

DIOCESAN ADVISORY COMMITTEE

SCHEDULE OF DOCUMENTS

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TO THE CHANCELLOR OF  
THE DIOCESE OF ST ALBANS

04/12/2025

VIEWED by the St Albans Diocesan  
Advisory Committee



## **Statement of Significance**

### **Church of St Edmund or St James, Blunham**

A Statement of Architectural and Historical Significance prepared by the Late Mr Richard Allen for Blunham PCC, December 1998 (copies of the material referred to by Mr David Baker, viz. VCH (Victoria County History)), Pevsner and Pickford were made available to the PCC Committee at that time, with later amendments by Churchwardens and Church Council.

Blunham church is grade 1 listed and in 2022 was registered as heritage at risk by English Heritage. The particular concern internally is the poor condition of some floor platforms and, externally, parapets which were repaired using cement. Water got behind these repairs and ate away the stone until not much is left in some places. Recently, masonry has fallen from the east end and that area of the churchyard has been cordoned off while repair work is being carried out.

The tower is higher than the rest of the church and is reached by three steps. The external west door is at ground level, which then slopes down to both the south and north doors. There is one handrail on the right hand side which is offset from the doors into the tower.

This document is in support of the application for four stone steps covering the present stone and concrete steps, with handrails on each side.

### ***Part 1***

#### **Setting and Environment**

Blunham Parish Church occupies what is still the centre of a long straggling village. Its bulk dominates 'The Square' and it has a public house and thatched cottages at its feet. However, because it is closely bordered by the River Ivel to the east and hemmed in by the railway embankment to the south and the Hill to the west, it is difficult to get a view of the church in the village itself.

The WI surveyed the churchyard in 1978 and a copy of the list of extant grave inscriptions is in the County Record Office. Between the south wall of the church and the boundary wall are three 'table top' tombs and the Thornton Mausoleum, which contains the remains of those members of the family who are commemorated in the chancel. At the southeast corner of the churchyard are the tombs of Dr Mountain and his family.

During the time before Richard Allen ceased to be Churchwarden (1988) he discussed the Thornton Mausoleum with Mrs Thornton, the widow of the last male Thornton of this line. As a family, they had no funds to maintain the mausoleum. Subsequently it was listed in 1986 by Mid Bedfordshire District

Council under the Town and Country Planning Act and also the Ancient Monuments Act.

The Thornton family used to own Moggerhanger Park, but worshipped in Blunham, as at that time there was no church in Moggerhanger. This connection has led to the mausoleum being maintained by the Park – it has been painted, the railings have been painted and a tarpaulin put over the roof after lead flashing was stolen. Until now no funds have been available to repair the roof – as it does not belong to the church, church insurance does not cover the loss. However a private individual has now offered to fund the work, and a faculty has been granted.

As to the ecology of the churchyard it is important to keep in mind that the Parish Council maintains it. A certain rare kind of saxifrage grows in 2 or 3 places; these areas are demarcated so that they are not mown when the plant is in flower. Many of the old headstones have been moved to the boundary of the churchyard and the cottages on the High Street.

A faculty was granted in 1988 to set aside an area of the churchyard for the interment of cremated remains. In 2022 a faculty was granted to make this into a formal area, with hedging, benches, paving and horizontal gravestones to commemorate those ashes buried there. There is now a wild flower garden and shrubs bordering the churchyard wall.

## **Exterior**

Facts known are included in the three works mentioned above and in the Church History. Major gaps in knowledge are

- (i) The appearance of the Church before the Reformation.
- (ii) The appearance of the Church before the Restoration of 1862.
- (iii) The Late Richard Allen searched the Ely Diocesan records in the Cambridge University Library and was unable to find the faculty details for the 1862 work or any drawings, prints or paintings of the church before that work was carried out.

The most detailed architectural study of the church is in the VCH but even that does not explain the appearance of the outside of the north east corner. Clearly a lot of rebuilding has taken place here and it would be worthwhile to have this part of the church re-examined sometime by an architect or archaeologist. Richard Allen wondered whether a two storey vestry could have been there, giving access to the rood over the North Chapel.

The 1862 restoration aimed to provide a building for the performance of Sung Matins with choir and organ (installed later) for a congregation of about 200. The South Chapel became the vestry and the organ mostly occupied the North Chapel.

It would seem that the north side of the church was more heavily restored, included the addition of the porch; the north porch is clearly a well-built 19<sup>th</sup>

century representation of an ancient porch. A gentle slope now leads to the north door, which is wheelchair accessible. The south porch has the air of being the real thing and traces of the past. That may have been because the south side was traditionally the Moggerhanger-side and those inhabitants were responsible for the upkeep of the South Porch but by that time Moggerhanger was becoming a separate parish with its own church (built 1860-1). The South Porch has been renovated with a Covid grant from Historic England (2021). The roof has been rebuilt, with some stonework repairs to the south wall of the church.

## **Interior**

The post 1862 appearance of the interior has been preserved in a number of photographs, the last of which were probably taken in 1943 by Mr Collard of Bedford as a record in case of wartime destruction. (Photocopies of the originals, which are held by the Council for the Care of Churches, have been deposited in the Country Record Office).

The arrival after the end of the Second World War of a new incumbent, The Revd T C Teape-Fugard (1946-1953), led to some internal reordering for which faculties were obtained. The North Aisle became a war memorial, called St George's Chapel; the vestry, which was moved to the west end of the South Aisle, became the Lady Chapel (the texts over the entrance to the former vestry and the Bell Tower were obliterated).

A faculty was granted in August 2018 to convert the Lady Chapel back into the vestry, by installing an oak partition with glass doors. This partition supports a splendid glass memorial screen, designed by Derek Hunt, depicting a prayer of John Donne and John Donne himself. The vestry was previously located at the west end of the south aisle. This has now become a kitchenette with a disabled toilet.

Research by Miss P Bell, County Archivist, led to the discovery that there had existed in Blunham a Guild of the Holy Trinity and that its guild house had been marketed since 1908 at least as "The Old Manor House". The guild had its own priest and chapel. We do not know where the chapel was. However, the upper part of the South Porch could be reached through a door (now blocked up) in the south wall of the South Aisle and this 'parvise' could have been the guild priest's lodging. Also, Pevsner thinks that the stone screen between the south choir stalls and the south chapel must have belonged to a monument or a chantry chapel. The dedication of the North Chapel is unknown.

The interior of the church is dominated by the woodwork of the 1862 restoration. However, the remaining 17<sup>th</sup> Century woodwork: pulpit, back pews and screen to the tower, is in good condition.

With the exception of the pews to the west of the main door, the seating dates from the Victorian period. The pews are characteristic of those found within the

Diocese, with rectangular bench ends with carved top rails and supporting buttresses. These pews are of good quality and represent the ecclesiastical tastes of the nineteenth century.

In his report, Dr Charles Tracey states that the pews were probably made up at the time of the 1862 re-pewing.

These pews consist of seven rows either side of the Nave Aisle and three rows in the North Aisle, four having been removed at some earlier date. The Log Book, which dates back to 1961, shows no mention of the removal of these pews from the area in the North Aisle which is now used as a children's play area. A faculty was granted in 2017 to permanently remove the seven shorter rows in the South Aisle and replace the pew platform with an oak floor, level with the tiled floor.

In May 2006 following the installation of the new heating system, permission was granted to remove and dispose of three pews from the 1862 restoration which were stored in the area around the font; we can probably assume that these were the pews that were removed from the North Aisle. At the same time a pew was also removed from the rear of the chancel on the south side and moved to the base of the tower as this was restricting the heat flow from the new radiator; this was granted under an archdeacon's letter of authority dated 18th May 2006. In 2021 permission was given to sell three further pews of little merit. One of the pews from the north aisle was discovered hiding behind the Jacobean pews in front of the tower and has been returned to the north aisle with its back to the other pews, to provide seating in the children's area.

