

DIOCESAN ADVISORY COMMITTEE

SCHEDULE OF DOCUMENTS

1. **Statement of Significance** (Statements of Significance and Needs.docx)
2. **Schedule of works** (St Michaels Priced Schedule of Works - Bakers.pdf)
3. (240601.10 Proposed Ground Floor.pdf)
4. (240601.12 Demolitions.pdf)
5. (240601.13 Demos Sections.pdf)
6. (240601.15 Sections.pdf)
7. (240601.16 Sections.pdf)
8. (Responses to DAC 12th August.pdf)
9. (240601.17A Elevation.pdf)
10. (IMG20250723122214 copy.jpg)
11. **Structural Surveyor's Report** (250115 Report Letter 28.02.25.pdf)
12. (Proviso comments 02.09.25.pdf)
13. (IMG20250326150241.jpg)
14. (IMG20250326155043.jpg)

TO THE CHANCELLOR OF
THE DIOCESE OF ST ALBANS

22/10/2025

VIEWED by the St Albans Diocesan
Advisory Committee

Statement of Significance

Proposal: To reorder the ground floor tower room to include an accessible lavatory and a multi-purpose space predominantly for young people

Part I

Please see introduction with full historical outline to the 2023 Quinquennial Inspection 2023 prepared by church architect Jeremy Lander. (June 2023) British History online
<https://www.british-history.ac.uk>

The initial drawings for the reordering have also been prepared by Jeremy Lander, 24th June 2024

Additional information is available on the church website:
<https://www.stmichaelsweb.org.uk>

St Michael's is the predominant Anglican Church in Bishop's Stortford, situated on an elevated position at Windhill, with its tall spire easily visible for miles around. It is known to be an ancient and historic church, possibly built by William I on the present site. The vault and font remain of the Norman structure, whilst a thatched, wooden church would have sufficed before the Norman Conquest. The earlier church may have stood on a pagan Saxon site. Later, during the early fifteenth century, the building of the main substance of the church began, consisting of flint with stone dressings. (The timber roof of the nave and chancel are probably of this time.) There may have been a dedication service in 1506. The eighteen misericords and stalls are of significance, from, it is believed the early fifteenth century, and are beautifully carved with birds, animals and some heads of men, women and angels. St Michael's is a Grade I listed monument.

Visitors are attracted to St Michael's throughout the year, for services, frequent open days for Tower visits, peels, recitals and concerts. The annual footfall is believed to be between 26,000 and 28,000.

St Michael's is a long established and well - integrated part of the community. As well as its ecclesiastical observances, it serves important functions for the entire town: A venue for Choral Societies, recitals, civic services, and concerts. It provides services for many local schools at Christmas and Easter as well as Christmas concerts. Several other local organisations, such as the Women's Institute, use our Windhill churches centre, adjacent to the church and shared with St Joseph's RC Church adjacent, on Windhill.

Whilst not designated as a wildlife conservation area, (the closed) churchyard is a green lung in an elevated position at the heart of the town. Children from our St Michael's Primary School are able to use it as a resource, and we have many local birders engaged in observing and recording the activity of peregrine falcons, currently attracted to the many overhangs of the church and Tower. The churchyard captures carbon in its various species of trees and grassy areas. It is a haven for other wildlife, and a joy for dog walkers. There are some notable and often elaborate graves within the curtilage of the church, offering insight into many prominent lives, and families in the history of Bishop's Stortford.

Part II

The significance of the particular area affected by the proposal

The proposed reordering is at the boundary of the screen at the West End arch and does not, therefore, impact on the main body of the church. There is little information available from archival sources, but the screen was built with money given by its parishioners in commemoration of the ministry of Francis W Rhodes from 1849 until 1876, in 1877. A stained glass window was added to the tower about a year later

The area at present no longer suits its purpose and was last reordered about fifty years ago. It is unwelcoming, difficult to keep clean, and used very infrequently.

The reordering work itself should not be too drawn out. Just as for the recent Bells Restoration project, (now completed) we would need to close the lavatory in its current space, but there are lavatories in the WCC, including one with straightforward disabled access. There is also a lift and ramp to the building.

On completion of the works, we should have an accessible lavatory, and a clean, warm, bright, well-ventilated space, which will be multi-purpose in use for children of mixed ages. Crèche facilities will be more comfortable, and the whole area will be easier to access for safeguarding purposes.

Statement of Needs

General Information

Our aim is to open the church for private prayer, contemplation, visitors, and access to the Lady Chapel for warmth in winter, during daylight hours. As noted previously, the church is in use for the greater part of the week on both sites, often including evenings. The parish administrator works from a room in the Tower, and the Vicar from his office in the centre. There is a well-attended Holy Communion service at 10am on Wednesdays. As well as Feast and Holy Day services midweek, there are prayers for the community on Saturday, Cursillo meetings, and meetings with the Vicar. In addition, the necessary church cleaning,

maintenance and flower arranging take place mainly on a Saturday. There is always fellowship on Sundays, and Wednesdays, following services, in the WCC. The church has an enthusiastic choir, which rehearses on Friday evening, beginning with the youngest members. We are fortunate in having a fine organ which is used frequently for practice, by visiting organists, and local school pupils, sometimes, in preparation for organ examinations.

Remunerated members of the church, in addition to the clergy (Vicar, two retired PTO, one reader) are the DoM and Parish administrator. All the other officials are voluntary.

Schedule of Services and Church Events (week beginning 18th November 2024)

Sunday, 17th November

8am: Holy Communion

10am: Service of the Word

11.15: Parish Fire Drill

Young@ Herts - bell ringing

Fellowship in WCC

Monday: Church open during the hours of daylight for prayer

10am: Bell ringing training sessions

10am: Craft Group WCC

7.30pm: Silent bell ringing

Tuesday:

Open for prayer in daylight hours

10:am: Wardens' meeting WCC

Wednesday:

10am Holy Communion with fellowship afterwards

11.45 Visit from local head in preparation for her Christmas Service

Thursday:

10.30 Off site, at home of PTO: Quiet day of prayer

12.30 Tiny Tots Worship and play with fellowship WCC

7pm: Silent bell ringing

Friday:

Open for prayer during daylight hours

9.30am Meeting for bell ringers

10 am: Organ practice - choir member, who plays for services occasionally

6.30pm Choir rehearsal

Saturday

Open for prayer

9.30am: Prayers for the community

10am Flower session

Bishop's Stortford has an approximate population of 45,000, which is rising exponentially, due to a period of rapid and expansive development. Some of which in the north of the Parish, have St Michael's remembered in their names, such as St Michael's Hurst. There is a possibility that this growth may spread out towards the south. It means that the congregation is growing, changing and evolving constantly. Many people with young families are moving into the new, more affordable housing, often from now unaffordable areas of London, whilst continuing to commute. Bishop's Stortford is becoming gradually more diverse and this is enriching our congregation. There is a greater proportion of the elderly in our congregation at present. We are fortunate in seeing growth in the 0-preschool, Key Stage 1 and Key Stage 2 groupings in church, from which this proposal emerges. The average attendance is 15 at godly Play at the 10am service.

St Michael's attracts congregations of well over a hundred each week with 142 on the current Electoral Roll. It has a flourishing TLC group for older people, which is outreach, and a Tiny Tots group open to all. Home communion and outreach to care homes by way of a Sunday afternoon act of worship are undertaken by lay members. St Michael's is a light and airy church, which can accommodate large numbers. There are few buildings in Bishop's Stortford, which can accommodate similar large numbers.

Our Quinquennial Inspection of June 2023 highlighted the need for an accessible lavatory, as well as suggesting some consideration of the somewhat outdated current kitchen area, with poor lighting and dilapidated carpets, leading up the internal tower stairs, and beyond.

Need

Facilities: Approaching the winter, there is no ground floor or level access to the lavatory in the ground floor tower room. A walking disabled person, in order to avoid four steep steps, would be required to go outside, around the church and enter via the west door and return

to their seat the same way. Wheelchair users would also have to take this route. The church yard is very uneven due to the position of the church on a hill and numerous parked cars, (although we advise off-sight parking except for officials, the disabled and elderly,) which create obstacles to be navigated. The stairs to the lavatory are inhibiting for many people including toddlers, double fire doors have to be negotiated at the top of the stairs, requiring two hands, and the area as a whole, requires improved lighting.

The current lavatory often feels damp, is difficult to clean and the hand dryer is inadequate. The baby change blocks the door when closed. More importantly, there is no wheelchair access. Lighting, heating, and ventilation are also poor.

