

GREATER LONDON AUTHORITY

Our Ref: MGLA180826-6183

22 October 2026

Dear

Thank you for your further correspondence which the Greater London Authority (GLA) received on 17 August 2026.

You have expressed dissatisfaction with the way the GLA has responded to a request for information that you have made. I am now responding to you under the GLA's internal review procedure in relation to our response to case.

Background

On 22 July 2026, you submitted the following requests for information (GLA ref MGLA230726-4299):

Under the Freedom of Information Act 2000, I am writing to request details regarding the financial funding and project criteria allocated by the Greater London Authority (GLA) toward the undercroft redevelopment at St Thomas' Church on Clapton Common (working alongside the Clapton Commons Community Organisation). This project, which completed in late 2023, transformed the space into The Common Rooms.

Specifically, I request the following information:

1. The Exact Funding Amount: The specific monetary amount pledged or granted by the GLA (including via any Mayor of London crowdfunding matches or community infrastructure funds) toward this specific project.
2. Infrastructure and Storage Specifications: Any parts of the grant agreement or project proposals detailing capital works for structural undercroft alterations, specifically concerning designated secure storage spaces.
3. User Group Provisions (Steel Band): Any documentation, impact targets, or correspondence within the grant file specifying provisions, tenancy, or storage accommodations for community music assets, specifically referencing the Pantonic Steel Orchestra (or general steelpan/steelband initiatives) using the undercroft.

The GLA responded to you on 17 August 2026 and provided you with a copy of the funding confirmation which sets out the funding amount and the project criteria.

Your complaint

With regards to our response, you have submitted the following complaint(s):

I am writing to formally request an internal review of the handling and scope of the response.

I appreciate that the response confirms that the GLA awarded £30,000 to Clapton Commons Community Organisation Ltd for the project. However, I do not believe the response fully addresses the specific information requested concerning the redevelopment works, storage provision and the use of the facility by community music organisations, including Pantonic Steel Orchestra.

My original request specifically sought information concerning:

- infrastructure and storage specifications relating to the undercroft redevelopment;
- designated secure storage spaces;
- provisions or accommodation for community music assets;
- documentation or correspondence referring specifically to Pantonic Steel Orchestra; and
- documentation concerning general steelpan/steelband initiatives using the undercroft.

The GLA response states that the information held within the scope of the request is the funding confirmation setting out the funding amount and project criteria.

However, the funding agreement itself indicates that the project involved a number of underlying documents and project activities beyond the funding confirmation.

In particular, the agreement confirms that:

1. The £30,000 funding was provided for the transformation of the undercroft into a community hub, including bookable meeting rooms and a community arts residency programme.
2. The project was expected to provide 300 workshops/events and programmed community use.
3. The GLA funding specifically included a milestone for “stripping out & new internal wall/partitions”, with evidence of the works required.
4. Funding was also provided towards general building works.
5. The funding agreement required the recipient to retain supporting expenditure records, including invoices, receipts and other relevant documentation.
6. The final claim was required to include a summary report and before/after images of the project.

These provisions suggest that there may be underlying project records relating to the design, construction, intended use and community provision within the undercroft which have not been identified in the response.

I therefore ask that the internal review considers whether all relevant recorded information held by the GLA was searched for and considered.

In particular, please confirm whether the GLA holds, and if so provide, the following:

1. Original funding application

The complete funding application/proposal submitted by Clapton Commons Community Organisation Ltd for "The Common Rooms for Clapton", including appendices and supporting documents.

2. Plans and specifications

Any floor plans, architectural drawings, room schedules, specifications or other documents held by the GLA relating to the redevelopment of the undercroft, particularly documents showing:

- internal partitions;
- rooms;
- cupboards;
- storage areas;
- designated equipment storage; and
- intended uses of the spaces.

3. Storage provision

Any recorded information held by the GLA identifying or describing storage areas within the Common Rooms project, including any information concerning the intended users or beneficiaries of such storage.

4. Community and stakeholder consultation

Any stakeholder consultation records, meeting notes, consultation responses, community needs assessments or other documents identifying existing or intended community user groups for the facility.

5. Pantonic and steelpan references

Please search the GLA's records for references to:

- Pantonic;
- Pantonic Steel Orchestra;
- Pantonic Steel Band;
- steelpan;
- steel band;
- steel orchestra;
- musical instrument storage; and
- music equipment storage,

in connection with the Common Rooms project.

6. GLA-funded partition works

Please provide any recorded information held by the GLA concerning the £4,700 milestone for “stripping out & new internal wall/partitions”, including any photographs, drawings, specifications, descriptions of works, invoices or supporting evidence submitted by the grant recipient.

7. Final project documentation

Please provide the final project/closure report, final claim documentation, monitoring report and before/after photographs submitted in connection with the GLA funding.

8. Intended community use

Please confirm whether the GLA holds any recorded information identifying the community organisations, cultural organisations, music groups or other user groups that were intended to benefit from or use the Common Rooms following completion of the redevelopment.

9. Exclusive allocation

Please confirm whether the GLA holds any recorded information indicating that any part of the redeveloped undercroft, including storage areas, was intended to be allocated for the exclusive use of a particular organisation or organisations, rather than being available for community use.

10. Changes to the intended use

Please confirm whether the GLA holds any correspondence, monitoring information or other recorded information concerning any subsequent material change to the intended use, management or allocation of spaces within the Common Rooms following completion of the funded redevelopment.

I am not asking the GLA to determine whether Pantonic Steel Orchestra has a legal right to occupy or use any particular space.

Rather, I am seeking the underlying recorded information that establishes what the publicly funded project was designed to provide, what storage or other facilities were created, who the intended community users were, and whether Pantonic or community music/steelpan activity was identified within the project.

If any of the requested information is not held by the GLA, please confirm this specifically for each category rather than treating the absence of a specific Pantonic reference as meaning that no underlying project documentation exists.

Internal review

The Freedom of Information Act and Environmental Information Regulations give you rights to access official information. Internal reviews are handled by the Information Governance team. We are responsible for reviewing any decision and the material (if held).

This internal review is conducted by someone who was not involved in the handling of the original request. I will now respond to each point of your request in turn:

I have reviewed the project folder and organised the relevant documentation under the various aspects of your review. Please note that some documents may overlap and therefore be relevant to multiple sections of the review.

1. Original funding application

The GLA does not hold a copy of the original application.

2. Plans and specifications

Please find attached copies of the Architectural designs.

3. Storage provision

Please find attached tender specifications and associated documentation.

4. Community and stakeholder consultation

Please see P130 of team meetings where references to consultation have been highlighted.

5. Pantonic and steelpan references

We hold a note of meeting dated 25 June 2026 titled 'Make London Catch up' which references "pantonic". Please find attached.

I can confirm that the GLA also holds a copy of this news article which appears to feature images of steelpan drums: [The Common Rooms was designed for the community | Wallpaper*](#)

6. GLA-funded partition works

Please find attached information which refers to partition works.

7. Final project documentation

We do not hold a closure form for the project.

8. Intended community use

Please find attached information which relates to project specification and intended use.

9. Exclusive allocation

Please see records identified in relation to storage provision under part 3 of your request.

10. Changes to the intended use

Please see documents above which relate to what the publicly funded project was designed to provide.

Outcome

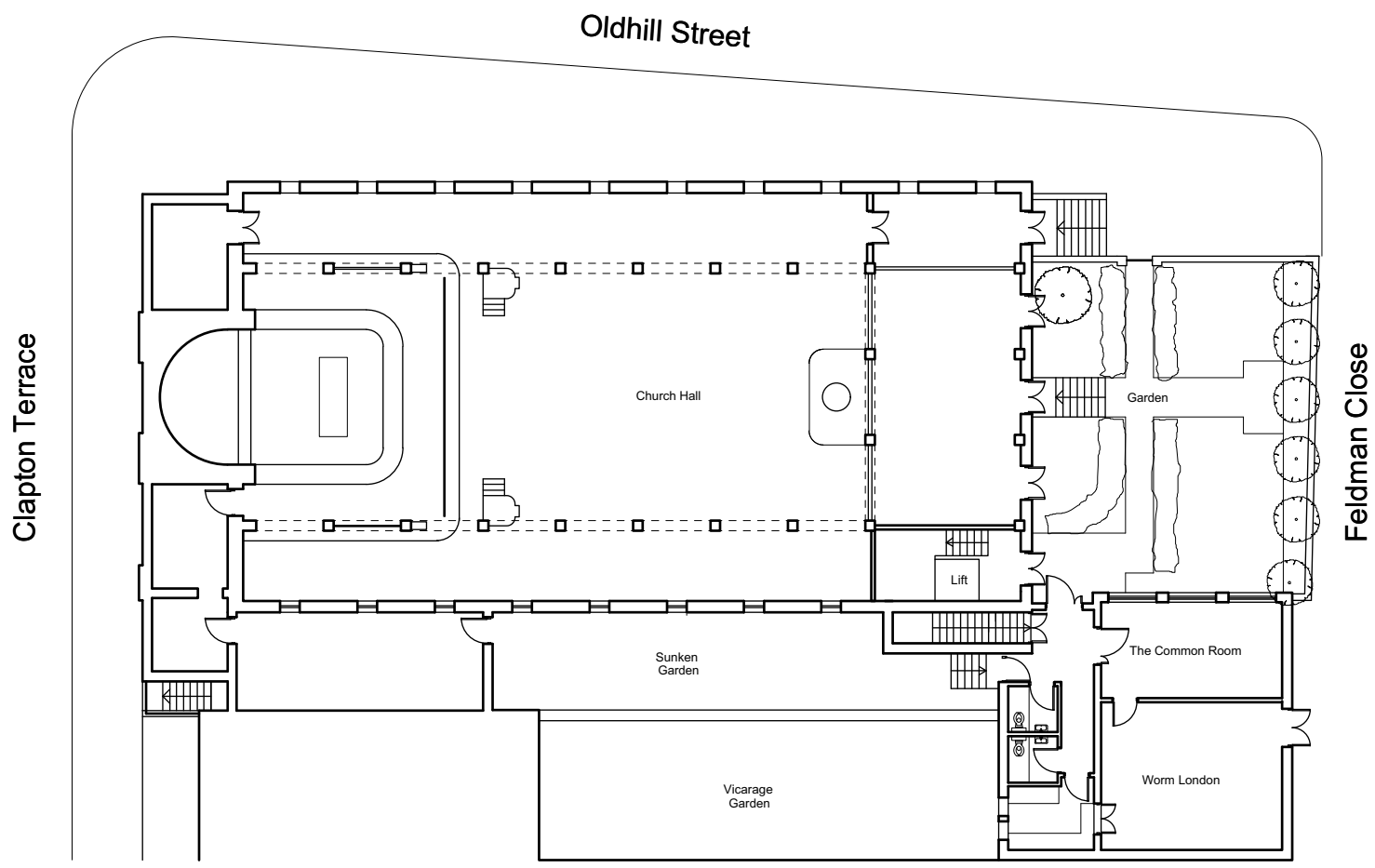
In reviewing your complaint, I consider that the GLA has now provided you with the information it holds within the scope of your request in addition to fulfilling the further points of clarification / refinements to your original request.

I trust I have addressed your concerns. However, if you remain dissatisfied you may take your complaint to the Information Commissioner at the following address:

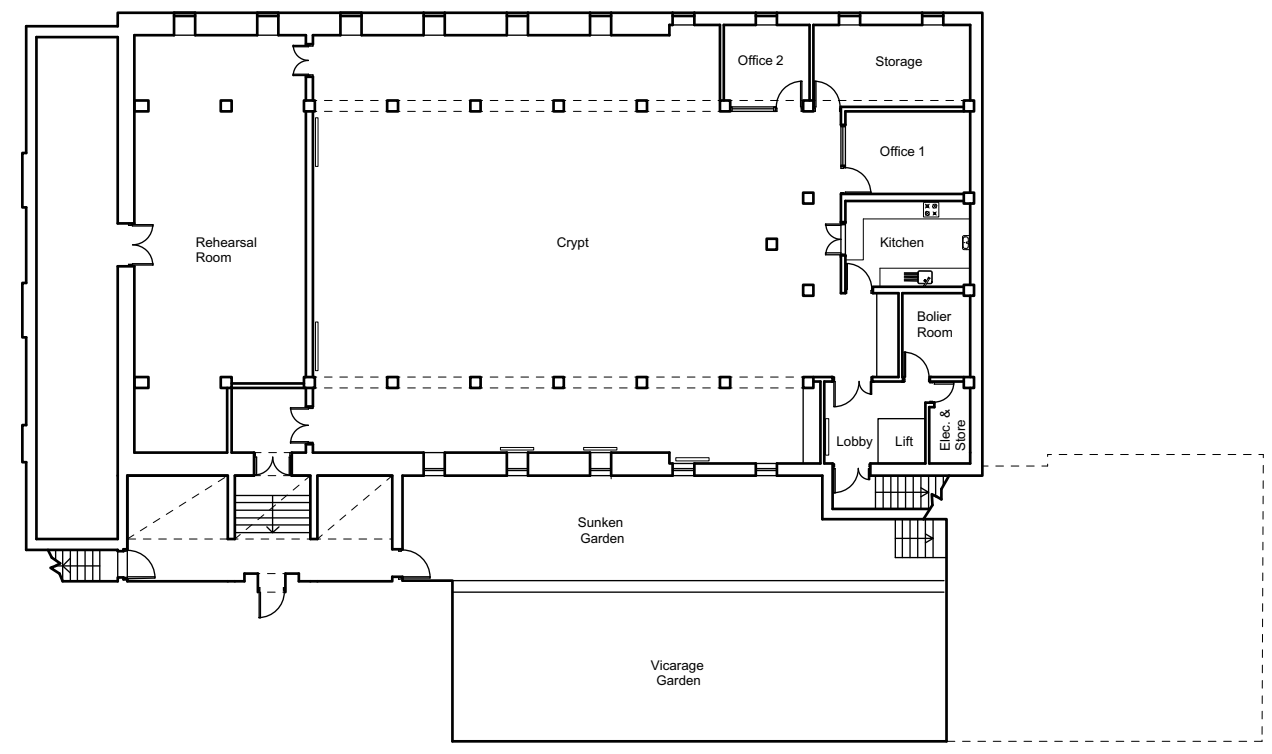
*Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF
<http://www.ico.org.uk/complaints>*

Yours sincerely

Senior Knowledge and Information Manager



Existing Ground Floor



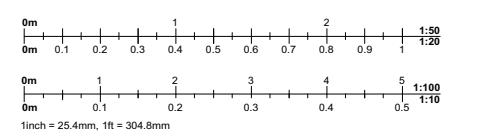
Existing Crypt

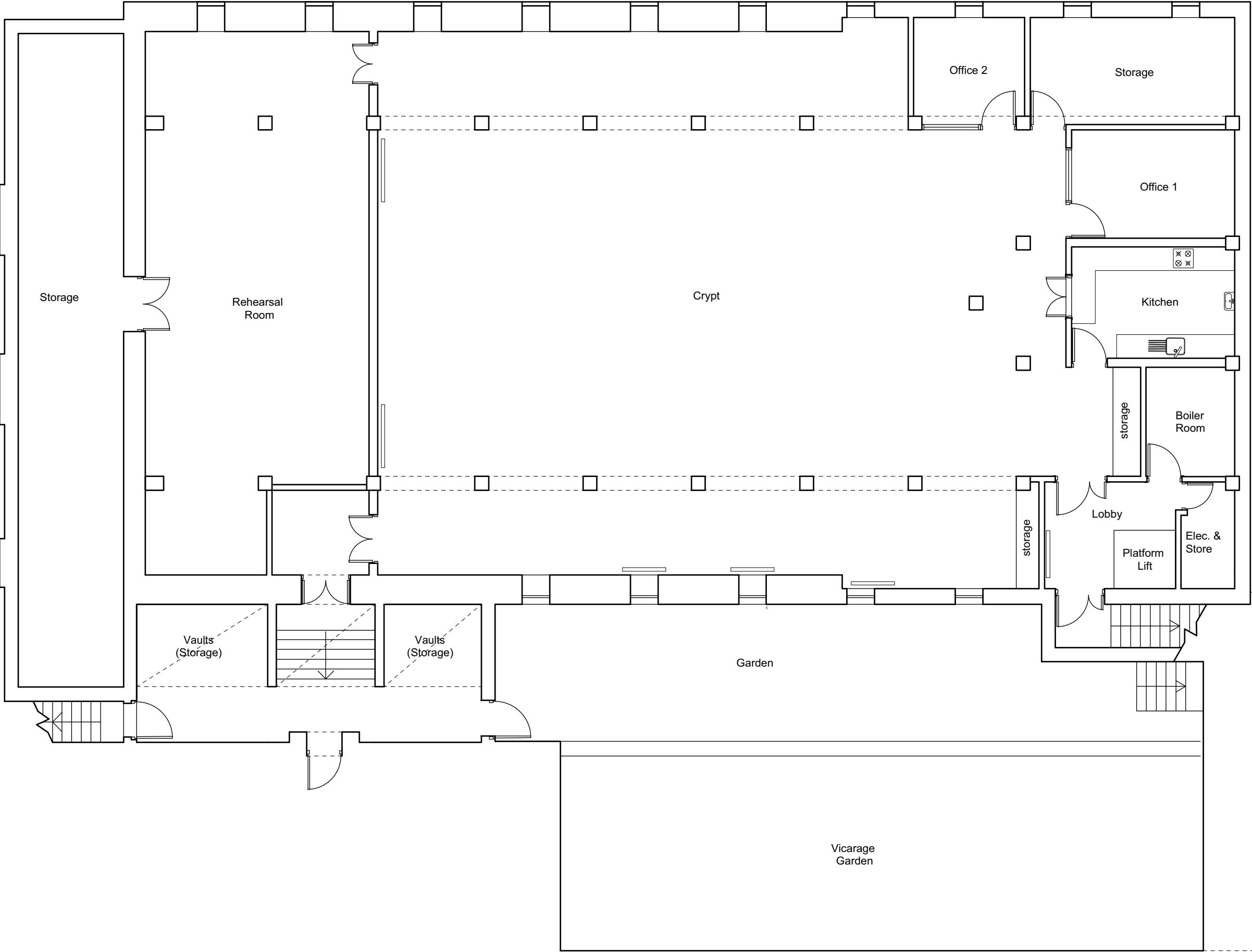
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5. Report any discrepancies to the Architect.

Studio RO\ST
5 Gould Terrace, E8 1JX, London

Project Name	The Common Rooms		
Project Reference	012		
Project Address	St Thomas's Church, Clapton Common, London, E5		
Drawing Name	Existing Ground Floor & Crypt		
Drawing Number	003	Revision	
Scale	1:250 @A3	Date	05 07 21
Drawing Status	Information		

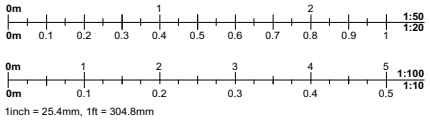




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Drawing Number	004	Revision	
Scale	1:100 @A3	Date	05 07 21
Drawing Status	Information		



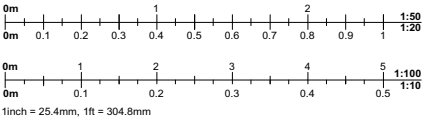


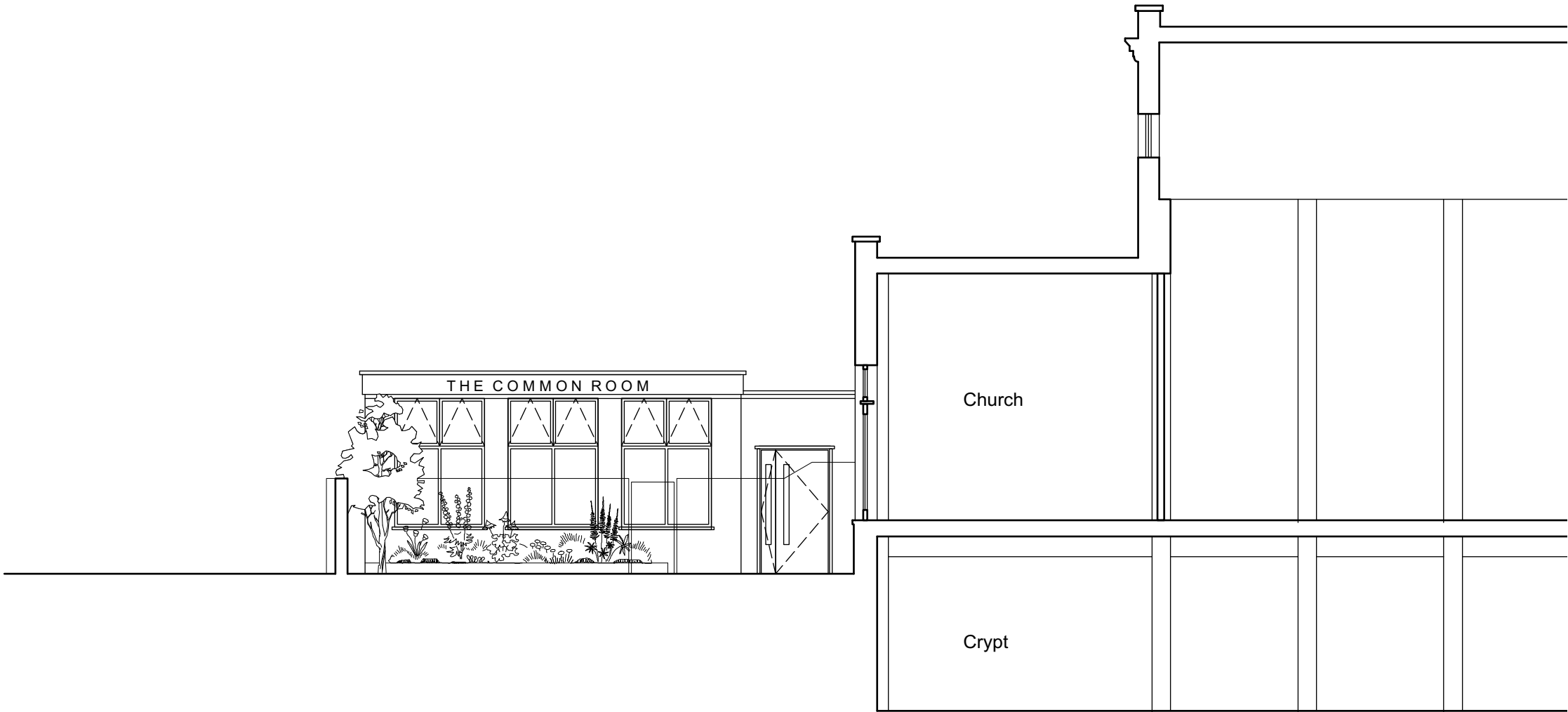
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Project Name	The Common Rooms		
Project Reference	012		
Project Address	St Thomas's Church, Clapton Common, London, E5		
Drawing Name	Existing Street Elevation		
Drawing Number	005	Revision	
Scale	1:100 @A3	Date	05 07 21
Drawing Status	Information		





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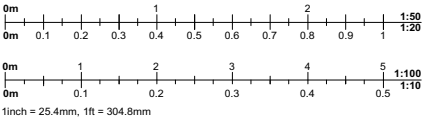
Studio RO\ST
5 Gould Terrace, E8 1JX, London

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Project Reference **012**
Project Address **St Thomas's Church, Clapton Common, London, E5**
Drawing Name **Existing Entrance Elevation**

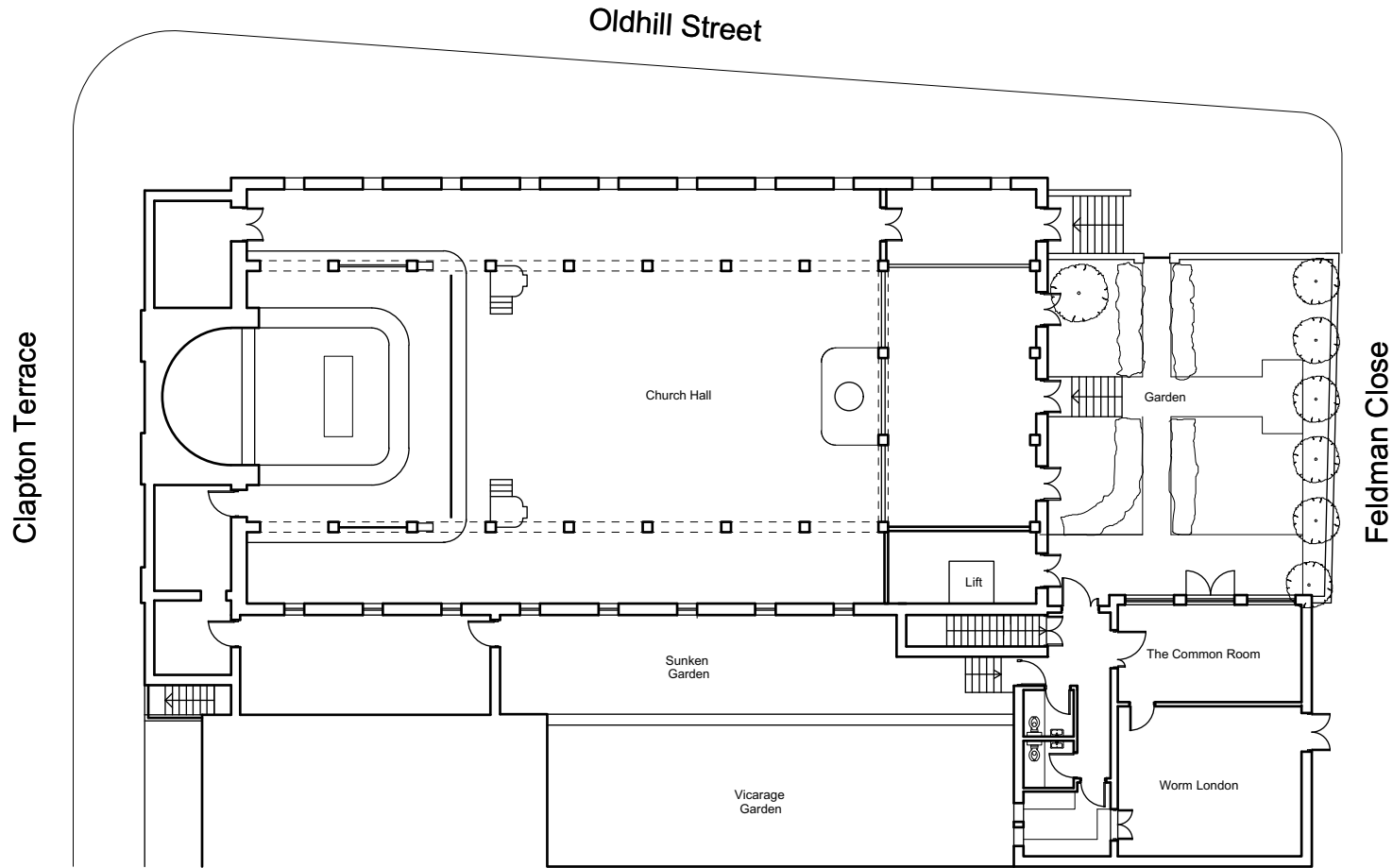
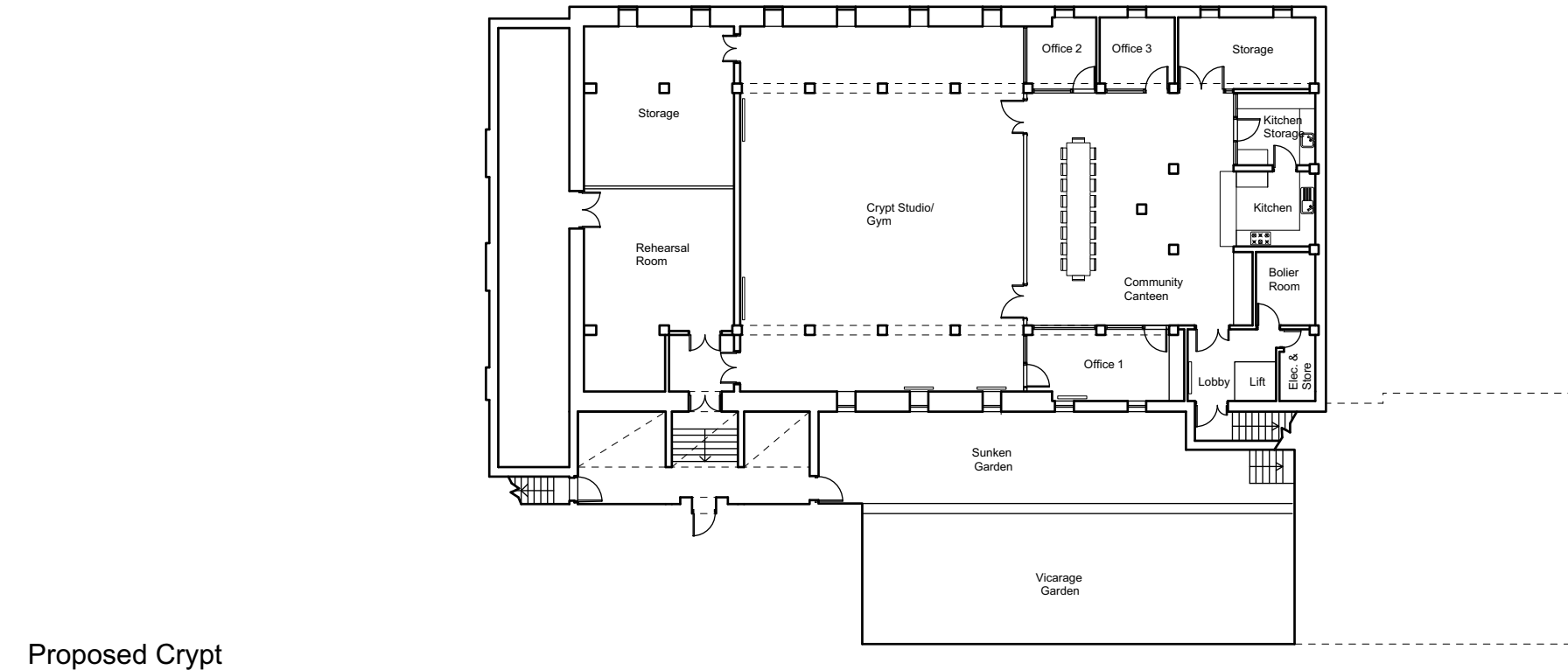
Drawing Number	006	Revision
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Scale **1:100 @A3** Date **05 07 21**

Drawing Status **Information**



Proposed Ground Floor



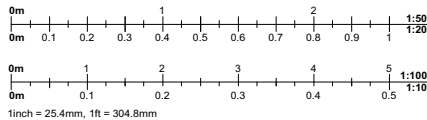
Proposed Crypt

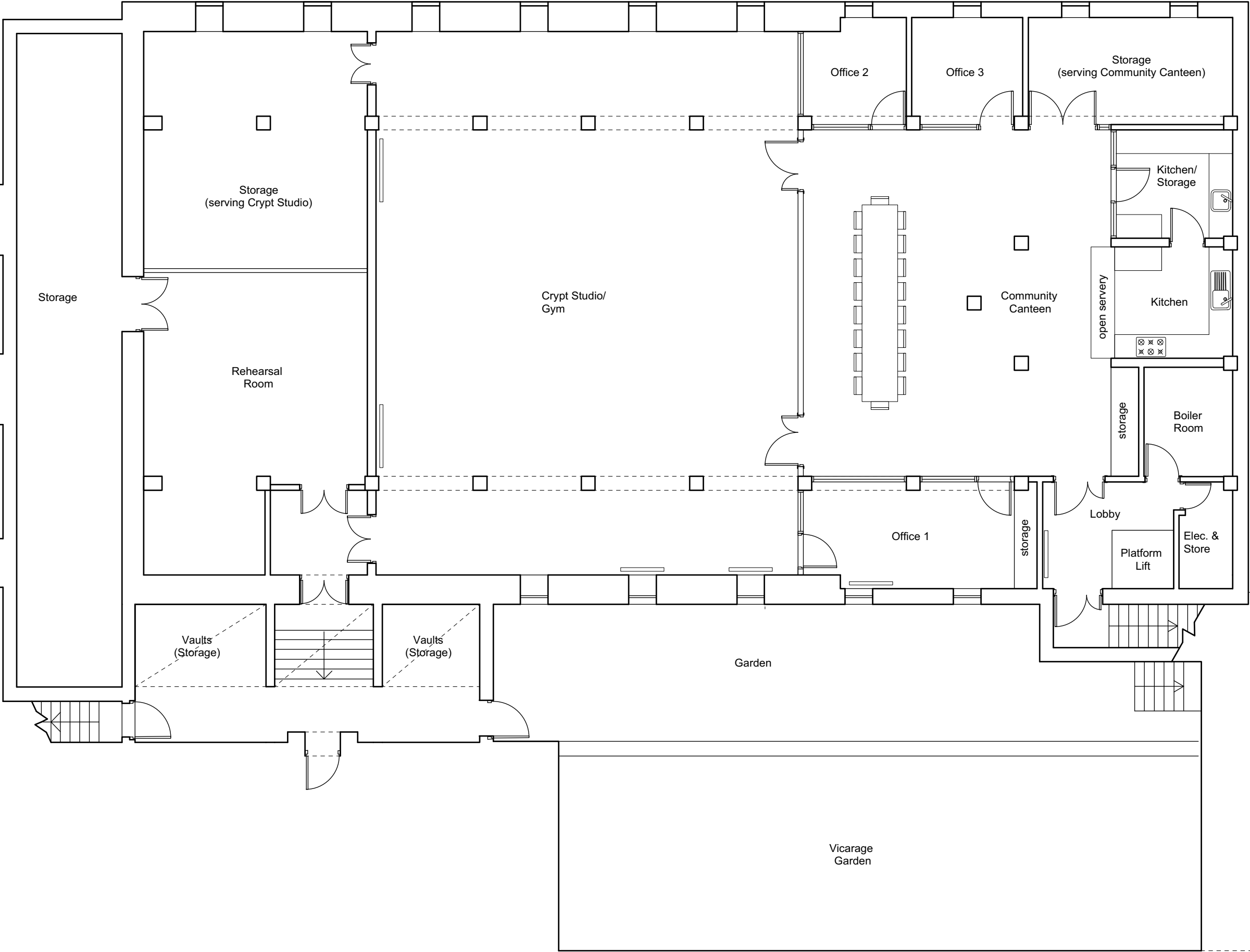
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Project Name	The Common Rooms		
Project Reference	012		
Project Address	St Thomas's Church, Clapton Common, London, E5		
Drawing Name	Proposed Ground Floor & Crypt		
Drawing Number	100	Revision	A
Scale	1:250 @A3	Date	05 07 21
Drawing Status	Information		

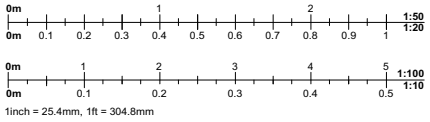


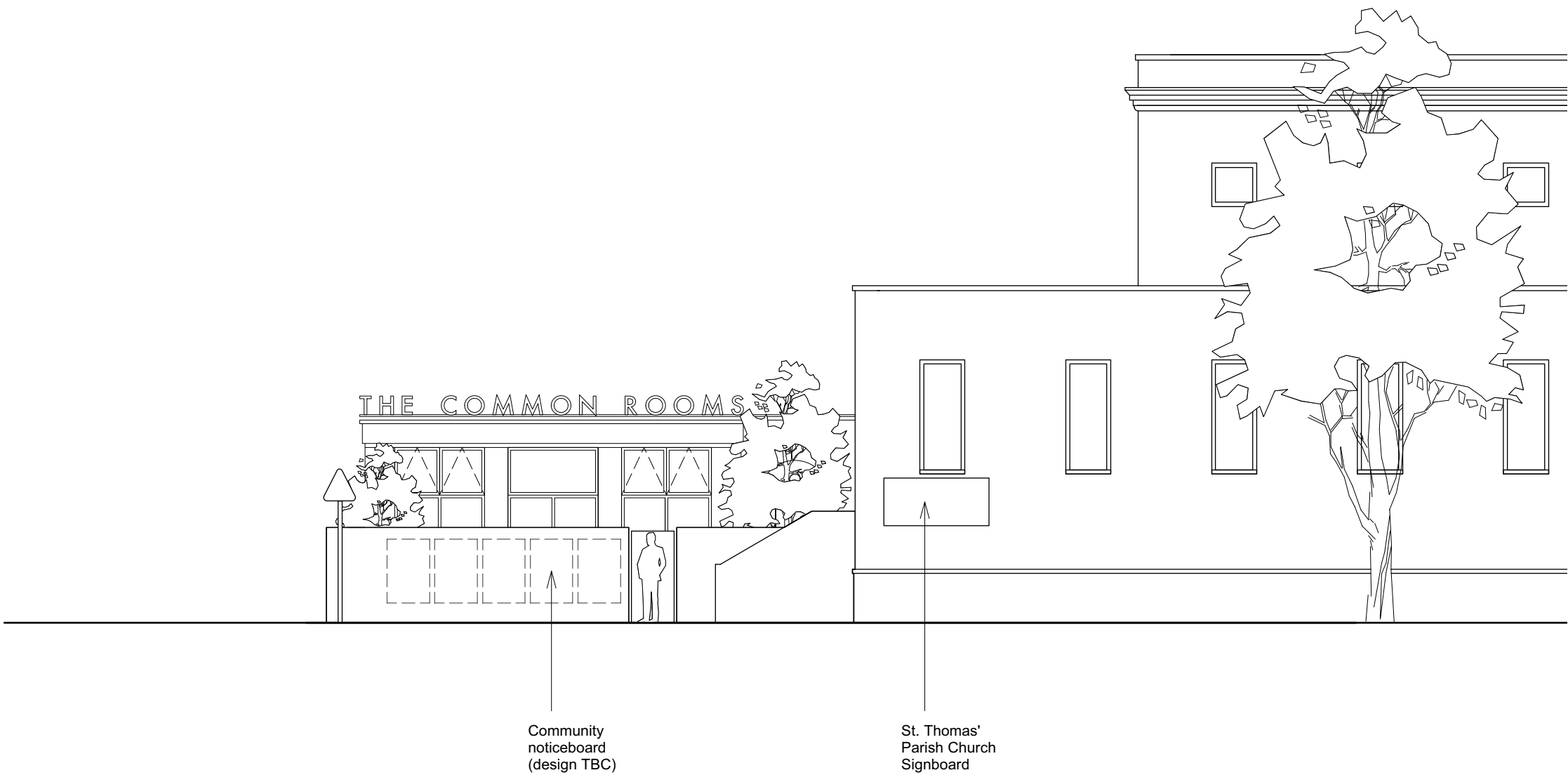


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Project Name	The Common Rooms		
Project Reference	012		
Project Address	St Thomas's Church, Clapton Common, London, E5		
Drawing Name	Proposed Crypt		
Drawing Number	101	Revision	A
Scale	1:100 @A3	Date	05 07 21
Drawing Status	Information		

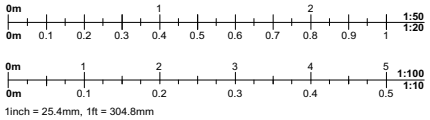


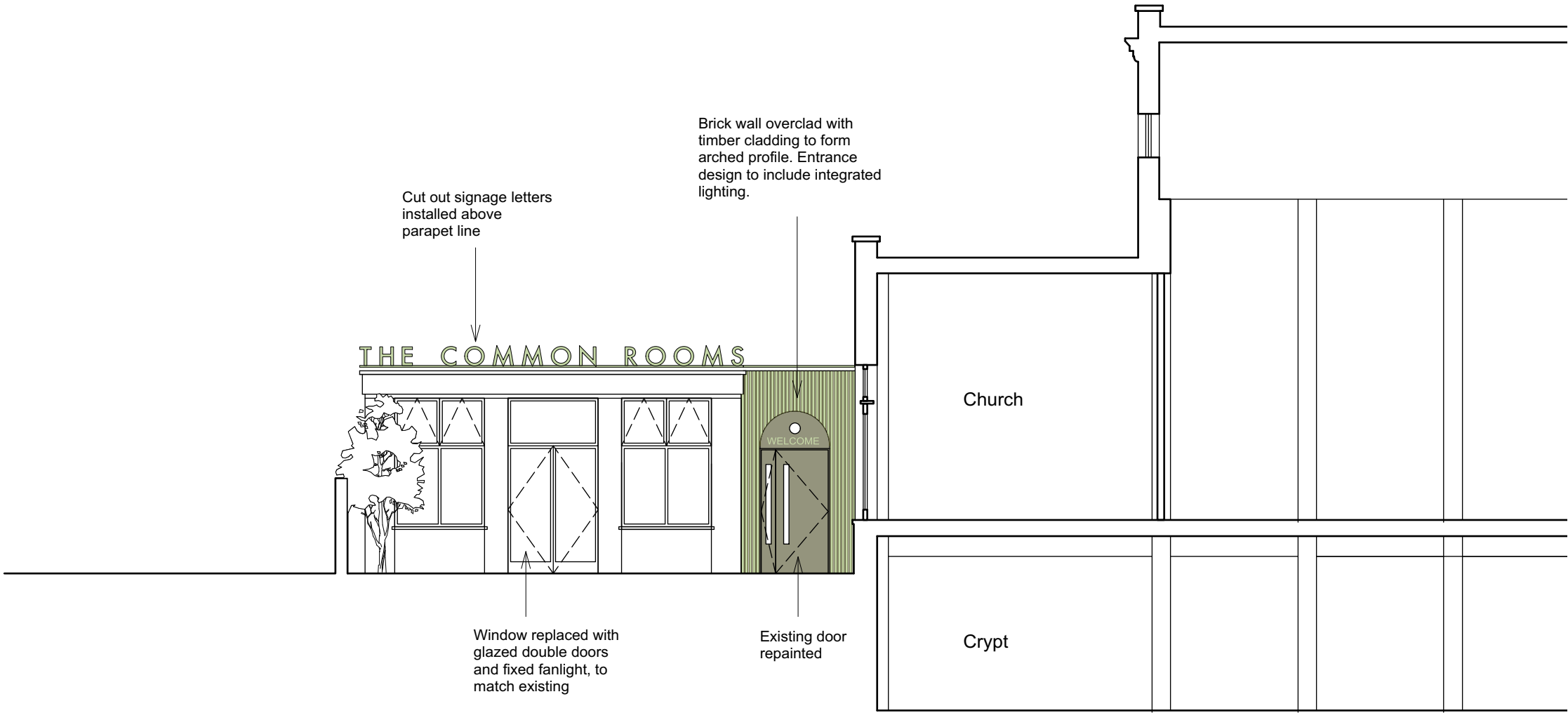


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Project Name	The Common Rooms		
Project Reference	012		
Project Address	St Thomas's Church, Clapton Common, London, E5		
Drawing Name	Proposed Street Elevation		
Drawing Number	200	Revision	
Scale	1:100 @A3	Date	05 07 21
Drawing Status	Information		

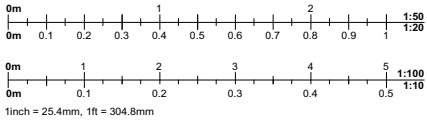




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Studio RO\ST
5 Gould Terrace, E8 1JX, London

Project Name	The Common Rooms		
Project Reference	012		
Project Address	St Thomas's Church, Clapton Common, London, E5		
Drawing Name	Proposed Entrance Elevation		
Drawing Number	201	Revision	
Scale	1:100 @A3	Date	05 07 21
Drawing Status	Information		



Summer 2021

Proposals for Phase 1 of Refurbishment

Clapton Commons' ambition for Summer 2021 is to refurbish the lower ground crypt at St Thomas Church - allowing the available space to be brought into full use to support a variety of existing activities and planned future projects.

Our proposals focus on low cost and high impact design solutions to create a range of flexible spaces including:

CRYPT STUDIO/CYM

250 SqM

The largest open plan space - with natural light and ventilation from two sides - to be used for a range of youth, health and wellbeing activities inc. martial arts, boxing, yoga, pilates, Tai Chi, mindfulness etc. as well as larger gatherings.

COMMUNITY CANTEN

70 SqM

The central space from which all other uses in the crypt are accessed. A dining table in the middle of the space becomes the focal point of community life. While a kitchen and open serving enable the canteen to be run by Carlo Eats.

Partitions to adjoining space allow borrowed natural light, ensuring the space retains a sense of openness and connection (see following page).

COMMON ROOM

25 SqM

Existing common room space - visible from the street with plentiful natural light owing to SE aspect onto courtyard garden. Used for after-school clubs, supper clubs, larger meetings and an artist residency planned for Aug-Aug 2021.

STUDIOS/MEETING ROOMS

5 NO. TOTAL / 75-150 SqM

A range of enclosed spaces - each with modest natural light and ventilation - allowing for any number of potential uses including for one-to-one coaching, podcast studio, offices, meeting rooms etc.

LEASED STUDIO

375 SqM

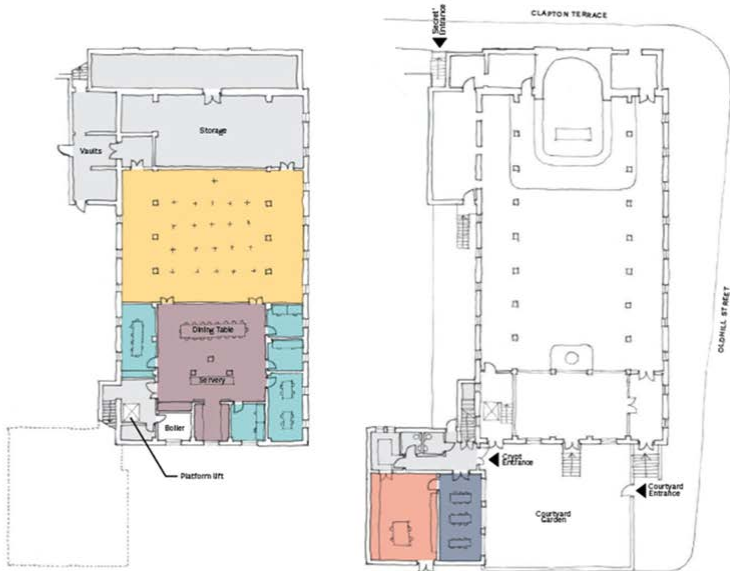
Existing lease arrangement with Worm Floral Design Studio provides a much-needed regular income source.

In the future this space could be reconnected with the Common Room to create a larger light-filled ground floor space, with opportunities for leasing alternative spaces explored.

BACK OF HOUSE

Includes circulation, WCs and a smaller ground floor kitchenette. A large storage space at the rear of the crypt is used by a local steel band.

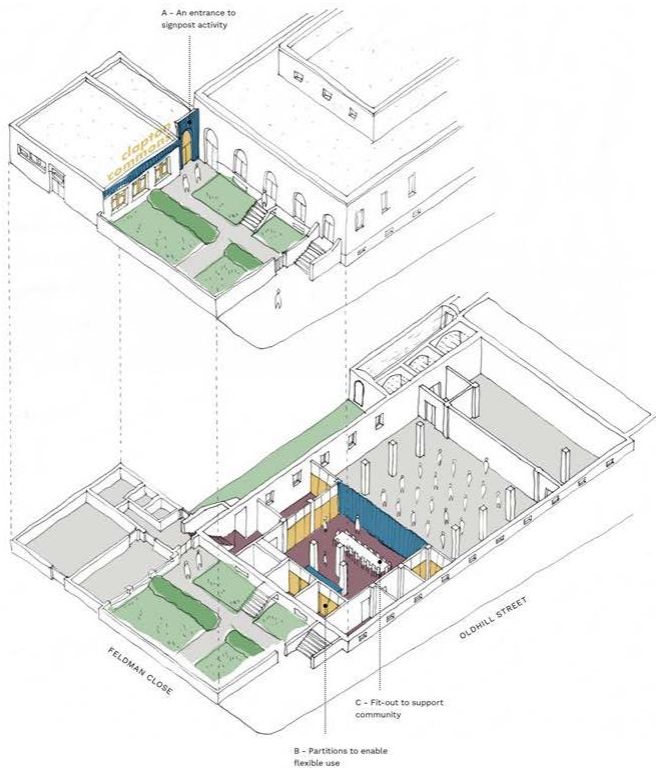
A 'secret' secondary access from Clapton Terrace - via the vaults - could be made safe and accessible at a later date.

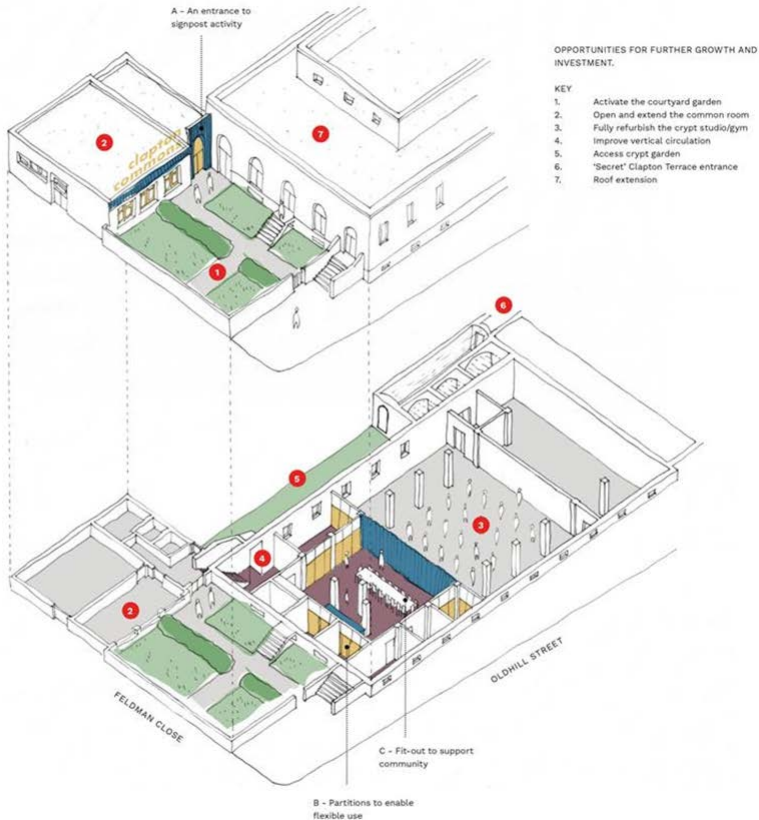


Lower Ground Floor Plan @ 1:200

Ground Floor Plan @ 1:200









**St Thomas Church,
Clapton Common,
London,
E5 9BW**

**Groundwater
Investigation
Report**

First Issue

October 2022



Such·Salinger·Peters

CONSULTING ENGINEERS

Issue Record

Revision	Date	Details
First Issue	28/10/2022	First Issue

Copy No	Issued To
One	Alex Sheratt

First Issue	Name	Signature	Date
Originator	████████	████████	27/10/2022
Reviewer	████████	████████	28/10/2022
Authoriser	████████	████████	28/10/2022

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1. General Notes

This report is provided as an assessment only, in the context of the stated development proposals and should not be used in a different context.

Where any data supplied by the Client or by other external sources have been used it has been assumed that the information is correct unless otherwise stated. No responsibility can be accepted by Such Salinger Peters Limited for inaccuracies within the data supplied by others.

The report is provided for the sole use by the Client and is confidential to the Client's professional advisers. No responsibility whatsoever for the contents of this report will be accepted to any person other than the Client.

The copyright of this report and other plans and documents prepared by Such Salinger Peters Limited is owned by them and no such report, plan or document may be reproduced, published or adapted without their written consent. Complete copies of this report may, however, be made and distributed by the Client as an expedient in dealing with matters relating to its commission.

New information, improved practices and legislation may necessitate an alteration to the report in whole, or in part, after its submission. Therefore with any change in circumstances or after the expiry of one year from the date of the report, the report should be referred to Such Salinger Peters Limited for re-assessment and, if necessary, re-appraisal.

2. Introduction

Such Salinger Peters has been instructed by the client, St Thomas Church, because they are suffering from flooding in the basement of the Church. The flooding has been ongoing for many years and is strongly associated with heavy rainfall events.

The client is planning to embark on two phases of improvements to the basement area. The first phase provides an opportunity to carry out an initial round of remedial work but with a low impact. If this is later found to be ineffective, a subsequent phase of work, some years after, will require the basement to be totally watertight at the completion and at that stage further measures could be deployed.

This report describes the site and existing drainage in place. It assesses the sources of flooding to the site from groundwater, surface water and other sources.

The report also examines the construction of the North Wall of the basement.

3. Site Description and Location

3.1. Location

St Thomas Church is located at Clapton Common, London E5 9BW. The Ordnance Survey Grid Reference location of the site is TQ 34193 87491.

3.2. Topography

A level Datum of 30.08 mAOD was determined and marked by a survey nail between the steps going up to the rectory and down to the rectory basement. The location is shown in the photograph below. This marking was used to determine the levels of the ground adjacent to the church, the church basement and all of the drainage.



