

### 1. Proposal

To undertake work to install an external window guard over the Quatrefoil window located in the South Porch at St Michael's.

### 2. Background / Context

St Michael's unfortunately suffered an attempted break-in during the night of Friday 23<sup>rd</sup> August 2024. Glass in the Lady Chapel south window was broken and the lead damaged. There was no access gained to the Church so the building itself remained secure.

The attempted break was reported to the police and St Michael's were given a crime number – 43240407220. St Michael's insurers, Ecclesiastical Insurance Group, have also been informed and issued a claim number - CL-128101. Work to repair the window is being managed under a separate project.

However as a separate issue, it has been identified that a quatrefoil window in the South Porch is not covered by the Church's insurance. The leaded glass panels have a leaf motif painted on them and the window is classified as a stained glass window.

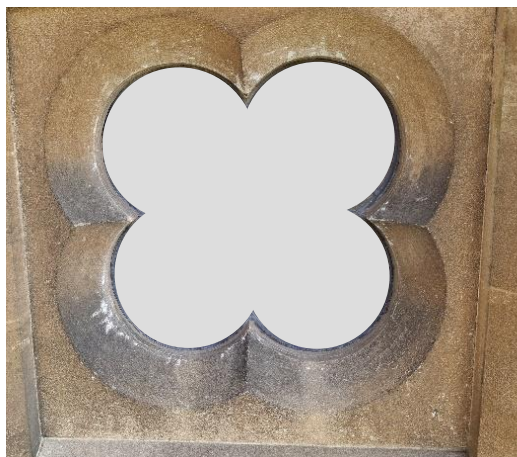


### 3. Work Scope - Install window guard over the Quatrefoil window

St Michael's Fabric Committee has decided that the Quatrefoil window, located on the ground floor in the South Porch, needs to be covered by insurance.

Therefore St Michael's plans to install an external guard over the window at the earliest possible opportunity.

The window guard will be inset into the window shape retaining the Quatrefoil shape of the glass as indicated by the templated image below.



| Project Reference                                                                                                                                                                                                                               | Doc Date   | Doc No/Type          | Rev | Page   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------------------|-----|--------|
| SMP/01/012                                                                                                                                                                                                                                      | 26/11/2024 | Submission Narrative | 0.3 | 1 (10) |
| St Michael's Parish Church, New Lane Hill, Tilehurst, Reading, Berkshire RG30 4JX<br>Phone: 0118-942-7331, Email: <a href="mailto:office@stmichaeltilehurst.org.uk">office@stmichaeltilehurst.org.uk</a> , Charity registration number: 1131421 |            |                      |     |        |

# St. Michael's Church, Tilehurst



## Narrative to Support Provision of Window Guard to Quatrefoil Window

See Appendices A and B for the location of the Quatrefoil window in the Church and Appendix C for images of the window.

It should be noted that all other stained glass windows in the Church already have external window guards so this is the only stained glass window now requiring a window guard for insurance purposes.

### 3.1. Window Guard Manufacturing Details

The window guard will be made using the following materials:

**Stainless steel weldmesh** - The guards are cut and made from 3" x ½" (76mm x 12mm) weld mesh sheet made from 12swg (2.64mm) stainless steel wire on 5swg (5mm) stainless steel perimeter round bar on the outside edge

**Materials** - High-quality 304 or 316-grade stainless steel wire, and utilises high-quality 304 and 316 grade round bar for the perimeter

**Finish** - The guards will be coated in polyester black. (Polyester powder coating is recommended for general exterior situations, where good weathering resistance is required).

Appendix E shows the window guard dimensions.

### 3.2. New Guard Fixing methods

Two fixing methods are proposed as detailed below.

The Oxford Diocesan Advisory Committee (DAC) are requested to advise on the preferred fixing Method.

#### Method 1

The guards can be fixed using a traditional method of using lead plug with a copper or stainless-steel wire fixing.

This method consists of a hole drilled into the stonework behind the guard, then its plugged using lead and the wire to create a tie that holds the guard to the stonework.

It is sometimes call an invisible fixing by people in the trade

#### Method 2

This method uses a stainless-steel clip around the perimeter wire of the guard. These clips are fixed by drilling into the stonework, the hole rawlplugged and screwed through with a stainless-steel screw.

