

# The Specification

- for -

## Boundary wall repairs and rebuilding

- at -

**St. Marys Parish Church  
Church Gate  
THATCHAM  
West Berkshire  
RG19 3PN**

**Job Ref: 11597**

**ID: 138042**

Date: 28 May 2026

Thatcham Town Council

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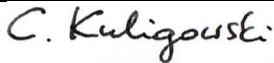
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# VERSION CONTROL

|               |                                                                                     |                |                        |
|---------------|-------------------------------------------------------------------------------------|----------------|------------------------|
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| Signed        |  | Date           | 02/04/2026             |

# **SECTION 1**

## **PRELIMINARIES AND CONDITIONS OF CONTRACT**

**SECTION 1**

**PRELIMINARIES AND CONDITIONS OF CONTRACT**

– for –

**Boundary wall repairs and rebuilding**

**Job Ref: BG/11597**

**Doc. ID: 640362**

Date: 28 May 2026

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## **PART A: INFORMATION AND REQUIREMENTS**

### **1.1 PROJECT PARTICULARS**

#### **PROJECT PARTICULARS**

**NAME OF PROJECT:**

St Mary's Church Boundary Walls

**NATURE OF PROJECT:**

Boundary wall repairs and rebuilding.

**LOCATION OF PROJECT:**

St. Marys Parish Church  
Church Gate  
THATCHAM  
West Berkshire  
RG19 3PN

**LENGTH OF CONTRACT:**

To be determined as part of the tender process.

**NAMES, ADDRESSES AND POINTS OF CONTACT OF THE:**

**Employer:**

Thatcham Town Council  
Brownsfield Road  
Thatcham  
West Berkshire  
RG18 3HF

**Principal Contractor:**

TBA

**Principal Designer:**

Bennington Green Ltd  
County Gates House  
300 Poole Road  
Poole  
Dorset  
BH12 1AZ

**Contract Administrator:**

Bennington Green Ltd  
County Gates House  
300 Poole Road  
Poole  
Dorset  
BH12 1AZ

**Structural Engineer:**

N/A

### **1.2 DRAWINGS**

#### **DRAWINGS**

Contract drawings: Same as the tender drawings

#### **OTHER DOCUMENTS**

Pre-Construction Information:

Attached separately

List of drawings and other documents relating to the contract but not included in the tender documents:

All relevant drawings and other documents relevant to the works are included within the Specification.

### **1.3 THE SITE AND EXISTING BUILDINGS**

#### **THE SITE**

Curtilage of St Mary's Church

#### **EXISTING BUILDINGS ON OR ADJACENT TO THE SITE**

There are no other significant buildings located on the site other than the church, however, you should be aware of the relatively close proximity of the Highways land.

#### **SURROUNDING LAND/BUILDING USES**

The property is located within the village of Thatcham. The surrounding area is predominately residential.

#### **EXISTING MAINS SERVICES**

On the site:

Mains services are shown within the tender documents where known. The location of these services is indicative on their position, and the Contractor will be responsible for accurately determining their location on site.

Underground services cannot be fully ascertained and therefore prior to any excavations the Contractor will be responsible for undertaking any necessary investigations and shall be responsible for any damage howsoever caused to these existing services due to their works.

Adjacent to the site:

There is no information available in respect of off-site services. The Contractor shall make any necessary investigations and shall, as necessary, liaise with the statutory utility companies.

#### **SOILS AND GROUND WATER**

No ground investigations have been undertaken and the Contractor is responsible for determining the nature of the ground and shall be deemed to have accepted all risks therewith associated.

#### **SITE INVESTIGATION**

No site Investigation has been undertaken and the Contractor is responsible for determining the nature of the site and shall be deemed to have accepted all risks therewith associated.

#### **HEALTH AND SAFETY FILE**

Health and Safety file:

No Health and Safety File is available for the property and therefore the Contractor will be responsible for undertaking any investigations necessary to enable safe working operations on the site.

Other documents:

None

#### **EXISTING ASBESTOS SURVEY**

No information is available and the Contractor shall satisfy themselves that they have adequate information to enable the Works to be undertaken.

#### **HEALTH AND SAFETY HAZARDS**

Any identified Health and Safety hazards are identified within the Pre-Construction Information.

#### **ACCESS TO THE SITE**

Access to the site is afforded from Church Gate. The Contractor must ensure that vehicles required to enter and exit the site are of a suitable size.

#### **PARKING**

No parking is available within the site. The Contractor will be required to make their own arrangements for parking of any vehicles.

#### **USE OF THE SITE**

The licence of occupation is limited to and defined with the tender and Contract Documents. Do not use the Site for any purpose other than to carry out the Works.

#### **SITE VISITS**

The site is within the public domain and the Contractor shall make arrangements to visit the site for tender purposes. The Contractor shall be deemed to have visited the site and no claims for want of knowledge will be considered where such was reasonably visible or to be inferred from the Site at the time of the visit.

#### **TRIAL HOLES OR OTHER SITE INVESTIGATION**

No trial holes or site investigation have been undertaken, the Contractor is to determine the suitability of the ground conditions and make due allowance within their tender.

#### **WORKING AREA AND COMPOUND**

Working Area:

The Working Area is determined by the Specification but shall include the area immediately around the area in which the work is to be undertaken only.

Compound:

The Contractor's compound is identified within the Contract Drawings, or where not identified as agreed with the Contract Administrator.

#### **OCCUPATION**

The site will be used as normal for the duration of the works.

### **1.4 DESCRIPTION OF THE WORKS**

The Works:

1. Demolition and rebuilding of the selected sections of the brick boundary wall.
2. Repointing of the selected areas of facing brickwork to boundary wall.
3. Replacement of the selected individual bricks and copings.

Preparatory work by others:

None

Work by others concurrent with the contract:

None

Completion work by others:

None

## 1.5 THE CONTRACT CONDITIONS

### CONDITIONS OF CONTRACT OR SUB-CONTRACT

#### FORM OF CONTRACT

JCT 2024 Minor Works Building Contract (MW 2024)

#### THE RECITALS

##### FIRST – THE WORKS

The works are described within Section 1.4 above.

The address of the works is described within Section 1.3 above.

##### SECOND – CONTRACT DOCUMENTS

The Contract Drawings are listed in Section 1.2 above.

A Specification reference: BG/11597

Work Schedules: included in the specification

#### THE ARTICLES

##### Article 2: Contract Sum

to be determined

##### Article 4: ~~Architect~~/Contract Administrator

As named in Section 1.1

##### Article 5: CDM Regulations – Principal Designer and Principal Contractor

The Principal Designer is the ~~Architect~~/Contract Administrator

The Principal Contractor is the Contractor

##### Article 6: Building Regulations – Principal Designer and Principal Contractor

The Principal Designer is the ~~Architect~~/Contract Administrator

The Principal Contractor is the Contractor

##### Article 8: Arbitration

Delete entire Article and state “does not apply”

#### CONTRACT PARTICULARS

##### PART 1 : GENERAL:

##### Fourth Recital and the JCT Fluctuations Option – Base Date:

The base date shall be 10 days before tender return

##### Fourth Recital and clause 4.2 – Construction Industry Scheme:

Employer at the Base Date is a 'contractor' for the purposes of the CIS

##### Fifth Recital – CDM Regulations:

The project is not notifiable

##### Sixth Recital – Framework Agreement:

Does not apply

##### Seventh Recital and Schedule 2 – Supplemental Provisions:

- Health and safety; Provision 1 applies
- Cost Savings and value improvements; Provision 2 applies  
[Where this paragraph applies the Contractor shall be entitled to 20% of the financial benefit in accordance with clause 3.3 of the Supplemental Provisions]

- Performance indicators and monitoring; Provision 3 does not apply

Article 8 – Arbitration:

Does not apply

Clause 1.6.2 – Address for service of notices

The Employer's address shall be as shown at the commencement of the Agreement

The Contractor's address shall be as shown at the commencement of the Agreement.

~~The Employer's email address for receipt of notices shall be~~

~~The Contractor's email address for receipt of notices shall be TBC~~

Clause 2.2 – Date for Commencement of the Works:

The date for Commencement of the Works to be agreed, anticipated summer 2026.

Clause 2.2 – Date for Completion of the Works:

To be determined as part of the tender process.

Clause 2.8 – Liquidated Damages:

At the rate of £500.00 per week

Clause 2.10 – Rectification Period:

The Rectification Period shall be 12 months from the date of Practical Completion of the Works

Clause 4.3 – Interim Valuation Dates:

The first Interim Valuation Date is: two weeks after commencement of works (or nearest working day thereafter).

And thereafter at intervals of one calendar month (or nearest working day thereafter).

Clause 4.4 – Interim Payments:

The percentage of total value in respect of the works that have not achieved practical completion is 95%.

The percentage in respect of the completed works after practical completion is 97.5%.

Clause 4.4 and 4.9 – Fluctuations:

Fluctuations option does not apply

Clause 4.9.1 – Supply of Documentation:

Supply of documentation for computation of amount to be finally certified is 3 months from the date of practical completion

Clause 5.3 – Contractor's Public Liability Insurance:

Injury to persons or property – Insurance cover (for any one occurrence or series of occurrence arising out of one event shall be £2,000,000 (two million)

Clause 5.4, 5.5 and 5.6 – Insurance:

Insurance of the Works etc. – alternative provisions:

Clause 5.6 (Works and existing structures insurance by other means) applies

Clause 5.4 and 5.5 – Professional Fees

Percentage to cover professional fees shall be 15%

Clause 5.6 – Insurance Arrangements

Details of the required policy or policies are set out as follows:

## 1.6 EMPLOYER'S REQUIREMENTS: PROVISION, CONTENT AND USE OF DOCUMENTS

Employer: A Joint Names Policy in respect of the existing structures for the full cost of reinstatement, repair or replacement of loss or damage due to any of the Specified Perils.

Contractor: A Policy for All Risks Insurance for the full reinstatement value of the Works (plus the percentage, if any, stated in the Contract Particulars to cover professional fees).

### Clause 6.2.3.2

Clause 6.2.3.2 does not apply

### Clause 7.1 – Notification and negotiation of disputes

The Employer's nominee is the Contract Administrator, or such other person as the Employer may nominate.

The Contractor's nominee shall be specified within the tender return documents.

### Clause 7.3 – Adjudication:

The Adjudicator is to be nominated by the

The Royal Institution of Chartered Surveyors

### Schedule 1 – Arbitration:

The Arbitrator shall be appointed by the Not applicable as clause does not apply

## EXECUTION

The Contract: Will be executed Under Hand

## 1.6 EMPLOYER'S REQUIREMENTS: PROVISION, CONTENT AND USE OF DOCUMENTS

### DEFINITIONS AND INTERPRETATIONS

#### Definitions:

#### Communications:

All communications shall be in writing. Communications can be sent by post or email and will be deemed to be received respectively two working days after posting and immediately. All email communications shall be sent to the Contract Administrator at an email address to be agreed.

#### Products:

Where specific products are named in the Specification this exact Product shall be provided by the Contractor. The Contractor may submit proposals for consideration but the Contract Administrator may insist on the original Product.

#### Contractor's choice:

Where, and to the extent, that the Specification allows for Contractor's choice this shall be in accordance with the general requirements of the Works and all materials and workmanship shall be of good and merchantable quality and provided in accordance with the general quality of the Works and the property.

#### Contractor's designed work:

Where, and to the extent, that the Specification requires the Contractor to design a part or all of the Works this shall be the Contractor's designed work. The Contractor's design shall include any choices made in respect of material specification and/or methodology of work which is not wholly described within the Specification.

#### Submit proposals:

The Contractor shall Submit proposals either where the Specification required this or where the Contractor proposes an alternative product or means of undertaking the Works. The Contractor shall prepare proposals such as to provide the Contract

## 1.6 EMPLOYER'S REQUIREMENTS: PROVISION, CONTENT AND USE OF DOCUMENTS

Administrator with sufficient time in which to consider the proposal and make a decision without effecting the Works.

Terms used in specification:

- Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials. Excludes taking out and disposing of associated pipework, wiring, ductwork or other services unless specifically described.
- Fix: Unload, handle, store, place and fasten in position including all labours and use of site equipment
- Supply and fix: Includes all labour, plant, materials and site equipment for unloading, handling, storing and execution. All products to be supplied and fixed unless stated otherwise
- Keep for reuse: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer or for use in the Works as instructed
- Make good: Execute local remedial work to designated work. Make secure, sound and neat.
- Replace: Supply and fix new product matching that removed. Execute works to match original new state of that removed
- Repair: Execute remedial work to designated products. Make secure, sound and neat.
- Refix: Fix removed product
- Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.
- Match existing: Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible

System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function

Referenced documents:

The documents referred are intended to be mutually exclusive, however where an ambiguity or other inconsistency is apparent the following order of precedence shall apply (highest priority starting at number [1]):

1. The Schedule of Works
2. The Preliminaries
3. The Pre-Construction Information
4. All other documents

Currency of documents:

Any documents referred within the Specification which are found to be amended or out of date at the date of tender return shall be updated to reflect the current published information at the date of the tender return and the Contractor shall be deemed to have knowledge of the update and this shall be deemed to have been included within its Tender Return for any cost implications.

Dates and amendments of British Standards and other documents

Where British (or European) Standards are referenced within the Documents and are found to be amended or out of date at the date of the tender return the current British (or European) Standard shall be found to apply as though it was originally stated within the Documents and the Contractor shall be deemed to have included within its Tender Return for any cost implications.

Taking dimensions from drawings

1.6 EMPLOYER'S REQUIREMENTS: PROVISION, CONTENT AND USE OF DOCUMENTS

Written dimensions may be relied upon subject to site checking with the Architect/Contract Administrator

Scaled dimensions from drawings shall not be relied upon and clarification by the Contractor must be sought from the Architect/Contract Administrator

Ordering materials from the Bills of Quantities/Specification/Work Schedules

The accuracy and sufficiency of the measured quantities are not guaranteed and the Contractor shall determine their own quantities for ordering purposes

**DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER**

Additional copies of drawings and documents:

The Contractor shall contact the Contract Administrator if additional copies of drawings and documents are required. Additional copies shall be provided at the reasonable cost of production.

Dimensions:

The Contractor shall not scale any dimensions from the Drawings.

Measured quantities:

Any measurements provided within the Specification are advisory only and the Contractor is required to check and ascertain the true quantities necessary to undertake the works. The only exception to this is stated Provisional Quantities which shall be for specifically instructed works which shall be measured by the Contract Administrator.

The Specification:

The Specification shall comprise of those documents described within its Contents Page.

Divergence from the statutory requirements:

The Contractor will ensure that all of the Works are compliant with the current Statutory Requirements and warrants that the Contract Prices includes for such compliance. Where there is any discrepancy or divergence within the Specification or Drawings and the statutory requirements the statutory requirements prevail.

Employer's policy documents:

The Employer has not provided any specific policy documents which shall affect the execution of the Works.

**DOCUMENTS PROVIDED BY CONTRACTOR, SUBCONTRACTORS & SUPPLIERS**

Design information:

All documents to be provided by the Contractor shall be made available in pdf and native electronic format.

Documents provided shall be submitted electronically either by email or where the cumulative size of the email and attachments exceeds 10MB then by alternative electronic means or by CD/DVD/Storage Media.

Where, and to the extent required by the Contract, the Contractor is required to submit design information for consideration this shall be provided in accordance with the Programme and shall provide the Contract Administrator with sufficient and reasonable time in which to consider its contents and respond.

As-built/as-installed drawings and information:

Where the Contractor is not responsible for the design it shall ensure that a 'marked-up' version of the construction issue drawings are made available to the

**1.6 EMPLOYER'S REQUIREMENTS: PROVISION, CONTENT AND USE OF DOCUMENTS**

respective designer such that they can be updated to reflect the actual installed arrangements.

The Contractor is required to submit the As-Built drawings no later than 14 days prior to its application for practical completion.

**Technical literature:**

All technical literature shall be collated and stored on site for inspection by the Contract Administrator.

**Documents required before Practical Completion:**

The Contractor is to provide all of the documents that the Contract requires him to provide prior to the issuing of the practical completion certificate. For the avoidance of doubt this includes all As-Built documentation.

**MAIN CONTRACT TENDERING****Visiting site before tendering**

Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the works. For the avoidance of doubt no claim will be entertained for want of knowledge of site conditions.

**Alterations and qualifications to tender documents**

The Contractor shall submit a non-qualified tender. Should alternatives be suggested by the Contractor these shall be listed on a separate document indicating the alternative and the financial implication of such.

**Unpriced items errors and discrepancies**

Unpriced items shall be deemed to have been included within other priced items.

**Submission of Priced Document**

Contractor shall submit a fully priced document at the same time as the form of tender

**PRICING/SUBMISSION OF DOCUMENTS****Preliminaries in the Specification**

The Preliminaries and General Conditions must not be relied on as having been prepared in accordance with the RICS new rules of measurement (NRM2)

**Quantities in the priced document**

Where included in the priced document these have been prepared in accordance with NRM2 only where and to the extent stated.

Descriptions and measurements not prepared in accordance with NRM2 must be priced taking into account all of the information given elsewhere in the tender documents, including for all associated and ancillary work shown or clearly apparent as being necessary for the complete and proper execution of the work.

**Submission of programmes**

Prepare a project programme showing the sequence, timing and logic links of the principal parts of the Works and periods for planning and design.

Programme to be submitted within 1 week of request

**Submission of Construction Phase Health & Safety Plan**

Submit the following within 1 week of request:

- Method statements on how risks from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed
- Details of the management structure and responsibilities

- Arrangements for issuing health and safety directions
- Procedures for informing other contractors and employees of health and safety hazards
- Selection procedures for ensuring competency of other contractors, the self-employed and designers
- Procedures for communications between the project team, other contractors and site operatives
- Arrangements for cooperation and coordination between contractors
- Procedures for carrying out risk assessment and for managing and controlling the risk
- Emergency procedures including those for fire prevention and escape
- Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded
- Arrangements for health and welfare
- Procedures for ensuring that all persons on site have received relevant health and safety information and training
- Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance
- Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements. Review procedures to obtain feedback.

#### Site Waste Management Plan

Where legislation requires the Contractor is to draft a site waste management plan which shall be compliant with current legislation and shall inter alia include:

- Principal contractor for the purposes of the regulations
- Location of the site
- Description of the project
- Estimated project cost
- Types and quantities of waste that will be generated
- Resource management options for these wastes including proposals for minimization/reuse/recycling
- The use of appropriate and licensed waste management contractors
- Record keeping procedures
- Waste auditing protocols

### 1.7 EMPLOYER'S REQUIREMENTS: MANAGEMENT OF THE WORKS

#### EMPLOYER'S REQUIREMENTS – GENERALLY

##### Supervision:

Accept responsibility for coordination, supervision and administration of the Works, including subcontracts. Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for coordination of the work.

The Contractor shall ensure that a suitably qualified, experienced and competent person shall be responsible for and supervising the Works at all times. To the extent that the Contract Administrator considers any individual unsuitable for the role that person shall be replaced with a person whom in the Contract Administrator's opinion is suitable and acceptable.

##### Considerate constructors scheme:

The Project does not require registration

**Insurance:**

Before starting work on site submit details, and/or policies and receipts for the insurances required by the Conditions of Contract. At the insurance renewal date provide current documentary evidence of the continued insurance provision.

**Insurance Claims:**

If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, immediately give notice to the Employer and Contract Administrator. Indemnify the Employer against any loss, which may be caused by failure to give such notice.

**Climatic conditions:**

Record accurately and retain:

- Daily maximum and minimum air temperatures (including overnight).
- Daily rainfall.
- Delays due to adverse weather, including description of the weather, types of work affected and number of hours lost.

**Ownership of materials/products arising from the works:**

The Employer shall immediately upon payment take ownership of all materials incorporated into the Works and those materials not yet incorporated into the works but delivered to Site and included within the 'materials on site' payment certificate. The Contractor shall be aware of this requirement and shall indemnify the Employer against any losses arising consequential upon the Contractor having other ownership conditions within its supply chain.

**PROGRAMME/PROGRESS:****Programme:**

When requested and prior to commencing work (whichever is the sooner) submit in an approved form (in pdf and native electronic form) a master programme for the Works, which must include details of:

- Design, production information and proposals provided by the Contractor/Subcontractors/Suppliers, including inspection and checking.
- Planning and mobilisation by the Contractor.
- Earliest and latest start and finish dates for each activity and identification of all critical activities.
- All logic links and shall show the predecessors and successors clearly
- Running in, adjustment, commissioning and testing of all engineering services and installation.
- Work resulting from instructions issued in regard to the expenditure of provisional sums.
- Work by or on behalf of the Employer and concurrent with the Contract. The nature and scope of which, the relationship with preceding and following work.
- Any relevant limitations as defined in the Contract Documents.

Where and to the extent that the programme implications for work which is not so defined are impossible to assess, the Contractor should exclude it and confirm this when submitting the programme. Submission of the programme will not relieve the Contractor of the responsibility to advise of the need for further drawings or details or instructions in accordance with the contract. Record the progress of site activities on a copy of the programme kept on site and update on a weekly basis.