Image 1: Rectory staircase

A survey of the grounds was carried out by Such Salinger Peters on Wednesday, 31st August 2022. The results of which are provided in **Appendix A**.

4. Assessment of Flooding

4.1. Sources of Flooding

It seems clear from inspection that excessive groundwater is entering the basement in the areas indicated. Anecdotal evidence from the client heavily links this to rainfall and therefore a localised rising water table on the outside of the building. Any building, even of this age, will have been constructed with ground water in mind and some preventative water proofing will have been included in the original construction. It is highly likely that the current flooding is being caused by the breakdown of this waterproofing probably caused by subsequent building alterations and / or wartime bombing. The problem maybe being exacerbated by increased localised ground water due to poor drainage.

The existing drainage was surveyed and a drainage plan accompanies this report (see **Appendix A**).

During the survey a previously unknown and hidden manhole (MH5) was located under paving in the garden (see photograph below). This manhole takes the flows from the church roof RWPs (Rainwater pipes).



Image 2: MH5

It was not possible to investigate the drainage beyond the point where it goes under the front steps.

5. Drainage

We have run a basic model of the drainage system which shows that the pipework and manholes start surcharging during a 1 in 1 year event.

Modelling indicates that the drainage system is close to capacity, with surface water flooding expected for 1 in 5 year short duration events.

There is, therefore, very limited additional capacity in the system to take additional impermeable area loads without the addition of attenuation.

The roof areas and associated rainwater drainage was examined to determine the total area captured by rainwater down pipes, and where it entered the associated drainage.

Roof Area (m2) (Approximate)	Receiving Manhole
99.2	MH3
70.5+188=258.5	MH5
348.7	MH4

Although surface water gullies do exist in the garden area, the garden paving is such that we do not expect significant rainwater falling on the garden to be collected by the drainage system.

6. CCTV

The Client reported that previously two companies had undertaken drainage CCTV investigations.

For one of these investigations the resulting footage could not be located and a summary letter provided by the company did not provide any useful information.

The other investigation provided two links on YouTube with the CCTV footage. These appear to show two lengths of pipe surveyed labelled 'upstream' and 'downstream' although there is no indication from what starting manhole (MH). The survey date is unclear but the upload date is 19 Aug 2021. Links follow:

<https://youtu.be/bSD7K0j6SSk> (upstream)
<https://youtu.be/KqUuRtKvFrQ> (downstream)

6.1. Video 1

The first video (upstream) shows an initial section of clay pipe changing to plastic at an incoming 'Y' connection at 2.9m followed by what appears to be an upward elbow at 5.3m and a side junction at 5.8m where the survey stops. What appears to be daylight at the far end of the pipe suggests that the survey ended at the base of a vertical Vent Pipe (VP). Perhaps VP2 surveyed from MH4 with the 'Y' junction at 2.9m, perhaps the line from G3? The total length of this would be expected to be closer to 7m however.

6.2. Video 2

The second video (downstream) shows 11.1m of cast iron pipe followed by a short section of clay pipe leading into a closed inspection manhole at around 12m. There appears to be a crack / break in the cast iron at 5.7m. No obvious side branches can be seen joining at this manhole. The line then continues in vitrified clay until pipework entering an inline 'Y' junction with a larger pipe at 18.3m.

We had previously assumed, based on the client's recollection, that this was taken from MH3 towards MH4, hence the MH encountered on the CCTV at 12m leading to the discovery of MH5 hidden under the paving. Closer inspection of the CCTV showed that the MH at 12m is brick lined whereas the MH5 discovered under the paving is cement rendered internally and the CCTV arrives on the straight branch not a side branch as would be expected if entering MH5 from MH4. We now believe that the CCTV was taken from MH4 towards the street and indicates an additional undiscovered MH under the front steps followed by meeting the main sewer in the street at 18m.

7. Survey of Basement Interior

Upon inspection, the northwest wall was found to be made up of a mixture of original brickwork and infill brickwork. The building suffered bomb damage during World War Two, after which a new superstructure was constructed over the surviving substructure. The wall shows areas of discolouration and signs of paint flaking off. These are symptomatic, and probable signs, of damp exposure. A sketch was produced with the approximate dimensions of the different material patches along the wall.

A level survey of the floor showed a generally flat surface, slightly raised locally around the walls and columns. This would provide limited pooling before any flooding spreads.

See **Appendix B** for details and level survey.



Image 3: View towards the left of the northwest basement wall, showing original and refurbished brickwork

8. Further Investigations Recommended

8.1. Trial Holes

Two trial holes are to be dug at the locations indicated in **Appendix C**. Together they should determine the waterproofing system on the original building, staircase extension, and how the two have been mated together. As well as whether there is any breakage in the downpipes, gullies, or other drainage that may contribute to flooding.

They are to be dug against the wall of the building, at least 1250mm wide (along the wall) and extending 750mm into the garden area, 1700mm deep. The trial holes should be hand excavated carefully around any drainage.

A groundwater monitoring well should be installed, as well as replacing the drainage and gully, when backfilling the holes.

8.2. Groundwater Monitoring Well

The monitoring wells installed within the trial holes should be used to observe and record ground water levels.

8.3. Drainage CCTV Investigation

Due to the previous CCTV being inconclusive, and to check for breaks and blockages that may be contributing to local ground water or reducing the capacity of the drainage, we recommend a further CCTV of pipework. The list below relates to the drainage survey drawing 80631-01.

From	To	Approximate Length (m)
MH5	RWP1	9.4
MH5	RWP2	4.3
MH5	RWP3	3.3
MH5	MH4	4.0
MH4	MH?	12-13
MH?	Main Thames Water Connection	Unknown

It would be highly beneficial if this investigation was attended by an engineer from SSP who would not only be able to ensure that the correct information is gathered but also be able to interpret the results as they are gathered and direct further imaging, as required, in the same visit.

8.4. Potential Solutions

Our recommended package of measures for solving the problem will need to be made only after the results of the above further investigations are completed. The recommendations are likely however to draw upon a combination of measures. These measures fall into three categories:

Groundwater Relief

- Reducing the local groundwater pressure on the outside of the building.
- Increased areas of impermeable paving and drainage on the outside of the building to reduce the amount of groundwater in the local area.
- Pumped land drainage against the perimeter of the building to draw down the local water table.
- Improving the drainage to ensure it is not contributing to localised groundwater.

Waterproofing

- Reducing the permeability of the fabric of the building.
- Exposing the exterior wall below ground level and coating with a waterproof skin.
- Injecting high pressure waterproof grouting from inside the building.

Water Capture

- 'Internal Tanking' (which attempts to capture the damp on the inside skin of the building, sealing it in and taking it away to pumps) is not recommended as a first line approach and is only used in cases where other measures have failed or are not possible.

9. Conclusions and Recommendations

Such Salinger Peters has been instructed by the client, St Thomas Church, because they are suffering from flooding in the basement of the Church. The flooding has been ongoing for many years and is strongly associated with heavy rainfall events.

A level Datum of 30.08 mAOD was determined and marked by a survey nail between the steps going up to the rectory and down to the rectory basement. This marking was used to determine the levels of the ground adjacent to the church, the church basement and all of the drainage.

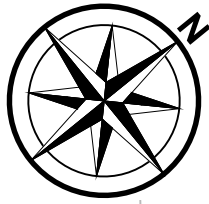
During the survey a previously unknown and hidden manhole (MH5) was located under paving in the garden. This manhole takes the flows from the church roof RWPs (Rainwater pipes) which then discharges to the combined sewer.

Due to the inherent difficulties in diagnosing these types of ground water penetration issues particularly in older buildings where construction methods and subsequent alterations will be unknown, the client needs to be prepared to take an iterative approach to solving the problem. An alternative approach would be to move straight to a large scale blanket solution. This however is likely to be very disruptive and expensive.

Our preferred approach at this stage is to first carry out further investigations, as mentioned in Section 8 above, of both the drainage and the structure of the building in the short term in order to recommend a first pass remedial solution to be implemented at the same time as the first phase of work to the basement. This will then allow a period of years for the effectiveness of this to be understood. If necessary, that then allows a second opportunity to solve the problem in advance of, or in parallel with, the second phase of work.

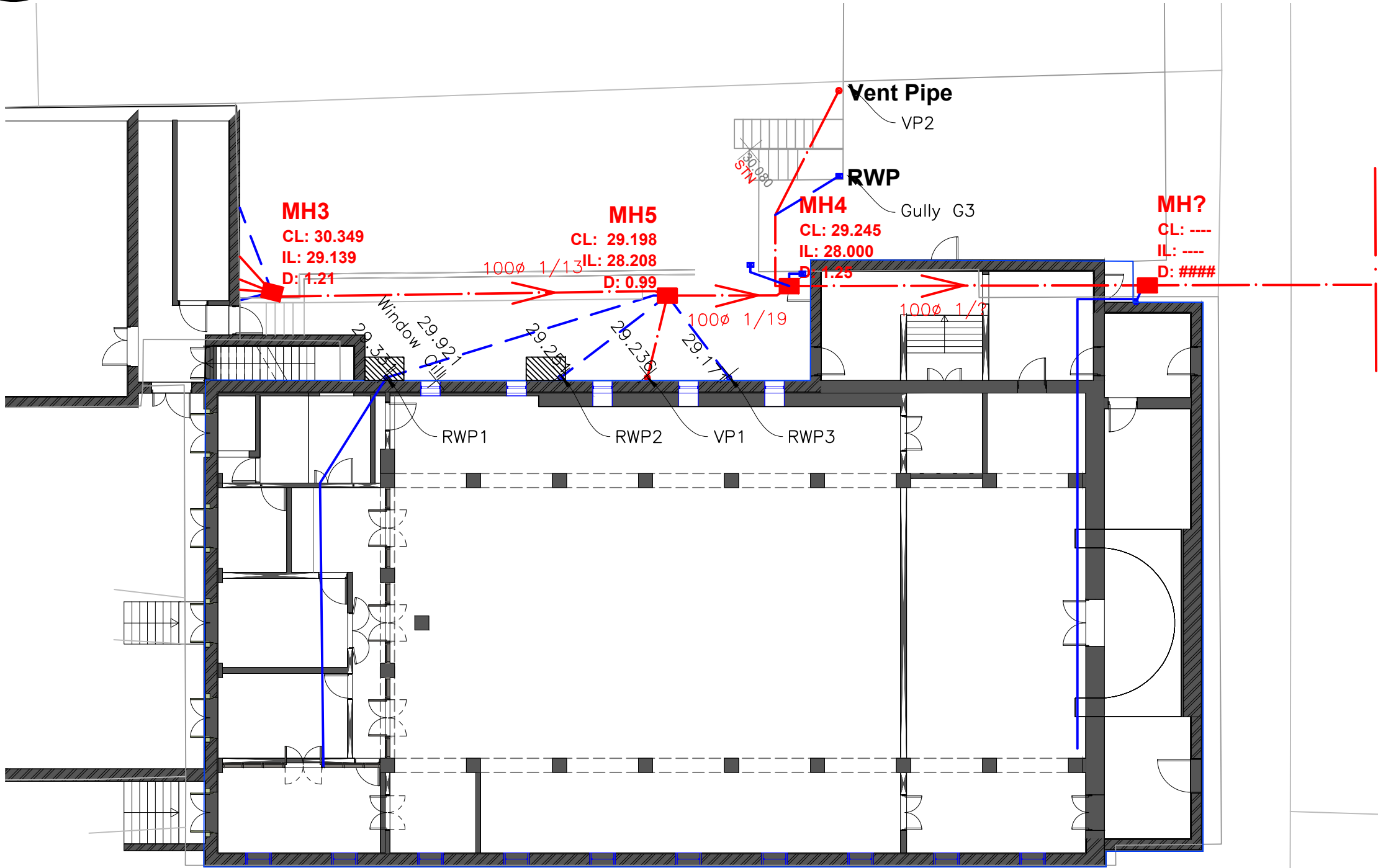
We would also recommend another level survey is carried out in the lobby area at the base of the staircase to see the flow path in that area.

A. Appendix A – Existing Drainage Layout



- NOTES
- 1. DO NOT SCALE.
 - 2. UNLESS OTHERWISE STATED ALL DIMENSIONS ARE IN MILLIMETRES AND ALL INVERTS IN METRES AOD.
 - 3. LOCATION OF ALL EXISTING SERVICES ARE INDICATIVE ONLY. TO BE POSITIVELY LOCATED PRIOR TO WORK COMMENCING.

Record Drawing



- Manhole – Circular
- Manhole – Rectangular
- ACO drainage channel – to incorporate silt trap
- Foul water sewer
- Surface water sewer

G					
F					
E					
D					
C					
B					
A					
— FIRST ISSUE		NC	JP	JEP	28/10/22
MK	REVISIONS		DRN	CHK	APP



Such Salinger Peters
CONSULTING ENGINEERS

51 Sterte Avenue
Poole, Dorset,
BH15 2AJ
Tel (01202) 293 213
enquiries@sspsconsulting.co.uk www.sspsconsulting.co.uk

CLIENT
Matthew Lloyd Architects
Shoreditch, East London

PROJECT
St Thomas Church
Clapton Terrace, London

DRAWING TITLE
Existing Drainage Layout

SCALE 1:40	DATE MAY 2022		
	DRAWN NC	CHECKED JP	APPROVED JEP

DRAWING No. 80631-04	REVISION —
-------------------------	---------------

B. Appendix B – Basement Survey and Wall Details

1. All dimensions in millimetres and all levels in metres above Ordnance Datum unless stated otherwise.

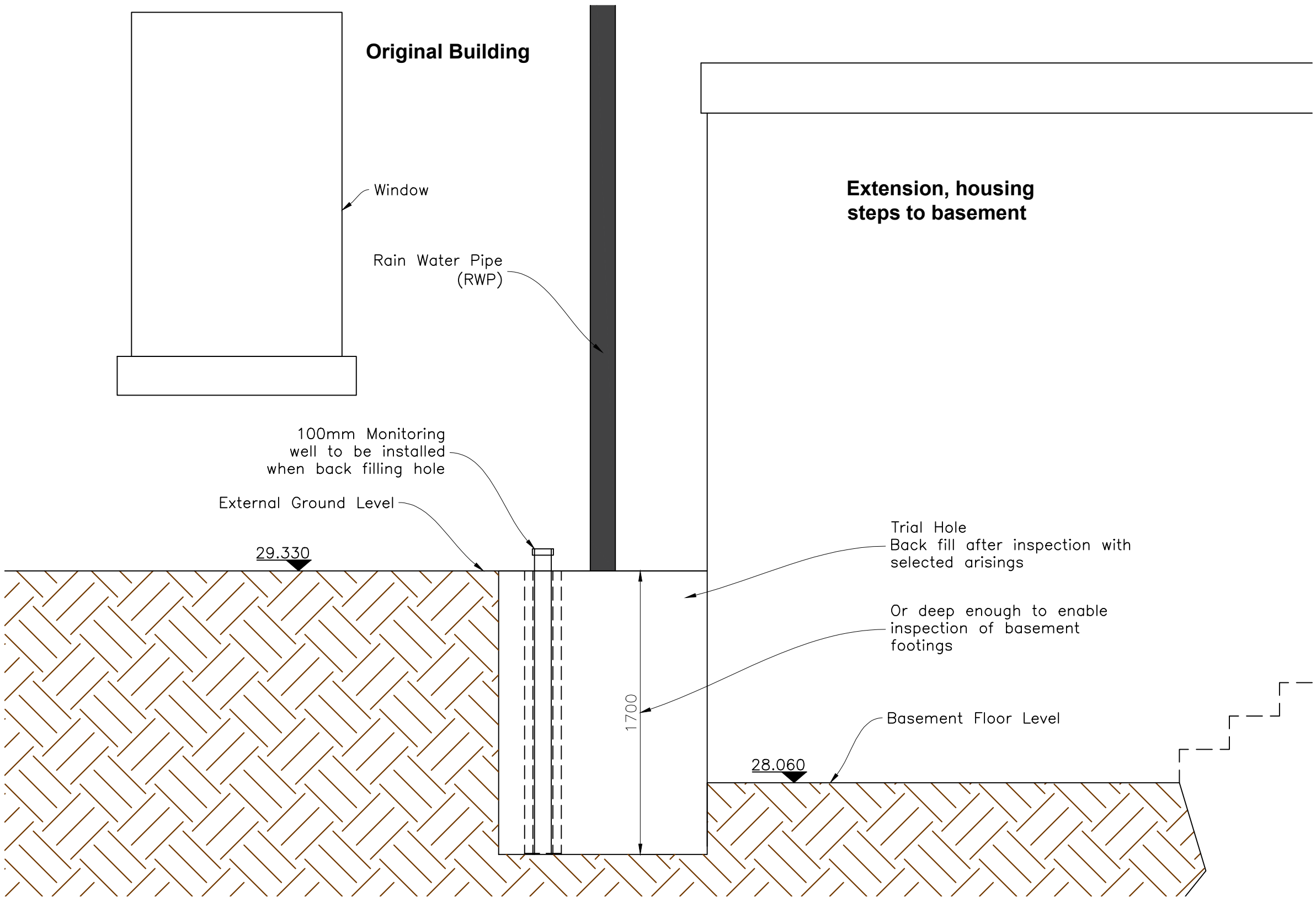


G				
F				
E				
D				
C				
B				
A				
--	FIRST ISSUE	NC	RP	JEP
WK	REVISIONS	DEN	CHK	APP
				DATE

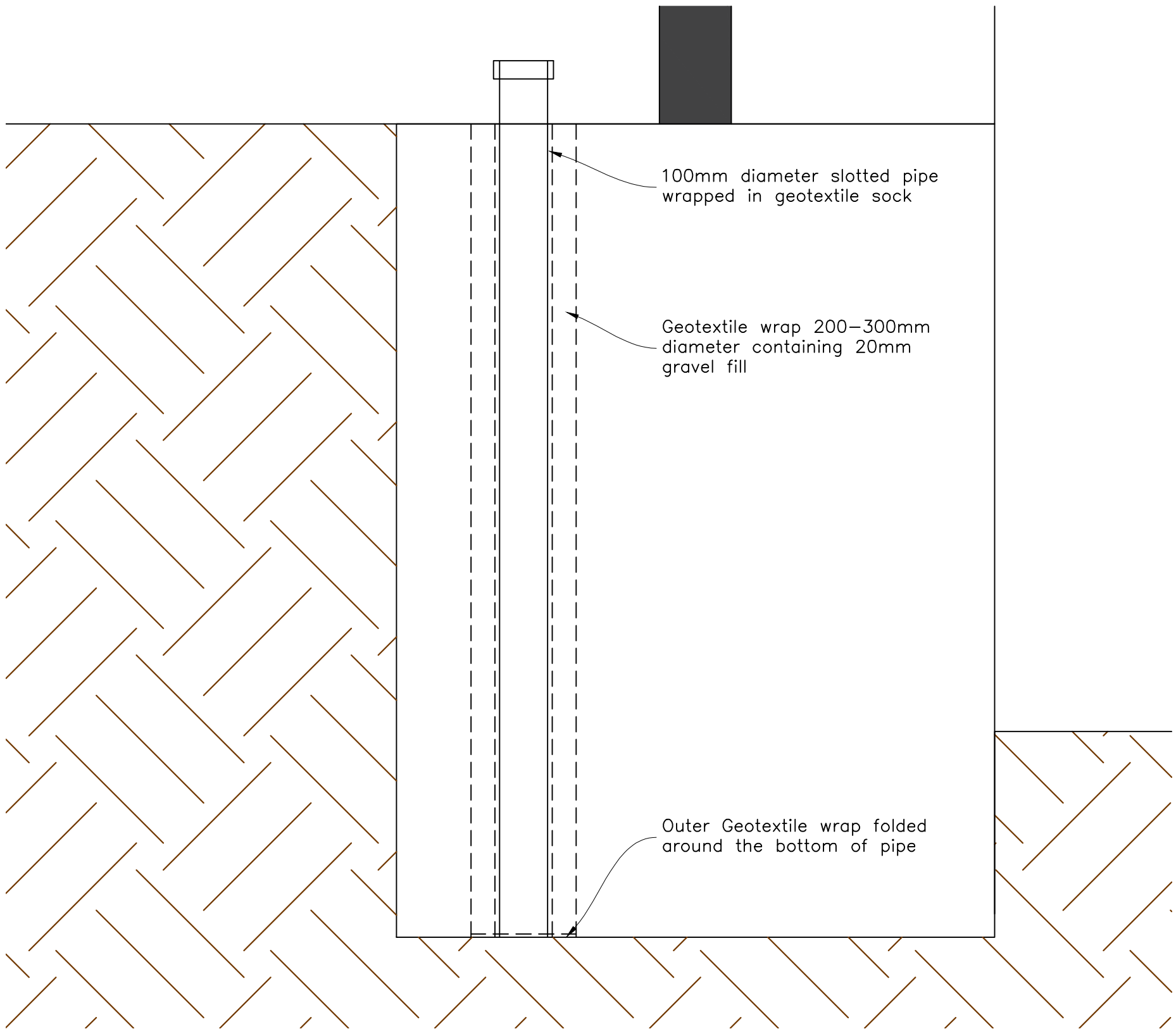
Barnley House,
51 Sterte Avenue,
Poole, Dorset, BH15 2AJ
Tel (01202) 293 213
enquiries@sspsconsulting.co.uk www.sspsconsulting.co.uk

	NO	
DRAWING No.	80631-02	

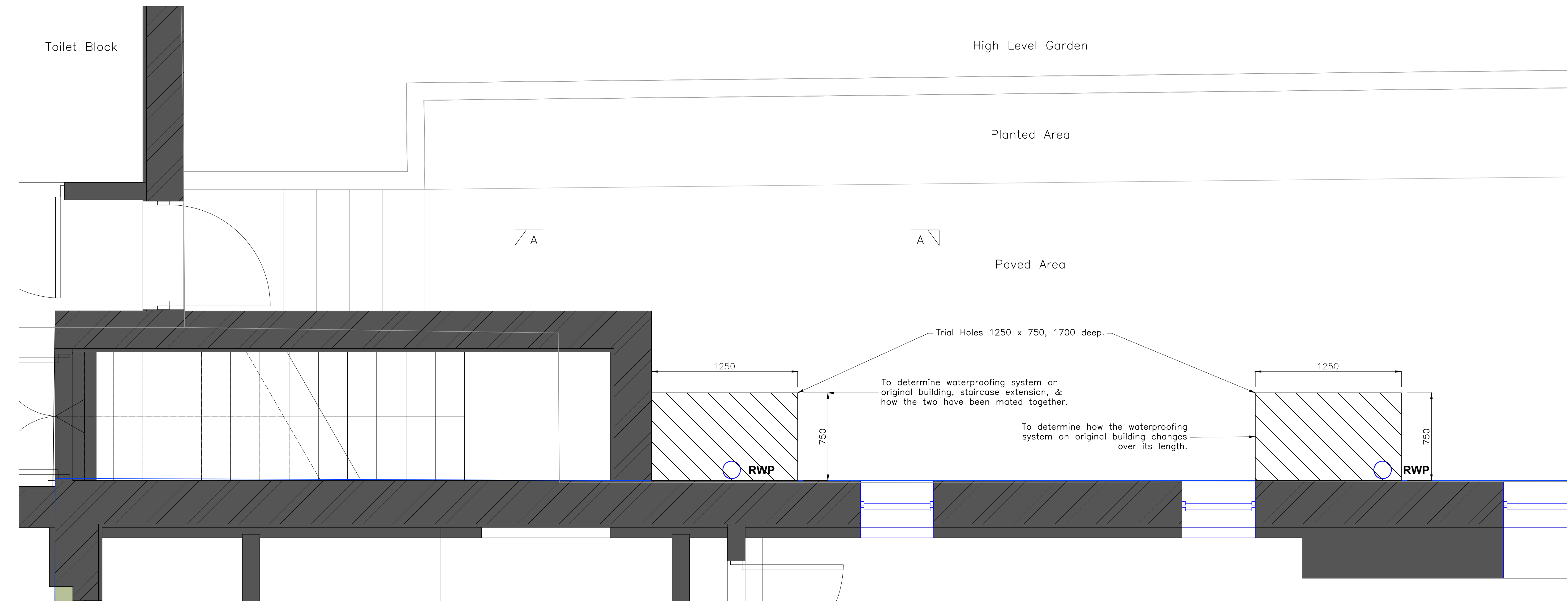
C. Appendix C – Proposed Trail Hole Locations



Elevation A-A Showing Trial Hole and Monitoring Well Details
Scale 1:25



Monitoring Well Construction Detail
Scale 1:10



Location of Trial Hole
Scale 1:20

NOTES

1. All dimensions in millimetres and all levels in metres above Ordnance Datum unless stated otherwise.
2. All elevations in metres AOD unless otherwise stated.
3. Trial Hole to be hand excavated carefully around the downpipe and gully, to determine whether there is any breakage in seal or drainage that may contribute to flooding.
4. When backfilling holes: Drainage & Gully to be replaced; Ground Water Monitoring Well to be installed.

PRELIMINARY
DRAWING

G					
F					
E					
D					
C					
B					
A					
—	FIRST ISSUE	NC	RP	JEP	28/10/22
MK	REVISIONS	DRN	CHK	APP	DATE



Such-Salinger-Peters
CONSULTING ENGINEERS

Barnley House,
51 Sterle Avenue,
Poole, Dorset, BH15 2AJ
Tel (01202) 293 213
enquiries@sspcconsulting.co.uk www.sspconsulting.co.uk

CLIENT
Matthew Lloyd Architects
Shoreditch, East London

PROJECT
St. Thomas' Church

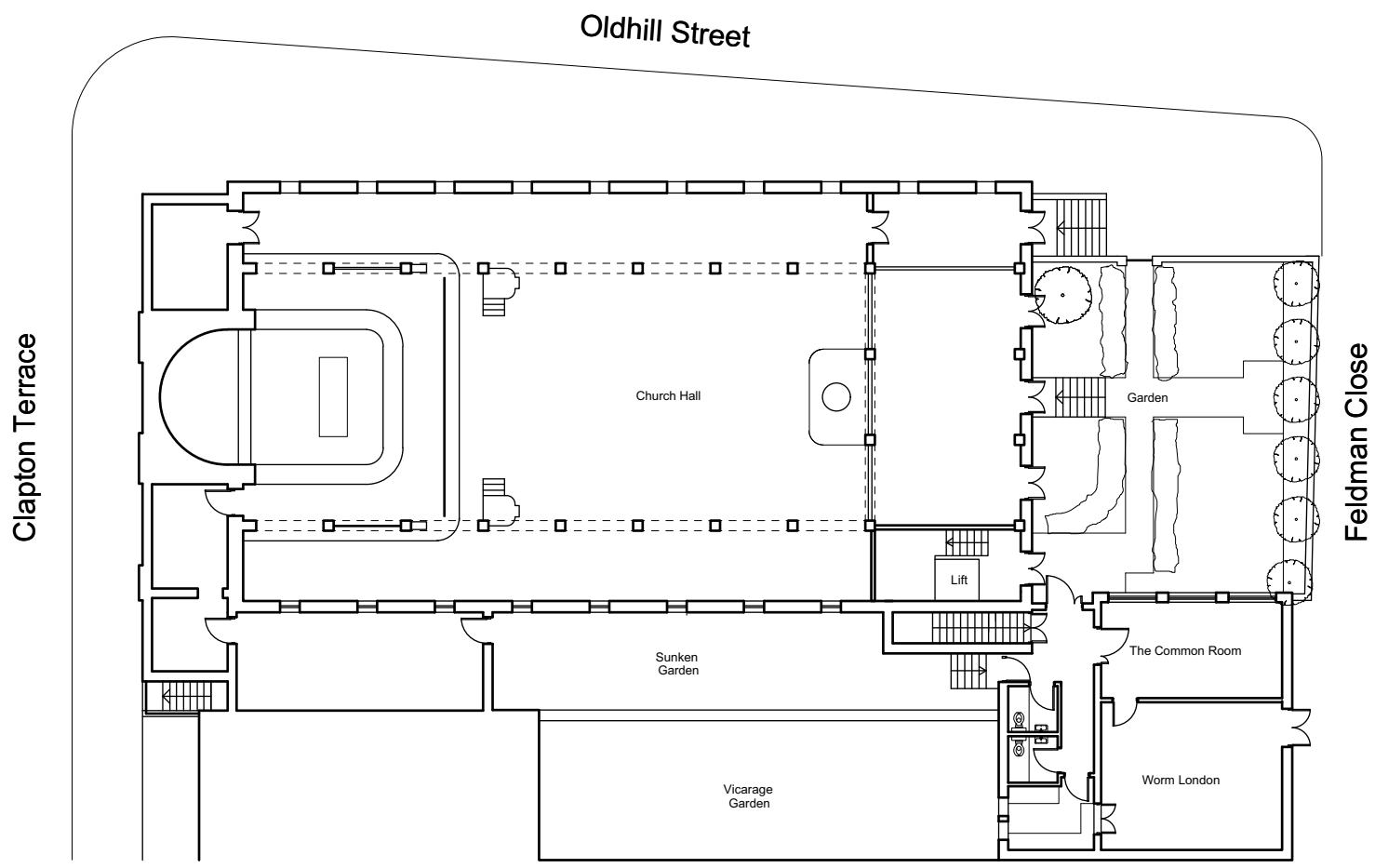
DRAWING TITLE
Proposed Trial Hole Details

SCALE	DATE	10/10/2022			
As Shown © A1	DRAWN NC	CHECKED RP	APPROVED JEP		
DRAWING No.	80631-03				REVISION —

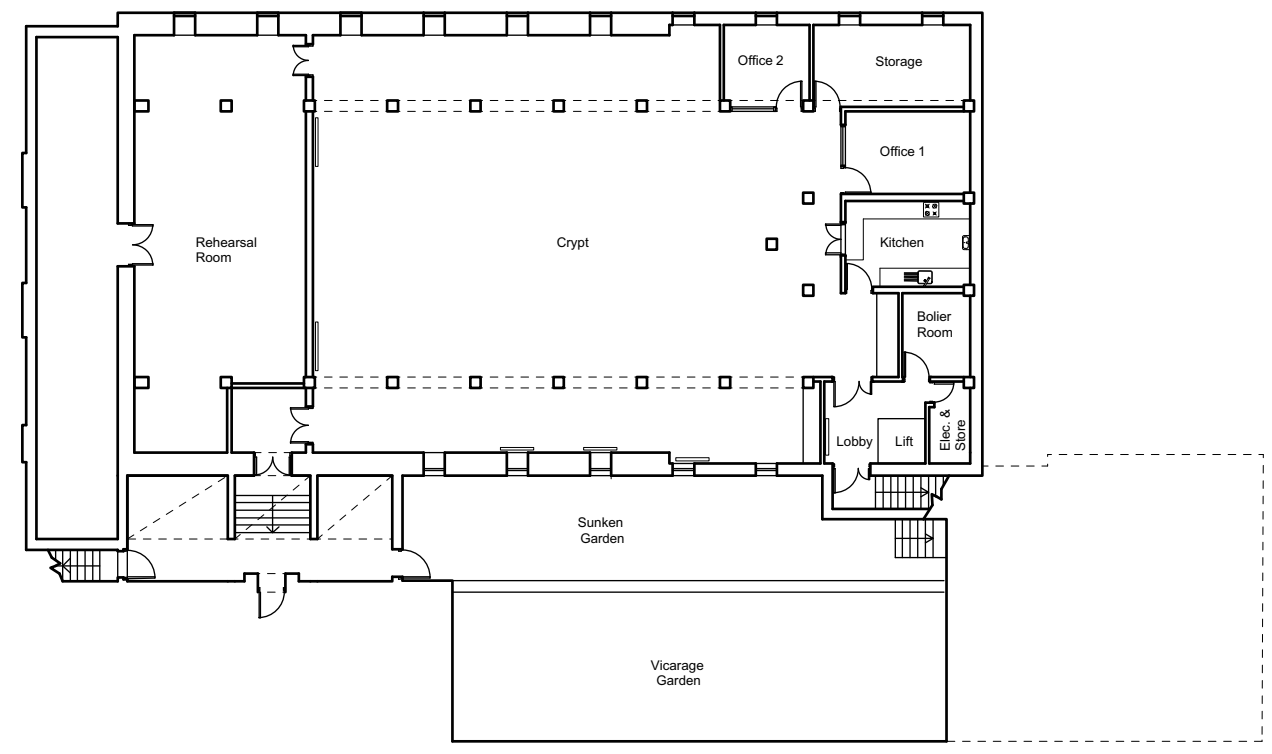
Such Salinger Peters Ltd

Barnley House
51 Sterte Avenue West
Poole
Dorset
BH15 2AJ





Existing Ground Floor



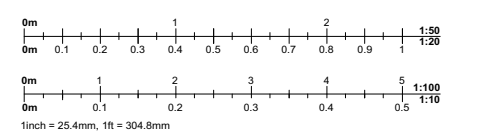
Existing Crypt

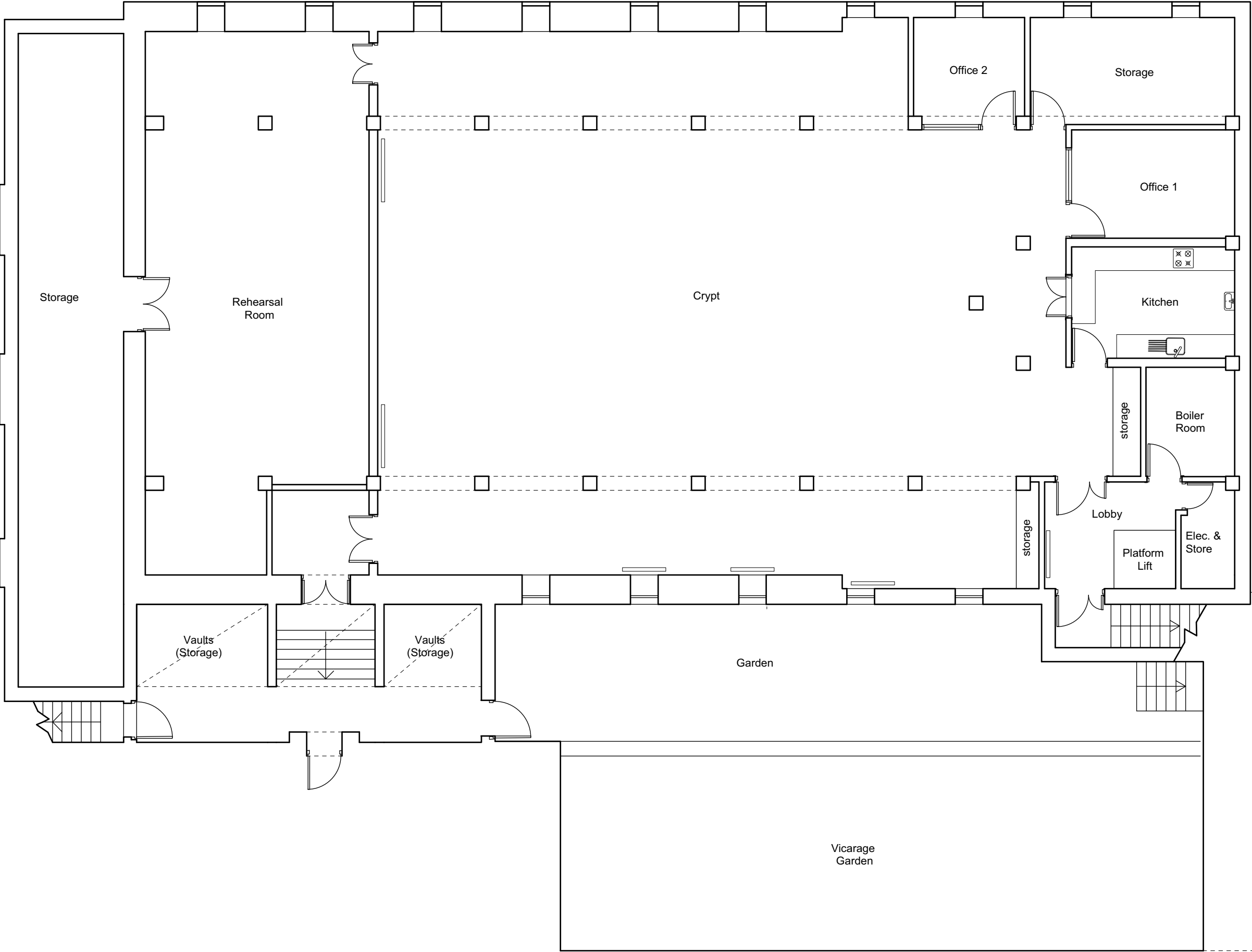
General Notes

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2. This drawing remain copyright of RO\ST.
3. This drawing is based on dimensional survey information provided by others. RO\ST cannot accept responsibility for the accuracy of this survey information.
4. All dimensions to be checked on site before proceeding with work.
5. Report any discrepancies to the Architect.

Studio RO\ST
5 Gould Terrace, E8 1JX, London

Project Name	The Common Rooms		
Project Reference	012		
Project Address	St Thomas's Church, Clapton Common, London, E5		
Drawing Name	Existing Ground Floor & Crypt		
Drawing Number	003	Revision	
Scale	1:250 @A3	Date	05 07 21
Drawing Status	Information		

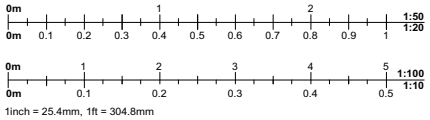




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5 Gould Terrace, E8 1JX, London

Project Name	The Common Rooms		
Project Reference	012		
Project Address	St Thomas's Church, Clapton Common, London, E5		
Drawing Name	Existing Crypt		
Drawing Number	004	Revision	
Scale	1:100 @A3	Date	05 07 21
Drawing Status	Information		



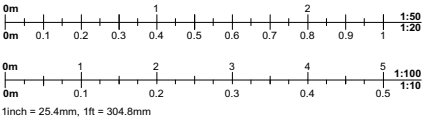


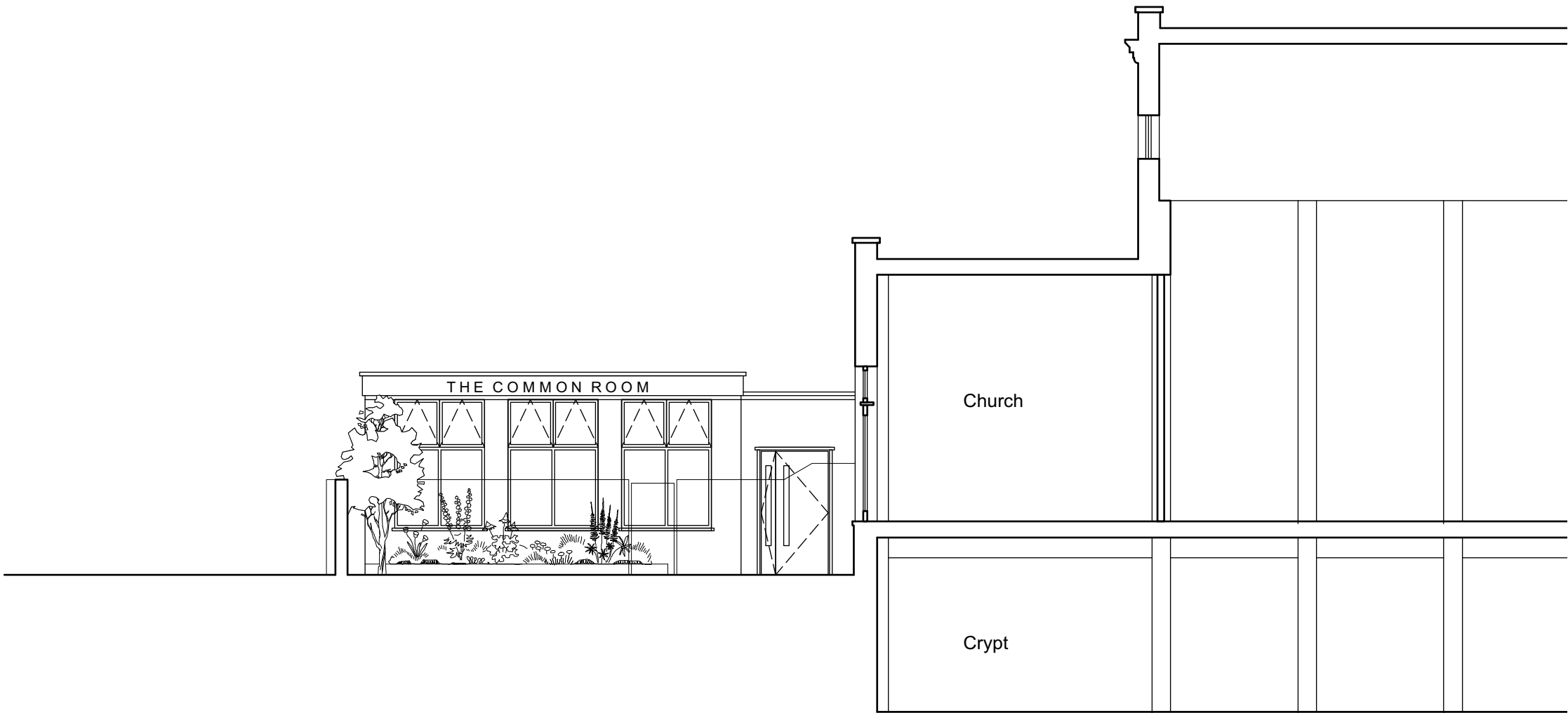
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5 Gould Terrace, E8 1JX, London

Project Name	The Common Rooms		
Project Reference	012		
Project Address	St Thomas's Church, Clapton Common, London, E5		
Drawing Name	Existing Street Elevation		
Drawing Number	005	Revision	
Scale	1:100 @A3	Date	05 07 21
Drawing Status	Information		





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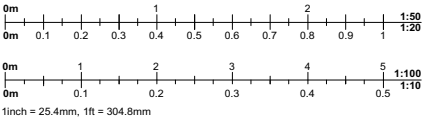
Studio RO\ST
5 Gould Terrace, E8 1JX, London

Project Name **The Common Rooms**
Project Reference **012**
Project Address **St Thomas's Church, Clapton Common, London, E5**
Drawing Name **Existing Entrance Elevation**

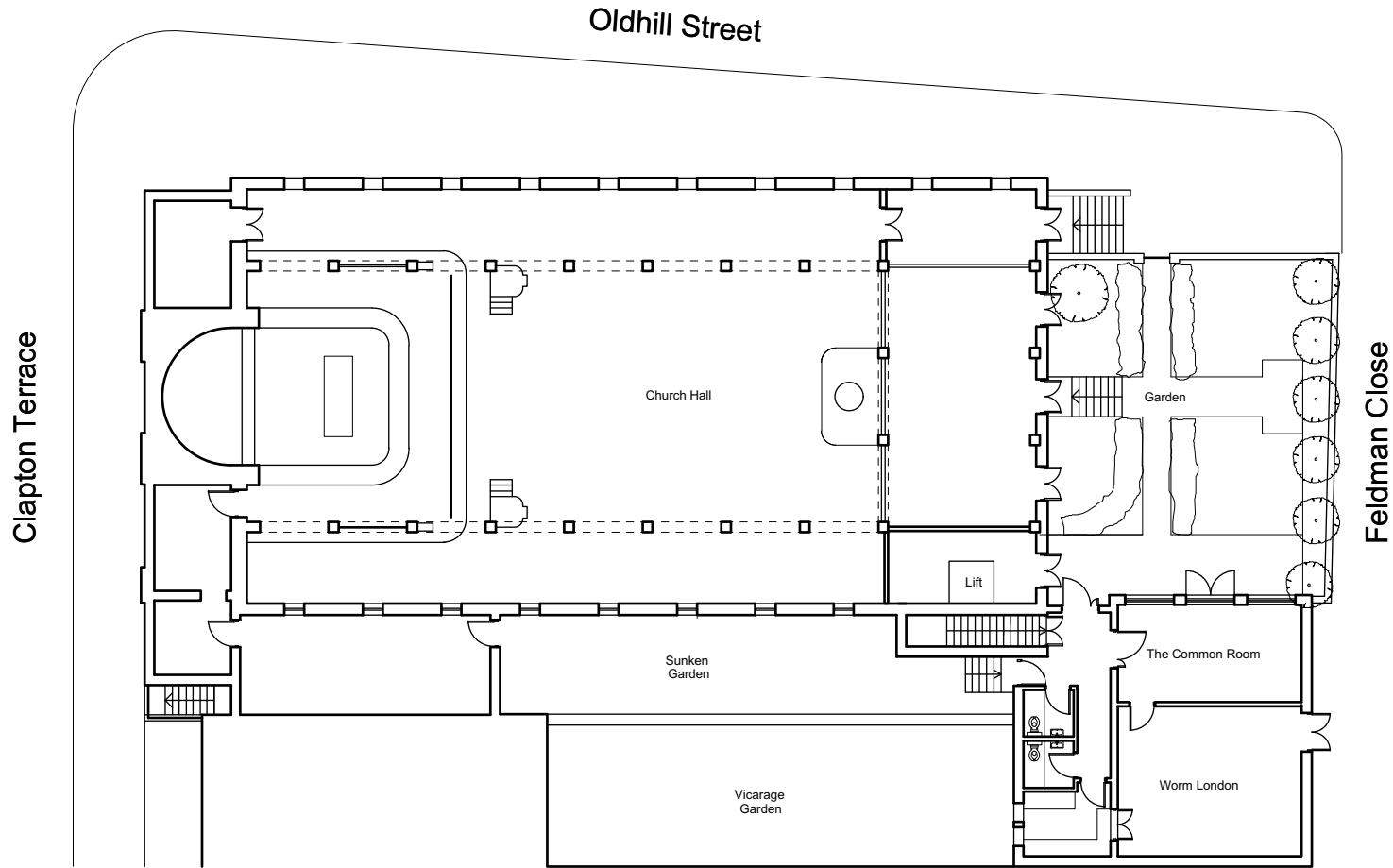
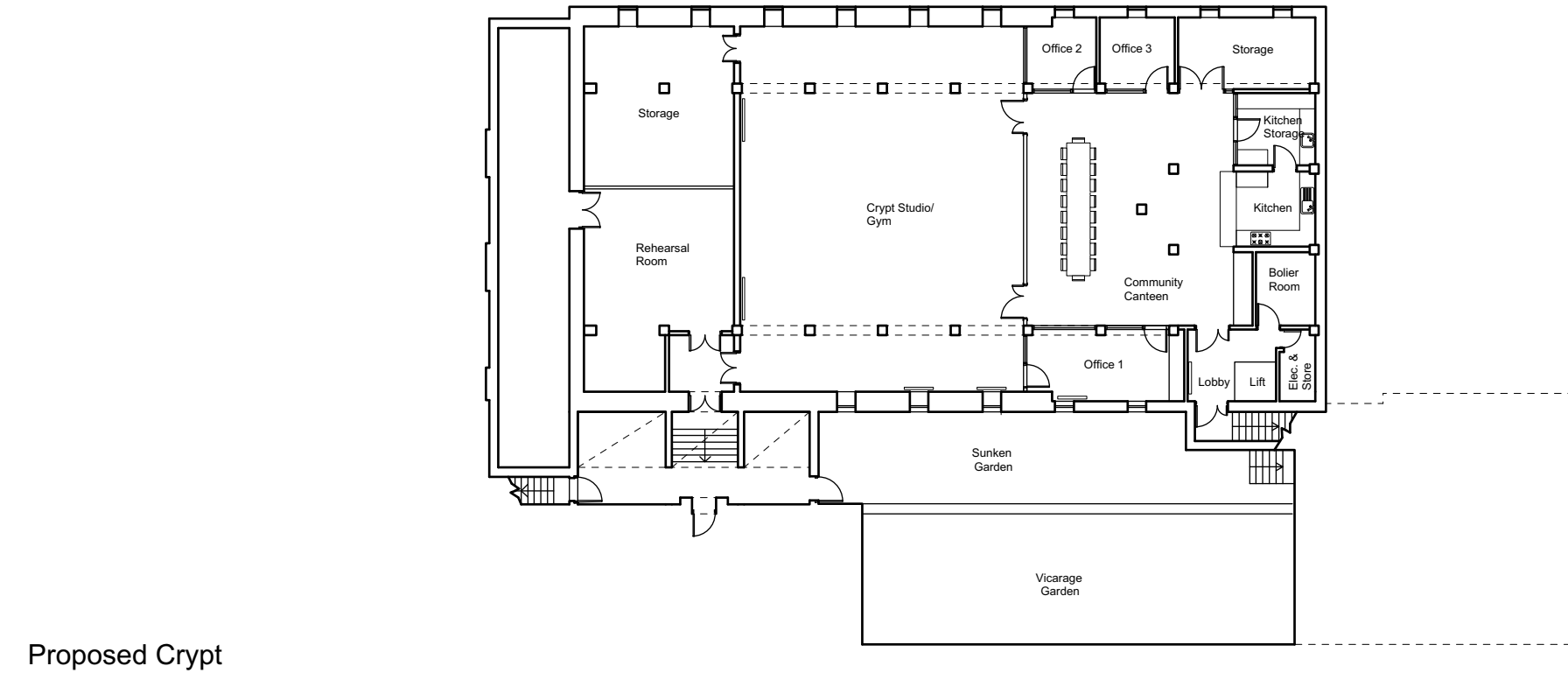
Drawing Number	006	Revision	
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Scale **1:100 @A3** Date **05 07 21**

Drawing Status **Information**



Proposed Ground Floor



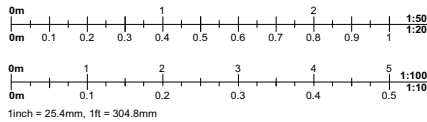
Proposed Crypt

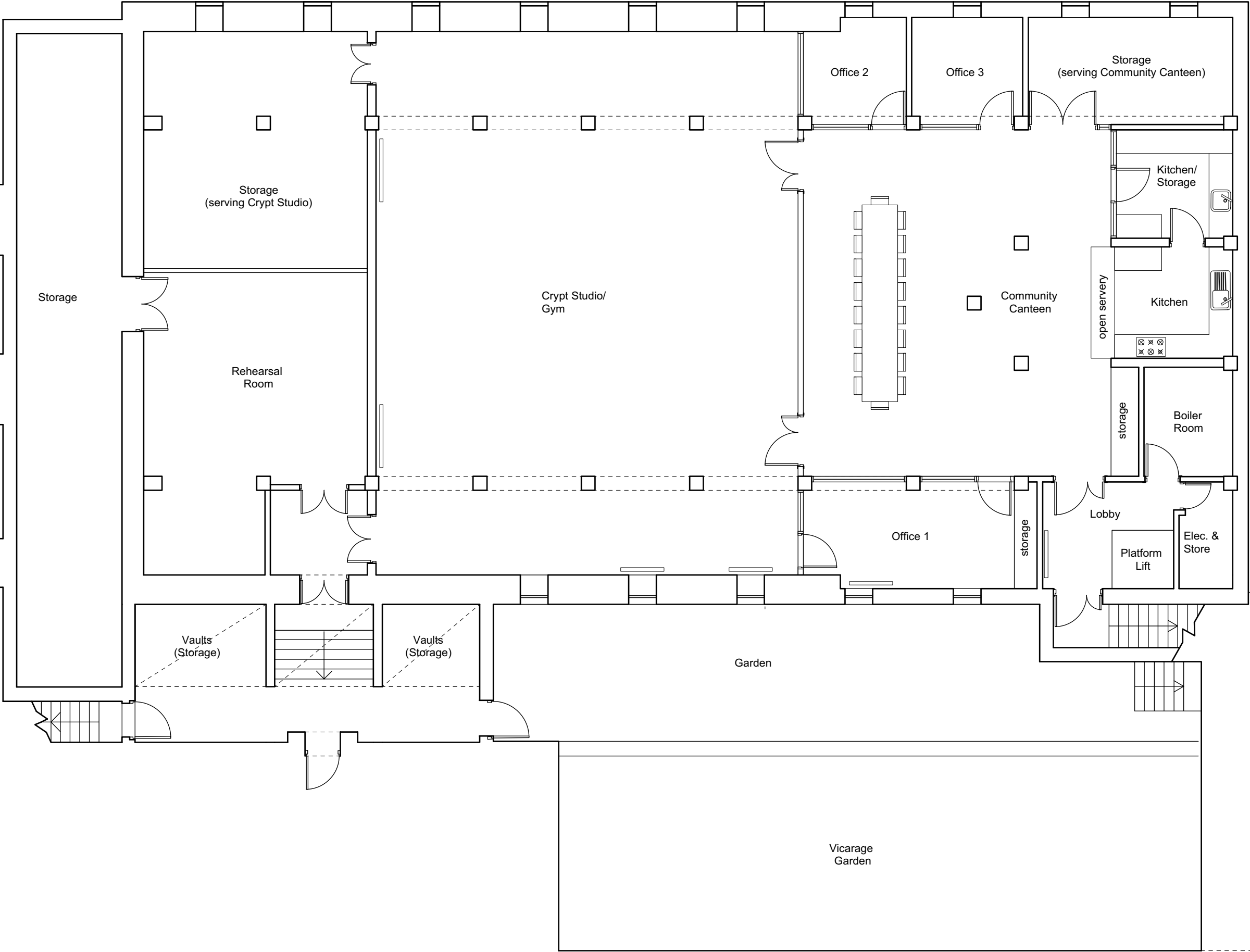
General Notes

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Studio RO\ST
5 Gould Terrace, E8 1JX, London