These fixings are more visible, but have advantages that they can be easier to remove for window access and have a stronger fixing than the traditional method in Method 1.

## 4. Approvals - External

This document has been produced to support Approvals for the works defined from:

- Diocese Advisory Committee (DAC)
- Church Architect – Robin Nugent Architects
- Reading Borough Council (Planning)
- Reading Borough Council (Building Control)

It is planned to submit a Faculty Application to the Oxford Diocesan Advisory Committee (DAC) for approval. This document supports the Faculty application.

| Project Reference                                                                                                                                                                                                                               | Doc Date   | Doc No/Type          | Rev | Page   |
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| SMP/01/012                                                                                                                                                                                                                                      | 26/11/2024 | Submission Narrative | 0.3 | 2 (10) |
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# St. Michael's Church, Tilehurst

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Work will not commence until these Approvals are in place or confirmation that an .

### 4.1. Reading Borough Council (Planning)

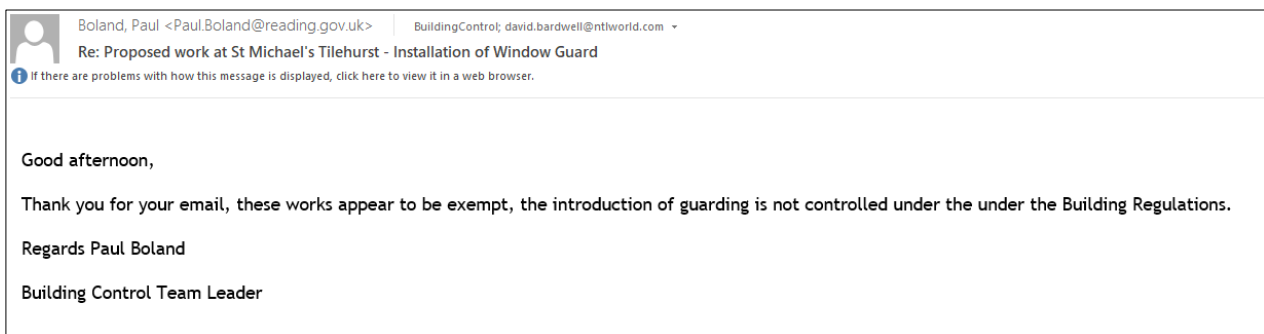
Reading Borough Council have been approached and confirm planning permission is required.

This is currently in progress under the following application details:

- Application Type: Listed building consent
- Reference number: PP-13532202
- Applicant: David Bardwell
- Application site address: St Michaels Church, Routh Lane, Tilehurst, Reading, RG30 4JX
- Submission date: 01/11/2024 14:22:35
- Application Fee: £0.00
- Total Service Charges: £0.00

### 4.2. Reading Borough Council (Building Control)

The following response from Reading Borough Council Building Control confirms approval is not required from them.



## 5. Estimate of Costs

Total Costs for the work packages are detailed below:

|                                                                                                    | Cost ex VAT      | VAT            |
|----------------------------------------------------------------------------------------------------|------------------|----------------|
| J G Restorations (Michael Bartoletti) – Window Guard to Quatrefoil Window (Quote – see Appendix D) | £809.25          | £161.85        |
| Architect Fees                                                                                     | £1000.00         | £200.00        |
| <b>Sub Totals</b>                                                                                  | <b>£1,809.25</b> | <b>£361.85</b> |
| <b>Gross</b>                                                                                       | <b>£2,171.10</b> |                |

## 6. Faculty Application Supporting Statement

### 6.1. PCC Minute authorising the works

The scope and cost of the work was submitted to Parochial Church Council on 15th October 2024. The PCC meeting agreed to the work and is recorded in the Minutes under Fabric Matters (6) as follows:

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| SMP/01/012                                                                                                                                                                                                                                      | 26/11/2024 | Submission Narrative | 0.3 | 3 (10) |
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# St. Michael's Church, Tilehurst



## Narrative to Support Provision of Window Guard to Quatrefoil Window

SMP/01/012 Request for approval of the provision of a window guard to the South porch Quatrefoil window. This work will need to go through the faculty process. DS commented on the cost of the architect but DB explained we have to involve an architect when a faculty is needed.

