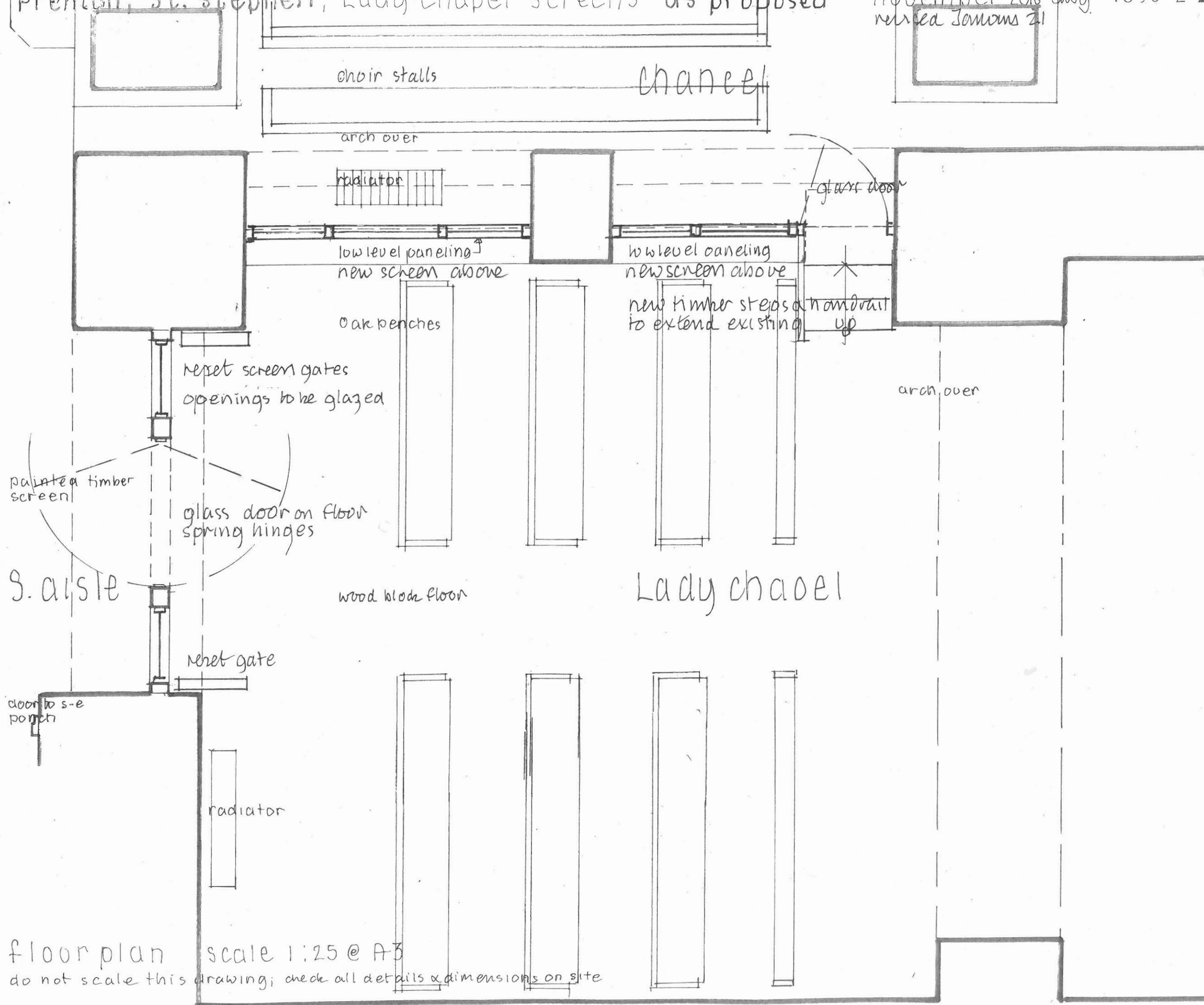
tel: 01824 704709, fax: 01824 704912

email: info@grahamhollandassociates.co.uk



do not scale this dwg: check all details & dimensions on site

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floor plan scale 1:25 @ A3
do not scale this drawing; check all details & dimensions on site

Prenton, St. Stephen;

Lady Chapel Screens; as proposed, Dec'21, DWG^{no} 7090.2.3

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sheet of leaded glazed panels