Project Name	The Common Rooms		
Project Reference	012		
Project Address	St Thomas's Church, Clapton Common, London, E5		
Drawing Name	Proposed Ground Floor & Crypt		
Drawing Number	100	Revision	A
Scale	1:250 @A3	Date	05 07 21
Drawing Status	Information		

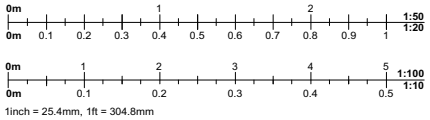


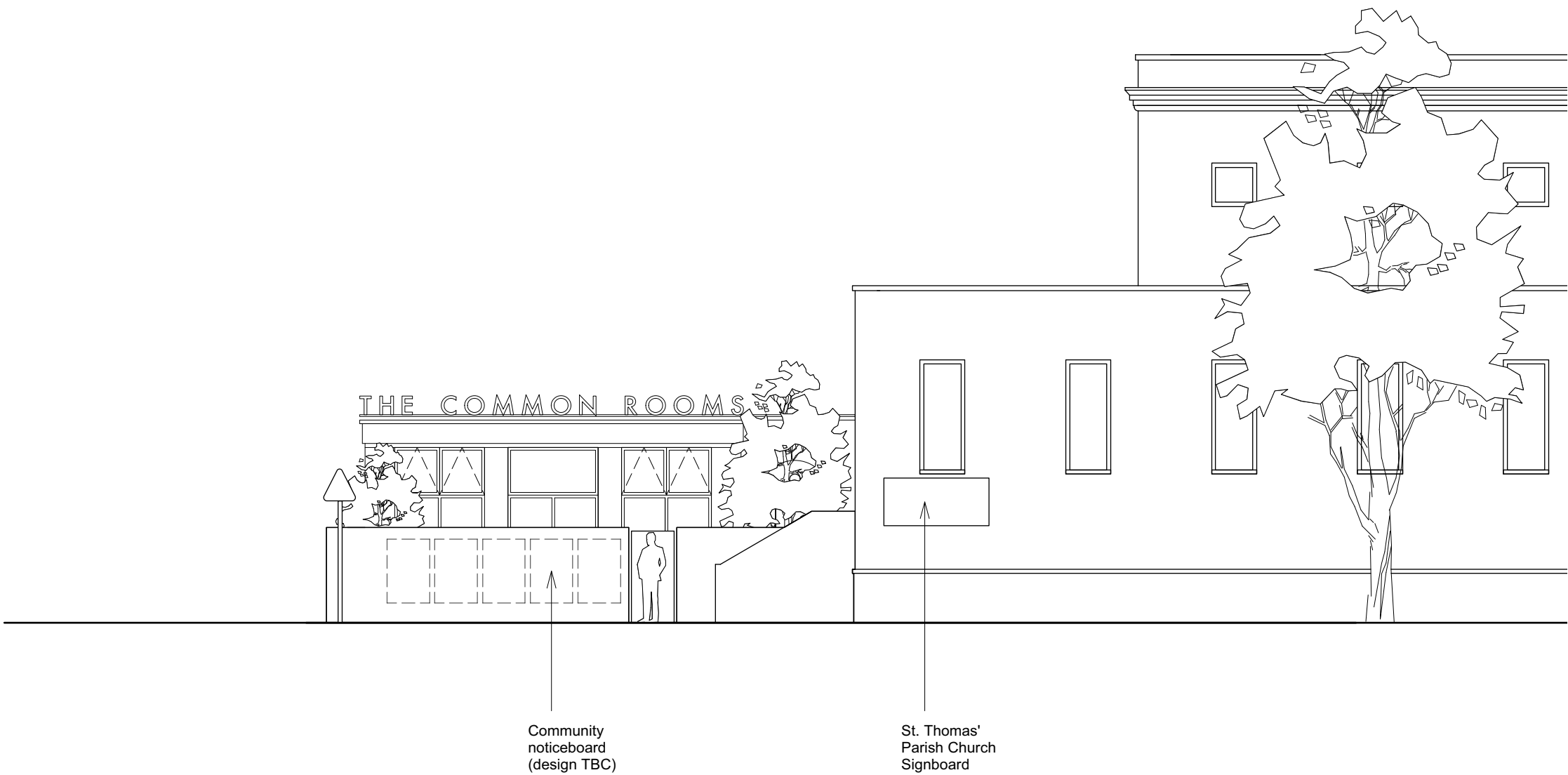


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Studio RO\ST
5 Gould Terrace, E8 1JX, London

Project Name	The Common Rooms		
Project Reference	012		
Project Address	St Thomas's Church, Clapton Common, London, E5		
Drawing Name	Proposed Crypt		
Drawing Number	101	Revision	A
Scale	1:100 @A3	Date	05 07 21
Drawing Status	Information		



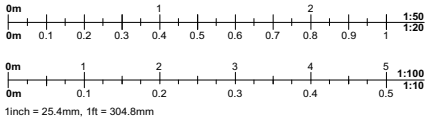


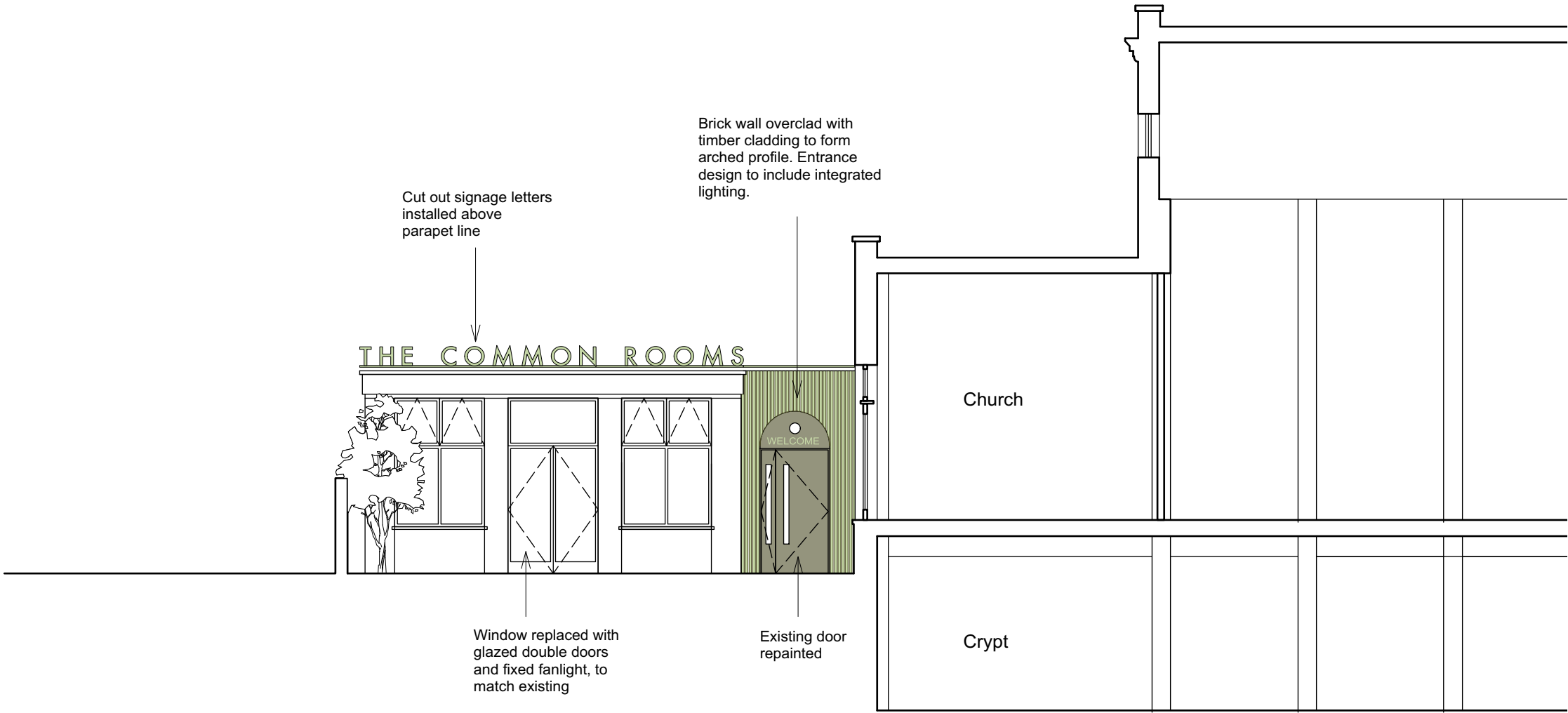
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Studio RO\ST
5 Gould Terrace, E8 1JX, London

Project Name	The Common Rooms		
Project Reference	012		
Project Address	St Thomas's Church, Clapton Common, London, E5		
Drawing Name	Proposed Street Elevation		
Drawing Number	200	Revision	
Scale	1:100 @A3	Date	05 07 21
Drawing Status	Information		

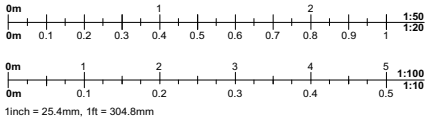




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Studio RO\ST
5 Gould Terrace, E8 1JX, London

Project Name	The Common Rooms		
Project Reference	012		
Project Address	St Thomas's Church, Clapton Common, London, E5		
Drawing Name	Proposed Entrance Elevation		
Drawing Number	201	Revision	
Scale	1:100 @A3	Date	05 07 21
Drawing Status	Information		



Artefact

012 The Common Rooms
Finishes Schedule

GENERAL NOTES
1. All works to be carried out in accordance with the Building Regulations and relevant British Standards.
2. All products to be used/installed as per manufact. recommendations.
3. This schedule to be read in conjunction with all other relevant drawings, schedules & specifications by Architect
N.B For floor finishes refer to 012_D_101/012_D_102

Room No.	Description	Drawing Ref	Skirting	Walls	Ceilings	Doors	Door No.	Additonal Notes
Ground Floor								
R.G.01	Entrance Lobby	012_D_101	n/a	n/a	n/a	Door type 01: Existing oak Sand and re-oil with 2no. coats of Wood wax finish by Osmo. Finish: Clear	ID.G.01	n/a
R.G.02	The Common Room	012_D_101	n/a	n/a	n/a	n/a	n/a	Make good and redecorate around new door opening with 2 no. coats of Dulux Trade vinyl Emulsion. Colour: white
R.G.07	Staircase	012_D_101	n/a	Wall type 01a: Existing plastered wall Make good and redecorate with 2 no. coats of Dulux Trade Vinyl Emulsion. Colour: TBC	Ceiling Type 01: Existing plastered ceiling. Make good and redecorate with 2 no. coats of Dulux Trade vinyl Emulsion. Colour: white	n/a	n/a	Make good and redecorate existing handrail with 2 no. coats of Dulux Trade Satinwood. Colour:TBC
Crypt								
R.C.01	Lobby	012_D_102	n/a	Wall type 01b: Existing masonry walls Make good and redecorate with 2 no. coats of Dulux Trade Vinyl Emulsion. Colour: white	Ceiling type 01	Door Type 02: Existing painted solid timber Make good and redecorate with 2 no. coats of Dulux Trade Satinwood. Colour: TBC	ID.C.01	n/a
R.C.04	Community Canteen	012_D_102 012_D_300 012_D_301 012_D_302 012_D_303	n/a	Wall finishes type 02: Proposed timber partitions Decorate timber stud with 1 no. mist coat and 2 no. coats of Dulux Trade Satinwood. Colours: TBC Spray paint one side of wood wool panel with 2 no.coats of Dulux Trade Vinyl Emulsion. Colours: TBC	Ceiling Type 02: Existing ribbed concrete ceiling. Make good and redecorate with 2 no. coats of Dulux Trade Vinyl Emulsion. Colour: white	Door Type 02	ID.C.02	Make good and redecorate existing cupboard with 2 no. coats of Dulux Trade Satinwood. Colour:TBC
R.C.05	Kitchen	012_D_102 012_D_300 012_D_301 012_D_302 012_D_303 012_D_400	n/a	Wall type 01b Wall type 02 Wall type 01c: Tiles on existing masonry wall 100x50mm tiles to match existing, laid in vertical stack bond. Colour: white, with white grout	Ceiling type 02	Door Type 03: Proposed painted solid timber Decorate with 1 no. mist and 2 no. coats of Dulux Trade Satinwood. Colour: TBC	ID.C.05	Decorate servery with 1 no. mist and 2 no. coats of Dulux Trade Satinwood. Colour: TBC
R.C.06	Storage	012_D_102 012_D_300 012_D_301 012_D_302 012_D_303	n/a	Wall type 01b Wall type 02	Ceiling Type 03: Existing flat concrete ceiling. Make good and redecorate with 2 no. coats of Dulux Trade Vinyl Emulsion. Colour: white	Door Type 03	ID.C.06	n/a
R.C.07	Office 3	012_D_102 012_D_300 012_D_301 012_D_302 012_D_303	n/a	Wall type 01b Wall type 02	Ceiling type 03	Door Type 03	ID.C.07	n/a
R.C.08	Office 2	012_D_102 012_D_300 012_D_301 012_D_302 012_D_303	n/a	Wall type 01b Wall type 02	Ceiling type 03	Door Type 03	ID.C.08	n/a
R.C.09	Office 1	012_D_102 012_D_300 012_D_301 012_D_302 012_D_303	n/a	Wall type 01b Wall type 02	Ceiling type 03	Door Type 03	ID.C.11 ID.C.12	Make good and redecorate existing cupboard with 2 no. coats of Dulux Trade Satinwood. Colour:TBC Make good and redecorate windows to garden with 1no. coat of Metalshield Primer and 2no. coats of of Metalshield Gloss paint.
R.C.10	Crypt Studio/Gym	012_D_102 012_D_300 012_D_301 012_D_302 012_D_303	n/a	Wall type 01b Wall type 02	Ceiling type 02 Ceiling type 03	Door Type 03	ID.C.09 ID.C.10	Make good and redecorate windows to garden with 1no. coat of Metalshield Primer and 2no. coats of of Metalshield Gloss paint.

Sheet1

R.C.11	Storage	012_D_102	n/a	n/a	n/a	Door Type 02	ID.C.13	n/a
R.C.12	Rehearsal Room	012_D_102	n/a	n/a	n/a	Door Type 03	ID.C.16	n/a
R.C.13	Lobby	012_D_102	n/a	n/a	n/a	Door Type 02	ID.C.14	n/a
External Works								
n/a	External signage lettering	012_D_200	Cut out 3D metalwork lettering to be powdercoated by supplier Colour: TBC					
n/a	External signage framework	012_D_200	Decorate framework for signage 1 no. undercoat and 2 no. coats of Dulux Trade Metalshield Satin Colour: TBC					
n/a	Concrete Fascia and brick plinth	012_D_200	Decorate concrete fascia and brick plinth with 1 no. Mist coat and 2 no. coats of Dulux Weathershield All Seasons Smooth Masonry Colour: TBC					
n/a	Entrance	012_D_200	Decorate existing external door (ED.G.01) with 1 no. undercoat and 2 no. coats of Dulux Trade Weathershield Quick Dry Exterior Satin. Colours: TBC					
n/a	Entrance	012_D_200	Decorate external grade MDF boards with 1 no. undercoat and 2 no. coats of Dulux Trade Weathershield Quick Dry Exterior Satin. Colours: TBC (Allow for four different tones as shown on drawing).					

Artefact

Preliminaries and Work Standards

012_The Common Rooms

Version: 1
Status: Tender
Date: 15.03.22

Contents

a. Project Details3

b. Preliminaries and General Conditions4

c. Day Rates8

a Project Details

a.1.01 Project Description

Internal alteration to the Crypt of St. Thomas' Church and external alterations to the ground floor elevation of the church hall.

a.1.02 Site Location

Saint Thomas' C of E Church
1 Clapton Terrace
London
E5 9BW

a.1.03 Employer

Clapton Commons
1 Clapton Terrace,
Clapton, London
E5 9BW
Main contact: [REDACTED] 7)

a.1.04 Architect/ Employer's Agent

[REDACTED]@artefact-studio.co.uk)
Artefact
White Collar Factory, 1 Old Street Yard, EC1Y 8AF
[REDACTED]

a.1.05 Structural Engineer

TBC

a.1.05 Building Control (Approved Inspector)

[REDACTED]@londonbuildingcontrol.co.uk)
London Building Control
Suite 41, Basepoint Business Centre, Yeoford Way, Marsh Barton Trading Estate, Exeter,
EX2 8LB
t. [REDACTED]

a.1.06 Drawings and Documents

Architect's drawings: 012_003, 012_006, 012_50, 012_100, 012_101, 012_200, 012_300, 012_301, 012_302, 012_303, 012_400, 012_500,

b Preliminaries & General Conditions

b.1 General

b.1.01 Contractor's Insurance

In line with JCT contract.

What's the appropriate level of insurance for a contractor to have on a small job?

b.1.01 Safety

The Contractor will be required to exercise great care when entering or leaving the site and to take all necessary precautions to safeguard all persons using the access roads and adjacent pavements from injury by reason of the Contractor's vehicles using the site.

The Contractor will be responsible for the safety of occupants and the public within and immediately adjacent to the site and for taking all necessary precautions.

b.1.02 Fire Safety

It will be expected that the Contractor take appropriate mitigating measures in respect of the risk of fire.

All combustible building debris should be collected and disposed of at regular intervals. Inflammable material, solvents, paints and fuels should be clearly labelled and stored in well-ventilated areas away from any source of ignition and to manufacturer's recommendations.

Any debris, wood shavings, off-cuts of materials and general rubbish must be removed from floor voids, cavities, ducts and shaft walls before closing off to mitigate the risk of a fire starting in these areas.

b.1.03 Competent Persons

Any works on electrical installations/appliances are to be carried out by members of an approved competent person scheme only.

b.1.04 Tender

The tender shall remain open for acceptance for a period of ten weeks. There will be no adjustments for price fluctuations during this period.

It is important that the tenderer submit a complete pricing of each item of the tender documents. Prices are to be written clearly next to each item listed in the Schedule of Works. Items not priced or clearly priced as a group will be deemed to be priced at no cost.

The tenderer is required to submit their pricing for all-in rates used throughout this Schedule of Works for the following labour:

General labourer
Carpenter or joiner
Plasterer
Painter or decorator
Metalworker
Fitter
Fitter's mate
Plumber
Plumber's mate
Electrician
Approved electrician
Apprentice electrician

b.1.05 Visiting the Site

The contractor is expected to visit the site and note the visible conditions before submitting

their tender. Arrangements for access should be made with the Architect.

b.1.06 Provisional Sums

Where Provisional Sums are given for defined work the Contractor will have deemed to have made due allowance in his/her tender for programming, Planning and pricing Preliminaries.

b.1.07 Programme

The contract period will be 8/10 weeks. The Contractor shall submit a Programme showing all elements of the Works. The programme shall include periods for ordering specialist materials.

b.1.08 Progress Report

At each site progress meeting the Contractor shall provide:

- a. A list of information required during the following week.
- b. A list of all current elements of work whose progress is 10% or more behind programme.
- c. An explanation of reasons behind the delay in all elements reported above.
- d. The anticipated date for completion of all programmed work.
- e. A proposal for measures to be taken to avoid delay to overall completion.

b.1.09 Working Hours

Working hours are 8am to 6pm Monday to Friday and 8am to 1pm on Saturdays. No work is permitted on Sundays or Bank Holidays.

b.1.10 Use of the Site

The Contractor shall use the site only for the carrying out of the Works and take all necessary precautions to prevent nuisance from water, smoke, dust, rubbish excessive noise and other causes. All reasonable means shall be used to avoid inconveniencing adjoining owners and occupiers.

b.1.101 Contingency

A contingency sum of 10 % has been allowed to account for unforeseen costs during the carrying out of the building works. The Contractor should notify the Client/Employee's Agent in writing in advance of carrying out any additional work if it requires the use of a part or all of the contingency sum.

b.2 Temporary Works & Protection

b.2.01 Temporary Support

The Contractor is to provide all temporary support/shoring/propping as necessary and is responsible to check and maintain the stability of such structures on a regular basis. The structural timber frames are not structurally stable until braced with the plywood sheathing.

b.2.02 Stability

The Contractor will be held responsible for the stability and protection of the existing walls, floors, ceilings, roofs and any other part of the existing and adjacent properties which are not specified to be removed, and will be liable for their replacement or repair to an equal standard.

b.2.03 Protection against Water Ingress

The Contractor is responsible for keeping the new works water and weather tight during the Contract period. The Contractor will be held responsible for all damage caused by their failure to adequately protect the works and must bear the cost of any claim arising.

The Contractor is responsible for protection of any materials stored on site from

water/weather damage. The contractor will indemnify the Employer for any loss caused by the failure to comply herewith.

b.2.04 Hoardings, Screens & Roofs

The contractor shall provide, erect and maintain all necessary hoardings, screens and roofs as necessary for the security and safety of the site.

The Contractor shall provide, erect and maintain lighting as necessary for the safety and security of the site.

b.2.05 Skips & Use of Footpath

The contractor is to obtain all necessary local authority licenses for skips, hoarding and scaffolding to be erected on the public footpath as necessary.

b.2.06 Protection of Site from Unauthorised Entry

Take all necessary measures to ensure the site is secure against unauthorised access at all times, whether occupied or not.

Take all necessary measures to safeguard the works, materials and plant against damage and theft and indemnify the employer against any loss.

b.2.07 Signage & Guarding

The Contractor is to provide all necessary guarding and signage to protect and warn occupants and members of the public of the building site.

b.2.08 Cleaning

Maintain a good standard of cleanliness of the works throughout the contract period. All the access route through house and garden and public footpath to be cleaned at the end of each working period

b.2.09 Existing Landscape

All existing landscape, trees shrubs, grassed and planted areas shall be protected and preserved unless their removal is expressly authorised by the Architect.

b.3 Services

b.3.01 Existing Services

Before starting work the Contractor must check and mark positions of services. Positions in drawings are indicative. Where necessary obtain relevant details from service authorities, statutory undertakers or other owners.

b.3.02 Live Services

The existing drainage system, gas, electric, telephone, television distribution, fire and other electrical services and water services shall be fully maintained and protected during the progress of the works and all necessary steps shall be taken to prevent any interruption there of, and if necessary provide any temporary support for the same in the course of any excavation or demolition operations.

b.4 Building Regulations, Tests and Certificates

b.4.01 All work is to be carried out in accordance with the Building Regulations and the relevant BS referred to in the Appendix of this document. It is the contractor's responsibility to negotiate approval with the named Approved Inspector.

- b.4.02** An Initial Notice must be served to the Approved Inspector at least 10 working days prior to commencing any works.
- b.4.03** The contractor is responsible for notifying the Approved Inspector of any works that require inspection sufficiently in advance of filling-in, covering-up or building-over.
- b.4.04** It is the contractor's responsibility to obtain a completion certificate from the Approved Inspector.

b.5 Completion

- b.5.01 Handover Procedure**
The Contractor is required to give to the Employer one week notice when the works are considered to be ready.
- b.5.02 Cleaning**
Wash off all stains from the whole of the work, including the existing structure. Clean off marks from all walls, cladding, facings, bricks, steps, sills, paving etc. Leave all roofs sound and watertight. Clean out all sanitary fittings, polish all plated parts. Rod through and flush all drains and leave in working order. Sweep and clean off all floors, paving and surfaces. Clean all glass inside and out and leave the whole of the Works clean and tidy, ready for immediate occupation.

b.6 Materials

- b.6.01 Availability**
Immediately upon the signing of the Contract the Contractor shall ascertain the availability of all materials specified. Non-availability of materials shall immediately be brought to the attention of the Architect/Employer's Agent.
- b.6.02 Disposal of Materials**
Remove excavated material, rubbish, rubble, and surplus materials from site at regular intervals. It is the Contractors responsibility to prevent excavated material, rubbish, rubble, surplus materials, etc., arising from the works being dumped anywhere other than on a recognised tip lawfully so used. The Contractor agrees to fully indemnify the Employer for any claims in relation to such action.
- b.6.03 Quality**
All products specified are new unless otherwise stated. Proposals for recycled products will be considered. Where multiples of products are required, they should come from the same source or manufacturer. To achieve a consistent size, quality and overall appearance, the whole quantity of each product required to complete the job should be supplied. Where product tolerances are critical, measure a sufficient quantity to determine compliance. Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment. Do not use different colour batches where they can be seen together. Ensure that finished work is not defective, damaged, disfigured, dirty, faulty or out of tolerance.
- b.6.04 Proprietary Products**
Where specific or proprietary names are referred to, alternatives may be acceptable if approved by the Employer/Employer's Agent in writing. For tendering purposes the tenderer shall price for the named products.

d02. Day Rates

The following rates, inserted by the Contractor, are to be used in the valuation of variations which cannot be valued at schedule rates or prices. Works executed as daywork shall be paid at the following rates and only net hours worked on site will be paid for. The rates shall include for overheads and profit, all supervision, holidays with pay, bonuses, overtime rates, non production overtime, all tools, travelling, expenses etc. and all other costs arising from employment of labour

General Labourer

Carpenter or joiner

Plasterer

Painter or decorator

Metalworker

Fitter

Fitter’s mate

Plumber

Plumber’s mate

Electrician

Approved electrician

Apprentice electrician

Preliminaries

Pricing Schedule

012_The Common Rooms

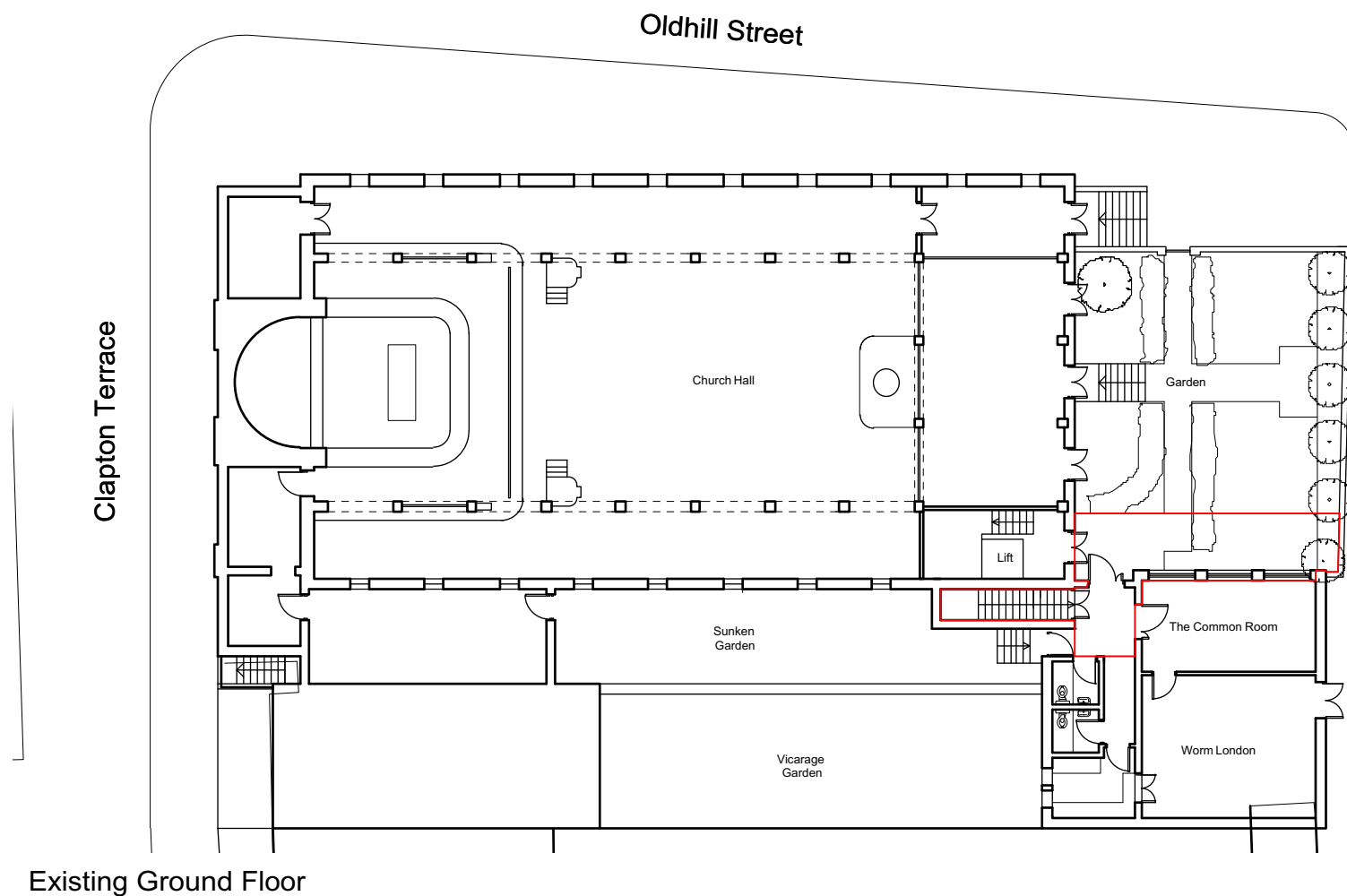
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Revision: -

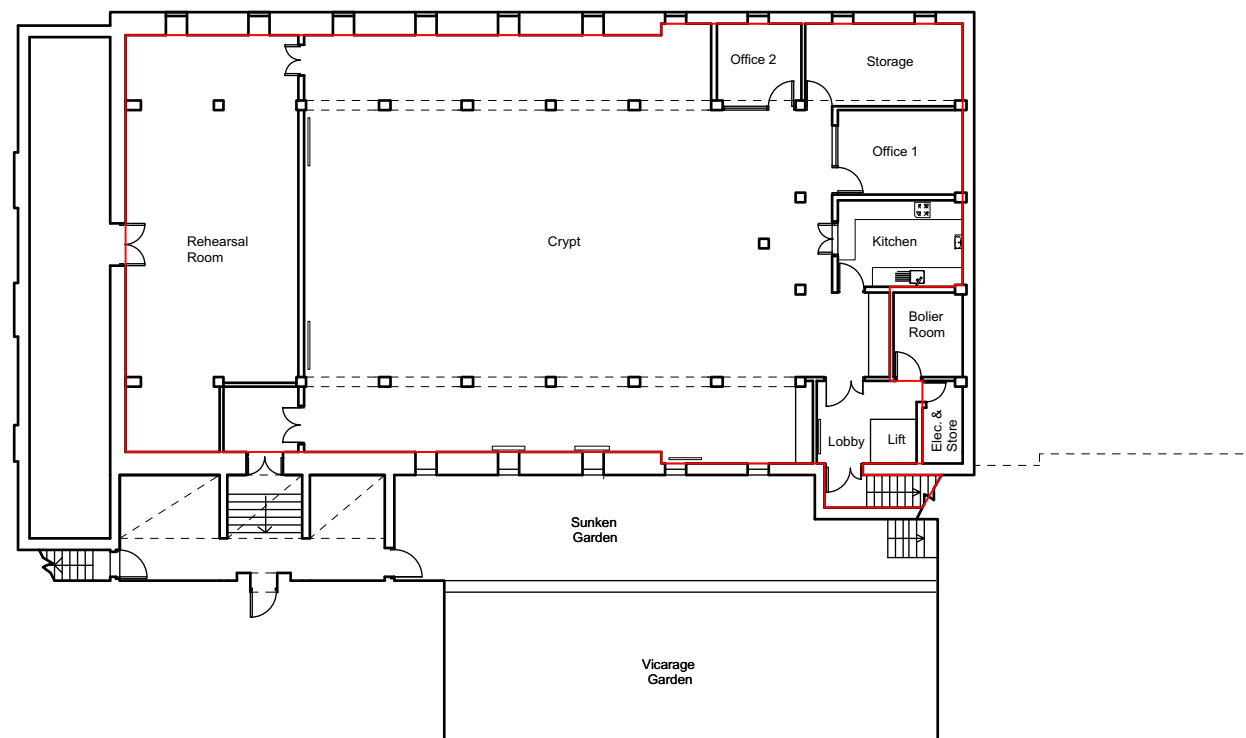
Artefact

Item	Name	Cost
	PRELIMS	
1.1	Prelims incl. Overhead and profits.	£0.00
	INTERNAL WORKS	
	Stripping Out & Demolitions	
2.1	To Crypt.	£0.00
	Proposed Partitions (incl. Decorations)	
3.1	Wall Type 02 excl. decorations.	£0.00
3.2	Decorations to Wall type 02.	
	Internal Doors (incl. Decorations)	
4.1	New doors. (ID.C.05, ID.C.06, ID.C.07, ID.C.08, ID.C.09, ID.C.10, ID.C.11, ID.C.12, ID.C.15)	£0.00
4.2	Decorations to existing doors. (ID.G.01, ID.C.01, ID.C.02, ID.C.13, ID.C.14)	£0.00
	Floor Finish	
5.1	Linoleum floor to zone 1: Staircase and Lobby. (R.G.07, R.C.01)	£0.00
5.2	Linoleum floor to zone 2: Community Canteen, Offices, Storage and Kitchen. (R.C.04, R.C.05, R.C.06, R.C.07, R.C.08, R.C.09)	£0.00
5.3	Linoleum floor to zone 3: Crypt Studio/Gym. (R.C.10)	£0.00
	Wall Decorations	
6.1	Wall Type 01 to zone 1: Staircase and Lobby. (R.G.07, R.C.01)	£0.00
6.2	Wall Type 01 to zone 2: Community Canteen, Offices, Storage and Kitchen (R.C.04, R.C.05, R.C.06, R.C.07, R.C.08, R.C.09)	£0.00
6.3	Wall Type 01 to zone 3: Crypt Studio/Gym. (R.C.10)	£0.00
	Ceiling decorations	
7.1	Ceiling Type 01 to zone 1: Staircase and Lobby. (R.G.07, R.C.01)	£0.00
7.2	Ceiling Type 02 and 03 to zone 2: Community Canteen, Offices, Storage & Kitchen. (R.C.04, R.C.05, R.C.06, R.C.07, R.C.08, R.C.09)	£0.00
7.3	Ceiling Type 02 and 03 to zone 3: Crypt Studio/Gym. (R.C.10)	£0.00
	Fitting and Fixtures	
8.1	Kitchen servery (incl. decorations).	£0.00
8.2	Kitchen fit-out (supply by others): install sinks, cooker and extractor hood,	£0.00
8.3	Tiling to Kitchen.	£0.00
	Services	
9.1	Mechanical.	£0.00
9.2	Plumbing.	£0.00
9.3	Lighting & small power (supply of light fittings by others).	£0.00
	EXTERNAL WORKS	
10.1	Supply and fit external signage above parapet (incl. Uplighting)	£0.00
10.2	Improvements to Entrance Door (incl. raising parapet wall, over-cladding brick wall, brick plinth and decorations) ED.G.01	£0.00
10.3	Decorations to external concrete fascia and coping	£0.00
10.4	Supply and fit Common Room door (incl. local demolition work, making good and decorations). ED.G.02	£0.00
10.5	New stone paving to garden.	£0.00
	TOTAL	£0.00
	Construction Contingency (10%)	£0.00

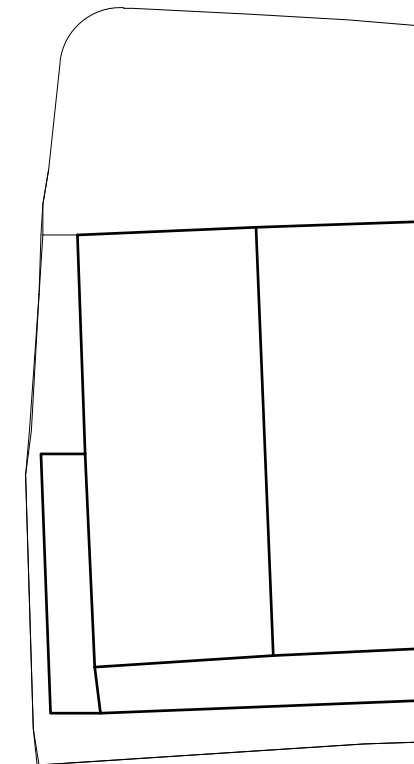
*All items to be contractor supply unless otherwise stated.



Existing Ground Floor



Existing Crypt



General Notes

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3. This drawing is based on dimensional survey information provided by others. Artefact cannot accept responsibility for the accuracy of this survey information.
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5. Report any discrepancies to the Architect.

KEY

Extent of works



Artefact
White Collar Factory
1 Old Street Yard,
London, EC1Y 8AF

Project Name **The Common Rooms**
Project Reference **012**
Project Address **St Thomas's Church, Clapton Common, London, E5**
Drawing Name **Existing GF & Crypt Plan**

Drawing Number	Revision
003	

Scale **1:250 @A3** Date **14 03 22**

Drawing Status **Tender**

0m 1 2 3 4 5 10 1:250

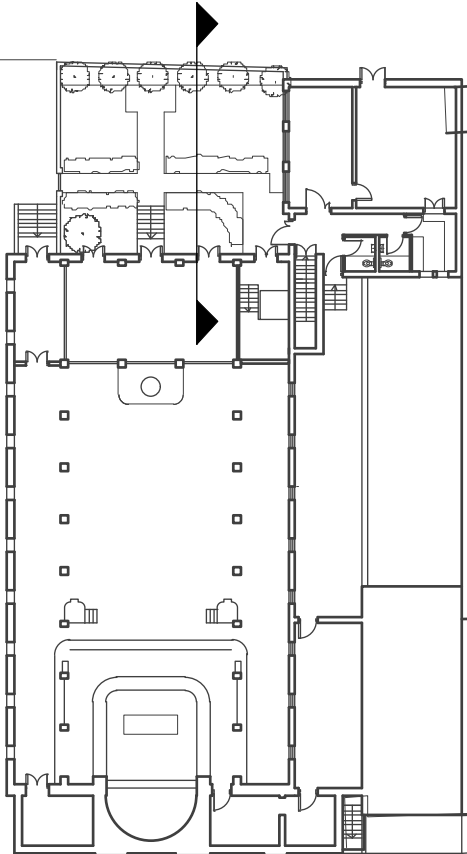


Existing Entrance Elevation

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Key



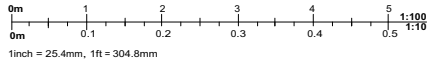
Artefact
White Collar Factory
1 Old Street Yard,
London, EC1Y 8AF

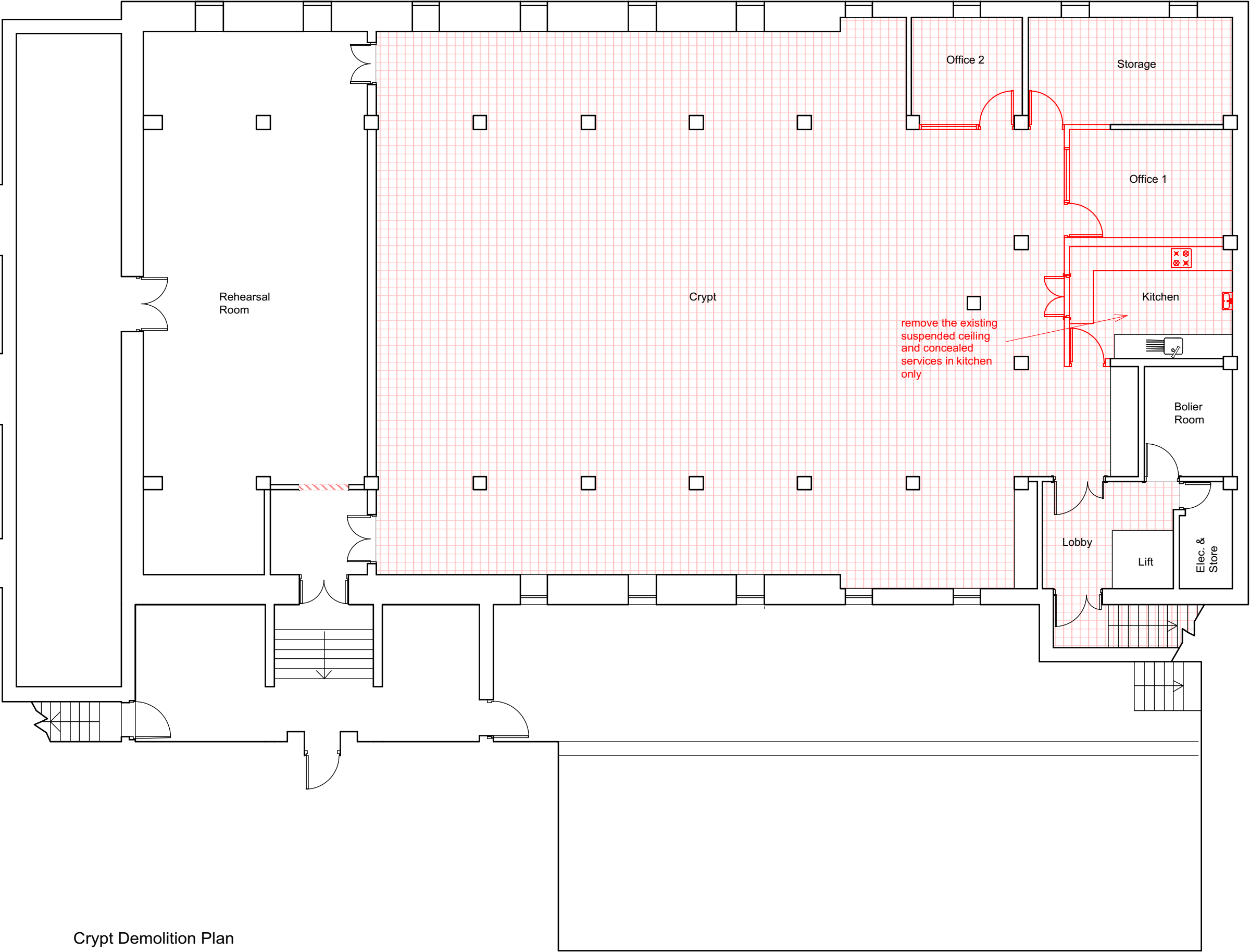
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Project Reference **012**
Project Address **St Thomas's Church, Clapton Common, London, E5**
Drawing Name **Existing Entrance Elevation**

Drawing Number	006	Revision	
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Scale **1:100 @A3** Date **14 03 22**

Drawing Status **Tender**





Crypt Demolition Plan

General Notes

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KEY

- remove wall, partition, door and fittings (set aside doors for reuse)
- form new opening in wall
- remove floor finish

General notes

Break up, remove and cart away demolition items unless noted differently. Where possible consider options for recycling/reuse of waste materials. Include allowance to make good as necessary.

Support roof, wall, floors as necessary when doing structral alterations. All temporary works to be contractor design.

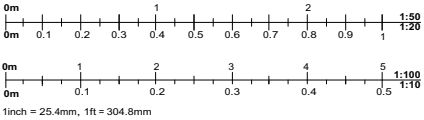
Artefact
White Collar Factory
1 Old Street Yard,
London, EC1Y 8AF

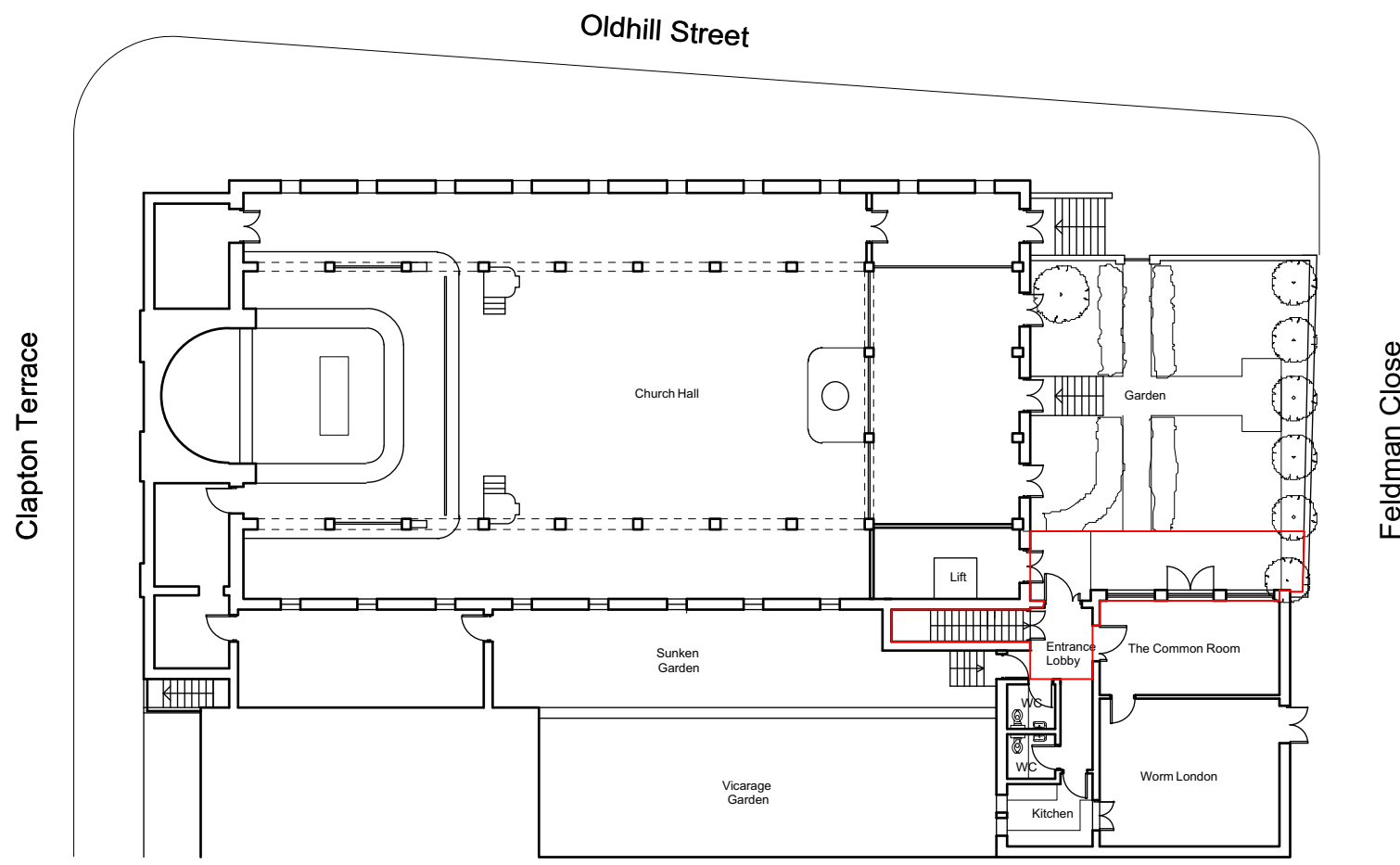
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Project Reference **012**
Project Address **St Thomas's Church, Clapton Common, London, E5**
Drawing Name **Crypt Demolition Plan**

Drawing Number	Revision
050	-

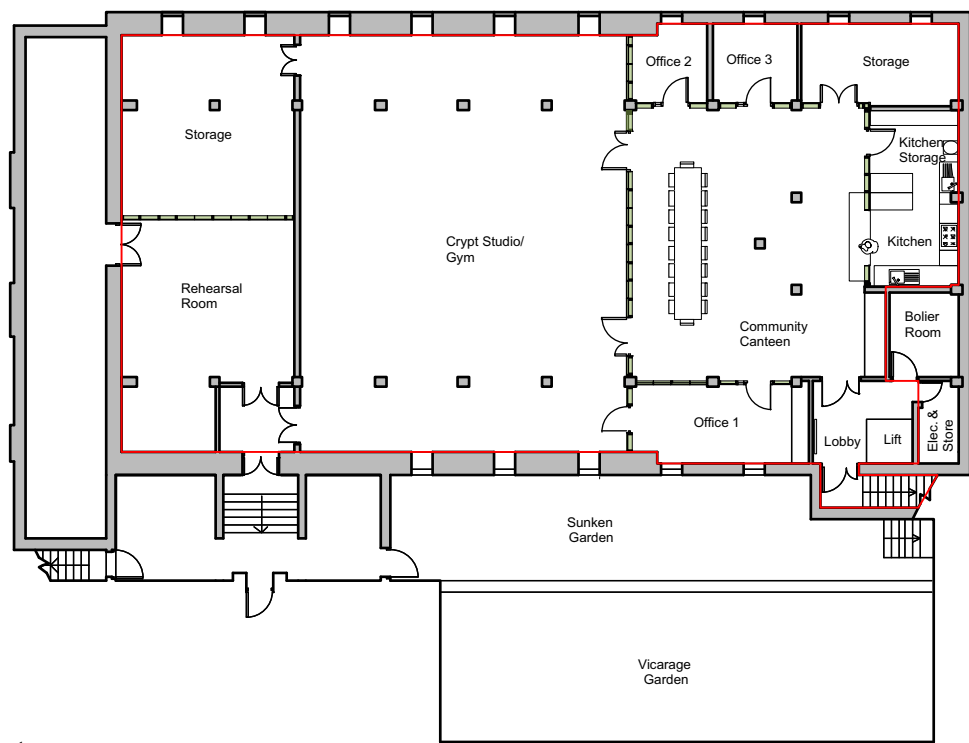
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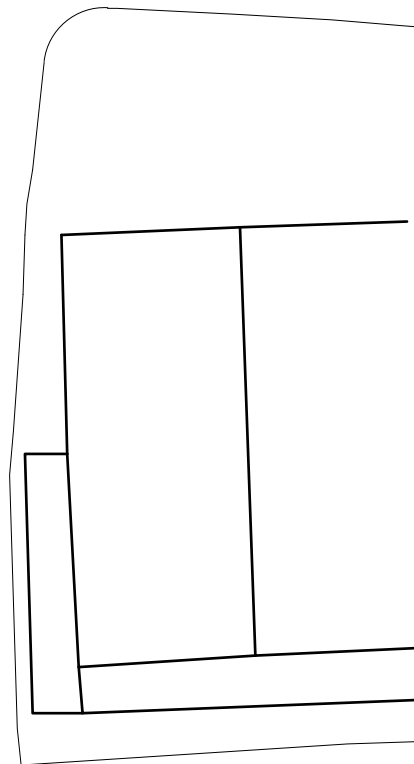




Proposed Ground Floor



Proposed Crypt



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KEY

Extent of works



Artefact
White Collar Factory
1 Old Street Yard,
London, EC1Y 8AF

Project Name **The Common Rooms**

Project Reference **012**

Project Address **St Thomas's Church, Clapton Common, London, E5**

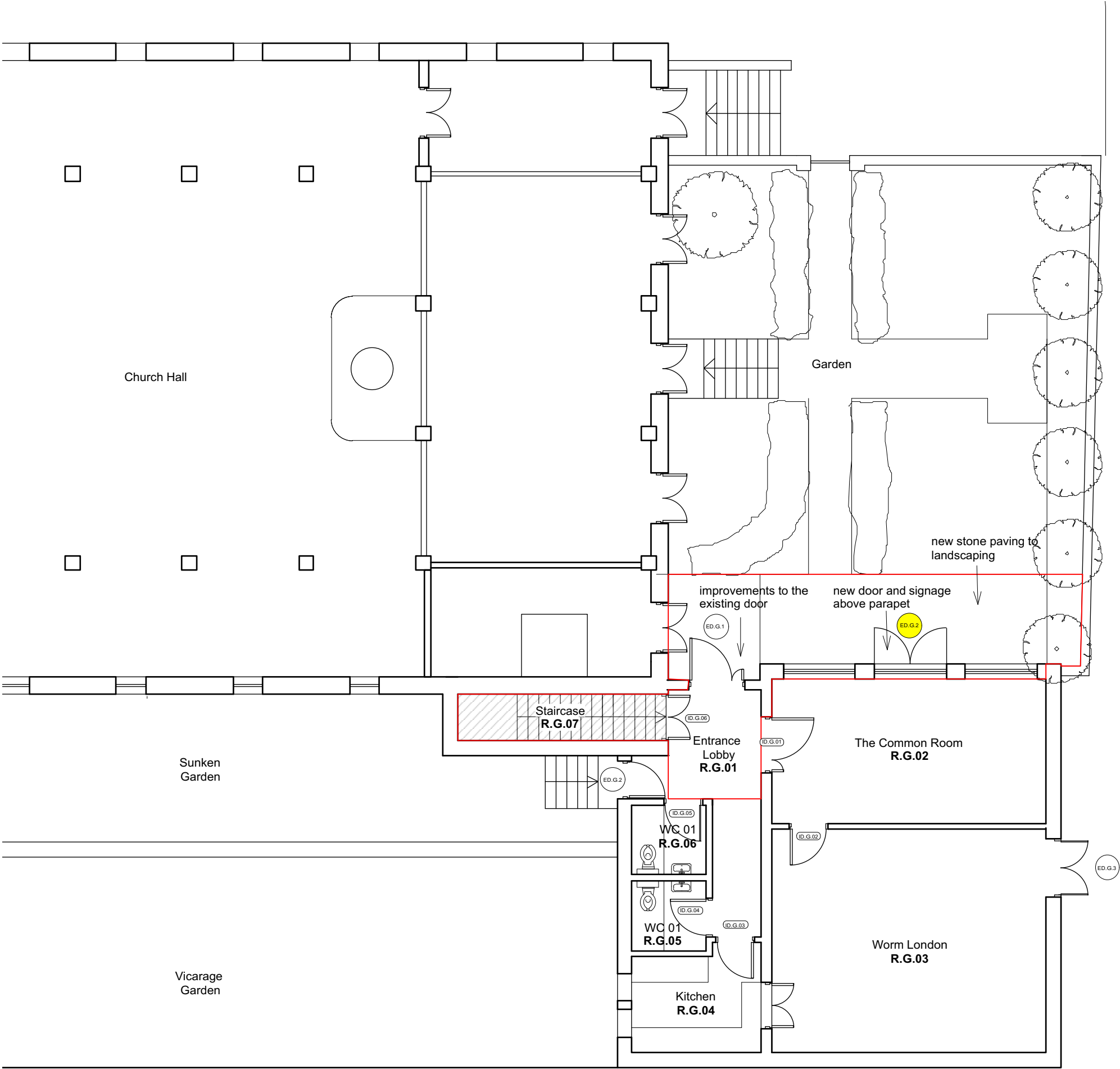
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Drawing Number	100	Revision	
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Scale	1:250 @A3	Date	14 03 22
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Drawing Status **Tender**

0m 1 2 3 4 5 10 1:250



General Notes

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KEY

Extent of works



Doors

- ID.G.01 existing - internal door (GF)
- ID.C.01 existing - internal door (crypt)
- ID.C.01 proposed - internal door (GF)
- ID.C.01 proposed - internal door (crypt)
- ED.G.1 existing - external door (GF)
- ED.C.1 existing - external door (crypt)
- ED.G.1 proposed - external door (GF)

Internal Walls and Partitions

Refer to drawings no. 012_300/301/302/303

- wall type 01 - existing masonry walls
- wall type 02 - proposed timber partitions

Floor Finishes

- proposed - Linoleum, marmoleum marbled real (plum) by Forbo, on levelling screed (check moisture content of existing substrate ahead of installation and report to Architect).