The chancel still bears a great resemblance to the photograph of page 135 of Pevsner. The high altar has been replaced by a table which we have discovered (advice from Revd Dr Lynne Broughton, 2016) dates back to about 1620. The rest of the woodwork was a gift from Lady Lucas solicited by Teape-Fugard and more in scale with the choir stalls. The altar furnishings date from the incumbency of Revd D K Williams (1981-1986). The old Lady Chapel has now been converted into the vestry, with a new floor of handmade clay pannets, on top of glass insulation. The two windows were completely renovated, with the east window winning a prize for the conservation work done (Natural Stone Awards, 2018). The walls and roof timbers were also refurbished. With the John Donne window visible, the refurbished and re-glazed windows, new floor and ancient stone screen, this is a very special space in the church.

## **The Tower**

The tower is the oldest part of the Church. The internal and external arches are both Norman, dating perhaps from the 12th century. There are also two Norman windows which are visible only from inside the tower on the ground floor. Apart from these features, the appearance of the tower dates from the 16th century

There are six bells. The earliest was dedicated by the maker to the 6th Earl of Kent and his wife in 1580. Two were cast in Leicester in 1602. The fourth dates from 1609. The fifth was cast in 1740 by Thomas Russell of Wootton. Finally, in 1953, a Coronation Bell was presented by Charles Harding.

The wooden screen and doors to the nave are judged to date from the 16th century and were probably moved here from elsewhere in the Church during the 1862 restoration. Before that time, there was no access from the tower to the nave, the way being blocked by a singing gallery.

The base of the tower is higher than the interior of the church and is reached inside by three uneven steps. The west door is seldom used, apart from when services or events are held in the churchyard.

The tower has four floors. The base is used as a choir vestry as well as having the fixtures of the old kitchenette – a double sink, and some base and wall cupboards. There are storage cupboards for the large stock of crockery and cutlery, as well as things for Messy Church.

The first floor is the ringing floor and is accessed by a steep ladder. The hatch is kept locked. The winding mechanism for the clock is also on this floor.

The second floor accommodates the clock and is accessed by a vertical ladder.

The third floor is the belfry, which is again accessed by a vertical ladder. There are six bells with space for two more. However, the tower is not strong enough to support additional bells (Steven Stanford of Elstow, 2021). The bells are some of the heaviest in Bedfordshire.

A final vertical ladder leads to the roof where there is a newly refurbished flagpole (2022).

The clock mechanism is a rare example of a striking clock. It originally would not have had clock faces but would have struck one of the bells in the belfry. The Victorians added a frame to the clock, the two clock faces we see today on the west and north sides of the tower and the mechanism to drive the hands.

It is described as a field gate framed clock dating from the late 1600s to early 1700s with later additions.

The clock is of historical significance.

The tower is now kept locked, using a chain and padlock.

## **Associations**

Although the de Grey family of Wrest Park were lords of the manor until 1908 and their descendants were patrons until 1921, the visible signs of their association with Blunham are few. Dominating the west wall over the screen to

the tower are the arms of the first and last Duke of Kent of that creation which are much larger than the royal arms of Queen Victoria beneath them.

The most important memento of the de Greys is a tomb of Lady Susanna Longueville in the south wall of the sanctuary. Bosses in the roof of the chancel that may represent other associations are barely visible to the naked eye; others have disappeared.

The association most often recalled at the present time is with John Donne, and the glass memorial window above the vestry screen celebrates this. An area behind the font is dedicated to information about Donne. Perhaps surprisingly, no publicity has been given to the church's association with George Joye (Rector 1549-1554), son of the soil, born in Renhold, who was an important figure in the English Reformation.

There is no doubt that the correct dedication of the church is to St Edmund, King and Martyr. (See Pickford pages 136 and 137 and VCH page 231). The unsolved puzzle is who decided to introduce St James and when. Someone at present unidentified, writing after 1886, referred to St Edmund (St James) and the question must have arisen again with the result that at a PCC meeting on 15<sup>th</sup> July 1943, while the rest of the world was engaged in other matters, "Mrs Judd proposed and Mrs Kitchener seconded that the Magazine should bear the name of St James and not St Edmund. This was agreed by all". It seems likely that other examples of this kind can be found in Bedfordshire, e.g. Husborne Crawley.

Blunham was in the diocese of Lincoln for centuries until it was transferred to Ely in the nineteenth century and again, later, to St Albans on the creation of that diocese. The laity does not seem to feel much attachment to their cathedral and there are no representations to the dioceses, ancient or modern, in the church. Only on the west wall of the Old Rectory are the arms of Ely displayed.

## ***Part II***

The proposal is to install four stone steps, with iron handrails on both sides, over the three current uneven and messy steps to the tower. The raised timber threshold section to the base of the screen will be retained but cut and refitted on the base of the doors to avoid a trip hazard. The top of the new steps will be flush with the floor of the tower.

Note: This Statement of Significance was accepted by the PCC by email on ... and added to the minutes of 8<sup>th</sup> May.

## **Statement of Need**

### **Church of St Edmund or St James, Blunham**

The proposal is to install four stone steps, with iron handrails on both sides, over the three current uneven and messy steps to the tower. The raised timber threshold section to the base of the screen will be retained but cut and refitted on the base of the doors to avoid a trip hazard. The top of the new steps will be flush with the floor of the tower.

### **General information**

According to the 2021 census, the parish of Blunham at that time had a population of 1,391. This is an increase of 445 since 2011. Currently we have 52 on the church's electoral roll. Since the 2011 census, three developments of private homes and affordable housing (approximately 160 properties) have been completed. A further small development has just been completed and the houses are being sold and occupied. We are working to encourage new villagers to become part of the worshipping community. We deliver a welcome pack, collated by the church on behalf of organisations in the village, to all new-comers.

Following the appointment and licensing of Revd Graham Buckle in October 2018, a new pattern of services has been established, giving us two services of Holy Communion, one of Morning Prayer, and a Café Church service each month. We hold regular Messy Church events, often to celebrate a festival, for families and these are well-supported, with between 60 and 100 children and adults in the church.

There are several fund-raising events in the church each year, when hundreds of people attend over the day. We have a Big Book Sale in February, a display event (next year will be toys though the ages), and a Christmas Fayre. Other events are held in the church yard with the option of moving into the church if the weather is bad. This has happened several times, with an outdoor Christmas Market, a cream tea, and the Bells, Beer and Bangers, for example.

The church is kept open during daylight hours for visitors. We set out tea and coffee making facilities so visitors can help themselves and this is much appreciated, according to comments in the visitors' book.

Our congregation numbers have slowly returned to and now exceed pre-pandemic levels, encouraged by the extensive programme of fundraising and social events that we continue to carry out. The village was generous in its support over the nearly two years when we were unable to hold events. Café Church has been a popular service for newcomers to attend.

The kitchenette and disabled toilet have allowed us to begin our long-planned weekly Breakfast Café when we serve bacon butties to parents on their way home from school, as well as to retired members of the village.

Every other month we provide refreshments to a local walking group, many of whom have been recommended exercise by their doctor. They celebrate the walk with tea, coffee and cake. Some who can no longer manage the walk come for the social aspect.

We are reaching people who would not otherwise come into the building.

The John Donne Church of England Primary School in the village has good links with the church, and a group of volunteers, led by our now-retired Reader, provides a monthly school assembly in the church.

The church has very good acoustics and a baby grand piano. The building is used most years by the Bedford Sinfonia for one of their '*Out and About*' concerts, which are well attended.

## **The Need**

The present tower steps (please see photo at end of document) are of differing heights and quite steep. They are stone-based, and have had much material, including concrete, added to them over the years. The one handrail on the right hand side is against the tower wall and is off-set from where the doors are.

We have had a few occasions when people have slipped coming down the steps or tripped when going up them.

The choir robes in the tower and some members (and some visiting clergy) are no longer able to walk up these steps, and so have to robe in the church.

The west doors of the tower are opened when we have events in the churchyard. In July we hold our now annual Bells, Beer and Bangers social which attracted many villagers who do not normally come to the church. People serving need to use the steps as they go from the tower to the kitchenette.