**Proposed by Maxine Elvey, seconded by David Bardwell.** All in favour. ER signed the document.

There were 18 members at the PCC meeting and all voted in favour of the Proposal. There were no abstentions or votes against the proposal.

### 6.2. Letter of Support from the Architect

The Architect has been consulted on the proposal. A Letter from the Architect is awaited and will be added to the Faculty application when received.

### 6.3. Estimate / Tender from contractor(s) - please include professional accreditation

It is planned to use J G Restorations (Michael Bartoletti) for the works. St Michael's has worked with J G Restorations (Michael Bartoletti) for both previous major and minor work packages and is Content to adopt a single Tender/Quote approach.

The Contract will be let by "Exchange of Letters" and the Contractor will have their own insurance cover for their part in the works.

### 6.4. Architect's Specification – or other design details

Not considered applicable for this application.

Required Design details are included within this document.

### 6.5. Annotated drawings and/or photographs illustrating the proposals

See Appendix C

### 6.6. Plans identifying the location

See Appendices A and B identifying the location of the window subject to this Submission Narrative.

### 6.7. Insurance confirmation

Ecclesiastical Insurance Group were advised of the work by phone on 09/10/2024. The works do not affect our Insurance Cover.

As the Contract will be let via "Exchange of Letters", the Contractor will be required to have their own insurance cover for their works.

## 7. Application – List of Supporting Documentation

The following list of documents have been submitted to support the application:

- St Michael's Tilehurst - Narrative to Support Provision of Window Guard to Quatrefoil Window (This document)

| Project Reference                                                                                                                                                                                                                               | Doc Date   | Doc No/Type          | Rev | Page   |
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| SMP/01/012                                                                                                                                                                                                                                      | 26/11/2024 | Submission Narrative | 0.3 | 4 (10) |
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# St. Michael's Church, Tilehurst



## Narrative to Support Provision of Window Guard to Quatrefoil Window

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**Revision History:**

| Issue | Date       | Amendment                                                           |
|-------|------------|---------------------------------------------------------------------|
| 0.1   | 09/10/2024 | First Draft                                                         |
| 0.2   | 28/10/2024 | Revised to show JGR Quote figures. PCC Minute Added.                |
| 0.3   | 26/11/2024 | Updated with Window Guard size, manufacturing & fixing information. |
| 0.4   |            |                                                                     |

|                                                                                                                                                                                                                                                 |            |                      |     |        |
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| SMP/01/012                                                                                                                                                                                                                                      | 26/11/2024 | Submission Narrative | 0.3 | 5 (10) |
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# St. Michael's Church, Tilehurst