sheet of glazed panels

existing screen

glass door with
bar handle
& Rose motif



radiator

North elevation of north screens from the chancel

frames fitted
to rear of
south arch

frame to be
scribed
and fitted
onto exg
screen

top rail scribed to
arch & chamfer

plate glass door

secured to existing
masonry into joints
with st. st screws
to plastic plugs

ms. handrail @ 900mm
stanchions painted
black

handrail to
reconstructed
steps

screen bottom rail
scribed & secured
to existing screen
top rail

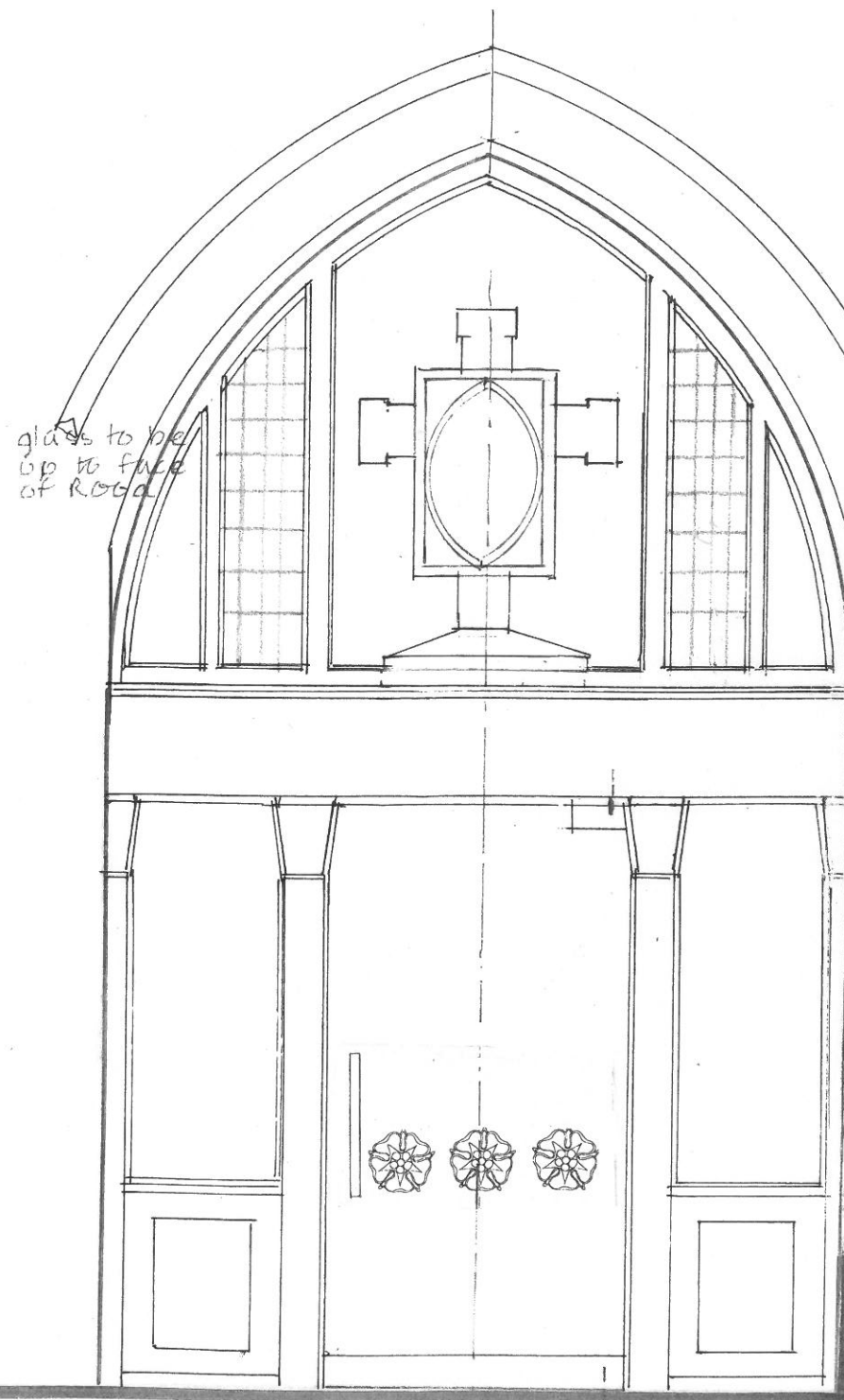
timber steps to extend

n-e screen
B-B

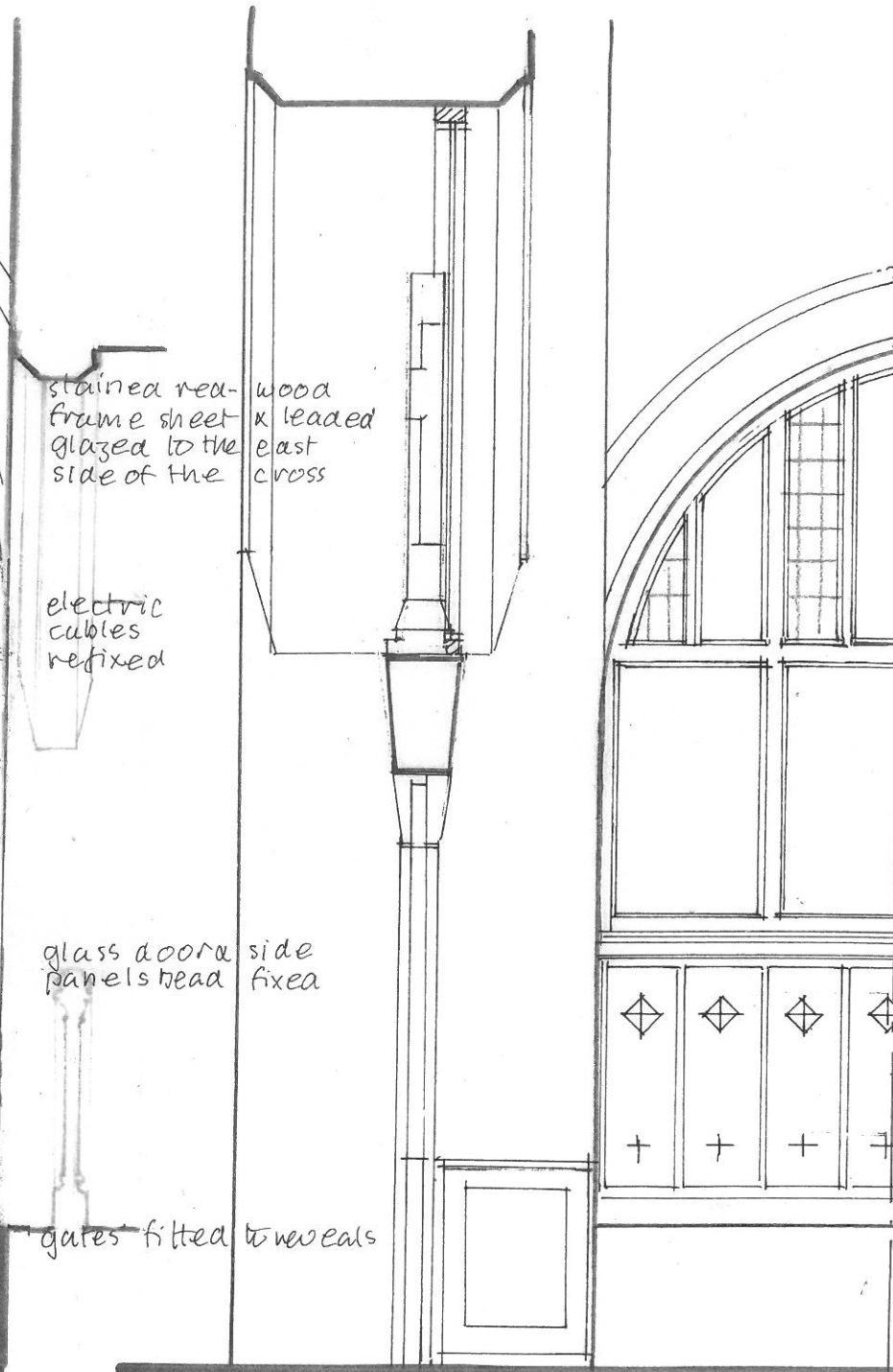
n-w screen
C-C

South elevation of north screens from
do not scale this dwg check all details & dimensions on site

exg desc
25 @ A3



glass to be
up to face
of R.O.G.A.