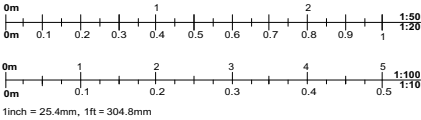
Wall Finishes

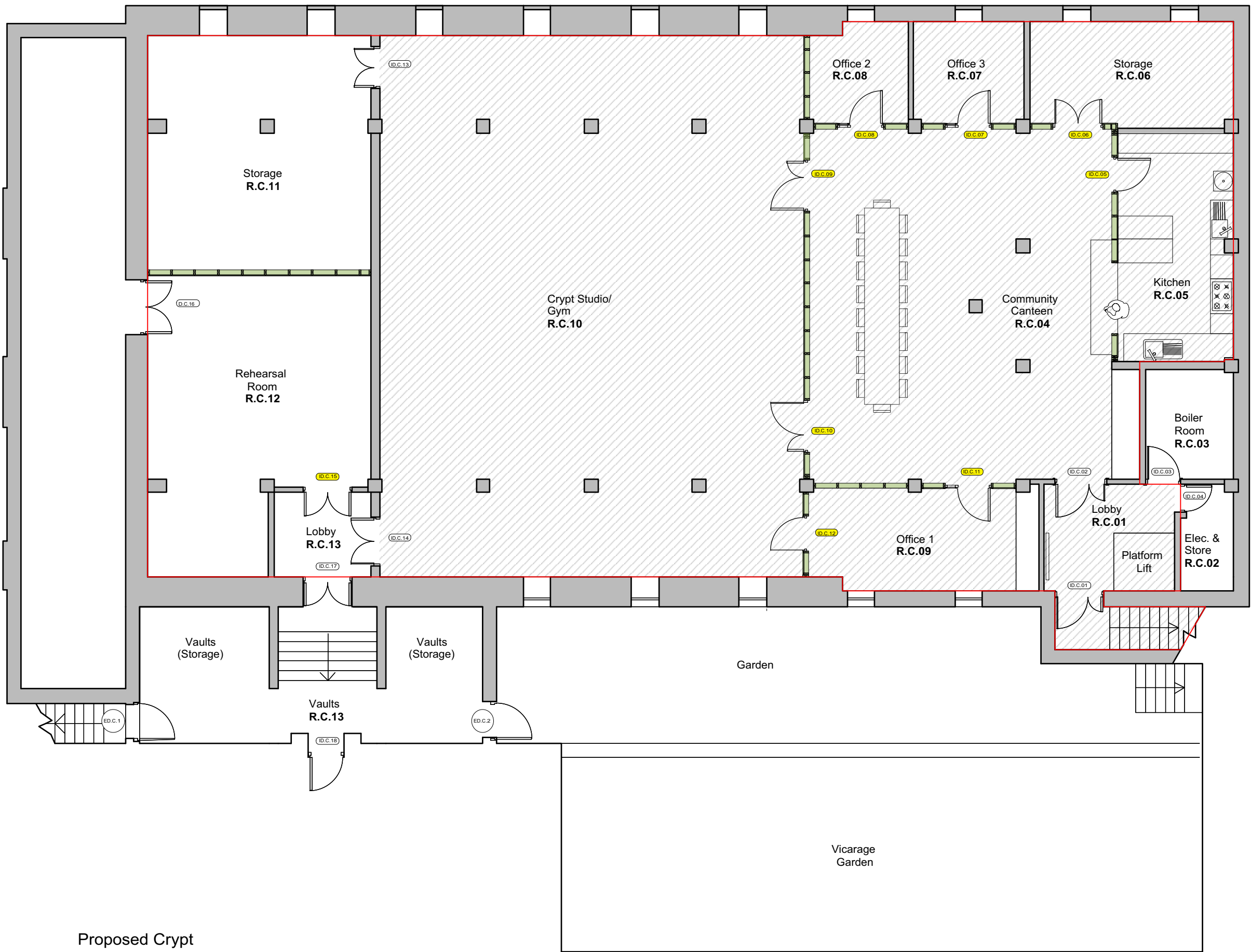
Refer to internal finishes schedule

Artefact
White Collar Factory
1 Old Street Yard,
London, EC1Y 8AF

Project Name **The Common Rooms**
Project Reference **012**
Project Address **St Thomas's Church, Clapton Common, London, E5**
Drawing Name **Proposed Ground Floor Plan**

Drawing Number	101	Revision	
Scale	1:100 @A3	Date	14 03 22
Drawing Status	Tender		





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KEY

Extent of works



Doors

- ID.G.01 existing - internal door (GF)
- ID.C.01 existing - internal door (crypt)
- ID.C.01 proposed - internal door (GF)
- ID.C.01 proposed - internal door (crypt)
- ED.G.1 existing - external door (GF)
- ED.C.1 existing - external door (crypt)
- ED.G.1 proposed - external door (GF)

Internal Walls and Partitions

Refer to drawings no. 012_300/301/302/303

- wall type 01 - existing masonry walls
- wall type 02 - proposed timber partitions

Floor Finishes

proposed - Linoleum, marmoleum marbled real (plum) by Forbo, on levelling screed (check moisture content of existing substrate ahead of installation and report to Architect).

Wall Finishes

Refer to internal finishes schedule

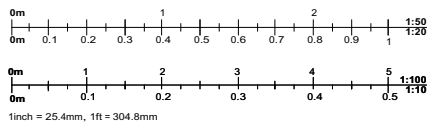
Artefact
White Collar Factory
1 Old Street Yard,
London, EC1Y 8AF

Project Name **The Common Rooms**
Project Reference **012**
Project Address **St Thomas's Church, Clapton Common, London, E5**
Drawing Name **Proposed Crypt Plan**

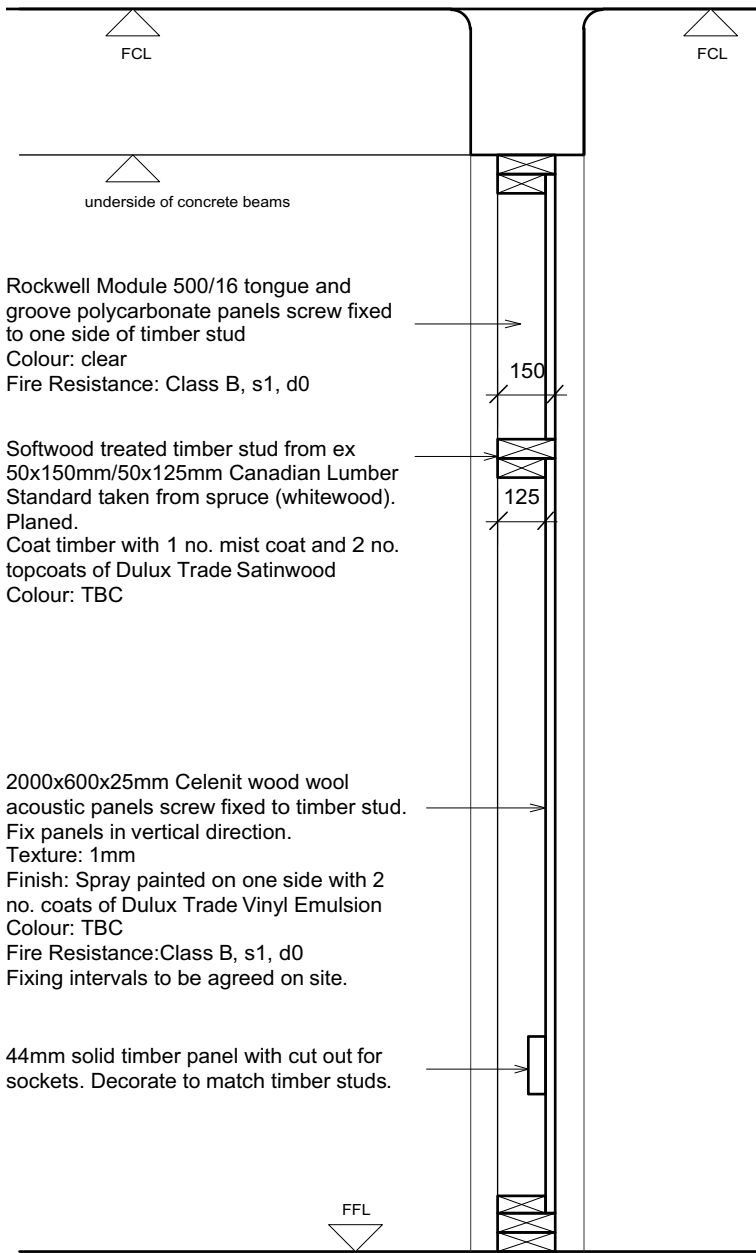
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Scale **1:100 @A3** Date **14 03 22**

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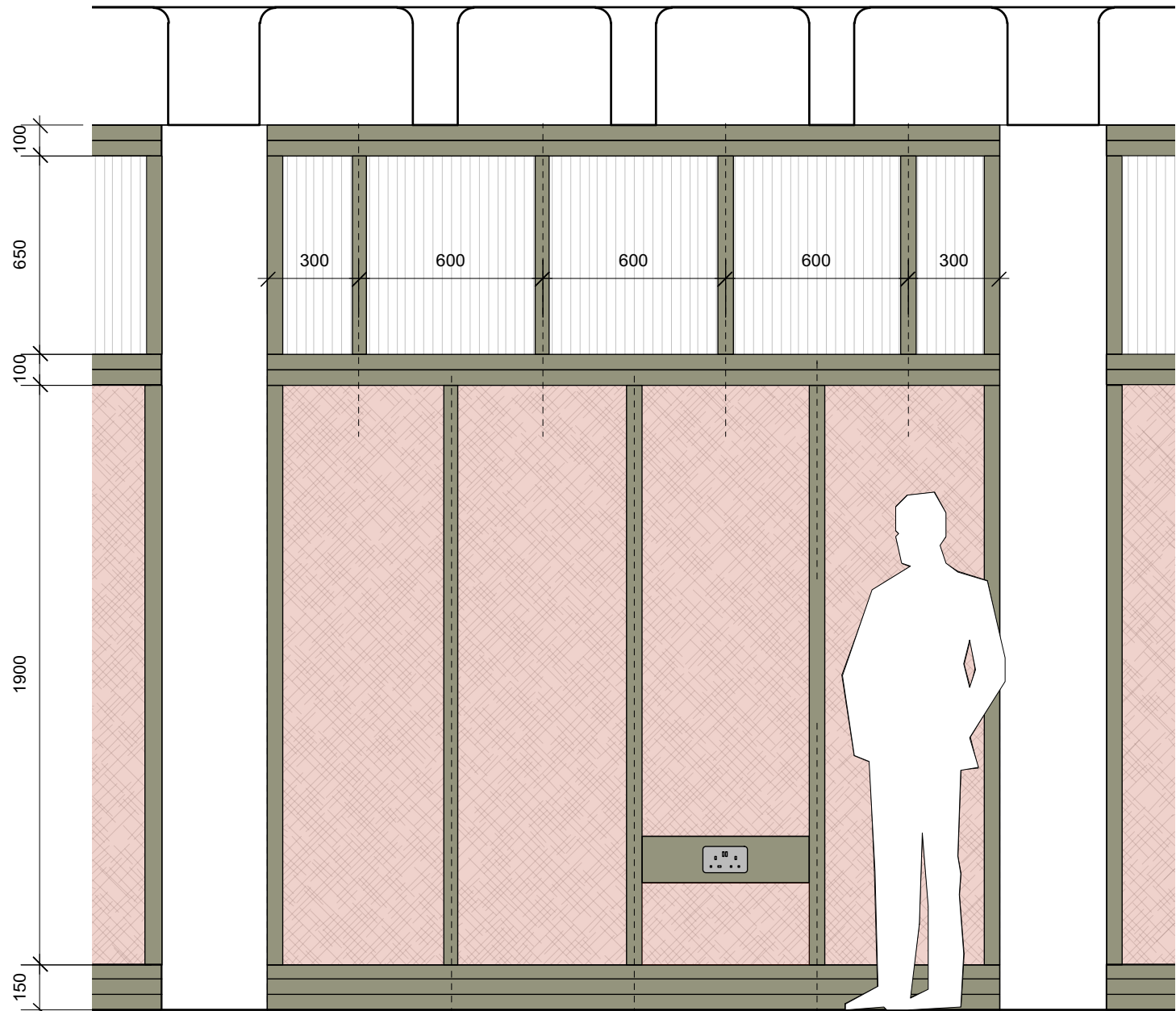


Proposed Crypt



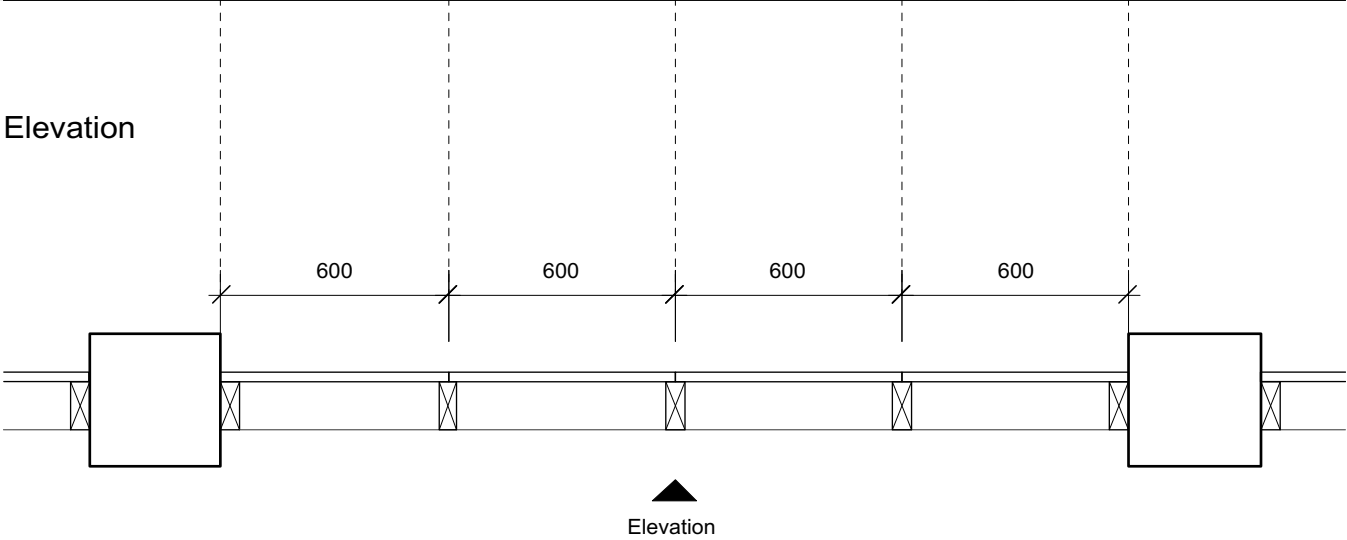
Section

Wall Type 02



Elevation

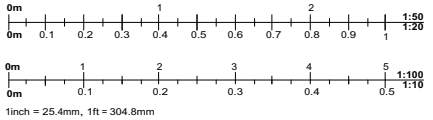
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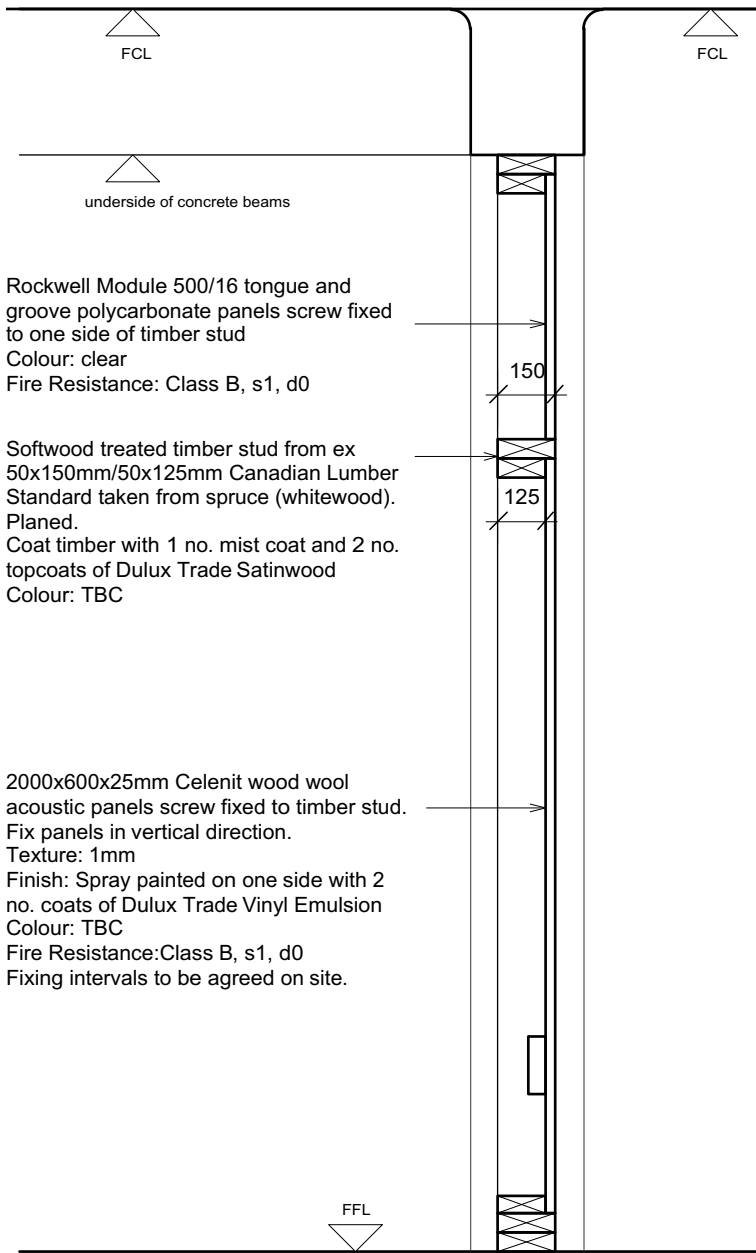


Elevation

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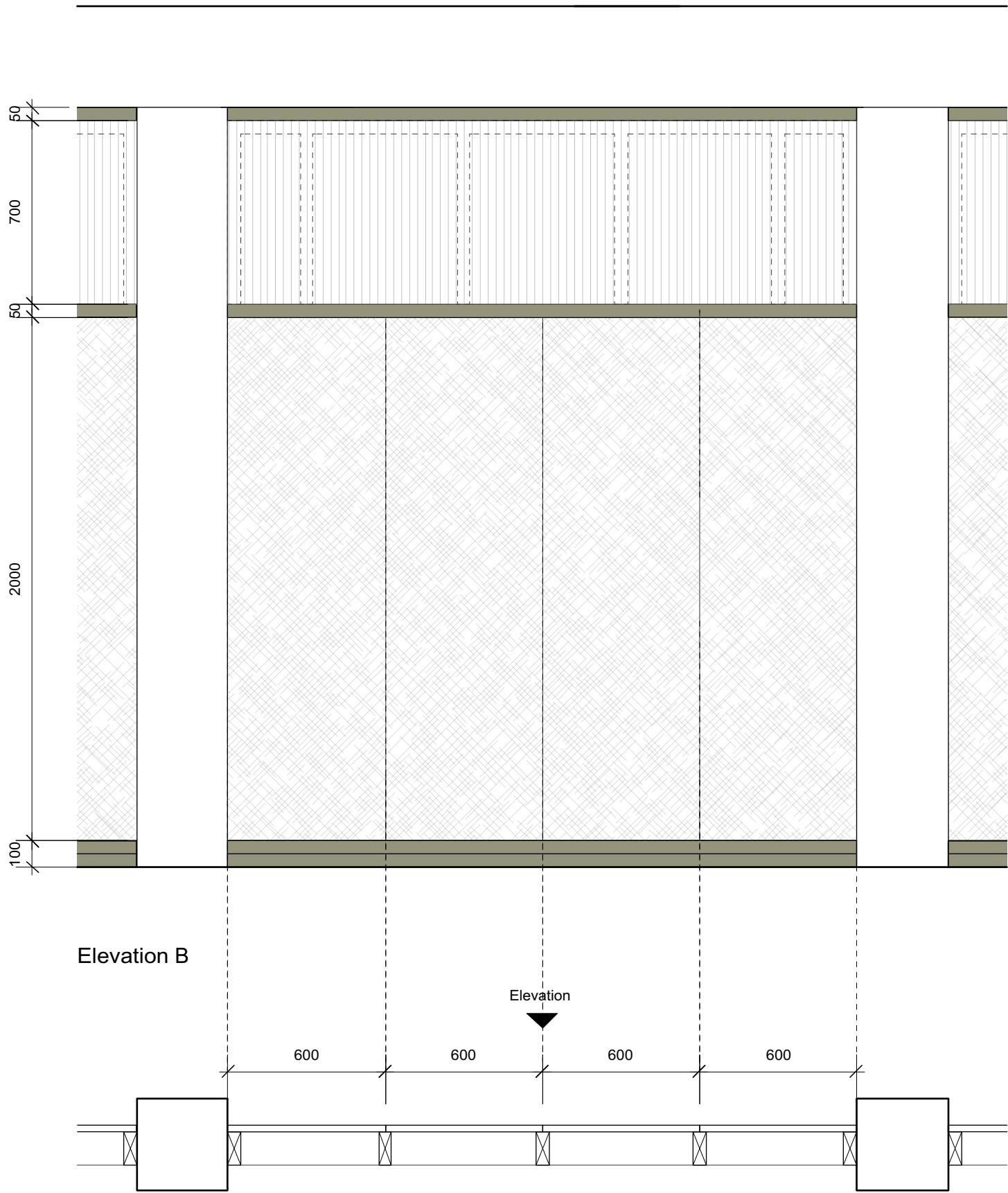
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Project Name	The Common Rooms		
Project Reference	012		
Project Address	St Thomas's Church, Clapton Common, London, E5		
Drawing Name	Pr Typical Partition - Front		
Drawing Number	300	Revision	
Scale	1:20 @A3	Date	14 03 22
Drawing Status	Tender		





Section

Wall Type 02

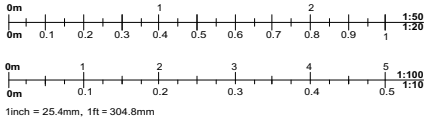


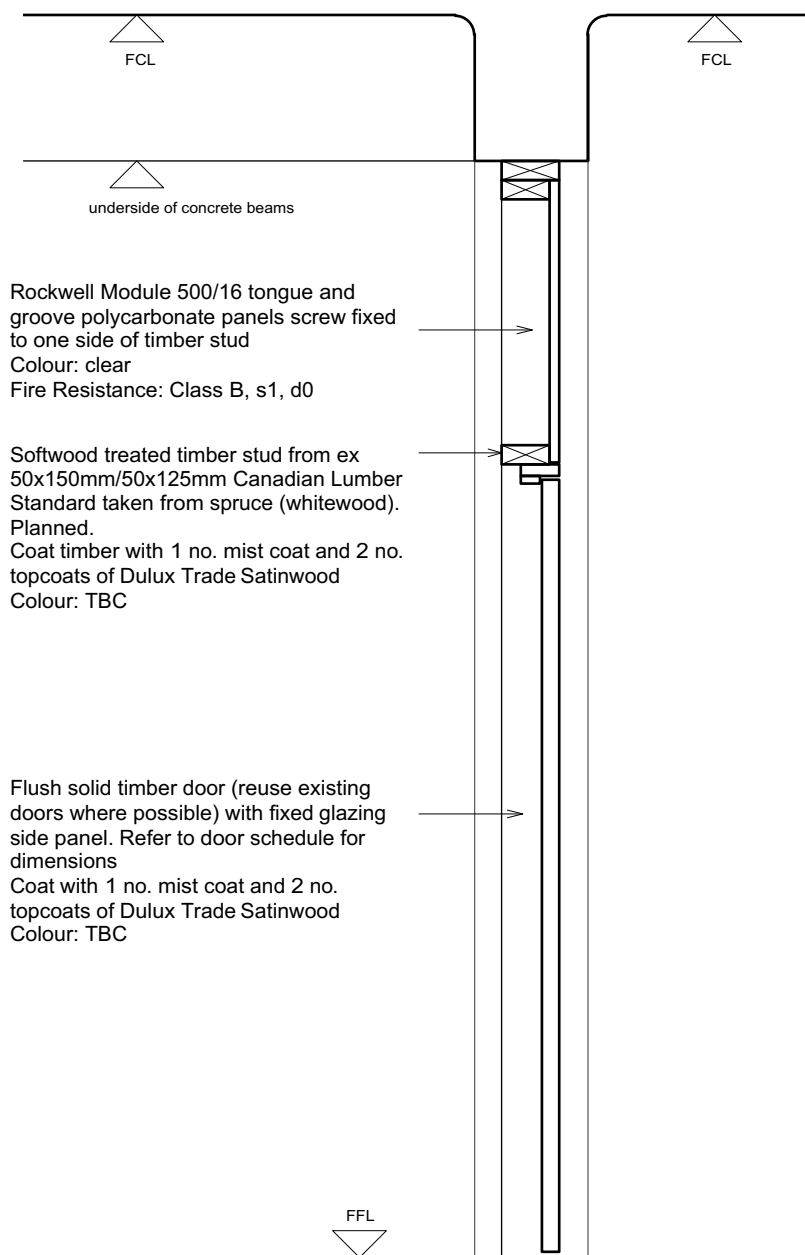
Elevation B

Plan

- General Notes**
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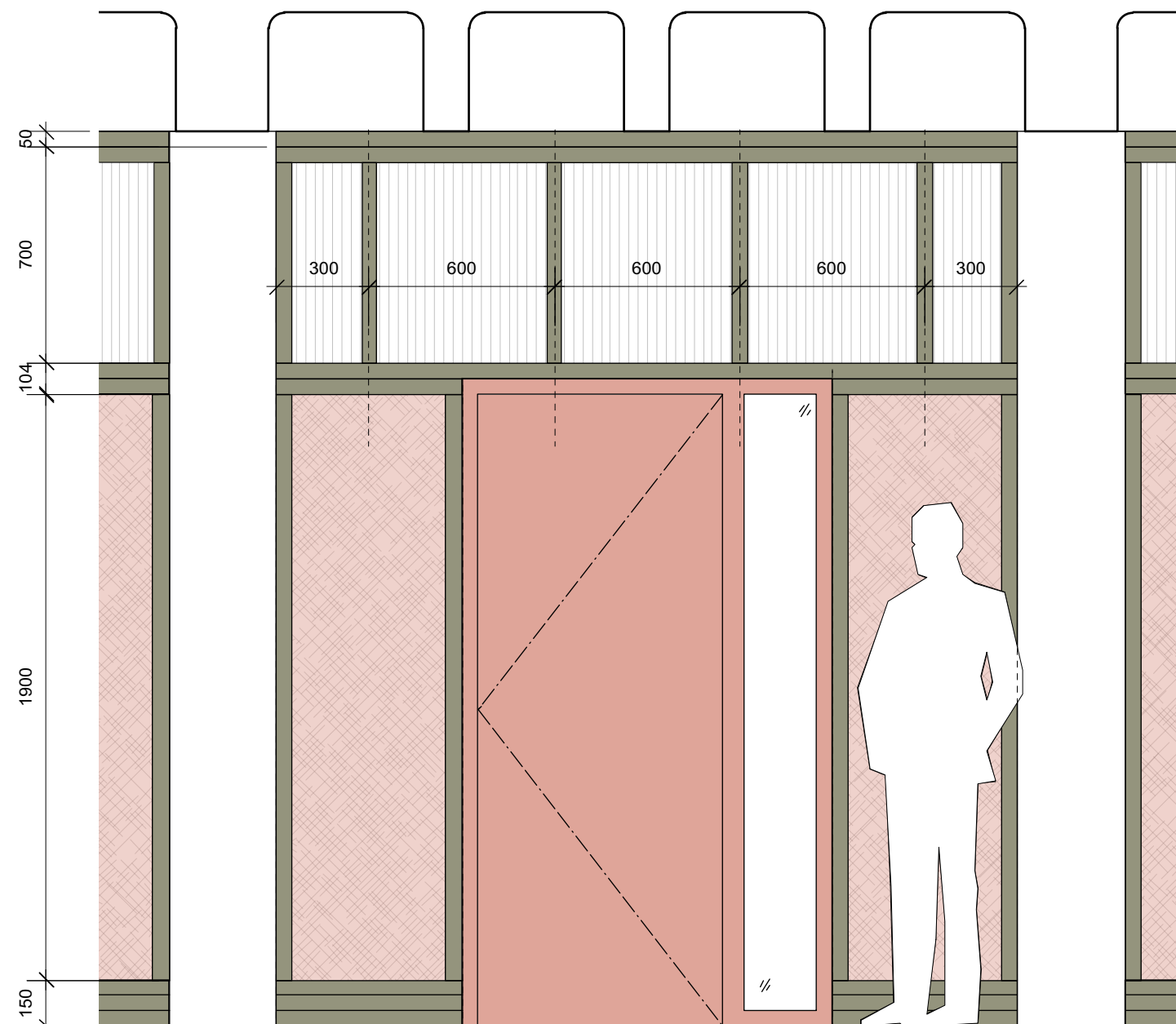
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Project Name	The Common Rooms
Project Reference	012
Project Address	St Thomas's Church, Clapton Common, London, E5
Drawing Name	Pr Typical Partitions - Rear
Drawing Number	301
Scale	1:20 @A3
Drawing Status	Tender
Revision	
Date	14 03 22



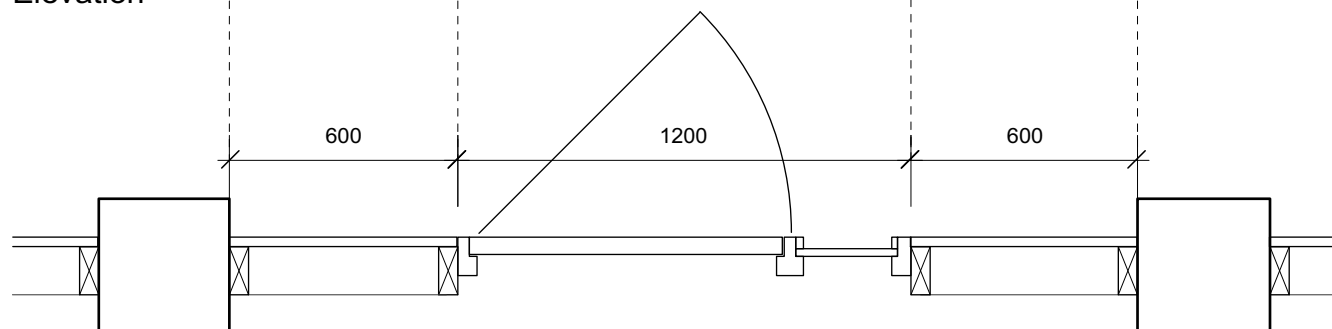


Section

Wall Type 02



Elevation



Plan



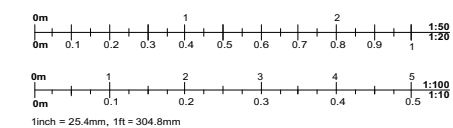
Elevation

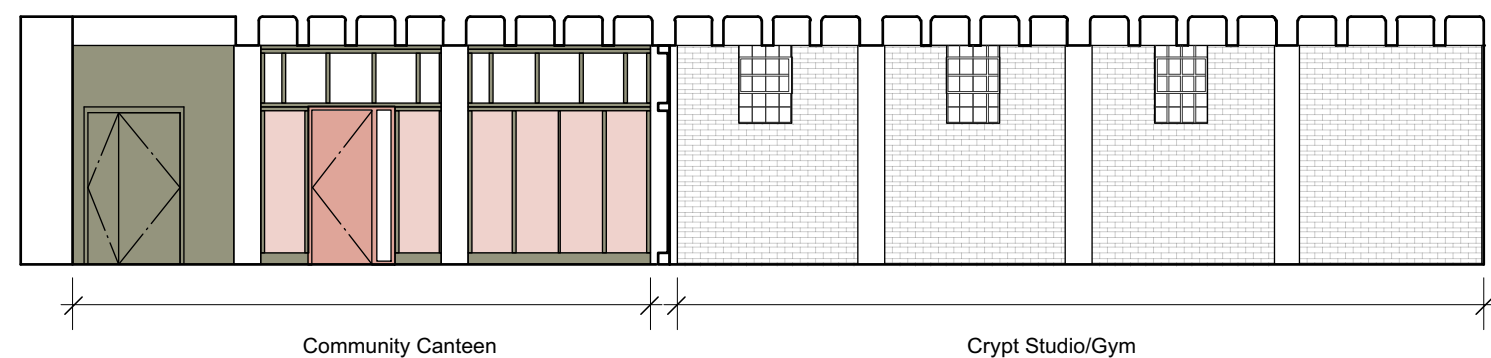
General Notes

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4. All dimensions to be checked on site before proceeding with work.
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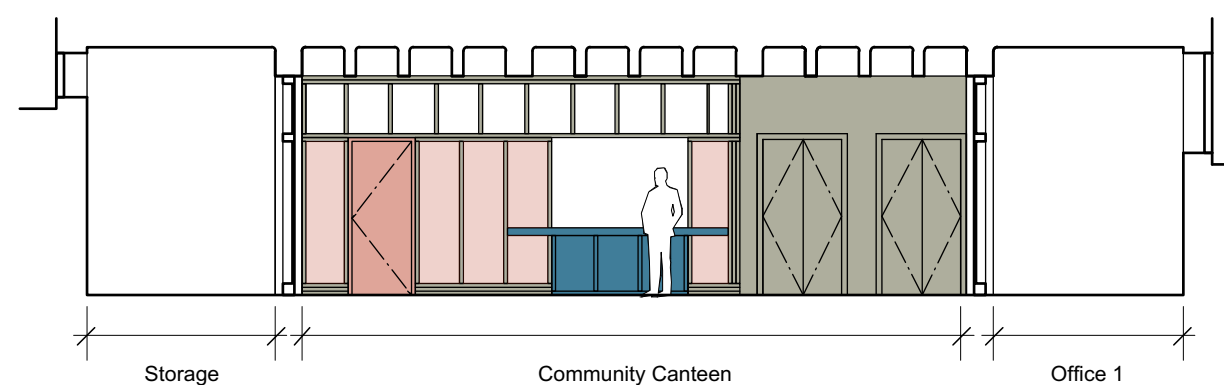
Artefact
White Collar Factory
1 Old Street Yard,
London, EC1Y 8AF

Project Name	The Common Rooms		
Project Reference	012		
Project Address	St Thomas's Church, Clapton Common, London, E5		
Drawing Name	Pr Typical Partitions - Door		
Drawing Number	302	Revision	
Scale	1:20 @A3	Date	14 03 22
Drawing Status	Tender		

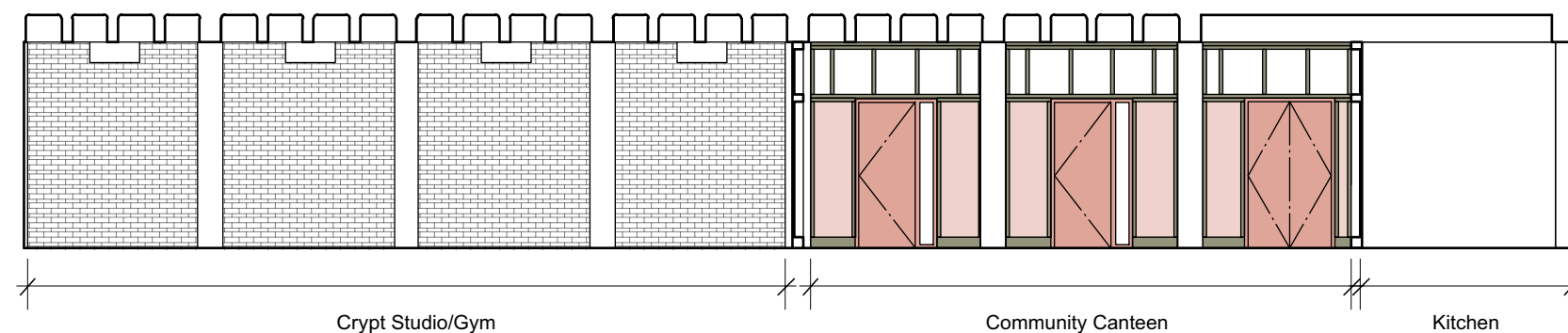




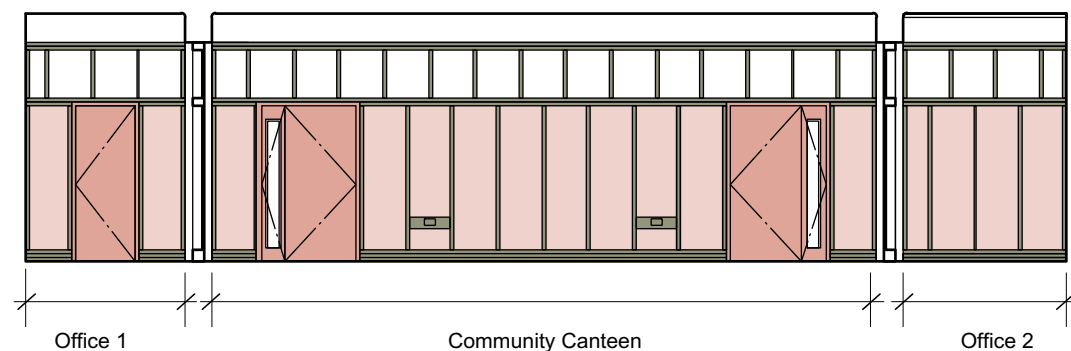
Elevation A



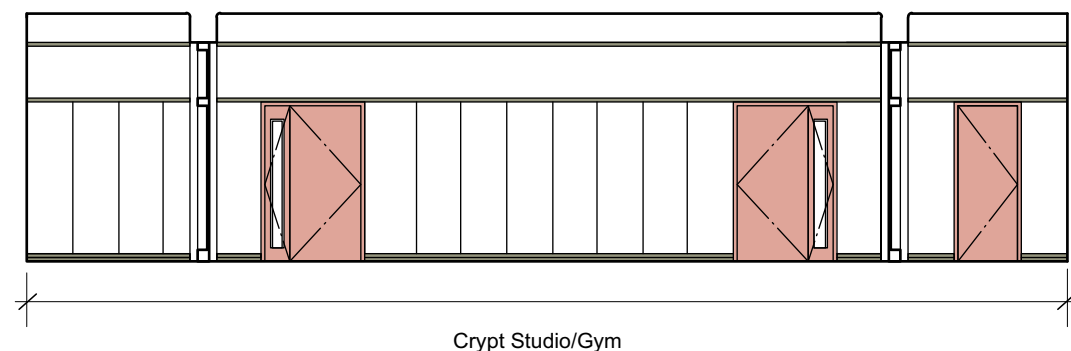
Elevation B



Elevation C



Elevation D

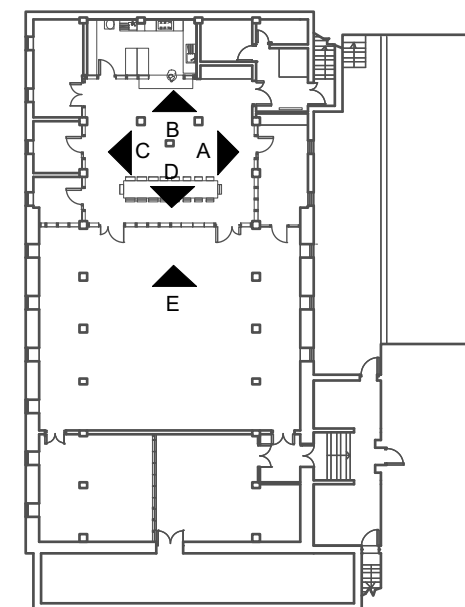


Elevation E

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5. Report any discrepancies to the Architect.

Key



Artefact
White Collar Factory
1 Old Street Yard,
London, EC1Y 8AF

Project Name **The Common Rooms**

Project Reference **012**

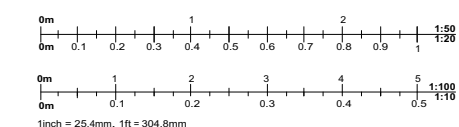
Project Address **St Thomas's Church, Clapton
Common, London, E5**

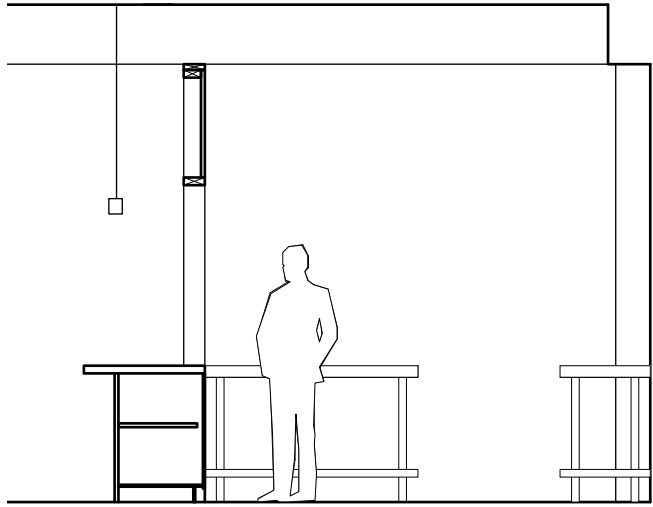
Drawing Name **Pr Internal Elevations**

Drawing Number **303** Revision

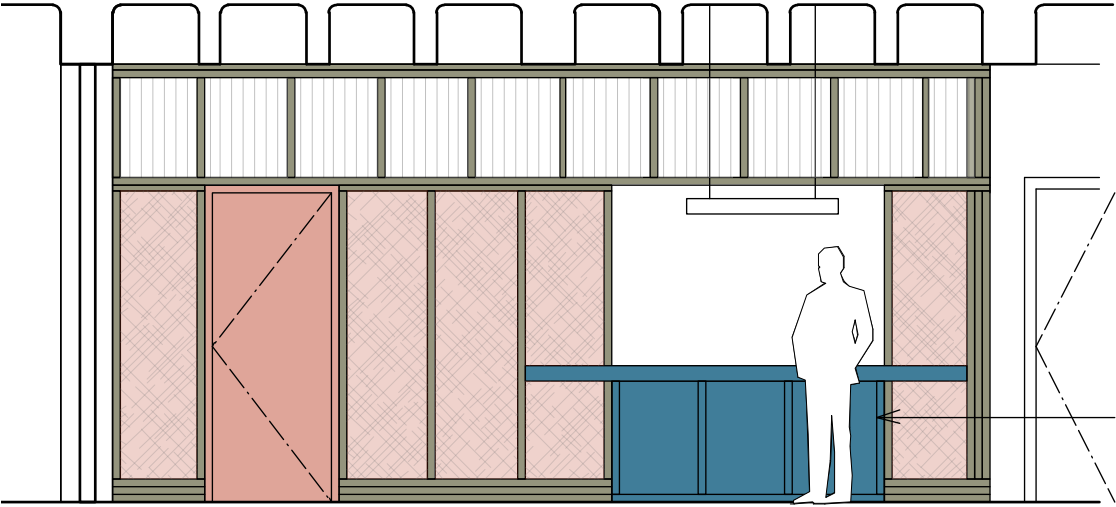
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Drawing Status **Tender**



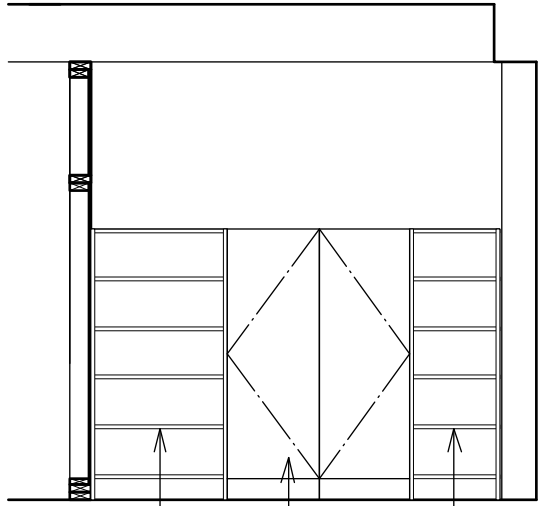


Section A

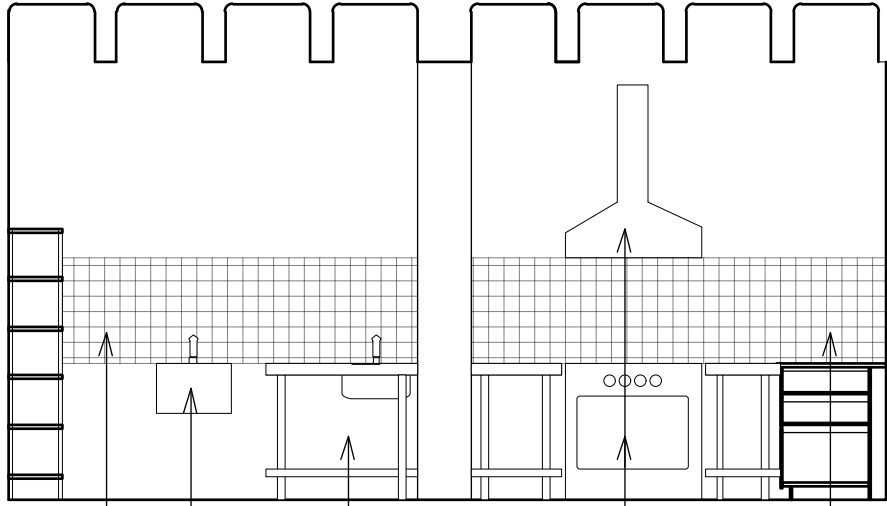


Elevation A

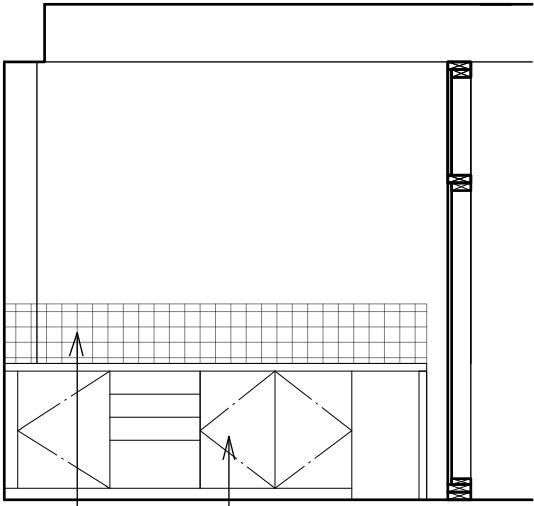
Painted 18mm MDF below counter units with decorative softwood timber vertical battens concealing joints.
Decorate with 1 no. mist and 2 no. coats of Dulux Trade Satinwood.
Colour to match laminate worktop



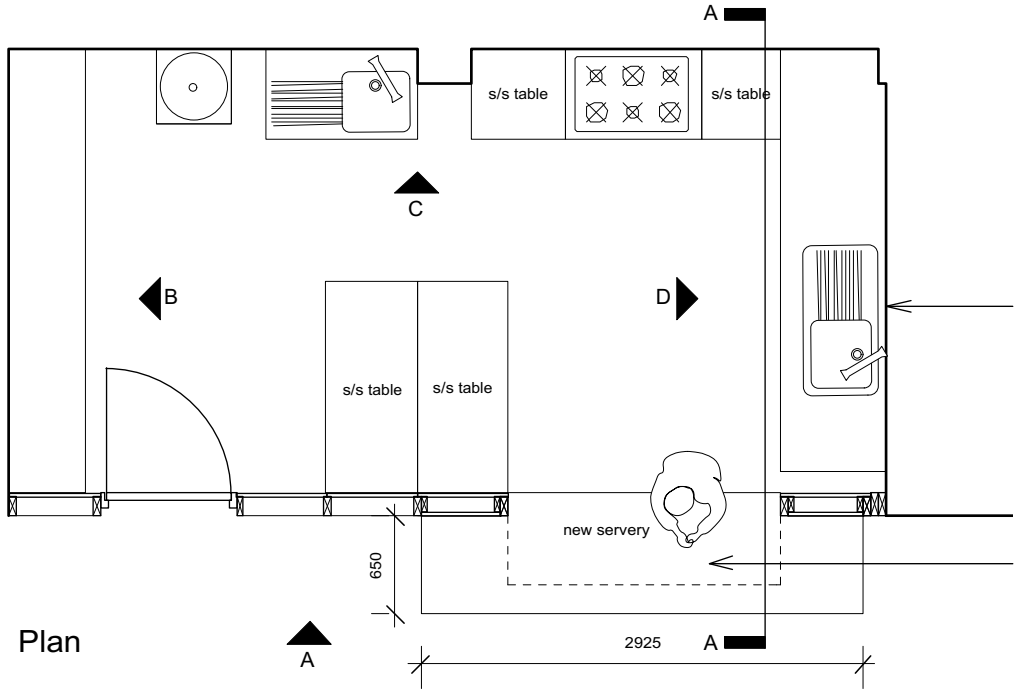
Elevation B



Elevation C



Elevation D



Plan

Existing kitchen worktop, sink and units retained

Servery worktop from Abet Laminati Colours SEI (Colour 1834, Circe') to 48 spruce plywood substrate. Edges of plywood to be painted to match colour and sealed. Allow for backing material of type Abet Laminati interni in matching colour. Adhere to either side as per manufacturer's recommendations.
Worktop to oversail undercounter units as shown.

General Notes

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3. This drawing is based on dimensional survey information provided by others. Artefact cannot accept responsibility for the accuracy of this survey information.
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5. Report any discrepancies to the Architect.

KITCHEN FIT OUT SPECIFICATION

Appliance

Cooker - spec TBC (client supply)
Cooker hood - spec TBC (client supply)
Fridge/freezer - spec TBC (client supply)

Fittings and Fixtures

Freestanding Sink - spec TBC (client supply)
Wall mounted sink - spec TBC (reuse existing)
Stainless steel tables - spec TBC (client supply)
Storage racks - spec TBC (client supply)

Servery (Bespoke joinery)

As described.