The kitchen area, as it is used so infrequently, has become redundant, wasting space which could be more usefully employed. Once again, it is dark, (as it is windowless,) difficult to ventilate and clean, and also very cold. It has poor storage, often requiring ladders. We are fortunate in having a superior, commercial type kitchen in the WCC, with a Hygiene Rating of 5. This is fully equipped with a steriliser, (most important, whilst Covid still looms over us,) range cooker, boiler, handwashing taps and servery. The adjacent Charnley Hall is available for fellowship. The kitchen supports mothers and little ones on Thursdays, Home Groups Wednesday/ Sunday fellowship, our Holly Fair and church social events, which all require catering facilities. If the WCC is hired for external use the kitchen is charged at an additional cost, providing much needed revenue. These funds help toward the cost of running this striking building (Pevsner)

The two flights of stairs leading to the Parish Office, and upper tower room, were also highlighted in our latest QI (June 2023) as requiring attention as the carpet needs replacing and the lighting upgraded. This will make the area much safer, and avoid slips and trips.

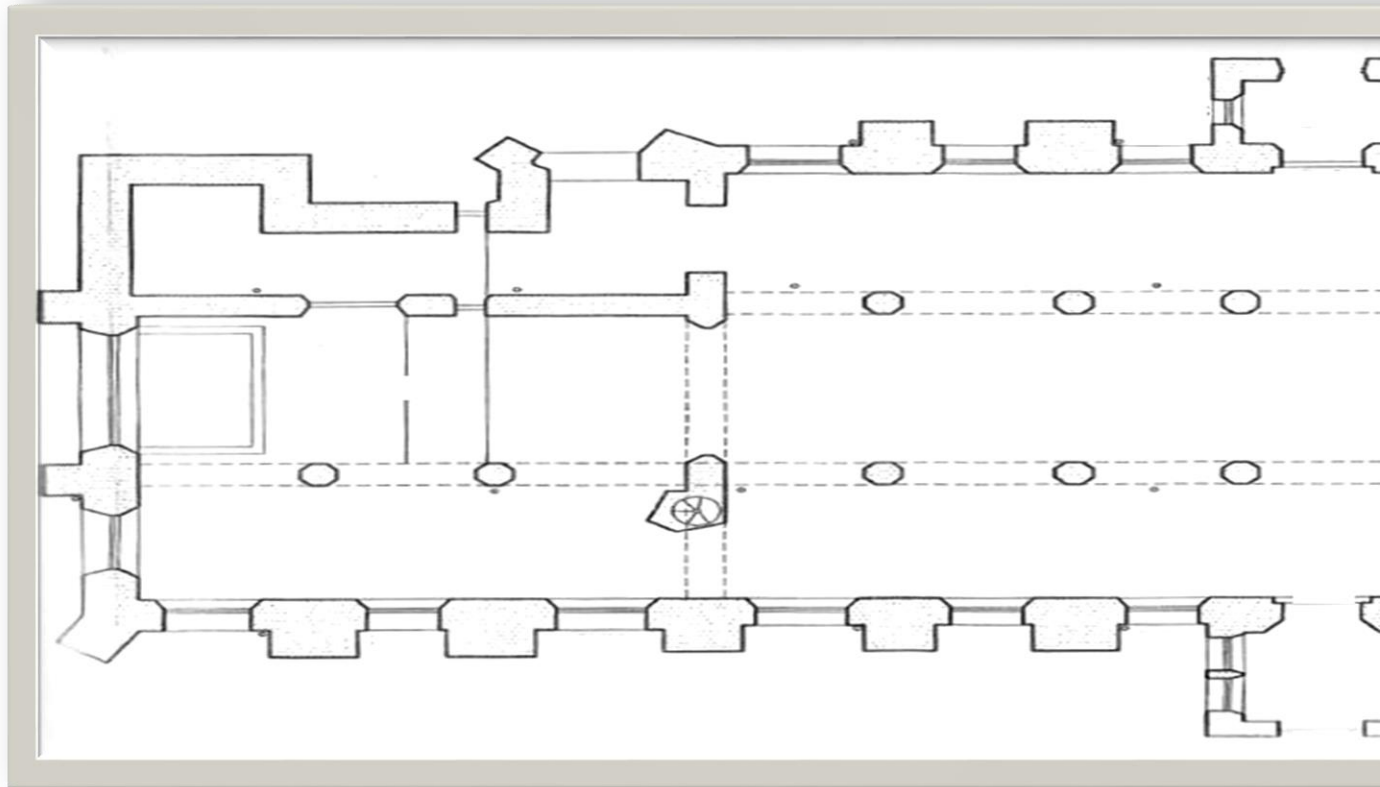
Currently, the space for children's activities is limited, especially as its members are growing in number. We might sometimes need an alternative to the Lady Chapel for Godly Play e.g. when the Ministry of Healing is taking place. Parents need a safe warm space, if they are concerned about their babies disturbing the services, and also to breast feed. (This crèche area would have a proposed live feed at the 10am service on Sundays.) Additionally, it would benefit older children to have somewhere for themselves, if they are working collaboratively, during the Sunday morning service.

More efficient heating and lighting will reduce energy costs, thus improving the church's environmental impact. Eventually, we would like to be working towards a Bronze Eco Church award.

In summary, reordering this area will make it more welcoming for parents and children, visiting bands and general hires. Ventilation, lighting and heating would be improved. Nappy changing, and toddler toileting will be facilitated and a comfortable place for breast feeding will be made available. It will be a cleaner, brighter environment for everybody. Above all, it

will enable step - free disabled access to a lavatory, without an awkward, uneven walk in inclement weather, and with new wheelchair access.

Floor plan of the church



The Proposal

Since the initial set of drawings, and after much discussion with the PCC, the parish and our architect, we now believe that we have the final plans for the proposal.

These are available now in the Windhill churches centre awaiting further comments before going to the PCC once again for their approval to move towards a faculty.

This is the proposal note we added to the plans which are now on show:

For hundreds of years **St Michael's** has stood high on Windhill offering a place of worship, prayer, reflection and a resource for the community.

The time has come for some essential upgrades so that the church continues to provide an accessible, welcoming space for all. At present, the absence of an accessible toilet, limits who can comfortably attend worship, and other events. In addition, an updated ground floor tower room could offer respite to mothers concerned about restless babies; a private space for meeting; Godly Play storage; an area for young people to meet for discussion..... You may think of many others too. All of this with much improved lighting, heating and ventilation. The **current toilet** will be refurbished, (the baby change will be situated in the new toilet) and a flower sink and potable water will be available in the current toilet. We are able to provide only a very rough estimate of cost at present, probably in excess of £100.000. Any alterations to **Grade 1 listed buildings** are likely to be very expensive due to the many considerations required under the terms of our listing, and by Historic England, (who will also have to approve the project.) This work is being overseen by the Diocesan Advisory Committee for St Alban's; under the direction of our church architect Jeremy Lander.

From the **timeline** you will see that we are at the early stages of the project, and it will take time due to the many steps we have to negotiate.

Please speak to the wardens if you have any questions. We may not be able to answer all of them at this stage!

Prior to this we prepared a time line as many of the congregation had little knowledge of the steps involved:

Re-ordering of Ground Floor Tower Room

Accessibility and Multi - Purpose Space

Towards a Proposal

Quinquennial Inspection of Church 2023

A recommendation made to update the current lavatory to full accessibility with step - free access. This would be suitable for those with limited mobility as well as children. (Equality Act 2010)

Jeremy Lander consulted. (Ecclesiastical Architect) May - June 2024

Site visit by JL June 2024

Plans for re-ordering of Ground Floor Tower room drawn up by Jeremy Lander. This would include the development of a multi-purpose space and removal of the current kitchen.
28/6/24

Drawings presented to PCC July 2024

Approval given by PCC for onward investigation and DAC preliminary site visit

Monday, 21st October DAC site visit

Draft summary prepared of Significance and Needs supplied to DAC. Representative from Historic England attended

Thursday, 14th November 2024

St Michael's plan and the results of the DAC visit put to their committee for initial approval.

Recommendations of DAC Committee

- Endorse the advice given in its name
- Encourage the parish to proceed in developing the plans

November 2024

Early draft of Statement of Significance and Statement of Need put to PCC.

Unanimous approval to move forward

Date for JL to visit with approved structural engineer for advice

Formulation of detailed designs and plans

PCC resolution

Any planning permission sought

Submission of detailed plans and designs to DAC committee, together with final Statements of Significance and Needs with proposal.

Submission for consultation to :

Historic England

Conservation Officer for East Herts DC

The Diocesan Archaeological Adviser

Faculty Application

PCC Vote

Parish Publicity and Public Notice Period

Given the needs of our current congregation, we must now integrate a fully accessible lavatory, beyond the west screen of the church. The current lavatory will be refurbished at the same time.

