

29 Sep 23

PCC Secretary

ST MICHAEL'S CHURCH TOWER - PINNACLES' OFFICER JOB SUMMARY

**Background Summary April 2019 to September 2023**

1. The Quinquennial Report of April 2019 included a list of urgent work requiring immediate attention and recommended that work in this category be carried out within 12 months. This list included the entry:

- "Steeplejacks to inspect and report on eroded tower parapet masonry, pinnacles and mullions"

2. The PCC meeting of 27 May 2021 noted that no plan had been put in place to prioritise urgent works and that the pinnacle was in a dangerous condition. A Fabric Committee was set up in July 2021 in an effort to co-ordinate and develop a plan to prioritise urgent work highlighted in the Quinquennial Report, as well as any identified since.

3. The Fabric Committee, headed by the newly elected PCC Fabric Officer (Giles Hatch), identified three aims to assist focus its output, which in priority order, were to keep the church:

- Safe
- Open for worship and all the other good things we do
- Watertight

4. Utilising the list of urgent work identified in para 1 and the output aims in para 3 as its starting point, it was clear that the overriding priority had to be a full inspection of the tower roof area and in particular, the pinnacles, in order to assess the scale of rectification work necessary.

5. The footpath through the churchyard was closed on 7 Oct as a safety precaution to protect personnel from the danger of falling masonry. This decision was unpopular and has come under occasional pressure since. Widely considered by the public as a public footpath, it was heavily used as a shortcut between Dawlish Street and the seafront. The path is not a public footpath and St Michael's is at liberty to close it as required. The loss of access via the west door is sorely felt by the bell ringers and on wedding days; the footpath is nevertheless to remain closed until all work on the tower is complete.

6. After incumbent Church Architect (CA)(Mr Russell Palmer) retired in late 2021, Mr Grant Elliott was appointed in March 2022 as the Church Architect (generically) for St

Michael's and on 28 March 2023 as Church Architect (specifically) for the all the tower rectification work. The imperative for the tower rectification work was the dangerous condition of the pinnacles and although this led to the work package being known as the "Pinnacles Project", the total work package necessarily includes work in other areas such as the battlements, finials and flagpole stays.

7. The PCC met on 15 November 2022 and examined three options as to the best way ahead for repair of the pinnacles. Option 3, below, was unanimously approved:

<u>OPTION 3</u>	<u>Pinnacles, battlements, finials and flagpole stays</u>
Construction cost	£142,621.69
Professional fees, statutory fees*	£28,246.50
Total	£170,868.19

\* Professional fees include:

- Measured Survey (TBA)
- Conservation Architects (Le Page Architects) - Allow 11.5%
- CDM Regulations (Health & Safety Associates) - Allow 1.15%
- Structural Engineer (TBA) - Allow 2.0%
- Quantity Surveyor (Martin Jury CQS) - Allow 2.0%

8. The decision in para 7 above was taken pending Diocese support, necessary for work of this type; this was finally given on 30 January 2023 in a letter from The Venerable Andrew Beane, Archdeacon of Exeter, to Reverend Carol.

9. Funding lead for the Pinnacles, challengingly, lies outwith the remit of the Fabric Committee, Pinnacles Officer and PCC. Mr Peter Weeks, a Teignmouth resident, St Michael's congregation member and previous PCC member, leads on funding; he is experienced in how best to approach the various relevant organisations for funding and having carried out a similar role during previous large fabric projects for St Michael's, is familiar with application paperwork.