Wall Tiles

100x50mm tiles to match existing, laid in vertical stack bond. Colour: white with white grout (contractor supply and fit).

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White Collar Factory
1 Old Street Yard,
London, EC1Y 8AF

Project Name **The Common Rooms**

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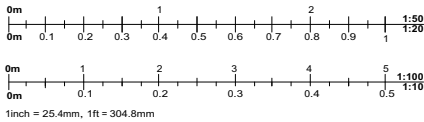
Project Address **St Thomas's Church, Clapton Common, London, E5**

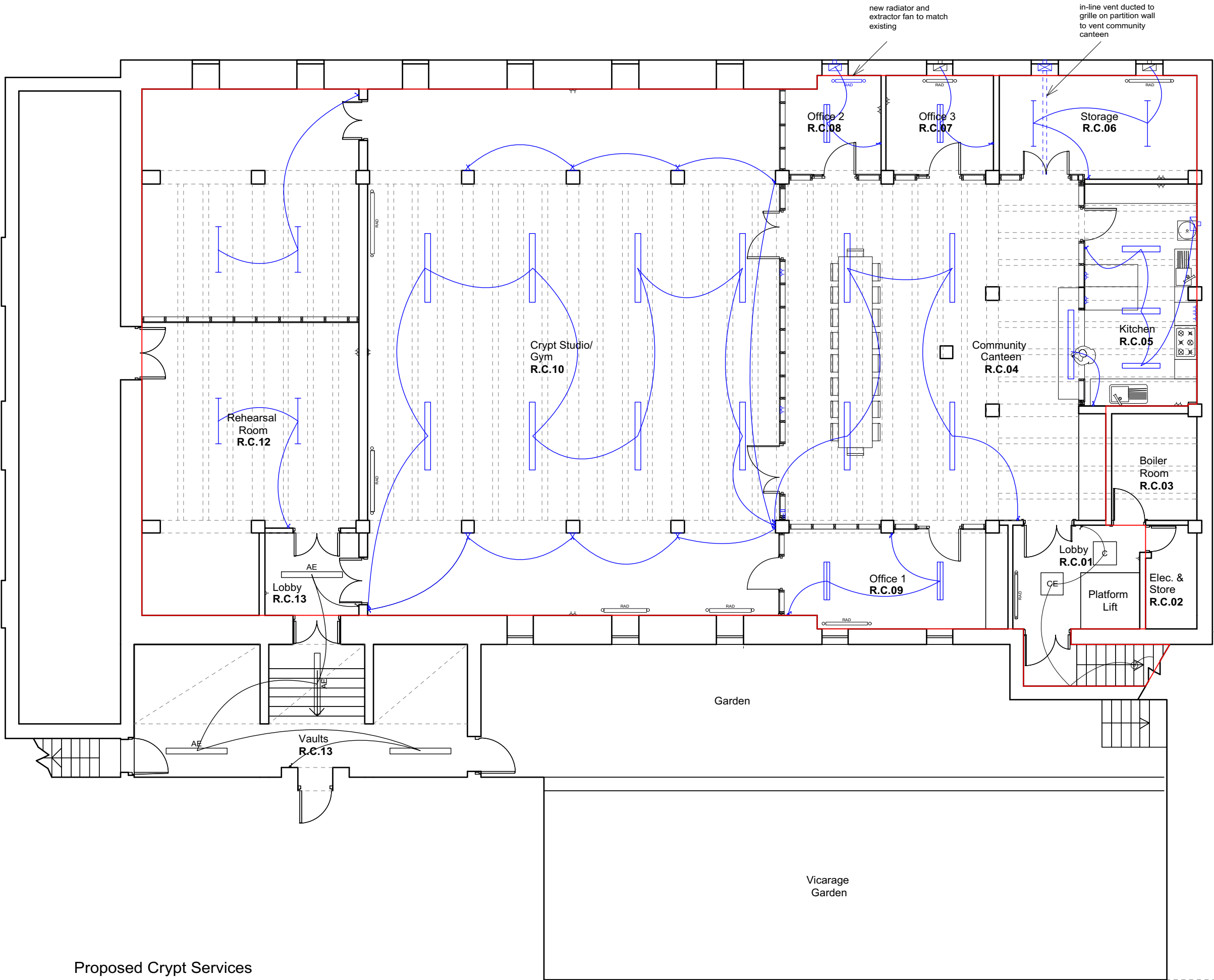
Drawing Name **Proposed Kitchen**

Drawing Number **400** Revision

Scale **1:50 @A3** Date **14 03 22**

Drawing Status **Tender**





General Notes

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2. This drawing remain copyright of Artefact.
3. This drawing is based on dimensional survey information provided by others. Artefact cannot accept responsibility for the accuracy of this survey information.
4. All dimensions to be checked on site before proceeding with work.
5. Report any discrepancies to the Architect.

KEY

Blue denotes new services

LIGHTING

Proposed Light fittings

- PL 01 - linear pendant hanging between ribs (by RIDI)
- PL 02 - linear pendant hanging between ribs in kitchen (by RIDI)
- PL 03 - linear surface mounted on ceiling (by RIDI)
- PL 04 - linear surface mounted on ceiling (by RIDI)
- PL 05 - linear wall mounted (by RIDI)

Existing Light fittings

- EL 01 - pendant (emergency)
- EL 02 - recessed ceiling mounted
- EL 03 - recessed ceiling light (emergency)

Switches

- One-way light switch
- Two-way light switch
- Three-way light switch

POWER

- Single socket
- Double plug socket

VENTILATION

- Mechanical ventilation fans (to match existing)
- Kitchen cookerhood
- In-line extractor fan
- ACM In-line Mixed Flow Fans - ACM100T by Vent Axia

HEATING

- Radiator - To match existing

General Notes
Electrical Services to be Contractor Design. All electrical works to be carried out by an installer who is a member of a Competent Person Scheme (BRE Certification Ltd., BSI, ELECSA Ltd NICEIC or NAPIT). Submit completion certificate for building control on completion.

Setting Out Notes
Light switches to be integrated onto one plate wherever possible
All sockets mounted at 450mm above FFL to u/s except where noted.
Sockets above worktops mounted 100mm above worktop height to bottom of plate.
All light switches mounted 1100mm above FFL unless otherwise noted.
Where a light switch is above a socket the two should align.

Specification
Switch and socket plates spec: MK metalclad plus surface mounted boxes on masonry walls.
MK Edge stainless steel sockets, brushed finished on timber partition (see detail).
Conduit: All exposed conduit to be galvanised metal.

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Project Name **The Common Rooms**

Project Reference **012**

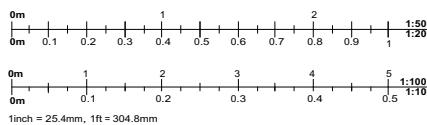
Project Address **St Thomas's Church, Clapton Common, London, E5**

Drawing Name **Proposed Services - Crypt**

Drawing Number **500** Revision

Scale **1:100 @A3** Date **14 03 22**

Drawing Status **Tender**



Proposed Crypt Services

DIOCESAN ADVISORY COMMITTEE

SCHEDULE OF DOCUMENTS

1. **Statements of Significance and Need** (STC CommonRooms.pdf)
2. **Initial Drawings** (Jan 2021 Initial Drawings.pdf)
3. **Drawings (Sept 2021)** (012_003-201_Drawings_210909.pdf)
4. **Budget costs** (Budget - St Thomas' Church Meanwhile Uses.pdf)
5. **Local Authority comments** (CUDS Observations DAC Meeting July 2021.pdf)
6. **HE comments** (2021 07 16 B. [REDACTED].pdf)

TO THE CHANCELLOR OF
THE DIOCESE OF LONDON

12/10/2021

VIEWED by the London Diocesan
Advisory Committee



ST THOMAS' CLAPTON

LONDON E5 9BW

THE COMMON ROOMS FOR CLAPTON PROPOSED MEANWHILE USES

8 July 2021

PCC St Thomas Church Stamford Hill

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INTRODUCTION

This document has been prepared by St Thomas PCC to seek DAC advice in advance of an application for the necessary consents to introduce a range of adaptations in St Thomas Church's Undercroft, Hall and Garden as "The Common Rooms for Clapton"

This document outlines the significance of the church, the need for the adaptations and proposed uses, as well as the details of the proposed designs themselves.

The PCC has instructed a Hackney based architectural practice Studio RO\ST to act as lead designer and work with a project manager appointed by Clapton Commons to bring the plans to completion. These proposals are being brought forward as a "proof of concept" for a set of meanwhile uses. They will provide data which will augment a feasibility process currently being undertaken by the inspecting architect, Alex Sherratt, with consultants FOCUS with a view to a substantial funding application to address the physical deficits of the building, including the church roof and the decorative disorder of the tower, and bring about the regeneration of the church.

The proposals follow a successful crowdfunding campaign by local charity Clapton Commons which was run between Feb and May 2021 and which saw over 350 people commit over £55,000 towards this work, including £30K from the Mayor of London.

More about the scheme and a short film setting out the background to the proposals can be seen on the Spacehive website:

<https://www.spacehive.com/the-common-rooms-for-clapton>

A key partnership in the project is that between Clapton Commons and St Thomas church. St Thomas Church is an anchor institution for Clapton Commons, now a charity in its own right. Clapton Commons will take on the management of these spaces and provide a pathway for the church to deepen its ministry of presence locally. Clapton Commons has recently undertaken a successful project to refurbish the disused WCs on Clapton Common, for community use. This building is opposite St Thomas Church is now open as a community kitchen, 'village hall'. Clapton Commons managed this project in partnership with the London Borough of Hackney, having raised £43K through a similar Spacehive crowdfunder in 2018. Hackney Council invested around £250K in this refurbishment.

In this way this current application forms a key part of the longer-term vision for the church as it seeks to increase the use of the undercroft and common room spaces for community use. It will mark the completion of phase one of this process and consolidate the partnership with Clapton Commons. Plans for phase two will be brought forward as part of the church's 250 year anniversary in 2023, following completion of our church architect's feasibility study and FOCUS consultants' business plan.

2 STATEMENT OF SIGNIFICANCE

2.1 BRIEF HISTORY

Originally referred to as Stamford Hill Independent Chapel, St Thomas' Church was constructed as a private chapel in around 1773 by John Duvall for the benefit of the tenants of his estate. The original building was a simple rectangular building with a steeply pitched roof and a small cupola at the east end. The design was typical late Georgian and was built along with a handsome terrace of houses, set back from the street and fronting the west side of Clapton Common.

As a result of the burgeoning population of Clapton Common in the early 19th Century, and the desire among local people for enhanced status for the chapel, the building was purchased in 1827 by a group of four trustees. The chapel was subsequently consecrated as a Chapel of Ease for the parish of Hackney and dedicated to St Thomas. Recent research has shown how one of these trustees benefitted from the slave trade through his goldmining interests in Brazil. Another was involved in SPCK and its supervision of the Codrington Plantations in Barbados. This history is of particular interest to the largely Caribbean and West African congregation.

The architect Joseph Gwilt was commissioned by the trustees in 1827 to enlarge and alter the chapel, using funds raised from building and leasing shops along Oldhill Street and adding to the existing Georgian terrace. It was during this period of remodelling that the tower and porches to the east end of the chapel were added. The stucco tower, thought to be modelled on the Greek Monastery attached to the Church of the Nativity in Bethlehem, is surmounted by a temple-like belfry with Doric pilasters to the north and south, and Ionic half-columns to the east and west.

By virtue of the Formation of Parishes Bill, St Thomas' became a parish for ecclesiastical purposes in 1856, and was ecclesiastically freed from its mother parish, St John at Hackney.



View from the east side showing the original nave, with Joseph Gwilt's tower and porches added in 1828.

2.1 BRIEF HISTORY

Damage was caused to the east window and decorations on the east wall, but the Erith Explosion of 1st October 1864, when two gunpowder magazines situated on the south bank of the River Thames exploded with such force that it's effects could be observed some 40-50 miles from the blast.

Having fallen into a dilapidated state, a programme of renovation and alteration works was undertaken in 1873 by William Burgess. Remodelling at this time included the creation of the eastern apse, forming a prominent reredos to the High Altar, along with removal of galleries and introduction of much stained glass.

The nave sustained serious damage during WWII bombing on December 27th 1940, and was subsequently removed, leaving only the tower. A new nave was added in 1958 to the designs of N F Cachemaille-Day in brick and concrete, as a reinterpretation of the classical basilican form.

The Parish Hall extension, to the west of the church, was constructed in 1967 and opened in May 1968.



1940 bomb damage to the nave, viewed from the south, showing the tower remaining.

2.2 SIGNIFICANCE

This site has a long history as the location for a place of worship. This is manifested in the church building, which has been adapted and modified during several significant periods in its history, and now acts as visible record of the changes in the life of the church on this site through several historical periods.

As well as the tangible, physical presence of the church building on the site. The site as a place of worship has communal value as a place which serves the community. This has become reinforced in recent years with the redevelopment of Liberty Hall (a former public WC on Clapton Common) as a shared community space, largely from energy generated from within St Thomas'.

The significance and special interest of St Thomas' Church is acknowledged in its statutory designation as a Grade II listed building. This is reinforced by its inclusion on the Heritage at Risk register.

The church has collective significance in its inclusion in the Clapton Common Conservation Area. The church and adjacent terrace contribute to the particular character and value of Clapton Common.

The church has significance as part of the adjacent Georgian terrace from a townscape perspective. The church and terrace have an aesthetic architectural significance due to their design, and their siting in relation to the west side of Clapton Common. The houses are some of the earliest terraced houses to in Hackney to survive. The open space to the east of Clapton Terrace is protected as a London Square.

The church and terrace have significance due to their association with John Devall, who originally commissioned the buildings as a private chapel and houses as part of his estate. This has historical significance due to the emergence of Clapton as a desirable middle class neighbourhood in the mid 19th Century.

Not only does the church have aesthetic value as an architectural work, but also significance through association with the architect Nugent Francis Cachemaille-Day, who was one of the pre-eminent post-war church architects in London. Cachemaille-Day served as Architect-Surveyor to the Archdeaconry of Hackney in the post-war period and was widely recognised for his German-influenced churches, reflecting current thinking on liturgical reform. St Thomas' is one of his eight surviving post-war churches.

The church contains a 1921 memorial to those who perished in the first World War in the form of a Christus Rex by Martin Travers, suspended over the altar (also by Travers). This is of aesthetic significance and is a very fine example of Travers' polychrome work. This is also of historical significance to those in the community who have personal connections to the deceased. In addition, this is of wider historical significance as a record of the impact of war on the particular community of Clapton Common.

Other items of significance internally include a fine 18th Century chamber organ, rebuilt by Manders following war damage, originally brought from elsewhere.

2.3 ASSESSMENT OF IMPACT

The Undercroft space will be divided into two – a studio space and a canteen. There also will be additional storage and two new meeting rooms.

In addition the Common Room will be opened up directly into the church garden with a French Window aperture through the central window. This will require some redesigning of the garden.

The proposed adaptations are intended as light touch, low cost but high impact in terms of the way the community spaces can be put to more effective immediate use. The adaptations in the Undercroft space and will further improve those introduced by the 2006 scheme when a platform lift was introduced.

The interventions are made in full sight of the fire restrictions that already constrain the activities in the Undercroft. In the longer term the PCC would like to address these with providing improved access, as well as additional Undercroft toilets to supplement the ones already in the hall.

The PCC is also considering bringing forward further design proposals for street signage and “place making” on top of the wall. These are not part of this present application but will be made with a subsequent application that will also include a proposal for a temporary art installation which will see the use of flags or banners from the exterior of the church to mirror the “stations” inside the church. An initial meeting with Laura Moffatt from Art and Christianity has taken place.

3 STATEMENT OF NEED

3 STATEMENT OF NEED

3.1 Proposal and PCC Agreement

The Parish Church Council took the decision to seek to enter into a licence agreement with Clapton Commons at a meeting on 25 Jan 2021 and in doing so to bring forward plans to adapt the spaces for meanwhile uses. The PCC agreed to the high level concept submitted by Studio RO/ST which became the basis the proposal with the Mayor of London's crowdfunding platform

A note from the PCC minutes states that it was agreed that draft heads of terms were to be offered by the parish, drawn up by consultant Will Saxby in consultation with the vicar and the standing committee. It was stated that

"The licence should run for 5 years during which time the PCC will aim to double its rental income. Current income is approx. £24k pa (not including occasional hall hire) and approx £15k net once on costs such as utilities are factored in. Consequently a doubling of the net income would equate to £30K net. This should be the target."

The proposal was described in these terms

"The spaces in question would be the Undercroft as well as the Hall (including the Workshop currently used Worm London and the Common Room). The Undercroft space would be divided to allow for a food prep and serving area (Canteen), a studio space, meeting rooms, with a continuing rehearsal space for steel band Pantonic. In addition signage would be improved, doors repaired and general improvements of the site would take place. Once completed Clapton Commons would promote the spaces and take the bookings and manage the spaces."

Following discussion regarding the risks of gentrification to the black majority church the motion was put to approve the principle of development and the draft heads of terms and it was agreed with one abstention and no votes against.

The high level scheme was presented for informal comment to a couple of members of the DAC in March 2021 and received encouraging support. Once the fundraising target had been met and following a meeting between the project architects and the inspecting architect there was a consultation meeting with stakeholders. A number of changes followed and these are reflected in the final design submitted as part of this application to the DAC.

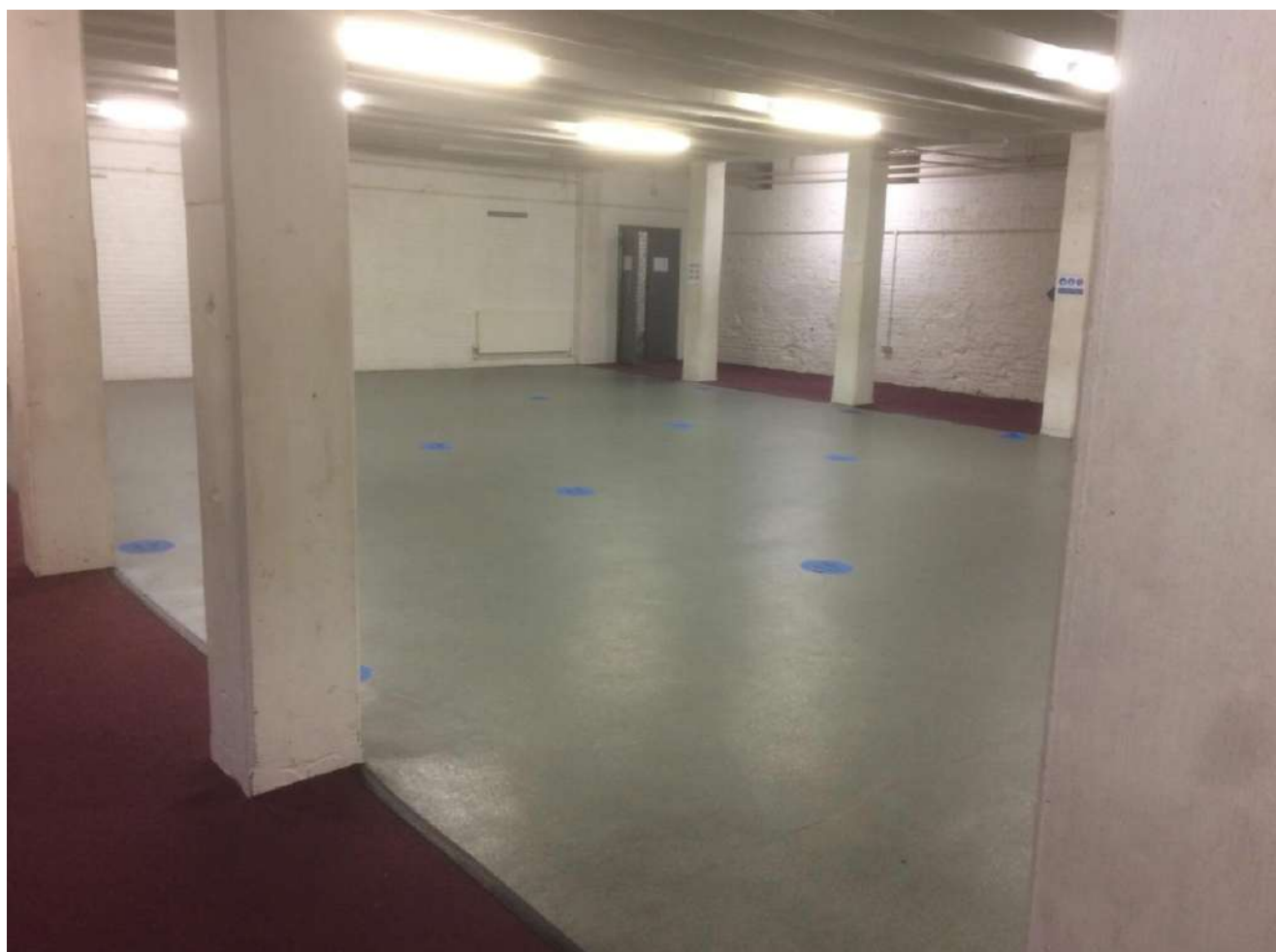
Members of the PCC were part of the reference group that signed off the scheme at a meeting on 30 June 2021, with some minor proposed changes and these changes are reflected in the drawings that accompany this submission.

3 STATEMENT OF NEED

3.2 Rationale

This “meanwhile use” proposal is part of a larger plan to make the most of the spaces for which the church is custodian and to put them at the service of the local community. In doing so we hope to increase our rental income, to consolidate a relationship with Clapton Commons as a partner and to enable its presence evangelism locally.

1. The Undercroft is a large space that is underused and unloved. There is evident demand but generally not for the kind of spaces we have available. In 2018 the PCC applied successfully to the London Borough of Hackney for an interim change of use to allow it to rent the back part of the hall to a small business, creating “the Common Room” at the front overlooking the church garden. This enabled the church to put this community space, albeit reduced in size, to much better use. By creating smaller more flexible spaces we saw in this experiment how they could be adapted for a variety of community uses. We are building on this experience with our proposed adaptations in the undercroft.





2. If the church is to be successful in its larger regeneration proposals, currently the subject of a feasibility study, it needs to demonstrate that the building is an effective community hub. It needs to show that there is a need locally and that it has key partnerships in place to enable it to deliver on a much larger scale project. In this way the proposals being submitted here should be seen as part of an extended community consultation exercise. This is being augmented by survey work in order to generate both quantitative as well as qualitative data that will support phase two of the regeneration proposal.
3. The church bell, made at the Whitechapel Foundry, dates to 1773 when the predecessor church was first built as a proprietary chapel to enable a local congregation not to have to travel all the way to Hackney Church. It was one step beyond a “house church” for the gentry of the newly laid out terrace. As we have come a full circle and the Church of England begins to promote Myriad, a celebration of lay led house church communities, St Thomas is renewing its covenant relationship with its neighbours. It is a reminder that local lay communities are dependent on hospitable parish churches as anchor institutions for support and, where they are successful, they lead to them.



4 PROPOSED ADAPTATIONS

PROPOSED ADAPTATIONS

Please see the attached sets of drawings for the detail of the submission. The first which is called “Jan 2021 initial drawings” represents the high-level design concepts. The second set of drawings called “June 2021 final drawings” was completed on the basis of drawings provided by the PCC from earlier schemes and a corroborative survey of the space by Studio RO/ST – see disclaimer on their plans. Following a consultation exercise involving stakeholders amendments were made.

APPENDICES

A LISTING DETAILS

A LISTING DETAILS

Church of St Thomas

Overview

Heritage Category:	Listed Building
Grade:	II
List Entry Number:	1265859
Date first listed:	04-Feb-1975
Date of most recent amendment:	24-Mar-2006
Statutory Address:	Church of St Thomas, Clapton Terrace, London, E5 9BW

Location

Statutory Address:	Church of St Thomas, Clapton Terrace, London, E5 9BW The building or site itself may lie within the boundary of more than one authority.
County:	Greater London Authority
District:	Hackney (London Borough)
National Grid Reference:	TQ 34252 87434

Details

This list entry was subject to a Minor Amendment on 01/10/2018

735/8/124 CLAPTON COMMON CLAPTON TERRACE Church of St Thomas (formerly listed as OLDHILL STREET N16, CLAPTON COMMON, ST THOMAS THE APOSTLE) 24-MAR-06 II Parish Church. Begun in 1774 by Joseph Devall. East tower added in 1828 by Joseph Gwilt. Body rebuilt after WWII bomb damage in 1960 by N.F. Cachemaille-Day (1896-1976).

MATERIALS: stuccoed tower, stock brick body (this replacing the bombed church, which was also of stock brick), windows in concrete frames.

PLAN: tower at east end, then aisled body behind, with Lady Chapel to west end and entrance to south west.

EXTERIOR: tower to east end has banded rustication to all levels except top stage. It rises in three stages, flanked by one storey wings in line with aisles. The base of the square tower has a tall blind opening with large voussoirs, then is a stage with corner pilasters and a central blind oculus with voussoirs to each face, that to east has a clock. The top stage is open and has pedimented orders with Ionic half columns to east and west, and Doric pilasters to north and south; a squat central pinnacle to the top. Behind the tower is the flat-roofed body of the church, which was rebuilt in 1960. This has a square windows at clerestory level, and rectangular windows in the lower aisles. At the west end is a Lady Chapel and the present entrance, reached by steps within brick walls. The west front has five rounded arched openings with fanlights, that to south end forming the entrance doors.

A LISTING DETAILS

INTERIOR: entrance from west into lobby, screened from west chapel by glazed screen, similarly divided from the body of the church. This chapel is lit by the round headed windows at the west wall, and a pair of figurative coloured glass windows in north wall where there is a small altar. The church has an impressive basilican interior, with tall piers of square plan, straight lintels, and square clerestory windows to north, south and west. A square vent above each pier. The tall ceiling has exposed concrete beamed roof structure with seven beams and joists running east-west. The east apse is gilded, as are the shallow flat capitals of the piers. Altar rail with widely spaced vase balusters, some late-C20 replica. High altar and rood by Martin Travers, 1921. Painted reredos to north altar also early C20, and brought from Lambeth Palace. Chamber organ c.1800 brought from elsewhere. Pews are C19 from another church. Font at west end has a flat concrete canopy with dove in sunburst detail underneath and a concrete font. Heraldic glass by firm of Goddard and Gibbs. Basement below tower has evidence of C18 brickwork and relieving arches; otherwise with mid-C20 concrete roof structure.

HISTORY: Begun in c.1774 as a proprietary chapel by Joseph Devall for his tenants. It was contemporary with the adjacent terrace (Nos.1-17 consec), which is separately listed. The chapel was bought by Rev. George Richards, appointed vicar of St. Martin in the Fields in 1824, and in 1827 he sold the building. Soon after, the chapel was enlarged and the east tower was added by Joseph Gwilt, being consecrated as a chapel of ease for the parish of Hackney, and dedicated to St. Thomas in October 1827. A faculty was given for reconstruction in 1873, when William Burges removed the galleries, reduced the two rows of windows to one, and built a new wooden roof. At this time, a choir was formed and the church was painted and decorated, including the addition of much stained glass. The chancel was reconfigured in the 'time-honoured arrangement existing at St. Clement at Rome, adapting it to our own ritual' and recognising the church's Anglo-Catholic tradition. The church was severely damaged by bombs in WWII, destroying the interior but fortunately missing the early C19 tower. Rebuilding was undertaken by N.F. Cachemaille-Day (1896-1976), a church architect of considerable acclaim, who after the war served as Architect-Surveyor to the Archdeaconry of Hackney, an area of London where there had been considerable bombing. Glass was added in this period by the firm Goddard and Gibbs.

SUMMARY OF IMPORTANCE: Of special interest as a part surviving late C18 chapel with prominent early C19 stuccoed tower, and a significant post-war rebuilding by the eminent C20 church architect N.F. Cachemaille-Day, providing an austere and elegant basilican interior with post-war and earlier brought-in fittings.

SOURCES: St. Thomas the Apostle, Clapton Common. Buildings of England London 4: North. 1998. Photographs in National Monuments Record of war damaged church, taken 1945, as well as 1865-6 and c1910 interiors.

A LISTING DETAILS



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This is an A4 sized map and should be printed full size at A4 with no page scaling set.

Heritage Category: Listing

List Entry No : 1265859

Grade: II

County: Greater London Authority

District: Hackney

Parish: Non Civil Parish

For all entries pre-dating 4 April 2011 maps and national grid references do not form part of the official record of a listed building. In such cases the map here and the national grid reference are generated from the list entry in the official record and added later to aid identification of the principal listed building or buildings.

For all list entries made on or after 4 April 2011 the map here and the national grid reference do form part of the official record. In such cases the map and the national grid reference are to aid identification of the principal listed building or buildings only and must be read in conjunction with other information in the record.

Any object or structure fixed to the principal building or buildings and any object or structure within the curtilage of the building, which, although not fixed to the building, forms part of the land and has done so since before 1st July, 1948 is by law to be treated as part of the listed building.

This map was delivered electronically and when printed may not be to scale and may be subject to distortions.

List Entry NGR: TQ 34252 87434

Map Scale: 1:1250

Print Date: 28 October 2019



Historic England

HistoricEngland.org.uk

Name: Church of St Thomas

B HERITAGE AT RISK ENTRY

B HERITAGE AT RISK ENTRY

Church of St Thomas, Old Hill Street, Clapton Common N16 - Hackney

Only the crypt (c1777), the tower and belfry (1827) survived World War II bomb damage in December 1940. The church was re-opened in October 1958 to designs by NF Cachemaille-Day; he incorporated the apse from William Burges's remodelling in 1873 and the 1921 World War I memorial. The asphalt water-proofing of the reinforced concrete roof slab has been much repaired over previous decades. It is still leaking in places, causing concerns about the structural integrity of the roof. The church has commissioned structural investigations and is seeking funding for a repair project.

Site Details

Designated Site Name:	CHURCH OF ST THOMAS
Heritage Category:	Listed Building grade II
List Entry Number:	1265859
Local Planning Authority:	Hackney
Site Type:	Religious ritual and funerary > Church

Location

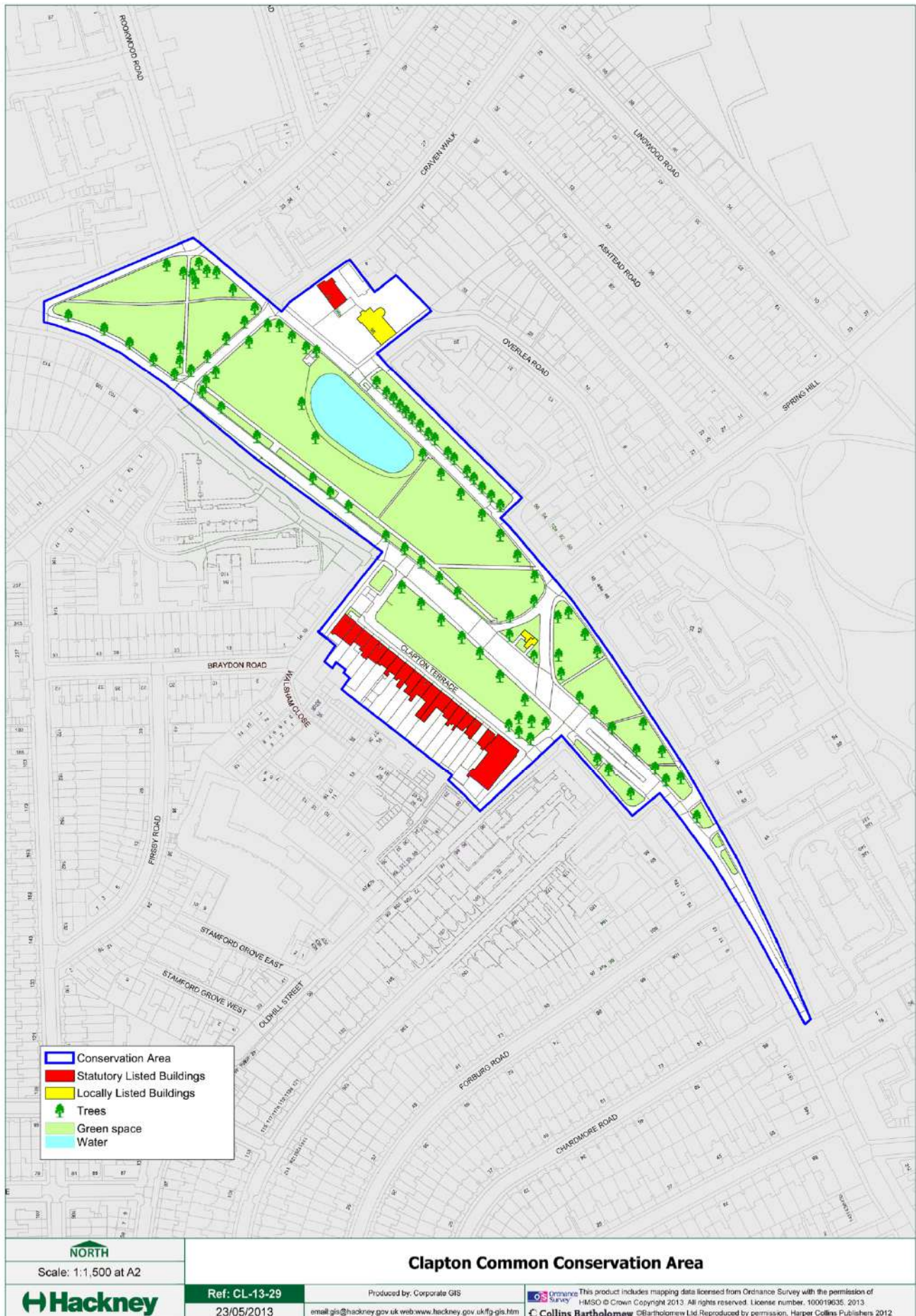
Building Name:	Church of St Thomas
Street Name:	Old Hill Street
Locality:	Clapton Common
County:	Greater London
District / Borough:	Hackney
Parliamentary Constituency:	Hackney North and Stoke Newington
Region:	London and South East

Assessment Information

Assessment Type:	Place of worship
Condition:	Poor
Priority:	A - Immediate risk of further rapid deterioration or loss of fabric; no solution agreed
Previous Priority:	A
Ownership:	Religious organisation
Designation:	Listed Place of Worship grade II, CA
Contact Details	Ian Harper 020 7973 3786

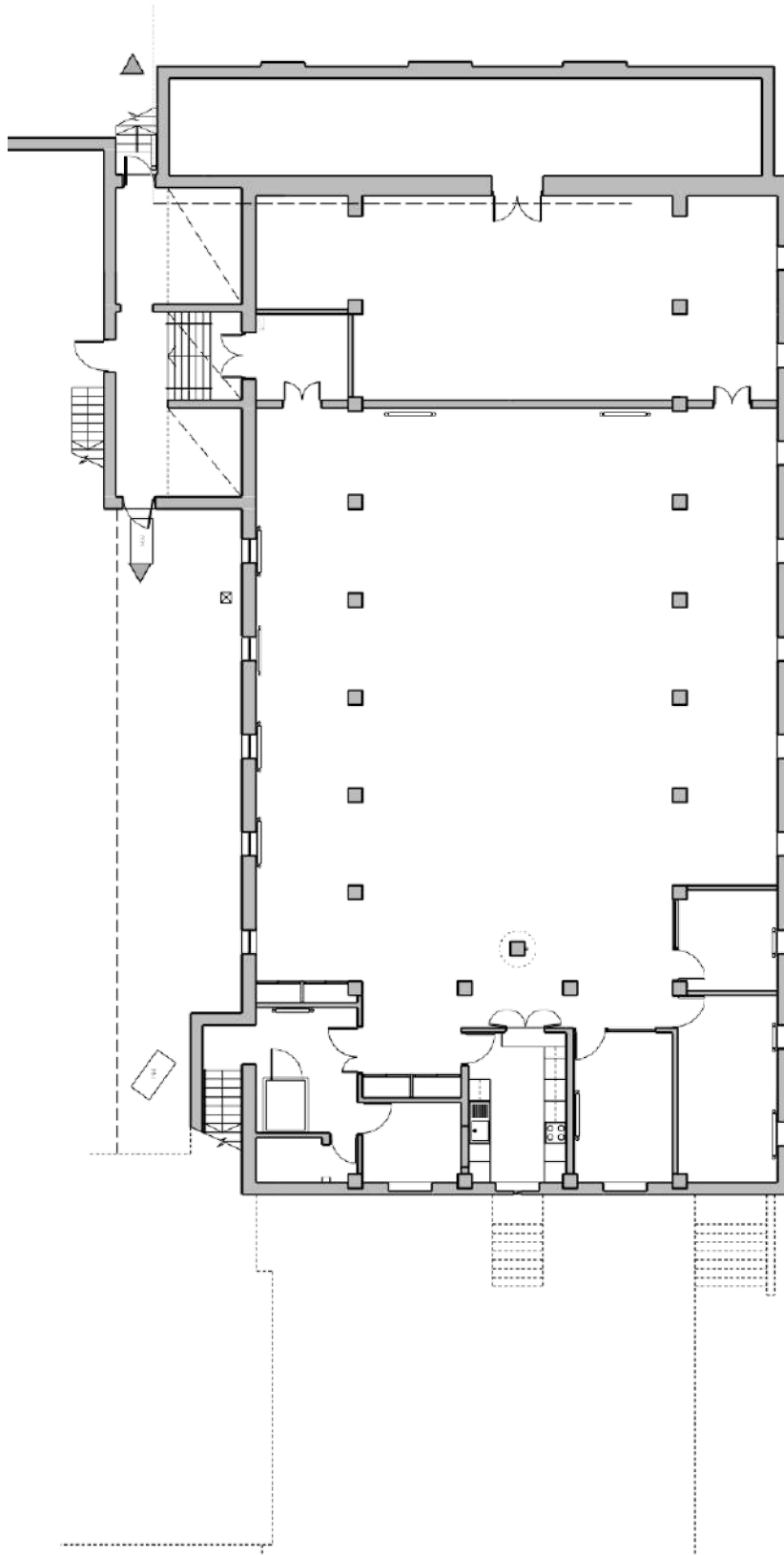
C CONSERVATION AREA PLAN

C CLAPTON COMMON CONSERVATION AREA PLAN

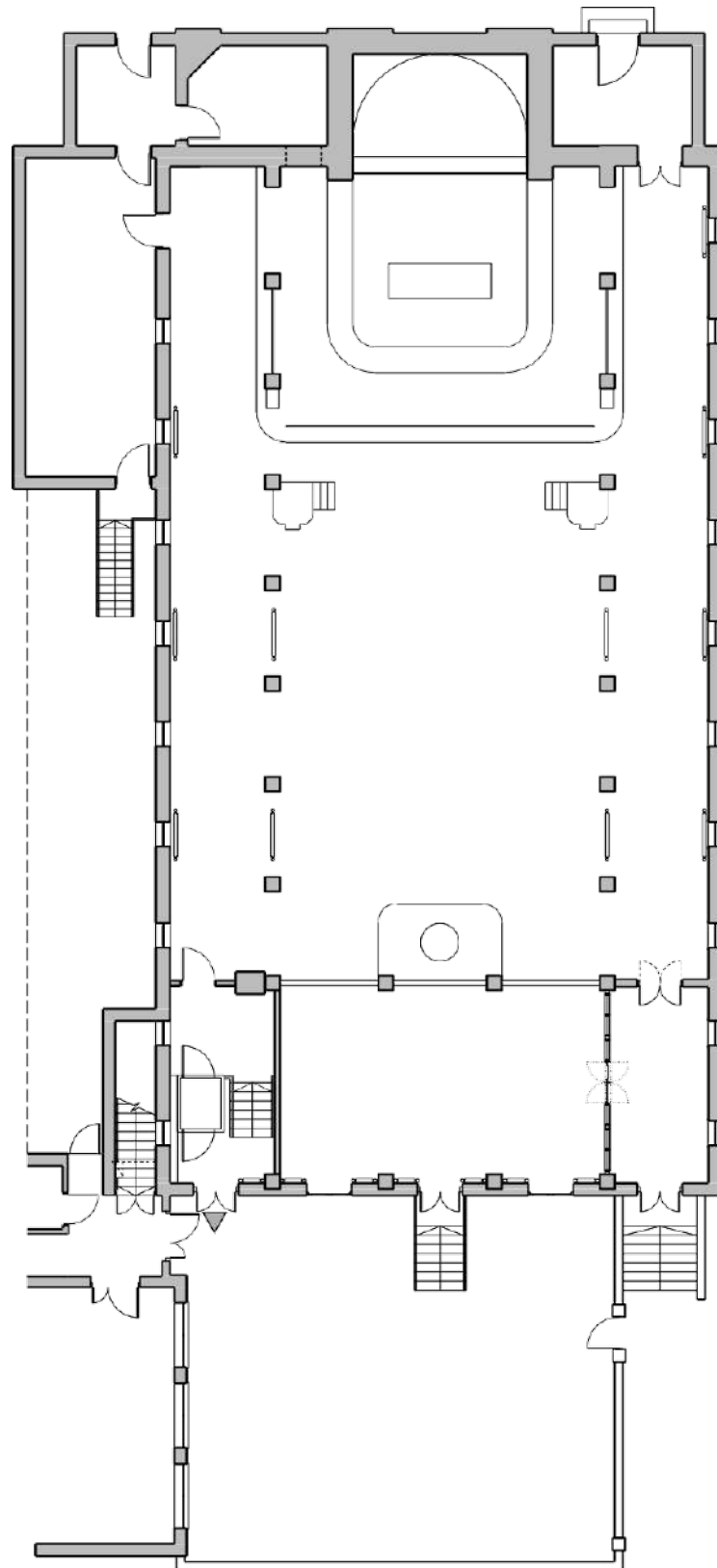


D BUILDING PLANS

D BUILDING PLANS - CRYPT



D BUILDING PLANS - GROUND FLOOR





Clapton Commons

St Thomas Church

24.01.2021

Summer 2021

Proposals for Phase 1 of Refurbishment

Clapton Commons’ ambition for Summer 2021 is to refurbish the lower ground crypt at St Thomas Church - allowing the available space to be brought into full use to support a variety of existing activities and planned future projects.

Our proposals focus on **low cost and high impact design solutions** to create a range of flexible spaces including:

CRYPT STUDIO/GYM

150 SQM

The largest open plan space - with natural light and ventilation from two sides - to be used for a range of youth, health and wellbeing activities inc. martial arts, boxing, yoga, pilates, Tai Chi, mindfulness etc. as well as larger gatherings.

COMMUNITY CANTEEN

70 SQM

The central space from which all other uses in the crypt are accessed. A dining table in the middle of the space becomes the focal point of community life. While a kitchen and open servery enable the canteen to be run by Carib Eats.

Partitions to adjoining spaces allow borrowed natural light, ensuring the space retains a sense of openness and connection (see following page).

COMMON ROOM

25 SQM

Existing common room space - visible from the street with plentiful natural light owing to SE aspect onto courtyard garden. Used for after-school clubs, supper clubs, larger meetings and an artist residency planned for Jul-Aug 2021.

STUDIOS/MEETING ROOMS

5 NO. TOTAL / 7.5-15 SQM

A range of enclosed spaces - each with modest natural light and ventilation - allowing for any number of potential uses including for one-to-one counselling, podcast studio, offices, meeting rooms etc.

LEASED STUDIO

37.5 SQM

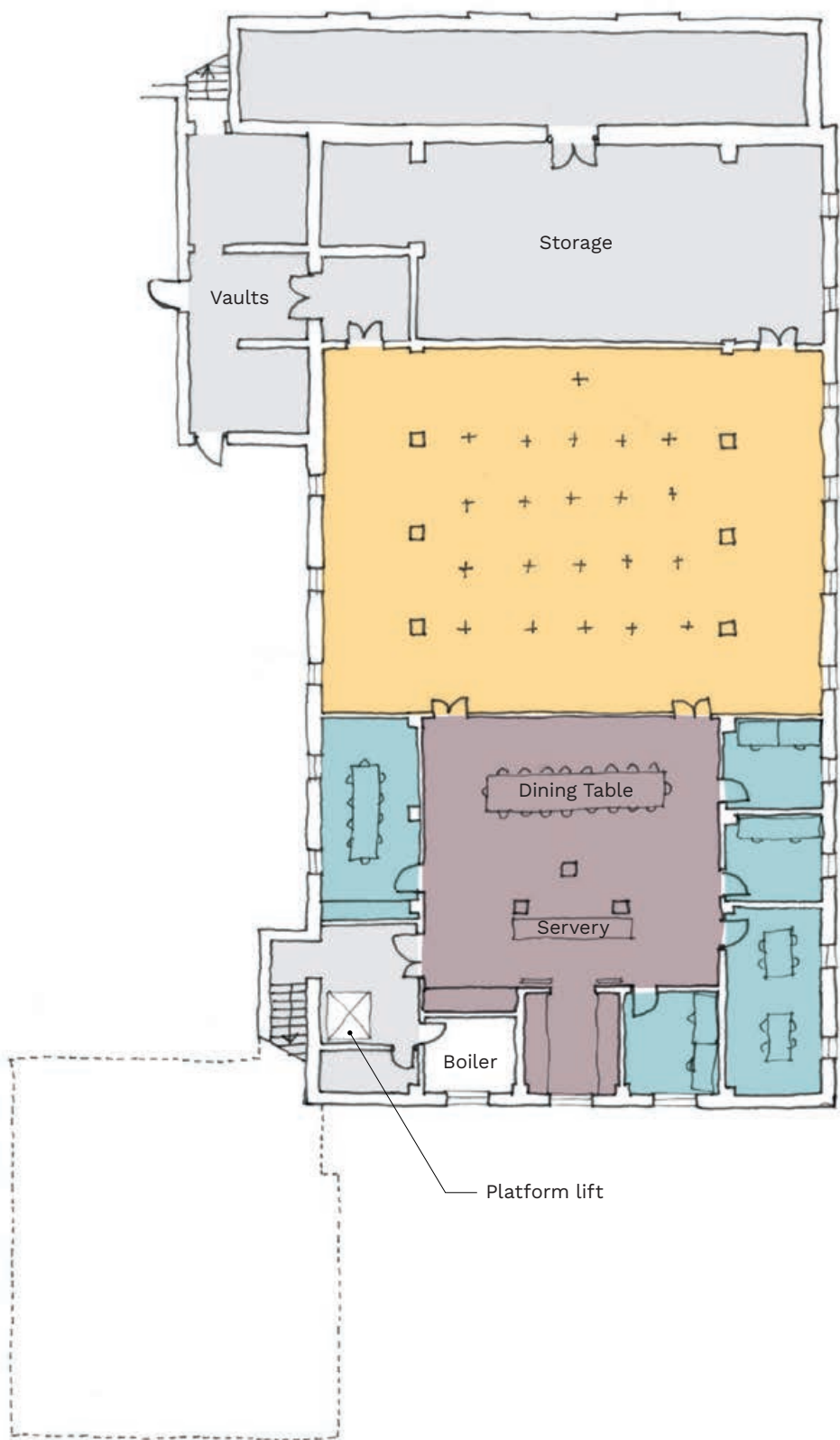
Existing lease arrangement with Worm Floral Design Studio provides a much-needed regular income source.

In the future this space could be reconnected with the Common Room to create a larger light-filled ground floor space, with opportunities for leasing alternative spaces explored.

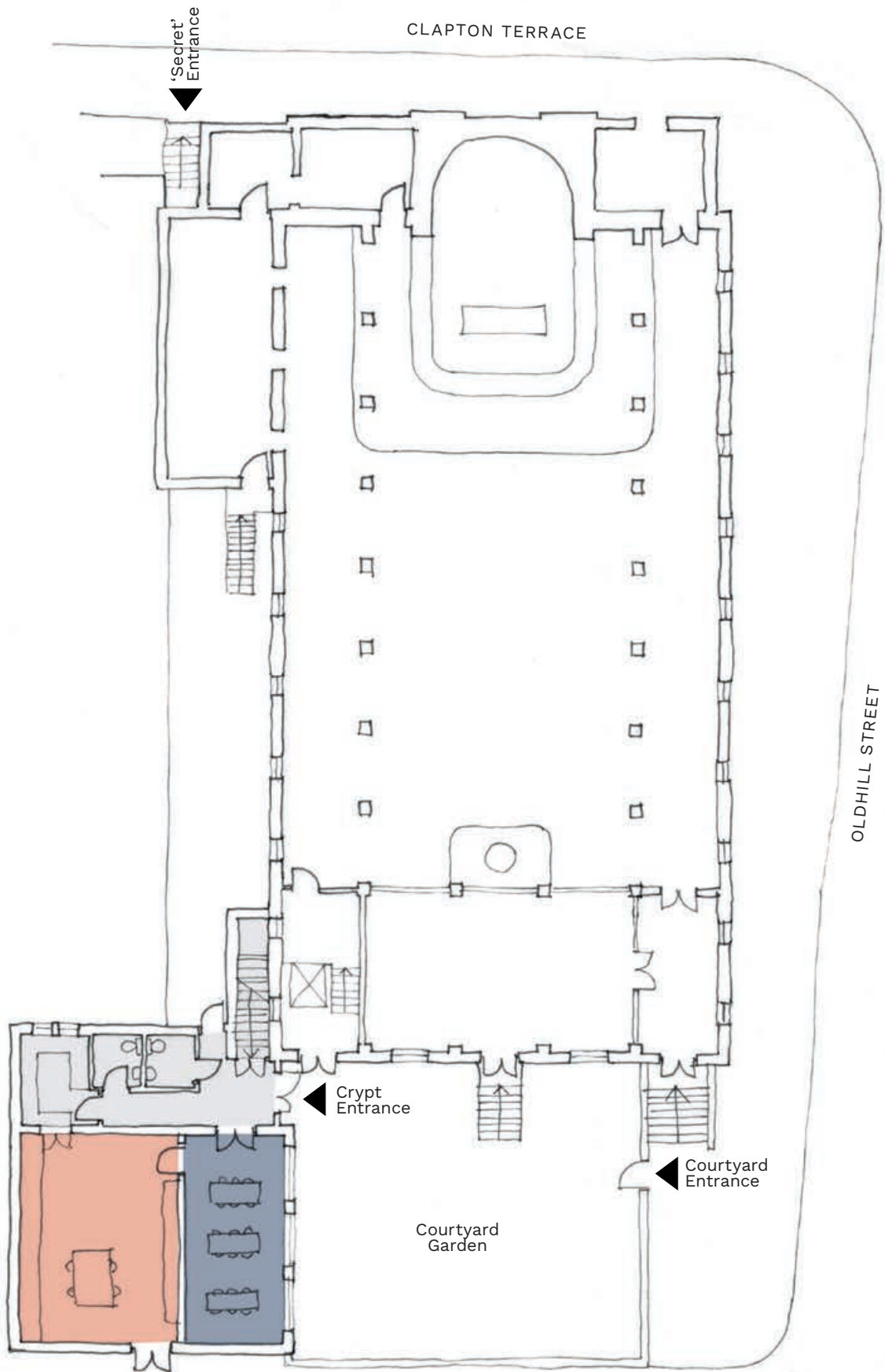
BACK OF HOUSE

Includes circulation, WCs and a smaller ground floor kitchenette. A large storage space at the rear of the crypt is used by a local steel band.

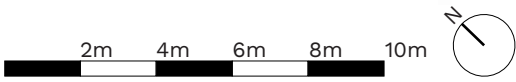
A ‘secret’ secondary access from Clapton Terrace - via the vaults - could be made safe and accessible at a later date.



Lower Ground Floor Plan @ 1:200



Ground Floor Plan @ 1:200



3x Design Ideas

Focus Available Funds on Strategic High Impact Solutions

A - An Entrance to SIGNPOST ACTIVITY

The crypt is currently hidden from the street and as a community space lacks visibility. A new sign - even a temporary one for the summer - will help to address this issue and signpost activity. The sign could draw on motifs from the existing church or skills within the local artistic community. It should be a spatial element - acting as entrance, gateway and portal - drawing visitors through the courtyard garden, past the commons room and down to the crypt below.