When we have large events in the church some refreshments are served from the base of the tower. The facilities in the tower are then used for washing up and making extra mulled wine. Again, the steps are a hazard as the steepness and unevenness are a risk to tired people.

The proposed steps will be safer for people to access the tower. The steps will cover the present unsightly ones. The new handrails will be in line with the door opening.

## **Impact and Significance**

The proposed steps will be safer for people to access the tower. Two trip hazards will be eliminated by the steps being flush with the tower floor, and the risers being of the same height instead of differing ones.

Visually, the access to the tower will be much improved. The new stone steps will cover the entirety of the current ones and will reach further down the aisle at the back of the church, covering up the electrical leads.

Note: This Statement of Need was approved by the PCC by email on 6<sup>th</sup> June 2025



*Priory Heritage*

*Historic Buildings Consultants, Bedfordshire, England*



**Specification and Schedule of Works**  
For  
**Alteration of Tower steps to improve accessibility**  
At  
**Blunham Church.**

**Prepared by;** - D. Llewellyn Ba Arch, Dip Proj Man, MRICS, MCIOB

Priory Heritage Ltd, Lt Staughton, Bedfordshire, (01767) 631293, (01234) 376866

**Date of Issue;** - October 2025

**Client;** - Vicar and PCC St Edmund + St James Church, Blunham



## PART A PRELIMINARIES

### 1.0 - PARTIES TO THE WORKS

Item	Description	Cost
1.01.	<b>Employer</b>  The employer for the works shall be the Vicar and PCC of St Edmund + St James Church, Blunham  c/o Susan Dodson - 25 Grange Lane, Lower Caldecote, Biggleswade, Beds, SG189AX	
1.02.	<b>Contract Administrator</b>  The clients Contract Administrator (C.A.) for the works will be Priory Heritage Historic Buildings Consultants;  The Old Clay Works, Lt Staughton, Bedfordshire, MK44 2BX Telephone (01234) 376866	
1.03.	<b>CDM</b>  It is not anticipated this project will be notifiable under current CDM regulations	
1.04.	<b>Diocese</b>  St Albans	

### 2.0 - THE WORKS IN GENERAL

2.01.	<b>Site Location</b>  The works are located at Blunham Church which is centrally located in Blunham village. The main entrance to the Church is approached from the North side.	
2.02.	<b>Pre Contract Site Access</b>  In the event the contractor requires access to the site this shall be arranged via Susan Dodson e.mail - susan.dodson3@gmail.com telephone 01767 318057	
2.03.	<b>Project Summary</b>  The works shall consist of the reconstruction of existing steps up into the tower base to improve safety + accessibility.	
2.04.	<b>Schedule</b>  The contractor shall allow to attend periodic progress meetings on site with the client / C.A. as appropriate and as agreed at pre contract meeting	
2.05.	<b>Payment</b>  Unless otherwise agreed the contractor shall make application for payment at intervals not less than 4 weekly via the client's Contract Administrator. See item 4.05	
2.06.	<b>Pre-start</b>  At commencement of the works the contractor shall record the condition any areas, finishes etc which are defective before commencement and likely to affect satisfactory completion of item 8.01 and 8.02	

### 3.0 - TENDER INSTRUCTION

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- 3.01. Quality** The tender documents must not be regarded as a complete statement of all work or materials required to complete the project. The contractor shall include for all procedure and items required to complete the works outlined therein to a proper and workman like standard in compliance with all current legislation pertaining to that work.
- 3.02. Quantities** There will be no formal Bill of Quantities prepared for this project. The contractor shall make his own judgement from a site visit and supplied drawings / schedule as to the exact amounts required to undertake the works required for each item.
- 3.03. Priced Schedule** The contractor appointed to the works shall be required to provide to the C.A. a detailed cost breakdown to be set against specification clauses
- 3.04. Variations** All variations shall be agreed in advance with the Client / Contract Administrator. Variations not notified and agreed in advance may be disallowed from the final account.
- All additions or omissions from the contract sum shall be priced within 14 days. Subsequent to this period, failure to provide information to the Contract Administrator for cost variations within 7 days of a written request may result in additional costs being disallowed in the final account.
- 3.05. Tender Appointment** The employer does not hold himself liable to accept the lowest or any of the tenders submitted. The tenders submitted must remain valid for acceptance by the employer for a period not less than 30 days from stipulated submission date
- 3.06. Submission Date** The contractor shall return his quotation by the date stated on the form of tender and quotations received after this date shall not be considered.
- 3.07. Contingency Sum** The contractor shall include a 10% contingency allowance beyond the net cost of the works for unforeseen items. This shall only be utilised by written instruction from the C.A. The contingency shall be included within the final tender sum where indicated at close of Part B scheduled items.
- 3.08. Qualifications** The contractors quote shall be deemed to include all work described or reasonably inferred as necessary for the proper execution of the works in accordance with current best practice.
- To maintain a consistent and fair basis for tendering contractors shall price at end of Part B schedule of works any items included within the tender sum but not specifically included in the scheduled items.
- Contractors shall not be notified of tender results until tenders are established as comparable.

## 4.0 - CONTRACT DOCUMENTS

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- 4.01. Version** The contract document shall be via exchange of letters format.
- Key terms;
- Commencement Date; To be confirmed
- Completion Date; duration of works to be stated on form of tender
- Liquidated damages; Nil
- Rectification (defect) Period 12 months from Practical Completion
- Interim payments: The first Interim Date is one month after start on site and thereafter at intervals of one month. Unfixed materials or workmanship off site shall not be included in valuations unless by special arrangement pre-contract.
- Payments due prior to practical completion – percentage payable of the total value of work 95%
- Payments which become due on or after practical completion – percentage of the total amount to be paid to the Contractor 97.5%
- Supply of documentation for computation of amount to be finally certified 3 months from the date of Practical Completion
- Contractor’s Public Liability Insurance: injury to persons or property – the required level of cover is not less than £5 million for any one occurrence arising out of one event.
- Insurance of the Works etc. – alternative provisions cover for terrorism not required. (Works & existing structures insurance by Employer in Joint Names)
- Adjudication and Arbitration – Nominating Body to be Royal Institute of Chartered Surveyors
- 4.02. Drawings** The contract drawings shall be as appended to schedule of works detail sheets 2205-4 and 2205-5
- 4.03. Copies of Documents** An electronic PDF copy of the signed contract document shall be available from the C.A. on request
- 4.04. Dimensions** The contractor shall take construction dimensions from site. Do not scale from the drawings.
- 4.05. Interim claims for payment and Valuations** Interim payments are to become due to the contractor at intervals of not less than four weeks.
- The contractor shall submit his interim claim for payment to the Contract Administrator 7 working days before the ‘due date’ who shall consider the claim and issue an appropriate certificate to the client and contractor authorising payment.
- The certificate issued to the contractor with associated valuation shall be considered to represent the ‘Payment notice’ or ‘Payless notice’ within current Construction Act process Once confirmed by certificate the amount shown +VAT is due to be paid by the client to the contractor 14 days from issue of the certificate.