**Revised programme:**

The Contractor shall prepare a revised programme whenever the progress of the works does not accord to the original Programme (or a revision thereof), or where the Contract Administrator requests. The Revised Programme shall incorporate all of the requirements of the original Programme but shall also be accompanied by a written statement that explains the changes and how this has affected the remaining sequences, the critical path and whether that has altered any of the dates upon which the Employer is obliged to provide information (earlier requests for information may be requested but the Employer shall not be so obligated to provide at any earlier time than was shown within the original Programme.)

**Monitoring progress:**

In addition to the requirements of the conditions of contract the Contractor shall ensure that any delays to progress are recorded and notified to the Contract Administrator as soon as the Contractor becomes aware. The Contractor is also encouraged to issue an Early Warning where and to the extent that the Contractor believes a delay event may arise. Where such Early Warning is provided by the Contractor the Contractor and the Contract Administrator shall meet as soon as is reasonably possible to try and make arrangements to avert the delay.

**Project progress meetings:**

Site meetings will be held to review progress and other matters arising from administration of the contract. Such meetings will take place on site at agreed intervals. Ensure attendance of subcontractors and suppliers when their presence is required and/or requested by the Contract Administrator.

The site meetings will be chaired by the Contract Administrator and the Contractor shall ensure that the suitably authorised and senior team members are in attendance such that decisions can be made.

**Contractor's progress report:**

Submit a progress report at least two days before the site meeting. Notwithstanding the Contractor's obligations under the contract the report must include:

- A progress statement by reference to the Master Programme for the works.
- A progress statement by reference to the latest Revised Programme
- A revised project Cash Flow reflecting the payment certificates issued to date
- Details of any matters materially affecting the regular progress of the works.
- Subcontractors and suppliers progress reports.
- Any requirements for further drawings or details or instructions to fill any obligations under the Conditions of Contract.

**Photographic records:**

The Contractor shall undertake a photographic record survey of the existing condition of all items that may be affected by the Works. Such photographic survey shall particularly include for the Contractor's access roads, adjacent buildings/finishes and the landscaping areas surrounding the Works. The survey will be recorded using a digital camera of at least 8 megapixel resolution and provided to the Contract Administrator on a CD prior to the commencement of the Works.

**Early possession:**

The Employer may agree to accept parts, Sections or all of the Works before the relevant Completion Date. Such acceptance will be entirely at the Employer's discretion.

**Notice of completion:**

The Contractor shall provide to the Contract Administrator at least 7 calendar days notice of its intended completion date and provide all relevant documentation for checking.

**Extensions of time:**

The Contractor is required to notify the Employer in accordance with the Conditions of Contract. Any prejudice that the Employer suffers as a consequence of any failure of the Contractor to issue timely notices can be considered and taken account of by the Contract Administrator in considering any Extension of Time award that may be due.

**COST CONTROL:**

**Cash flow forecast:**

Before starting work on site, submit a forecast showing the gross valuation of the works at the date of each interim certificate throughout the contract period. Base on the master programme for the Works.

**Proposed instructions:**

If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days. Such estimate shall include:

- A detailed breakdown of the cost, including any allowance for direct loss and expense.
- Details of any additional resources required.
- Details of any adjustments to be made to the programme for the Works.
- Any other information as is reasonably necessary to fully assess the implications of issuing such instruction.

Should the Contractor be unable to comply, immediately inform the Contract Administrator giving reasons for such non-compliance.

The provision of this information by the Contractor shall not require the Employer to accept the estimate and the Contractor shall not be entitled to be paid for the preparation cost of its estimate.

**Measurement of covered work:**

Give seven days' notice before covering up work required to be measured.

**Interim applications, valuations and payments:**

The Contractor's interim applications shall be cumulative and include details of amounts requested under the contract together with all necessary supporting information. Submit such at least seven days before established dates.

**SUB-LETTING/SUPPLY**

**Conditions relating to sub-contracting or sub-sub-contracting**

The Contractor shall not without the Contract Administrator's consent sub-let the whole or any part of the works. It shall be a condition of sub-letting that the Contract Administrator is provided with a copy of the agreement, without prices, to ensure compliance with clause 3.3.2

**Conditions relating to supply of goods**

Supply agreements entered into between the Contractor and his suppliers shall be compliant with the Main Contract conditions. Where the Contractor enters into agreements with conditions other than those of the Main Contract the Contractor shall remain wholly liable to the Employer by way of vicarious liability.

**SUPERVISION/INSPECTION**

**Amount and quality of contractor's/sub-contractor's supervision**

In addition to the constant management and supervision of the works provided by the contractor's person in charge, all significant types of work must be under the

## 1.8 EMPLOYER'S REQUIREMENTS: QUALITY STANDARDS AND QUALITY CONTROL

close control of competent trade supervisors to ensure maintenance of satisfactory quality and progress. Give maximum possible notice before changing person in charge or site agent.

Site organisation staff must include one or more persons with appropriate knowledge and experience of mechanical and electrical engineering services to ensure compatibility between engineering and the works generally. Submit when requested CV's or other documentary evidence relating to the staff concerned.

### Building Control

The works are not subject to Building Control approval.

### Building Warranty

The Employer shall be responsible for the payment of the property registration fee (if applicable) and the premium. The Contractor shall be responsible for any contractor registration fee with the warranty provider.

The Contractor shall be responsible for liaising with the warranty provider to ensure that they are provided with the opportunity to undertake any necessary inspections of the works. The Contractor shall also be responsible for adhering to any comments received and to notifying the Contract Administrator within 7 days of receipt of these comments as to whether, in his opinion, the comments amount to a Variation.

## 1.8 EMPLOYER'S REQUIREMENTS: QUALITY STANDARDS AND QUALITY CONTROL

### STANDARDS OF PRODUCTS AND EXECUTIONS:

#### Incomplete information:

Where and to the extent that products work is not fully documented they are to be:

- The kind and standard appropriate to the nature and character of that part of the Works where they will be used.
- Suitable for the purposes stated all reasonably to be inferred from the project documents.

Omissions or errors in descriptions and/or quantity shall not vitiate the Contract nor release the Contractor from any obligations or liability.

#### Workmanship skills:

Appropriately skilled and experienced for the type and quality of work to be undertaken. Operatives must provide evidence of skills/qualifications when requested.

#### Quality of products:

Generally, unless specified to the contrary, all products specified shall be new. The supply of each product shall be consistently from the same source of manufacturer. Each product shall be consistent in kind, size, quality and overall appearance. Where tolerance is critical, measure sufficient quantity to determine compliance.

#### Quality of execution:

Generally, fix, apply, install or lay product securely, accurately, plumb, neatly and in alignment. Do not use different coloured batches where they can be seen together. The finished work shall not be defective, e.g. not damaged, disfigured, dirty, faulty or out of tolerance. Adjust joints open to view so that they are even and regular.

#### Compliance:

Compliance with proprietary specifications: Retain on site evidence that the proprietary product has been supplied. Compliance with performance specifications: Submit evidence of compliance including test reports indicating:

- Properties tested

**1.8 EMPLOYER'S REQUIREMENTS: QUALITY STANDARDS AND QUALITY CONTROL**

- Pass/fail criteria.
- Test methods and procedures.
- Test results/
- Identity of testing agency.
- Test dates and times.
- Identities of witnesses.
- Analysis of results.

**Inspections:**

Inspection or any other action must not be taken as approval unless confirmed in writing referring to:

- Date of inspection.
- Part of the work inspected.
- Respects of characteristics which are approved.
- Extent and purpose of the approval.
- Any associated conditions.

The Contractor shall remain liable for ensuring the Works undertaken are compliant with the Contract.

**Manufacturer's recommendations/instructions:**

Comply with the manufacturer's printed recommendations and instructions current on the date of the tender return. Submit details for approval to the Contract Administrator where the manufacturer's documentation has been changed.

Ancillary products and accessories: Use those supplied or recommended by the main product manufacturer. Agreement Certificate: Comply with limitation, recommendations and requirements of relevant valid certificates.

**SAMPLES/APPROVALS:****Samples:**

Provide samples of products as may be requested from time to time by the Contract Administrator. Provide sample work as may be requested from time to time by the Contract Administrator. Upon an express approval such further work shall be to the approved standard for the purpose.

**Approval of product samples:**

Submissions, samples, inspections and tests; undertake or arrange to suit the Works programme. Approval; relates to a sample of the product and not to the product as used in the works. Do not confirm orders or use the product until approval of the sample has been obtained. Complying sample; retain in good, clean condition on site. Remove when no longer required.

**ACCURACY/SETTING OUT:****Accuracy of instruments:**

The Contractor shall ensure that all instruments are calibrated in accordance with the manufacturers recommendations.

**Setting out:**

Submit details of methods and equipment to be used in setting out the Works.  
Check the levels and dimensions and record the results on a copy of the drawings.  
Notify any discrepancies and obtain instructions before proceeding.

**Appearance and fit:**

The appearance and fit of products shall be in accordance with best practice and in compliance with the British Standards (and any European Standards).

**Levels of structural floors:**

Where and to the extent that the Specification requires a particular tolerance this shall form the contractual precedence. Where the Specification is silent in regards to the required tolerances these shall be in accordance with best practice and in compliance with the British Standards (and any European Standards).

Record drawings:

Where and to the extent that permanent setting out points have been created these shall be marked on an as-built record drawing.

#### **SERVICES:**

Services regulations:

The Contractor shall ensure that all works are undertaken in accordance with all Services regulations application at the date of the Tender Return.

Water regulations/byelaws notification:

Notify water undertaker of any work carried out to all which affects new or existing services and submit and required plans, diagrams and details. Allow adequate time to receive undertaker's consent before starting work. Inform immediately if consent is withheld or is granted subject to significant conditions. On completion of the work: Submit (copy where also required to the water undertaker) a certificate including:

- The address of the premises.
- A brief description of the new installation and/or work carried out to an existing installation.
- The Contractor's name and address.
- A statement that the installation complies with the relevant water regulations or bye laws.
- The name and signature of the individual responsible for checking compliance.
- The date on which the installation was checked.

Electrical installation certificate:

Issue certificate when work is complete. The original certificate shall be logged in the health and safety file.

Gas, oil and solid fuel appliance installation certificate:

Before the completion date stated in the Contract; submit a certificate stating:

- The address of the premises.
- A brief description of the new installation and/or work carried out to an existing installation.
- Any special recommendations or instructions for the safe use and operation of appliances and flues.
- The Contractor's name and address.

Mechanical and electrical services:

The Contractor shall ensure that all of the services have received any necessary final tests and commissioning and that final certification has been provided and approved by the Building Inspector prior to practical completion. Where and to the extent that a specialist Mechanical and/or Electrical Specification has been prepared the Contractor shall note that these additional requirements shall also necessarily be completed prior to practical completion.

#### **SUPERVISION/INSPECTION/DEFECTIVE WORK:**

Defects in existing work:

Undocumented defects: when discovered, immediately give notice. Do not proceed with affected related work until response has been received. Documented remedial

work: do not execute work which may: hinder access to defective products or work; or be rendered abortive by remedial work.

Access for inspection:

Before removing scaffolding or other facilities for access, give notice of not less than seven days to the Contract Administrator.

Tests and inspections:

The Contractor shall provide for approval by the Architect/Contract Administrator a robust mechanism for inspecting and checking the works during construction.

The Contractor shall keep such records on site for the Architect/Contract Administrator's inspection at any time. The Contractor will be required to provide documentary evidence of inspection and testing results and procedures.

Air permeability:

Not applicable.

Continuity of thermal insulation:

Not applicable.

Resistance to passage of sound:

Not applicable.

Energy performance certificate:

Not applicable.

Quality control:

The Contractor shall provide a Site Quality Plan which shall set out the Contractor's policy for ensuring that the Works are provided in accordance with the Contract Documents. The Contractor is solely responsible for ensuring that the Works are compliant.

The Contract Administrator may issue Non Conformance Reports ("NCRs") which identify any items of works which have been noted as not being compliant with the Contract Documents. The Contractor shall immediately respond setting out its proposals to correct any items identified within a NCR.

**WORK AT OR AFTER COMPLETION:**

Work before completion:

The Contractor shall arrange for the Works to be suitably cleaned prior to practical completion, all in accordance with the manufacturers recommendations. The cleaning shall remove any product stickers and shall leave all surfaces free from dust, dirt and staining.

Any minor faults identified by the Contract Administrator on or prior to practical completion shall be rectified by the Contractor within 14 days of notification by the Contract Administrator.

Security at completion:

The Contractor shall ensure that upon practical completion the Site is handed over secure.

Making good/rectification of defects:

Within the defects rectification period the Contractor will be required to undertake rectification works within the time stipulations listed below depending upon the severity of the defect.

- Category 1: Requires immediate response (within 4 hours). [Example such as severely leaking water/gas pipe where consequential damage is inevitable.]

- Category 2: Requires urgent response (within 24 hours). [Example such as failed heating/hot water.]
- Category 3: Where the defect causes 'slight' operational difficulties to the Employer (within 7 days)
- Category 4: Where the defect is 'de minimis' and causes no operational difficulties to the Employer (at the end of the rectification period.)

The Contract Administrator has sole discretion to categorise a Defect.

## 1.9 EMPLOYER'S REQUIREMENTS: SECURITY, SAFETY AND PROTECTION

### SECURITY/HEALTH AND SAFETY:

Construction phase health and safety plan:

Present to the Employer no later than one week from the date requested, in the absence of such request the Construction Phase Health and Safety Plan shall be submitted by the Contractor fourteen days prior to the commencement of the Works. Do not start construction work until the Employer has confirmed in writing that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by the CDM Regulations.

Security:

Safeguard the site, the works, products, materials and any existing buildings affected by the Works from damage and theft. Take all reasonable precautions to prevent unauthorised access to the site, the Works and adjoining property.

Working precautions/restrictions:

The Employer does not require the Contractor to complete any specific permits to work or similar.

### PROTECTION AGAINST:

Noise control:

Comply generally with the recommendations of BS 5228 Part 1, clause 9.3 to minimise noise levels during the execution of the Works. Equipment: fit compressors, percussion tools and vehicles with effective silencers of a type recommended by the manufacturer of the compressors, tools or vehicles. Restrictions: do not use:

- Pneumatic drills and other noisy appliances without consent during the period of 17.30 and 08.00.
- Radios or other equipment or permit employees to use in ways or at times that may cause nuisance.

Pollution control:

Protect the site, the Works and the general environment including the atmosphere, land, streams and waterways against pollution. If pollution occurs inform immediately the appropriate authorities and provide relevant information.

Pesticides:

Pesticides are not permitted to be used on the site.

Nuisance:

Prevent nuisance from smoke, dust, rubbish, vermin and other causes. Prevent hazardous build-up of surface water on site, in excavations and to surrounding areas and roads.

Asbestos containing materials (ACM)s:

Where and to the extent necessary an Asbestos Register is contained within the Specification.

Fire prevention:

Prevent personal injury or death, and damage to the Works or other property from fire. Comply with joint code of practise 'fire prevention on construction sites', published by the Construction Confederation and the Fire Protection Association (The 'Joint Fire Code').

Smoking on-site:

Smoking on site is not permitted.

Burning on-site:

Burning on site is not permitted.

Infected timber/contaminated materials:

Where instructed to remove material affected by fungal/insect attack from the building, minimise the risk of infecting other parts of the building. Carry out and keep records of appropriate tests to demonstrate that the hazards presented by the concentrations of airborne particles, toxins and other microorganisms are within acceptable levels.

Waste:

Includes: rubbish, debris, spoil, containers and surplus material. Minimise: keep the site and works clean and tidy. Remove: frequently and dispose off site in a safe and competent manner:

- Non-hazardous material: in a manner approved by the waste regulation authority.
- Hazardous material: as directed by the waste regulation authority and in accordance with relevant regulations.

Voids and cavities in the construction: remove rubbish, dirt and residues before closing in. Waste transfer documentation, retain on site.

#### **PROTECTION:**

Existing services:

Notify all service authorities, statutory undertakers and/or adjacent owners of proposed works not less than one week before commencing site operations. Before starting work, check and mark positions of mains/services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners. Work adjacent to services:

- Comply with service authorities/statutory undertaker's recommendations
- Adequately protect, and prevent damage to services: do not interfere with their operation without consent of service authorities/statutory undertakers or to their owners.

Identifying services:

- Below ground: use signboards, giving type and depth.
- Overhead: use headroom markers.

Roads and footpaths:

Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris. Damage caused by site traffic or otherwise consequent upon the Works shall be made good to the satisfaction of the Contract Administrator and/or the Local Authority or other owner.

External Building Elements

All existing building elements must be protected that are likely to be affected by the works or require access to facilitate undertaking of the works.

Internal Building Elements

Not applicable

## 1.10 EMPLOYER'S REQUIREMENTS: SPECIFIC LIMITATIONS ON METHOD, SEQUENCE AND TIMING

### Retained trees, shrubs and grassed areas:

Preserve and prevent damage, except those not required. The Contractor shall replace mature trees and shrubs if uprooted, destroyed, or damaged beyond a reasonable chance of survival in original shape, as a consequence of the Contractor's negligence, at their own expense.

### Areas of retained trees:

Unless agreed otherwise do not:

- Dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or place temporary accommodation within an area which is the larger of the branch spread of the tree or an area with a radius of half the tree's height, measured from the trunk.
- Sever root's exceeding 25mm in diameter. If unintentionally severed give notice and seek advice.
- Change level of ground within an area 3m beyond branch spread.

### Wildlife species and habitats:

There are no known species and/or habitats that require protection unless stated within the Specification.

### Existing features:

Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during the execution of the Works. The Contractor shall provide to the Contract Administrator a photographic survey of the existing condition of the existing features, provided in jpeg or bmp digital format.

### Existing furniture, fittings and equipment:

Prevent damage or move as necessary to enable the Works to be executed.

## 1.10 EMPLOYER'S REQUIREMENTS: SPECIFIC LIMITATIONS ON METHOD, SEQUENCE AND TIMING

### GENERAL:

The limitations described in this section are supplementary to limitations described or implicit in information given in other sections or on the drawings.

### DESIGN CONSTRAINTS:

The Employer does not seek to introduce further design constraints

### METHOD/SEQUENCE OF WORK:

The Employer does not seek to impose a specific sequence of works.

Any excavations below ground level to be undertaken by hand.

### USE OR DISPOSAL OF MATERIALS FOUND:

The Contractor may make use of reclaimed materials during the course of the Works provided that they always comply with the Specification. Antiquities and such items shall remain within the Employer's ownership and upon such discovery the Contractor shall forthwith notify the Contract Administrator and await instruction. All debris is to be removed from site on a daily basis to an approved site or bagged up to prevent contamination of the adjacent areas. Make good any damage caused to surfaces at the Contractor's own cost to the entire satisfaction of the Contract Administrator.

### WORKING HOURS:

Monday to Friday 08:00 to 17:00

Saturday no working

Sunday no working

**COMPLETION OF ANY SECTION OR PART OF THE WORKS:**

Employer requirements for possession:

The Employer requires all documents required for practical completion to be provided in respect of the relevant Section and/or Part of the Works which the Employer wishes to take over once complete.

**1.11 EMPLOYER'S REQUIREMENTS: SITE ACCOMMODATION / SERVICES / FACILITIES / TEMPORARY WORK**

**GENERALLY:**

Spoil heaps, temporary works and services:

The Contractor shall plan any necessary spoil heaps such as to comply with its Contract obligations. Where there is any decision to be taken in respect of the location of any works this shall be agreed with the Contract Administrator.

**SITE ACCOMMODATION:**

Room for meetings:

Site meetings will take place either within the Contractor's accommodation or on the Site. No special provisions are necessary.

Site offices:

The Contractor shall provide office accommodation sufficient for use by the Contractor's. No office accommodation is required for Employer's representatives.

Sanitary accommodation:

The Contractor shall provide suitable sanitary accommodation sufficient for use by all of the Contractor's and Employer's representatives.

Use of accommodation/land not included in the site:

None

Car parking:

The Contractor shall note that parking shall be limited to the space contained within its Contractor's Compound. Further parking arrangements shall be arranged by the Contractor off-site.

**SERVICES AND FACILITIES:**

Lighting and power:

Contractor to provide lighting and power provisions necessary to perform the Works. This shall include any necessary temporary power supply which may be drawn from the power provision to the building for the reasonable use of the Contractor at no additional cost. The Contractor will be responsible for checking the suitability of the supply and if found to be necessary must make allowance for making alternative arrangements in their tender. The Employer will not be held responsible for maintaining continuity of the supply and therefore no claims for additional costs and/or extension of time will be entertained in the event of a power outage.

Water:

The Contractor may have reasonable use of the water supply to the property free of charge. In the event of any disruption to the supply the Contractor must provide a water bowser or make other suitable arrangements at no additional cost.

Contractor's on-site telephones:

The Contractor shall ensure that a site telephone number is made available from commencement and throughout the duration of the Works.