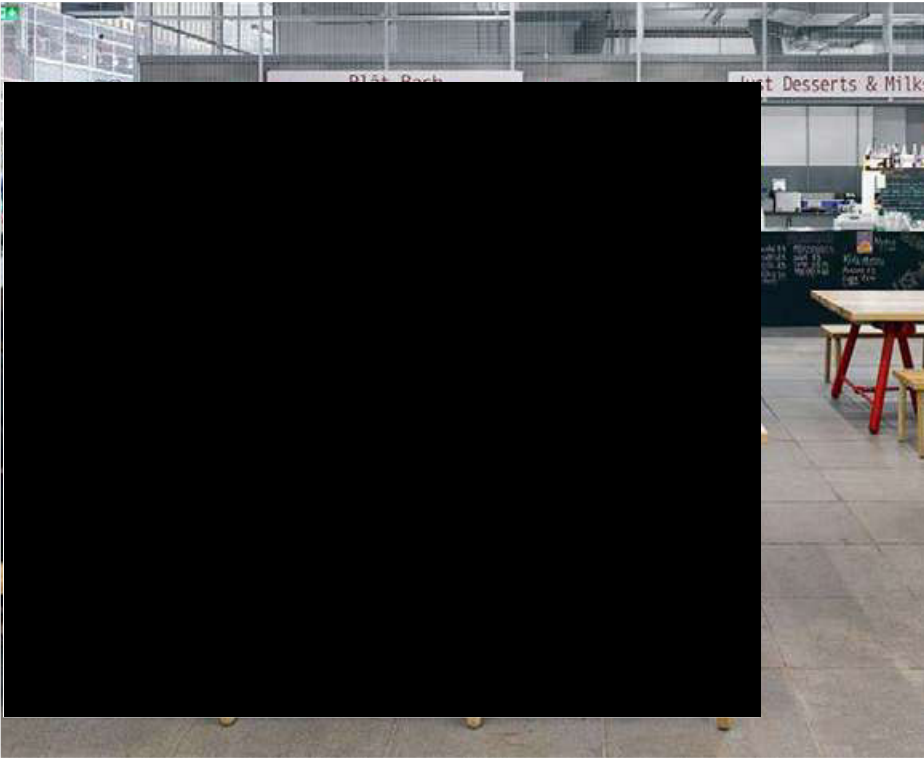
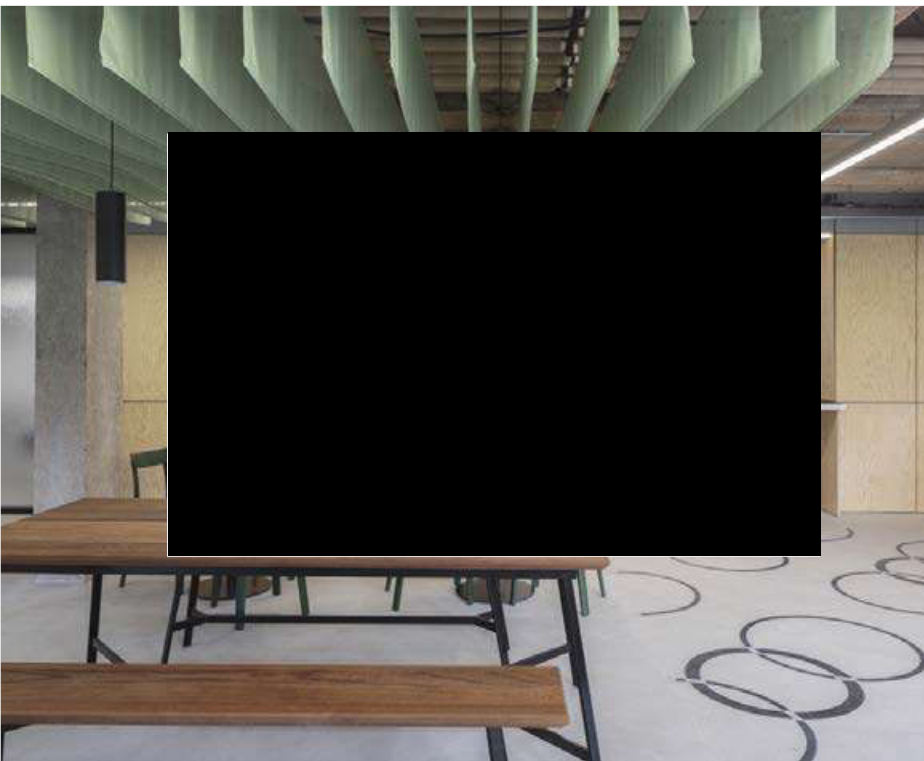
B - Partitions to ENABLE FLEXIBLE USE

Excluding the columns, the crypt is free from any structural elements. This allow us to be flexible with our arrangement of the space. Partitions can be light-weight, simple to build and easily adaptable in the future, while still having acoustic properties. Careful use of cheap translucent polycarbonate can ensure adjacent spaces enjoy borrowed light, while maintaining a sense of the crypts overall scale and openness. For a more flexible cost-effective approach, curtains can be used in place of walls.



C - Fit-Out to SUPPORT COMMUNITY

The canteen is the heart of the crypt space and Carib Eats its anchor tenant. Two pieces of carefully considered furniture will create a space for lingering and conversation. Firstly a large dining table, not only for eating together, but informal chats and quick meetings. Secondly an open servery, that brings the welcoming smells and sounds of the kitchen into the space. Lighting and some low-cost acoustic elements hung from the ceiling can also enhance the character of the space.



Summer 2021 & Beyond

Opportunities for Further Growth & Investment

In the first phase - we propose focusing available funds on the entrance sequence, signage, community canteen and adjoining studios, as illustrated on the adjacent drawing.

This initial investment can unlock further opportunities as identified below.

Note: the ideas below are in no particular order and can be phased according to need and available funds.

1 - ACTIVATE THE COURTYARD GARDEN

The sun-drenched SE facing courtyard is a real asset, connecting Clapton Commons with the main church. However the current layout does not promote activity and use. A garden redesign would help to make better use of this special space.

2 - OPEN & EXTEND THE COMMON ROOM

The Common Room - a latter addition to the Grade II listed church - has superb outlook onto the courtyard garden. There is an opportunity to open up the SE facade to create a better connection or even add an additional storey to provide more high-quality space.

3 - FULLY REFURBISH CRYPT STUDIO/GYM

The existing crypt already provides a basic level of functionality as a gym space. Limited funds in the Phase 1 may necessitate focusing investment elsewhere. More costly improvements to windows, ventilation, lighting, floor finishes etc. could be undertaken as part of a later works phase.

4. IMPROVE VERTICAL CIRCULATION

Access to the crypt is via an unlovely side staircase, and a platform lift shared with the Church. Vertical circulation could be rationalised to connect all levels via a single main staircase incorporating an improved lift.

5. ACCESS CRYPT GARDEN

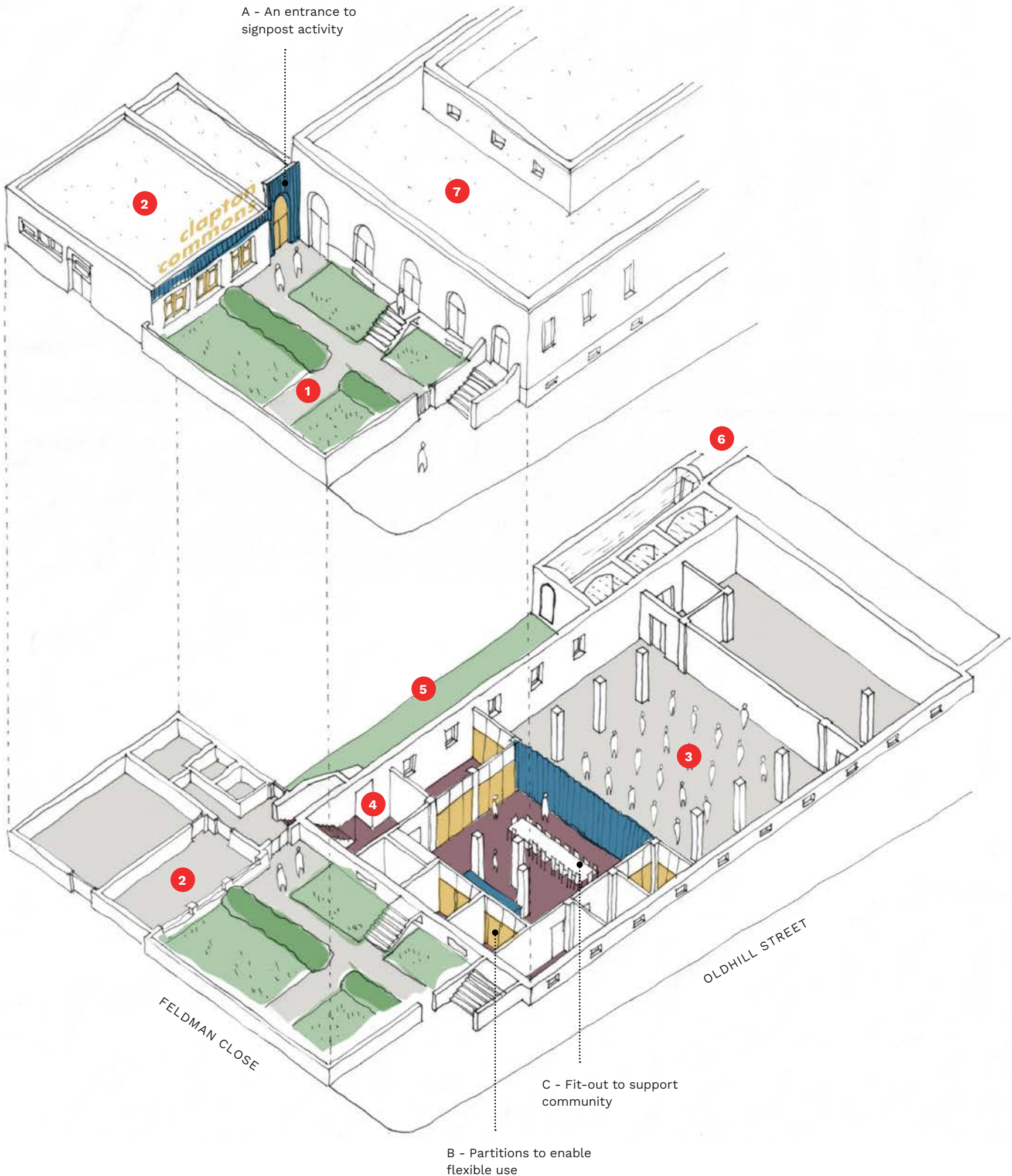
There is a second hidden garden space to the north of the church. Opening the crypt up to this space would provide much needed daylight as well as an external spill-out space.

6. 'SECRET' CLAPTON TERRACE ENTRANCE

Identified in Phase 1 but requires investment to make accessible and secure - a secondary 'secret' entrance from Clapton Terrace would allow spaces to be used independently and provide an atmospheric arrival sequence for events and evening supper clubs.

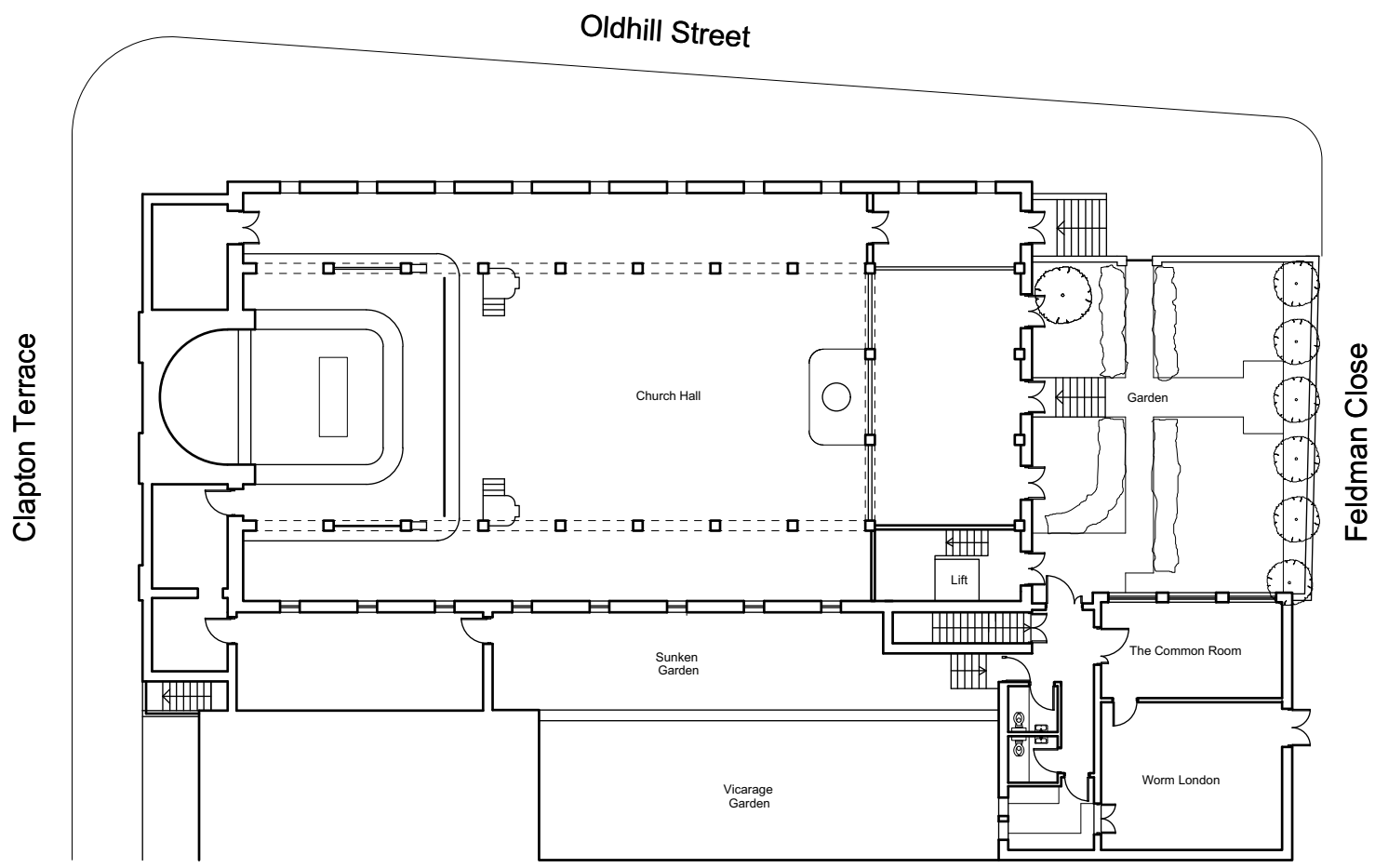
7. ROOF EXTENSION

Improving vertical circulation (above) could make the church's flat roof accessible - enabling its use and/or extension.

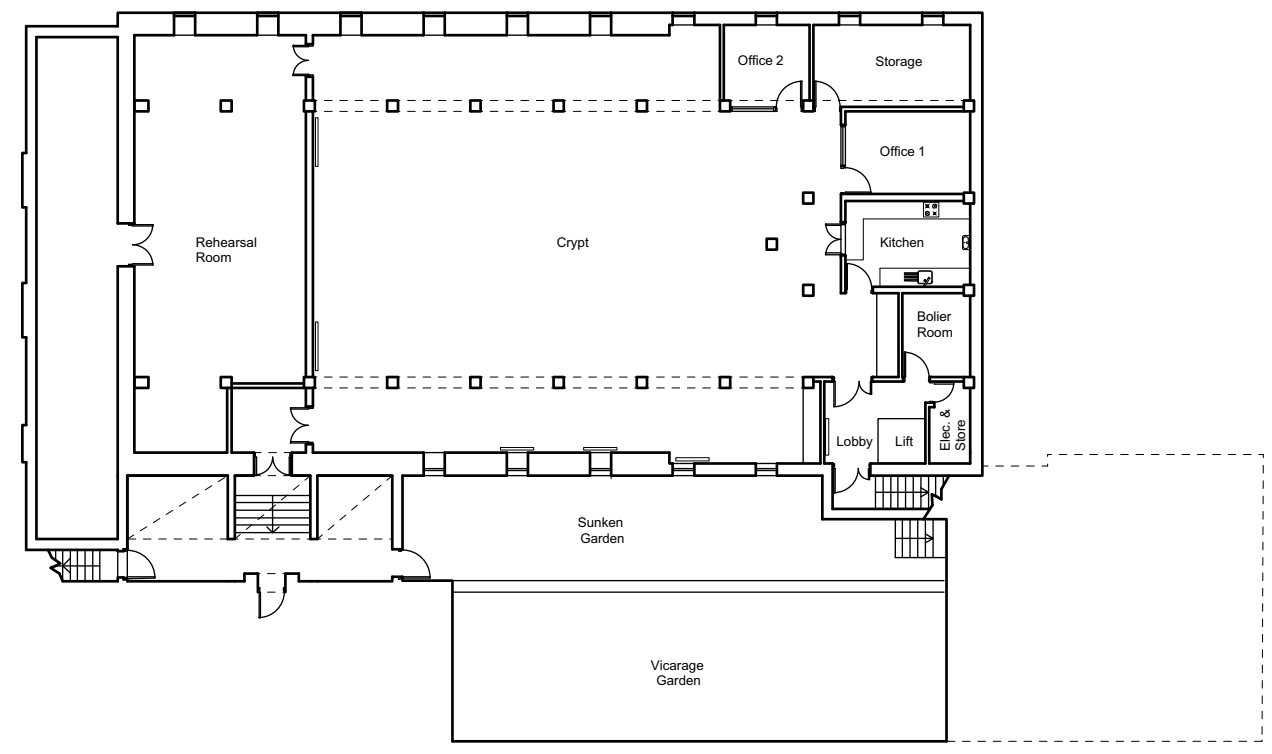


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Existing Ground Floor



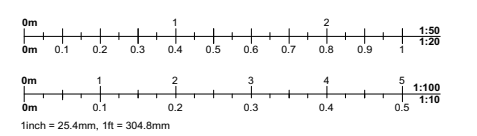
Existing Crypt

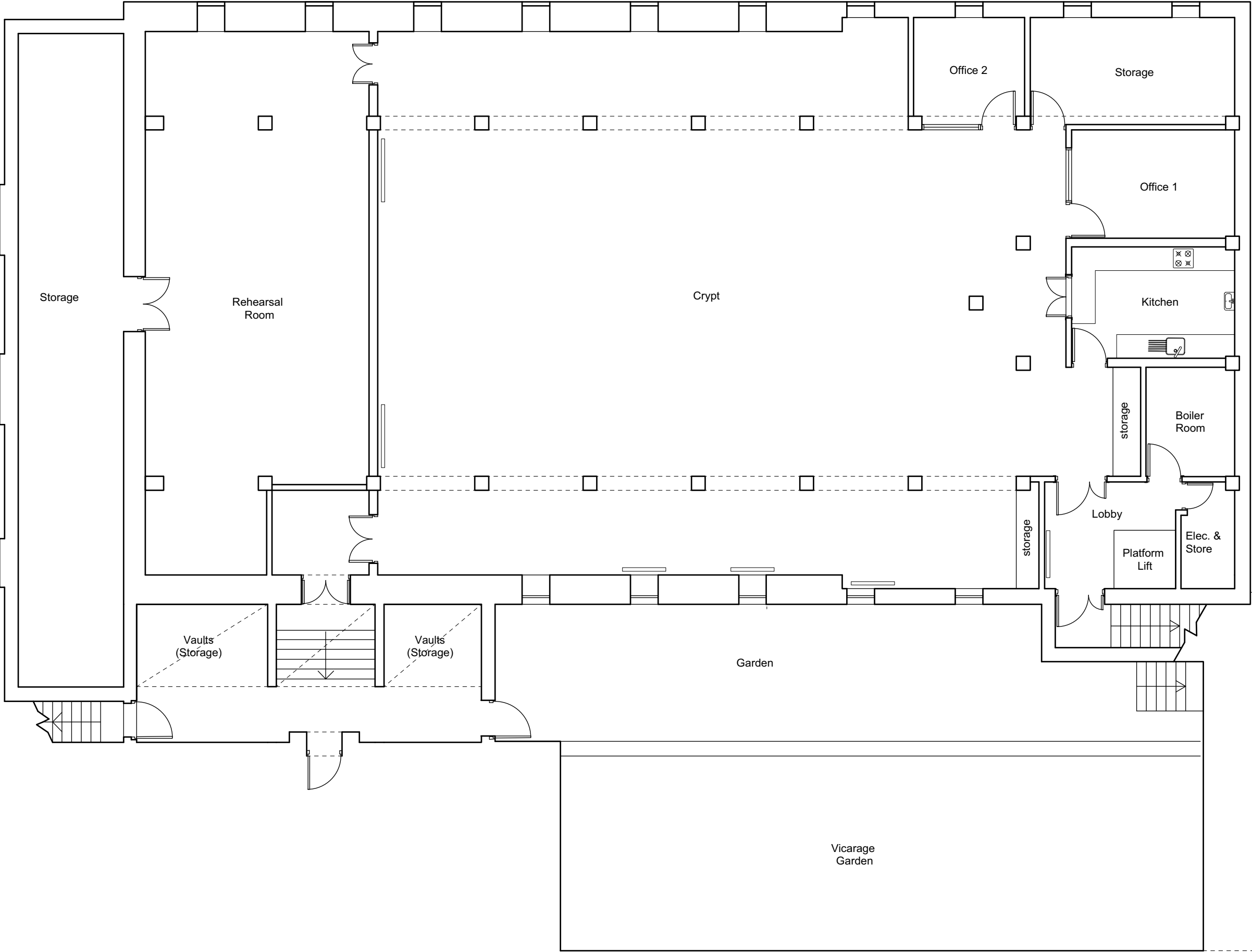
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4. All dimensions to be checked on site before proceeding with work.
5. Report any discrepancies to the Architect.

Studio RO\ST
5 Gould Terrace, E8 1JX, London

Project Name	The Common Rooms		
Project Reference	012		
Project Address	St Thomas's Church, Clapton Common, London, E5		
Drawing Name	Existing Ground Floor & Crypt		
Drawing Number	003	Revision	
Scale	1:250 @A3	Date	05 07 21
Drawing Status	Information		

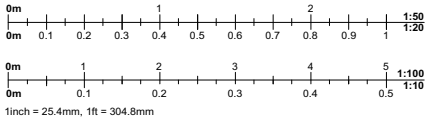




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5 Gould Terrace, E8 1JX, London

Project Name	The Common Rooms		
Project Reference	012		
Project Address	St Thomas's Church, Clapton Common, London, E5		
Drawing Name	Existing Crypt		
Drawing Number	004	Revision	
Scale	1:100 @A3	Date	05 07 21
Drawing Status	Information		





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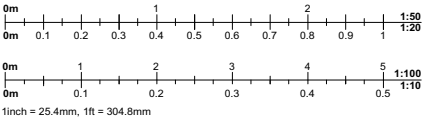
Studio RO\ST
5 Gould Terrace, E8 1JX, London

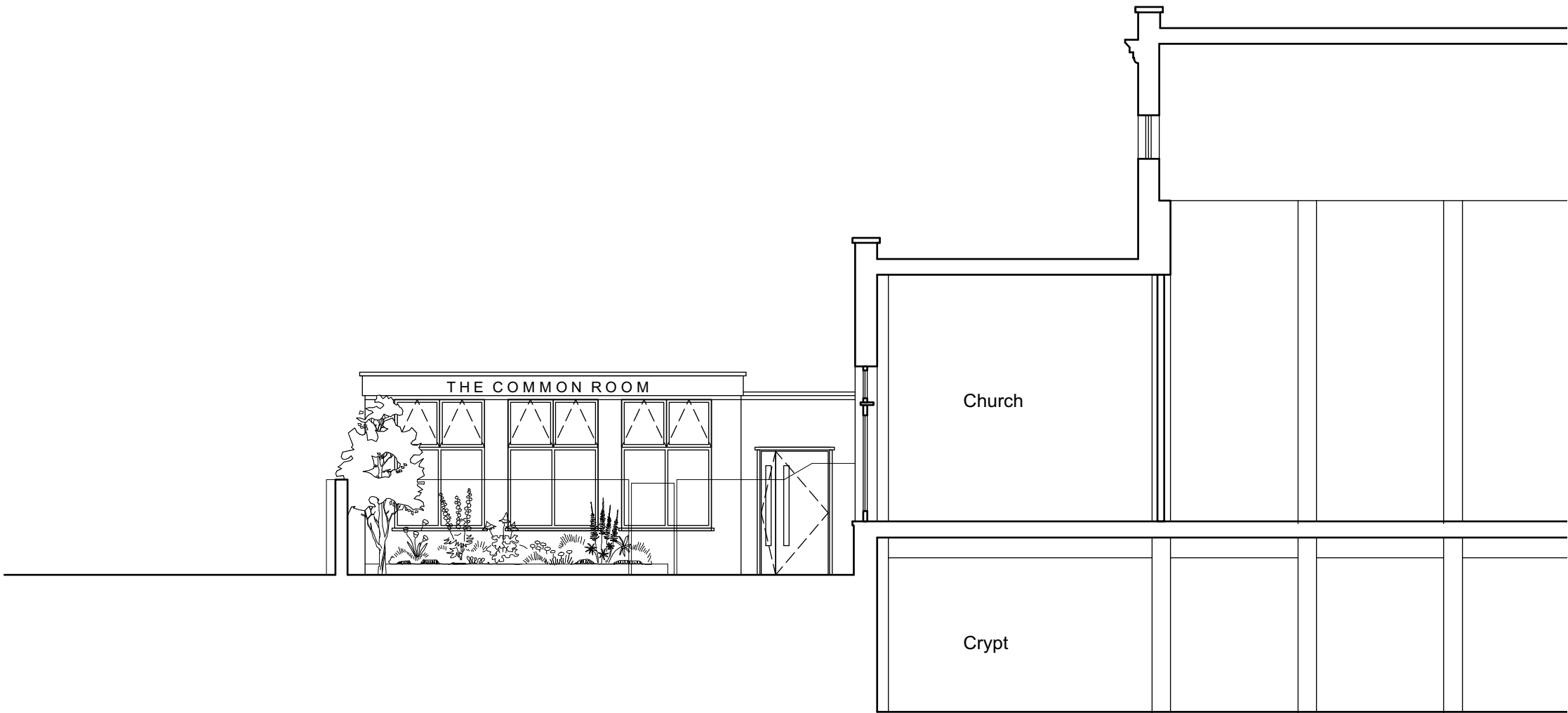
Project Name **The Common Rooms**
Project Reference **012**
Project Address **St Thomas's Church, Clapton Common, London, E5**
Drawing Name **Existing Street Elevation**

Drawing Number	005	Revision
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Scale **1:100 @A3** Date **05 07 21**

Drawing Status **Information**





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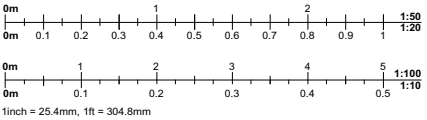
Studio RO\ST
5 Gould Terrace, E8 1JX, London

Project Name **The Common Rooms**
Project Reference **012**
Project Address **St Thomas's Church, Clapton Common, London, E5**
Drawing Name **Existing Entrance Elevation**

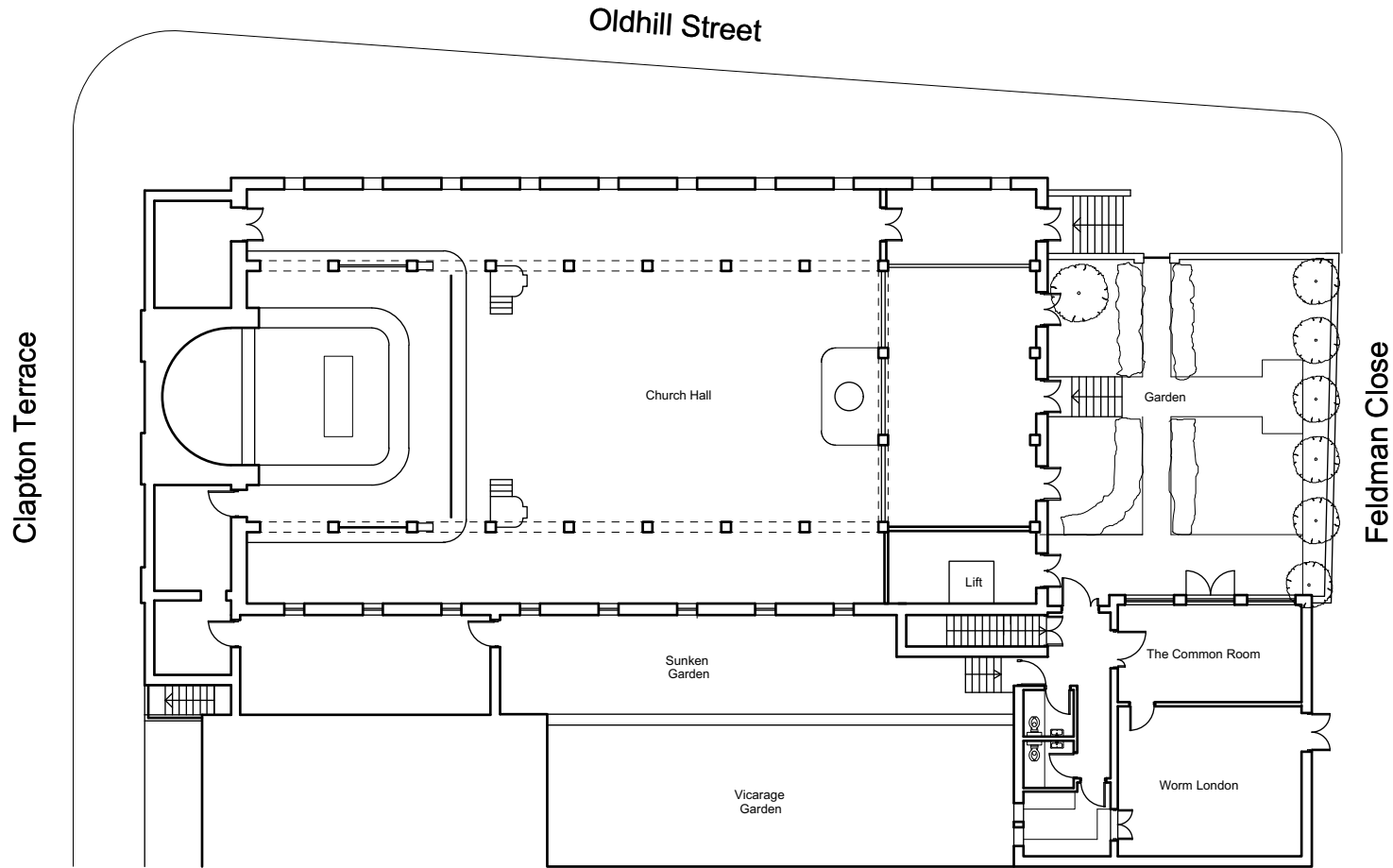
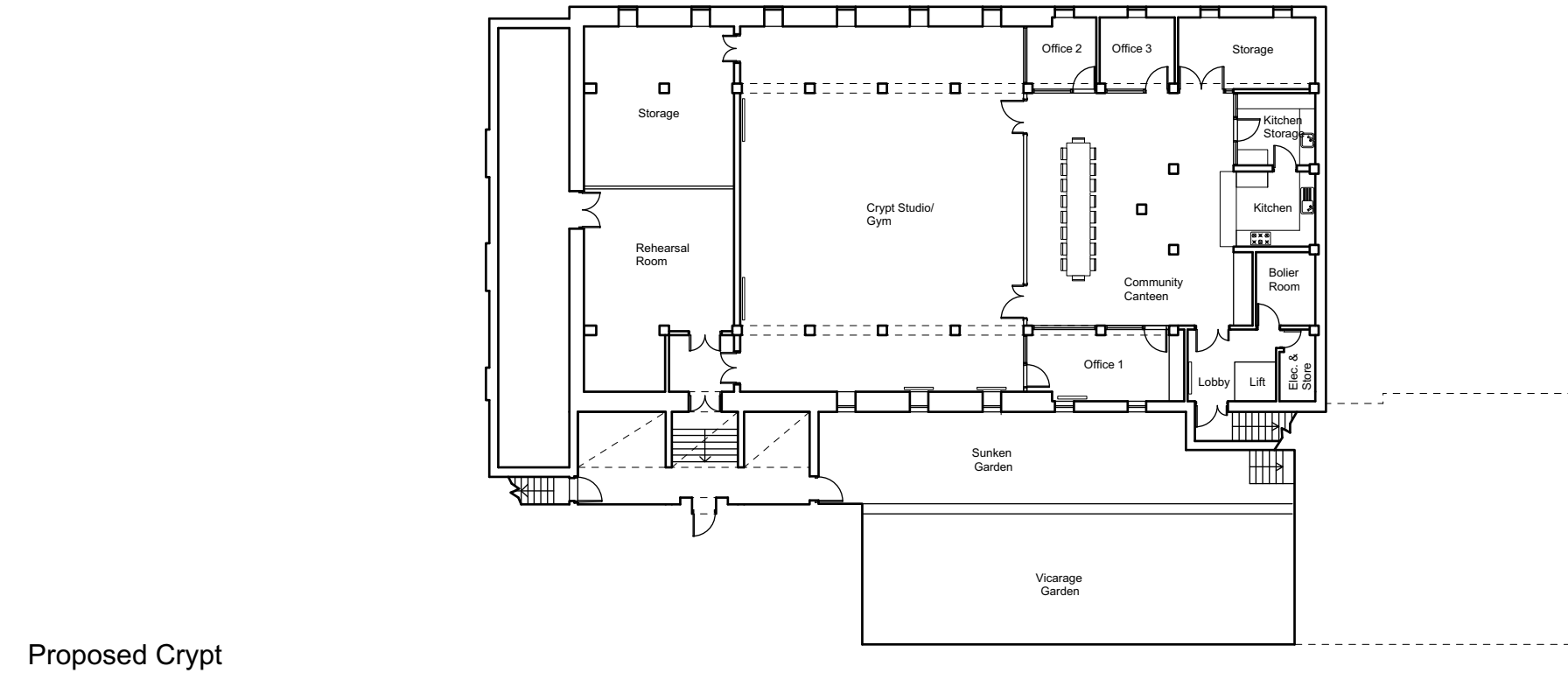
Drawing Number	006	Revision	
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Scale **1:100 @A3** Date **05 07 21**

Drawing Status **Information**



Proposed Ground Floor



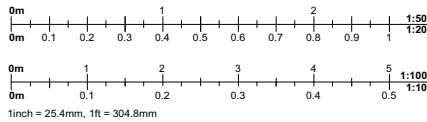
Proposed Crypt

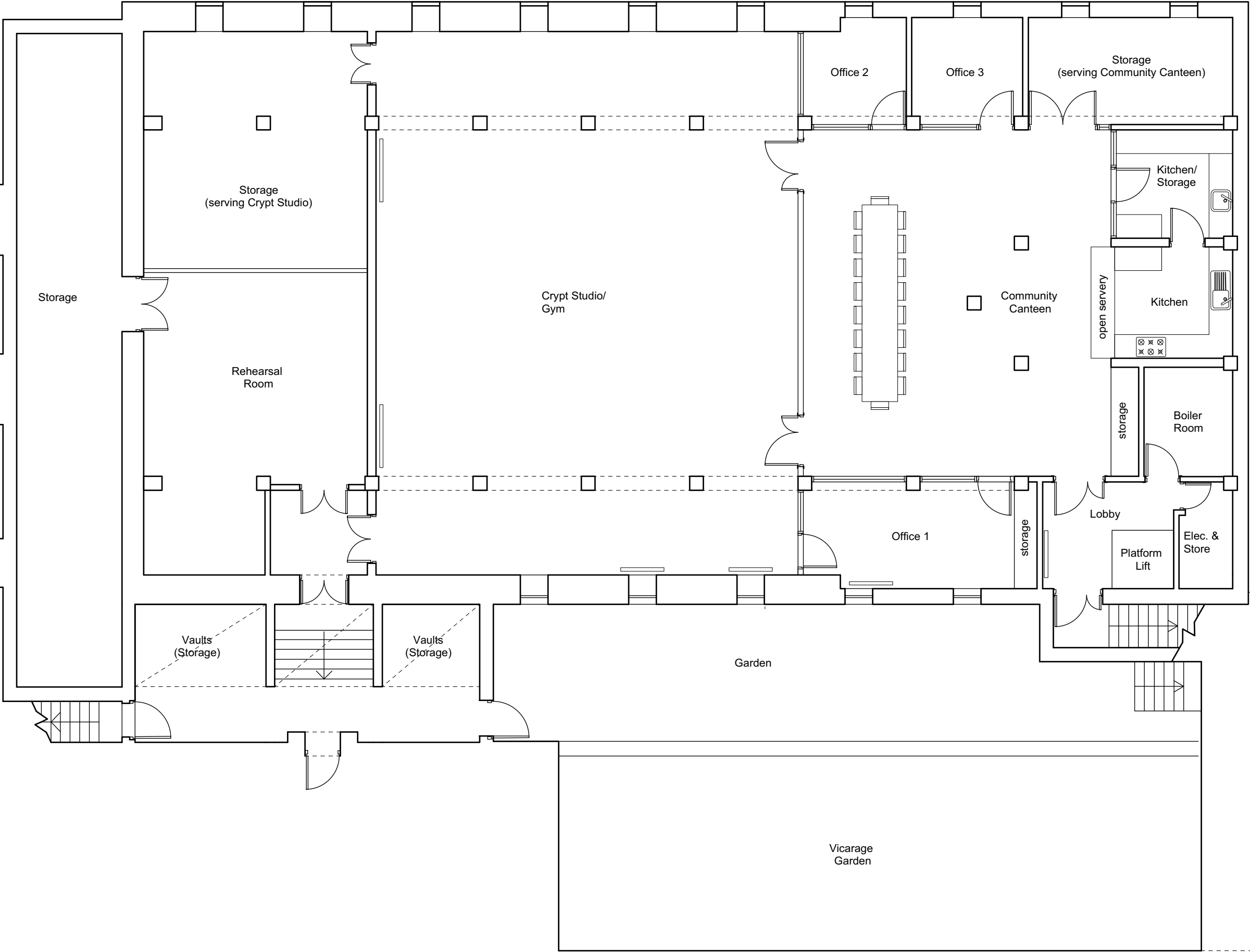
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Studio RO\ST
5 Gould Terrace, E8 1JX, London

Project Name	The Common Rooms		
Project Reference	012		
Project Address	St Thomas's Church, Clapton Common, London, E5		
Drawing Name	Proposed Ground Floor & Crypt		
Drawing Number	100	Revision	A
Scale	1:250 @A3	Date	05 07 21
Drawing Status	Information		

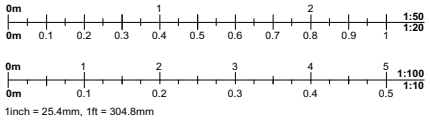


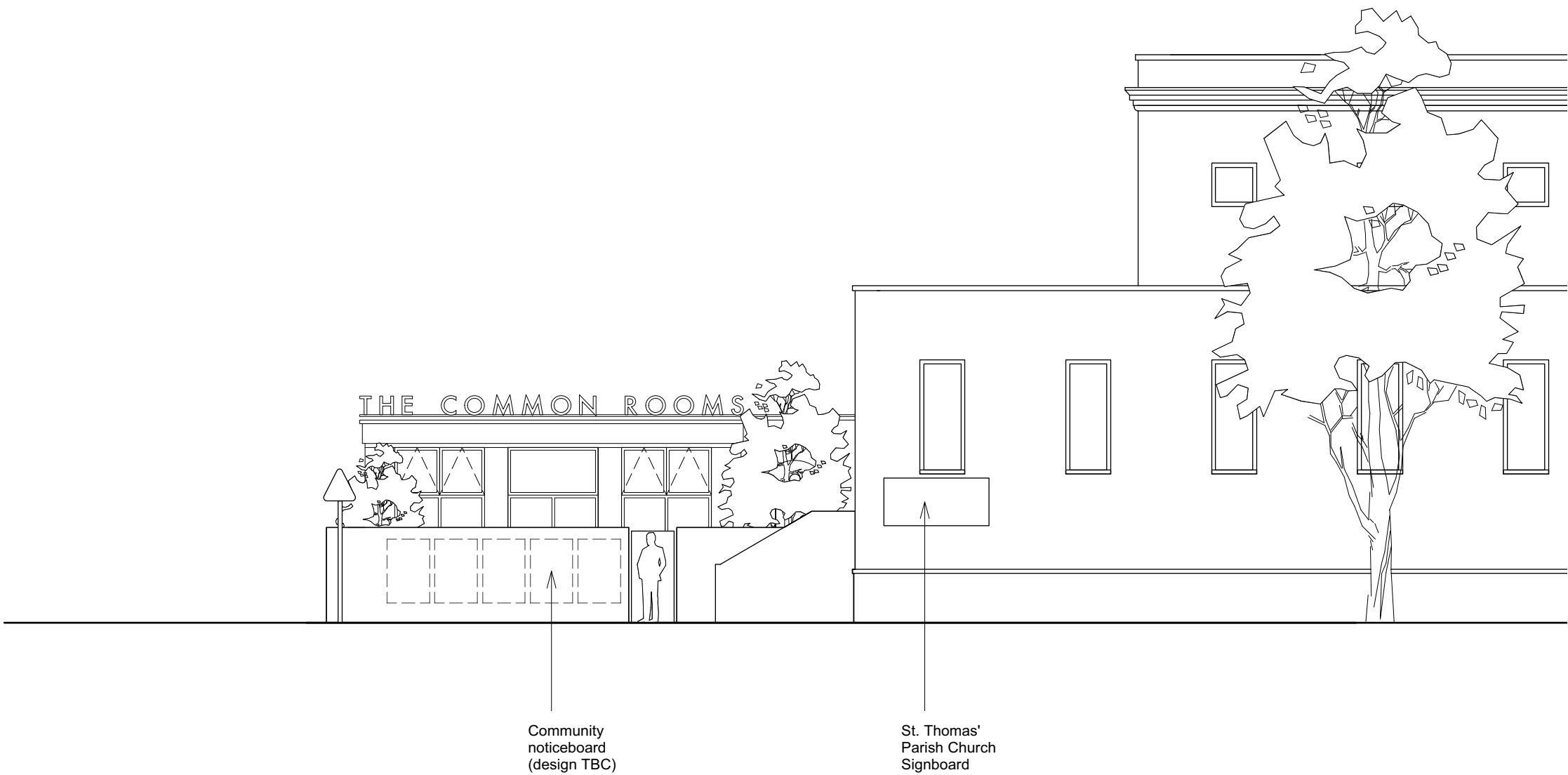


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Project Name	The Common Rooms		
Project Reference	012		
Project Address	St Thomas's Church, Clapton Common, London, E5		
Drawing Name	Proposed Crypt		
Drawing Number	101	Revision	A
Scale	1:100 @A3	Date	05 07 21
Drawing Status	Information		



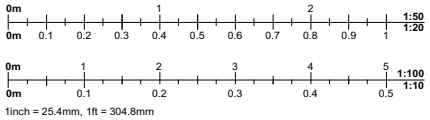


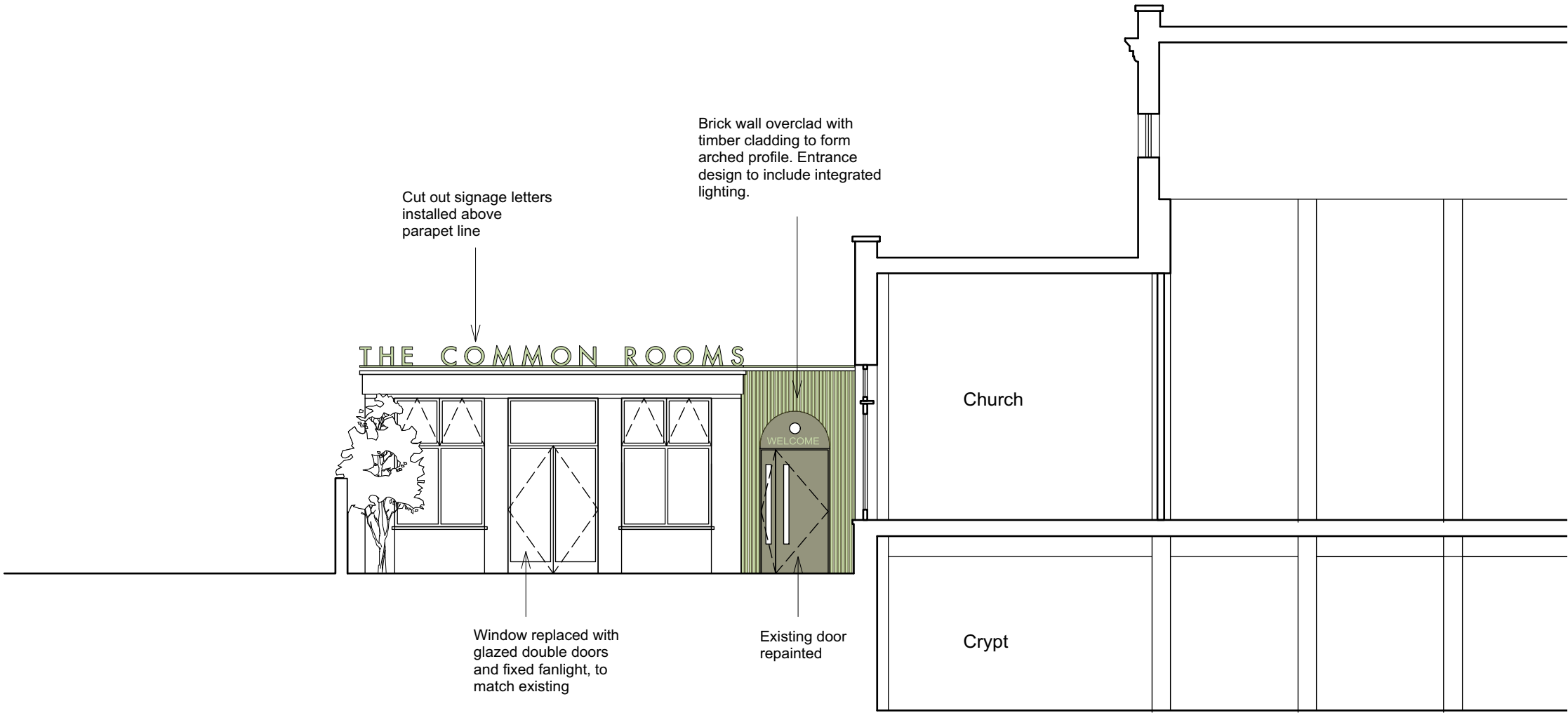
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Project Name	The Common Rooms		
Project Reference	012		
Project Address	St Thomas's Church, Clapton Common, London, E5		
Drawing Name	Proposed Street Elevation		
Drawing Number	200	Revision	
Scale	1:100 @A3	Date	05 07 21
Drawing Status	Information		



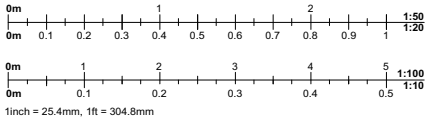


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Studio RO\ST
5 Gould Terrace, E8 1JX, London

Project Name	The Common Rooms		
Project Reference	012		
Project Address	St Thomas's Church, Clapton Common, London, E5		
Drawing Name	Proposed Entrance Elevation		
Drawing Number	201	Revision	
Scale	1:100 @A3	Date	05 07 21
Drawing Status	Information		



St Thomas' Church - Adaptation to the spaces in the undercroft area

Submission to the DAC

BUDGET COSTS

Item	Name	Quantity	Unit	Rate	Cost
	Building cost				
1	Stripping Out & Demolitions	10	M	£ 50.00	£ 500.00
2	Internal Walls/Partitions	28	M	£ 150.00	£ 4,200.00
3	Internal Doors	1	Item	£ 650.00	£ 650.00
4	External Doors	1	Nr	£ 500.00	£ 500.00
5	North Windows	5	Nr	£ 250.00	£ 1,250.00
6	South Windows	5	Nr	£ 400.00	£ 2,000.00
7	Small Power	Allowance			£ 1,500.00
8	Lighting	Allowance			£ 2,000.00
9	Mechanical	Allowance			£ 750.00
10	Fire Alarms + Signage	Allowance			£ 1,500.00
11	Floor Finish	140	m2	£ 32.00	£ 4,480.00
12	Wall Decorations	270	m2	£ 12.00	£ 3,240.00
13	Ceiling Decorations	165	m2	£ 12.00	£ 1,980.00
14	Acoustic Treatment	Allowance			£ 1,500.00
15	Kitchen Servery	Allowance			£ 1,500.00
16	Kitchen Fit-Out	Allowance			£ 2,500.00
17	Dining Tables	2	Nr	£ 900.00	£ 1,800.00
18	Chairs	10	Nr	£ -	£ -
19	External Signage inc. Lighting	Allowance			£ 2,500.00
20	Professional Fees/Permissions	10.0%			£ 3,435.00
21	Construction Contingency	10.0%			£ 3,435.00
22	Building control				£ 3,000.00
			A	Total building cost	£ 44,220.00
	Additional cost due to revised design - covered by Provisional sums (PS)				
23	Extra over external signage/notice board	1	Item (PS	£ 2,950.00	£ 2,950.00
24	Adapt window with external access doors to the common room	1	Item (PS	£ 3,500.00	£ 3,500.00
25	in lieu of separation curtain i.e. fire rated solid folding doors	1	Item (PS	£ 3,750.00	£ 3,750.00
26	Form a new storage lockable area for gym/ yoga equipment	1	Item (PS	£ 2,950.00	£ 2,950.00
27	Fire access / FRA treatment as required	1	Item (PS	£ 2,500.00	£ 2,500.00
28	Landscaping to the memorial garden	1	Item (PS	£ 2,750.00	£ 2,750.00
29	General risk items -i.e. utilities/ services/passenger lift	1	Item (PS	£ 5,000.00	£ 5,000.00
30	Adjustment & additional Professional Fees/Permissions	5.0%			£ 1,170.00
31	Adjustment & additional Construction Contingency	5.0%			£ 1,170.00
			B	Additional cost	£ 25,740.00
		C =A + B		Excluding VAT	£ 69,960.00

Conservation and Design Observations 1

From:	██████████ Conservation and Design Officer
To:	Diocesan Advisory Committee
Date:	14th July 2021
Address:	Church of St Thomas, Clapton Common
Application Number:	0505.01-0321A
Proposal:	Redevelopment of the undercroft so that it can be used to support several local community activities.

Significance of Area and Buildings

Please see the Statement of Significance and Need, which covers these accurately.

Analysis of the proposals

The proposed development is subject to the following conservation comments:

- The area of the crypt proposed to be altered appears to date mainly from 1958 and is a space with lower significance in conservation terms. The current internal fit out is not significant. The Church Hall dates from 1967 and is not significant.
- These spaces appear to be currently underused.
- The church is on the Heritage at Risk Register and there are serious and well documented issues with the roof covering and structure. The proposed scheme does not address this directly but appears to have the potential to provide a higher and more certain revenue stream, which may make it more likely that a scheme of repairs could be funded sooner. This is supported.
- The aim of providing additional community facilities would definitely be supported by the Council, subject to an assessment of the heritage impacts (if any).
- The Council warmly supports the proposals at this stage.
- The external works proposed (and possibly the change of use, if any) will require Planning Permission. We strongly suggest that the church engage with pre-application advice as soon as possible, to discuss. Given that the proposals are for a community centre and that the building is Grade II listed and on the Heritage at Risk Register, we may be able to provide this advice free of charge: please contact me directly.

[REDACTED]

From: London ePlanning <e-london@historicengland.org.uk>
Sent: 16 July 2021 10:27
To: [REDACTED]
Subject: RE: St Thomas, Clapton Common 0505.01-0321A
Attachments: EE When HE should be consulted.pdf

Dear [REDACTED]

Ref No 0505.01-0321A

Parish St Thomas, Clapton Common

Redevelopment of the undercroft so that it can be used to support several local community activities.

Thank you for your email of 13 July 2021 regarding the above application under the ecclesiastical exemption from listed building control. On the basis of the information provided, we do not consider that it is necessary for this application to be notified to Historic England under the relevant statutory provisions, details of which are attached.

If you consider that this application does fall within one of the relevant categories, or you have other reasons for seeking our advice, please contact us to discuss your request. If we do not hear from you within five working days we will assume this application should not have been sent to us.

Kind regards,

[REDACTED]

[REDACTED]
Business Officer | London & South East
Regions Group

Historic England | 4th Floor, Cannon Bridge House, 25 Dowgate Hill, London, EC4R 2YA
[REDACTED] [HistoricEngland.org.uk](https://www.historicengland.org.uk)

From: [REDACTED]@london.anglican.org>
Sent: 13 July 2021 18:05
To: London ePlanning <e-london@historicengland.org.uk>
Subject: St Thomas, Clapton Common 0505.01-0321A

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Dear Sir/Madam,

You have been invited to view the following application.

Ref No 0505.01-0321A

Parish St Thomas, Clapton Common

Redevelopment of the undercroft so that it can be used to support several local community activities.

Please use this link <https://portal.london.anglican.org> to view the full details of the application and to submit your comments. Please respond to this consultation within 28 days.

If you need any additional information, help with the online portal or would prefer a hard copy of the application please contact [REDACTED] [london.anglican.org](https://portal.london.anglican.org).