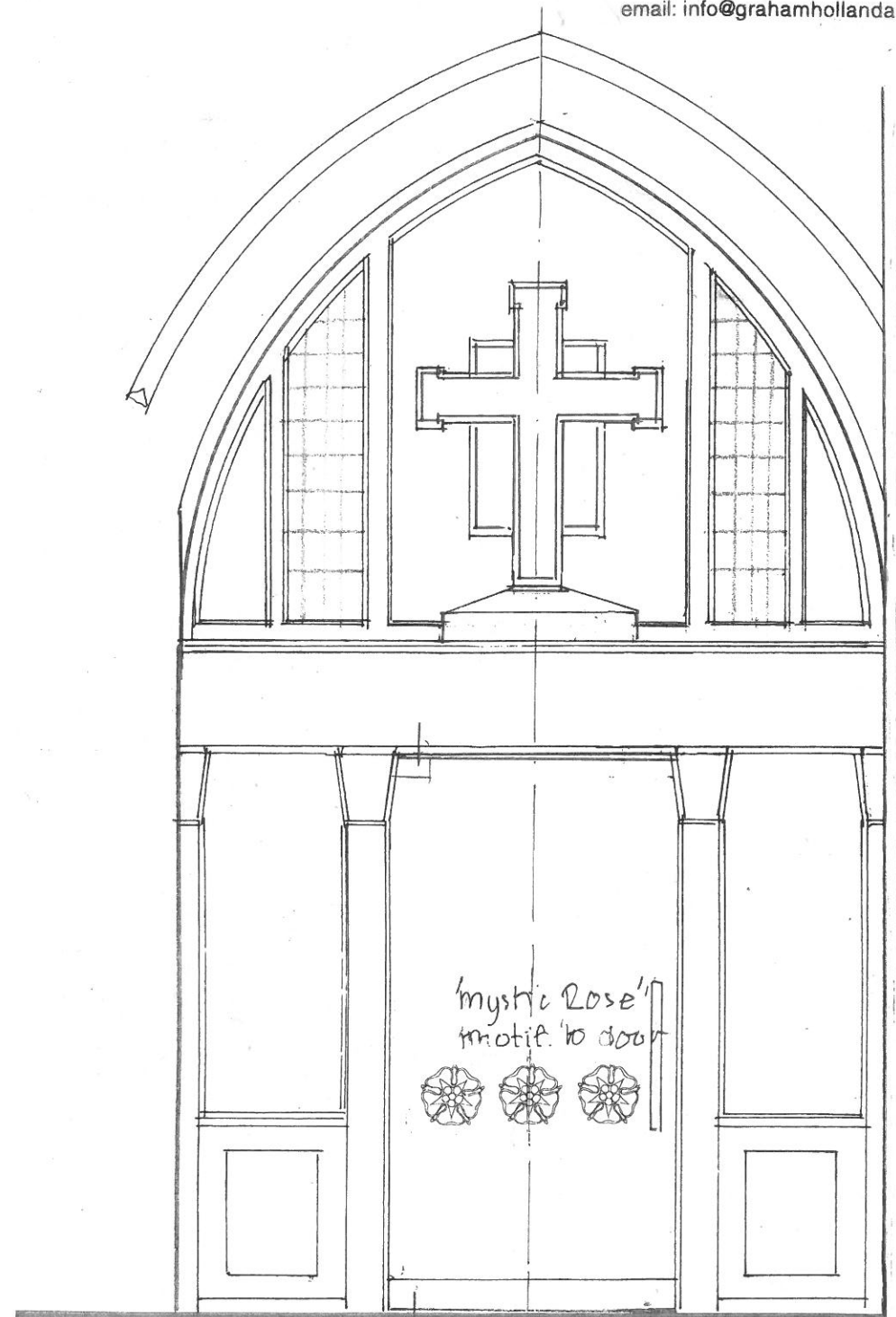


stained red-wood
frame sheet x leaded
glazed to the east
side of the cross

electric
cables
refixed

glass door side
panels head fixed

gates fitted to reveals



'mystic Rose'
motif to door

east elevation of west screen

section of west screen