Narrative to Support Provision of Window Guard to Quatrefoil Window



## Appendix A – Location South Porch and Quatrefoil window position



 - Location of Quatrefoil window in South Porch

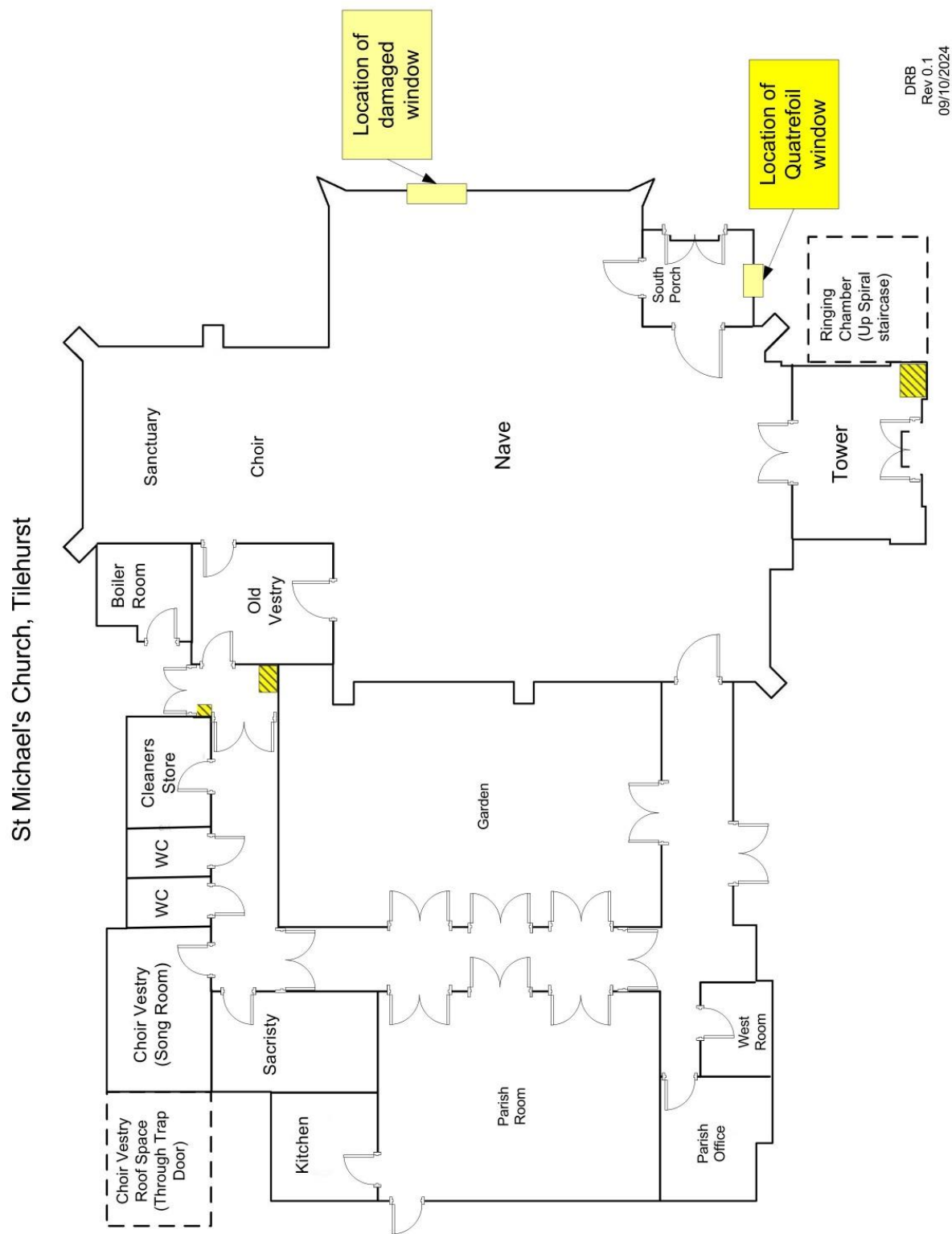
| Project Reference                                                                                                                                                                                                                               | Doc Date   | Doc No/Type          | Rev | Page   |
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| SMP/01/012                                                                                                                                                                                                                                      | 26/11/2024 | Submission Narrative | 0.3 | 6 (10) |
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# St. Michael's Church, Tilehurst

Narrative to Support Provision of Window Guard to Quatrefoil Window



## Appendix B –Church Plan view of Quatrefoil window location.



| Project Reference                                                                                                                                                                                                                               | Doc Date   | Doc No/Type          | Rev | Page   |
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| SMP/01/012                                                                                                                                                                                                                                      | 26/11/2024 | Submission Narrative | 0.3 | 7 (10) |
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# St. Michael's Church, Tilehurst



## Narrative to Support Provision of Window Guard to Quatrefoil Window

### Appendix C –Image of Quatrefoil Window External Views of the window



### Internal Views of the window



| Project Reference                                                                                                                                                                                                                               | Doc Date   | Doc No/Type          | Rev | Page   |
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| SMP/01/012                                                                                                                                                                                                                                      | 26/11/2024 | Submission Narrative | 0.3 | 8 (10) |
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| C:\SIM Dropbox\SIM Admin\PO_SEC\SIM_Fabric\Projects_Church_Bldg_Grounds_SMP\SMP_01_012_Window Guard over Quatrefoil window\SMP_01_012_WindowGuard_QuatrefoilWindow_SN-0p3.docx/8 of 10 Printed: 26-Nov-24 8:17 AM (1175/6315) Rev 0.2           |            |                      |     |        |