As part of this process, we wish to provide a multi-purpose space, by removing the fifty year old kitchen, and slightly altering the structure. (Please see report of Structural Engineer, Anthony Keppey 28.14.25) Our Godly play numbers will have outgrown this new space by the time the project is complete, but there will be numerous other uses. such as a crèche; retiring with a crying baby, for feeding area; a discussion area for older children and young adults on Sundays. {This is why we have included a round table and chairs in the plan, which can be moved, and a more confidential meetings space, and storage space for children's resources. There will be improved ventilation on either side of the screen door, and LED lighting. The current radiators are likely to stay, and will no longer have temporary tables locked against the radiators. The whole area will be painted and refurbished and will include appropriate fixtures and fittings for the accessible lavatory. Locked storage for cleaning materials will be located in a new cupboard under the stairs

We have modified and developed our ideas following consultation with the PCC and parishioners, over a period of time. As expected there was some resistance to removing the screen doors, which were given by the parish in commemoration of a previous priest. Other parishioners saw a relatively clear screen as a safeguarding asset. At this point, we need to find a way to open both leaves of the screen door for wheelchair access. This will need careful consideration as the screen is itself, fragile.

We have to be mindful of other factors, including that this is not only a thoroughfare for reaching the lavatories, (especially during services) but a fire escape route also. This impinges on the choice of direction of swing for the doors. Any noise from the fans pulling in air from the body of the church into the tower room must also be considered.

Support and Practicalities

The process of re - ordering of the ground floor tower room, will inevitably cause some disruption to church life for a brief period. We have managed this kind of disruption, quite recently as the Bells Restoration project took shape. Our lavatory will need to be closed off; however, this is not a major problem for a short period. The facilities in the WCC will be left unlocked around service times. First aid boxes will be made available on both sites. Water for the flowers will need managing and the church cleaning materials moved possibly. As long as the congregation is given sufficient warning and clear notices put up, it will work, with their support.

Justification

St Michael's is a significant building in the town of Bishop's Stortford, having been on this site, we think, from the days of William 1. It continues to touch upon many peoples' lives beyond the congregation. This will be, for weddings, funerals, recitals, concerts and school and civic services, and is held in high regard.. We wish to provide a welcoming space, and an example of our care for the community. Investing in these improvements, in an area of the church which is rather, dark, dingy and not really fit for purpose, will enable St Michael's to serve the community by promoting inclusivity in several ways, and future proofing the church itself.

The PCC support these changes, having fully understood the benefits and we have acquired an initial development fund of £24,000.

WEST END ALTERATIONS, ST MICHAELS CHURCH, WOBURN SANDS

SCHEDULE OF WORKS

Bakers of Danbury Heritage Ltd - 14/07/25

BUDGET GUIDE PRICES ONLY

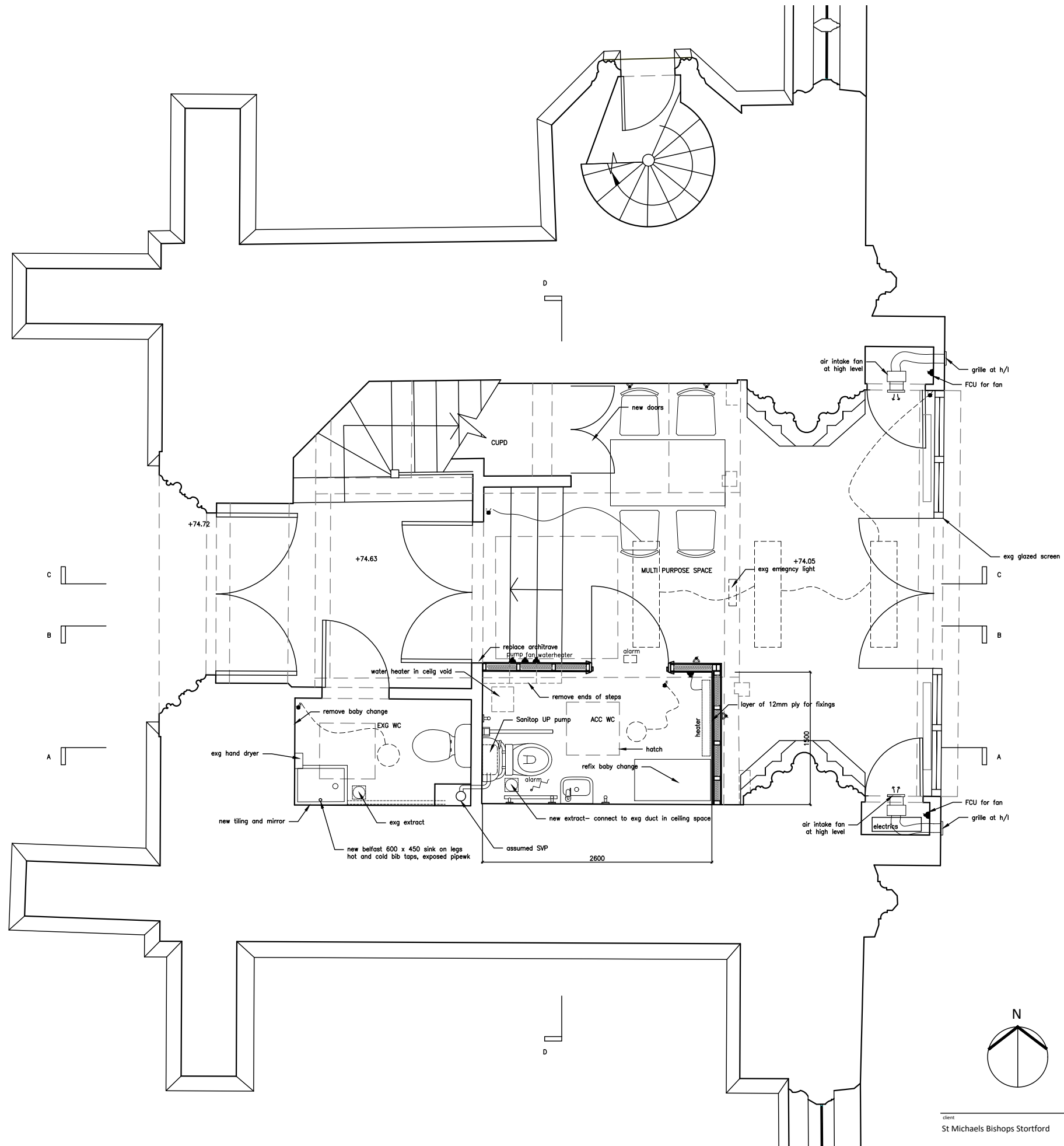
ITEM	DESCRIPTION	COST (£)
1.0	GENERAL	
1.1	St Michael's church is built of flint with stone dressings. The building belongs to the early part of the 15th century. In 1812 the spire and portions of the tower were taken down, the present belfry stage built, and a new spire erected; in 1870 the north chancel aisle and south vestry were built; in 1885 the chancel clearstory was added, the chancel arch rebuilt, and an organ chamber erected on the south side of the chancel, and at various periods during the 19th century the whole church was thoroughly restored. The west tower is of four stages with a stair turret, no longer used, in the north- west angle; a modern stair turret has been erected at the northeast angle, and the belfry and spire are Victorian. The lofty tower arch is of three moulded orders, separated by hollows, and the moulded responds have capitals and bases partly repaired.	
1.2	The project entails the installation of an accessible wc internally in the tower the installation of drainage and water services to serve the new facility, and refurbishment to create a small multi-purpose room.	
1.3	Allow for all preliminaries, supervision, craftsmen and materials for the works.	7,000
1.4	Comply with all Health and safety Regulations and CDM requirements.	
1.5	The existing wc in south west corner of the tower and the adjacent hall may be used for welfare.	
1.6	Clear away debris as it accumulates.	300
1.7	Protect the existing fabric and finishes from accidental damage.	300
1.8	Minimise and control noise and dust.	300
1.7	Allow a provisional sum of £2,000 for contingencies.	2,000
1.8	The client will continue to use the church for the duration of the works. Work area at west end to be cordoned off by contractor allowing emergency access through west door (and access for services on Sunday). Staircase to upper floors of tower to be kept clear.	
1.9	There is very limited parking on site. Access for the work is to be via west door.	
2.0	REMOVAL & SPOT ALTERATIONS	
2.1	Note: Client will remove all loose furniture and fittings from tower area.	
2.2	Remove existing kitchen and cupboards to either side of tower ground floor.	600
2.3	Remove timber posts (stair will need temporary support).	400
2.4	Remove partitions and ceiling to kitchen area.	600
2.5	Remove redundant water heater in kitchen ceiling space.	150
2.6	Scabble back steps on south side with mechanical concrete breaker to suit new wc cubicle width.	700
2.7	Remove all redundant services in tower area (retain radiators and emergency lighting).	500
2.8	Remove wall tiles in kitchen area both sides.	300
2.9	Remove sink and mirror and wall light in wc.	300
2.10	Remove baby change shelf in wc and retain for reuse.	50
3.0	STEELWORK	
	Allow Provisional Sum of £1,000 to provide cranked steel beam below tower stair winders to Engineers detail	1,000
4.0	CARPENTRY	
4.1	Form stud walls in 70 x 44 structural grade softwood studs at max 400mm ccs with timber plates at head and base.	800
4.2	Line east face of WC with 12mm plywood layer for fixing baby change and heater with suitable noggings between studs.	200
4.3	Frame out new door openings with timber and 22mm sw door linings.	100