**1.12 EMPLOYER'S REQUIREMENTS: OPERATION/MAINTENANCE OF FINISHED BUILDING**

Use of permanent heating systems:

Not applicable

Beneficial use of permanent installed systems:

Unless specific permission is given by the employer and installer, do not use for any purpose other than running in, testing and commissioning. If permission is given for any other use of the system before the works are accepted as complete, it must be subject to a separate written agreement between the parties and in accordance with recommended procedures given in NJCC guidance note 10.

Meter readings:

Not applicable

**TEMPORARY WORKS:**

Roads, hard standings and footpaths:

Where and to the extent necessary by the Works the Contractor shall be responsible for the provision of temporary roads, hard standings and footpaths. The Contractor will be responsible for the provision and maintenance of these items and for their respective removal and reinstatement of the original finishes.

Temporary works:

All temporary works shall be at the Contractor's discretion as necessary to provide the Works.

Temporary protection measures to existing trees/vegetation:

All temporary tree protection measures are shown on the Contract Drawings and/or included within the Contract Specification.

Name boards:

Project Signage: Contractor to provide signage for the project.

Consultant Signage: The respective named Consultants shall provide signage to the Contractor for incorporation into the Project Signage.

Advertising:

None

Other requirements:

None

**1.12 EMPLOYER'S REQUIREMENTS: OPERATION/MAINTENANCE OF FINISHED BUILDING**

**OPERATION AND MAINTENANCE MANUAL:**

Not required

**HEALTH AND SAFETY FILE:**

Not required

**WEB-BASED INFORMATION MANAGEMENT SYSTEM:**

Not applicable.

**PRESENTATION OF DOCUMENTS:**

Not applicable

**OTHER EMPLOYER SPECIFIC REQUIREMENTS:**

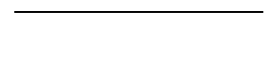
Not applicable

**OTHER INFORMATION:**

SECTION 1 – PRELIMINARIES

1.12 EMPLOYER'S REQUIREMENTS: OPERATION/MAINTENANCE OF FINISHED BUILDING

Not applicable.



## **PART B: PRICING SCHEDULE**

### **1.1 EMPLOYER'S REQUIREMENTS**

#### **1.1.1 SITE ACCOMMODATION**

**SITE ACCOMMODATION:**

**FURNITURE AND EQUIPMENT:**

**TELECOMMUNICATIONS AND IS SYSTEMS:**

#### **1.1.2 SITE RECORDS**

**SITE RECORDS:**

#### **1.1.3 COMPLETION AND POST-COMPLETION REQUIREMENTS**

**HANDOVER REQUIREMENTS:**

**OPERATION AND MAINTENANCE SERVICES:**

**LANDSCAPE MANAGEMENT SERVICES:**

### **1.2 MAIN CONTRACTOR'S COST ITEMS**

#### **1.2.1 MANAGEMENT AND STAFF**

**PROJECT-SPECIFIC MANAGEMENT AND STAFF:**

**VISITING MANAGEMENT AND STAFF:**

**EXTRAORDINARY SUPPORT COSTS:**

**STAFF TRAVEL:**

#### **1.2.2 SITE ESTABLISHMENT**

**SITE ACCOMMODATION:**

**TEMPORARY WORKS IN CONNECTION WITH SITE ESTABLISHMENT:**

| Time-related charges | Fixed charges | Total charges |
|----------------------|---------------|---------------|
|----------------------|---------------|---------------|

|                                                  | Time-related charges | Fixed charges | Total charges |
|--------------------------------------------------|----------------------|---------------|---------------|
| <b>FURNITURE AND EQUIPMENT:</b>                  |                      |               |               |
| <b>IT SYSTEMS:</b>                               |                      |               |               |
| <b>CONSUMABLES AND SERVICES:</b>                 |                      |               |               |
| <b>BROUGHT-IN SERVICES:</b>                      |                      |               |               |
| <b>SUNDRIES:</b>                                 |                      |               |               |
| <b>1.2.3 TEMPORARY SERVICES</b>                  |                      |               |               |
| <b>TEMPORARY WATER SUPPLY:</b>                   |                      |               |               |
| <b>TEMPORARY GAS SUPPLY:</b>                     |                      |               |               |
| <b>TEMPORARY ELECTRICITY SUPPLY:</b>             |                      |               |               |
| <b>TEMPORARY TELECOMMUNICATION SYSTEMS:</b>      |                      |               |               |
| <b>TEMPORARY DRAINAGE:</b>                       |                      |               |               |
| <b>1.2.4 SECURITY</b>                            |                      |               |               |
| <b>SECURITY STAFF:</b>                           |                      |               |               |
| <b>SECURITY EQUIPMENT:</b>                       |                      |               |               |
| <b>HOARDINGS, FENCES AND GATES:</b>              |                      |               |               |
| <b>1.2.5 SAFETY AND ENVIRONMENTAL PROTECTION</b> |                      |               |               |
| <b>SAFETY PROGRAMME:</b>                         |                      |               |               |
| <b>BARRIERS AND SAFETY SCAFFOLDING:</b>          |                      |               |               |
| <b>ENVIRONMENTAL PROTECTION MEASURES:</b>        |                      |               |               |





## **SECTION 2**

# **SCHEDULE OF WORKS**

|                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                         |
|-------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| <p><b>1.0</b></p> <p><b>1.1</b></p> <p><b>1.2</b></p> <p><b>1.3</b></p> <p><b>1.4</b></p> | <p><b><u>GENERAL</u></b></p> <p><b><u>The Works</u></b><br/>The works described in this specification comprise the following:</p> <ol style="list-style-type: none"> <li>1. Demolition and rebuilding of the selected sections of the brick boundary wall.</li> <li>2. Repointing of the selected areas of facing brickwork to boundary wall.</li> <li>3. Replacement of the selected individual bricks and copings.</li> </ol> <p>The Contractor can refer to the Assessment of the Boundary Wall by Bennington Green dated 30/08/2023. This report outlines the work required to address disrepair.</p> <p><b><u>The Site</u></b><br/>The Contractor is to note that although the site comprises of the church grounds, the work activities will be carried out from the Highways' land (footpath).</p> <p><b><u>Site set up</u></b><br/>The Contractor must provide adequate welfare provisions for site operatives during the works as set out in the Pre-Construction Information document in Appendix A. Site compound to be secured with Heras fencing and locked when not in use. Details to be submitted with tender. Welfare cabin, Portaloo, storage container, skip etc, are only to be positioned within the site compound. The suggested location is the car park on Church Gate as indicated on the satellite photo below. The Contractor is at liberty to set up the compound in a different location. The Client also offered for use by the contractor a gated compound located approx. 350m from St Mary's Church at the junction of The Moors and Lower Way.</p>  <p><b><u>Highways licences</u></b><br/>The Contractor is to allow for liaison with the Highways to secure necessary licences for temporary use of the car parking spaces, lane closure, skip placement, traffic management etc. as necessary and pay the cost. The cost is to be recovered from the Client under the contract variations.</p> <p style="text-align: right;">State percentage for OH&amp;P: _____</p> | <div></div> <div></div> |
|                                                                                           | <b>To Collection</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                         |

Section 3: Page 2

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |  |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| 1.13                 | <p><u>Photographic Schedule of Condition</u></p> <p>The Principal Contractor is to undertake a dated photographic schedule of condition to the complete working area and the adjacent areas prior to undertaking any works. This photographic record is to be supplied to the Contract Administrator which will be used to inspect the site upon completion of the works. Any damage not identified within the photographic schedule of condition is to be made good entirely at the Contractor's own expense to the full satisfaction of the Contract Administrator (not to be unreasonably enforced).</p>                                                           |  |  |
| 1.14                 | <p><u>Site Visit</u></p> <p>The Contractor should visit the site prior to submission of his tender. Any shortfalls in pricing and claims for additional expenditure arising as a result of failure to visit site shall not be entertained by the Contract Administrator or the Client and such work shall be undertaken by the Contractor for the submitted tender sum. As the site is a public area, access is free at all times.</p>                                                                                                                                                                                                                                |  |  |
| 1.15                 | <p><u>Construction (Design and Management) Regulations 2015</u></p> <p>The works specified are not notifiable under the terms of the Construction (Design and Management) Regulations 2015 (CDM). However, the Contractor is expected to programme and undertake the works in accordance with the Regulations. The Contractor will then be deemed to become the 'Principal Contractor' and undertake all obligations required by the CDM Regulations.</p>                                                                                                                                                                                                             |  |  |
| 1.16                 | <p><u>Pricing of the Document</u></p> <p>Most items in section 1.0 of the Schedule of Works are for information only. However, some of the items in this section can be classed as preliminary items and the Contractor is to include any costs in the right column where applicable.</p> <p>The Contractor is to note that pricing of the work in section 2.0 is based on the estimated quantities as the exact extent of treatment to the boundary wall is to be agreed on site with the Contract Administrator. The actual quantities are subject to measure and paid pro rata based on the pricing provided at the tender stage for the estimated quantities.</p> |  |  |
| <b>2.0</b>           | <b>THE WORKS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |
| <b>2.1</b>           | <b>DEMOLITION AND REBUILDING OF THE WALL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |  |
| 2.1.1                | <p>Carefully deconstruct by hand the selected areas of the boundary wall above the ground as agreed with the Contract Administrator. The bricks are to be recovered, cleaned and set aside for reuse. Old mortar and any debris to be removed to skip.</p> <p>Estimated quantity: 35.0 m2</p>                                                                                                                                                                                                                                                                                                                                                                         |  |  |
| 2.1.2                | <p>Carefully cut and remove a strip of tarmac approximately 150mm wide along the wall base where new foundations are to be constructed. Remove the arisings to skip.</p> <p>Estimated quantity: 20.0 m</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |
| <b>To Collection</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |  |

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |  |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| 2.1.3                | <p>Carefully deconstruct by hand the selected areas of the boundary wall foundations (assumed to be stepped brick foundations) as agreed with the Contract Administrator. The bricks are to be recovered, cleaned and set aside for reuse. Old mortar and any debris to be removed to skip.</p> <p>Estimated quantity: 4.0 m3</p>                                                                                                                                                                                                                                                                                     |  |  |
| 2.1.4                | <p>Excavate by hand 500mm wide trench to 500mm below the finished ground level of the pedestrian walk. Allow to cut excess soil from the embankment above the trench. Retain soil for backfilling. Any excess soil to be removed to skip. Any obstacles found in the ground (for example concrete footings, pipes, cables etc.) should be reported to the Contract Administrator immediately.</p> <p>Estimated quantity: 1.5 m3</p>                                                                                                                                                                                   |  |  |
| 2.1.5                | <p>Allow for temporary support to the embankment using plywood sheets or timber planks and timber bracing. Allow for removal.</p> <p>Estimated quantity: 20.0 m</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |  |
| 2.1.6                | <p>Compact the bottom of excavations and lay concrete C25 to form a strip foundation 500mm wide and 300mm deep. Position the foundation so the front edge (under the pedestrian path) is projected approximately 50mm from the face of the retaining wall.</p> <p>Estimated quantity: 20.0m</p>                                                                                                                                                                                                                                                                                                                       |  |  |
| 2.1.7                | <p>Reinstate the retaining wall using retained bricks on lime mortar in line with condition No. 3 of the planning consent:</p> <p><i>All new facing brickwork, including works of making good, shall match the existing brickwork in terms of bricks (size, colour and texture); mortar (mix, colour and texture); joint profile; and bond.</i></p> <p>Ensure smooth transition between new and retained brickwork.</p> <p>Allow for new brickwork to cure before removing any temporary propping and backfilling with the retained soil. The top 100mm of soil to be topsoil.</p> <p>Estimated quantity: 35.0 m2</p> |  |  |
| 2.1.8                | <p>Allow for making good to tarmac footpath in accordance with the standard Highways specification. Consult Local Authority for details.</p> <p>Note: Highways may stipulate that the footpath surfacing is to be undertaken by their nominated sub-contractor. In such case allow for liaison with the sub-contractor and Highways and pay the cost for tarmac repairs. The cost is to be recovered from the Client under the contract variations.</p> <p>Estimated quantity: 20.0 m</p>                                                                                                                             |  |  |
| <b>2.2</b>           | <b>REPOINTING OF THE FACING BRICKWORK</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |  |
| 2.2.1                | <p>Rake out mortar joints to selected areas as agreed with the Contract Administrator to a depth of minimum 25mm. Clean the joints with a stiff bristle brush to remove loose material, and flush with clean water. Fill the joints with lime mortar as per the requirements described in section 2.1.7. Remove any arisings to skip.</p> <p>Estimated quantity: 25.0 m2</p>                                                                                                                                                                                                                                          |  |  |
| <b>To Collection</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |  |

Job No. 11597 | Doc. ID626198

## FROM PAGES:

2

**3**

4

**5**

Job No. 11597 | Doc. ID626198

[illegible]

## **SECTION 3**

### **MAIN SUMMARY**

**MAIN SUMMARY**

**BROUGHT FORWARD FROM SECTION 1 (COLLECTION)**

**BROUGHT FORWARD FROM SECTION 2 (COLLECTION)**

**Carried to Form of Tender**

# **APPENDIX 1**

## **PRE CONSTRUCTION INFORMATION**

## **Pre-Construction Health and Safety Information**

at

**St. Marys Parish Church  
Church Gate  
THATCHAM  
West Berkshire  
RG19 3PN**

**Job Ref: BG/11597**

**Doc. ID: 626454**

Date: 02/04/2026

Client: Thatcham Town Council

## **CONTENTS**

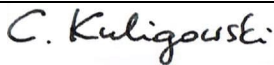
|            |                                                                                   |          |
|------------|-----------------------------------------------------------------------------------|----------|
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| <b>1.3</b> | <b>Nature of the Works</b>                                                        | <b>1</b> |
| <b>1.4</b> | <b>Timescale for the completion of the works</b>                                  | <b>1</b> |
| <b>1.5</b> | <b>Parties to the Project</b>                                                     | <b>1</b> |
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## APPENDICES

### A. Site photos

## VERSION CONTROL

|               |                                                                                     |                |                        |
|---------------|-------------------------------------------------------------------------------------|----------------|------------------------|
| Author name   | Cezary Kuligowski                                                                   | Qualifications | MSc, MRICS             |
| Signed        |  | Date           | 02/04/2026             |
| Reviewer name | Karl Grover                                                                         |                | BSc (Hons) MCIOB MRICS |
| Signed        |  | Date           | 02/04/2026             |

## **CDM REGULATIONS 2015**

### **PRE-CONSTRUCTION HEALTH & SAFETY INFORMATION PACK**

The contractor should be aware and understand the CDM 2015 Regulations and the associated HSE Guidance on the Regulations (L153) – Managing Health and Safety in Construction.

This project **IS NOT** notifiable to the Health and Safety Executive under Regulation 6 of CDM2015.

The purpose of this document is to provide information to Contractors on the Health and Safety and welfare matters to be taken into account when planning for the site works detailed in the specification document and on the drawings. The Principal Contractor shall use and develop this information as part of his duties and responsibilities under the CDM Regulations.

This document provides specific information obtained from both the Client and Designers during the course of the design and early planning phases of the project, so that Health and Safety risk are identified reasonably identifiable and communicated effectively.

The absence of reference in this Pre-Construction Information Pack to a hazard does not mean that such a hazard does not exist or may not arise. Any 'Method of Working' described in the Pre-Construction Health and Safety Information Pack, as prepared by the Principal Designer, may be varied by the Contractor, as long as he provides an acceptable alternative method to the Principal Designer prior to works commencing.

### **CONSTRUCTION PHASE HEALTH & SAFETY PLAN**

The Contractor shall review the information included or referred to in this document and provide the relevant information in his Construction Phase Plan. ***Note that the works are of a fairly minor nature and as such the Construction Phase Plan should reflect this. The document should be brief but site specific.***

The principal aim of the Construction Phase Plan is to record Health / Safety arrangements for the management of construction operations together with monitoring procedures for compliance with the relevant statutory provisions.

## **1.0 DESCRIPTION OF THE PROJECT**

### **1.1 LOCATION**

1.1.1 Site Address: St. Marys Parish Church, Church Gate, THATCHAM, RG19 3PN

### **1.2 SURROUNDING AREA**

1.2.1 The site is located on Church Gate in Thatcham. The area is made up of mainly residential properties most which are mainly similar styles blocks of flats, domestic houses and retail outlets.

### **1.3 NATURE OF THE WORKS**

1.3.1 The purpose of this contract is for the rebuilding and repairs to the boundary wall.

### **1.4 TIMESCALE FOR THE COMPLETION OF THE WORKS**

1.4.1 Start on site: TBC

1.4.2 Completion: TBC

1.4.3 Anticipated project duration: 3 weeks

### **1.5 PARTIES TO THE PROJECT**

|                             |                       |                                                 |                                                                             |
|-----------------------------|-----------------------|-------------------------------------------------|-----------------------------------------------------------------------------|
| <b>Client</b>               | Thatcham Town Council | <b>Contact:</b><br><b>Tel:</b><br><b>Email:</b> | Laura Carlin<br>01635863592<br>town.clerk@thatchamtowncouncil.gov.uk        |
| <b>Principal Designer:</b>  | Bennington Green Ltd  | <b>Contact:</b><br><b>Tel:</b><br><b>Email:</b> | Cezary Kuligowski<br>07984 787421<br>cezarykuligowski@benningtongreen.co.uk |
| <b>Principal Contractor</b> | TBC                   | <b>Contact:</b><br><b>Tel:</b><br><b>Email:</b> |                                                                             |

## **2.0 CLIENTS CONSIDERATION AND MANAGEMENT**

### **REQUIREMENTS**

2.0.1 It will be the Contractor's responsibility to ensure that all hazards identified during the works and any known issues are recorded and communicated to the Principal Designer for inclusion within the Health and Safety File.

2.0.2 The Principal Contractor is to detail how he will ensure co-operation between contractors on site for health and safety purposes. The details shall include how information will be passed and enforced between sub-contractors and visiting personnel (i.e. client, designers, Principal Designer, etc.).

The Principal Contractor shall inform the client (at the earliest opportunity) if it becomes apparent that any proposals of any party in connection with the works could present risk to the health or safety of workers undertaking the construction or maintenance, or that of any end user.

## **2.1 SITE SECURITY**

2.1.1 Security arrangements shall be agreed between all parties prior to commencement of the works.

2.1.2 The Principal Contractor will be responsible for the security of the work area, ensure no unauthorised persons enter and that the area is made secure or inaccessible when the area is not occupied.

2.1.3 The Principal Contractor must take reasonable measures to ensure that no unauthorised persons enter the work areas. Only people who are explicitly authorised by the Principal Contractor should be allowed access to the site. Authorised people should have the relevant site rules explained to them and undertake any necessary safety induction training.

2.1.4 The Construction Phase Health and Safety Plan will need to indicate firm proposals for how the site security will be addressed.

## **2.2 FIRST AID**

- 2.2.1 The Contractor must include in the Construction Phase Plan details of First Aid facilities and locations and details qualified first aiders.

## **2.3 FIRE PRECAUTIONS AND EMERGENCY PROCEDURES**

- 2.3.1 The Principal Contractor is to review the latest guidance from the HSE "Fire Safety in Construction" (HSG168) and manage the significant fire risks.
- 2.3.2 The Principal Contractor is to keep a tidy site and make sure rubbish is cleared away promptly and regularly, and avoid unnecessary stockpiling of combustible materials.
- 2.3.3 Compliance with the Joint Code of Practice 'Fire Prevention on Construction Sites' published by the construction confederation and the Fire Prevention Association (The 'Joint Fire Code') is expected. Burning on site is not permitted.

## **2.4 MEANS OF ESCAPE**

- 2.4.1 Not applicable to the works.

## **2.5 COSHH**

- 2.5.1 COSHH Assessments and material safety data sheets are to be made available on site and communicated to those personnel who may be affected by their use. COSHH Assessments are to be included with Construction Phase Plan.

## **2.6 AUTHORISATION REQUIREMENTS (RESTRICTED AREAS)**

- 2.4.2 Not applicable to the works.

## **3.0 ENVIRONMENT RESTRICTIONS AND EXISTING ONSITE**

### **HAZARDS**

#### **3.1 SAFETY HAZARDS – OCCUPIED SITE**

- 3.1.1 Note that the church and its grounds will remain occupied throughout the works and the worksite must be segregated from pedestrian access areas. Due regard must be given to providing alternative safe access routes for the public if existing routes need to be closed. This is to be arranged with the Highways.

#### **3.2 SAFETY HAZARDS – RESTRICTIONS ON DELIVERIES OR WASTE COLLECTION OR STORAGE**

- 3.2.1 The management of the traffic for all deliveries and disposal of waste from the site is to be covered within a risk assessment and method statements.

#### **3.3 SAFETY HAZARDS – TRIPS**

- 3.3.1 The existing footpath where most of the work activities will take place is undulating due to settlement and patch repairs which present tripping hazards.

#### **3.4 SAFETY HAZARDS – SLOPES**

- 3.4.1 The church grounds surrounded by the retaining wall are higher than the adjacent footpath.

#### **3.5 SAFETY HAZARDS – FIRE RISK**

- 3.5.1 The Principal Contractor is to maintain a clear management regime to reduce the risk of fire associated with the build-up of rubbish, smoking in unauthorised areas of the site etc.