west elevation of west screen

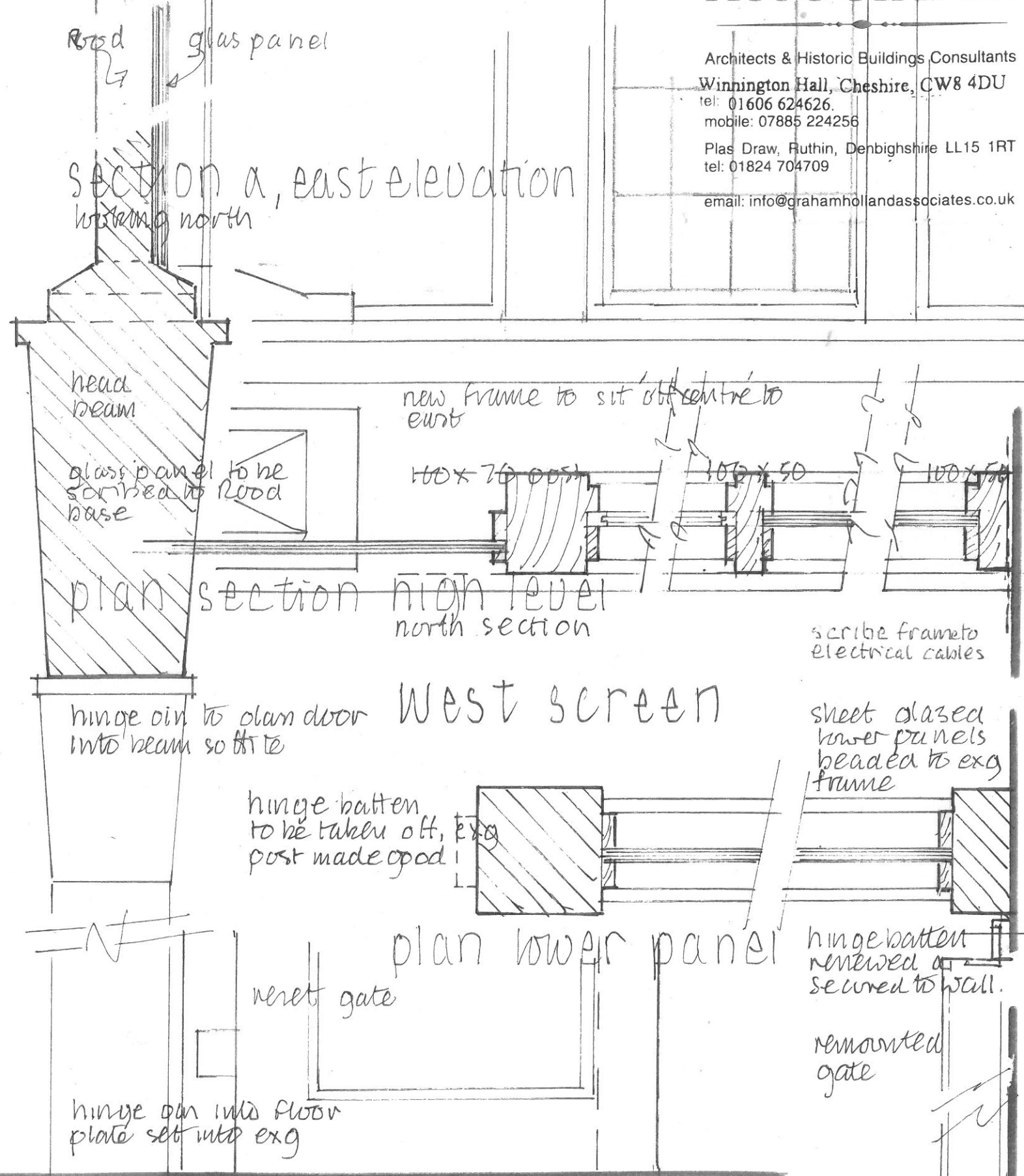
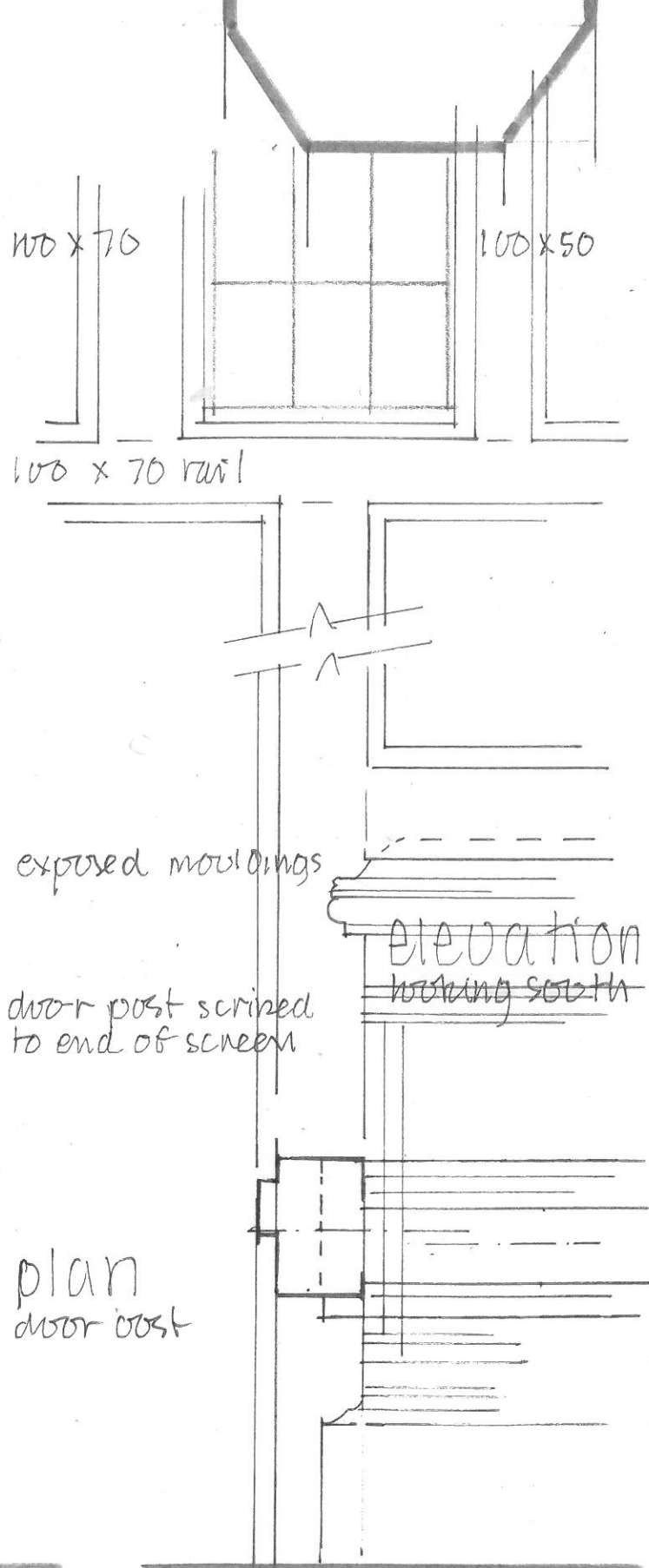
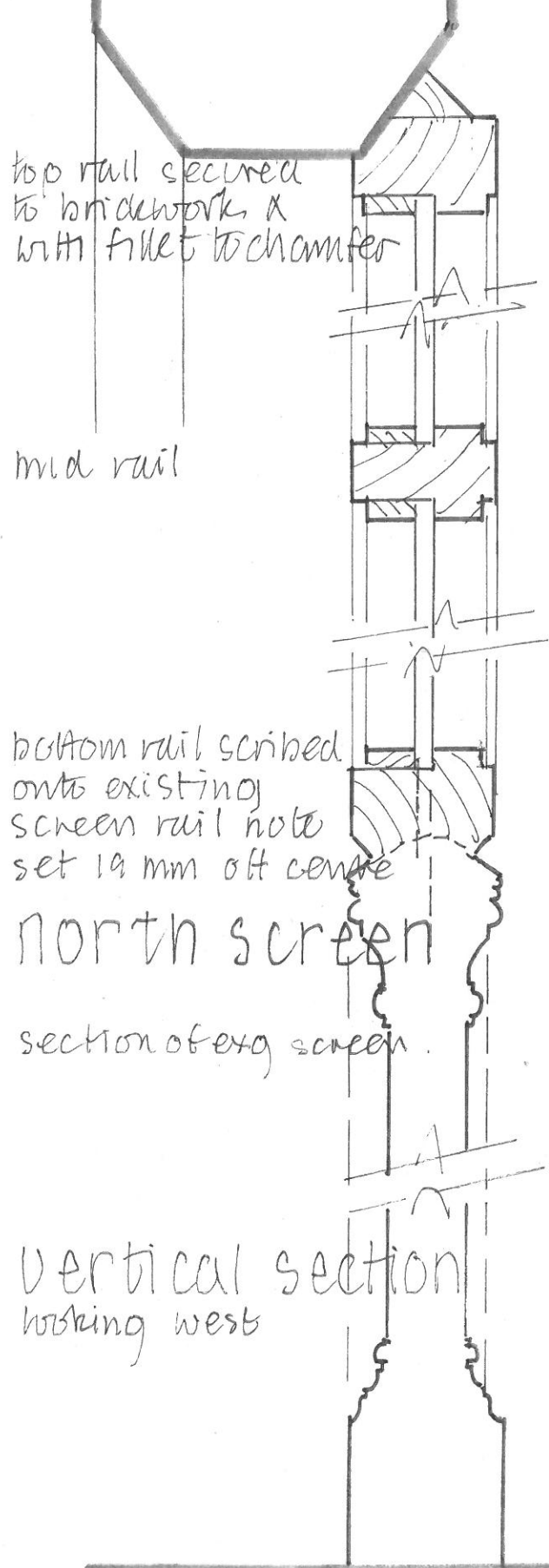
do not scale this dwg; check all details & dimensions on site

Prenton, St. Stephen; Lady chapel screens, details 1:5 @A3 DEC'21. DWG no 7090-2-5