4.4	Insulate Acc WC walls with glass fibre quilt for acoustic purposes.	100
4.5	Form ceiling to Acc WC in 125x44 structural softwood joists at 400mm centres and trim for hatch to suit loft ladder.	700
5.0	PLASTERING	
5.1	Line inside face of new partitions and ceiling with 12.5mm plasterboard and skim	1,000
5.2	Allow for replastering with NHL mix where tiles removed.	400
5.3	Allow provisional sum of £300 for other replastering not specified	300
6.0	JOINERY	
6.1	Provide new acc wc door 2040 x 890 x 44 ply faced solid flush door for painting	200
6.2	Provide pair of cupboard doors flush for painting.	400
6.3	Allow Provisional Sum of £500 for door hinges and ironmongery.	500
6.4	Allow new architrave to LHS of glazed doors and fanlight above.	250
6.5	Provide new skirtings inside and outside Acc WC 175mm torus for painting.	250
6.6	Provide painted right angle bead around new stair profile	150
6.7	Cut down top cupboard doors either side of glazed screen and provide removable fixed panels and shelf at high level to suit new extract fans.	700
7.0	ELECTRICAL	
7.1	Survey existing installation and allow for extending supply from electric cupboard in SE corner of tower. NB Inside the new spaces vertical chasing will be permitted in existing walls. Allow for builders work and making good.	600
7.2	Provide new electrical installation with white plastic MK accessories.	700
7.3	Provide wiring for new lighting as shown.	500
7.4	Allow provisional sum of £500 for supply of luminaires and drivers. NB Acc WC to be emergency fitting.	500
7.5	Provide wiring for new power as shown and retain existing as indicated.	500
7.6	Provide in line extract fan to ACC wc linked to lights with movement sensor and adjustable run on timer. Fan to be approved and to incorporate automatic backdraught damper. Connect to existing duct at high level and ensure no cross ventilation between wcs.	400
7.7	Provide 2 no extract fans at high level in cupboards in ne and se corners of tower to provide ventilation air from nave to tower space. Link to lights. Provide 4 no. white plastic grilles.	500
7.8	Provide new Dimplex panel heater to Acc WC. Allow for PLX050E 2KW with programme timer.	300
7.9	Provide new mains fed electric water heater in ceiling space of Acc WC to provide hot water to basin and Belfast sink. Provisionally allow for Stiebel Eltron DCE-X 10/12 Premium - 238159 (Single Phase) Instantaneous Water Heater. Allow for water connection.	800
7.10	Provide mains operated smoke alarms	200
7.10	Provide alarm in Accessible WC with pull cord by wc, external light over door and reset switch.	400
7.11	Remove wall light in exg wc and provide new ceiling light connected to pull switch. Connect to exg extract fan.	200
7.12	Retain exg emergency lights	
8.0	MECHANICAL & PLUMBING	
8.1	Supply and fix Accessible WC and basin: Twyford-Gerberit Doc.M Rimless Superpack Close Coupled wc with contrasting colour blue rails, finger rinse basin and thermostatic mixer. - I've allowed for a cheaper more readily available alternative, if that's ok	2,000
8.2	Provide Saniflo Sanitop UP macerator and connect to existing SVP. Allow for all builder's work, drilling holes through walls etc.	1,000
8.3	Provide all domestic hot and cold water pipework and connect to fittings.	1,000
8.4	Provide new Belfast sink in wc with chrome legs and connect to SVP. New hot and cold water connection with wall mounted taps and exposed pipework.	900
8.5	Allow provisional sum of £100 for adapting extract fan terminal in Ringing Chamber	100

9.0	FINISHES & FITTINGS	
9.1	Paint new partition walls and ceilings in Acc WC 3 coats bathroom vinyl emulsion to walls.	600
9.2	Paint walls and ceilings multipurpose area 3 coats vinyl emulsion.	1,000
9.3	Paint existing (tower) wall in Acc WC with Classidur. (Check backgrounds first)	400
9.4	Paint all new timber including doors and skirtings primer, undercoat and gloss.	600
9.5	Repaint all new and existing timber in Tower area white gloss (not glazed screen)	600
9.6	Refix baby changing shelf unit.	50
9.7	Provide new retractable aluminium loft type ladder with handrails to access loft space in Acc WC	200
9.8	Allow provisional Sum of £250 for Mirrors in Acc WC	250
9.9	In Acc WC lay Altro Xpresslay Bone XL22215 sheet flooring on existing tiles and allow brass threshold strips at doorway.	750
9.10	In multi purpose room and steps allow for carpet tiles (at £25/sqm supply) on latex levelling screed.	2,500
9.11	Provide new carpet and Gradus nosings on steps	800
9.12	Provide 150mm glazed tiles above Acc C basin	250
9.13	In exg wc retain tiles but allow for reusing free supply tiles to make good. Retain mirror	100
9.14	In exg wc redecorate with Classidur paint and emulsion to ceiling.	
9.15	Allow provisional sum of £200 for accessories, toilet roll holder, towel dispenser etc.	200
TOTAL SUM EXCLUDING VAT		39,450

- | | |
|---|---|
|  | Single socket outlet |
|  | Ext. single socket outlet |
|  | Lamp socket with remote switch |
|  | Double socket outlet |
|  | Ext. double socket outlet |
|  | Socket outlet with remote switch |
|  | Socket outlet at high level with remote switch at worktop level |
|  | Speaker socket |
|  | TV socket |
|  | Telephone outlet |
|  | Wall switch |
|  | Ext. wall switch |
|  | 2 Way wall switch |
|  | Ext. 2 Way wall switch |
|  | Pull cord |
|  | Cooker outlet |
|  | Shaver socket |
|  | Extract fan at high level |
|  | Spur switch at high level |
|  | External tap |
|  | Tap |
|  | Isolator |
|  | Fuse spur |
|  | Under unit lights |
|  | Track light with 3 no. spots |
|  | Iv Down lighters |
|  | Pendant light fitting |
|  | Ext. pendant light fitting |
|  | External light fitting |

1. DRAWINGS MUST NOT BE SCALED; CHECK ALL DIMENSIONS ON SITE BEFORE ORDERING MATERIALS OR PUTTING WORK IN HAND
2. THE ARCHITECT MUST BE NOTIFIED OF ANY DISCREPANCIES IMMEDIATELY
3. IF IN DOUBT ASK!