St. Michael’s Church, Tilehurst

Narrative to Support Provision of Window Guard to Quatrefoil Window



Appendix D –J G Restorations Quote for works

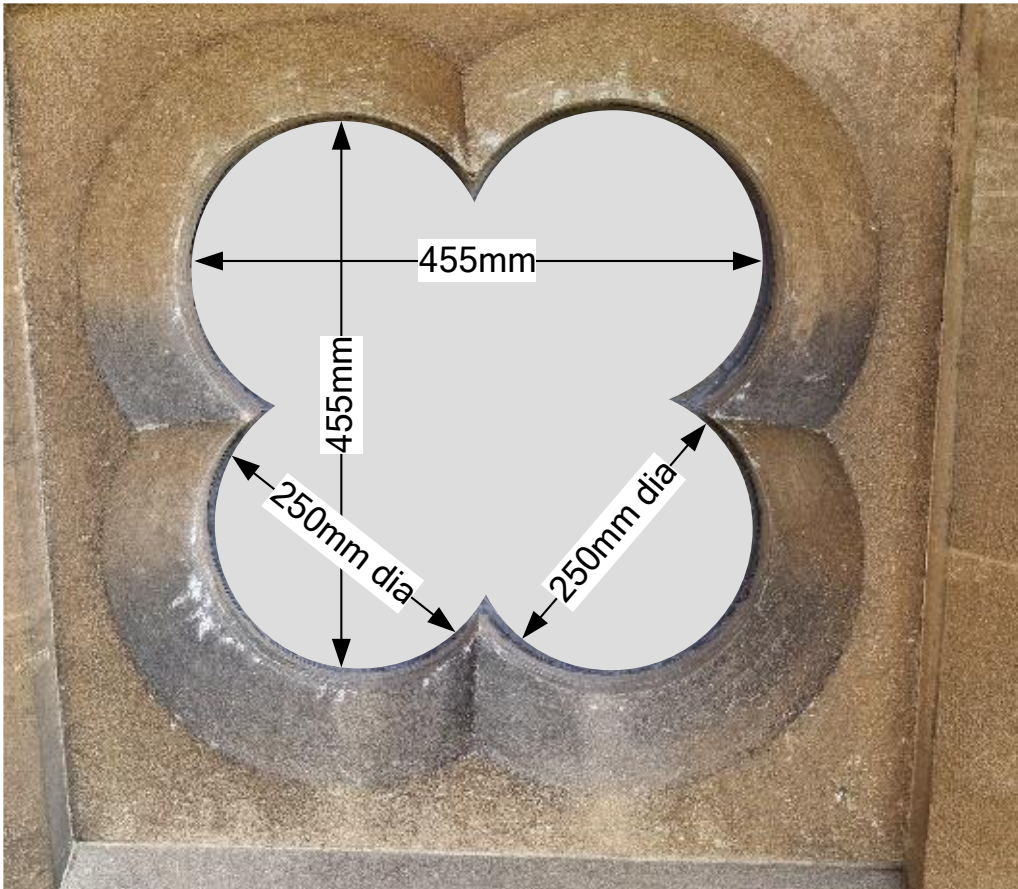
JG RESTORATIONS

Window repairs Guards 2024

ST. MICHAELS CHURCH

| Window guards  |                                       | JG Restorations |          |
|----------------|---------------------------------------|-----------------|----------|
| Title          | Description                           |                 |          |
| Item           |                                       |                 |          |
| Measured Works |                                       |                 |          |
| 1              | Window guards                         |                 |          |
| 1.01           | Quatrefoil window                     | £ 450.00        |          |
| 1.02           | Fitting                               | £ 200.00        |          |
|                |                                       |                 | £ 650.00 |
| Analysis       |                                       |                 |          |
| 1              | Window guards                         | £ 650.00        |          |
|                | Sub-total                             | £ 650.00        |          |
|                | Profit                                | £ 100.75        |          |
|                | Preliminaries                         | £ 58.50         |          |
|                | Total                                 | £ 809.25        |          |
| 1              | Total cost of works                   | £ 809.25        |          |
|                | Projected cost of project (excl. VAT) | £ 161.85        |          |
|                | Value added tax                       | £ 971.10        |          |
|                | Sub-total                             | £ 971.10        |          |
|                | Total                                 | £ 971.10        |          |

Appendix E –Window Guard Dimensions



Note: Each of the quatrefoil “leaves” are identical, being nominally 250mm in diameter.

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| Project Reference                                                                                                                                                                                                                               | Doc Date   | Doc No/Type          | Rev | Page    |
| SMP/01/012                                                                                                                                                                                                                                      | 26/11/2024 | Submission Narrative | 0.3 | 10 (10) |
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