### **3.6 SAFETY HAZARDS – PROXIMITY OF WORKS TO RESIDENCE AND MEMBERS OF THE PUBLIC**

- 3.6.1 The site will remain operational. Therefore, the Principal Contractor must ensure that all necessary separation and segregation including barriers and temporary fencing is in place.

### **3.7 HEALTH HAZARDS – NOISE**

- 3.7.1 The Principal Contractor should take all necessary steps to prevent excessive noise. Where noisy plant and equipment is to be used, consideration must be given to controlling this noise. The Control of Noise (Codes of Practice for Construction and Open Sites) (England) Order 2002 must be consulted.

### **3.8 HEALTH HAZARDS – MANUAL HANDLING**

- 3.8.1 Method Statements and Risk Assessments in respect of manual handling are to be provided by the Principal Contractor and contractors.
- 3.8.2 All materials to be used should be handled in accordance with the Manual Handling Operation Regulations 1992, with mechanical handling of materials used where possible.

### **3.9 HEALTH HAZARDS – DUST**

- 3.9.1 The Principal Contractor should take all necessary steps to prevent any nuisances being caused by dust.

### **3.10 HEALTH HAZARDS – EXISTING HV AND LV ELECTRIC CABLES**

- 3.10.1 There are live HV and LV electric cables within the worksite. The Principal Contractor is responsible for confirming the exact location of the cables prior to commencing work on site. Note that any required liaison with the utility supplier is the responsibility of the Principal Contractor.

---

## **4.0 SIGNIFICANT DESIGN AND CONSTRUCTION**

### **HAZARDS**

#### **4.1 HIGH RISK ACTIVITIES IDENTIFIED WITHIN THE DESIGN PROCESS**

| <b>IDENTIFIED HIGH RISK ACTIVITY</b>   | <b>APPLICABLE</b> |
|----------------------------------------|-------------------|
| Protection of the public               | YES               |
| Tripping hazards                       | YES               |
| Proximity of HV and LV electric cables | YES               |
| Dust and small particles               | YES               |

NOTE: The above list of activities is not exhaustive and site and activity specific conditions should be taken into account and a risk assessment amended accordingly.

## **5.0 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN**

- 5.1 To be prepared by the Principal Contractor in accordance with Regulations 12, 13 and 14, prior to the commencement of the construction works. The format should follow the topics listed in Appendix 3 of the HSE's Managing Health and Safety in Construction guidance document (L153).
- 5.2 Risk assessments are to be undertaken and method statements produced as required by legislation of particular importance is a specific method statement in relation to the electrical cables.

---

## **6.0 PRINCIPAL CONTRACTORS DECLARATION**

We confirm that we have read the Pre-Construction Health and Safety Information Pack and understood the contents in relation to the management of risk on the project.

We confirm that we will comply with all applicable provisions outlined in the CDM Regulations (2015).

We confirm that there will be a copy of the Project Health and Safety Plan on site from day one of the project and included within the document are all risk assessments and method statements relative to the works.

We confirm that all risk assessments and method statements have been made site specific where necessary.

We confirm that in the absence of any asbestos reports, we will undertake our own and will satisfy ourselves prior to commencing the works.

We confirm that all applicable compliance information for the project will be provided promptly upon completion

Signed: .....

Name: .....

Date: .....

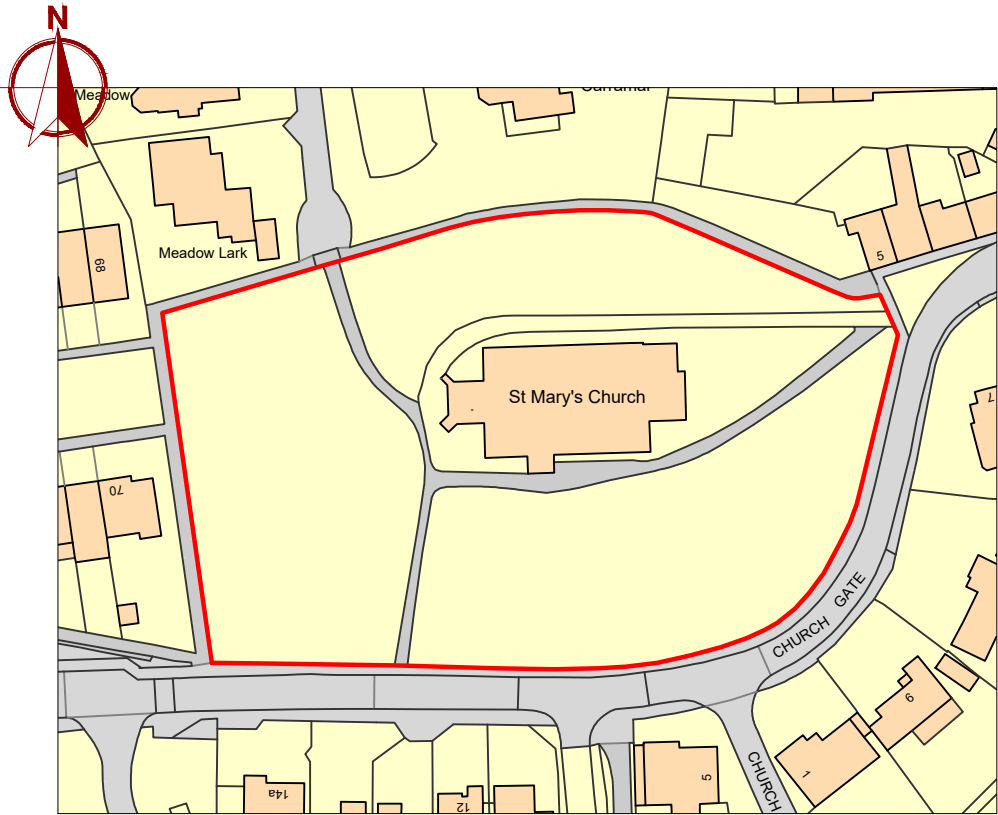
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## **APPENDIX A – SITE PHOTOGRAPHS**

Refer to Assessment of the Boundary Wall by Bennington Green dated 30/08/2023

# **APPENDIX 2**

# **DRAWINGS**

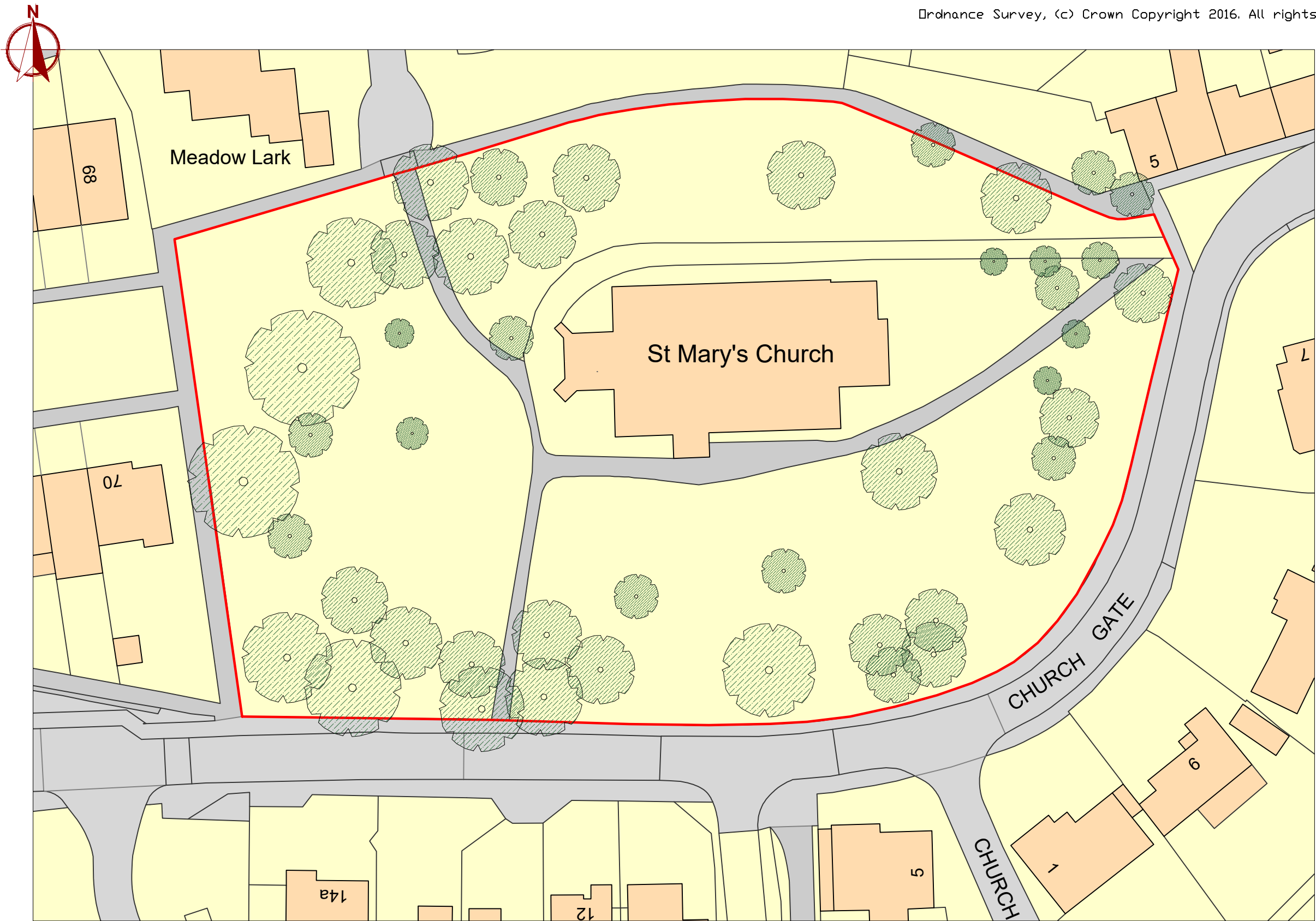


Location Plan  
1:1250

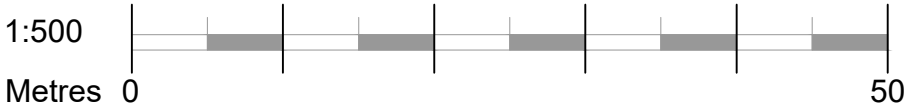


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|                                                                                           |                 |                      |                                 |                         |            |
|-------------------------------------------------------------------------------------------|-----------------|----------------------|---------------------------------|-------------------------|------------|
| Client<br>Thatcham T/C                                                                    |                 | Drawn<br>GP          | Checked<br>GP                   | Scale<br>1 : 500 / 1250 | Size<br>A3 |
| Address<br>St Marys Parish Church,<br>Church Gate, Thatcham<br>West Berkshire<br>RG19 3PN |                 |                      | Title<br>Existing Location Plan |                         |            |
| Status<br>Planning                                                                        | Date<br>Feb '25 | Project No.<br>11597 |                                 | Dwg. No.<br>100         | Revision   |



Block Plan  
1:500



County Gates House, 300 Poole Rd,  
Westbourne, Bournemouth BH12 1AZ  
Tel: (01202) 766 584

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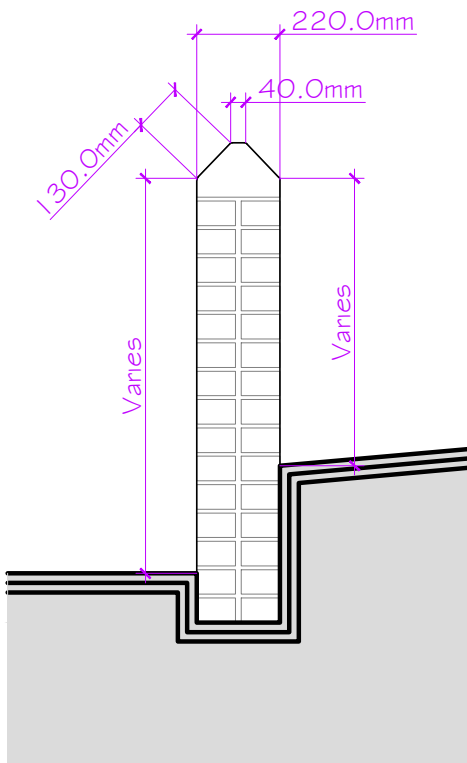
Revision

Revision Description

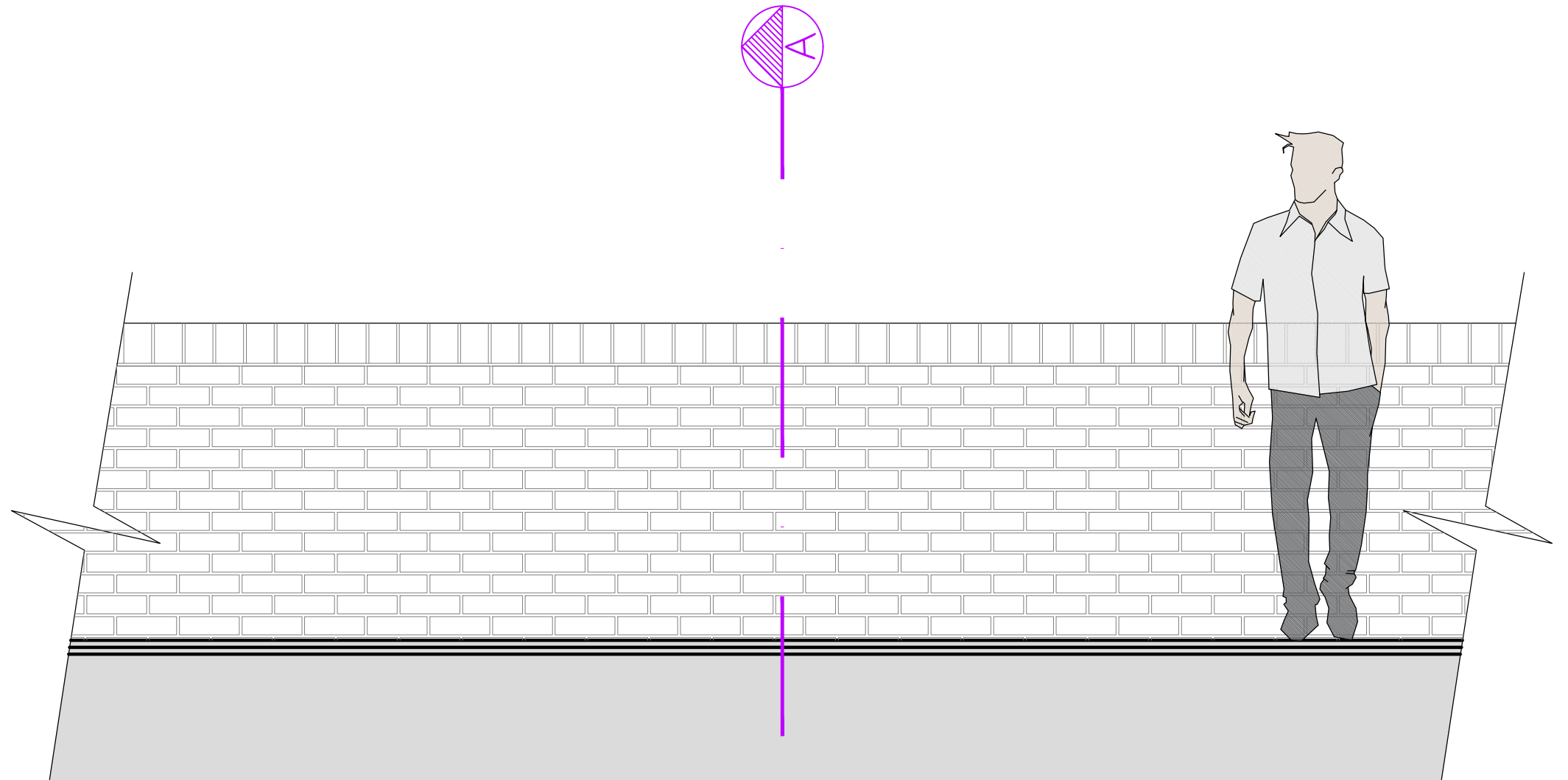
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Rev Date

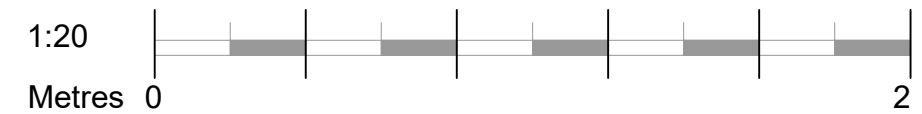
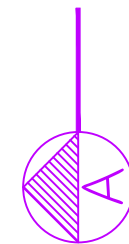
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| Client<br>Thatcham T/C                                                                    | Drawn<br>GP     | Checked<br>GP        | Scale<br>1 : 500 / 1250      | Size<br>A3 |
| Address<br>St Marys Parish Church,<br>Church Gate, Thatcham<br>West Berkshire<br>RG19 3PN |                 |                      | Title<br>Existing Block Plan |            |
| Status<br>Planning                                                                        | Date<br>Feb '25 | Project No.<br>11597 | Dwg. No.<br>101              | Revision   |



Section A-A

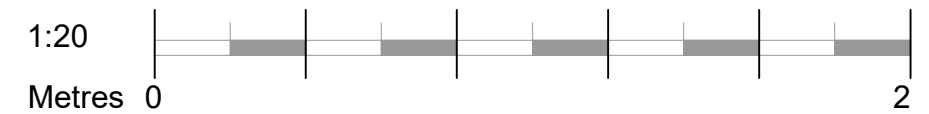
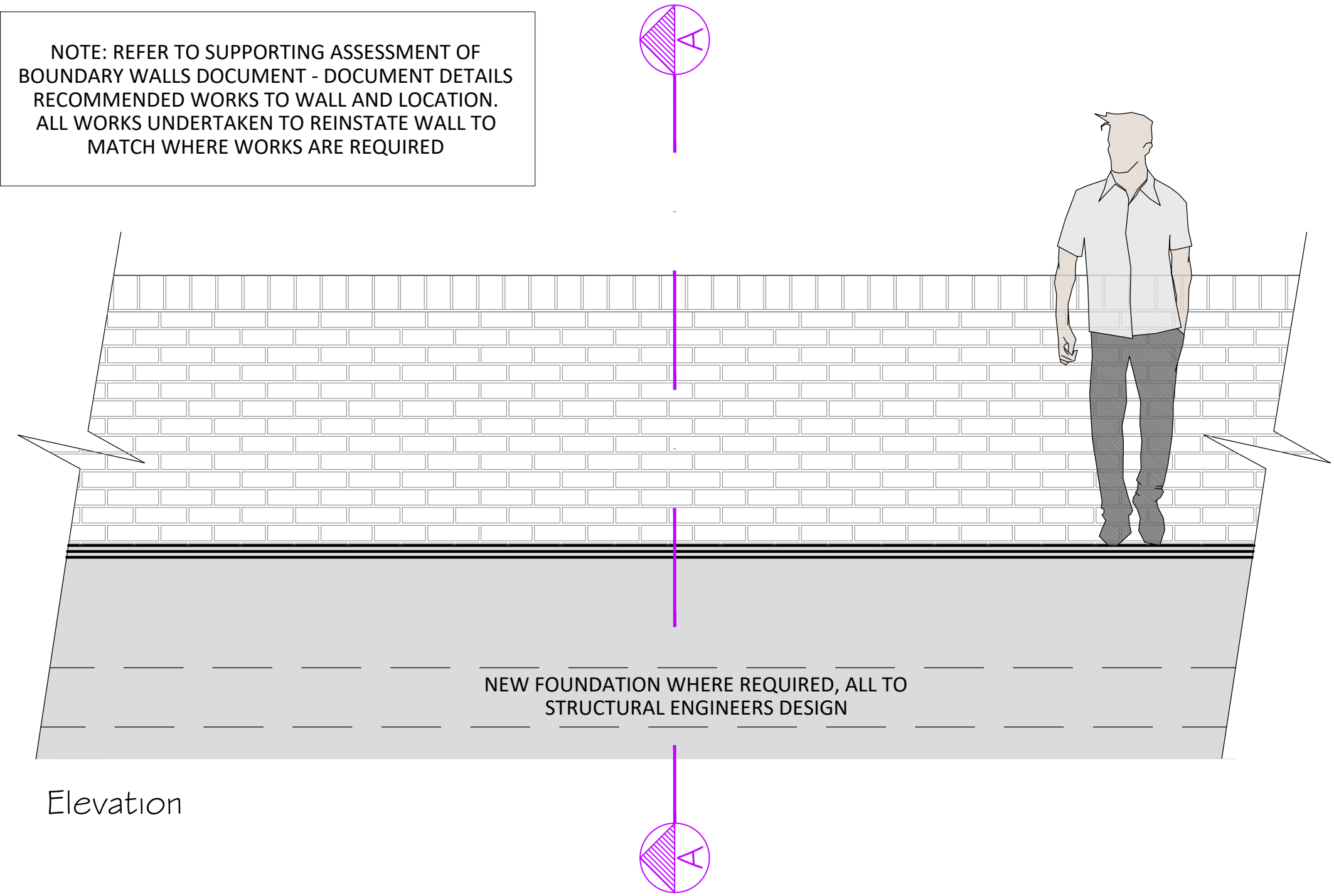
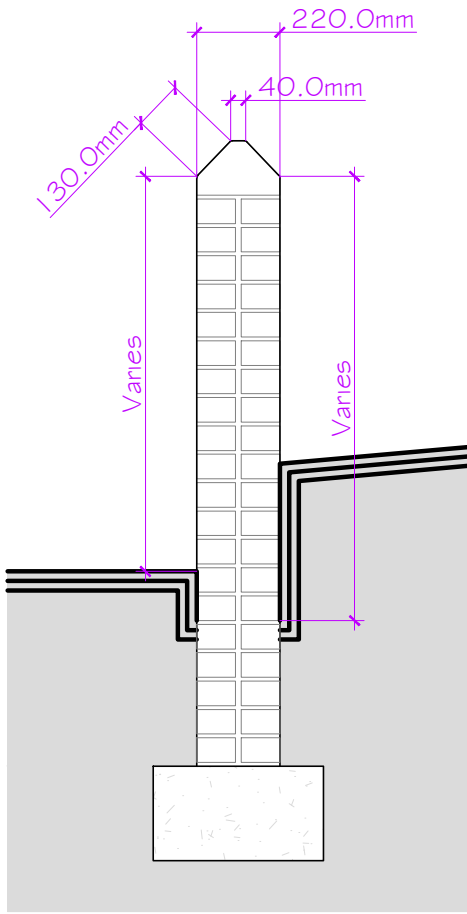


