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**Specification**

**Conservation and Repair Works**

**to Monuments at**

**St Mary’s Churchyard, Thornbury**

**January 2025**

1. **Background and Summary of Project**   
     
   Thornbury Town Council (“the Council”) is seeking a contractor (“the Contractor”) to carry out conservation and repair works to monuments in the closed churchyard of St Marys Church in Thornbury. The works required are set out in the “Report into the Condition of the Churchyard Monuments, St Marys Church, Thornbury” prepared for the Council by Cliveden Conservation Workshop Ltd in May 2023. (Note – not all of the works identified in the report are required as part of this project. The works that are required are identified clearly in section 3 of this document.)   
     
   The Council is responsible for the churchyard at St Marys Church in Thornbury and is commissioning these works to be carried out. Tenders are invited in the line with the instructions set out the separate document – “Instructions to Tenderers”.   
     
   The Council is seeking a contractor who will run the works on its behalf, including taking the lead in obtaining any necessary planning permissions from South Gloucestershire Council for listed monuments.   
     
   Name of Project: Conservation and Repair Works to Monuments at St Mary’s Churchyard, Thornbury   
   Project Budget: Quotes invited   
   Location of Churchyard: Castle Street, Thornbury, BS35 1HJ  
   Council Contact: Wendy Sydenham, Deputy Town Clerk

Council Address: Town Hall, 35 High Street, Thornbury, BS35 2AR   
Council Telephone: 01454 412103  
Council Email: [w.sydenham@thornburytowncouncil.gov.uk](mailto:w.sydenham@thornburytowncouncil.gov.uk)

1. **Preliminaries**   
   1. The Contractor should visit the site at their own expense to satisfy themselves as to any conditions on site that may affect in any manner whatsoever the execution of the works detailed in section 3.
   2. The Contractor should take all precautions as are necessary to comply with all appropriate health and safety legislation. A method statement and risk assessment should be submitted by the Contractor to the Council prior to works commencing on site. Although the churchyard is closed, it surrounds a thriving Church and therefore the churchyard can be busy at times. It is therefore expected that the contractor will cordon off areas that are being worked on in a safe and appropriate manner.
   3. A full list of documents that are required are included in the Instructions to Tenderers. The Contractor should familiarise themselves with relevant Council Policies and Procedures e.g. Pesticides Policy. All Town Council policies are available here - [Policies and Procedures | Thornbury Town Council](https://www.thornburytowncouncil.gov.uk/policies-and-procedures/)
   4. The Council is committed to reducing its impact on its natural surroundings. The Contractor should use methods with a low ecological impact wherever possible.
   5. The Contractor should restrict their working times to between 9.00am to 5.00pm Monday to Saturday but should also liaise with St Mary’s Church to ensure that any works being carried out do not interfere with Church activities, ceremonies or services during those hours.
   6. The Contractor should at all times employ sufficient persons of sufficient abilities and skills for the proper performance of the works detailed in section 3.
   7. The Contractor will be responsible for establishing the presence, location and effect on all existing utilities of the works they are carrying out, and to ensure that those utilities are not affected without prior permission being obtained from the Council and the Church.
   8. The Contractor will be responsible for ascertaining the suitability of supplies of light, power and welfare facilities on the site, for providing temporary supplies of those where necessary and all costs associated with this.
   9. The Contractor will be responsible for ensuring that the site is kept in a good state of cleanliness and free from mud, debris, litter, equipment, etc, while undertaking these works. All arisings shall be removed from site at the end of each day, or secured overnight and removed as soon as practicable, and no later than the completion of the project. Damage to grassed areas should be minimised and repaired as necessary.
   10. The Contractor will ensure that the Council are informed in advance of any sub-contracting that takes place during the works. The Contractor is responsible for ensuring that any sub-contractors brought on site are bound by all agreements and conditions set out in all documents related to the project.
2. **Specification**   
     
   The Council is seeking a contractor to carry out conservation and repair works to monuments in the churchyard of St Marys Church in Thornbury. The works required are set out in the “Report into the Condition of the Churchyard Monuments, St Marys Church, Thornbury” prepared for the Council by Cliveden Conservation Workshop Ltd in May 2023. The report is appended to this document. *Any queries regarding the content of the report should be directed to the Council, not to Cliveden Conservation.*

The report contains details of all monuments within the Churchyard, including those on which no work is necessary. Where works are necessary, these works are described and given a priority rating. However, not all these works are required as part of this project. The works that are required are set out below.

The appended report sets out full details of each monument including exact location, materials it is made of, description of monument, condition of surface and structure, decay features, recommended treatment and priority rating. Most of the monuments are also numbered and these numbers are used in the descriptions of works required below.

It is expected that the Contractor will take control of the works on behalf of the Council, including taking the lead in obtaining any necessary planning permissions from South Gloucestershire Council for listed monuments (with assistance provided by the Council where necessary).  
  
The Council will need to obtain relevant Faculties from the Diocese once a Contractor is chosen. It is expected that the Contractor will assist the Council with the supply of any technical detail needed for the Faculty application.

***The works from the report that are required are as follows:***

Urgent works – 386

Necessary works – 39, 50, 62, 76, 77, 86, 91, 92, 149, 164, 178, 180, 183, 184, 194, 197, 214, 215, 216, 217, 240, 241, 425, 446, 451

Desirable works involving ivy – 4, 10, 16, 26, 27, 50, 52, 64, 75, 81, 89, 90, 93, 104, 182, 195, 207, 209, 215, 226, 227, 228, 229, 248, 249, 257, 282, 322, 355, 366, 381, 382, 383, 461, 492

Minor works involving ivy – 2, 9, 72, 263, 486, 487, 498, 501

All works to west, east and south walls

***For the purposes of clarification, the works from the report that are not required are as follows:***

Desirable works not involving ivy – 83, 94, 96, 117, 193, 196, 198, 208, 213, 247, 264, 327, 412, 499, 502, 503

Minor or desirable works involving removal of vegetation only – 1, 18, 500

Works to the war memorial

Works to the north wall

1. **Timescales**

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| --- | --- |
| 29.01.25 | Invitation to tender posted on Contracts Finder. |
| 03.03.25 | Tenders to be returned by 9.00am. |
| 03.03.25 | Tenders to be opened by the Evaluation Panel (afternoon). |
| w/c 03.03.25 | If required, additional clarification to be sought and/or tender interviews to take place. |
| 21.03.25 | Contract to be awarded. |
| April – July 2025 | Faculty to be obtained from Diocese and planning permissions obtained from local authority (approximate timings). |
| July 2025 onwards | Works to commence, once Faculty and permissions received (approximate timings, assuming no unforeseen issues). |
| December 2025 | Works to complete within six months of commencing, unless otherwise agreed with the Council. |

1. **Aftercare and Payment**

The Contractor will provide a comprehensive schedule of ongoing maintenance works to the Council to reduce the need for significant works to monuments in the future.

Council officers will meet onsite with the Contractor once works are completed in order to formally sign off the project and may arrange expert advice should there be any concerns regarding the standard of work carried out by the Contractor.

Payment will be made to the Contractor upon formal sign off of the project.