PRELIMINARY

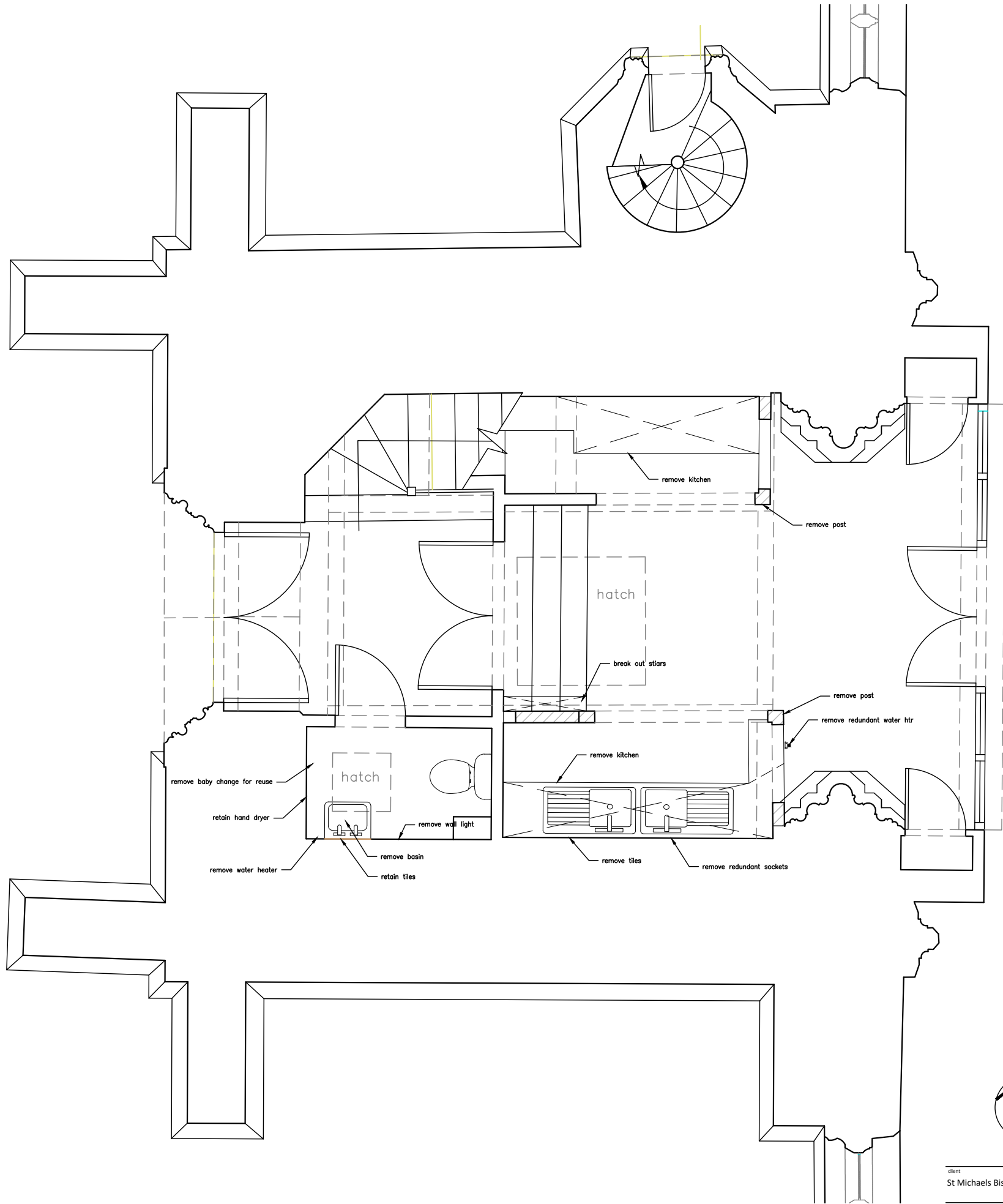
Jeremy Lander Architect

- NOTE
1.

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2.

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3.

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revisions

PRELIMINARY

client	job title	Jeremy Lander : Architect			
St Michaels Bishops Stortford	Tower Reordering	77 North Street Burwell CB25 0BB 07813 03292 jeremy.da.lander@gmail.com			
drawing title	scale	size	drawn	date	drawing no.
Demolitions	1:25 @ A1	A1	JL	March 25	240601.12

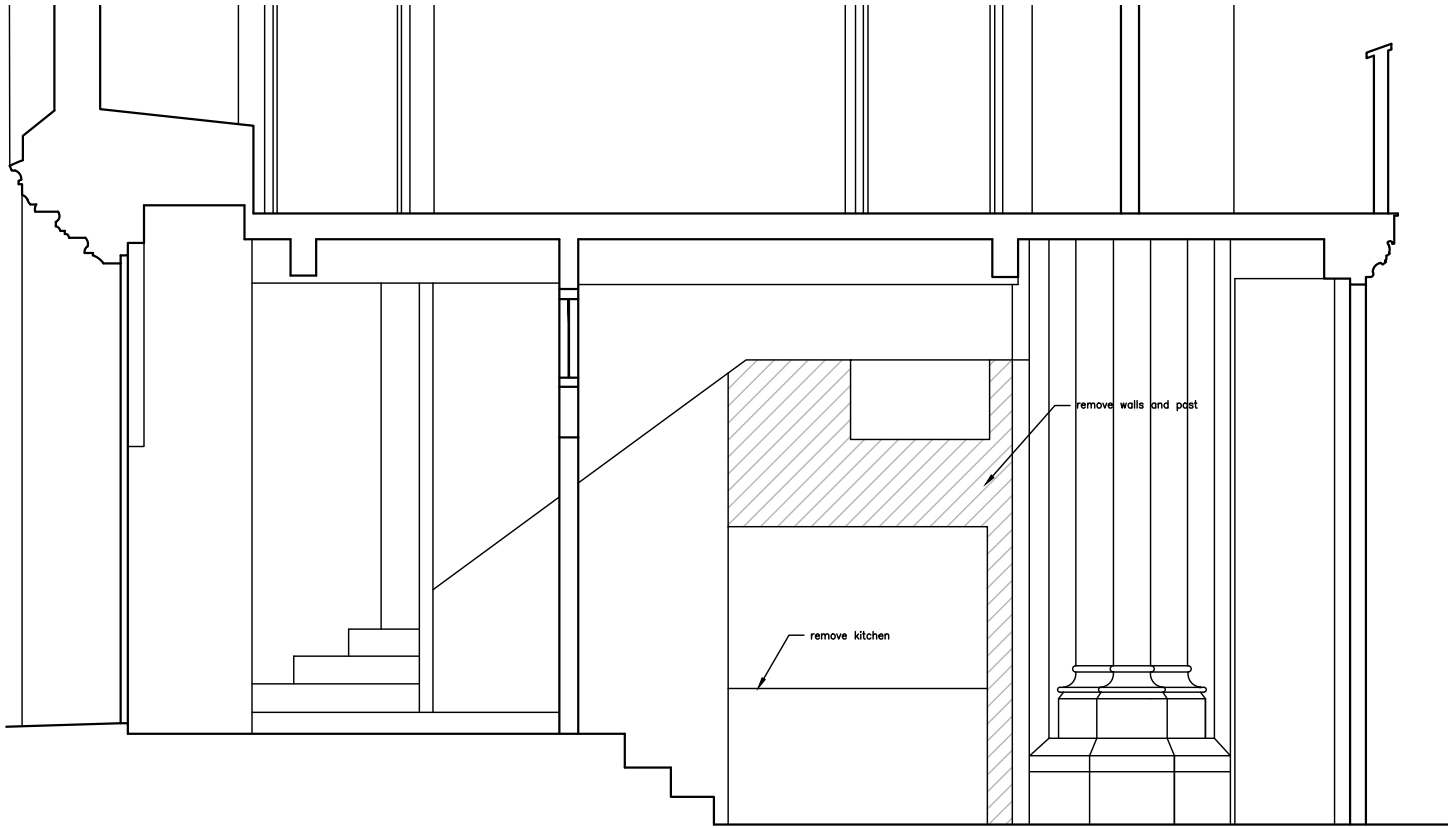
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- NOTE
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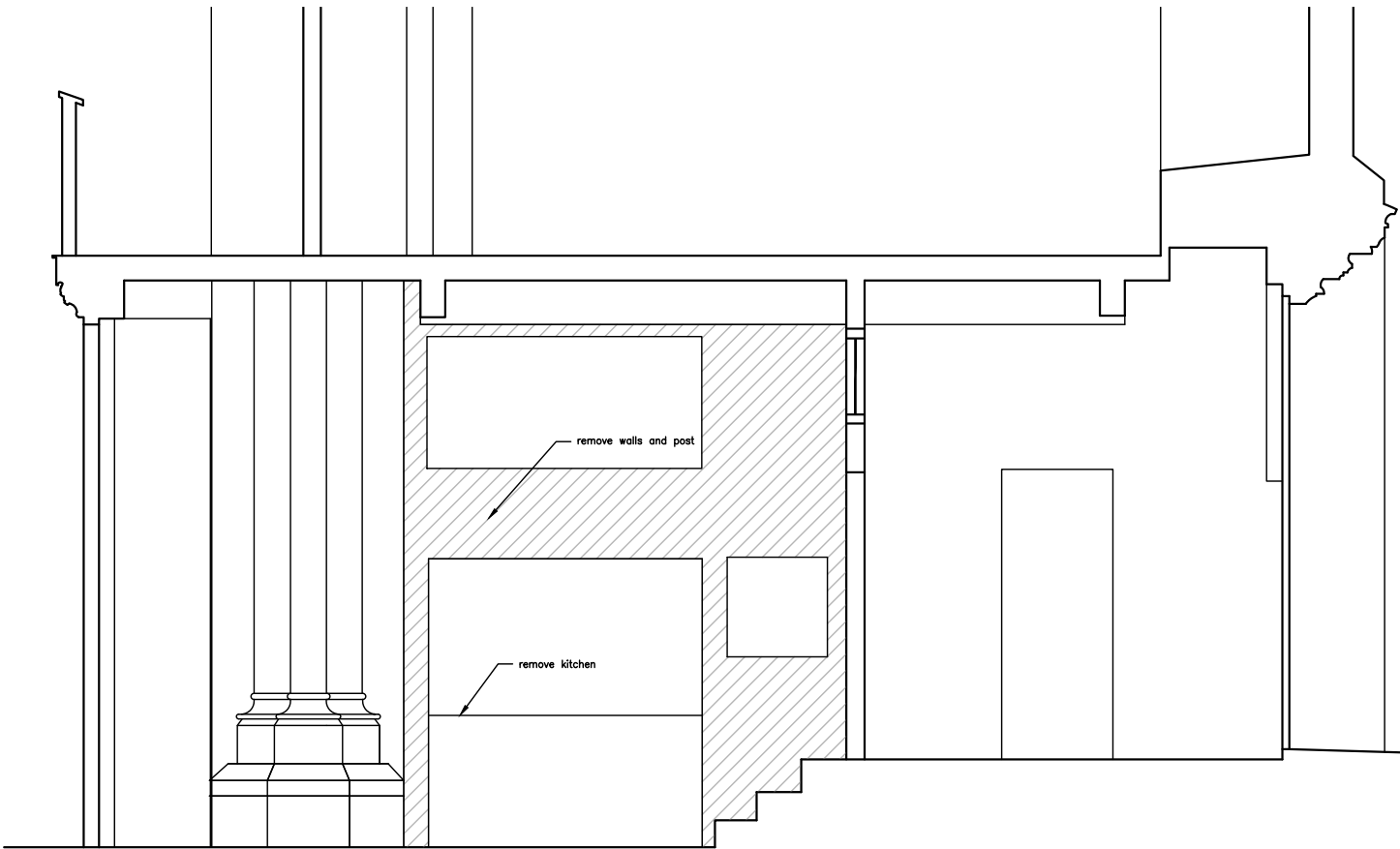
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DEMOLITIONS SECTION CC 1:25