Elevation



|                                                                                           |                 |                      |                                          |                 |            |
|-------------------------------------------------------------------------------------------|-----------------|----------------------|------------------------------------------|-----------------|------------|
| Client<br>Thatcham T/C                                                                    |                 | Drawn<br>.           | Checked<br>GP                            | Scale<br>1 : 20 | Size<br>A3 |
| Address<br>St Marys Parish Church,<br>Church Gate, Thatcham<br>West Berkshire<br>RG19 3PN |                 |                      | Title<br>Existing Section &<br>Elevation |                 |            |
| Status<br>Planning                                                                        | Date<br>Feb '25 | Project No.<br>11597 |                                          | Dwg. No.<br>102 | Revision   |

NOTE: REFER TO SUPPORTING ASSESSMENT OF  
BOUNDARY WALLS DOCUMENT - DOCUMENT DETAILS  
RECOMMENDED WORKS TO WALL AND LOCATION.  
ALL WORKS UNDERTAKEN TO REINSTATE WALL TO  
MATCH WHERE WORKS ARE REQUIRED



- General Notes:
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  - All dimensions are in millimetres unless otherwise stated
  - Drawing based on survey information by others
  - Contractors are not to scale dimensions from this drawing
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|                                                                                           |                 |                      |                                          |            |
|-------------------------------------------------------------------------------------------|-----------------|----------------------|------------------------------------------|------------|
| Client<br>Thatcham T/C                                                                    | Drawn<br>GP     | Checked<br>GP        | Scale<br>1 : 20                          | Size<br>A3 |
| Address<br>St Marys Parish Church,<br>Church Gate, Thatcham<br>West Berkshire<br>RG19 3PN |                 |                      | Title<br>Proposed Section &<br>Elevation |            |
| Status<br>Planning                                                                        | Date<br>Feb '25 | Project No.<br>11597 | Dwg. No.<br>201                          | Revision   |

# **APPENDIX 3**

## **ST MARY'S BOUNDARY WALL REPORT**

# Assessment of Boundary Walls

- at -

**St. Marys Parish Church  
Church Gate  
THATCHAM  
West Berkshire**

**Job Ref: BG/11597**

**Doc. ID: 464027**

Date: 30 August 2023

Client: Thatcham Town Council

Bennington Green Ltd (Thatcham)  
Bank House,  
13/15 High Street  
Thatcham  
RG19 3JG



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## APPENDICES

A. Drawing

Prepared by: Colin Gillah BSc FRICS 30 August 2023

Name  Date

Signed

## **1.0 INTRODUCTION**

### **1.1. INSTRUCTIONS & INSPECTION**

- 1.1.1. We refer to your instructions confirmed by email to undertake works as set out in our fee proposal dated 17 July 2023. This is in connection with the walls forming the boundary of the churchyard around St Mary's Church Thatcham, located at Church Gate Thatcham RG19 3PN. Concern has been expressed as to the condition of those walls. We have been asked to provide an assessment of the walls together with recommendations for future action.
- 1.1.2. The site inspection was carried out on 16 August 2023. The weather at the time of survey was dry and sunny.

### **1.2. BACKGROUND AND LIMITATIONS OF REPORT**

- 1.2.3. On discussing and on receiving your instructions, it was agreed that this would be a preliminary visual examination only of the walls. No works of exposure or excavations have been carried out. We have not been provided with any information as to the history of the perimeter walls, or the nature of foundations or other sub- ground supports. The intent of the inspection is to enable us to provide an opinion as to the immediate condition and safety of the walls and whether there is a risk of potential collapse.
- 1.2.4. In this report we make recommendations to provide additional diagnostic information. We discussed the limitations on investigations and, eventual repairs.
- 1.2.5. Photos were taken and relevant photographs are included within the report. To aid the reader, we also enclose an ordnance survey extract plan, identifying where readings were taken. Please note that this plan is subject to the inherent inaccuracies of all ordnance survey digital plan data. This does not have the same level of accuracy as a full topographic survey.
- 1.2.6. No inspection of any other parts of the property was undertaken.

## 2.0 GENERAL DESCRIPTION & HISTORY

### 2.1. GENERAL DESCRIPTION



- 2.1.1. St Mary's Church is located just to the south-west of the centre of Thatcham and is the Church of England parish church. The church website indicates that a church has existed on the site since the 12<sup>th</sup> century, it was developed and has evolved over the years and was subject to complete renovation in 1857. The church is Listed as Grade II\* (list entry number 1155799).
- 2.1.2. The church is located to the north side of the churchyard. The perimeter of the site is noted by low brick walls to the west south and east sides, and by railings to the north side. The date of the construction of the walls is not known. They are not described within the list entry. The general construction and appearance might suggest they date from the mid-19<sup>th</sup>-century, and therefore may date from the church renovation in 1857. It is of interest to note that the walls are clearly present in early aerial photography dating from 1928. (See [www.britainfromabove.org.uk/image/EPW023277](http://www.britainfromabove.org.uk/image/EPW023277)) Whilst the walls do not appear to be separately listed they might be reasonably considered to be part of the curtilage of the building. As such, they acquire the same level of protection as the main building.
- 2.1.3. The walls to the east and south sit directly against the footway of Church Gate, whilst the west wall is set against a footpath.
- 2.1.4. We are advised by our client that maintenance and repair of the walls is the statutory liability of Thatcham Town Council. We recommend that the legislation or orders which confirm this be checked to ensure that all rights and obligations are clearly understood before any work is carried out.

## 2.2. THE WALLS

- 2.2.1. The structure of the perimeter walls which is visible above ground comprises brickwork which is one brick thick, with a thickness of approximately 200mm (8 inches). This brickwork is laid to a variable bonding pattern, comprising stretchers and headers set under a matching twice weathered, flush brick coping. The brickwork is of a reddish-brown colour, weathered to a distinctive and attractive patina and with widespread lichen growth.
- 2.2.2. The general height (including coping) varies between approximately 600 – 1000mm above pavement level. The walls retain ground to a varying height. To the east and south sides, the retained height is almost to the underside of the coping level. For the walls to the

south-west and west, the retained height is considerably lower, typically at about 150mm.

The walls rise to a height of 1.75 – 2.4m where they join the gate piers of the main entrance to the east and the pedestrian gate to the south. The overall length of the walls is in order of 195m. The distance between the main church gate entrance at the east side of the site and the pedestrian entrance to the south side is just under 116m. The distance from the pedestrian entrance around to the north west corner is about 89m.

- 2.2.3. The brickwork is flush pointed in lime mortar but has been subject to repointing and rebuilding over the years which has included the use of cement mortars.
- 2.2.4. The walls might best be described as simple retaining walls, there being no supporting piers or buttresses visible. The detail, depth, and size of foundations is also not known. Typically, brick walls of this age might be expected to be supported on a limited number of additional coursing below ground, spreading outwards by the use of corbelling, with the lower courses projecting in steps 25 to 50mm beyond the courses above. Such offsetting can be seen in sections of the walls to the east side of the site, just at the pavement level.
- 2.2.5. It is considered unlikely that there will be additional foundation support beneath the brickwork, but it is possible that there may be additional gravel layers or Sarsen stones present.

### 3.0 OBSERVATIONS

#### 3.1. MEASUREMENTS RECORDED

3.1.1. The walls were measured at 5m intervals. The spacing locations are shown on the attached plan. Measurements taken included height to pavement and the retained height of ground behind the wall. The actual stated measurement of height is of the vertical side of the wall and excludes the height of the angled coping above, which is 100mm. The lean of the wall was measured as the projection of the top of the wall beyond the base of the wall and is shown as degrees. The measurements recorded are as follows:

| Distance                                | Height to Pavement | Retained Height of ground | Lean of wall (deg) | Distance                            | Height to Pavement | Retained Height of ground | Lean of wall (deg) |
|-----------------------------------------|--------------------|---------------------------|--------------------|-------------------------------------|--------------------|---------------------------|--------------------|
| <b>WALL EAST ENTRANCE TO SOUTH GATE</b> |                    |                           |                    | <b>WALL SOUTH GATE TO NW CORNER</b> |                    |                           |                    |
| 0m                                      | 2400               | 250                       | -                  | 0m                                  | 1740               | 200                       | -                  |
| 5                                       | 820                | 420                       | 2.10               | 5                                   | 770                | 150                       | -                  |
| 10                                      | 800                | 560                       | -                  | 10                                  | 835                | 115                       | 1.72               |
| 15                                      | 880                | 780                       | 2.28               | 15                                  | 890                | 190                       | 2.25               |
| 20                                      | 900                | 820                       | 3.82               | 20                                  | 930                | 130                       | 2.77               |
| 25                                      | 840                | 780                       | 5.47               | 25                                  | 970                | 140                       | 3.55               |
| 30                                      | 800                | 705                       | 2.87               | 30                                  | 1060               | 330                       | 1.35               |
| 35                                      | 710                | 635                       | 4.44               | 35                                  | 1015               | 275                       | 1.13               |
| 40                                      | 730                | 590                       | 0.78               | 40                                  | 845                | 145                       | 2.03               |
| 45                                      | 660                | 560                       | 3.91               | 45                                  | 845                | 175                       | 2.03               |
| 50                                      | 660                | 560                       | 0.43               | 50                                  | 840                | 180                       | 1.71               |
| 55                                      | 660                | 605                       | 0.87               | 55                                  | 800                | 170                       | 2.87               |
| 60                                      | 665                | 610                       | 6.04               | 60                                  | 730                | 60                        | 1.96               |
| 65                                      | 540                | 500                       | 5.85               | 65                                  | 670                | 160                       | 0.86               |
| 70                                      | 560                | 530                       | 5.12               | 70                                  | 570                | 40                        | 2.51               |
| 75                                      | 580                | 490                       | 7.43               | 75                                  | 690                | 190                       | 2.08               |
| 80                                      | 640                | 570                       | 4.93               | 80                                  | 680                | 250                       | -                  |
| 85                                      | 910                | 860                       | 4.10               | 85                                  | 650                | 250                       | 0.88               |
| 90                                      | 640                | 540                       | 4.03               | 90                                  | 600                | 80                        | 2.87               |
| 95                                      | 610                | 545                       | 4.23               |                                     |                    |                           |                    |
| 100                                     | 590                | 530                       | 6.33               |                                     |                    |                           |                    |
| 105                                     | 660                | 520                       | 6.52               |                                     |                    |                           |                    |
| 110                                     | 680                | 600                       | 3.79               |                                     |                    |                           |                    |
| 115                                     | 680                | 430                       | 1.26               |                                     |                    |                           |                    |

### 3.2. SUMMARY OF CONDITION

- 3.2.1. The walls are in a varied condition. In general terms, the walls to the west side of the site are in a considerably better condition than the walls around the east side. This is probably due to a combination of the following reasons:-
- a. the walls to the east act as full retaining walls whereas the west walls retain only low heights of ground,
  - b. the walls to the east abut the footway and have probably been affected by resurfacing, the provision of drainage channels and excavations for services,
  - c. the walls to the east are mostly unsheltered, they face south and received direct weathering, direct sunlight and associated solar gain. The wall to the west is sheltered by mature trees and receives protection from adjoining hedging,
- 3.2.2. The west wall is generally slightly higher than the walls to the east side. It shows generally good stability and good verticality. The maximum lean recorded was just under 3°. Nevertheless, there are deficiencies to the pointing which is weathered, there are a number of damaged and missing coping bricks and a limited length of wall requires replacement of spalled bricks,
- 3.2.3. The south and east section of the churchyard wall is in a poorer condition. There are spalled bricks, weathered and missing pointing and fractures. Significant fractures, both vertically and diagonally are present. Most of the length of the wall leans outward to a current maximum of just under 8° with long lengths of wall leaning out by between 4 – 6°.
- 3.2.4. Sections of the south and east walls are at risk of structural failure and progressive collapse. However, the risk of immediate collapse is considered low. Nevertheless, we strongly recommend works to stabilise and prevent further structural failure are undertaken as soon as possible. Associated with this are essential repairs to pointing, replacing spalled and missing bricks and missing and broken coping bricks.

3.2.5. The condition of the walls is illustrated by the following examples and photographs:

|                                                          |                                                                                      |
|----------------------------------------------------------|--------------------------------------------------------------------------------------|
| <p>1</p> <p>Spalled bricks and pointing by east gate</p> |    |
| <p>2</p> <p>At 3-8m repointing required</p>              |   |
| <p>3</p> <p>At 10-15m reconstruction required</p>        |  |

|                                                                                |                                                                                      |
|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <p>4</p> <p>At 30-35m reconstruction required</p>                              |    |
| <p>5</p> <p>At 50m, fractures and debonding present, stabilise and rebuild</p> |   |
| <p>6</p> <p>At 57m, significant vertical fracture, rebuild/stabilise</p>       |  |

|                                                                                                                                                                                           |                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <p>7</p> <p>At 62-78m repointing, required, some lateral spread. Note the trenching and resurfacing to the pavement.</p>                                                                  |    |
| <p>8</p> <p>At 82-88m repointing and some rebuilding required together with lateral and longitudinal restraint. Note the works to the pavement and the placement of the services pole</p> |   |
| <p>9</p> <p>At 92-115m repointing and lateral restraint required, together with replacement of spalled bricks</p>                                                                         |  |

|                                                                                  |                                                                                      |
|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <p>10</p> <p>West wall – repointing required</p>                                 |    |
| <p>11</p> <p>West wall – coping replacements, but generally better condition</p> |   |
| <p>12</p> <p>West wall coping and pointing repairs</p>                           |  |

## 4.0 DISCUSSION & RECOMMENDATIONS

### 4.1. DISCUSSION

- 4.1.1. We have recommended that significant repairs are necessary to these walls. Whilst we do not consider there to be a risk of imminent collapse, failure to undertake the recommended works of stabilising the structure will lead to progressive collapse. We note that there are also sections of the wall which only require pointing and replacement of spalled and missing bricks. These areas could be progressed separately and such work is necessary to prevent further and more rapid deterioration of those parts.
- 4.1.2. The work will involve working on historic and listed structures, involving excavations within a long established graveyard, and requiring access over a footway and a road which are in constant and busy use.
- 4.1.3. Appropriate consents will need to be obtained to enable the recommended work to be carried out. In addition, careful consideration will need to be given as to the methodology to be used and the potential implications of undertaking the work. These matters are likely to be complicated and take time to resolve. Sufficient financial resource should be allocated to enable this process to be undertaken. The following matters will need to be addressed:
- a. Planning & Listed Building Consent – the walls are likely to be deemed as part of the curtilage of a listed building. As such, planning and listed building consent will be required. The application will need to include the full details of the proposed remedial works and therefore can only be submitted once a fully assessed scheme has been designed. To substantiate the application it is anticipated that specialist reports will be required, including archaeological and arboricultural.
  - b. Confirmation of Ownership – the regulatory orders or other documents which provide authority for the Town Council to undertake these works should be confirmed to ensure that all aspects of rights and responsibilities in connection with these structures are identified and clearly understood.

- c. Church/diocesan approval - subject to item (b) (above) it is expected that approval will be required by the church authorities. Further guidance on this will be required.
- d. Identification of Burial Locations - the subject walls form the perimeter to the churchyard where there are likely to be numerous burial locations, many of which are not directly marked. Careful consideration will need to be given to the requirements for survey, identification, and possible relocation of graves/remains. This will require specialist assistance and archaeological consultation. Close cooperation will be required with the church authorities. This information will be needed to inform the decision on the type and location of the remedial works.
- e. Highways & Pavement Works - the walls to the south and east sit directly adjacent to the footway. Consent will be required for both temporary and permanent works. The presence of drainage and utility services in the pavement and next to the wall have implications with regard to assessment of stability, temporary works and location of any permanent works. Identification of services is essential and liaison with the utility infrastructure providers will be required.
- f. Assessment Of Existing Structure - works of excavation in the footway and to the inner side of the wall will be required in order to determine the existing shape/size/depth of the walls and their foundations. This is essential so that the current design can be assessed and so that appropriate technical solutions can be designed.
- g. Design of Repair Solutions - taking all the above into consideration the appropriate and recommended repair solutions can be considered.
- h. Short-term and Temporary Works – there should be allowance for possible temporary works, depending how long the main considerations take. It is noted that some parts of the walls require minimal work. Whilst this could be progressed, these works will require consents. Consideration will need to be given as to whether it is worth duplicating the consents and approvals process in order to undertake these works or await the main scheme.

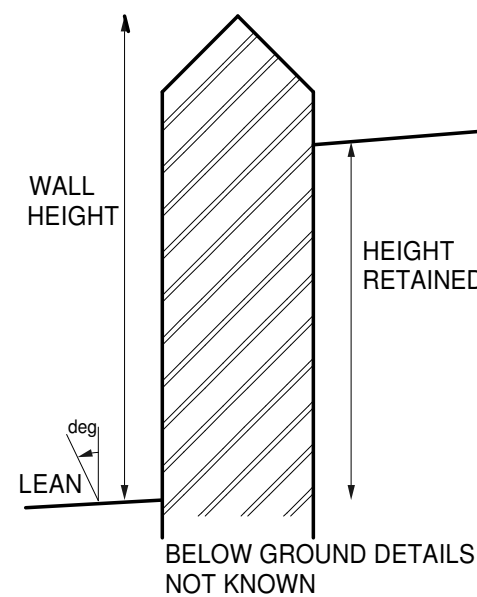
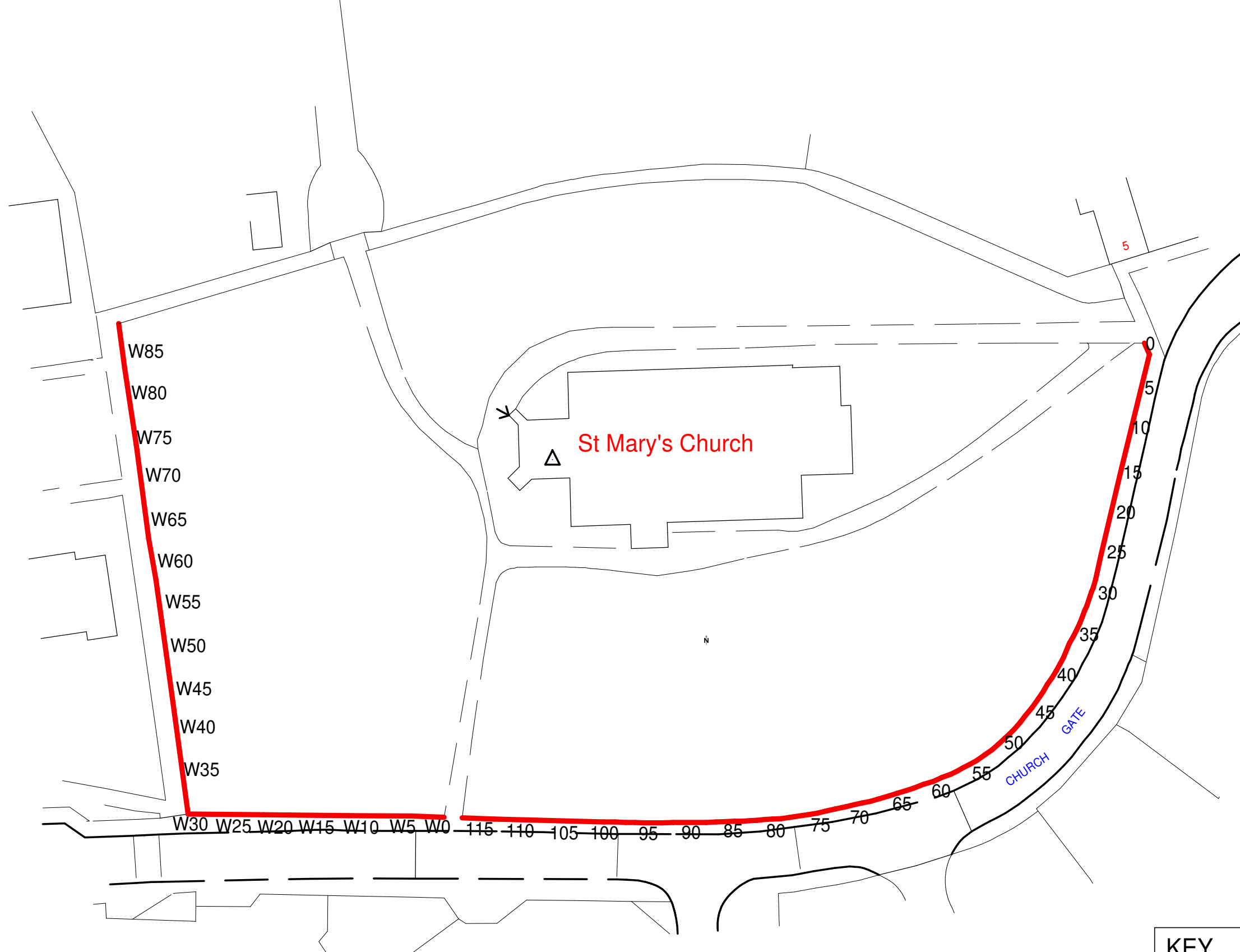
- i. Budget Allocation – a budget proposal for the scheme will need to be prepared together with indicative timescales. However, preliminary considerations of all the above will be needed before best guess timescales and costings can be provided.
- 4.1.4. It is acknowledged that the above matters present timescale and logistical challenges, and potentially significant financial implications. We point out that if work is not done the condition of the walls will inevitably worsen and this process of deterioration will quicken over time.
- 4.1.5. These walls are an important visual and literal component of the built fabric of Thatcham and it is reasonable to expect considerable public interest in the outcome.