10. Current status of project:

- Grant Elliott of Le Page Church Architects appointed as CA
- Martin Jury appointed as Quantity Surveyor (QS) for the project
- Measured Estimate (John Preston Engineering) complete.
- Royal Institute of British Architects (RIBA) contract ready to be signed:
  - This reflects the £142,621.69 sum for construction cost
  - Professional fees, statutory fees of £28,246.50 make up the £170,868.19 total expenditure approved by the PCC

11. The Royal Institute of British Architects (RIBA) contract is the Concise Professional Services Contract 2020. Conservation Architectural Services are divided into four main parts:

- The Agreement
- The Contract Details
  - o Contract conditions
  - o Definition of Terms and Clauses

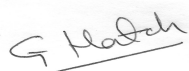
The first 6 pages are useful guidance notes and include key points such as the rights and obligations both for client (St Michaels) and Architect (CA and Le Page). There is no timescale but the contract checklist (and subsequent sections) make a good brief.

12. In rough outline, I see the project progressing as follows:

- Grant Elliott of Le Page Church Architects in role of CA
- Martin Jury as Quantity Surveyor (QS)
- CA, working for and with Le Page Architects Limited, uses the Measured Survey to produce a series of what I would describe as technical drawings
- The technical drawings are then used as a basis for CA on our behalf, to go out to tender for the various elements and phases of work which need to be done.
- When the tenders / quotes are received, they ought to be within the cost estimate at the attachment
- With advice and direction from CA, St Michael's will select and approve a quote for a specific element or phase of work and it will begin.
- I do not know at this stage, what the split between sequential and concurrent effort is likely to be.

13. It's unlikely to be constructive to go further than the above because it would be pure surmise. The rough outline in the bullets above is my layman's phrasing and interpretation of the various documents I have had from CA. He will be able to help further but I suspect that even he will be unable to provide dates or even months for a timeline at this stage.

14. A draft role description is at the Annex.



G W H HATCH  
Pinnacle Officer

ST MICHAEL'S PINNACLE OFFICER - DRAFT ROLE DESCRIPTION

1. It is necessary to read this Annex in conjunction with the background summary dated 29 Sep 23, noting the following key points:

- The role has evolved and will continue to evolve as the project progresses through its various phases.
- PCC meeting minutes and contributing Pinnacle Officer updates provide good references for decisions made and the basis for them.
- Thus far, the role has been essentially that of a co-ordinating conduit for multi-way information between CA, contractors, Funding Lead and PCC.
- It has taken two and a half years merely to get close to the start line; it may take a similar length of time, or more, to reach the finish line.
- Once physical work commences, there may be disruption in both directions i.e. allowance is made in the quote for disruption to work (noted in the quote as stopping works due to funerals etc) but all concerned need to be aware that when in full flow, the work may particularly affect wedding days. Once a programme timeline is confirmed, those with weddings booked in St Michael's need to be made aware of the range of options, from the church not looking its best to changing the date.
- Everyone, not least Pinnacle-O, finds the timescale frustrating but the rectification works are considerable:
  - Over a hundred feet of tower scaffolding on a church tower that is:
    - Constantly battered by wind and sea
    - About twenty feet from the main Dawlish-Teignmouth road and
    - Even closer to the public footpath

It is therefore essential that we continue to employ reputable, qualified professionals to carry out this work for the PCC.

- Key decisions will be made by the PCC, not the Pinnacle Officer who can be likened to a juggler, whose job it is to keep the balls in the air. The juggler may advise on but not decide:
  - How much to spend on them
  - How many to keep in the air

- What colour they are
- Which ones to buy
- How high to throw them (risk)
- Remedial action when they are dropped (contingency)

## JOB DESCRIPTION

2. The Pinnacle Officer (PO) is the PCC lead on the work package known as Option 3, covering pinnacles, battlements, finials and flagpole stays. PO will provide updates on the work package to the PCC as it requires and additionally when PO deems it necessary. PO is interlocutor to ensure that all parties concerned with the project are kept informed on mutual activity and to bring to the attention of these parties (in particular the PCC, CA and contractors) potentially conflicting activity. PO is to present work package related information to the PCC in a fashion clear and timely enough for its decision not to delay work. Once physical work commences, PO is to make certain that all personnel are aware of where responsibilities lie and that clear delineation between the duties of church staff and CA / contractors is promulgated and practised.