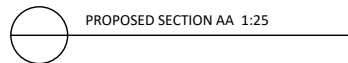
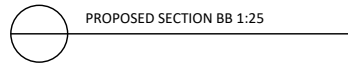
DEMOLITIONS SECTION BB 1:25

revisions

PRELIMINARY

client		job title		Jeremy Lander : Architect	
St Michaels Bishops Stortford		Tower Reordering		77 North Street Burwell CB25 0BB 07813 032292 jeremy.da.lander@gmail.com	
drawing title	scale	size	drawn	date	drawing no.
Demolitions Sections	1:25 @ A1	A1	JL	March 25	240601.13

1. DRAWINGS MUST NOT BE SCALED; CHECK ALL DIMENSIONS ON SITE BEFORE ORDERING MATERIALS OR PUTTING WORK IN HAND
2. THE ARCHITECT MUST BE NOTIFIED OF ANY DISCREPANCIES IMMEDIATELY
3. IF IN DOUBT ASK!



PRELIMINARY

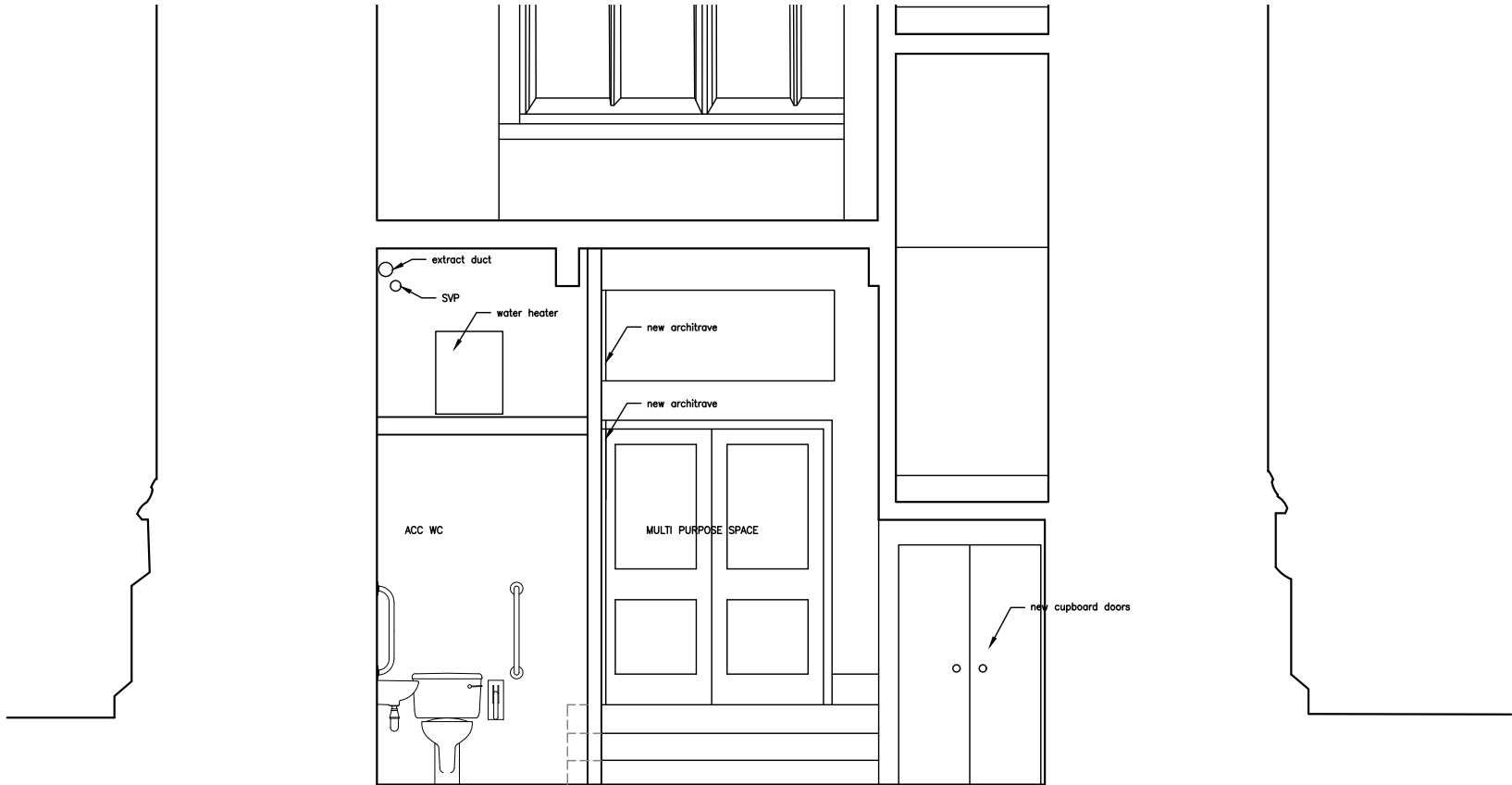
Jeremy Lander Architect

- NOTE
1.

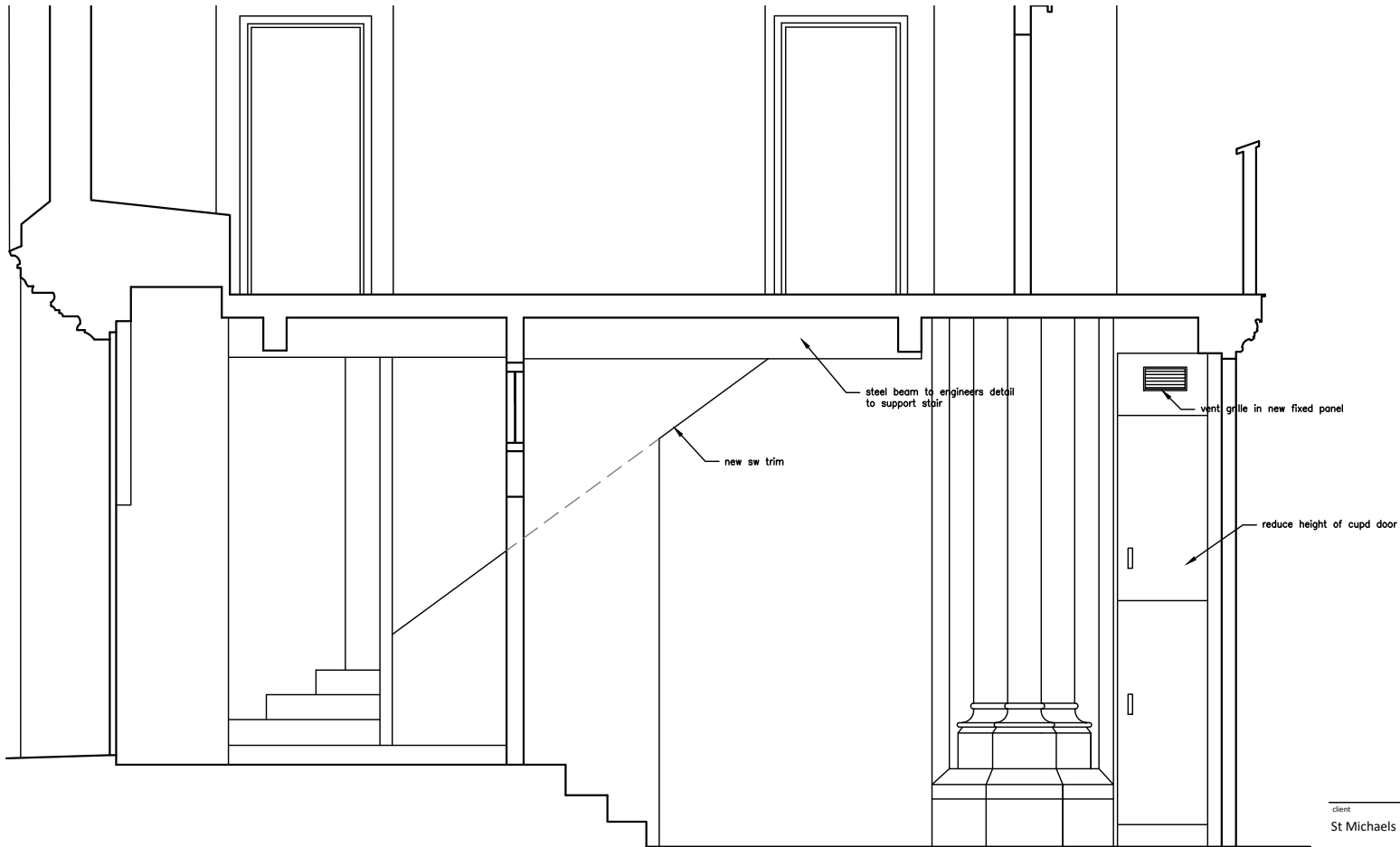
DRAWINGS MUST NOT BE SCALED. CHECK ALL DIMENSIONS ON SITE BEFORE ORDERING MATERIALS OR PUTTING WORK IN HAND
2.