## **4.2. RECOMMENDATIONS**

- 4.2.1. We recommend that the necessary works of repair, stabilisation and rebuilding be undertaken to the walls of the churchyard of St Mary's Church.
- 4.2.2. The process of consent, assessment and design of the repairs is likely to be a long and complicated process and we recommend that authority be given to commence these activities so that a final scheme can be appropriately designed.

## **APPENDIX A**

### **DRAWING SHOWING LOCATIONS OF MEASUREMENTS TAKEN**



| KEY                                |                                   |
|------------------------------------|-----------------------------------|
| <span style="color: red;">—</span> | WALL INSPECTED                    |
| W10                                | SURVEY POINTS (IN M) - WEST WALLS |
| 80                                 | SURVEY POINTS (IN M) - EAST WALLS |



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Client **Thatcham Town Council**  
Job Title **St Mary's Church  
Thatcham  
Boundary Walls**

Drawing Title  
**Initial Survey**

Date  
**Aug 2023**  
  
Scale  
**1:500 @ A3**

Drawn by  
**CDG**  
  
Drawing No.  
**11597/01**

Drawn by  
**INIT**  
  
Revision No.



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# **APPENDIX 4**

## **ARBORICULTURAL REPORT**



27 August 2025

**Our Reference:** DS/42625/AC  
**Client:** Bennington Green

## **Arboricultural Impact Assessment and Method Statement for Proposed Development at St Marys Church, Church Gate, Thatcham RG19 3PP**

### **Introduction**

Treecall Consulting is instructed by the client to survey the trees at the above site and produce an arboricultural impact assessment and method statement for proposed development. This report is for the sole use of the client and was produced in line with the above terms of reference. It should not be used for any other purposes or by any other parties.

The following appraisal of the likely impacts of the proposed development on existing trees and recommendations for appropriate tree protection measures are based on the guidance in British Standard 5837:2012<sup>1</sup> ("BS 5837"). Details of my qualifications and experience in arboriculture are included in Appendix A.

The proposal is to carry out repairs to the existing wall that demarcates the east, south and west site boundaries, along with the gate piers at the east, south and north entrances. No plans or specifications relating to the proposed work were supplied.

I surveyed the trees on and adjacent to the site, nearest to the affected structures, on 6 August 2025. Crown dimensions and heights were not recorded as these were not considered relevant to this particular project. The crown of one tree is noted as low and overhanging the wall as this may hamper access for construction personnel.

In total, twenty-two trees were inspected and categorised according to the system set out in BS 5837. Four trees are in the 'C' category, and the remainder of the trees are all in the 'B' category. The survey schedule is included as Appendix C.

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<sup>1</sup> British Standards Institution, 2012. *Trees in relation to design, demolition and construction – Recommendations*. London: BSI Standards Limited.

According to the West Berkshire Council website, which was checked on 27 August 2025, none of the trees on the site are protected by any tree preservation orders. The site is however within a conservation area, which protects all trees with a stem diameter of 75mm or more. The arboricultural method statement attached to this report may include work to protected trees, consent for which is not required so far as such work is necessary to implement a planning permission.<sup>2</sup>

## Arboricultural Impact Assessment

The existing wall passes through the root protection areas (RPAs) of a number of the trees near to the boundary. Without any information regarding the depth of the footings it is not possible to judge whether roots are likely to have been prevented from spreading beyond the wall. It is likely that there are roots in contact with the inner face of the wall, and there is the potential for them to also be present beneath the footings.

It is understood that the scope of the work is still subject to survey; the maximum extent would be the rebuilding of the entire length of wall and all gate piers. The method statement thus applies wherever work is to be carried out within RPAs.

Potential impacts on the trees will come from the following:

- Excavation to increase the depth of footings, if required
- Excavation back into retained ground (overdig) to enable reconstruction of the wall on its original alignment
- Excavation to replace gate piers
- Storage of materials and mixing of cement / concrete

Due to the heritage nature and relatively small scale of the project it is expected that all the work will be carried out carefully by hand. However, as the wall and piers need to be reconstructed in their original positions / alignment, where roots are encountered that conflict with this they should be pruned carefully, in accordance with the guidance in BS 5837. The exception to this is where footings need to be deepened, in which case lintels should be used to bridge over the roots in order to avoid pruning.

Areas for mixing and material storage should be located outside of RPAs. If mixing does need to be carried out nearer to trees – for example in the southwest corner of the site – then bunded areas should be created to prevent soil contamination.

---

<sup>2</sup> The Town and Country Planning (Tree Preservation)(England) Regulations 2012, SI 2012/605, reg 14.-(1)(a)(vii)

The arboricultural method statement included on plan TC1, Appendix B sets out the working methodology for the site.

Andrew Cleaves MArborA

Principal Arboricultural Consultant



## Appendix A: Qualifications and Experience

### Andrew Cleaves

**BA (Hons), Dip Arb L6 (ABC), MArborA**

Andrew has achieved the Awarding Body Consortium Level 6 Diploma in Arboriculture, which is endorsed by the Royal Forestry Society and is the premier qualification within the arboricultural profession. He also holds the Royal Forestry Society Certificate in Arboriculture, the Arboricultural Association Technician's Certificate in Arboriculture and the LANTRA professional tree inspection certificate. He is a Professional member of the Arboricultural Association.

He has worked in the arboricultural industry for over 15 years, beginning at Bournemouth Borough Council where he was part of the development management team providing advice and guidance regarding trees and construction and dealing with all aspects of the management of protected trees.

In 2015 Andrew joined Treecall Consulting as an Arboricultural Consultant, bringing his public sector planning and enforcement expertise to the private sector.

The information presented in this report is based on the information provided and site observations. Conclusions and recommendations are the result of experience within the arboricultural industry.



## Appendix B: Plans

**Title:** Tree Protection Plan and Arboricultural Method Statement  
**Date:** 27 August 2025  
**Scale:** 1:200 @ A1



## Appendix C: Tree Survey Schedule

### Key:

|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                    |   |                                                                                                                                                      |   |                                                                                               |   |                                                                                                   |   |                                                                                                                                               |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----------------------------------------------------------------------------------------------|---|---------------------------------------------------------------------------------------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------|
| Tree no       | Number assigned to tree from survey. Refer to plan for tree location.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                    |   |                                                                                                                                                      |   |                                                                                               |   |                                                                                                   |   |                                                                                                                                               |
| Species       | Tree species, identified as clearly as possible according to common or botanical name.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                    |   |                                                                                                                                                      |   |                                                                                               |   |                                                                                                   |   |                                                                                                                                               |
| Stem dia      | Stem diameter measured in millimetres, to the nearest 10mm, taken at 1.5m above ground level, unless indicated otherwise within 'Observations'.<br>For multi-stemmed trees the aggregated stem diameter, calculated in accordance with BS 5837, is given.<br>Estimated measurements are indicated with an asterisk (*).<br>Average measurements are indicated with a caret (^).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                    |   |                                                                                                                                                      |   |                                                                                               |   |                                                                                                   |   |                                                                                                                                               |
| Canopy spread | Extent of crown spread in the four cardinal directions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Measurements are estimated to the nearest half metre for dimensions up to 10m and the nearest whole metre for dimensions over 10m. |   |                                                                                                                                                      |   |                                                                                               |   |                                                                                                   |   |                                                                                                                                               |
| C Ht          | Crown height above ground level.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                    |   |                                                                                                                                                      |   |                                                                                               |   |                                                                                                   |   |                                                                                                                                               |
| Ht            | Height.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                    |   |                                                                                                                                                      |   |                                                                                               |   |                                                                                                   |   |                                                                                                                                               |
| Life Stage    | Estimated age of the tree. Chosen from the following categories:<br><b>Young:</b> Tree only recently planted or established.<br><b>Semi Mature:</b> Established tree, in the first third of its safe useful life.<br><b>Early Mature:</b> Tree in the middle third of its safe useful life, still with significant capacity for future growth.<br><b>Mature:</b> Tree in the last third of its safe useful life and with no significant capacity for future growth.<br><b>Over Mature:</b> Tree nearing the end of its safe useful life expectancy.                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                    |   |                                                                                                                                                      |   |                                                                                               |   |                                                                                                   |   |                                                                                                                                               |
| Observations  | Tree issues and general comments along with any appropriate management requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                    |   |                                                                                                                                                      |   |                                                                                               |   |                                                                                                   |   |                                                                                                                                               |
| BS Cat        | Category to which tree has been assigned, according to Table 1 – 'Cascade chart for tree quality assessment' – of BS5837, as follows: <table><tr><td>U</td><td>Those in such a condition that they cannot realistically be retained as living trees in the context of the current land use for longer than 10 years</td></tr><tr><td>A</td><td><b>Trees of high quality</b> with an estimated remaining life expectancy of at least 40 years</td></tr><tr><td>B</td><td><b>Trees of moderate quality</b> with an estimated remaining life expectancy of at least 20 years</td></tr><tr><td>C</td><td><b>Trees of low quality</b> with an estimated remaining life expectancy of at least 10 years, or young trees with a stem diameter below 150mm</td></tr></table><br>Subcategories 1, 2 & 3 indicate that a tree has been categorised based on mainly arboricultural qualities, landscape qualities or cultural values, including conservation, respectively. |                                                                                                                                    | U | Those in such a condition that they cannot realistically be retained as living trees in the context of the current land use for longer than 10 years | A | <b>Trees of high quality</b> with an estimated remaining life expectancy of at least 40 years | B | <b>Trees of moderate quality</b> with an estimated remaining life expectancy of at least 20 years | C | <b>Trees of low quality</b> with an estimated remaining life expectancy of at least 10 years, or young trees with a stem diameter below 150mm |
| U             | Those in such a condition that they cannot realistically be retained as living trees in the context of the current land use for longer than 10 years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                    |   |                                                                                                                                                      |   |                                                                                               |   |                                                                                                   |   |                                                                                                                                               |
| A             | <b>Trees of high quality</b> with an estimated remaining life expectancy of at least 40 years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                    |   |                                                                                                                                                      |   |                                                                                               |   |                                                                                                   |   |                                                                                                                                               |
| B             | <b>Trees of moderate quality</b> with an estimated remaining life expectancy of at least 20 years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                    |   |                                                                                                                                                      |   |                                                                                               |   |                                                                                                   |   |                                                                                                                                               |
| C             | <b>Trees of low quality</b> with an estimated remaining life expectancy of at least 10 years, or young trees with a stem diameter below 150mm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                    |   |                                                                                                                                                      |   |                                                                                               |   |                                                                                                   |   |                                                                                                                                               |
| RPA           | Minimum root protection radius in metres and area in square metres.<br>The RPA is depicted as a circle in most cases but may be a polygon with equivalent area if site conditions indicate that rooting is likely to have occurred asymmetrically.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                    |   |                                                                                                                                                      |   |                                                                                               |   |                                                                                                   |   |                                                                                                                                               |



## Tree Survey Schedule

| Tree no | Species        | Stem dia | Canopy Spread |   |   |   | C Ht | Ht | Life stage   | Observations                                                            | BS Cat | RPA  |                |
|---------|----------------|----------|---------------|---|---|---|------|----|--------------|-------------------------------------------------------------------------|--------|------|----------------|
|         |                |          | N             | E | S | W |      |    |              |                                                                         |        | m    | m <sup>2</sup> |
| 1       | Yew            | 910      | -             | - | - | - | -    | -  | Early mature | Crown reduced - topped at 5m, spread to 2.5m.                           | C1     | 10.9 | 375            |
| 2       | Yew            | 930      | -             | - | - | - | -    | -  | Early mature | Multi-stemmed from ground level, basal diameter measured.               | B1     | 11.2 | 391            |
| 3       | Lime           | 250      | -             | - | - | - | -    | -  | Semi mature  | Stem leans slightly south towards wall.                                 | B1     | 3.0  | 28             |
| 4       | Holly          | 280^     | -             | - | - | - | -    | -  | Semi mature  | Cluster of eight small stems.                                           | C2     | 3.4  | 35             |
| 5       | Horse chestnut | 430^     | -             | - | - | - | -    | -  | Early mature | Two codominant stems above a compression fork at 1m above ground level. | B1     | 5.2  | 84             |
| 6       | Sycamore       | 960      | -             | - | - | - | -    | -  | Early mature | Slightly sparse crown.                                                  | C1     | 11.5 | 417            |
| 7       | Holly          | 370^     | -             | - | - | - | -    | -  | Semi mature  | Cluster of six small stems.                                             | C2     | 4.4  | 62             |
| 8       | Lime           | 440      | -             | - | - | - | -    | -  | Early mature | -                                                                       | B1     | 5.3  | 88             |
| 9       | Yew            | 450      | -             | - | - | - | -    | -  | Semi mature  | Multi-stemmed from ground level, basal diameter measured.               | B1     | 5.4  | 92             |

Tree Survey Schedule

| Tree no | Species | Stem dia | Canopy Spread |   |   |   | C Ht | Ht | Life stage   | Observations                                                                 | BS Cat | RPA  |                |
|---------|---------|----------|---------------|---|---|---|------|----|--------------|------------------------------------------------------------------------------|--------|------|----------------|
|         |         |          | N             | E | S | W |      |    |              |                                                                              |        | m    | m <sup>2</sup> |
| 10      | Lime    | 470      | -             | - | - | - | -    | -  | Early mature | -                                                                            | B1     | 5.6  | 100            |
| 11      | Lime    | 460      | -             | - | - | - | -    | -  | Early mature | -                                                                            | B1     | 5.5  | 96             |
| 12      | Lime    | 670      | -             | - | - | - | -    | -  | Early mature | -                                                                            | B1     | 8.0  | 203            |
| 13      | Lime    | 570      | -             | - | - | - | -    | -  | Early mature | -                                                                            | B1     | 6.8  | 147            |
| 14      | Lime    | 610      | -             | - | - | - | -    | -  | Early mature | -                                                                            | B1     | 7.3  | 168            |
| 15      | Lime    | 530      | -             | - | - | - | -    | -  | Early mature | -                                                                            | B1     | 6.4  | 127            |
| 16      | Yew     | 800*     | -             | - | - | - | -    | -  | Early mature | Multi-stemmed from ground level, basal diameter estimated as not accessible. | B1     | 9.6  | 290            |
| 17      | Lime    | 630      | -             | - | - | - | 1    | -  | Early mature | Low foliage over wall.                                                       | B1     | 7.6  | 180            |
| 18      | Yew     | 400*     | -             | - | - | - | -    | -  | Early mature | Multi-stemmed from ground level, basal diameter estimated as not accessible. | B1     | 4.8  | 72             |
| 19      | Lime    | 830^     | -             | - | - | - | -    | -  | Early mature | Multi-stemmed (11) from ground level.                                        | B1     | 10.0 | 312            |
| 20      | Lime    | 710      | -             | - | - | - | -    | -  | Early mature | On adjacent land though accessible.                                          | B1     | 8.5  | 228            |

| Tree no | Species  | Stem dia | Canopy Spread |   |   |   | C Ht | Ht | Life stage   | Observations                           | BS Cat | RPA |                |
|---------|----------|----------|---------------|---|---|---|------|----|--------------|----------------------------------------|--------|-----|----------------|
|         |          |          | N             | E | S | W |      |    |              |                                        |        | m   | m <sup>2</sup> |
| 21      | Sycamore | 300*     | -             | - | - | - | -    | -  | Early mature | Inaccessible, growing within railings. | B1     | 3.6 | 41             |
| 22      | Sycamore | 300*     | -             | - | - | - | -    | -  | Early mature | Inaccessible, growing within railings. | B1     | 3.6 | 41             |

**Common Name**

Holly

Horse chestnut

Lime

Sycamore

Yew

**Scientific Name***Ilex aquifolium**Aesculus hippocastanum**Tilia* species*Acer pseudoplatanus**Taxus baccata*

| Revision | Comments    | Date       |
|----------|-------------|------------|
| -        | First issue | 27.08.2025 |

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Arboricultural Method Statement

This method statement is a working document which aims to provide effective specifications for tree-sensitive operations and thus to minimise impacts on retained trees. It must be retained on site and be available to the site manager/foreman as a reference during construction.

If any changes are made to the proposed development or any of the working methods are found to be impracticable, then the method statement must be reviewed in consultation with the project arboriculturist.

This method statement may include work to protected trees, consent for which is not required so far as such work is necessary to implement a planning permission.

Failure to comply with this arboricultural method statement could result in enforcement action being taken by the local planning authority.

Tree Surgery

The following work to trees may be necessary:

- T17 - Prune lower branches to give 2m clearance above ground level

The above work should be carried out by qualified arboricultural contractors working according to industry best practice and in accordance with BS 3998:2010 'Tree work - Recommendations'. All tree management work must take account of the Wildlife and Countryside Act, 1981, as amended by the Countryside and Rights of Way Act 2000, and the Conservation of Habitats and Species Regulations 2017. This legislation makes it a criminal offence to disturb the nests and to injure or kill nesting birds or bats.

Excavation Within Root Protection Areas (RPAs)

All excavation in the areas shaded magenta must be carried out carefully by hand.

Except where wall footings are to be deepened, any roots encountered must be cleanly cut back to 50mm beyond the area of disturbance using a suitable sharp hand tool (e.g. bypass secateurs or handsaw). The project arboriculturist must be consulted before pruning any roots of diameter greater than 25mm.

Where wall footings are to be deepened, any significant roots (>25mm diameter) encountered must be retained and bridged using lintels. In this case a gap of at least 50mm be left to allow for future root expansion.