## 5.0 - STATUTORY AUTHORITIES / OBLIGATIONS

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|--------------|-------------------------|---|
| <b>5.01.</b> | <b>Planning</b>         | Not required  |
| <b>5.02.</b> | <b>Listed Building</b>  | Not required  |
| <b>5.03.</b> | <b>Building Control</b> | Not required  |
| <b>5.04.</b> | <b>DAC / Faculty</b>    | Pending consent   |
| <b>5.05.</b> | <b>Archaeologist</b>    | No excavation is proposed and the above ground masonry alteration to the steps is not expected to have any Archaeological impact.   |
| <b>5.06.</b> | <b>Utility Services</b> | Utility services exist within the Church but this work is not expected to affect or interrupt the supply.   |
| <b>5.07.</b> | <b>Site access</b>      | The contractor shall exercise reasonable control measures to ensure only those entitled to gain access to the area of the works may do so. The persons authorised shall be agreed at the pre contract meeting with the C.A.   |
| <b>5.08.</b> | <b>Site Safety</b>      | <p>The contractor shall be responsible for site safety and shall include within his quote for compliance with all relevant health, safety and workforce welfare legislation.</p> <p>The contractor shall provide information reasonably required in preparation of the clients H&amp;S file in compliance with CDM regulations and a copy of his project risk assessment for the works on request.</p> <p>Be alert to asbestos previously used or incorporated into the structure.</p> <p>Allow to undertake pre-start site inspection as required and for compliance with Statutory instrument 1969 No 69 (and subsequent Instruments relating to asbestos), the Codes of Practice and Guidance notes published by the Asbestos Research Council, and the Health and Safety at Work Act.</p> |
| <b>5.09.</b> | <b>Fire Precautions</b> | <p>The general contractor shall be responsible to ensure his own and sub contract operatives take all reasonable precautions to prevent loss or damage by fire. All operatives should be made aware of the location of fire extinguishers and be able to contact responsible officials in the event of an emergency.</p> <p>No hot works are envisaged but any work involving the use of blow-lamps, lead burning torches and other apparatus producing flames should be carried out under the closest supervision.</p> <p>Smoking within the building or on site is prohibited.</p> <p>The contractor shall comply with the insurance provisions for hot work permits when relevant to the works.</p>  |

- 5.010. Ecologist (Bat) Protection** The low level works to reform the stone steps are unlikely to affect any bats using the building but the contractors' workmen should remain aware that it is illegal not only to intentionally kill, injure or handle any bat but also intentionally to damage, destroy or obstruct access to any place that a bat uses for shelter or protection 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.
- 5.011. Commencement** The contractor shall not commence work until the contract documentation is signed and returned to the C.A. The contractor shall notify the C.A. at least two working days in advance when work shall start on site.
- 5.012. Insurance** The contractor shall maintain adequate insurance for the works as defined in the contract.  
The Contractor must indemnify the Employer against all liabilities, loss, claim, expense or proceedings whatsoever, in respect of damage arising from his (or his subcontractors) operatives negligence. Particular care should be exercised in the use of heat producing appliances such as blow torches for lead-working.  
Existing structures, contents and unfixated materials / goods (except Contractor's sheds, plant, tools and equipment) shall be insured in joint names. The Employer shall notify his insurers prior to commencement of the works to maintain insurance cover against such risks. (see also 7.01 materials on site)

## 6.0 - PROJECT MANAGEMENT

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- 6.01. Supervision** The general contractor shall be responsible for the day to day project management of his operatives and for co-ordination with both domestic and nominated sub-contract operatives  
The general contractor shall prepare a schedule for the works and shall keep this updated throughout the duration of the project. He shall notify the C.A. immediately if variations or unexpected delays occur which could cause an extension beyond the agreed completion date.
- 6.02. Sub-Contract** The contractor shall ensure that all subcontractors are instructed via a proprietary form of subcontract and hold an appropriate 'sub-contractors' certificate from Inland revenue for tax purposes
- 6.03. Site Facilities** Assume for tendering the WC facility within the church may be used by the contractor provided it is maintained in 'as found' condition fit for continued use by members of the congregation during services.  
Allow to provide any additional welfare facilities separately as may be required  
Allow for any secure site separate storage unit as considered necessary if valuable materials / equipment are to be stored on site.

- 6.04. Scaffold** No scaffold is likely to be required for this project
- 6.05. Site Security** The contractor shall take all reasonable measures to maintain public safety and prevent unauthorised access to the works.
- 6.06. Protection** The contractor shall supply and maintain adequate covers to protect internal fixtures and fittings from damage by dust or debris arising from the works. Items of particular value or historic importance shall be physically protected by plywood casing or similar method as approved on site with the C.A.
- Items of significant value such as church organs shall be protected by a specialist (such as the organ maintainer) to avoid damage. The contractor shall consult such persons as necessary and shall be responsible for rectifying any damage consequent upon the works howsoever caused.
- The contractor shall throughout the works be responsible for taking all reasonable measures to protect the works from damage by the weather and to minimise delays consequent on inclement weather conditions.
- 6.07. Services** Water and electricity are both available at the church. The contractor shall include in quote for any temporary arrangements necessary to get water and electricity to the area of the works. £.....
- 6.08. Dayworks** Where dayworks have been agreed in advance the contractor's foreman shall be held responsible for maintaining accurate operative time-sheets and submitting copies to the C.A. weekly (or at some other interval as shall be agreed with the C.A. in advance) £.....
- 6.09. Completion** The contractor shall notify the C.A. when he considers the works completed to specification. £.....
- The works shall be deemed practically complete by the C.A. who will issue a practical completion certificate and reduce retention on contract to 2.5% certified value. This money shall be retained on deposit by the client for the six month defect retention period
- At expiry of the defects period and following a final inspection the C.A. shall certify such outstanding sums as due to the final certificate.
- 6.010. Non Completion** The contractor shall state on his form of tender the number of weeks duration anticipated on site.
- A start and completion date based on this shall be agreed at the pre-contract meeting.
- Damages for non-completion by the agreed date after allowing extension of time for extra works and non-seasonal inclement weather shall be applied at the rate £...Nil.... per week.
- 6.011. Inspection** The C.A. shall visit periodically to inspect the works. The contractor shall maintain on site at all times a competent workman vested with authority to discuss the works and take instruction from the C.A. £.....

## 7.0 – THE WORKS

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- 7.01. Materials** In the event any material, product or quality of workmanship is not fully specified it shall be suitable for the purposes of the works stated in or reasonably to be inferred from the contract documents and in accordance with best building practice.
- Other than bulk unprocessed materials such as sand / gravel etc only sufficient quantity of materials as required for the days work shall be brought to site. Valuable materials particularly metal sheet for roofing shall NOT be stored on site without specific written instruction from the C.A. and if so agreed shall remain at the sole risk of the contractor irrespective of standard contract / insurance clauses to the contrary.
- 7.02. Delay** The works are internal and not expected to be significantly impacted by the weather
- In the event of delay for other reasons the contractor shall notify the contract administrator and produce a revised schedule within 14 days of the delay arising. Claims for extensions of time caused by delay not notified at the appropriate time will not be entertained in final account negotiation.
- 7.03. Stonework** All stonework is to be undertaken by qualified stonemasons approved by the client's C.A.
- All new stones shall be a minimum of 100mm in depth from the face of the wall. Projecting stones to be cut out to at least twice the depth of their overhang. The exact worked face shall be agreed with the Architect on site but may generally be assumed to be left from the chisel. (sawn stone shall be hand tooled to all visible surfaces to soften edge and remove saw striations)
- All mouldings, curves, angles, etc., are to be worked out of the solid. Angle mitre-joints will not be permitted. Sound original stone is to be retained wherever possible and rebuilt into the works. Include for all dowels / cramps as may reasonably be required.
- 7.04. Mortar** The preferred mortar for all stone bedding and pointing work shall generally be assumed to be three parts sharp sand to one part fat lime putty. The mix should be left for at least a day to mature before use
- There is no appreciable frost risk for the masonry works on this project. With prior agreement with the C.A, mortar used may be undertaken using NHL 2 Hydraulic lime in place of the lime putty. Mix assumed to be 2.5: 1 (sharp sand: lime).
- The sand shall be clean sharp pit sand. A sample to be agreed with the Architect before work commences. Although the finer joints between step masonry prevent a coarse grit in the sand an account should soft builder's sand be used. Discuss samples of available sand with C.A. on site. Exact mortar mix to be agreed on site and a sample panel prepared for approval.

Fine ashlar pointing will require the use of silver sand or a lime putty/stone dust mortar. Agree this on site.

NB; No proprietary plasticizers or commercial additives shall be used. Use of natural pozzolanic additives / brick dust in mortar mixes subject to sample approval and by prior agreement only.