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note do not 'cut' into the existing screens
 all new work to be scribed to mouldings



check all details & dimensions on site

Prenton, St. Stephen

Ladu Chapel Screens detail 1:12.5 DEC 21 DWG no 7090.2.6

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leaded glazed panel, clear with 12mm cables & 19mm edge curve

every 2nd horizontal lead to be reinforced

clear glazed panel up to 1400a

panel set forward & scribed down to base

cables

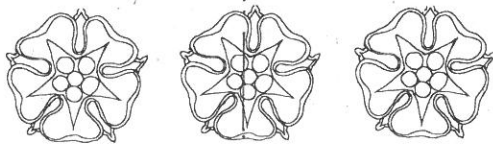
elevation of the west screen

no heading to the top & canted capitals

top hinge lined up with scribed floor hinge

50 dia st st bar handle

Mystic Rose motif

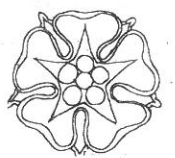


elevation of the north screens

both similar door to east

door cast to n-e screen

Muntin to n-w screen



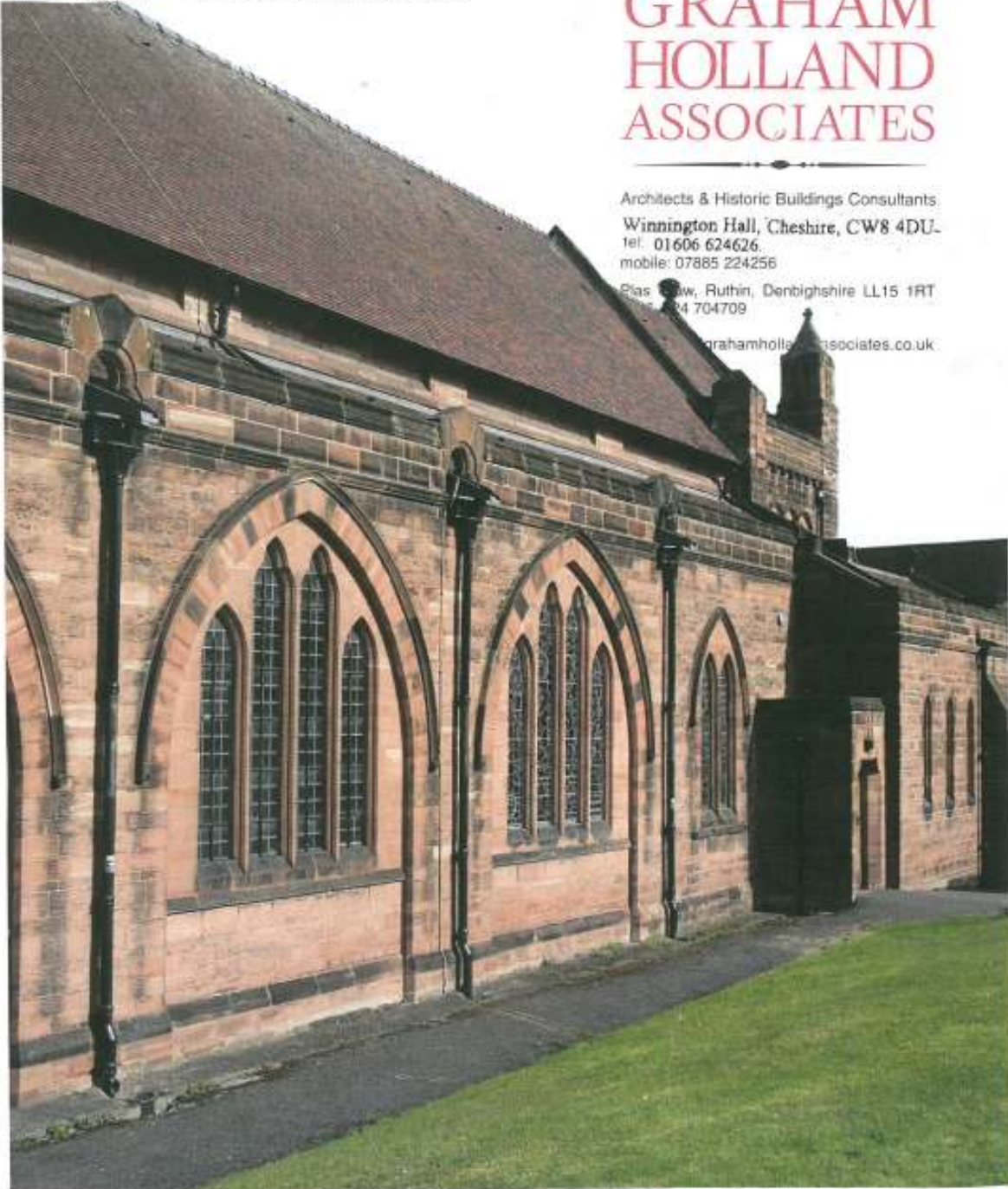
Our Ref: GDH/JD/7090 January 2022

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PRENTON, ST. STEPHEN;

LADY CHAPEL SCREENS

Schedule of Work and Specifications

Graham D. Holland, DipArch DipArchConserv RIBA, A.A.B.C.
Associates: Nigel H. Lee, 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 and point of contact:
The Rev'd. Matt Graham, email matt@ssp.church, Tel: 0151 608 1808.
The Parish Office, St. Stephen's Church Hall, Prenton Lane, Prenton, Birkenhead, CH42 8LA.
Email ststephenspcc@btconnect.com, Tel: Church office 0151 608 3638.

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.

Mobile: 07885 224256.

Email: info@grahamhollandassociates.co.uk.

The Works comprise Constructing timber framed glazed screens in the west & north arches of the 'chapel.

Drawings The front cover shows the church from the south west.

1. Internal elevations & plan of the chapel as existing, 1:50, location plan, 1:400
 2. Plan of the chapel as proposed, 1:25
 3. Detail elevations & sections of the west screen, 1:25
 4. Constructional details, 1:5
 5. Details of the leaded glazing, 1:12.5
- Photographs as existing

Reasons for work: Need for a separately enclosed & locally heated space for small services.

Access: The site is open to view externally with notice please to the Employer; internally by appointment with the Employer.

Location: Prominently sited in Prenton Lane, Prenton, Post Office CH42 8QX adjacent to the Church Hall; (best approached off the M53 junction 3 Sign post 'Birkenhead').

Pricing: 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 Procedure for selective tendering 1989 will be used to allow for adjustment of genuine errors.

A detailed priced schedule will be required before order; all or part of the works may be ordered in sections each complete as scheduled: subject to favourable tenders being received.

Note: The Contractor must and will be deemed to have made a visit to the site prior to tendering and to have acquainted himself of all aspects of the work and restriction of the site.

CDM Regulations: Are unlikely to require notification due to limited time for work on site; include for all compliance and notification required.

Outline Conditions & Site Work Risks **Risk Level**

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.

There is a supply of electricity and water for the use of the Contractor available free of charge.

Site cabins etc. may be sited to the north west of the church on the existing hard standing. The Contractor is to provide his own temporary lavatory and welfare facilities within the site compound.