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3.

IF IN DOUBT ASK!



PROPOSED SECTION DD 1:25



PROPOSED SECTION CC 1:25

client		job title		Jeremy Lander : Architect	
St Michaels Bishops Stortford		Tower Reordering		77 North Street Burwell CB25 0BB 07813 032292 jeremy.da.lander@gmail.com	
drawing title	scale	size	drawn	date	drawing no.
Proposed Sections	1:25 @ A1	A1	JL	March 25	240601.16

DAC - Diocese of St Albans

From: Jeremy Lander <jeremy.da.lander@gmail.com>
Sent: 12 August 2025 16:35
To: Emma Critchley
Cc: Gill Johnson
Subject: Re: St Michael's Bishop's Stortford - Plans - DAC case ref 040430-1024M
Attachments: IMG20250723122214 copy.jpg; 240601.17A Elevation.pdf

Hi Emma

Sorry for the delay in coming back to you. I needed to revisit and consult with the church.

The doors leading into the Tower from the nave are quite narrow but when the right hand one is opened fully it has a clear opening of 750mm which is the minimum requirement under Part M for existing buildings. There is a small moulding at the base which restricts this width and I would like to adapt this-- it is a planted-on piece of timber so this wouldn't be very difficult (see photo and drawing attached, Option A).

There will be occasions when wheelchair users find the single door width difficult - especially those with larger wheelchairs - but the church have said that services and other events will always be stewarded and the left hand door can then be unbolted giving 1.5m width.

I looked into ways of adapting the screen to provide a wider single door (Option B on the drawing) but everyone feels that this would be too disruptive to the historic fabric, and removing the double door may impede the removal of the bells. I wish I had more information on the screen, I believe it was put in sometime in the 19th or early 20th century to commemorate one of the Rhodes family who were pre-eminent in the church (possibly Francis?) I had previously thought it was a Dykes Bower design but he was responsible for a much later reordering of the Tower.

I hope this is sufficient for issuing the faculty but please let me know if you need anything else.

Best wishes
Jerry

On Tue, Jun 3, 2025 at 2:22 PM Emma Critchley <ecritchley@stalbens.anglican.org> wrote:

Hi Jerry,

I think the DAC's comments are based on their reading of the Building Regs Part M. If you think the provisions for disabled access can be accommodated in a different way, or the existing provisions are very nearly compliant in the context of a listed church and further adaptation would be difficult, please say.

Best wishes,

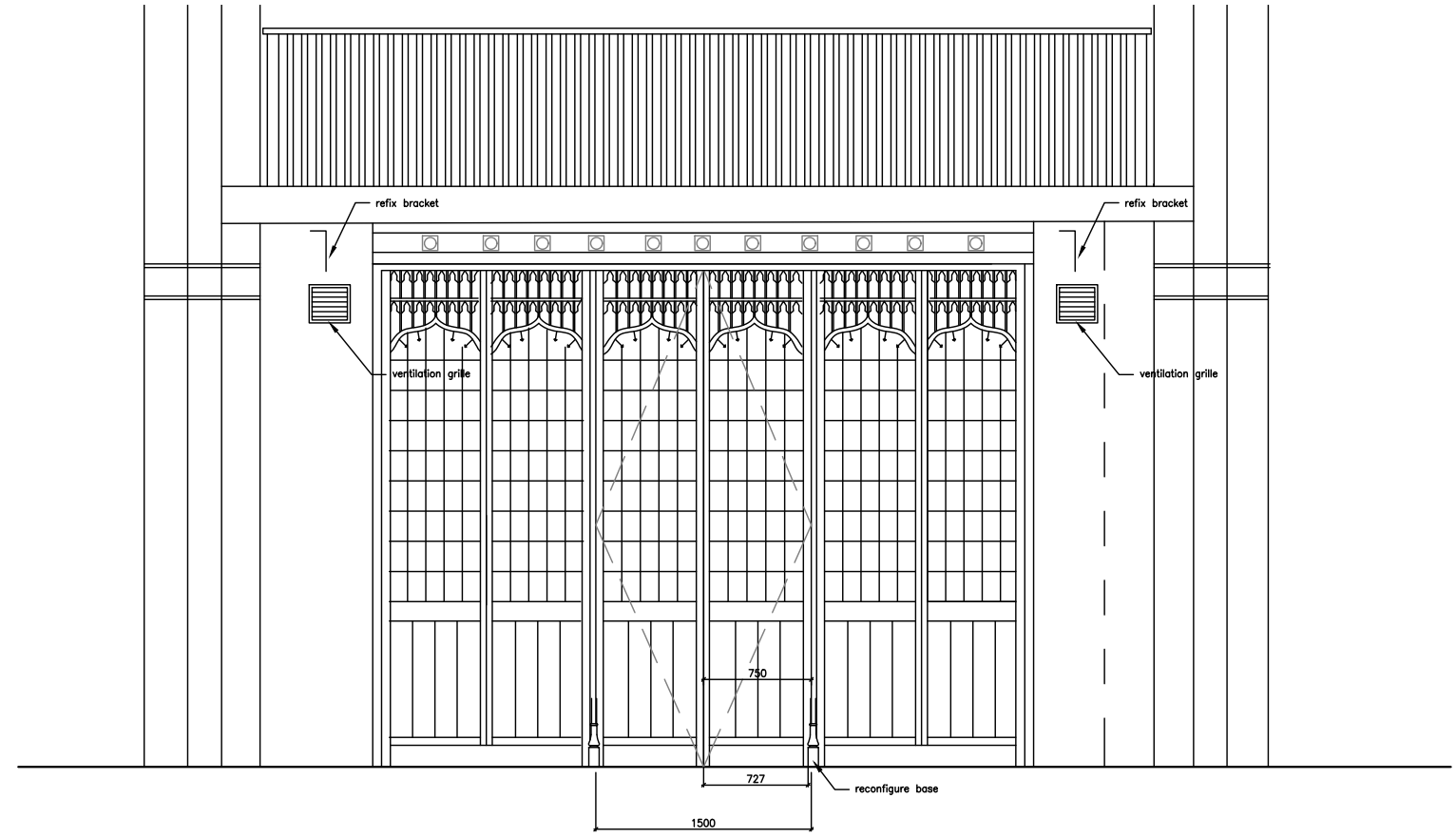
Emma

- NOTE
1.