**7.05. Pointing  
General**

Any areas in need of repointing shall be treated by raking out the joints to a minimum depth of 40mm. Existing mortar is to be removed from the joints by hand with simple hand tools. Mechanical cutting out with powered devices is prohibited. Thoroughly wet all surfaces before new mortar is bedded in. The joints shall not be made wider to admit the pointing.

New mortar joints are to match the thickness of the existing as far as possible. Mortar to be firmly tamped in leaving no voids. When firm but before achieving an initial set the mortar is to be 'bagged off' / brushed to expose grit in surface. A sample area approximately 1m<sup>2</sup> is to be prepared for approval by the contract administrator before pointing generally is commenced.

**7.06. Pointing Ashlar**

Fine jointing in ashlar work will require joints to be carefully cut out by hand with fine saw blade or hooked knife. Widening of joints shall NOT be permitted. Blow out dust and damp down raked out joints.

Lime mortar shall be fine screened and / or made up with silver sand as dictated by site conditions and joint widths. Mortar may require to be more fluid hence shall be applied into joints through 50mm tape placed over joint then slit to allow mortar to be firmly tamped into joint without staining adjacent ashlar face.

**7.07. Cramps,  
Dowels, Ties**

Any ties or cramps found necessary during the work shall be cuprous bronze, stainless steel or other approved non-ferrous material of appropriate tensile strength.

## **8.0 – COMPLETION**

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**8.01. Make Good**

On completion of the works a site inspection will be undertaken to confirm practical completion and / or full completion as appropriate. This will identify defects and damage reasonably associated with the contracted works which contractor shall make good howsoever caused.

This is to include all making good consequent on direct labour works and all subcontractors works.

**8.02. Tidy**

At handover clean and tidy the area of the Tower steps and any adjacent areas affected by dirt / debris from the work.

Remove all debris and surplus materials leaving all fit for use.

## PART B - WORKS SCHEDULE

### 9.0 - GENERAL AND PREPARATORY WORKS

Item	Description	Cost
9.01.	<b>General Scope</b> The works shall consist of the construction of new stone westerly steps over the existing stone steps into the Tower base	
9.02.	<b>Church use</b> Assume for tendering that the church will remain in use and public access during the project.  The area immediately adjacent and access into the tower base from the Nave will be out of public use.	
9.03.	<b>Preliminaries</b> Allow here to bring forward costs for with preliminaries section A	£.....
9.04.	<b>Asbestos</b> Assume for tendering there is no up to date Asbestos report for the church. Include in tender for inspection as necessary relating to pre-commencement but do not allow for any specific costs for removal.  Any costs relating to safe removal of asbestos (if any) to be managed later as variation.	£.....
9.05.	<b>Access</b> Allow for all access, hoardings and other safety equipment needed to undertake the work.	£.....
9.06.	<b>Site Storage</b> All equipment and materials to be properly stored off the ground in an agreed location / compound position.	£.....
9.07.	<b>Debris</b> Clear up debris and surplus materials as it arises.  Maintain a tidy site and do not allow general construction debris or rubbish to cause a nuisance in other areas of the site.	£.....
9.08.	<b>Protection</b> Lay protection as needed to all adjacent areas of floor and areas affected by foot traffic to and from the works.  Physically cover the lower panels of the adjacent timber screen at the head of the steps with 'Correx' boards or similar to prevent any mechanical damage.  Cover entire screen and adjacent pews etc with dust sheets to prevent damage.	£.....
9.09.	<b>Existing Services</b> <u>Water</u> - This is available in the church and churchyard. Allow for temporary provision as necessary to get this to point of use for the work.  <u>Electric</u> - This is available at the Church and may be used free of charge for all activities reasonably in connection with the contracted repairs. Contractor to check supply is adequate for purpose pre tender.	

Toilets – There is a WC within the church which for purpose of tender may be assumed to be available provided it is maintained in good clean condition. This to be confirmed at pre-contract meeting. In the event use of the existing WC is not possible a separate portable WC to be provided and charged as a variation. £.....

Welfare – The contractor shall provide his own facilities, site hut etc as necessary for general welfare and safety in accordance with current regulations.

Damage – the contractor shall take all reasonable precautions to establish the position / route of supply to existing services on site and ensure the works does not damage or otherwise interrupt the supply. Any essential need to disconnect service provisions to be agreed + scheduled in advance. £.....

## 10.0 – STEP CONSTRUCTION

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- 10.01.** Top edge of paving to upper step in front of the screen to be carefully cut back to allow new top step masonry to be fitted flush with existing paved surface in base of tower. £.....  
All existing masonry to steps to remain in position where not conflicting with new upper tread and to be over-built with proposed step construction.
- 10.02.** The existing 3 No Stone + cement steps are of varying riser heights and to be reconstructed to form 4N° equal risers / steps. £.....  
Existing masonry overlaid with new Ancaster steps, 40mm treads and 30mm risers. New steps to be full width of steps as existing. To be formed in lengths as long as practicable, not less than 750mm with an even and consistent rise / going. Nosing to retain a simple square edge profile to match the original steps.  
New masonry infill needed below rebuilt steps to be built up in stock brickwork in lime mortar. The infill under the new lower step shall include nominal 40<sup>mm</sup> black UPVC duct to enable retention of existing cables across base of steps and to allow potential for future services to be routed discreetly.
- 10.03.** Lift black + red tiles as required to form bottom step. Cut and relay around face of new steps continuing edge / border detail as existing £.....
- 10.04.** Firmly fill all joints to step masonry with lime mortar, struck flush to face of steps and clean masonry on completion. £.....  
Make good any minor damage / fixing holes from position of former door threshold to existing screen and previous handrail etc.

**11.0 – ASSOCIATED WORK**

<b>11.01.</b>	<b>Screen threshold</b>	<p>The raised timber threshold section to base of the screen is to be retained but to avoid trip hazard is to be neatly cut flush with frame edge and refitted in two sections onto bottom edge of existing doors.</p> <p>Stain and wax all cut edges + ease as necessary to ensure door swing clears surface of existing stone paving in tower base</p>	<p>£.....</p> <p>£.....</p>
<b>11.02.</b>	<b>Handrail</b>	<p>Existing modern timber handrails removed from reveals to tower arch. Fabricate and fix new blacksmith made black iron handrail on posts with horizontal stay as drawn. Vertical post to have simple barley twist detail as indicated.</p> <p>Handrail to be drilled and countersunk with set-screw to allow exact fixing positions to be agreed on site. Position of stay to be adjusted along handrail length so that the vertical position can correspond to stone joint height.</p> <p>New handrail to be degreased, primed and painted gloss black on completion.</p> <p>All fixings to be into ashlar joints, to be non-ferrous / stainless steel and painted black to match adjacent handrail.</p>	<p>£.....</p>
<b>11.03.</b>	<b>Pew base</b>	<p>As the works proceed allow to carefully cut back edge of existing timber pew base to allow extended lower step. On completion reconstruct plinth up to base of stone step to match original.</p> <p>Existing adjacent pews reinstated on completion</p>	<p>£.....</p>
<b>11.04.</b>	<b>Electrical</b>	<p>Remove existing double socket mounted to reveal of arch and relocate to position on Nave wall.</p>	<p>£.....</p>