Limited off street parking and adjacent but no vehicular access to the south side of the church and limited to the east & west. **Medium**

The car park is in regular use by the church & church hall users. **High**

History of local vandalism – need for a high degree of security on site. **High**

Slippery surfaces and limited working space. **High**

Working at medium levels and adjacent to publicly used areas. **High**

The north west door and path to the adjacent hall to the east will continue to be used during the works; protect access routes. **Note**

The south porch door may be used for work areas. **Note**

Non-injurious materials to stonework and pointing except mortar & silican stone dust during raking out and cutting & dressing – use masks. **Medium**

Contact with lead flashings & roof coverings, protective clothing. **High**

Sharp edges with glass, steelwork and fixings; ditto. **High**

Need for care and propping while constructing. **High**

Working adjacent to fragile furnishings internally – chancel areas & chapel. **High**

Working with heavy materials and lifting gear. **High**

Public access to the church must be maintained and protected at all times. **Note**

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 (oxygen, 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

A.	GENERALLY		
B.	Preparation	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.	
C.	Assess	The contractor must examine the existing conditions of and adjacent to 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.	
D.	Note	The intention is to add to the existing historic fabric with minimum intervention & preserve revisability.	
E.	Protection	Protect all areas and especially the stonework, windows, shrubbery and paths adjacent to the works from damage during the works and provide 'barriers to the areas of work to protect public areas.	
F.		Enclose the areas of the area of work with secure screens internally to prevent unauthorised access to the works & maintain security.	
G.		All scaffold pole ends & supports are to be protected with plastered caps & timber shoes.	
H.		Ensure site security is maintained at all times.	
I.		The Contractor is to report and make good any damage caused, without delay and to the satisfaction of the Architect. Any new materials or fixings damaged during the works are to be replaced by the Contractor.	
J.		Dust will be generated during the works; this must not be allowed to cause nuisance or damage – sheet up all areas and remove on completion.	
K.	Organ	Include the provisional sum of £100 (one hundred pounds) for the churches organ builder to protect the instrument and remove on completion of works; ensure maintained during	100 00
L.	Site measure	Take site measurements to check all proposals for setting out.	
M.	Setting Out	The new works are to be set out as dimensioned on the drawings and from the existing structure and as agreed with the Architect on site; report any discrepancies and take instructions.	
N.	Mechanical services	Engage registered electrician if required to disconnect services & fittings and make safe for works & reconnection on completion.	
O.	Materials	And workmanship are to be as described in section 4 'specification notes' including:	
P.		Fixings are to be 316 grade stainless steel or as scheduled.	
Q.		The new timbers are to be unselected wrot redwood free of knots & blemishes, prepared for painting.	

A.	Generally	Extending the existing painted timber screens to 'fill' the arched openings & fitting glass access doors.
B.	Drawings	To supplement the dwgs., provided prepare 'shop drawings' of the existing screens where new work is to be attached.
C.		Take profiles of the openings & stonework mouldings & prepare templates.
D.	Report	To Architect & take instructions.
E.	New Frames	Provide & construct new frames as detailed, tenoned & glued joints.
F.	West	To be mounted onto the principal beam and the top formed up to the arch soffit.
G.	North	To be scribed & secured to the moulded top rail & end post of the low level screens.
H.		The top to be formed to the arch soffit of the 'southerly' arch rib.
I.		Provide & fix timber fillet to small gaps to the screen ends.
J.		Frame to doorway to easterly screen.
K.	Secure	To brickwork as described maximum 400mm. c-c to suit joints.
L.	Beading	Provide & secure to prepare for glazing to the new screen & the side panels of the existing west screen.
M.		To be secured with stainless steel pins punched & filled.
N.	Take off	The panelled 'gates' and battens from the west screen and resecure with renewed battens to the north & south reveals with stainless steel screws, fixed as before; provide 75mm. brass cabin hooks & eyes to retain.
O.		
P.	Make good	To posts where the battens removed & locally, touch-in decorations to exactly match the adjacent paintwork.
Q.	Access steps	To the doorway of the north east screen.
R.		Form & frame extension to the steps in unselected wrot redwood as detailed, goings & risers to be similar to the existing.
S.		Construct undercarriage and secure to the existing as before.
T.	Handrail	Form & install mild steel handrail & stanchions as detailed. Secure to new door post & to the side of the steps with stainless steel screws.
U.		Prepare, prime undercoat & finish eggshell Black oil Dulux or similar equivalent to approval.

			£	p
A.	Clear glazing	Prepare frames, supply & fit clear 4mm. toughened sheet.		
B.		Bedded in washleather or similar to approval & trim to glass line.		
C.		Bead fix as before.		
D.	Leaded glazing	Provide & form, clear 3mm. glass set in 12mm. comes. Every second, horizontal came to be stainless steel wire reinforced.		
E.		19mm. edge came. Cement panels & install as last.		
F.	Clean	All glazing on completion.		
G.	Doors	To the west & north screen.		
H.	Specialist	Include the provisional sum of £3,000 (three thousand pounds) for named specialist to supply & fit to the existing & new screens.	3,000	00
I.		The west door to be fitted within the screen opening, scribed to the 'splayed' post 'capitols'.		
J.		To be pin hinged top & bottom into the beam and 'block floor respectively; set to allow opening clear of post 'capitols'.		
K.		The north door to be side hung with pad fixed hinges.		
L.	Both doors	To have satin stainless steel bottom rail & hinge plates. 600mm. bar handles both sides bolted through central 'acid etched/engraved manifestation' as detailed.		
M.		Add for profit & attendance.		
N.	Decorating	Prepare new timberwork & apply primer, under coat & matt oil finish. Tint to match the existing 'grey' painted timberwork; protect the glazing, adjacent woodwork & masonry.		
O.	Contingency	Include the general sum of £4,000 (four thousand pounds) for any repairs, unforeseen or like works to be expended in part of whole as directed by the architect.	4,000	00
P.	COMPLETION	Clear all debris, plant, equipment and unused materials and leave the area of works clean, tidy and free of defect.		
TOTAL TO SUMMARY				

7090

**PRENTON, ST. STEPHEN
LADY CHAPEL SCREENS**

Photographs as existing



View of the chancel & chapel 'north arches' taken from the nave.



The chapel 'north' arches from the chapel.



The chapel west screen from the chapel.



The painted Rood figures on the west side.



Top & end-rail of low screens in N arches.



The west screen gates.

4.0 WOODWORK

DEFINITIONS

Plugging

The term “plugging” shall mean the provision and fixing of hardwood or approved proprietary plugs, or at the Contractor’s option, fixing by means of cartridge operated rivet gun or other approved mechanical means.

Where the positions of plugs cannot be determined the concrete or brickwork shall be drilled and filled with an approved compound as may be considered by the Contractor to be suitable for the various situations having regard to the degree of stability likely to be required.

Finished Sizes

All sizes quoted except where qualified by the term (“ex”) are finished sizes and the Contractor shall make all necessary allowance he may require.

Selected

The term “selected” shall be deemed to include keeping the material so described clean for staining, polishing or any similar finish.

Hardwood or the like

The term “hardwood or the like” which is used as a statement of background to which ironmongery is to be fixed, shall be deemed to include plywood and other manufactured materials except where these materials are faced with metal, laminated plastics or the like.

GENERALLY

British Standard Specifications and Codes of Practice

The whole of the work in this section shall comply with the respective British Standards specifications and Codes of Practice, where applicable, unless otherwise described herein, as follows:

The structural use of timber – BSCP 112.