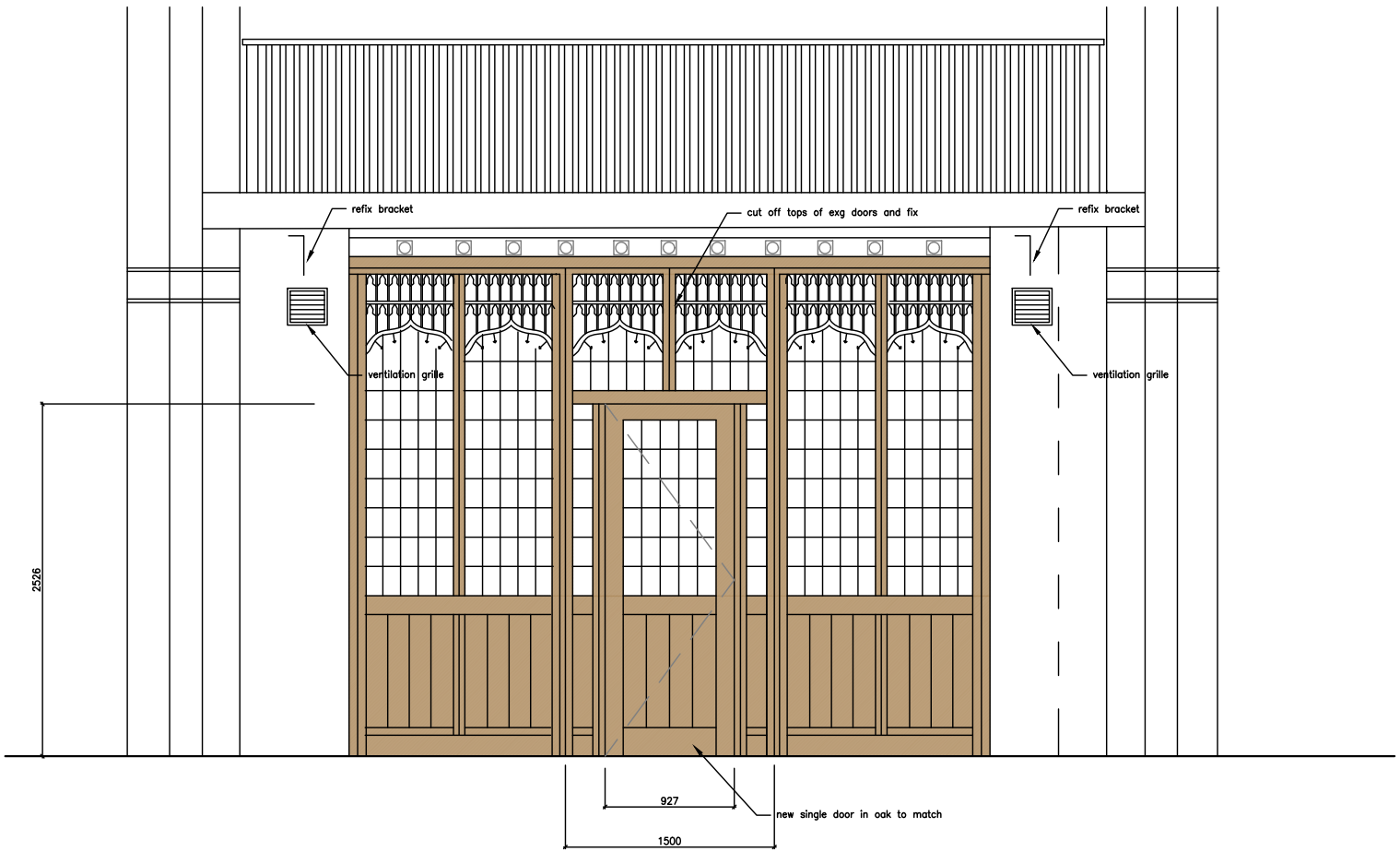
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SCREEN ELEVATION FROM NAVE OPTION A 1:25



SCREEN ELEVATION FROM NAVE OPTION B 1:25

A 25.7.25 Option B added

revisions

PRELIMINARY

client	job title	Jeremy Lander : Architect			
St Michaels Bishops Stortford	Tower Reordering	77 North Street Burwell CB25 0BB 07813 032292 jeremy.da.lander@gmail.com			
drawing title	scale	size	drawn	date	drawing no.
Proposed Screen Elevation	1:25 @ A1	A1	JL	March 25	240601.17A

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ANDREW FIREBRACE PARTNERSHIP

STRUCTURAL AND CIVIL ENGINEERING CONSULTANTS

Stable Barn, Park End, Swaffham Bulbeck, Cambridge CB25 0NA. Tel: 01223 811572 Email: info@afpconsult.co.uk

AK/jcr/25/0115

28th February 2025

St Michaels Church PCC
Bishops Stortford

For the attention of: Ms Gill Johnson
By email: ghjohnson@hotmail.co.uk

Dear Ms Johnson

St Michaels Church, Bishops Stortford

As arranged we visited the above on Friday 14th February 2025 to assess the feasibility of removing two timber posts located in the kitchen areas on the ground floor area of the bell tower.

Please note that this Engineers report only deals with the above mentioned aspect and that our liability is limited to St Michaels Church PCC, Bishops Stortford as our client. For the purposes of the Contracts (Rights of Third Parties) Act 1999 no third party rights are conferred or are intended to be conferred.

The ground floor area of the bell tower has been altered in the past to include provision of a WC, kitchenette, storage and access to a first floor office and third floor storage room by the construction of modern partition walls either side of the main entrance aisle. Further reorganisation is proposed at ground floor to remove the kitchenette and to add an access WC.

Our inspection identified that the partition walls are built using timber stud construction clad each side with plasterboard finishes. Above the kitchen ceilings open areas or voids are present and can be used for storage purposes where access is available.

Within the toilet and access hatch into the ceiling void is present. Inspection into the void confirmed the ceiling to be one of timber joist construction. Inspection of the first-floor structure was also possible from the ceiling void. The first floor is one of timber joist construction spanning between modern steel beams installed between the bell tower walls.

Access to the first floor is gained via a timber stair on the north side of the tower. The stair appears to be fixed to the main tower walls and via a newel post on the inner corner. The newel post extends vertically and also supports the winder of the stair as it rises to the storeroom above.

Removal of the partition walls and corner timber posts at ground floor level is feasible on the basis that they are non-load bearing elements of structure. It is proposed that the stair to the first floor shall remain with the stud partition walls alongside to ensure that separation is

Andrew Firebrace Partnership Limited

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Bury St Edmunds: 01284 750492

maintained. It is probable that the upper triangular section of the stud wall will need to be hung from the trimming beam at first floor and connectivity of this will need to be confirmed and/or improved once exposure has been undertaken as part of the works.

We trust that the above provides the information that you require and that you will contact us if we can be of further assistance to you. In the meantime we attached our invoice numbered 3803 in connection with our inspection and this report.

Yours sincerely



ANTHONY KEPPEY

Director

For and on behalf of Andrew Firebrace Partnership Limited

Enc

Emma Critchley

From: Jeremy Lander <jeremy.da.lander@gmail.com>
Sent: 02 September 2025 10:43
To: Emma Critchley
Cc: Gill Johnson; DAC - Diocese of St Albans
Subject: Re: St Michael's Bishop's Stortford - Plans - DAC case ref 040430-1024M
Attachments: IMG20250326155043.jpg; IMG20250326150241.jpg

Hi Emma
Thanks for this

1. I will ask the contractors to comply with JCT MW 24-- the PCC have gone out to tender independently and I'm waiting for their responses.
2. There is definitely a soil pipe. I'm not sure how the existing wc is connected, but the SVP is in a boxing beside it and is visible in the loft space above (photos attached). I am pretty sure the bend at the base will be too high to connect to (although we will have a look when we start on site). I have looked into going sideways (south) and connecting with the drain externally but the drain is quite shallow and from the levels I have taken and I dare not run the risk of trying to connect to it, it would also mean burrowing under the tower wall -with all the cost and archaeological ramifications--it's interesting that the existing wc drain goes out under the tower west doorway and circles around as they did not want to go under the tower wall either.
3. I will pass on the electrical requirements to the preferred contractor when we have one

Hope that helps
Jerry

On Tue, Aug 26, 2025 at 6:27 PM Emma Critchley <ecritchley@stalbans.an

[glican.org](mailto:ecritchley@stalbans.an)> wrote:

Dear Jerry,

Many thanks for your responses, which the DAC standing committee found very helpful.

The DAC supports the proposed reordering of the tower ground floor and provision of facilities, which a couple of comments:

1. The proposed 2016 form of contract has been superseded by the 2024 edition.
2. It would be useful to establish whether the "assumed" soil pipe actually exists and if the new accessible toilet could be connected directly to it to avoid the use of the proposed pump.

3. [Proviso as usual] Electrical cables should conform with CBC recommendations , ie be in MICV, FP200Gold, or PVC/PVC in metal conduit or ducting and an IEE or NAPIT certificate of compliance relating to all electrical alterations should be obtained in completion of the work.

The next stage will be to carry out consultations with external consultees:

Historic England

The Local Conservation Officer at EH Council

Diocesan Archaeological Adviser

You can carry out these consultations by sending a consultation link to the case documents directly via the Consultation tab in the case in the portal – the User Guide page 15 onwards gives more directions. If you would prefer us to send the consultation out on behalf of the PCC, please let us know.

Best wishes,

Emma

Emma Critchley

Deputy Diocesan Secretary

DD 01727 818132

Mobile 07552 805469

[Upcoming training and events](#) / [DAC Team News](#)

DAC Team:

Emma Critchley – DAC Secretary

[Jenny Dart – Pastoral & Advisory Officer – on maternity leave from May 2025]

Mayra Shaw – Team Secretary – Church Buildings

PRESS AND HOLD BUTTON
FOR LONGER FLUSH.