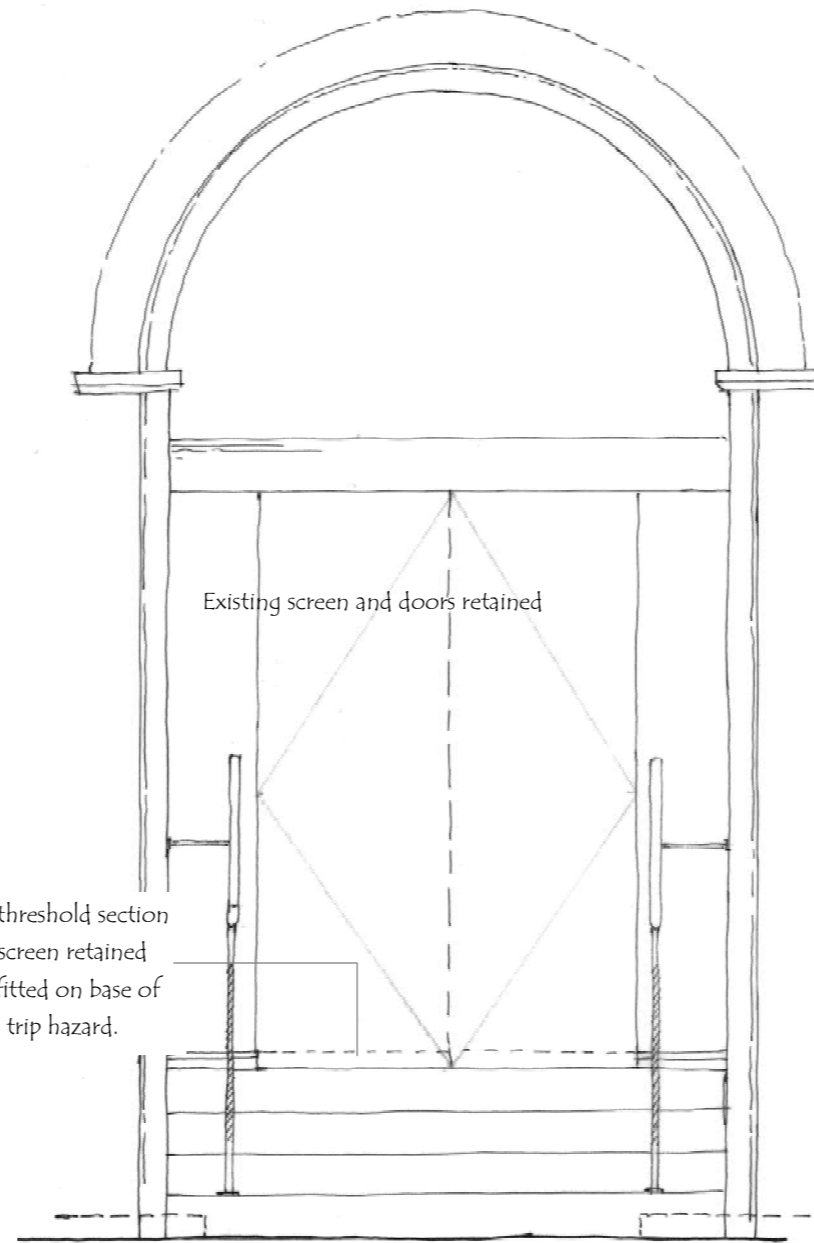
**SUMMARY**

Part A	Preliminaries applicable to this phase	£.....
9.0	General	£.....
10.0	Step Construction	£.....
11.0	Associated work	£.....
Sub Total		£.....
10% General Contingency		£.....
<b>Contract Total (ex VAT)</b>		<b>£.....</b>

# Tower Steps - Church of St James & St Edmund - Blunham

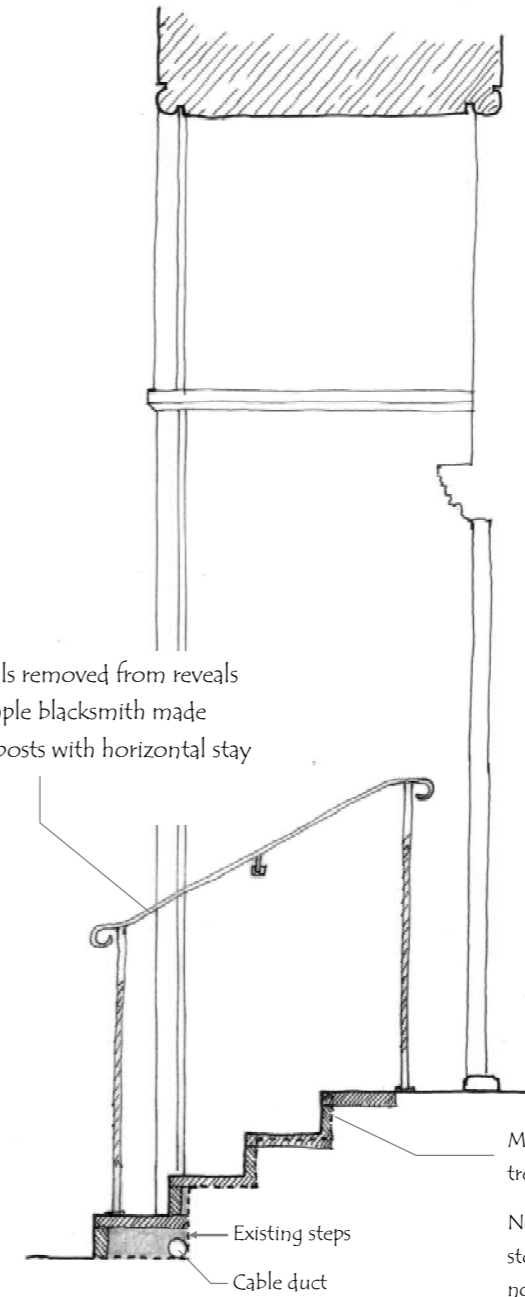


Existing Steps



Raised timber threshold section to base of the screen retained but cut and refitted on base of doors to avoid trip hazard.

Existing screen and doors retained

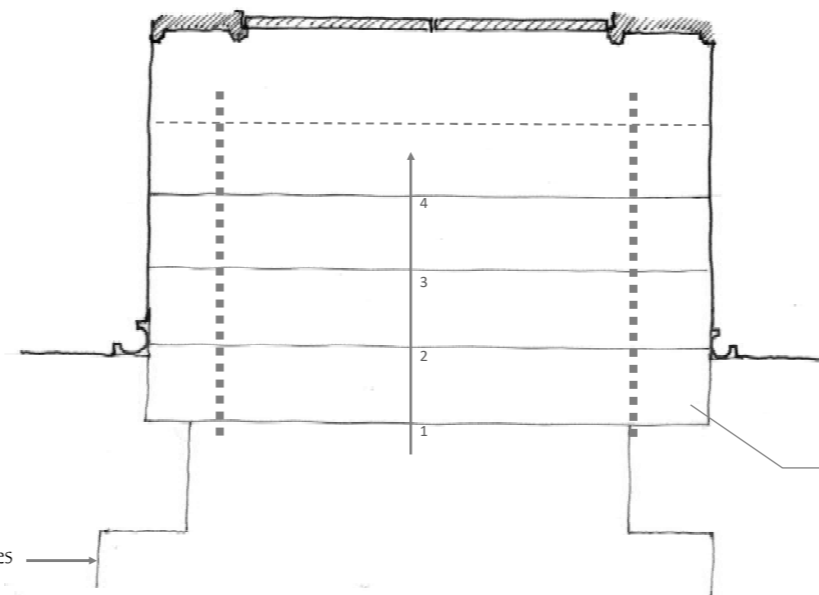


Existing timber handrails removed from reveals to tower arch. New simple blacksmith made black iron handrail on posts with horizontal stay as drawn

Masonry to upper steps cut back to allow new treads to be fitted flush with adjacent surface.