Quality of timber and workmanship in joinery – BS 1186.

Timber Generally

Shall comply with BS 1186 : Part 1.

Shall be sound, well conditioned, properly seasoned, of a grade suitable for its intended purpose and free from defects rendering it unsuitable for the purpose intended.

Unwrot timbers are to hold the full dimensions specified.

Timber for joinery, unless otherwise described, shall be selected from those timbers recommended in BS 1186 : Part 1 as being suitable for the particular purpose referred to under the appropriate heading in Table 1, 2 and 3.

Softwood

Shall be European Redwood complying with BS 1186 : Part 1 free from all defects mentioned therein and have a moisture content of not exceeding 15%.

Hardwood

Timber described as hardwood unless otherwise specified shall be Iroko which shall be of African origin and shall be selected for its intended purpose complying with BS 1186.

Nomenclature

The nomenclature of timbers referred to herein shall be deemed to comply with BS 881 and 589.

Timber Preservatives

Shall comply with BS 5286 : Part 5 1977 or BS 5589 : 1978.

Plywood

Shall comply with BS 1455 and be of the grade and bonding stated.

Blockboard Ply Veneers

Shall comply with BS 3444 Grade 2 veneer and be of the bonding stated.

Laminated Ply Veneers

Shall comply with BS 3444 Grade 2.

Adhesives for Woodwork

Shall comply with BS 745, 1204 or 1444 having due regard to the type and position of the work.

Loft Insulation

Shall be obtained from Gyproc Glass Fibre Insulation Ltd, White House Industrial Estate, Runcorn, Cheshire WA7 3DP and be 150mm thickness.

Samples

Samples of the various timbers, plywoods and veneers shall be submitted to the Architect for approval before the materials are ordered and all materials subsequently used shall be equal to the approved sample.

Moisture Content of Timber

The whole of the timbers for joinery shall have a moisture content complying with BS 1186 and shall be kiln dried.

Timbers to be used internally shall not have a moisture content in excess of 10%.

Metalwork

Screws shall comply with BS 1201 and nails with BS 1202; nails for fixing joinery having an external exposed face shall be sheradised in accordance with BS 1202 : Part 1.

Bolts, nuts and sundry fixing accessories shall comply with BS 1494 and BS 916 and have Whitworth Threads as BS 84.

All bolts shall be dipped in oil before fixing.

Ironmongery

All ironmongery shall be fixed with screws of the same material or finish to match the metal.

Brass for general purposes shall be basis brass (common brass) of the Alpha group.

Brass for sundry ironmongery fittings shall be cartridge brass of the Alpha group.

Brazed joints shall be neatly ground and finished to match the adjacent metal.

Storage of Materials

All materials and joinery work shall be kept dry by storing under cover both in the joinery works and on site.

Joinery work shall be given a waterproof covering during transportation.

WORKMANSHIP

Joinery Generally

Shall comply with BS 1186 : Part 3.

Shall be to details prepared by the Architect and the prices shall include for framing, fitting together and fixing in the best manner, prices for rebating, bending or moulding as to door frames etc. shall cover the cost of stopping, mitreing etc. as required; rates for framed work shall include for all morticing and tenoning or housing and wedging as necessary.

All joinery shall be finished according to the detail drawing with a clean, even smooth face; work is to be prepared and framed up as soon as possible after the receipt of detail drawings and is to be stored under cover so that the air may circulate freely around it.

No work shall be stored or fixed in the building until such times as the building has reached a relatively dry condition and can be maintained in such condition.

No work shall be glued or wedged up until required for use and a clear seven days notice must be given to the Architect before wedging up commences so that, at his discretion, the work may be inspected when only rough framed.

Facilities are to be given to the Architect to inspect all work in progress in shops and on site.

Joinery shall be carefully protected before and after fixing from damage and shall be boxed in with approved temporary covering where directed; exposed arrises shall be protected with particular attention being paid to door jambs and window cills.

Should any of the joinery work shrink, warp, wind or fly more than 25mm, part in the joints or show other defects before the end of the maintenance period, this work shall be taken down and new work fixed in its place together with any work which may be affected at the Contractor's expense.

A small tolerance shall be allowed at connections between joinery work and the building carcass so that any irregularities, settlements or other movements shall be adequately compensated.

All mouldings shall be worked on the solid.

Skirting shall not be fixed until after the flooring has been laid.

Prices for joinery work shall, unless otherwise described, include for fixing with nails, all nails shall be punched in and the holes stopped.

All work described as fixed with screws shall have the screws countersunk, the term “fixing with screws” includes screwing to any other material.

Concealed faces of skirtings and the like shall be primed before fixing and where possible all joinery required shall be primed before delivery to the site.

Concealed faces of softwood and hardwood frames and the like shall be treated with preservatives before fixing.

Prices for joinery shall include for priming both faces of shop assembled work.

Jointing

All glued joints shall be cross-tongued and mouldings or framings properly mitred and scribed.

All external joinery work shall be put together in white lead.

The arrangement, jointing and fixing of all joinery work shall be such that shrinkage in any part and in any direction will be compensated in the joints and will not impair the strength and appearance of the finished work.

Framing

The work “framing” shall be understood as including all the best known methods of jointing woodwork together by mortice and tenon, dovetail or other approved method.

All joints in frames and linings shall be made in such a manner as to produce a mitre on exposed faces.

All lock rails shall have double tenons.

All sharp arrises exposed in the finished work shall be removed by rubbing down with glass paper.

Built-in Joinery

Where joinery is required to be built-in or erected in position before the surrounding or enclosing work of the main building carcass has been carried out it shall be the responsibility of the Contractor to ensure that the joinery work is set plumb and true and shall not be damaged or displaced by subsequent operations; where necessary the joinery work shall be temporarily encased and braced.

Fixed-in Joinery

Where joinery is required to be fixed-in or inserted in the position it is to occupy after the surrounding work or enclosed carcass has been constructed, it shall be the responsibility of the Contractor to ensure that the necessary fittings are incorporated in the carcass.

The Contractor shall construct such ground work as is required to provide a suitable base for fixing the joinery work but fixed-in joinery items are not to be delivered to the site and fixed before the building is enclosed; the Contractor is to secure fixed-in joinery work so that it is plumb and true to the shape and dimensions required.

Site Measurements for Joinery

The Contractor shall check all measurements for joinery work at the site, except where work is required to be built-in.

Pressure Impregnation of Preservatives

Prices shall include for all handling and transporting of timbers to and from the impregnation plant.

No converting to small sections, planing etc. will be permitted after treatment and cutting to lengths shall be avoided as far as possible.

Cut ends, bore holes, etc. made after treatment shall be generously swabbed with colourless solignum solution; after treatment timbers shall be air dried for two weeks.

Doors

Prices shall include for easing and adjusting, taking off and rehangng doors etc. as may be necessary.