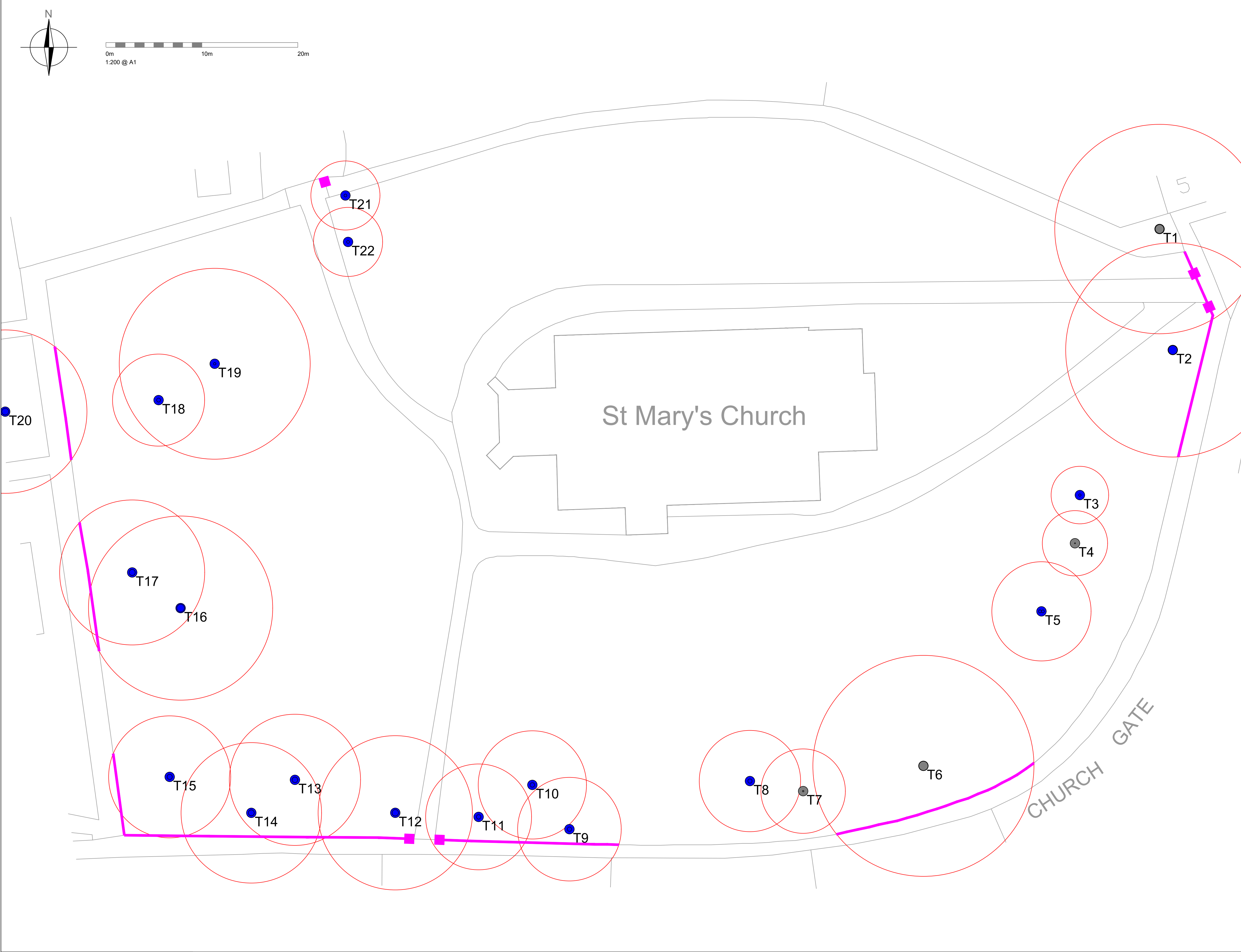
Foundation trenches must be lined with heavy-duty polythene sheeting prior to backfilling to prevent any direct contact between roots and chemicals that could affect tree health.

General Construction Management

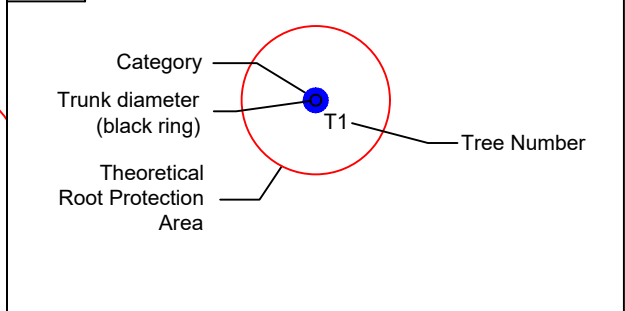
There must be no changes to soil levels within tree root protection areas.

Areas for material storage must be located outside of RPAs. Cement and concrete mixing must be carried out only where there is no significant risk of contamination of tree root systems. If mixing is unavoidable within 10m of any retained tree it must be contained in a bunded area, as illustrated below.

Fires must not be set within the site.



|         |                                                        |
|---------|--------------------------------------------------------|
| Title:  | Tree Protection Plan & Arboricultural Method Statement |
| Site:   | St Marys Church, Church Gate                           |
| TC Ref: | DS/42625/AC                                            |
| Date:   | 27 August 2025                                         |
| Scale:  | 1:200 @ A1                                             |
| Key:    |                                                        |

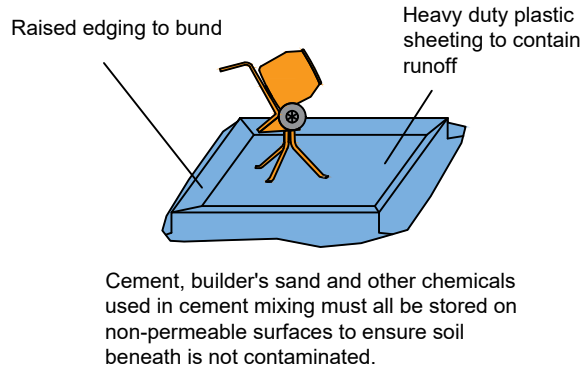


| British Standard 5837:2012 Categories |                                                                                              |
|---------------------------------------|----------------------------------------------------------------------------------------------|
| <span style="color: green;">●</span>  | 'A' category trees are those of high quality.                                                |
| <span style="color: blue;">●</span>   | 'B' category trees are those of moderate quality.                                            |
| <span style="color: grey;">●</span>   | 'C' category trees are those of low quality or young trees with a stem diameter below 150mm. |
| <span style="color: red;">●</span>    | 'U' category trees are those that are unsuitable for retention.                              |

|                                                                               |  |
|-------------------------------------------------------------------------------|--|
| Areas where work must be carried out in accordance with the method statement. |  |
|-------------------------------------------------------------------------------|--|

| Supervision of Arboriculturally Sensitive Operations                                                           |                        |                |              |
|----------------------------------------------------------------------------------------------------------------|------------------------|----------------|--------------|
| The project arboriculturist must supervise or be involved at the following points in the construction process: |                        |                |              |
| Excavation within tree root protection areas.                                                                  |                        |                |              |
| Contact Details for Relevant Parties                                                                           |                        |                |              |
| Role                                                                                                           | Company / Organisation | Name           | Phone Number |
| Contractor                                                                                                     |                        |                |              |
| Architect                                                                                                      | Bennington Green       | Graham Parkes  | 01202 766584 |
| Arboricultural Consultant                                                                                      | Treecall Consulting    | Andrew Cleaves | 01202 462602 |
| Arboricultural Officer                                                                                         | West Berkshire Council |                | 01635 551111 |

Illustration of bunded cement mixing area



| Limitations of Use                                                                                                                                   |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| This plan is based on the topographical and site layout plans provided. All measurements must be checked with these plans and appropriate documents. |  |
| This plan has been prepared in colour. If printed in black and white some details may be obscured.                                                   |  |
| This plan is copyright © Treecall Consulting Ltd.                                                                                                    |  |
| 01202 462602<br>info@treecall.co.uk<br>www.treecall.co.uk                                                                                            |  |

# **APPENDIX 5**

## **ARCHAEOLOGICAL PROJECT DESIGN**

# St Mary's Church, Thatcham, West Berkshire

Archaeological Project Design



# St Mary's Church, Thatcham, West Berkshire

## Archaeological Project Design

LANDGAGE HERITAGE LIMITED

Company registration Number: 12993775

### Project Details

|                                     |                        |
|-------------------------------------|------------------------|
| Landgage Heritage Project Reference | PR0383                 |
| Commissioning Client                | Thatcham Town Council  |
| Local Planning Authority            | West Berkshire Council |
| Site grid reference                 | SU 51648 67229         |

### Version History

| Issue version         | Date of issue            | Author         | Reviewed by                               |
|-----------------------|--------------------------|----------------|-------------------------------------------|
| 1 <sup>st</sup> Draft | 1 <sup>st</sup> May 2026 | Katie Brown BA | James McNicoll-<br>Norbury BA MA<br>MCifA |

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# St Mary's Church, Thatcham, West Berkshire – Archaeological Project Design

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Figure 1 Site Location Plan

## Executive Summary

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This Project Design (PD) has been produced in relation to the land at St Mary's Church, Thatcham, West Berkshire, hereinafter referred to as the application site. It has been produced by Landgage Heritage on behalf of Thatcham Town Council. This PD sets out the scope and method by which an archaeological monitoring and recording of the application site will be undertaken.

The application site has planning consent for the repointing, dismantling, rebuilding and provision of new foundations to existing boundary wall surrounding St Mary's Church, Thatcham. Consent was granted by the local planning authority (LPA) under planning reference[25/02152/FUL]. A condition of this planning consent requires a programme of archaeological works is undertaken to secure the archaeological interest of the application site prior to any impacts to any significant archaeological remains, which may result from the construction of the development.

The scope of the archaeological monitoring has been agreed with the LPA Principal Archaeologist, Sarah Orr and consists of an archaeological monitoring in the areas of intrusive groundworks associated with the new boundary wall. The scope of the archaeological works has been informed by the historical background of the application site provided by the Archaeology Consultee comments given by the LPA 's Principal Archaeologist Sarah Orr, and from the results of a nearby archaeological evaluation undertaken at Church Gate House by John Moore Heritage Services to the south of the application site. However, no archaeological work has been carried out at the application site.

The archaeological monitoring and recording is guided by project aims and objectives, which are set out in Section 2 of this PD. The key objective of the archaeological monitoring is to ensure that any archaeological remains of interest are recorded and the measures to cover the consequences of encountering human skeletal remains.

The archaeological works, including all fieldwork, post-excavation assessment and analysis, as well as publication and archiving, will be implemented in accordance with best practice, including the Chartered Institute for Archaeologists (CIfA) standard for archaeological monitoring and recording (2023) and the Chartered Institute for Archaeologists (CIfA) universal guidance for archaeological monitoring and recording (CIfA 2023). The project will be implemented by a suitably qualified archaeological contractor, and all key staff should be members of CIfA at the appropriate grade.

The results of the archaeological monitoring will be provided in a technical report. This will describe the findings of the monitoring work, and will include specialist assessments of artefacts and, environmental samples, where appropriate.

The report produced will be provided to the West Berkshire Council historic environment record, and a digital archive will also be deposited with the Archaeology Data Service (ADS), to ensure adequate dissemination of the results to both academic researchers, as well as interested members of the public. An archive of the investigation will be produced, in accordance with CIfA's standard and guidance for the collection, documentation, conservation and research of archaeological materials (CIfA 2020), and deposited with the local archaeological archive repository at the West Berkshire Museum.

## 1.0 Introduction

---

### 1.1 Project Background

#### The Application site

- 1.1.1 This archaeological Project Design (PD) considers land at St Mary's Church, Thatcham, West Berkshire (the application site), and has been prepared by Landgage Heritage Ltd on behalf of Thatcham Town Council.
- 1.1.2 The application site is St Mary's Church, a Grade II\* listed building which is situated on the north side of Church Gate. The church is centred at grid reference SU 51648 67229 (Figure 1).
- 1.1.3 The underlying bedrock geology of the application site comprises Lambeth Group-Clay, silt and sand formed in the Palaeogene period between 59.2 to 47.8 million years ago. Overlying the bedrock lies a superficial deposit comprising Thatcham Gravel Member-Sand and gravel formed in the Quaternary Period 326 to 11.8 thousand years ago (BGS Geology Viewer, 2026).
- 1.1.4 The topography of the application site lies on a slight downwards slope with a height above ordnance datum (aOD) of 77m at the northwestern corner of the application site which drops to approximately 76m aOD towards Church Gate. The graveyard is bounded by the surrounding walls that are to be redeveloped, and this surface level is raised from the abutting street and pavement level by approximately 0.4-0.6m.

#### Planning Background

- 1.1.5 A planning application ref: 25/02152/FUL was granted on the 26<sup>th</sup> January 2026 for the repointing, dismantling, rebuilding and provision of new foundations to existing boundary wall surrounding St Mary's Church, Thatcham. The condition is provided below (West Berkshire Council, 2026):

*5. No development (including any demolition and site clearance/preparation) shall take place until a project design for a programme of archaeological works has been submitted to and approved in writing by the Local Planning Authority. The project design shall include measures to cover the consequence of human remains being encountered, as well as provision for analysing and reporting any other finds. There may be some public interest if significant discoveries are made. Thereafter, the archaeological work shall take place in accordance with the approved project design, and a report shall be submitted to the Local Planning Authority within three months of the end of the programme (unless otherwise agreed in writing by the Local Planning Authority).*

*Reason: To ensure that any significant archaeological remains that are found are adequately recorded. This condition is applied in accordance with the National Planning Policy Framework, and Policies SP9, DM11 and DM14 of the Local Plan Review 2023-2041. A pre-commencement condition is necessary because the programme of archaeological works must take place before/during the development.*

- 1.1.6 The Listed Building Consent planning application ref: 25/02153/LBC was also granted in association with the above planning application on the 22<sup>nd</sup> January 2026.

#### Previous Archaeological Investigations and background

- 1.1.7 The application site has not been subject to an in-depth heritage assessment, however nearby archaeological investigations are recorded by the West Berkshire Council Historic

Environment Record (HER). Other sources have aided in the archaeological background of the application site, including the NHLE description, and the historical backgrounds provided in the Consultee Comment published on the 7<sup>th</sup> November 2025 by the Principal Archaeologist for West Berkshire Council, Sarah Orr as well as Thatcham Town Council. These available sources have been used to compile the archaeological and historical background of the application site, which is used to inform the scope of works set out in this PD.

- 1.1.8 Thatcham has a rich history of early settlement which dates to the Mesolithic period (c. 8,500-4,000BC) at Lower Way, and nationally important sites at Dunston Park and Cooper's Farm which discovered Bronze Age and Iron Age funerary and settlement activity. Thatcham was also settled by the Romans situated near Henwick Worth Field and along the Roman road from Silchester to Cirencester, which may have also passed in proximity to the Church of St Mary's due to a nearby discovery of Roman pottery (HER MWB10016).
- 1.1.9 Thatcham, as it is known today, dates back to the Saxon period being the place where the Saxon Chief 'Tace' settled, within his 'ham'. However, the modern place name may have come from a nearby river meadow referring 'thatch' to the reed beds.
- 1.1.10 Thatcham church is likely to have been the centre of a Saxon settlement, and a high-status Minster Church may predate the current St Mary's which was aligned with the Roman road (HER MWB3540).
- 1.1.11 Thatcham is recorded in the Domesday Book (1086) which comprised twelve 'hagae' (enclosures that usually include houses), and by the Medieval period settlement activity is recorded centred along the Broadway and had likely gained its' privileges as a borough by the early 14<sup>th</sup> century which saw the growth of the town. The Broadway contains the remains of the Market Cross which marks the Medieval marketplace.
- 1.1.12 The Church of St Mary's has elements dating to the 12<sup>th</sup>, 13<sup>th</sup> and 15<sup>th</sup> centuries and retains early stylistic aspects such as the Norman southern doorway with zig-zagged carvings. The northern arcade and tower are attributed to the 13<sup>th</sup> century, and five of the ten bells were casted in the 17<sup>th</sup> century. The church was rebuilt in 1857 by Thomas Hellyer (NHLE, 2026). The churchyard was utilised during these periods as a burial place and as such, there is a known potential for human skeletal remains to be present in the churchyard where the development will commence at the boundary walls.
- 1.1.13 Close to the church is the former Vicarage, an early Georgian house of blue brick and the neighbouring properties retain elements of the Tudor and Queen Anne periods. The oldest houses in Thatcham are located in the town centre and date to the 17<sup>th</sup> and 18<sup>th</sup> centuries.
- 1.1.14 An archaeological investigation at Church Gate to the south of the application site recorded pottery dated to the late 11<sup>th</sup>-15<sup>th</sup> century and several discrete and linear features dated to the Medieval and Post-Medieval periods are recorded within a close vicinity to the Church, also located at Church Gate as well as the Priory on Church Lane (HER MWB17723, MWB16068).

#### **Consultation and Liaison**

- 1.1.15 The scope of works was provided by West Berkshire Council's Principal Archaeologist Sarah Orr, for archaeological supervision of ground disturbance in the churchyard.

## **1.2 Purpose of Document**

- 1.2.1 This PD comprises a project design for the archaeological works which have been agreed with the LPA. It sets out the scope and nature of the archaeological works required to discharge the archaeological condition attached to the approved planning application 25/02152/FUL and sets out standards and methods for the implementation of those works in accordance with ClfA standard for archaeological monitoring and recording (ClfA 2023) and universal guidance for archaeological monitoring and recording (ClfA 2023).

## 2.0 Research Framework

---

### 2.1 Aims of the Project

- 2.1.1 The specific aim of the monitoring and recording works is to record and recover potential articulated and disarticulated human skeletal remains that may be uncovered from the disturbance to the churchyard boundary walls. Furthermore, the programme of works will seek to provide an understanding of the extent, nature and level of archaeological interest of any surviving archaeological remains attributed to settlement in the area, with nearby investigations recording Roman, Saxon and Medieval activity near the church.
- 2.1.2 The project also has the following standard aims and objectives for archaeological field work:
- To establish whether archaeological remains are present within the application site.
  - To understand the extent, nature and significance of any archaeological features on the application site, and to consider their archaeological interest in light of local and regional archaeological frameworks.
  - To generate an archive which will allow future research of the evidence to be undertaken if appropriate.
  - To disseminate the results of the work in a format and manner proportionate to the significance of the findings.
- 2.1.3 In addition, it is possible that the monitoring works will uncover unexpected remains of archaeological interest, that require more specialist measures to fully assess in accordance with the objectives listed above. If this is the case, further methods, aims and objectives will be developed, in liaison with the LPA Principal Archaeologist, the archaeology contractor and Landgage Heritage. Once agreed these will be added as an addendum to this PD.

## 3.0 Scope of Works

---

### 3.1 Constraints and Safety Considerations

#### Issues identified

- 3.1.1 Prior to any archaeological works a service check would need to be undertaken in the proposed intrusive work areas to ensure that the location of any services is known, and these areas should be checked for underground services at appropriate intervals during the monitoring works, and prior to any archaeological monitoring.
- 3.1.2 It is considered that the abutting churchyard soil could collapse after dismantling of areas of the boundary wall, therefore the client's groundworkers may be required to provide stabilisation of the abutting churchyard section to ensure that no collapse material occurs and to allow for recovery disturbed remains, as well as to record any areas of archaeological potential.
- 3.1.3 No other safety constraints that require a change to the monitoring areas are present within the application site.

#### Measures that should be taken to mitigate identified risks

- 3.1.4 It is the responsibility of clients appointed groundworks to locate any underground services or interact with these circumstances under any circumstance and advise the attending archaeologist of any potential risks.
- 3.1.5 The need for section stabilisation will be communicated by the attending archaeologist to the groundworkers to ensure safe maintenance or monitoring of the churchyard section, and all PPE, including a hard hat should be worn during the retrieval of archaeological and skeletal remains.

### 3.2 Scope and Location of Archaeological Investigations

- 3.2.1 The archaeological monitoring must follow the methodology set out in section 4 of this PD.
- 3.2.2 The archaeological works will comprise monitoring and recording all ground intrusive works along all areas of the churchyard boundary walls which would be dismantled as well as the proposed areas for deeper wall foundations. It is estimated that the works will take place over three sections, totalling approximately 40m of the boundary wall approved for deconstruction and a reduced area of the wall requires a new foundation.
- 3.2.3 In consultation with Sarah Orr, it has been agreed that it is not considered necessary for the attending archaeologist to monitor the dismantling of the upper courses of the wall that are situated above the ground level of the churchyard as it is considered that the dismantling of the upper walls would not reveal any archaeological remains. The monitoring works will be required from the level of archaeological potential; the ground level of the churchyard itself.
- 3.2.4 It is considered that the removal of the boundary wall below the churchyard ground level, including the excavation of new foundations has a high potential to reveal human skeletal remains and other archaeological deposits associated with the development of Thatcham. Any disturbed human remains shall be recovered and recorded appropriately, and stored safely at the end of each working day. Any in-situ remains that are safely contained within the churchyard shall be covered and protected. By the end of the archaeological programme of works the recovered human skeletal remains shall be handed over to the relevant church authority for relocation or reburial.

- 3.2.5 Prior to the commencement of the archaeological monitoring work, the archaeological contractor must provide to Landgage Heritage to agree the following in writing with the LPA's Principal Archaeologist:
- Agree to the scope of the works carried out as set out in this PD (i.e the extent of the archaeological monitoring).
  - Confirm details of key personnel, including specialists who will be involved in the project.
  - Confirm any variations in approach or methodology from that set out within the PD, together with justification for the proposed change, if required.
- 3.2.6 No archaeological works should commence before the above has been agreed in writing with the LPA Principal Archaeologist, and communicated to Landgage Heritage.

## 4.0 Methodology

---

### 4.1 Introduction

4.1.1 The methodology provided in this section of the PD has been included to inform the methods which will be used to undertake the archaeological monitoring as described in section 3 of this document. The archaeological work will be undertaken by a suitably qualified archaeological contractor, who upon instruction will provide Landgate with the contractor-specific technical details to supplement this PD as per below.

- Details of any specialists who will be employed within the project.
- Adhere to the Chartered Institute for Archaeologists Standard for archaeological monitoring and recording (CIfA 2023) and the Chartered Institute for Archaeologists Universal Guidance for archaeological monitoring and recording (2023).
- Set out that the results of the works will be submitted to OASIS and a summary sheet must be included in the report on the findings of the work.
- Set out research aims and objectives which may come to light as relevant to supplement those set out in section 2 of this PD.
- Specify that the recipient Museum has been informed and that an accession number has been obtained/requested.
- Should contain a clear commitment by the contractor to pay any box fees requested by the recipient museum.