Yours sincerely

[REDACTED]

The Diocese of London

[Unsubscribe](#)



[REDACTED]
Church Buildings Adviser - DAC

Tel: [REDACTED]

[REDACTED] [london.anglican.org](https://portal.london.anglican.org)

London Diocesan House, 36 Causton Street, London SW1P 4AU

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Artefact

White Collar Factory, 1 Old Street Yard
London, EC1Y 8AF
info@artefact-studio.com

PBL Group
Unit 9 Saxon House,
Upminster Trading Park,
Warley Street,
Upminster,
Essex,
RM14 3PJ

16/03/2022

Dear [REDACTED]

Re: The Common Rooms

St Thomas's Church, 1 Clapton Terrace, London, E5 9BW

Thank you for confirming your willingness to tender on this contract. Clapton Commons is a registered charity, formed by local residents and stakeholders working together to improve their community, and this project will create a new home for their work on the site of St Thomas's Church.

Please find attached:

- Form of Tender
- Architect's Drawings and Schedules
- Pricing Schedule
- Preliminaries

This is a competitive tender. The client reserves the right not to accept the lowest tender or indeed not to accept any tender at all. Once a contract value has been agreed, the Client intends to enter into contract with the successful tenderer through a JCT "Minor Works Building Contract with contractor's design".

We have submitted relevant information to the Approved Inspector during the technical design stage. However, please note that it is the Contractor's responsibility to ensure that all work carried out on site is in accordance with the Building Regulations, and to negotiate approval with the Approved Inspector.

We ask that you enter prices next to each item in the attached pricing schedule and return a copy, together with your tender. You should also submit a programme for the works and details of your insurance arrangements.

This is a 3 week tender process. Please return your tender by close of business on **Thursday 7th April** to the following email:

[REDACTED]@artefact-studio.com

Works are scheduled to start at the beginning of September 2022. We anticipate a 6-8 week programme. If you think this is ambitious or you can offer a reduced price on a different programme, we will consider this during the contract negotiations.

Please do not hesitate to contact me on the number/ email below if you have any queries during the tender process or to arrange a site visit.

Yours sincerely,

[REDACTED]
For Artefact

CC Clapton Commons

From: [REDACTED]
Subject: Tender package
Date: 03 May 2022 13:26:27
Attachments: [Pbl Ref 1497.pdf](#)

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Dear [REDACTED]

I hope you're well.

We have now agreed on a contractor to undertake the programme of works required for phase 1 of the Common Rooms. We had four contractors respond to the tender and we have agreed to go with PLB who are already known to the DAC which was really helpful.

Please find attached their submitted tender package.

If there is any other information you require, please let me know.

Kind regards,

[REDACTED]

[REDACTED]

Interim-Director
Clapton Commons

Mob: [REDACTED]
Web: claptoncommons.org
Insta: claptoncommongood
Twitter: @Clapton_Commons / @JoeWalkerUK

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FAO: [REDACTED]
Artefact
White Collar Factory
1 Old Street Yard
London EC1Y 8AF

Date: 07/04/2022
Our ref: TL14947

Dear [REDACTED]

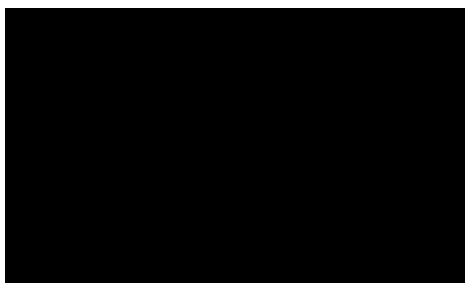
SUBJECT: The Common Rooms – St Thomas's Church, 1 Clapton Terrace, London E5 9BW.

We have pleasure in submitting out tender as per the attached along with outline programme (to be agreed) and copy of our latest insurance details.

We have worked in a number of churches in the past and are able to provide you with good references to demonstrate our capabilities for undertaking works in these types of buildings and we pride ourselves on a collaborative and proactive approach to all our projects which is demonstrated by our repeat business with many of our clients so it would be great to be given the opportunity to work with you on this scheme.

In terms of our quote, I hope we have interpreted your requirements correctly, however, should you have any queries or would like to meet with me to discuss further I would be happy to meet with you at a convenient time for you.

In the meantime I look forward to hearing from you in due course.



Enclosed: Pricing schedule / Programme / Insurances

Building a brighter future in
which we work, live, learn and play.

Unit 9 Saxon House / Upminster Trading Park
Warley Street / Upminster / Essex / RM14 3PJ

[REDACTED] info@pblgroup.co.uk
pblgroup.co.uk

Pricing Schedule			
Date: 07/04/2022			
Client: Artefact			
Item	Description	TOTAL	
1.1	Prelims	£ 8,415.00	
2.1	Stripping out and demo	£ 7,703.28	
		£ -	
3.1	Partitions type 02	£ 12,006.00	
3.2	Decorations to wall type 02	£ 3,335.00	
		£ -	
4.1	New doors	£ 15,870.00	
4.2	Decorations to existing doors	£ 1,150.00	
		£ -	
5.1	Floor finishes - Lino to zone 1	£ 1,886.00	
5.2	Floor finishes - Lino to zone 2	£ 8,107.50	
5.3	Floor finishes - Lino to zone 3	£ 8,855.00	
		£ -	
6.1	Wall decs type 01 to zone 1. Staircase and lobby	£ 1,811.25	
6.2	Wall decs type 01 to zone 2. Canteen, offices, storage and kitchen	£ 4,648.88	
6.3	Wall decs type 01 to zone 3. Crypt studio/gym.	£ 4,278.00	
		£ -	
7.1	Ceiling decs type 01 to zone 1. Staircase and lobby	£ 414.00	
7.2	Ceiling decs type 01 to zone 2. Canteen, offices, storage and kitchen	£ 2,918.70	
7.3	Ceiling decs type 01 to zone 3. Crypt studio/gym.	£ 3,187.80	
		£ -	
8.1	Kitchen servery incl decs (Prov Sum)	£ 5,000.00	Prov Sum
8.2	Kitchen fit out (supply by others) install sinks, cooker, and extractor hood	£ 1,150.00	
8.3	Tiling to kitchen	£ 644.00	
		£ -	
9.1	Mechanical	£ 1,207.50	
9.2	Plumbing	£ 862.50	
9.3	Lighting & small power (supply of lights by client)	£ 5,152.00	
		£ -	
	EXTERNAL WORKS	£ -	
		£ -	
10.1	Supply and fit external signage above parapet (Prov Sum)	£ 5,000.00	Prov Sum
10.2	Improvements to entrance concrete fascia and coping	£ 8,337.50	
10.3	Decs to external concrete fascia and copings	£ 862.50	
10.4	Supply and fit common room door (incl local demo, making good and decs)	£ 4,887.50	
10.5	New stone paving to garden	£ 2,070.00	
		£ -	
	Contingency allow £10K	£ 10,000.00	
		£ -	
	GRAND TOTAL	£ 129,759.90	+ Vat

	Clarifications & Qualifications		
1	We assume all walls being demolished are non-load bearing walls. Client to arrange confirmation via structural engineer, no allowance for removal of load bearing walls at this stage.		
2	In relation to external signage works, we have discussed with our signage company and we have allowed a provisional sum of for now. This can be finalised if we are in the running with details discussed between us, our signage company and the architect.		
3	In relation to the servery we have allowed a provisional sum which we feel will be sufficient as we would like to discuss this design with the architect further should we be successful.		
4	We have allowed for new nosing's to the stairs leading down the lower level.		
5	In relation to the new floor coverings, we have not allowed for any repairs to the sub-floor which may or may not be required following removal of the existing floor coverings as this is currently unknown but we have allowed for a self levelling screed (2mm).		
6	We have not included for any painting of flooring works to RC.11 & RC.12.		
7	In relation to Velfac doors, we have allowed for door from their RIBO range.		
8	In relation to the external formation of the entrance with MDF, we have allowed to use 18mm boards in lieu of 25mm as our supply cannot obtain the 25mm boards.		
9	In relation to the new partition type 02, we have allowed to paint one side of partition only as this is our understanding of the requirements, if incorrect please advise and we will add a cost for both sides.		
10	In relation to the kitchen works, we have not allowed for any appliances, kitchen units, worktops or storage racks which we assume will all be provided by the client.		
11	We have not allowed for the supply of any light fittings which we assume will all be provided by the client free-issue.		
12	In relation to the electrics, we assume the existing distribution board has spare capacity for the new circuits and is compliant. If the board requires upgrading this would be additional.		
13	We assume free use of the clients water and electricity for the purpose of the works.		
14	We assume free use of the clients existing welfare and toilet facilities for the duration of the works.		
15	Extra paint pipework, woodwork (skirtings, frames etc		
16	No new skirtings allowed for as not mentioned in the documents.		
17	Cooker hood to be provided by the client.		

The Common Rooms

DRAFT PROGRAMME

07/04/22

ID	Name	Start	Duration	Finish	Jul		Aug				Sep				Oct																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
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To Whom It May Concern,

26th October 2021

RE: PBL Group Limited & PBL Holdings Ltd & Probuild (London) Ltd
Our Reference: 39659567

We can confirm that we act as insurance brokers on behalf of the above insured, and that the following covers are in place:

Employers Liability

Insurer:	HCC International Insurance Company PLC
Policy number:	OUM22/222854
Cover period:	27 th October 2021 to 26 th October 2022
Indemnity limit:	£10,000,000

Public Liability

Insurer:	HCC International Insurance Company PLC
Policy number:	OUM22/222854
Cover period:	27 th October 2021 to 26 th October 2022
Indemnity limit:	£5,000,000

Products Liability

Insurer:	HCC International Insurance Company PLC
Policy number:	OUM22/222854
Cover period:	27 th October 2021 to 26 th October 2022
Indemnity limit:	£5,000,000

Public and Products Liability (Excess Layer)

Insurer:	AIG
Policy number:	99839833
Cover period:	27 th October 2021 to 26 th October 2022
Excess layer:	£5,000,000
Primary indemnity limit:	£5,000,000 (Total Limit £10,000,000)

Contractors All Risk

Insurer: HCC International Insurance Company PLC
Policy number: OUM22/222854
Cover period: 27th October 2021 to 26th October 2022
Contract Works: £500,000
Hired In Plant: £100,000
Owned Plant: £25,000.00

Professional Indemnity

Insurer: Tokio Marine HCC
Policy number: PI20J808704
Cover period: 27th October 2021 to 26th October 2022
Indemnity limit: £5,000,000 any one claim

Indemnity to principals clause included.

Please Note:

The information provided in this document provides a brief overview of covers in place at the time this was sent. The full details of the above policies, including terms and conditions, are provided in their respective policy documentation. The expiry date given represents the normal expiry date of the policy. This document does not change cover provided. The cover stated above may change or be cancelled, and we are under no obligation to advise you as such.

Please contact us if you require any further information.

Yours faithfully,



utive

CHAS Insurance



.com

cation//Make London 2021 – Common Rooms for Clapton Project Inception Meeting: A Checklist

For all Make London projects the inception meeting is crucial for us to understand the project including:

- Timetable for completion
- Any risks that might compromise delivery
- Any opportunities to improve the design or maximise the social impact
- The delivery partner, their skills and capacity (how confident are we)
- Whether the outputs reflected in the contract are complete and accurate

We use this to set our expectations both formally (via contract) and informally (how you want to work together). We give them a face & a name at City Hall, reassure them and explain how we can assist them to achieve a great project we can both be proud of.

Projects can be managed in different ways to meet your style, capacity and expertise, but the following checklists sets out a series of things that we'd like to be consistent across the programme, at the outset.

[Programme monitoring information](#)

Please clarify:

- o Type of organisation (Charity / social enterprise etc) – [see IPM excel](#)
- o Clarify whether they have received any public money in the past (how much / what for) – [see IPM excel](#)
- o Clarify whether they have received any GLA funds in the past (how much / what for) – [see IPM excel](#)
- o Confirm whether they have done a project like this before – [yes the Liberty Hall project on Clapton Common](#)
- o Have they ever crowdfunded before (run a campaign / backed a campaign) – [see IPM excel](#)
- o Where did they hear about the programme – [see IPM excel](#)
- o Confirm that they have completed the equal opportunities form Spacehive issued to every applicant (google form) – or re-issue if required. – [see IPM excel](#)
- o Assess whether the project / organisation could develop into a larger GGF project (either via development funding or further phases). – [unlikely on this site, its limited to undercroft will little scope for further capital funding on this site. Maybe if other sites projects etc.](#)
- o Try and secure some 'before' photos now and take any baseline condition data – [requested 27/05/21](#)

The contract for our pledge

They should have received a draft contract from us. We need to:

- o Explain that they are going to be custodians of public money and so we have to formalise our contribution in this way. It's some standard terms and conditions but they need to read and understand them. We don't want to negotiate them.
- o Check the details and confirm the pledge amount
- o Ensure they have filled in their own details
- o We have proposed activities / milestones that our pledge would contribute to. Ensure that these make sense and no other funder had expected to pay for these elements. Change if required within the Cap/Rev allocation and to ensure

that the milestones and costs reflect the project campaign as pitched on Spacehive.

- Assign some expected completion dates to the milestones
- Add any further expectations / agreements that come out of the meeting into the project description
- Establish whether there are any conditions (or commercial agreements) of other pledgers that we perhaps weren't aware of when we made our decision. For instance, if a backer offers to pay for some aspect of the project, like a mural, in exchange for their logo being incorporated into the design. In this case the GLA would need to ensure that this contribution does not undermine the integrity of what was pitched to us (and the public) and that there is no other conflict of interest. If there is, we reserve the right to withdraw our pledge.

Electronic signatures:

As per last year, during the first wave of COVID, we will require digital vs wet signatures/hard copies.

- The document should be emailed as an attachment by the signatory, from their GLA e-mail address, to the recipient. The body of the email should make clear the signatory is authorised by the GLA to execute the document on the organisation's behalf; and that they have applied their electronic signature to the document to so authorise it. The email should also identify clearly the document by title, time and date and where there is one, the specific document reference. An individual should be appointed in each unit to be copied in to such emails and they should maintain a log. They can also support the filing of emails and documents. This role will be fulfilled by the CMT Support team where the grant or contract is being executed by an Executive Director
- You should expect similar arrangements from your counterparty: an email from the authoriser and confirmation they are authorised to sign documents on behalf of the organisation. This may be in the form of a scheme of delegation in the counterparty is another public body; or confirmation the individual is a director where a company (you can check this on Company's House website). Where you do not commonly deal with the counterparty, you should also seek confirmation of and assurance that the electronic signature is theirs. For example, you could ask for a scanned letter on company notepaper included their signature.

There is further guidance on the intranet here:

http://intranet.london.gov.uk/sites/default/files/intranetfiles/executing_formal_docs_electronically_-_v1.2_apr_20.pdf

Please do flag to [REDACTED] when the contract has been completed on their side and stored in the project folder, so that we are able to bundle and issue to [REDACTED] successor in batches for their signature.

Project Outputs

Whilst contracts take the project description from each Spacehive campaign page, we want to try and agree some specific measures of success with each project. These would allow us to assess the impact of the programme in a consistent way. The programme monitoring spreadsheet sets out the standard measures and our estimate of what could be achieved for each project. We need to review this with the project creator and try to find ways that they might monitor / record and prove that they achieve some of these (where relevant / possible).

We can prioritise the most pertinent. We need to encourage them to collect evidence as they go and you should update our spreadsheet at the start with agreed targets. We don't need to write these into the contract, but you can do (under project description) if you feel it would be valuable.

Their final claim should be accompanied by a **closure report** for us to understand their project, it's successes and impact. Now is the time to go through this with each project and think together about how they might collate information as they go so that they are not doing a 'retrospective' account with no evidence. As part of this, they should be encouraged to reflect on their own journey / skills learnt / experience gained etc.

We also want to know at the end if they would go on to do this again (or if they have used this to secure other funding or personal development opportunities).

Project monitoring

You need to set expectations for how projects will keep you (and the Spacehive backers) informed of progress. Public updates could be blogs, photos etc on their own website (or ideally, Spacehive) whereby they alert you to the post.

We need to re-assure them that they should come to us as soon as their might be a problem. So that we can help them solve this. We understand they won't want to talk about problems in public, so this is really important that we are the first to know.

You need to be able to give updates to quarterly BPR, but we are flexible on how you collate this information. We'll want to know about spend and progress (including any outputs) in our quarterly report.

Claiming their funding

- We need to explain to them that we usually pay in arrears (on completion of milestones where evidence of agreed spend is presented – so invoices / receipts etc).
- We have agreed an element of forward funding
- We need to show them how to set up their claim template form to make this all as easy as possible.
- Ensure their final claim is accompanied by a closure report

Forward funding: We have agreed to release an element of forward funding to every Make London partner. This amount is reflected on the draft contract. In order to receive forward funding, partners must submit an invoice to us for the forward funding amount. They can only do this once they have registered on SAP (see guidance in the Community Projects handbook attached to the introductory email) and Symone has raised a PO on the system for their full grant amount).

Once they are registered on SAP and Symone has raised a PO number, TfL provide us with a PO number that they reference on that first invoice.

Please ensure they understand that the remainder of their pledge can only be released once they have showed us evidence that they've already spent the forward funding amount issued.

Our support offer:

Set out that we can support in a number of ways:

- Offering expertise in how best to deliver your project or maximise the impact through good design
- Helping to make a claim and process paperwork
- Brokering conversations with the local borough or large organisations such as TfL
- Exploring opportunities for press or a City Hall representative to visit your project to celebrate completion
- Assisting to publish a blog on the City Hall website to document your success

In addition, our [Team London Volunteering Service](#) is available to help them find support.

Team Catch Up 30/07/2021

Thank you for running through project updates from the team and apologies for the late start to the meeting. Below is a summary of our discussion and actions. Please let me know if there is anything I have missed or you would like to add.

Updates

- GLA and CCCO have signed contract
- GLA have issued CCCO PO Number for all future claims invoices
- GLA updated CCCO on claims procedures including
 - As CCCO is VAT registered please ensure all claims excludes VAT
 - Evidence for claims cannot be invoices from CCCO team themselves for work they have done, rather receipts from external suppliers, costs for permissions etc.
 - The £10,000 forward funding needs to be spent and evidenced before any further funding paid.
 - Submitting a closure form will be an online link to be submitted at the same time as final claim with this capturing outputs
- CCCO have issued out survey to stakeholders seeking feedback on the proposals and activities for the project in operation

Actions

- GLA to confirm the form of approval from DAC to enable forward funding payment. This will include Listed Building Consent approvals in its final form but an intermediary letter is sought by the 15th September 2021 to enable forward funding to be claimed.
- CCCO to confirm the DAC approval process and timeline to enable a form of approval to be used for forward funding as above.
- CCCO to share minutes and photos from previous stakeholder engagement sessions for GLA to collate for outputs achieved
- CCCO to share survey with GLA
- CCCO to share any organisation and stakeholder engagement programme and relationship mapping
- GLA to attend future engagement event
- GLA to review CCCO stakeholder relationship mapping to advise on other contacts and programmes that may support this project
- GLA to amend next catch up to week commencing 6th September to be at site in Clapton – MR suggests the morning of 6th or 8th 9am? Alternatively if available 3rd September week before?
- CCCO team to review MDA Workshop notes and return any queries to follow up with GLA

Team Catch Up 13/09/2021

Updates

- CCCO updated the team on the DAC permissions application process. This involves initially serving faculty papers followed by a statutory period of 40 days. Then the Diocese will issue legal paperwork for final permissions. All permissions sit within the Diocese process other than the external signage which will need planning consent with local authority.
- CCCO confirmed the likely timelines for these permissions. It is intended that submission to the Diocese formal **consultation** will be in the next two weeks with potential permissions achieved at the beginning of November. The application for permission for the signage on top of building is intended within the next month.
- CCCO updated the team on engagement activities to date to feed into the Project Outputs. These included
 - In July two community feasts were held on the Common in partnership with Liberty Hall. Approximately 60 residents (including staff and parents from Oldhill Community Primary School and elders from the Friends of Woodberry Downs). This was the first in-person community event since March 2020.
 - On the 9th October there is a planned community meal
 - Last Monday Carib Eats in partnership with Universal Boardgames hosted an event to encourage people to engage with the plans. These will be held every Monday until mid-October. Attendance to date has ranged from 5 people to 40 people who turned up to play.
 - The team have organised a meeting with the head teacher of Oldhill Community School.
 - There is a planned photographic project to showcase photos of people involved in Clapton Commons to be held on the common and in the undercroft space.
 - [REDACTED] the community officer is in discussions with developers Countryside about how they can engage and support the activities of CCCO.
 - CCCO have received 95 responses from the survey about what activities, amenities and support local people would like to see in the project space. The team are looking for more data and have been working with Focus consultancy.
 - Nick Bell, a local designer working towards a doctorate in community engagement is setting up a shared a conversation recorder between different groups. This network of 'chatterboxes' aims to encourage dialogue and record stories from the local community.
- CCCO have recently held their AGM where they introduced different membership levels depending on how engaged with the CCCO activities they are – i.e. Commoners, Members etc.

Actions

- GLA to map out local initiatives and organisations that may benefit from or feed into the CCCO activities, spaces and associated partners.
- CCCO to share latest plans with GLA
- CCCO to share digital copy of DAC support letter
- CCCO to follow up with Spacehive to confirm next steps for drawing down pledges (not from GLA). Copy in GLA to email.

- GLA to email Claim Form example to CCCO team (including [REDACTED] to enable first claim to be made.
- GLA and CCCO to agree date, time and location of next catch up meeting in October 2021.

Great user group stakeholder group last Wednesday – with architect and drawings walking about the space

Need to do a little bit more light touch consultation

Materials were brought by

They are delayed

Beefing up the comms plan to communicate progress

Project –

Planning application

Expecting the week of the 7th March a decision

Main issue

Tender documents – main issue

Need to tweak the tender pack

Update the tender document

CCCO happy for us to release fund – what we need from CCCO to release

Rising costs – wider visions – looking

██████ to check for additional funding opp

Architect -£2k, building control

██████ can CCCO set out a expenditure programme – to get claim in end of March – with evidence ticking over in April

Actions

- Submit breakdown of expenditure against Milestone 2 (e.g. professional costs etc.) asap and before 31st March 2022. Any remaining unspent forward funding must be used in the building construction costs.
- Submit outstanding permissions against Milestone 2 (planning, DAC letter etc.) asap and before 31st March 2022
- Submit claim for remaining funding amount (£20,000) before 31st March 2022.
 - Submit detailed tender package with clear costings from the contractor confirmed to undertake the works.
 - This must make clear where the GLA outstanding forward funding is being spent within the tender package as well as the remaining £20k being claimed.
 - This must include the works described in Milestones 3,4 and 5.
 - This must also include a construction programme, with clear dates for commencement and completion of works.
 - The construction programme must indicate clear dates for submission of receipts/invoices to GLA to confirm the expenditure – which final date to be agreed prior to submitting claim.
 - Project closure form submission date to be set out

Planning and Permissions

DAC issued advised – suggested minor changes – then they gave thumbs up
28 days' notice on church and website - no responses
Had a meeting conservation officer – led to changes to entrance design – pre-app – voiced their and concerns and these changes have been made
Signage – hackney council, consultation with stakeholders – email feedback
Decisions about lettering, font, size, minor detail,
Forced the team to call out for those wanting to get involved – set up a working group to refer decisions to detail to 6/7 – larger group of 15 people
Architect now put together formal planning application – CCCO team have now signed
Submitting this week/next week 13
Narrow planning application to focus on delivering spacehive outputs
To ensure the paperwork –

Progress on Site

Preparation on – taken rubbish out of undercroft, requested photos of before and after
Is there an outline programme of the works – but will need to wait for the permissions,
Waiting for permissions
Need to keep the space operational under the permissions
Lining up the contractors

CCCO have concerns over costs due to rising labour and materials costs.

██████ is looking at the Joseph Rank foundation for additional funds – only fund once.
– to check any additional funds to CCCO apply for.

Will not be able to submit a Milestone

Capturing Outputs

██████ – to send template of outputs to ██████

██████ – community engagement change maker – very busy

Lots of activity

Organising an outdoor exhibition – from local Clapton commoners in oct

Community gardening workshop

Community feast 45 guests in undercroft – made early oct

Continuation Carib eats juice and patty and old hill community school and parents.

4 outreach sessions with local estates, play bus, double decker moving library and safe play space, around hackney to bring provisions to those access without

Making everyone aware of the project

Women's support group – friends of Clapton

In the process of appointing an interim director for CCCO to provide it with capacity for next year and operation and community - ██████ starting in post in Jan - previous centre manager at Old School Rooms

Forward funding – fees for architect pending should.

- Yes have access to TfL supplier database
- [REDACTED] double check the bank details
- Then [REDACTED] raises PO with TfL
-

Last week 18th met key users, church member , **pantonio**, carib eats, martial arts, project managers – met for two hours with architect to refine the needs – how to partition for each user but retain flexibility, councillors – [REDACTED], community building

Now moving into implementation – follow up meeting next with core group – CCCO, architect – then submit diocese on 5th July

- [REDACTED], can attend the workshop
- Photos outstanding – [REDACTED] will send over shortly

[REDACTED]

The Vicarage
1 Clapton Terrace
London
E5 9BW

[REDACTED]

08 September 2021

Dear [REDACTED]

St Thomas, Clapton Common – 0505.01-0321A – Redevelopment of the Undercroft

The proposal for the redevelopment of the undercroft at St Thomas, Clapton Common was discussed at the July 2021 meeting of the London Diocesan Advisory Committee (DAC). The proposal was supported by the Committee and it is likely that faculty application papers will be issued once details relating to the proposed partition between the canteen and crypt studio areas have been confirmed.

Yours sincerely,

[REDACTED]

Archdeacon of Charing Cross & Acting Archdeacon of Hackney

Updated by [REDACTED] [REDACTED]

A CCCO to submit receipts to GLA to satisfy grant agreement Milestones 3, 4 and 5.

B CCCO to submit project closure form



LONDON
BUILDING CONTROL

13 Woodstock Street, London, W1C 2AG

General: [REDACTED] / Web www.londonbuildingcontrol.co.uk (<http://www.londonbuildingcontrol.co.uk>)
Accounts: [REDACTED] Email accounts@londonbuildingcontrol.co.uk
 UK VAT No. 895 8401 76 / Company No. 059 11 975

Request for PAYMENT

TO: Clapton Commons Community Organisation Ltd
Address St Thomas' Church 1 Clapton Terrace
 London
 E5 9BW

Payment No: 79347
Date: 17-08-2021
Project Ref: 21/74482/MYPPA/AL
Payment Terms: 30 Days

SERVICE DESCRIPTION	FEE	VAT	NET
Plan Checking, Site Inspections, Certification	£780.00	20%	£650.00
Sub Total:			£650.00
VAT:			£130.00
Total Amount Due:			£780.00
Deposit Paid:			£0.00
Balance:			£780.00

Proposal: Refurbishment works to St Thomas's Church Crypt including new internal partitions and kitchen fit-out.
 Alterations to the external elevation of St Thomas's Church Hall including new double doors, new signage, lighting, and timber cladding to existing entrance
Location: St Thomas' Church 1 Clapton Terrace
 London
 E5 9BW

Payment Methods:

Debit/Credit Card Online: <http://www.londonbuildingcontrol.co.uk/pay-fees-enter>

BACS: London Building Control Ltd [REDACTED]

Please quote your payment number (79347) as the beneficiary reference.

IBAN: GB56HBUK40052661596950 **BIC:** HBUKGB4B

Cheque: Made payable to "London Building Control Ltd" and posted with the remittance slip below.

Please note payment is due within 30 days.

Remittance Advice:

Post: London Building Control Ltd, 13 Woodstock Street, London, W1C 2AG

Email: accounts@londonbuildingcontrol.co.uk

Payment Number: 79347 **Amount:** £780.00 **Site Address:** St Thomas' Church 1 Clapton Terrace, London, E5 9BW

VAT receipts are issued to the individual/company making payment on the date payment is received. Please ensure that we have the full name/address if different to the Request for Payment.

From: [REDACTED]
Cc: [REDACTED] [Make London](#)
Subject: Make London - Congratulations & next steps
Date: 12 May 2021 11:17:00
Attachments: [ML2021_FA Common Rooms Clapton_Draft.doc](#)
[Working with City Hall 2021.pdf](#)
[Supported by MOL.zip](#)
[GLA_brand_guidelines_2020_compressed.pdf](#)
[Pledge Claim Form.xlsx](#)
[Closure Form 2020-21.xlsx](#)
[Make London Community Projects Handbook.pdf](#)

Dear [REDACTED]

Congratulations on your successful crowdfunding campaign and we hope you are keeping well in the current situation we are facing. We're looking forward to helping you bring your idea to life. [REDACTED] (cc'd) will be your point of contact in the GLA Regeneration team. He will help ensure you get your funding from us as swiftly as possible and we have a lot of experience in this type of work, so you can count on us to help you get the most out of the journey you're about to begin. We always sit down with a project partner at the start to better understand your plan of action. We should set this up as soon as possible. Below is an overview of where we are at, next steps and what to expect from working with the GLA.

This email is very important. Please save it, and all the attachments and refer to it throughout the delivery phase.

Project and Process Status

Your project name: Common Rooms for Clapton

Your current Status:

- You have been issued a draft funding agreement to secure the Mayor's pledge and instructions on how to register as a supplier on our system (so that we can pay you).
- We need to agree and sign this to unlock your other pledges (before Spacehive can transfer them).

Your immediate next step:

- Set up a meeting with your GLA Regeneration Officer to discuss your project and finalise your contract
- Register as a supplier with on our TfL system before planning the delivery of your project.

About your contract

Your contract sets out the terms and conditions for the Mayor's pledge and what you can spend our money on. It also sets out our expectations as a funder of your project. Please read it carefully. In our meeting we will confirm your milestones (project plan) and the things that the Mayor's pledge will pay for.

About your Pledge

You were pledged £30,000 by the Mayor. This breaks down as:

- £30,000 Revenue (typically; to run or manage activities or pay bills and wages, but you can effectively use revenue funding for construction or materials as well.)

Your pledges from the crowd are released shortly after we have both signed an agreement for the Mayor's pledge. These crowd pledges can be used for any item of spend necessary to deliver your project (unless you have a separate agreement with one or more backers). However, Public money from the Mayor works differently.

Your draft contract shows the items in your budget that we intended to pay for. If this doesn't work for you (perhaps another funder had intended to pay for that element) we will need to discuss the options.

Your pledge from us has been profiled in your contract to reflect our understanding of your project in terms of spend against key milestones (points of progress) based on the information you provided on your Spacehive project page. We've looked for activities we can support with our funds. You will only be able to claim your pledge from the GLA by providing evidence of spend against the items / activities described (so we'll want to see receipts and invoices to demonstrate your spend). It is important that you are comfortable with the way that your pledge has been described and that you still expect to have to spend this cash on these items or activities (and not provide them through in-kind pledges or other aspects of support). If not, you need to tell us now.

In most cases, we've proposed to forward fund a portion of your pledge from us. This means you receive some cash up front, but still have to demonstrate the spend against the agreed items to unlock future payments.

Following this, you will also be expected to claim your pledge in arrears where possible. So, you would use your pledges from the crowd to purchase items that we have agreed to pay for, present the receipts to us and claim these back from us. You would then use that money to continue the project. It is therefore crucial that you have a project plan and an idea of what you need to buy first and how you will fund this without your full pledge from the Mayor. If it would be impossible to do this, you need to flag this to us now so that we can help you find a solution. In certain circumstances (e.g. you need to buy one, very expensive item with all of the money from your campaign) we can look consider alternative arrangements, subject to strong justification.

Claiming your pledge

The process of claiming your pledge from us is set out in your 'Working with City Hall' guidebook – P17 onwards - and summarised below:

- You present evidence of spend to your GLA Regeneration Officer including an update on project progress and any successes using the attached Excel spreadsheet 'Pledge Claim Form'
- Your GLA Regeneration Officer approves your claim and we raise a Purchase Order Number for you and issue you further instructions
- You create an invoice for us using your PO number. If you don't have a template invoice for your organisation, we can help you create one
- You send your invoice to your GLA Regeneration Officer
- We make sure TfL pay the balance of your invoice

This process does involve back and forth and can take a few weeks before you receive any cash, so plan ahead and claim early.

Working with the GLA & Support we can offer

We can support you in a number of ways:

- Offering expertise in how best to deliver your project or maximise the impact through good design (don't be afraid to ask for our opinion)
- Helping you make a claim and process paperwork
- Brokering conversations with the local borough or large organisations such as TfL
- Exploring opportunities for press or a City Hall representative to visit your project to celebrate completion
- Helping you to publish a blog on the City Hall website to document your success

In addition, our [Team London Volunteering Service](#) is available to help you find support.

Attachments to this email

- Your contract in its current 'draft' state – you need to review it carefully with your GLA Regeneration Officer
- The 'Working with City Hall: Advice and Next steps' guidance document – please read this carefully
- The 'Supported by Mayor of London' logo, and brand guidelines (As a funder of your project, you should add our logo to any promotional materials related to your project. You can check with your GLA project lead that you have used the logo correctly)
- Your 'Pledge Claim Form' – This has been filled out for illustrative purposes only and needs to be filled out specific to your project including the milestones we agree. Your GLA project lead can help with this.
- 'Closure Form' – a template we will expect you to fill out upon completing your project and submitting your last claim, to tell us how things have gone
- Our Community Projects Handbook with practical advice for realising local projects from start to finish

Please keep this email safe as a reference.

Good luck!

Make London Team

[REDACTED]

[REDACTED], Crowdfund London / Make London
Special Projects Team, Regeneration
GREATERLONDONAUTHORITY
City Hall, The Queen's Walk, London SE1 2AA

[REDACTED]

[REDACTED]

Milestone	Claim amount	Claim Date	Evidence Required by 31st March 2022	Evidence Required by 30th April 2022
1. Contract signed				
2. Forward Funding	£ 10,000.00	15/09/2021	Formal approval from DAC in form of letter addressed to CCCO Receipts for forward funding sent (can include any project costs to date including building control, license/permission, design and other professional fees Planning permission	
3 to 5 Remaining funding	£ 20,000.00	31/03/2022	Before and after photos of stripping out Builders quote for materials and labour Quote for mechanical and electrical systems	Photos of new internal wall partitions Builders receipts/invoices for materials and labour spent Invoices receipts for mechanical electrical spent

Make London Inception Meeting

Agenda

- Timetable for completion
- Risks that may compromise delivery
- Opportunities to improve the design to maximise social impact
- Understanding the team's skills and capacity to deliver the project
- Confirming the outputs and milestones as stated in the contract
- Confirm registration as a supplier (SAP)
- Agree schedule of future project check in meetings

Registering as a supplier

Q – can register before signing the contract

Who is placed to sign the contract – someone representing Clapton Commons Limited – [REDACTED] or [REDACTED]

[REDACTED] sort out TfL registered provider

[REDACTED]
St Thomas's Church – use

[11:18] [REDACTED] (Intl Climate Finance - Investments) (Guest)

1 Clapton Terrace, Clapton, London E5 9BW

[11:19] [REDACTED] (Intl Climate Finance - Investments) (Guest)

07740 493 838

Need to go to tender to understand total project costs- current is best guess

Leave £58,326

What: flexible into the descriptions

Outputs:

- 1 vacant or underutilised building enhanced or repurposed for community use
 - Creation of six spaces with multiple uses
- 4 people employed for up to 6 months – then potential for longer term
- 312 workshops for the community (63/week for first six months) 2 events per week ongoing
- 360 individuals attending workshops – this needs reviews and [REDACTED] will get back
- 15 volunteering opportunities created – conservative estimate would hope for more

• GLA project lead	[REDACTED]
Project Delivery Manager	[REDACTED]
Contact address	46C Castlewood Road, London, N16 6DE
Email	[REDACTED]
Telephone number	[REDACTED]
Spacehive webpage URL	https://www.spacehive.com/the-common-rooms-for-clapton
Total Project Cost	£ 58,326

What:

Transformation of the under-croft of St Thomas' Church into a community hub, including community canteen and servery, group exercise studio, bookable meeting rooms, accompanied by community arts residency programme.

Outputs:

- 1 vacant or underutilised building enhanced or repurposed for community use
- 8 people employed for up to 6 months, 4 PTE long-term
- 312 workshops for the community (63/week for first six months) 2 events per week ongoing
- 360 individuals attending workshops
- 15 volunteering opportunities created

The Mayor's Pledge

Description of activity	Associated milestone	Completion date	Pledge (Total)
Forward Funding	Sign Contract (eventual receipts to include building control, license /permissions, design & other professional fees).	XX/XX/XX	10,000
Claim	Strip out and demolition, acoustic treatment.	XX/XX/XX	2,000
Claim	Internal wall and partitions installed.	XX/XX/XX	4,200
Claim	Kitchen fit-out and servery complete.	XX/XX/XX	4,000
Claim	Doors and north windows replaced.	XX/XX/XX	4,350
Claim	Lighting (internal and external) installed.	XX/XX/XX	4,500
Claim	Fire alarms and signage.	XX/XX/XX	950
Total			£30,000

[REDACTED] – international aid for climate

Civil servant
Managing public funds
Contract review
Clapton commons
Mutual aid efforts live close to St Thomas
Heart of
Tressell trust
Food bank
Team of 40 to deliver weekly foodbank
Volunteer and to support the move project implement
There is a team

Current Timetable
Precontract
-Check-in in next 2-3 weeks with users of the space
-meet again with the architects (Studio Rost) to refine the plans
2-3 weeks
Then get ready for tendering expect middle/end of summer
Build time 3-4 months
Start building work in November
Aim for completion Feb 2022.

Change associated milestones:
10,000 to cover all fees (design)
Then demolition but remove acoustic treatment
Then combine into rows for construction – too specific

Forward Funding date – tbc after

Conversation with diocese advisory committee – check in they are still ok

Risks to delivery of project

- risk of asbestos – report says there isn't any – potential additional cost
- covid-19 lock down risks
- any residual planning risks (conservation area, listed building) ventilation requirements catering fan

Can [REDACTED] send me a list of the users and groups in the area

-liberty hall
Heart of Clapton commons
Often overlooked
Big Hasidic Jewish community
Ageing black community
Nursing homes
Lots of poor estate
Food bank
Lots of Spanish speakers
Lots of Latin
One of the trustees is a local rep
Food alliance – lots of start up food
Made in Hackney – café run by Colombian lady
Orthodox Jewish forist

Free bike cycling

How to keep long term enagement and build capacity – food bank and food security – not just clients using , but work out of chronic –



Monthly meetings – 9am 45mins
Friday

Hi [REDACTED]

I've had the inception meeting with Make London Project Common Rooms for Clapton.

A couple of queries;

1. Can they register as a supplier before signing the contract?
2. Does the person who signs the contact from their side need to be employed by the company (Clapton Commons Limited)?
3. Can we update the contract project delivery manager details to [REDACTED] rather than [REDACTED]
4. Can we change the milestones from item specific (windows, signage etc.) to stage specific (demolition, construction etc.)

SUBMISSION INFO

Number of volunteering opportunities created - 4 people in long term roles, and a team of at least 8 to launch the project.

Number of people participating in project - there will be a minimum of 15 people participating in running the project. It will then involve many of and be open to all of the 25,000 residents of the Springfield and Casenove wards, once delivered. Number of individuals attending workshops / workshops hosted - we will have capacity to host 63 workshops a week for across 3 larger space, and expect to be hosting 12 per week in the first 6 months for up to 30 participants in each session. Number of performances, events or exhibitions held - we will host at least one exhibition a quarter in the space planned by us. And will be available to others.

Number of physical or virtual events convened - we will be hosting at least 2 events per week ongoing.

// Strong proposal with a well-performing campaign; Ambitious project timescales (Sep 21 launch)

One of Clapton Commons trustees is a Principal Policy Officer in the GLA Transport team
Plans to install external signage - would require permission?

GREATER LONDON AUTHORITY Progress Update & Claim Form		Project:	The Common Rooms for Clapton	Project Delivery Manager:	
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1. Update

G

Please provide an update on progress made in the last month highlighting any achievements (especially milestone activities completed) and any communications activities undertaken

1	e.g. This month we focused on selecting and ordering materials to renovate the vacant unit.
2	e.g. We had a lively monthly meeting in the community centre. 4 new members joined our group and offered to help with the project. One of them is a builder and has offered to donate some time to helping us with the fit-out of the vacant unit.
3	e.g. We held one of our training workshops early, using a local community space. This was agreed with the GLA to generate interest in the project and, by achieving this activity, unlock some further funds. We intend to deliver an extra workshop at the end of the project using in-kind support within our community group.

2. Current issues

Please provide an update on any problems that you feel may impact delivery of the project. Please include detail on how you propose to manage them

1	e.g. There was a problem with the order for floor tiles and so we will be delayed by a few weeks. This shouldn't have any impact on project delivery.
2	
3	

3. Finance

Project Budget:	Capital: 5000 Revenue: 11500
Claim this month:	Capital: 2000 Revenue: 1000
Claims so far:	Capital: 0 Revenue: 3500

Evidence (please provide evidence to substantiate any claim. These will have been agreed in the project funding timetable set out in the grant agreement and should correspond)

=

4. Milestones

#	Please list the key actions as defined in your funding agreement	Planned date	Revised date	Complete?
1	Sign Contract (eventual receipts to include building control, license /permissions, design & other professional fees).	14/07/2021	dd/mm/yyyy	N
2	Prior to the GLA forward funding drawdown approval from the Diocese Advisory Committee to be formally secured. (Evidence to be provided in form of letter of formal approval from DAC).	15/09/2021	dd/mm/yyyy	N
3	Stripping out & new internal wall/partitions. (Evidence to be provided includes before and after photos and receipts for new internal wall partitions materials/labour)	31/12/2021	dd/mm/yyyy	N
4	Mechanical & Electrical & Fire Alarm (Evidence to be provided as receipts for mechanical and electrical works and fire alarms)	31/03/2022	dd/mm/yyyy	N
5	Contribution to general building works (Evidence to be provided as receipts for materials and labour)	31/03/2022	dd/mm/yyyy	N

GREATER LONDON AUTHORITY Progress Update & Claim Form		Project:	The Common Rooms for Clapton	Project Delivery Manager:	<div></div> <div></div>
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1. Update

Please provide an update on progress made in the last month highlighting any achievements (especially milestone activities completed) and any communications activities undertaken

1

On 7/9/21 we received written approval from the Diocese Advisory Committee in support of The Common Rooms for Clapton (in line with milestone #2 of the GLA contract).

2

In August/ September we have held numerous community engagement events: - two community feasts on the Common in partnership with Liberty Hall (July) w approx 60 residents incl. staff and parents from Oldhill Community Primary School and elders from Friends of Woodberry Downs; - launched partnership with Carib Eats and Universal Boardgames (every Monday for 3 months); launched photography project to capture Clapton "Commoners".

3

Launched local community engagement survey. So far received 95 responses from the survey about what activities, amenities and support local people would like to see in the project space.

4

Held AGM on 5/9/21 and introduced different membership levels depending on how engaged with the CCCO activities they are – i.e. Commoners, Members etc.

2. Current issues

Please provide an update on any problems that you feel may impact delivery of the project. Please include detail on how you propose to manage them

1

One challenge is managing the Diocesan Advisory Group's timetable alongside the other statutory consultees, including the Conservation Officer at the Council (given that the church is a listed building) and the Planning Department (given that part of the scheme is external and requires planning consent).

2

3

3. Finance

Project Budget:	Capital: 55371 Revenue: 0
Claim this month:	Capital: 10000 Revenue: 0
Claims so far:	Capital: 0 Revenue: 0

Evidence (please provide evidence to substantiate any claim. These will have been agreed in the project funding timetable set out in the grant agreement and should correspond)

Letter from the Diocese Advisory Committee (DAC) provided.

4. Milestones

#	Please list the key actions as defined in your funding agreement	Planned date	Revised date	Complete?
1	Sign Contract (eventual receipts to include building control, license /permissions, design & other professional fees).	14/07/2021	14/07/2021	Y
2	Prior to the GLA forward funding drawdown approval from the Diocese Advisory Committee to be formally secured. (Evidence to be provided in form of letter of formal approval from DAC).	15/09/2021	15/09/2021	Y
3	Stripping out & new internal wall/partitions. (Evidence to be provided includes before and after photos and receipts for new internal wall partitions materials/labour)	31/12/2021	dd/mm/yyyy	N
4	Mechanical & Electrical & Fire Alarm (Evidence to be provided as receipts for mechanical and electrical works and fire alarms)	31/03/2022	dd/mm/yyyy	N
5	Contribution to general building works (Evidence to be provided as receipts for materials and labour)	31/03/2022	dd/mm/yyyy	N

Project:

The Common Rooms for Clapton

Project Delivery Manager:

■■■■ / ■■■■

1. Update

6

Please provide an update on progress made in the last month highlighting any achievements (especially milestone activities completed) and any communications activities undertaken

1	
2	
3	
4	

2. Current issues

Please provide an update on any problems that you feel may impact delivery of the project. Please include detail on how you propose to manage them

1	
2	
3	

3. Finance

Project Budget:	Capital: £55,371 Revenue: 0
Claim this month:	Capital: £20,000 Revenue: 0
Claims so far:	Capital: £10,000 Revenue: 0

Evidence (please provide evidence to substantiate any claim. These will have been agreed in the project funding timetable set out in the grant agreement and should correspond)

See email from ■■■■ 25th February 2021 on revised evidence requirements to make claim; Submit breakdown of expenditure against Milestone 2 (e.g. professional costs etc.) asap and before 31st March 2022. Any remaining unspent forward funding must be used in the building construction costs and made clear where this is to be spent.
•Submit outstanding permissions against Milestone 2 (planning, DAC letter etc.) asap and before 31st March 2022
oSubmit detailed tender package with clear costings from the contractor confirmed to undertake the works.
oThis must make clear where the GLA outstanding forward funding is being spent within the tender package as well as the remaining £20k being claimed.
oThis must include the works described in Milestones 3, 4 and 5.
oThis must also include a construction programme, including but not limited to providing clear dates for commencement and completion of works (**15th December 2022**).
oThe construction programme must indicate clear dates for submission of receipts/invoices to GLA to confirm the expenditure – with a final date to be agreed prior to submitting claim.
oProject closure form submission date to be agreed prior to submitting claim based on expected completion date. **(15th December 2022)**

4. Milestones

#	Please list the key actions as defined in your funding agreement	Planned date	Revised date	Complete?
1	Sign Contract (eventual receipts to include building control, license /permissions, design & other professional fees).	14/07/2021	14/07/2021	Y
2	Prior to the GLA forward funding drawdown approval from the Diocese Advisory Committee to be formally secured. (Evidence to be provided in form of letter of formal approval from DAC).	15/09/2021	15/09/2021	Y
3	Stripping out & new internal wall/partitions. (Evidence to be provided includes before and after photos and receipts for new internal wall partitions materials/labour) - Agreed with GLA to provide as above evidence with receipts to follow	31/12/2021	31/03/2022	Y
4	Mechanical & Electrical & Fire Alarm (Evidence to be provided as receipts for mechanical and electrical works and fire alarms) - Agreed with GLA to provide as above evidence with receipts to follow	31/03/2022	31/03/2022	Y
5	Contribution to general building works (Evidence to be provided as receipts for materials and labour) - Agreed with GLA to provide as above evidence with receipts to follow	31/03/2022	31/03/2022	Y

From: [REDACTED]
To: [REDACTED]
Subject: Re: CCCO x Make London Funding
Date: 28 September 2022 12:58:08
Attachments: [image001.png](#)
[image002.png](#)

CAUTION: This email originated from outside this organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi [REDACTED]

My apologies for not getting back to you sooner. I've been away a lot and just got back from the Labour party conference!

I just wanted to give you a long overdue update on where we are at.

We have had to deal with some structural issues in the building related to low level flooding coming into the undercroft when the rain is very heavy. This is not something we are paying for through the SpaceHive money so we've had to raise some separate funds to resource this. We were hoping this work could be done in conjunction with the re-development work commencing, but on close inspection with the architects, surveyor and contractor it needs to be done separately and if not undertaken now it could lead to all sorts of further structural difficulties with the building at a later stage. Therefore, we have to take the decision to delay and we're just working out the timings for this.

There has also been the issue with the raise on costs for the project which as you will appreciate has meant we are having to review some of the scope of what we are doing in phase 1. We are applying for more money and hoping to get some further funding to support this including from LBH.

As things stand at the moment, with the work on the flooding that we hope will commence in October/November, we hope to have contractors on site in the new year.

In the meantime, we undertook an extensive community consultation and co-design sessions with some of the local estate communities, working with the LBH housing team which has proved to be a very fruitful piece of work in terms of feeding into the process of developing the space.

I will keep you posted with ongoing plans but please don't hesitate to get in touch with any further questions.

Best wishes,

[REDACTED]

On Wed, 21 Sept 2022 at 14:34, [REDACTED] <[REDACTED]@london.gov.uk> wrote:

Hi All,

I hope you are all doing well. Would you be able to provide any updates on the progress of the project for our records. Could you also confirm the programme of works and an estimated completion date.

Many thanks

[REDACTED]

From: [REDACTED] <[REDACTED]@claptoncommons.org>
Sent: 25 July 2022 11:25
To: [REDACTED] <[REDACTED]@london.gov.uk>
Cc: [REDACTED] <[REDACTED]@hotmail.com>; [REDACTED] <[REDACTED]@gmail.com>
Subject: Re: CCCO x Make London Funding

CAUTION: This email originated from outside this organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi [REDACTED]

From: [REDACTED] <[REDACTED][claptoncommons.org](mailto:[REDACTED]@claptoncommons.org)>
Sent: 21 April 2022 16:25
To: [REDACTED] <[REDACTED][london.gov.uk](mailto:[REDACTED]@london.gov.uk)>
Cc: [REDACTED] <[REDACTED][gmail.com](mailto:[REDACTED]@gmail.com)>; [REDACTED] <[REDACTED][hotmail.com](mailto:[REDACTED]@hotmail.com)>
Subject: Re: CCCO x Make London Funding

CAUTION: This email originated from outside this organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi [REDACTED]

I'm meeting with the architect on Tuesday next week, so I hope to have all the relevant information to send to you following that meeting.

Kind regards,

[REDACTED]

On Thu, 21 Apr 2022 at 09:53, [REDACTED] <[REDACTED][london.gov.uk](mailto:[REDACTED]@london.gov.uk)> wrote:

Hi [REDACTED]

I hope you are well.

Could you update us on whether you can now share the cost tender returns as below? Also it would be great if you could share any before photos of the spaces we have funded.

Many thanks

[REDACTED]

From: [REDACTED] <[REDACTED][claptoncommons.org](mailto:[REDACTED]@claptoncommons.org)>

Sent: 25 March 2022 12:59

To: [REDACTED] <[REDACTED][london.gov.uk](mailto:[REDACTED]@london.gov.uk)>

Cc: [REDACTED] <[REDACTED][gmail.com](mailto:[REDACTED]@gmail.com)>; [REDACTED] <[REDACTED][hotmail.com](mailto:[REDACTED]@hotmail.com)>

Subject: Re: CCCO x Make London Funding

CAUTION: This email originated from outside this organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi [REDACTED]

Please find attached the documentation with the remaining evidence you require.

- Evidence – 25th March

- Planning Approvals - **attached**
- DAC final approval - **attached in a separate email with explanation of process to complete.**
- itemised expenditure of forward funding to date with receipts/invoices - assume this would be architects invoice, planning submission fees, but also any other project related costs such as materials/labour or demolitions for works to begin.- **this must set out clearly what remains from the £10,000 forward funding unspent. - invoices and receipts attached with spend to date. attached**
- before/after photos of any works done to date (if no works then before photos are areas that will be changed) **Will send these next week**
- Detailed costed Tender Package. **This must make clear where the outstanding forward funding is being spent, and where the £20,000 being claimed is to be spent.** The works this money is to be spent on must include the works described in the grant agreement Milestones 3,4,5. **attached in a separate email**
- Construction programme with commencement and completion dates. Breakdown of dates for submission of receipts/invoices to confirm expenditure (GLA requests receipts submitted 1st of the month during construction period). **Some details of this will be in the tender package, but the architect have given contractors three weeks to get back to us which will be the second week of April. We have attached copies of letters that have gone out.**

The breakdown of expenditure against the £10,000 is as follows:

INV-0013 - £2438.00

- Spacial design
- Spacial coordination
- Planning
- Hackney Planning submission fee

INV-0018 - £1,286.00

- Spacial coordination
- Tender

London Building Control - £780

Planning Application Receipt - £366

Evidence of remain fees to be invoiced by the architects - £3500.00

Total: £8398

I will attach both the tender package documents and DAC documents in a separate email.

Please let me know if there is anything else you require at this stage.

Best wishes,

■

On Thu, 24 Mar 2022 at 09:55, ■ ■ <■ ■ [london.gov.uk](mailto:■@london.gov.uk)> wrote:

Hi ■

I hope you are well. Can you confirm if you are able to send over remaining evidence today for the claim?