New masonry below bottom steps built up in stock brickwork in lime mortar, to include nominal 40mm duct to enable retention of existing cables across base of steps

Existing steps  
Cable duct



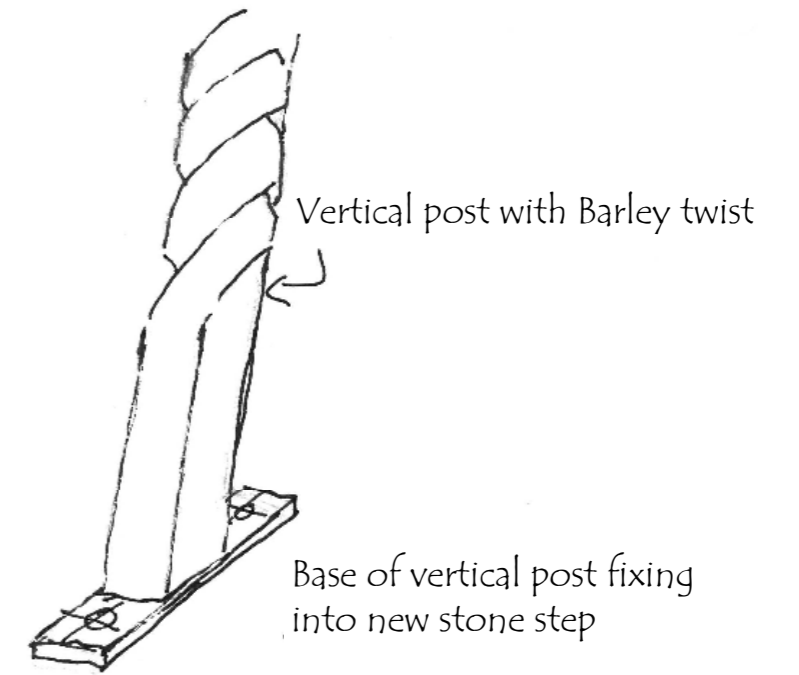
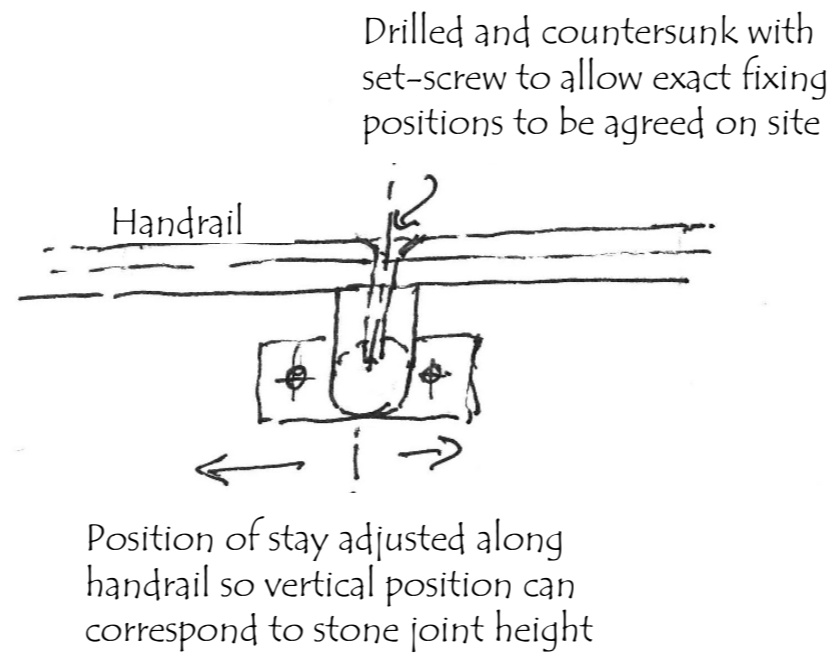
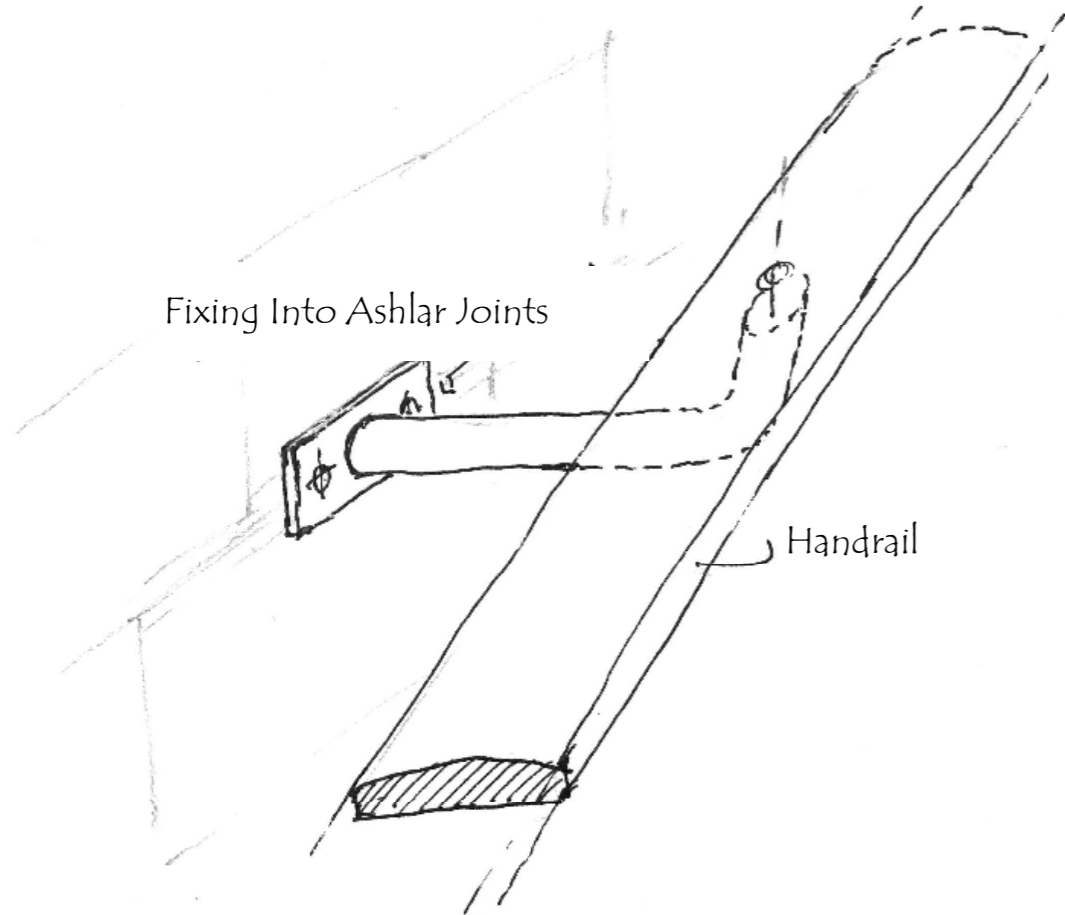
The existing 3 No Stone + cement steps are of varying riser heights and to be reconstructed to form 4 No equal risers / steps. Existing masonry overlaid with new Ancaster steps, 40mm treads and 30mm risers. New steps to retain a simple square edge profile to match the original steps.

Timber pew base cut back and rebuilt around base of stone step. Pew reinstated.

Extent of pew bases

Scale apx 1:25 (at A3)

Tower Steps - Church of St James & St Edmund - Blunham



All fixings to be stainless steel painted black to match handrail on completion

## Emma Critchley

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**From:** Susan Dodson <susan.dodson3@gmail.com>  
**Sent:** 09 July 2025 07:44  
**To:** Emma Critchley  
**Subject:** Re: DAC meeting 8th May - Blunham, St Edmund or St James - AC/25/07 - Case ref 170450-1124G - Blunham, St Edmund or St James - stone steps  
**Attachments:** Blunham - handrail fixing.jpg

Hi Emma

We met David yesterday and I asked him about fixing the handrails for the tower steps. They are to be fixed and he has sent this drawing with details.

We are hoping that Messenger will be able to do the steps at the end of their time working on the outside of the church.

Kind regards

Sue

On Fri, 4 Jul 2025 at 18:13, Emma Critchley <[ecritchley@stalbans.anglican.org](mailto:ecritchley@stalbans.anglican.org)> wrote:

Dear Sue,

We're nearly there! The DAC standing committee has reviewed the proposal to install stone steps and a handrail over the uneven steps to the tower base. The Committee accepts this approach, noting the health & safety issues and cost constraints.

Is one of the handrails actually to be freestanding? If both will be fixed, please can you confirm how/where? If not, please can David Llewellyn provide detailed drawings of the free standing handrail and how it will be made stable?