4.1.2 The LPA Principal Archaeologist will be given two weeks' notice of the start of the archaeological works.

### 4.2 Health and Safety

4.2.1 While efforts have been made to identify known health and safety risks and constraints, and to design the works to avoid these, it is also important to ensure that measures are in place to identify potential unknown threats, to adequately mitigate those, and ensure safe working. Therefore, the following measures must be followed during the implementation of the project:

- Upon instruction a toolbox talk will be given to the archaeological contractor to advise them that they are working to a third-party PD.
- The archaeology contractor must be SSIP certified, and have robust health and safety working systems and policies adopted.
- The archaeology contractor must account for the known risks and mitigation measures in their working methods, and these must be referenced in their own method statement.
- The archaeology contractor must undertake a risk assessment prior to the commencement of any fieldwork, setting out known and potential risks, as well as the measures taken to mitigate the risks to staff and the public during the implementation of the project.
- The archaeological contractor must provide their risk assessment to Landgate Heritage and the client at least two weeks prior to the commencement of the site works for review and agreement.

- The archaeology contractor must monitor the effectiveness of the health and safety measures in place, and review and amend their risk assessment and working systems should unexpected additional risks become apparent, for example should site conditions be different from that anticipated.
- 4.2.2 Landage Heritage will ensure that the archaeology contractor follows the above measures and will request copies of relevant documentation as evidence. In larger sites additional monitoring of health and safety issues and measures may be implemented, in liaison with the archaeology contractor, as needed and in a proportionate manner.

## 4.3 Recording of Archaeological Features

### Locating Archaeological Investigations

- 4.3.1 The areas subject to archaeological investigation must be accurately mapped and tied to the Ordnance Survey (OS) National Grid. Location data for areas of archaeological investigation must be present in all working plans.

### Excavation of Archaeological Remains

- 4.3.2 Any archaeological remains identified in the monitoring areas will be hand excavated by professional archaeological staff, and disturbed human skeletal remains shall be recorded, recovered and stored appropriately in an agreed location. Should the excavation of archaeological remains not be manageable for safety reasons, amendments should be sought in agreement from the LPA Principal Archaeologist beforehand, and communicated to Landage Heritage. Given the scope of the works and limited extent of the monitoring area, it is not considered appropriate for the machine stripping of any archaeological material.
- 4.3.3 The investigation should aim to record the full extent of the stratigraphic sequence of the archaeological remains encountered, where it is safe to do so. If areas of archaeological investigation are deeper than expected, and it is not safe to excavate to the depth required, the excavation area should be stepped, or shored (by suitably trained staff). If such measures are needed, this must be agreed with Landage Heritage and the LPA Principal Archaeologist, a safe system of work developed and recorded in the project risk assessment to ensure that these works are carried out safely.
- 4.3.4 The level of archaeological investigation within the area of archaeological investigations should be sufficient to meet the aims and objectives of the project. To achieve this, the following level and approach to sampling should be followed where feasible:
- **Linear features:** A sample of 20% of each linear feature such as ditches and trackways should be archaeologically excavated, where possible. Each section should be at least 1m wide or at an appropriate sample to determine the stratigraphic sequence of the feature exposed. All ditch termini should be half-sectioned, recorded, and the remainder excavated and sampled.
  - **Discrete features:** Stake-holes, post-holes and pits, will be 50% excavated and recorded in section. Any intersections will be investigated to determine the stratigraphic sequence. If a high quantity of such features are present, it may be appropriate to sample a representative sample rather than all features.
  - **Archaeological layers:** The appropriate sampling approach to stratified archaeological layers will depend on a number of factors, including the level of finds density and environmental material of the layer, its relationship to other archaeological features,

and safety considerations. Where stratified archaeological layers are anticipated, such as in urban contexts, a specific approach to sampling these, informed by available information on the stratigraphy, should be formulated, agreed with the LPA archaeological officer and set out in Section 3, above. Where unexpected layers are encountered, a judgment must be made on a case-by-case basis, in dialogue with Landgate Heritage and the LPA Principal Archaeologist. In all cases there will be a presumption in favour of hand excavation of any sensitive or complex layers, and for the preservation in situ of any remains of high significance, unless their excavation is needed to achieve the aims and objectives of the project. Given the scope of the works and limited extent of the monitoring area, it is not considered appropriate for the machine stripping of archaeological material.

- **Funerary features and burials:** Disturbance to human skeletal remains located within the churchyard is expected. All disarticulated human remains will be recorded, recovered where appropriate and stored safely in an agreed area with the relevant church authority for reburial after the completion of the works. If articulated remains are identified in the first instance these will be left in-situ, if articulated remains are present within the footprint of groundworks these will be recorded and carefully lifted and the remains handed over to the relevant church authority for later reburial. No human remains will be taken from the church grounds.
- **Industrial features:** Kilns and other industrial features should be cleaned, planned, and sampled sufficiently to achieve the aims and objectives of the project. The level of sampling will depend on the extent, complexity, and importance of the feature in question, and should be discussed and agreed with Landgate Heritage and the LPA archaeology officer.
- **Built structures:** Structure remains such as walls, floors and foundations should be cleaned and planned. And where possible, a representative sample of the existing boundary wall section should be recorded. If structural remains besides the visible church boundary wall is encountered, such as an unexpected earlier foundation, they should be sampled to enable their form, phasing, and construction to be understood, however regard should also be had to the need to preserve any remains that won't be disturbed by the scope of the project. If such remains are encountered, a bespoke recording approach should be developed, designed to achieve the aims and objectives of the project. This should be discussed and agreed with Landgate Heritage and the LPA Principal Archaeologist.

- 4.3.5 In all cases archaeological features will be hand-excavated, as it is not considered appropriate for the machine stripping of archaeological material given the scope of the works and limited extent of the monitoring area that will be available. If amendments to the archaeological works is deemed necessary, this must be agreed by the LPA Principal Archaeologist and communicated with Landgate Heritage.

#### **Recording of Archaeological Remains**

- 4.3.6 All structures, deposits and finds will be recorded according to accepted professional standards (CIfA 2023).
- 4.3.7 Descriptions of all archaeological layers and features exposed or excavated will be entered onto pro-forma recording sheets/databases. Detailed records will also be kept of all finds and samples, and of any site photographs taken.

- 4.3.8 Plans indicating the location of all archaeological features encountered will be drawn at an appropriate scale. The location and extent of archaeological features will be recorded digitally and accurately located in relation to the OS National Grid.
- 4.3.9 Hand drawings of archaeological features will be plotted on an overall plan at a legible scale, such as 1:100 or 1:50. Areas of significant remains or areas of complex stratigraphy may need to be planned in greater detail at 1:20 or 1:10 scale as appropriate. Where archaeological features are planned using a GPS or EDM, enough data points will be taken of each feature to allow for easy identification and correlation with individual records generated by field archaeologists.
- 4.3.10 All plans and sections must include context numbers and Ordnance Datum (OD) spot heights for all principal layers and features. All plans must also have OS National Grid references, or another means of accurately locating the plan in relation to the OS National Grid.
- 4.3.11 A photographic record of the project will be maintained. Photographs should be of a high standard, and suitable DSLR cameras with a minimum resolution of 10MP should be used.
- 4.3.12 The archaeological features should be photographed before and after excavation and recording, with a scale to show their size. Key artefacts should also be photographed, again with a scale. The photographic record should also include general photographs which show the general context of the archaeological remains, and the conditions of the project. The digital photographs generated during the project will form part of the digital archive, which will be deposited with the Archaeological Data Service (ADS). Digital images will be taken and stored in accordance with Historic England Guidance (HE 2015).
- 4.3.13 Images must comply with digital preservation standards set by the ADS.

#### **4.4 Finds and Samples**

- 4.4.1 All artefacts, environmental materials, and industrial remains revealed during the investigation should be retained for recording and assessment. The retrieval, cataloguing and storage of all finds and samples must be undertaken in accordance with accepted standards, as set out in the ClfA Guidelines for the collection, documentation, conservation and research of archaeological material ([revised] 2020). It is not anticipated that any finds should be discarded during the fieldwork, unless substantive amounts of monotonous material is present, in which case this may be appropriate. If discard is deemed necessary, this should be discussed and agreed with Landgate Heritage and the LPA Principal Archaeologist, and a written justification provided within the report.
- 4.4.2 Should finds and features be made that might constitute 'Treasure' under the definition of the Treasure Act (1996, updated 2023), these will, if possible, be archaeologically excavated and removed to a safe place. Such finds will also be reported immediately to the local coroner (within 14 days, in accordance with the Act).
- 4.4.3 Any exposed and disturbed human skeletal remains that cannot be left in-situ will be recorded, recovered and stored appropriately within the church grounds, and the LPA Principal Archaeologist shall be informed of their discovery.

#### **4.5 Report**

- 4.5.1 Following the completion of the archaeological monitoring and recording work, the records and finds will be processed, and assessed by specialists in accordance with best practice

(CIfA 2020). The results of the assessment process will be set out in the post-excavation assessment report.

4.5.2 The style and format of the report will be determined by the archaeological contractor. However, the report should include, as a minimum, the following elements, as suggested by the CIfA universal guidance for archaeological monitoring and recording (2023, p7):

- Non-technical summary
- Introductory statements (project design or appropriate reference to it)
- Aims and objectives
- Methodology
- Results
- Discussion and Conclusions
- Archive location
- Appendices
- Illustrations
- References and bibliography

4.5.3 The results discussed in the report must also include specialist reports which consider finds, artefacts and environmental samples recovered during the monitoring, such as pottery and animal bone. Full specialist reports should be included as appendices to the report.

4.5.4 Discussion and conclusions regarding the nature, extent and archaeological interest of the remains encountered must draw on all strands of evidence collected, including finds and environmental evidence.

## **4.6 Publication and Archive**

4.6.1 Copies of the report will be submitted by Landgage Heritage to the LPA Principal Archaeologist to demonstrate compliance with the requirements of this PD. The post-excavation assessment report will be completed within three months of the completion of the archaeological works.

4.6.2 The archaeological contractor will generate a digital archive, including a PDF copy of the report, along with all digital material, and will submit this to the ADS. This will allow for ready access to the results of the investigation to both academics and the general public.

4.6.3 Should the investigation uncover archaeological remains of unexpectedly high interest, which merit further research, consideration will be given to the publication of the results in a journal, however any additional expense must be agreed with Landgage Heritage.

4.6.4 The project archive, including all retained artefacts, environmental materials, and documentary materials, must be catalogued, organised, treated and packaged in accordance with the requirements of the West Berkshire museum, as well as national professional guidelines (Museums and Galleries Commission 1992, Society of Museum Archaeologists 1992, UKIC 1983, 1984, 1988 and 1990, Ferguson and Murray 1997, CIfA 2014 and 2014a). The treatment of human remains is additionally governed by the relevant legislation and government regulations, and human skeletal remains recovered from the churchyard shall be handed over to the relevant authority.

- 4.6.5 It is noted that between April 1<sup>st</sup> 2025 and April 1<sup>st</sup> 2026 the West Berkshire Museum was not collecting archives or deposits, and it should be checked that the receiving museum is now accepting archaeological archives.
- 4.6.6 Ownership of the objects recovered rests with the landowner, except where the law overrides this (i.e., Treasure Act 1996, updated 2023). The archaeology contractor must write to the landowner to request that ownership is transferred to allow for the deposition of the archive with the receiving museum.
- 4.7 Monitoring**
- 4.7.1 The aim of monitoring is to ensure that the archaeological works are undertaken in accordance with this PD.
- 4.7.2 The LPA Principal Archaeologist will be free to visit the application site by prior arrangement in consultation with Landgage Heritage. The purpose of this visit is to monitor the implementation of the archaeological works on behalf of the Local Planning Authority and assess the work being undertaken on site against the methodology detailed in this PD.
- 4.7.3 The LPA Principal Archaeologist will also be consulted on any changes to the PD of any of the archaeological works. Any such alterations should be agreed in writing with the relevant parties, including the Local Planning Authority, prior to commencement of on-site works, or at the earliest available opportunity thereafter.

## 5.0 Other Matters

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### 5.1 Codes of Practice

- 5.1.1 The following statutory provisions and codes of practice are to be adhered to:
- The Chartered Institute for Archaeologists Code of Conduct.
  - The Chartered Institute for Archaeologists Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology.
  - The Chartered Institute for Archaeologists Standard for archaeological monitoring and recording (ClfA 2023)
  - The Chartered Institute for Archaeologists universal guidance for archaeological monitoring and recording (ClfA 2023).
  - All statutory provisions and by-laws relating to the work in question, especially the Health and Safety at Work Act 1974.
- 5.1.2 Should the archaeological contractor recover or encounter any finds believed to fall within the statutory definition of Treasure as defined by the Treasure Act, they will immediately advise Landgage Heritage and notify the relevant Coroner's Office.

### 5.2 Archaeology Contractor

- 5.2.1 The appointed archaeology contractor will meet the requirements of a Registered Organisation with the ClfA.
- 5.2.2 The field team deployed by the contractor will include only full time professional archaeological staff. All staff in supervisory positions should be members of the ClfA at the appropriate level. The archaeological contractor is expected to make adequate provision for CPD and training for its staff during the project.
- 5.2.3 The composition of the project team, including subcontractors, must be detailed and agreed in advance with Landgage Heritage.

### 5.3 Communication

- 5.3.1 All queries and communications are to be directed through Landgage Heritage. The archaeology contractor must make no comments about this Project Design or the project in general to the media, members of the public or other parties.

### 5.4 Copyright

- 5.4.1 It is recognised that the copyright of written, graphic and photographic records and the report rests with the archaeology contractor undertaking the programme of work and producing the report. However, Landgage Heritage and their client require an agreement to facilitate the copying and use of the results of this project.

### 5.5 Outreach and engagement

- 5.5.1 Landgage Heritage are committed to the dissemination of archaeological information to the public.
- 5.5.2 The duration of the archaeological monitoring is undetermined at this time, but it is anticipated to take at between one and two weeks on site, and would involve the monitoring of ground intrusive works. Most archaeological works are not well suited to

public outreach during the fieldwork stage, as they are often relatively short-lived, and the interest of the remains may not be understood until after the fieldwork is finished.

- 5.5.3 It is understood that the works are largely to take place on the southern and eastern boundaries of the site and as such no public footpaths are to be affected, however if the archaeological monitoring works should take place on the northern and western boundaries Thatcham footpaths (That/21/1) and (That/21/2) are adjacent to the boundary walls and public interactions may be likely. As written in section 5 of this PD; the archaeology contractor must make no comments about this Project Design or the project in general to the media, members of the public or other parties.
- 5.5.4 However, in all cases, the results of the archaeological works will be presented in a report and provided to the historic environment record. A copy of the report and the digital archive will also be deposited with the Archaeological Data Service (ADS). Both of these are means by which the public can engage with the results of the investigation. In addition, should the works reveal archaeological remains of unusual interest which would generate significant public interest, consideration will be given to additional forms of outreach and engagement as appropriate, in consultation with the LPA Principal Archaeologist.

## **5.6 Environmental Protection**

- 5.6.1 The works should be carried out in a way that minimises impacts to the environment where possible. Measures taken will vary on a site by site basis, however, as a minimum the following measures are expected to be in place:
- Archaeological staff should not leave any rubbish or debris on site, and all rubbish should be recycled where possible.
  - Care should be taken when there is a need to pump water due to localised flooding within areas of archaeological investigation works. Water from such locations may not be able to be pumped into a nearby water course due to potential environmental effects. If pumping is required, this should be discussed with Landgag Heritage and any necessary clearance obtained before proceeding.
  - Areas of archaeological investigation will normally be positioned to avoid known areas of environmental protection (such as tree roots or badger setts). However, if evidence suggestive of unexpected areas of environmental sensitivity are detected during the course of the project, works in that area should cease, and moved if advised by an appropriate specialist.

## **5.7 Variations**

- 5.7.1 Variations to the methods or approach set out in this PD that the contractor may wish to make must be approved in advance by Landgag Heritage and the LPA archaeology officer.

## 6.0 Bibliography

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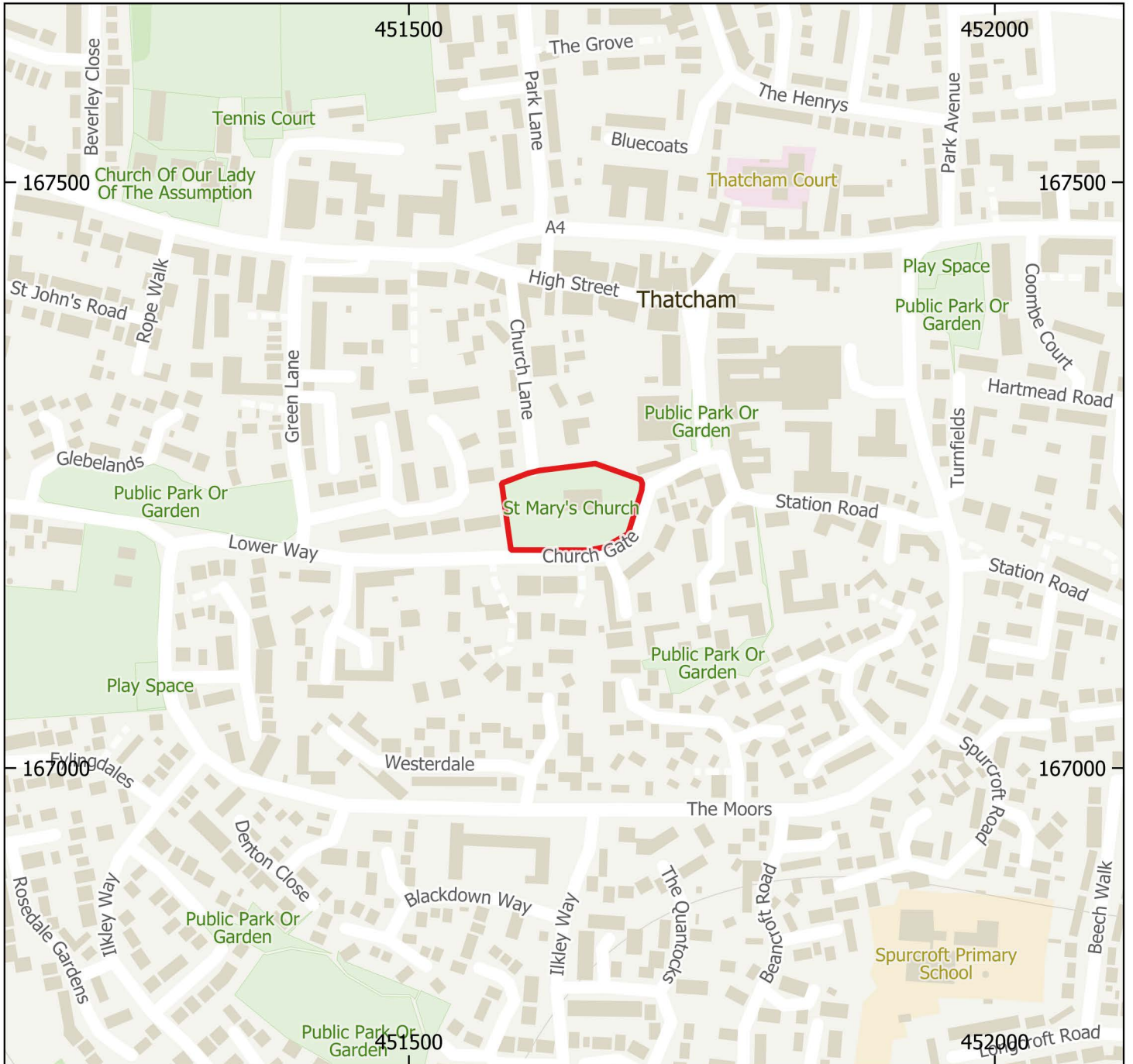
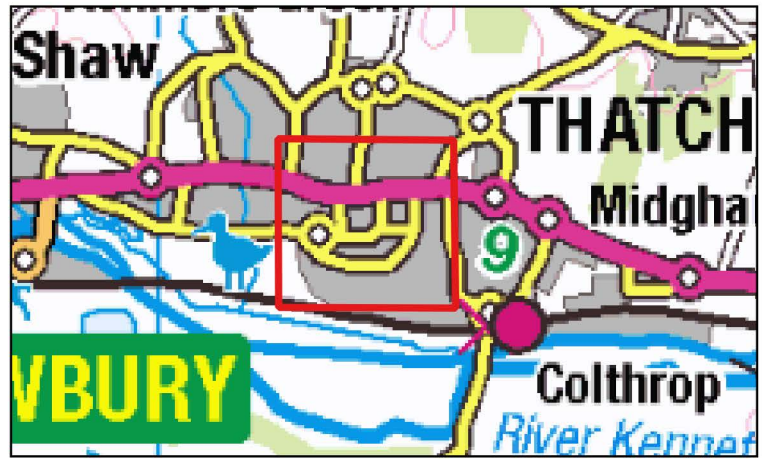
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Project Number: PR0383 Date: 29 APR 2026  
Drawing Number: PR0383-1

#### Legend

Study Site



Scale at A4: 1:5,000



#### Address:

St Mary's Church, Thatcham,  
West Berkshire

#### Title:

Figure 1: Site Location Plan