Ironmongery

Ironmongery shall be kept carefully wrapped and protected until required and when fixed shall be carefully protected against defacement by mortar and plaster droppings, paint splashes, smudges etc.

All ironmongery shall be properly fixed, all mortices etc. neatly executed, all items required to be sunk flush shall be neatly let in all to the Architect's approval.

All locks and other pieces of moveable mechanisms are to be oiled, adjusted as necessary and left in proper working order on completion and all keys to be properly labelled and delivered to the Architect's representative.

Countersinking

Prices for work described as fixed with screws shall include for all necessary countersinking.

Prenton St Stephen - 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>10/11/2021</p> <p>To: Caroline Hilton From: Rosie Earp</p>	<p>I'm looking for some advice, if you can help, please.</p> <p>You might recall St Stephen's "Project 125", which was intended to make some improvements to our building to coincide with our 125th anniversary in 2022. Covid thwarted these plans and the project team met yesterday for the first time since March 2020. We wanted to pick your brains on three questions, as follows:</p> <ol style="list-style-type: none"> 1. When we approached the DAC informally, they recommended that we combine all our proposals in one Faculty application. This included the alterations to the Lady Chapel, for which we had a long-standing, lapsed, application, as well as the funding. In view of the fact that the whole Project has been delayed by Covid, it looks like we might not have anything to point to as having been done for the 125th anniversary. This would be a shame and we wanted to reassure the congregation that something is actually happening, and we wondered if there is any reason why we can't go ahead with the glazing of the Lady Chapel separately from the rest of the work, and submit a fresh Faculty application for this part of the project on its own? 2. Matt and I were at Diocesan Synod last Saturday and were heartened by Bishop Mark's obvious commitment to environmental issues. These have risen dramatically in prominence since we started Project 125 and we are keen to make sure that our plans are as green as possible. We were thinking of things such as solar panels, ground heat sources, collecting and reusing rainwater/grey water, etc. Do you know of any churches in Chester Diocese that have done anything like this, whose experience would be useful to us? 3. Continuing the green theme, notwithstanding Graham's advice and plans to date, we would like to get a specialist energy audit. Can you recommend anyone who could undertake this for us, please? <p>If it would help to discuss these issues, I've retired now and would be happy to speak to you if it would help.</p>

12/11/2021

To: Rosie Earp
From: Caroline
Hilton

Thank you for your message. Taking your questions in turn:

1. If you wish to separate out the glazing of the Lady Chapel as 'Phase 1', and submit a separate faculty application for that particular work then you can do so. Am I right in understanding you have funding specifically available for that work? Is this work something that you would wish to prioritise over introduction of improved toilet facilities or brew station?

I have looked back over the file from when the DAC Sub-Committee visited in 2019 and the information we have on file. A separate faculty application for the glazing of the Lady Chapel will need as supporting documentation an architect specification and drawings (eg plan, elevation detail). All we have on file currently is a general plan of the church indicating the location of the various proposals for the wider scheme from 2019.

- ~~2. It is really good that you are thinking about environmentally friendly options for St Stephen's. I'm afraid we are still rather short of examples of such works in Chester Diocese. Grappenhall St Wilfrid has recently installed a hydrogen boiler to heat its major new extension. It is quite new technology so they will be monitoring how the hydrogen boiler performs over the coming months. In case it is of help, the Church of England website provides guidance and examples of energy sources / green energy options such as solar panels and ground source heat pumps. Please see the Church of England's guidance on renewable energy via this link: [Renewable energy | The Church of England](#). There is also a lot of information and guidance on the Church of England Environment and Climate change webpage, with regards to working towards Net Zero Carbon, heating principles, energy efficiency and case studies of what others have done. Please see the link: [Environment and climate change | The Church of England](#).~~

~~I'd also recommend that you seek the thoughts of your church architect regarding the practicalities of energy options for that particular building. Any such changes would require faculty permission. You would also need to consult the local authority regarding any external changes such as solar panels or air source heat pumps, for any necessary permission.~~

- ~~3. With regards to obtaining a specialist energy audit, I'll have to check and get back to you any with possible names. In the meantime there are steps you can take to assess the energy use and carbon footprint of the church, and the assess the needs and requirements as follows:~~

~~**To assess the current carbon footprint of your building:** The [Energy Footprint Tool](#) will calculate your church's carbon footprint, based on the energy you use to heat and light your buildings. You will need to have the whole of last year's electricity and gas/oil bills. There are two useful graphs which show you your efficiency scores; one for energy efficiency~~

	<p>based on building size and one for attendance. This tool is available to all Church of England churches using the Online Parish Returns System.</p> <p>Assess your needs and requirements: by working through the questions suggested in Assessment of Heating in Church Buildings, provided by the DAC Heating Adviser.</p> <p>I hope that is of some initial help. I'm happy to have a phone chat if that would be helpful. Please do let me know if you have any further queries.</p>
<p>12/11/2021</p> <p>To: Caroline Hilton From: Rosie Earp</p>	<p>Thank you for this reply and the subsequent information about the energy audit. There is a lot to consider, isn't there?! But this is all very helpful.</p>
<p>22/02/2022</p> <p>To: Katy Purvis From: Rosie Earp</p> <p>With attachments</p>	<p>I put the email address in incorrectly so the transfer didn't work, but it seems like you can use this to get to the photos. I hope they're worth it!</p> <p>4) Photographs of Lady Chapel</p>
<p>01/03/2022</p> <p>To: Katy Purvis From: Nigel Lea of Graham Holland Associates</p> <p>With attachments</p>	<p>Please find attached spec. and dwgs. from Graham.</p> <p>5) Drawings of Graham Holland Associates numbered 7090.2.1 (dated November 2016), 7090.2.2 (dated January 2021), 7090.2.3 (dated December 2021), 7090.2.4 (dated November 2016, 7090.2.5 (dated December 2021) and 7090.2.6 (dated December 2021)</p> <p>6) Schedule of Work and Specification of Graham Holland dated January 2022</p>
<p>23/03/2022</p> <p>To: Rosie Earp From: Katy Purvis</p>	<p>DAC Advice</p> <p>I'm writing to let you know that at its meeting of 18 <i>February</i> (should say 18 March 2022, CH) 2022 the DAC considered the glazing the lady chapel, and subject to the parish addressing the advice below and submission of a formal application, resolved to recommend the scheme, with the following proviso</p> <ol style="list-style-type: none"> a. The work to be under the direction and subject to the inspection of the Scheme Architect <p>The Committee wished to offer the following informal advice:</p> <ol style="list-style-type: none"> a. It wondered whether dirt may get trapped between the glass and the screen, and how it could be kept clean <p>Once the you have responded on the above point and made a formal application, Caroline will then be able to raise the notification of advice, which will allow you to produce and post the public notice. Please let me know if you have any queries.</p>

08/06/2022

File Note of phone
call between
Graham Holland
and Katy Purvis

Graham Holland advised that the glazing to the rood could be cleaned easily by using a duster and spatula.