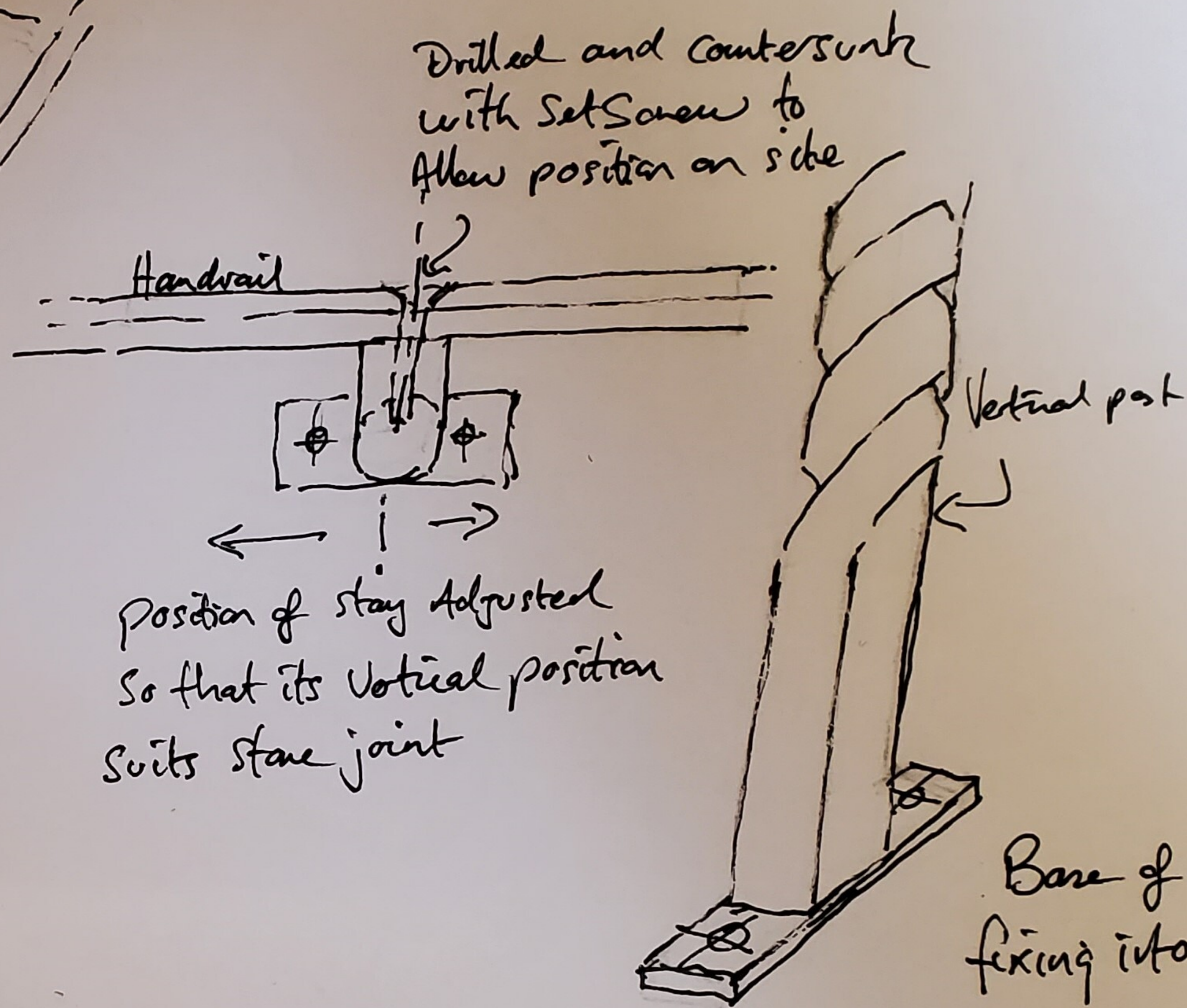
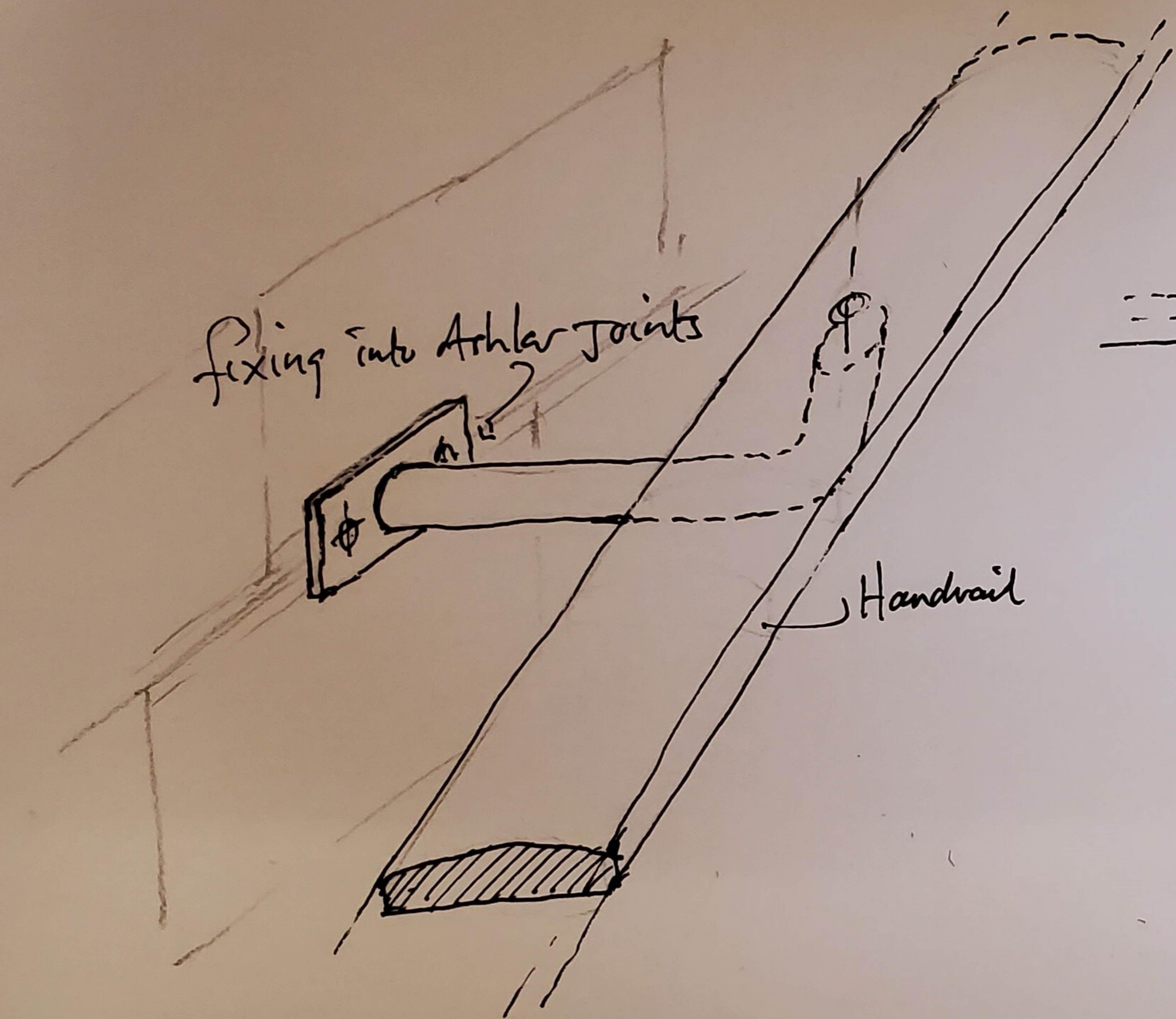
Best wishes,

Emma

Emma Critchley

Deputy Diocesan Secretary

DAC Secretary



NB- All fixings Stainless Steel

Blenham church  
Tower Steps.