

## Project Management Group

### Minutes of Meeting with the Architect held on Thursday 5<sup>th</sup> March 2020

Present – Michael Vaughan, Rev'd. Robert Gordon, Mary Seaton, Rod Hilton, William Zarrett, Gill Heard and David Ricks.

#### Introduction

The meeting was called to review the comments made by the DAC, in their letter dated 13<sup>th</sup> February 2020, on our recent application for a faculty for reordering.

The DAC have expressed their commendation on the scheme as a whole and considered, with some provisos, that the scheme should be able to move forward quickly. Our proposals will not have to return to committee.

#### Detailed matters requiring consideration.

1. New WC window surrounds. The meeting preferred to retain the design as drawn, simple surrounds without ragged profiles. It was also noted that planning consent had previously been granted for the extension and any external change to this would require a separate application to MDCC, to amend the approval.
2. The meeting agreed to the request that two rows of “free seats” (pews without doors) be retained and relocated to the west end of new reduced pew layout.
3. The meeting discussed the request that some of the north facing pews to be removed from in front of the Greenway Chapel, to make way for the font, be relocated to the west of their present location, against the new glazed porch. The meeting objected to this suggestion on four counts.
  - There is only room for a narrow block of pews in this location (about 2.1M). Thus the pews would, of necessity, be hard against the glass side of the new porch making it impossible to clean the glass.
  - They would negate the desire to create an open feeling at the entrance to the church, on both sides of the new porch, creating a generous greeting space. As the DAC letter points out, “We can see that space inside the door is important.”
  - They would intrude very awkwardly into the church a long way beyond the inner face of the porch.
  - The pews would interfere significantly with the simplicity of the entrance and the view of the church interior when standing in the porch, should the inner doors be locked to visitors.

The meeting agreed with the suggestion to retain the two areas of stone paving either side of the Greenway Chapel pews that are to be removed.

4. The meeting agreed with the suggestion that the existing bottom step of the font be retained, sunk into the new floor, so the top is at floor level, to give a better visual balance to the font. The design of the new stone floor around the font would be revised accordingly.
5. The meeting agreed to the request that the two parts of the Ashworth reading desk should be reunited and will consider a new location for the whole, possibly in the Memorial Chapel, where it might be used properly for liturgical purposes. A sketch to illustrate the proposed new location will be prepared.
6. The letter requests that south-west pews should be reinstated to the east and that the south-west frontal should be retained. The meeting was not sure exactly what these comments referred to, so the architect is to request clarification from the DAC assessor.
7. The DAC suggests the removal of hymn book shelving from the cross aisle to a new location. The meeting did not want to agree to this suggestion as the shelves were gifted to the church and they function very well. The suggestion is therefore discounted.
8. Decoration of the doors of the children's area storage cupboards: The meeting agreed that colourful decoration would be limited to the inside surfaces of the cupboards. The exterior of the doors will be plain timber, stained to match the adjoining furniture.
9. Existing loose benches at the west end of the church: The meeting agreed that at least two of these benches would be retained, subject to the pew study (see below) confirming their historical interest.
10. The design drawings will be revised to indicate a ramp to allow disabled access from nave level to first chancel step level, in the south aisle, similar to existing. The ramp will provide for assisted wheelchair access onto the dais. A fully compliant ramp cannot be sited in this location without the loss of further pews – as proven by early studies.

### **Additional Historical Pew Study**

The meeting agreed to the commissioning of an additional detailed study into the history of the pews in more "forensic" detail. The DAC have recommended two experts in this field, with known experience, and appropriate quotations are to be sought from them. This study is a DAC requirement to our obtaining their approval.

The purpose of this study is to raise the level of understanding of the history of the pews as a lasting archive and should not influence the scheme design. The study, however, should be completed prior to any pews being removed to make sure no significant material is lost.

They also require that the GHK historical study of June 2010 be annotated as subject to revision by further information.

### **Appointment of Archaeologist**

The architect has obtained quotations for the archaeological input required during the works, both externally during ground investigations and foundation works and also internally when pew platforms are removed.

The architect is to forward the second quote for our instruction.

### **The programme for the works**

The programme for the works must allow the church to be fully functional between Remembrance Sunday and Christmas, for popular, well attended services.

Various suggestions were discussed as to how this may be achieved. One favoured proposal was to allow contractor access to undertake the work in the north-west corner, toilets and servery, as a first stage before Christmas, possibly including the new baptistery. The remainder of the works, especially the east end, would be following on in the New Year. These matters can only be fully resolved when a preferred contractor is available to give their proper input and comment on any cost implications.

### **Building regulations**

The church needs to appoint a building inspector to approve the proposals and inspect the works on site. The architect has obtained three quotations for these services and the church instructed that NMD Building Control, the lowest quote, be appointed.

### **MDDC toilet block planning conditions**

The planning approval for the new toilets included conditions which need to be discharged prior to commencement on site. The most significant are the final selection of materials with samples being supplied for approval. The architect will now proceed with getting these conditions signed off. There is a fee associated with the discharge of planning conditions, the architect to advise on current application rates.

### **Next Stage**

The church instructed the architect to proceed with the documentation necessary to be able to invite tenders for the works.

DWR  
05.03.20