We are looking for ;

- ~~Completed claims form asap~~ – RECIEVED
- ~~Invoice asap~~ – RECIEVED
- Evidence – 24th March
 - Planning Approvals
 - DAC final approval
 - itemised expenditure of forward funding to date with receipts/invoices - assume this would be architects invoice, planning submission fees, but also any other project related costs such as materials/labour or demolitions for works to begin.- **this must set out clearly what remains from the £10,000 forward funding unspent.**
 - before/after photos of any works done to date (if no works then before photos are areas that will be changed)
 - Detailed costed Tender Package. **This must make clear where the outstanding forward funding is being spent, and where the £20,000 being claimed is to be spent.** The works this money is to be spent on must include the works described in the grant agreement Milestones 3,4,5.
 - Construction programme with commencement and completion dates. Breakdown of dates for submission of receipts/invoices to confirm expenditure (GLA requests receipts submitted 1st of the month during construction period)
 - Project closure form submission date (as agreed December 2022 when construction completes)

Many thanks

■

From: ■ ■ <■ [claptoncommons.org](mailto:■@claptoncommons.org)>
Sent: 21 March 2022 13:47
To: ■ ■ <■ [london.gov.uk](mailto:■@london.gov.uk)>
Cc: ■ ■ <■ [gmail.com](mailto:■@gmail.com)>; ■ ■ <■ [hotmail.com](mailto:■@hotmail.com)>
Subject: Re: CCCO x Make London Funding

CAUTION: This email originated from outside this organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear ■

Please find attached the completed claims form and the invoice as requested.

Please let me know if there is anything else you require.

I will have all the remaining information to you following our steering group meeting on Wednesday 23rd.

Kind regards,

■

On Fri, 18 Mar 2022 at 11:09, ■ ■ <■ [london.gov.uk](mailto:■@london.gov.uk)> wrote:

Hi ■

And as per our catch up call now this is the information I'm needing to ensure we can still pay the £20k remaining

Claims Requirement

- Completed claims form asap
- Invoice asap
- Evidence – 24th March
 - Planning Approval
 - DAC final approval
 - itemised expenditure of forward funding to date with receipts/invoices - assume this would be architects invoice, planning submission fees, but also any other project related costs such as materials/labour or demolitions for works to begin.- **this must set out clearly what remains from the £10,000 forward funding unspent.**
 - before/after photos of any works done to date (if no works then before photos are areas that will be changed)
 - Detailed costed Tender Package. This must make clear where the outstanding forward funding is being spent, and where the £20,000 being claimed is to be spent. The works this money is to be spent on must include the works described in the grant agreement Milestones 3,4,5.
 - Construction programme with commencement and completion dates. Breakdown of dates for submission of receipts/invoices to confirm expenditure
 - Project closure form submission date

Best

■

From: ■ ■
Sent: 18 March 2022 10:54
To: ■ ■ <■ [claptoncommons.org](mailto:■@claptoncommons.org)>
Subject: FW: CCCO x Make London Funding

From: ■ ■
Sent: 11 March 2022 14:42
To: ■ ■ <■ [claptoncommons.org](mailto:■@claptoncommons.org)>
Cc: ■ ■ <■ [gmail.com](mailto:■@gmail.com)>; ■ ■ <■ [hotmail.com](mailto:■@hotmail.com)>; ■

[REDACTED] <[REDACTED]@yahoo.co.uk>
Subject: RE: CCCO x Make London Funding

Hi [REDACTED]

Thank you for the update and for confirming CCCO intend to submit a claim for the remaining £20,000 before the end of the financial year.

As we would need to approve the claim before the 31st March we would need your claims form and evidence as soon as possible. As you mention you will be setting out the expenditure and evidence to be submitted at your steering group meeting on the 23rd March. Please could you issue us with your claim after this – 23rd/24th March. This is to allow for us review and approve with our invoicing teams.

Please find attached the claims form which I have filled out the evidence required section to claim the remaining £20,00 and based on my email 25th February. Also attached is the Working With City Hall claim guide (see page 17-19). Also attached is Claim 1 email for reference.

Please email your completed claim form, evidence and invoice to myself and symone.obeng@london.gov.uk by the 24th March 2022.

It would be good to catch up with you ahead of your submission to make sure it is clear what evidence will be needed on the 23rd/24th March and what evidence we will be expecting and when after this date (such as photos of works and receipts etc).

I'll drop you an invite to run through next week. Please let me know if another time works and I can amend.

Many thanks

[REDACTED]

From: [REDACTED] <[REDACTED]@claptoncommons.org>
Sent: 11 March 2022 11:31
To: [REDACTED] <[REDACTED]@london.gov.uk>
Cc: [REDACTED] <[REDACTED]@gmail.com>; [REDACTED] <[REDACTED]@hotmail.com>; [REDACTED] <[REDACTED]@yahoo.co.uk>
Subject: Re: CCCO x Make London Funding

Dear [REDACTED]

I'm just writing to update you on developments from our side.

I met with our architects on Wednesday and we have agreed a timetable for submission of the tender package as outlined in your actions from your previous email.

- Tender package to be sent out on 14/03
- Deadline for submissions of interest by 8/04
- We have been advised to have a three week window for negotiations with contractors, although we are confident we won't need that long.
- End of April for signing of contract
- Works to be scheduled to begin at the beginning of September (earlier if contractors allow) and completed by the beginning of December.

This timeframe is a broad outline and we won't be able to fully clarify dates until we have discussed details with contractors.

Next week I will send you a copy of the tender package that is being sent out.

We have our next steering group meeting on the 23/03 to confirm/agree current expenditure breakdown and anything that is outstanding by the 31 March.

Kind regards,



On Fri, 25 Feb 2022 at 14:46, [REDACTED] <[REDACTED]@london.gov.uk> wrote:

Hi All,

Thanks for the updates this morning. I've had a chance to discuss this with Make London programme manager to provide clarity to how we can proceed now that it is clear CCCO will struggle to spend the full £30k by the end of March. We can accept a building tender package detailed quote from a contractor that you have agreed to undertake the works with. This would need additional information and assurances as part of the claim for the remaining funding. This will avoid a funding carryover request which will put your funding at risk. I've set out GLA requirements below;

CCCO Actions

- Submit breakdown of expenditure against Milestone 2 (e.g. professional costs etc.) asap and before 31st March 2022. Any remaining unspent forward funding must be used in the building construction costs and made clear where this is to be spent.
- Submit outstanding permissions against Milestone 2 (planning, DAC letter etc.) asap and before 31st March 2022
- Submit claim for remaining funding amount (£20,000) before 31st March 2022.
 - Submit detailed tender package with clear costings from the contractor confirmed to undertake the works.
 - This must make clear where the GLA **outstanding forward funding** is being spent within the tender package as well as the **remaining £20k** being claimed.
 - This must include the works described in Milestones 3, 4 and 5.
 - This must also include a construction programme, including but not limited to providing clear dates for commencement and completion of works.
 - The construction programme must indicate clear dates for submission of receipts/invoices to GLA to confirm the expenditure – **with a final date to be agreed prior to submitting claim.**
 - Project closure form submission date to be agreed prior to submitting claim based on expected

completion date.

Output tracker

Please could you also update the Output Tracker to capture workshops and attendees since the grant agreement was signed, and continue to update it as the project progresses. Can you could submit with photos one a month.

Please let me know if you would like to discuss any of the above as needed. If you could confirm acceptance of the above asap if this will be achievable, otherwise I will need to progress with a carry over request for the funding into the next financial which will put the funding at risk.

Kind Regards,

■

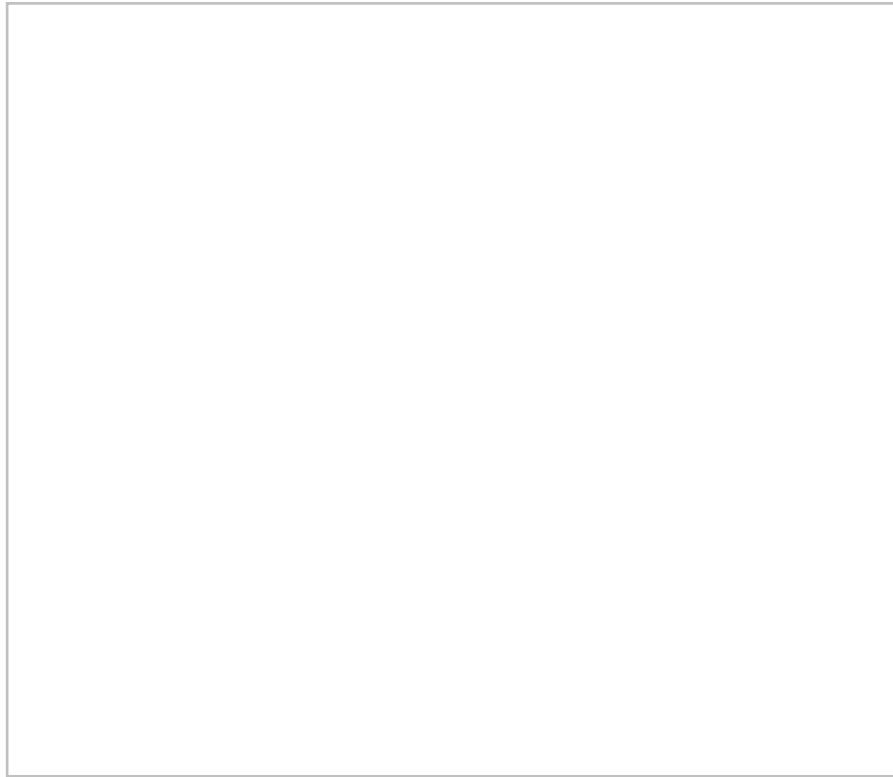
From: ■ ■
Sent: 08 February 2022 10:08
To: ■ ■ <■@claptoncommons.org>
Cc: ■ ■ <■@gmail.com>; ■ ■ <■@hotmail.com>;
■ ■ <■@yahoo.co.uk>
Subject: RE: Introducing myself

Hi ■

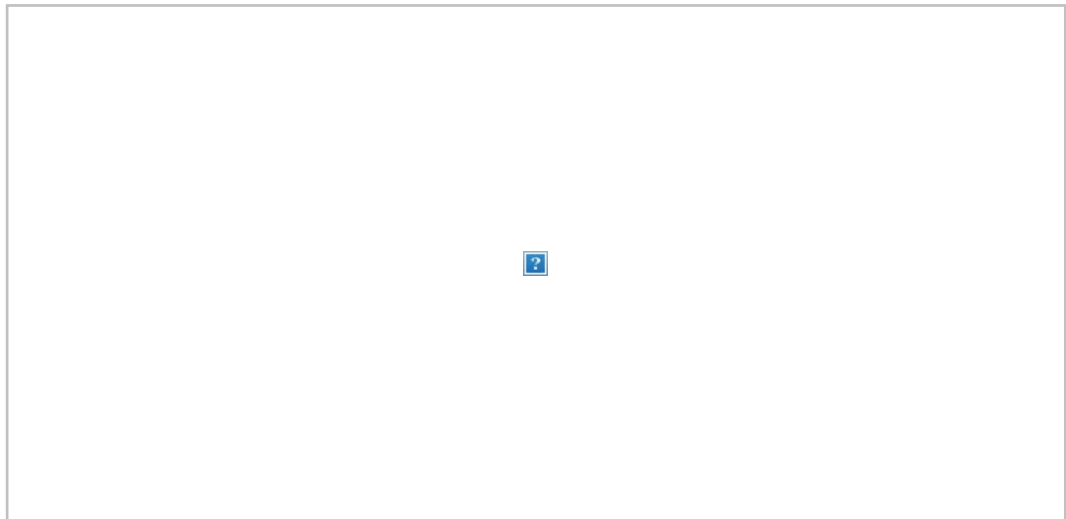
Good to meet you. It would be great to discuss the project with you and the rest of the team so I would suggest we all catch up together – I'll send the invite out as per my email to ■. If you would like to catch up sooner I would be happy to arrange a call, as we currently aren't allowed visitors into our office due to covid.

I've set out the grant agreement outputs and milestones below for your information as per page 9 of the grant agreement attached.

We have paid out £10k of the forward funding to date. We are currently needing to evidence the forward funding has been spent before we can accept any further claims, along with needing any outstanding permissions (DAC and planning) to be confirmed.



Also attached is the grant agreement output tracker shared with [REDACTED] I've dropped in some of the events undertaken to date but if you could fill numbers and any other events/workshops/meetings/groups that you think appropriate for this project that would be great. Any photos/minutes of the events would be great also so I can evidence these events happened if needed. This would capture the outputs in the grant agreement as below;



Kind Regards,

[REDACTED]

From: [REDACTED] <[REDACTED][claptoncommons.org](mailto:[REDACTED]@claptoncommons.org)>
Sent: 07 February 2022 18:43
To: [REDACTED] <[REDACTED][london.gov.uk](mailto:[REDACTED]@london.gov.uk)>
Cc: [REDACTED] <[REDACTED][gmail.com](mailto:[REDACTED]@gmail.com)>; [REDACTED] <[REDACTED][hotmail.com](mailto:[REDACTED]@hotmail.com)>

Subject: Introducing myself

Dear [REDACTED]

I'm the new interim Director at Clapton Commons and wanted to take the opportunity to introduce myself. I started last month so have been getting acquainted with the various projects including the development of our under-croft space.

I am now the strategic lead for the project going forward. I've met with [REDACTED] and [REDACTED] to get up to speed on the plans so far and will be connecting to all the stakeholders involved, including the architects, to look at the agenda to start moving things forward over the next few weeks.

It would be really useful to meet you at your earliest convenience so we can discuss the plans going forward including the funding. I'd be happy to come down to your offices if that works for you.

I look forward to hearing from you.

Kind regards,

[REDACTED]

--

[REDACTED]

Interim-Director

Clapton Commons

Mob: [REDACTED]

Web: claptoncommons.org

Insta: [claptoncommongood](https://www.instagram.com/claptoncommongood)

Twitter: [@Clapton_Commons](https://twitter.com/Clapton_Commons) / [@JoeWalkerUK](https://twitter.com/JoeWalkerUK)

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From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: Re: CCOO x Make London Funding
Date: 25 March 2022 13:00:36
Attachments: [image001.png](#)
[image002.png](#)
[Decision Notice 2021_3675 ADV \(1\).pdf](#)
[INV-0013_TheCommonRooms.pdf](#)
[COM_220325_Remaining Fees.pdf](#)
[Decision Notice 2021_3777 PP.pdf](#)
[Invoice.pdf](#)
[INV-0018_TheCommonRooms.pdf](#)
[Planning Application Receipt.pdf](#)

CAUTION: This email originated from outside this organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi [REDACTED]

Please find attached the documentation with the remaining evidence you require.

- Evidence – 25th March
 - Planning Approvals - **attached**
 - DAC final approval - **attached in a separate email with explanation of process to complete.**
 - itemised expenditure of forward funding to date with receipts/invoices - assume this would be architects invoice, planning submission fees, but also any other project related costs such as materials/labour or demolitions for works to begin.- **this must set out clearly what remains from the £10,000 forward funding unsent. - invoices and receipts attached with spend to date. attached**
 - before/after photos of any works done to date (if no works then before photos are areas that will be changed) **Will send these next week**
 - Detailed costed Tender Package. **This must make clear where the outstanding forward funding is being spent, and where the £20,000 being claimed is to be spent.** The works this money is to be spent on must include the works described in the grant agreement Milestones 3,4,5. **attached in a separate email**
 - Construction programme with commencement and completion dates. Breakdown of dates for submission of receipts/invoices to confirm expenditure (GLA requests receipts submitted 1st of the month during construction period). **Some details of this will be in the tender package, but the architect have given contractors three weeks to get back to us which will be the second week of April. We have attached copies of letters that have gone out.**

The breakdown of expenditure against the £10,000 is as follows:

INV-0013 - £2438.00

-Spatial design
-Spatial coordination
-Planning
-Hackney Planning submission fee

INV-0018 - £1,286.00

-Spatial coordination
-Tender

London Building Control - £780

Planning Application Receipt - £366

Evidence of remain fees to be invoiced by the architects - £3500.00

Total: £8398

I will attach both the tender package documents and DAC documents in a separate email.

Please let me know if there is anything else you require at this stage.

Best wishes,

[REDACTED]

On Thu, 24 Mar 2022 at 09:55, [REDACTED] <[REDACTED]@london.gov.uk> wrote:

Hi [REDACTED]

I hope you are well. Can you confirm if you are able to send over remaining evidence today for the claim?

We are looking for ;

- ~~Completed claims form asap~~ - RECIEVED
- ~~Invoice asap~~ - RECIEVED
- Evidence – 24th March
 - Planning Approvals
 - DAC final approval
 - itemised expenditure of forward funding to date with receipts/invoices - assume this would be architects invoice, planning submission fees, but also any other project related costs such as materials/labour or demolitions for works to begin.- **this must set out clearly what remains from the £10,000 forward funding unspent.**
 - before/after photos of any works done to date (if no works then before photos are areas that will be changed)
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 - Construction programme with commencement and completion dates. Breakdown of dates for submission of receipts/invoices to confirm expenditure (GLA requests receipts submitted 1st of the month during construction period)
 - Project closure form submission date (as agreed December 2022 when construction completes)

Many thanks

■

From: ■ ■ <■ claptoncommons.org>
Sent: 21 March 2022 13:47
To: ■ ■ <■ london.gov.uk>
Cc: ■ ■ <■ gmail.com>; ■ ■ <■ hotmail.com>
Subject: Re: CCCO x Make London Funding

CAUTION: This email originated from outside this organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear ■

Please find attached the completed claims form and the invoice as requested.

Please let me know if there is anything else you require.

I will have all the remaining information to you following our steering group meeting on Wednesday 23rd.

Kind regards,

■

On Fri, 18 Mar 2022 at 11:09, [REDACTED] <[REDACTED]@london.gov.uk> wrote:

Hi [REDACTED]

And as per our catch up call now this is the information I'm needing to ensure we can still pay the £20k remaining

Claims Requirement

- Completed claims form asap
- Invoice asap
- Evidence – 24th March
 - Planning Approval
 - DAC final approval
 - itemised expenditure of forward funding to date with receipts/invoices - assume this would be architects invoice, planning submission fees, but also any other project related costs such as materials/labour or demolitions for works to begin.- **this must set out clearly what remains from the £10,000 forward funding unspent.**
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Best

[REDACTED]

From: [REDACTED]
Sent: 18 March 2022 10:54
To: [REDACTED] <[REDACTED]@claptoncommons.org>
Subject: FW: CCCO x Make London Funding

From: [REDACTED]
Sent: 11 March 2022 14:42
To: [REDACTED] <[REDACTED]@claptoncommons.org>
Cc: [REDACTED] <[REDACTED]@gmail.com>; [REDACTED] <[REDACTED]@hotmail.com>; [REDACTED] <[REDACTED]@yahoo.co.uk>
Subject: RE: CCCO x Make London Funding

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As we would need to approve the claim before the 31st March we would need your claims form and evidence as soon as possible. As you mention you will be setting out the expenditure and evidence to be submitted at your steering group meeting on the 23rd March. Please could you issue us with your claim after this – 23rd/24th March. This is to allow for us review and approve with our invoicing teams.

Please find attached the claims form which I have filled out the evidence required section to claim the remaining £20,00 and based on my email 25th February. Also attached is the Working With City Hall claim guide (see page 17-19). Also attached is Claim 1 email for reference.

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I'll drop you an invite to run through next week. Please let me know if another time works and I can amend.

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Sent: 11 March 2022 11:31
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Cc: ■ ■ ■ <■ gmail.com>; ■ ■ ■ <■ hotmail.com>; ■ ■ ■ <■ yahoo.co.uk>
Subject: Re: CCCO x Make London Funding

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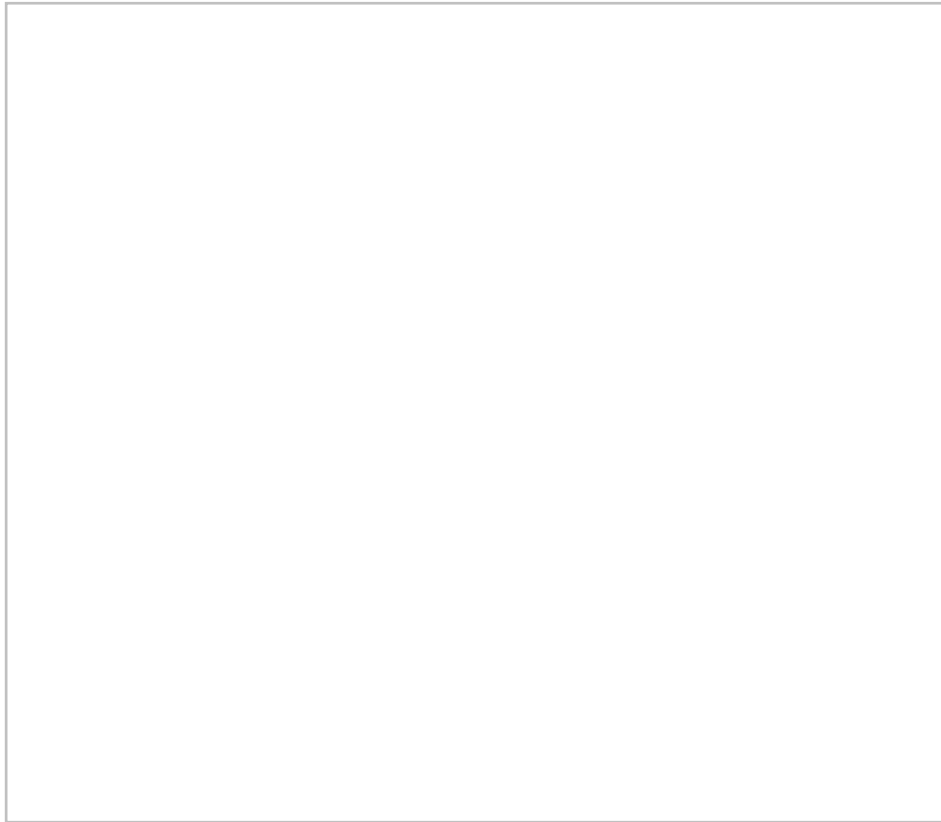
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Hi ■

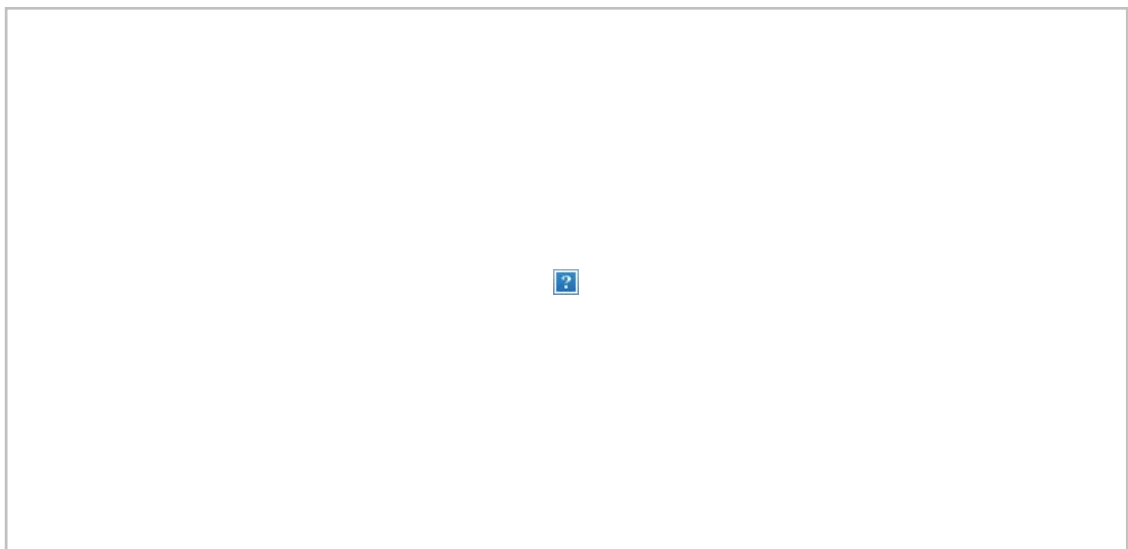
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Kind Regards,



From: [REDACTED] <[REDACTED]@claptoncommons.org>
Sent: 07 February 2022 18:43
To: [REDACTED] <[REDACTED]@london.gov.uk>
Cc: [REDACTED] <[REDACTED]@gmail.com>; [REDACTED] <[REDACTED]@hotmail.com>
Subject: Introducing myself

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I look forward to hearing from you.

Kind regards,

[REDACTED]

--

[REDACTED]

Interim-Director

Clapton Commons

Mob: 07870 581517

Web: claptoncommons.org

Insta: claptoncommongood

Twitter: @Clapton_Commons / @JoeWalkerUK

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Artefact

Remaining Fees for The Common Rooms

25/03/2022

STAGE	FEE	OUTPUTS
TENDER 2 days work At this stage we will work with the client to identify prospective contractors and manage a competitive tender process up to the signing of the works contract.	£700	<ul style="list-style-type: none">- Identification of suitable contractors for competitive tender- Compile and issue contractors with the tender documentation- Review the tender returns and make recommendations as necessary including value engineering - 1 no. tender review meeting with Clapton Commons- Enter into negotiations with the preferred contractor <p>NB Assumed minor VE alterations only which do not require significant redesign.</p>
CONSTRUCTION 6 days work At this stage we will act as both Architect and Contract Administrator overseeing the construction of the works under a JCT Minor Works Building Contract.	2.1k	<ul style="list-style-type: none">- Attend 6 no. formal site meetings inc. inception and handover.- Inspect the works, prepare and issue certificates as necessary including interim, practical completion, making good and final completion certificates.- Respond to site queries as reasonable equating to 0.5 work days per week including above duties. <p>NB This fee is based on the original Spacehive Scope of Work. Should the scope of work increase, or the amount of input required exceed 0.5 days per week, we reserve the right to review our fee proposal.</p>
CDM Principle Designer 6 days work We will carry out the duties of the Principal Designer through all work stages as defined by the Construction (Design and Management) Regulations 2015.	£700	<ul style="list-style-type: none">- Support the client in carrying out their duties.- Review health and safety risks through the design phase and capture in a hazard register. Compile and issue the Pre-Construction Information Pack prior to tender.- Assist the contractor in compiling and issuing the Health & Safety File on completion
TOTAL REMAINING FEES	3.5k	N.B. We do not currently charge VAT

[REDACTED]

Dear Sir/Madam

Town and Country Planning Act 1990 (as amended)
Town and Country Planning (Development Management Procedure) (England) Order 2015

Application Number: 2021/3675

Site Address: St. Thomas Church (COE), Clapton Terrace, London, E5 9BW

Development Description: Installation of an externally illuminated sign at roof level above the community hall

Thank you for your recent application for the above address on which a decision has now been made. The decision on your application is attached. Please carefully read all of the information contained in these documents.

Please quote your application reference number in any correspondence with the Council, either by post to the Hackney Planning Service, 2 Hillman Street, London, E8 1FB, by email to planning@hackney.gov.uk, or by phone to 020 8356 8062.

Yours sincerely

[REDACTED]

Head of Planning and Building Control
Neighbourhoods and Housing

PLANNING DECISION NOTICE

Town and Country Planning Act 1990 as amended
**Town and Country Planning (Development Management Procedure) (England) Order
2015**
**The Town and Country Planning (Control of Advertisements) (England) Regulations
2007**

Agent: [REDACTED] [REDACTED]

Applicant: [REDACTED] [REDACTED]

1 Clapton Terrace
Hackney
London
E5 9BW

□

Part 1- Particulars of the
Application

Application No: 2021/3675

Date of Application: 17-12-2021

Date Validated: 17-12-2021

Application Type: Advertisement Consent

Proposal: Installation of an externally illuminated sign at roof level above the community hall

Location: St. Thomas Church (COE), Clapton Terrace, London, E5 9BW

Plan Numbers: Application form; Location Plan, Design, Access and Heritage Statement; 012_002 Existing site plan; 012_003 Existing plans; 012_005 Existing street elevation; 012_006 Existing entrance elevation; 012_100 Proposed plans; 012_200 Proposed street elevation; 012_201 Proposed entrance elevation.

Part 2 – Particulars of Decision: **Granted - Standard Conditions**

Notice is hereby given that the London Borough of Hackney as local planning authority in pursuance of its powers under the above mentioned Act and Rules, Orders and Regulations made there under permits the development referred to in Part1, in accordance with the plan(s) submitted and subject to the following condition(s):

Conditions:

1. No advertisement is to be displayed without the permission of the owner of the site or any other person with an interest in the site entitled to grant permission.
2. No advertisement shall be sited or displayed so as to (a) endanger persons using any highway, railway, waterway, dock, harbour or aerodrome (civil or military); (b) obscure, or hinder the ready interpretation of, any traffic sign, railway signal or aid to navigation by water or air; or (c) hinder the operation of any device used for the purpose of security or surveillance or for measuring the speed of any vehicle.
3. Any advertisement displayed, and any site used for the display of advertisements, shall be maintained in a condition that does not impair the visual amenity of the site.

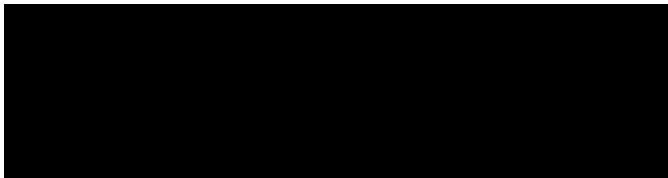
4. Any structure or hoarding erected or used principally for the purpose of displaying advertisements shall be maintained in a condition that does not endanger the public.
5. Where an advertisement is required under these Regulations to be removed, the site shall be left in a condition that does not endanger the public or impair visual amenity.

Informatives:

1-Hackney Planning Service adopts a positive and proactive approach when engaging with applicants/agents in line with the National Planning Policy Framework. As part of our planning process, we endeavour to contact applicants/agents regarding any minor issues that may be able to be resolved during the course of the application, providing an opportunity to submit amendments before a final decision is made. We also encourage the pre-application service to avoid delays as a result of amendments and unforeseen issues during the planning process.

Date of Decision: 16-03-2022

Yours sincerely



**Head of Planning and Building Control
Neighbourhoods and Housing**

□

[REDACTED]

Dear Sir/Madam

Town and Country Planning Act 1990 (as amended)
Town and Country Planning (Development Management Procedure) (England) Order 2015

Application Number: 2021/3777

Site Address: St. Thomas Church (COE), Clapton Terrace, London, E5 9BW

Development Description: Elevational alterations to the community hall

Thank you for your recent application for the above address on which a decision has now been made. The decision on your application is attached. Please carefully read all of the information contained in these documents.

Please quote your application reference number in any correspondence with the Council, either by post to the Hackney Planning Service, 2 Hillman Street, London, E8 1FB, by email to planning@hackney.gov.uk, or by phone to 020 8356 8062.

Yours sincerely

[REDACTED]

Head of Planning and Building Control
Neighbourhoods and Housing

PLANNING DECISION NOTICE

Town and Country Planning Act 1990 as amended

Town and Country Planning (Development Management Procedure) (England) Order
2015

Agent: [REDACTED] [REDACTED]

Applicant: [REDACTED] [REDACTED]

Part 1- Particulars of the
Application

Application No: 2021/3777

Date of Application: 17-12-2021

Date Validated: 17-12-2021

Application Type: Full Planning Permission

Proposal: Elevational alterations to the community hall

Location: St. Thomas Church (COE), Clapton Terrace, London, E5 9BW

Plan Numbers: Application form; Location Plan, Design, Access and Heritage Statement; 012_002 Existing site plan; 012_003 Existing plans; 012_005 Existing street elevation; 012_006 Existing entrance elevation; 012_100 Proposed plans; 012_200 Proposed street elevation; 012_201 Proposed entrance elevation.

Part 2 – Particulars of Decision: **Granted - Extra Conditions**

Notice is hereby given that the London Borough of Hackney as local planning authority in pursuance of its powers under the above mentioned Act and Rules, Orders and Regulations made there under permits the development referred to in Part1, in accordance with the plans submitted and subject to the following conditions:

Conditions:

1- The development hereby permitted shall only be carried out and completed strictly in accordance with the submitted plans hereby approved and any subsequent approval of details.

REASON: To ensure that the development hereby permitted is carried out in full accordance with the plans hereby approved.

2- The development hereby permitted must be begun not later than the expiration of three years beginning with the date of this permission.

REASON: In order to comply with the provisions of the Town and Country Planning Act 1990 (as amended).

Informatives:

1-Building Control Your attention is drawn to the provisions of the Building Act 1984 and other Building Control legislation, which must be complied with to the satisfaction of The Building

Control Service, 2 Hillman Street, LONDON, E8 1FB. Telephone No: 020 8356 8124. Before any building work (including improvements to means of escape and changes of use) is commenced on site, detailed plans, together with the appropriate application form must be submitted for approval and early consultation is advised.

2-Hours Of Building Works (Monday to Friday 08:00-18:00 hours; Saturdays 08:00-13:00 hours; at no time on Sundays and Public Holidays) Your attention is drawn to the provisions of Section 60 of the Control of Pollution Act 1974 which imposes requirements as to the way in which building works are implemented including the hours during which the work may be carried out. This Act is administered by the Councils The Pollution Control Service, 1, Hillman Street, Hackney, E8 1DY Telephone No: 020 8356 3000. You are advised to consult that Division at an early stage.

3-Hackney Planning Service adopts a positive and proactive approach when engaging with applicants/agents in line with the National Planning Policy Framework. As part of our planning process, we endeavour to contact applicants/agents regarding any minor issues that may be able to be resolved during the course of the application, providing an opportunity to submit amendments before a final decision is made. We also encourage the pre-application service to avoid delays as a result of amendments and unforeseen issues during the planning process.

Date of Decision: 22-03-2022

Yours sincerely

A large black rectangular box redacting the signature and name of the official.

**Head of Planning and Building Control
Neighbourhoods and Housing**

□

Statement of Applicant's Rights - Appeals to the Planning Inspectorate

If you are aggrieved by the decision of your local planning authority to refuse permission for the proposed development or to grant it subject to conditions, then you can appeal to the Secretary of State under section 78 of the Town and Country Planning Act 1990. Please carefully read the information provided below as different appeal deadlines will apply depending on the type of application or circumstances relevant to your application.

If this is a decision on a planning application relating to the same or substantially the same land and development as is already the subject of an enforcement notice, if you want to appeal against your local planning authority's decision on your application, then you must do so within 28 days of the date of this notice.

If an enforcement notice is served relating to the same or substantially the same land and development as in your application and if you want to appeal against your local planning authority's decision on your application, then you must do so within: 28 days of the date of service of the enforcement notice, or within 6 months [12 weeks in the case of a householder appeal] of the date of this notice, whichever period expires earlier.

If this is a decision to refuse planning permission for a householder application and you want to appeal against your local planning authority's decision, then you must do so within 12 weeks of the date of this notice.

If this is a decision to refuse planning permission for a minor commercial application and you want to appeal against your local planning authority's decision then you must do so within 12 weeks of the date of this notice.

If this is a decision to refuse express consent for the display of an advertisement and you want to appeal against your local planning authority's decision, then you must do so within 8 weeks of the date of receipt of this notice.

If you want to appeal against your local planning authority's decision and the application refused does not fall within one of the criteria specified above, then you must do so within 6 months of the date of this notice.

Appeals can be made online at: <https://www.gov.uk/planning-inspectorate>. If you are unable to access the online appeal form, please contact the Planning Inspectorate to obtain a paper copy of the appeal form on Tel: 0303 444 5000.

The Secretary of State can allow a longer period for giving notice of an appeal but will not normally be prepared to use this power unless there are special circumstances which excuse the delay in giving notice of appeal.

The Secretary of State need not consider an appeal if it seems to the Secretary of State that the local planning authority could not have granted planning permission for the proposed development or could not have granted it without the conditions they imposed, having regard to the statutory requirements, to the provisions of any development order and to any directions given under a development order.

If you intend to submit an appeal that you would like examined by inquiry then you must notify the Local Planning Authority and Planning Inspectorate (inquiryappeals@planninginspectorate.gov.uk) at least 10 days before submitting the appeal. Further details are on [GOV.UK](https://www.gov.uk)

Purchase Notices

If either the local planning authority or the Planning Inspectorate refuses planning permission or grants it subject to conditions, the owner may claim that he can neither put the land to a reasonably beneficial use in its existing state nor render the land capable of a reasonably beneficial use by the carrying out of any development which has been or would be permitted. In these circumstances, the owner may serve a purchase notice on the Council. This notice will require the Council to purchase the owner's interest in the land in accordance with the provisions of Chapter 1 of Part VI of the Town and Country Planning Act 1990 and Section 32-37 of the Planning (Listed Buildings & Conservation Areas) Act 1990.

Artefact

INVOICE

Clapton Commons
1 Clapton Terrace
London
Greater London
E5 9BW
GBR

Invoice Date
21 Dec 2021

Invoice Number
INV-0013

Reference
012_TheCommonRooms

Artefact Studio Ltd
White Collar Factory
1 Old Street Yard
London
EC1Y 8AF

Description	Quantity	Unit Price	Amount GBP
Stage 1: Concept Design	1.00	550.00	550.00
Stage 2: Spatial Coordination	0.80	930.00	744.00
Stage 3: Planning	1.00	750.00	750.00
Hackney Planning Submission Fee	1.00	394.00	394.00
Subtotal			2,438.00
TOTAL NO VAT			0.00
TOTAL GBP			2,438.00

Due Date: 21 Jan 2022



Artefact

INVOICE

Clapton Commons
1 Clapton Terrace
London
Greater London
E5 9BW
GBR

Invoice Date
18 Mar 2022

Invoice Number
INV-0018

Artefact Studio Ltd
White Collar Factory
1 Old Street Yard
London
EC1Y 8AF

Description	Quantity	Unit Price	Amount GBP
Stage 2: Spatial Coordination	0.20	930.00	186.00
Stage 4: Tender	1.00	1,100.00	1,100.00
Subtotal			1,286.00
TOTAL NO VAT			0.00
TOTAL GBP			1,286.00

Due Date: 2 Apr 2022





LONDON
BUILDING CONTROL

13 Woodstock Street, London, W1C 2AG

General: Tel 0845 630 2112 / Email info@londonbuildingcontrol.co.uk / Web www.londonbuildingcontrol.co.uk (<http://www.londonbuildingcontrol.co.uk>)

Accounts: Tel 0207 099 3631 / Email accounts@londonbuildingcontrol.co.uk

UK VAT No. 895 8401 76 / Company No. 059 11 975

Request for PAYMENT

TO: Clapton Commons Community Organisation Ltd
Address St Thomas' Church 1 Clapton Terrace
London
E5 9BW

Payment No: 79347
Date: 17-08-2021
Project Ref: 21/74482/MYPPA/AL
Payment Terms: 30 Days

SERVICE DESCRIPTION	FEE	VAT	NET
Plan Checking, Site Inspections, Certification	£780.00	20%	£650.00
		Sub Total:	£650.00
		VAT:	£130.00
		Total Amount Due:	£780.00
		Deposit Paid:	£0.00
		Balance:	£780.00

Proposal: Refurbishment works to St Thomas's Church Crypt including new internal partitions and kitchen fit-out.
Alterations to the external elevation of St Thomas's Church Hall including new double doors, new signage, lighting, and timber cladding to existing entrance
Location: St Thomas' Church 1 Clapton Terrace
London
E5 9BW

Payment Methods:

Debit/Credit Card Online: <http://www.londonbuildingcontrol.co.uk/pay-fees-enter>

BACS: London Building Control Ltd, [REDACTED]

Please quote your payment number (79347) as the beneficiary reference.

IBAN: GB56HBUK40052661596950 **BIC:** HBUKGB4B

Cheque: Made payable to "London Building Control Ltd" and posted with the remittance slip below.

Please note payment is due within 30 days.

Remittance Advice:

Post: London Building Control Ltd, 13 Woodstock Street, London, W1C 2AG

Email: accounts@londonbuildingcontrol.co.uk

Payment Number: 79347 **Amount:** £780.00 **Site Address:** St Thomas' Church 1 Clapton Terrace, London, E5 9BW

VAT receipts are issued to the individual/company making payment on the date payment is received. Please ensure that we have the full name/address if different to the Request for Payment.

From: noreply-payments@planningportal.co.uk
Subject: Your payment for planning application PP-10391204v1 has processed successfully.
Date: 17 December 2021 at 14:30
To: Planning@hackney.gov.uk
Cc: [REDACTED] artefact-studio.com, [REDACTED] hotmail.com

N

Payment received

Dear Father [REDACTED] [REDACTED]

Thank you for your payment for application PP-10391204v1. The details of your payment are shown below.

The payment was made online using a credit or debit card and processed on 17/12/2021 14:25:55.

The application and fee will now be submitted to London Borough of Hackney.

To discuss your application please contact London Borough of Hackney directly as the Planning Portal is not involved in the decision-making process. You can find the contact details for your Local Authority by using our [local authority search](#).

Payment details

VAT number:	GB 207 4030 52
Company name:	PortalPlanQuest Limited
Company address:	Suite 4C, Spectrum Building, Bond Street, Bristol BS1 3LG
Date and time:	17/12/2021 14:25:55
Description of service:	Payment for planning application service.
PP reference:	PP10391204v1GFN
Site Address	St. Thomas Church (COE), 1, Clapton Terrace, Hackney, London, E5 9BW
Applicant Name:	Father [REDACTED] [REDACTED]
Applicant Email Address:	[REDACTED] hotmail.com
Application fee:	£366.00
Service charge (excluding VAT):	£23.33
Service charge VAT @ 20%:	£4.67
Total (including VAT):	£394.00
Transaction number:	16397512844672436
Registered Office:	Quayside Tower, 252-260 Broad St, Birmingham B1 2HF
Registered in the United Kingdom	04653583
No :	

If a refund is required at any point, please contact London Borough of Hackney who will initiate the process with us.

Please do not reply to this email as the mailbox is not monitored.

For answers to common questions, please [browse our FAQs](#).

Kind regards,

Planning Portal Team

The Planning Portal is an online application service provided by PortalPlanQuest and supports the submission of planning application information to Local Planning Authorities in accordance with statutory regulations.

PortalPlanQuest Limited (reg. no 09400439) is a joint venture between the Ministry of Housing Communities & Local Government (MHCLG) and TerraQuest Solutions Limited.

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www.planningportal.co.uk

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DIOCESAN ADVISORY COMMITTEE

SCHEDULE OF DOCUMENTS

1. **Statements of Significance and Need** (STC CommonRooms.pdf)
2. **Initial Drawings** (Jan 2021 Initial Drawings.pdf)
3. **Drawings (Sept 2021)** (012_003-201_Drawings_210909.pdf)
4. **Budget costs** (Budget - St Thomas' Church Meanwhile Uses.pdf)
5. **Local Authority comments** (CUDS Observations DAC Meeting July 2021.pdf)
6. **HE comments** (2021 07 16 B. [REDACTED].pdf)

TO THE CHANCELLOR OF
THE DIOCESE OF LONDON

12/10/2021

VIEWED by the London Diocesan
Advisory Committee



ST THOMAS' CLAPTON

LONDON E5 9BW

THE COMMON ROOMS FOR CLAPTON PROPOSED MEANWHILE USES

8 July 2021

PCC St Thomas Church Stamford Hill

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INTRODUCTION

This document has been prepared by St Thomas PCC to seek DAC advice in advance of an application for the necessary consents to introduce a range of adaptations in St Thomas Church's Undercroft, Hall and Garden as "The Common Rooms for Clapton"

This document outlines the significance of the church, the need for the adaptations and proposed uses, as well as the details of the proposed designs themselves.

The PCC has instructed a Hackney based architectural practice Studio RO\ST to act as lead designer and work with a project manager appointed by Clapton Commons to bring the plans to completion. These proposals are being brought forward as a "proof of concept" for a set of meanwhile uses. They will provide data which will augment a feasibility process currently being undertaken by the inspecting architect, Alex Sherratt, with consultants FOCUS with a view to a substantial funding application to address the physical deficits of the building, including the church roof and the decorative disorder of the tower, and bring about the regeneration of the church.

The proposals follow a successful crowdfunding campaign by local charity Clapton Commons which was run between Feb and May 2021 and which saw over 350 people commit over £55,000 towards this work, including £30K from the Mayor of London.

More about the scheme and a short film setting out the background to the proposals can be seen on the Spacehive website:

<https://www.spacehive.com/the-common-rooms-for-clapton>

A key partnership in the project is that between Clapton Commons and St Thomas church. St Thomas Church is an anchor institution for Clapton Commons, now a charity in its own right. Clapton Commons will take on the management of these spaces and provide a pathway for the church to deepen its ministry of presence locally. Clapton Commons has recently undertaken a successful project to refurbish the disused WCs on Clapton Common, for community use. This building is opposite St Thomas Church is now open as a community kitchen, 'village hall'. Clapton Commons managed this project in partnership with the London Borough of Hackney, having raised £43K through a similar Spacehive crowdfunder in 2018. Hackney Council invested around £250K in this refurbishment.

In this way this current application forms a key part of the longer-term vision for the church as it seeks to increase the use of the undercroft and common room spaces for community use. It will mark the completion of phase one of this process and consolidate the partnership with Clapton Commons. Plans for phase two will be brought forward as part of the church's 250 year anniversary in 2023, following completion of our church architect's feasibility study and FOCUS consultants' business plan.

2 STATEMENT OF SIGNIFICANCE

2.1 BRIEF HISTORY

Originally referred to as Stamford Hill Independent Chapel, St Thomas' Church was constructed as a private chapel in around 1773 by John Duvall for the benefit of the tenants of his estate. The original building was a simple rectangular building with a steeply pitched roof and a small cupola at the east end. The design was typical late Georgian and was built along with a handsome terrace of houses, set back from the street and fronting the west side of Clapton Common.

As a result of the burgeoning population of Clapton Common in the early 19th Century, and the desire among local people for enhanced status for the chapel, the building was purchased in 1827 by a group of four trustees. The chapel was subsequently consecrated as a Chapel of Ease for the parish of Hackney and dedicated to St Thomas. Recent research has shown how one of these trustees benefitted from the slave trade through his goldmining interests in Brazil. Another was involved in SPCK and its supervision of the Codrington Plantations in Barbados. This history is of particular interest to the largely Caribbean and West African congregation.

The architect Joseph Gwilt was commissioned by the trustees in 1827 to enlarge and alter the chapel, using funds raised from building and leasing shops along Oldhill Street and adding to the existing Georgian terrace. It was during this period of remodelling that the tower and porches to the east end of the chapel were added. The stucco tower, thought to be modelled on the Greek Monastery attached to the Church of the Nativity in Bethlehem, is surmounted by a temple-like belfry with Doric pilasters to the north and south, and Ionic half-columns to the east and west.

By virtue of the Formation of Parishes Bill, St Thomas' became a parish for ecclesiastical purposes in 1856, and was ecclesiastically freed from its mother parish, St John at Hackney.



View from the east side showing the original nave, with Joseph Gwilt's tower and porches added in 1828.

2.1 BRIEF HISTORY

Damage was caused to the east window and decorations on the east wall, but the Erith Explosion of 1st October 1864, when two gunpowder magazines situated on the south bank of the River Thames exploded with such force that it's effects could be observed some 40-50 miles from the blast.

Having fallen into a dilapidated state, a programme of renovation and alteration works was undertaken in 1873 by William Burgess. Remodelling at this time included the creation of the eastern apse, forming a prominent reredos to the High Altar, along with removal of galleries and introduction of much stained glass.

The nave sustained serious damage during WWII bombing on December 27th 1940, and was subsequently removed, leaving only the tower. A new nave was added in 1958 to the designs of N F Cachemaille-Day in brick and concrete, as a reinterpretation of the classical basilican form.

The Parish Hall extension, to the west of the church, was constructed in 1967 and opened in May 1968.



1940 bomb damage to the nave, viewed from the south, showing the tower remaining.

2.2 SIGNIFICANCE

This site has a long history as the location for a place of worship. This is manifested in the church building, which has been adapted and modified during several significant periods in its history, and now acts as visible record of the changes in the life of the church on this site through several historical periods.

As well as the tangible, physical presence of the church building on the site. The site as a place of worship has communal value as a place which serves the community. This has become reinforced in recent years with the redevelopment of Liberty Hall (a former public WC on Clapton Common) as a shared community space, largely from energy generated from within St Thomas'.

The significance and special interest of St Thomas' Church is acknowledged in its statutory designation as a Grade II listed building. This is reinforced by its inclusion on the Heritage at Risk register.

The church has collective significance in its inclusion in the Clapton Common Conservation Area. The church and adjacent terrace contribute to the particular character and value of Clapton Common.

The church has significance as part of the adjacent Georgian terrace from a townscape perspective. The church and terrace have an aesthetic architectural significance due to their design, and their siting in relation to the west side of Clapton Common. The houses are some of the earliest terraced houses to in Hackney to survive. The open space to the east of Clapton Terrace is protected as a London Square.

The church and terrace have significance due to their association with John Devall, who originally commissioned the buildings as a private chapel and houses as part of his estate. This has historical significance due to the emergence of Clapton as a desirable middle class neighbourhood in the mid 19th Century.

Not only does the church have aesthetic value as an architectural work, but also significance through association with the architect Nugent Francis Cachemaille-Day, who was one of the pre-eminent post-war church architects in London. Cachemaille-Day served as Architect-Surveyor to the Archdeaconry of Hackney in the post-war period and was widely recognised for his German-influenced churches, reflecting current thinking on liturgical reform. St Thomas' is one of his eight surviving post-war churches.

The church contains a 1921 memorial to those who perished in the first World War in the form of a Christus Rex by Martin Travers, suspended over the altar (also by Travers). This is of aesthetic significance and is a very fine example of Travers' polychrome work. This is also of historical significance to those in the community who have personal connections to the deceased. In addition, this is of wider historical significance as a record of the impact of war on the particular community of Clapton Common.

Other items of significance internally include a fine 18th Century chamber organ, rebuilt by Manders following war damage, originally brought from elsewhere.

2.3 ASSESSMENT OF IMPACT

The Undercroft space will be divided into two – a studio space and a canteen. There also will be additional storage and two new meeting rooms.

In addition the Common Room will be opened up directly into the church garden with a French Window aperture through the central window. This will require some redesigning of the garden.

The proposed adaptations are intended as light touch, low cost but high impact in terms of the way the community spaces can be put to more effective immediate use. The adaptations in the Undercroft space and will further improve those introduced by the 2006 scheme when a platform lift was introduced.

The interventions are made in full sight of the fire restrictions that already constrain the activities in the Undercroft. In the longer term the PCC would like to address these with providing improved access, as well as additional Undercroft toilets to supplement the ones already in the hall.

The PCC is also considering bringing forward further design proposals for street signage and “place making” on top of the wall. These are not part of this present application but will be made with a subsequent application that will also include a proposal for a temporary art installation which will see the use of flags or banners from the exterior of the church to mirror the “stations” inside the church. An initial meeting with Laura Moffatt from Art and Christianity has taken place.

3 STATEMENT OF NEED

3 STATEMENT OF NEED

3.1 Proposal and PCC Agreement

The Parish Church Council took the decision to seek to enter into a licence agreement with Clapton Commons at a meeting on 25 Jan 2021 and in doing so to bring forward plans to adapt the spaces for meanwhile uses. The PCC agreed to the high level concept submitted by Studio RO/ST which became the basis the proposal with the Mayor of London's crowdfunding platform

A note from the PCC minutes states that it was agreed that draft heads of terms were to be offered by the parish, drawn up by consultant Will Saxby in consultation with the vicar and the standing committee. It was stated that

"The licence should run for 5 years during which time the PCC will aim to double its rental income. Current income is approx. £24k pa (not including occasional hall hire) and approx £15k net once on costs such as utilities are factored in. Consequently a doubling of the net income would equate to £30K net. This should be the target."

The proposal was described in these terms

"The spaces in question would be the Undercroft as well as the Hall (including the Workshop currently used Worm London and the Common Room). The Undercroft space would be divided to allow for a food prep and serving area (Canteen), a studio space, meeting rooms, with a continuing rehearsal space for steel band Pantonic. In addition signage would be improved, doors repaired and general improvements of the site would take place. Once completed Clapton Commons would promote the spaces and take the bookings and manage the spaces."

Following discussion regarding the risks of gentrification to the black majority church the motion was put to approve the principle of development and the draft heads of terms and it was agreed with one abstention and no votes against.

The high level scheme was presented for informal comment to a couple of members of the DAC in March 2021 and received encouraging support. Once the fundraising target had been met and following a meeting between the project architects and the inspecting architect there was a consultation meeting with stakeholders. A number of changes followed and these are reflected in the final design submitted as part of this application to the DAC.

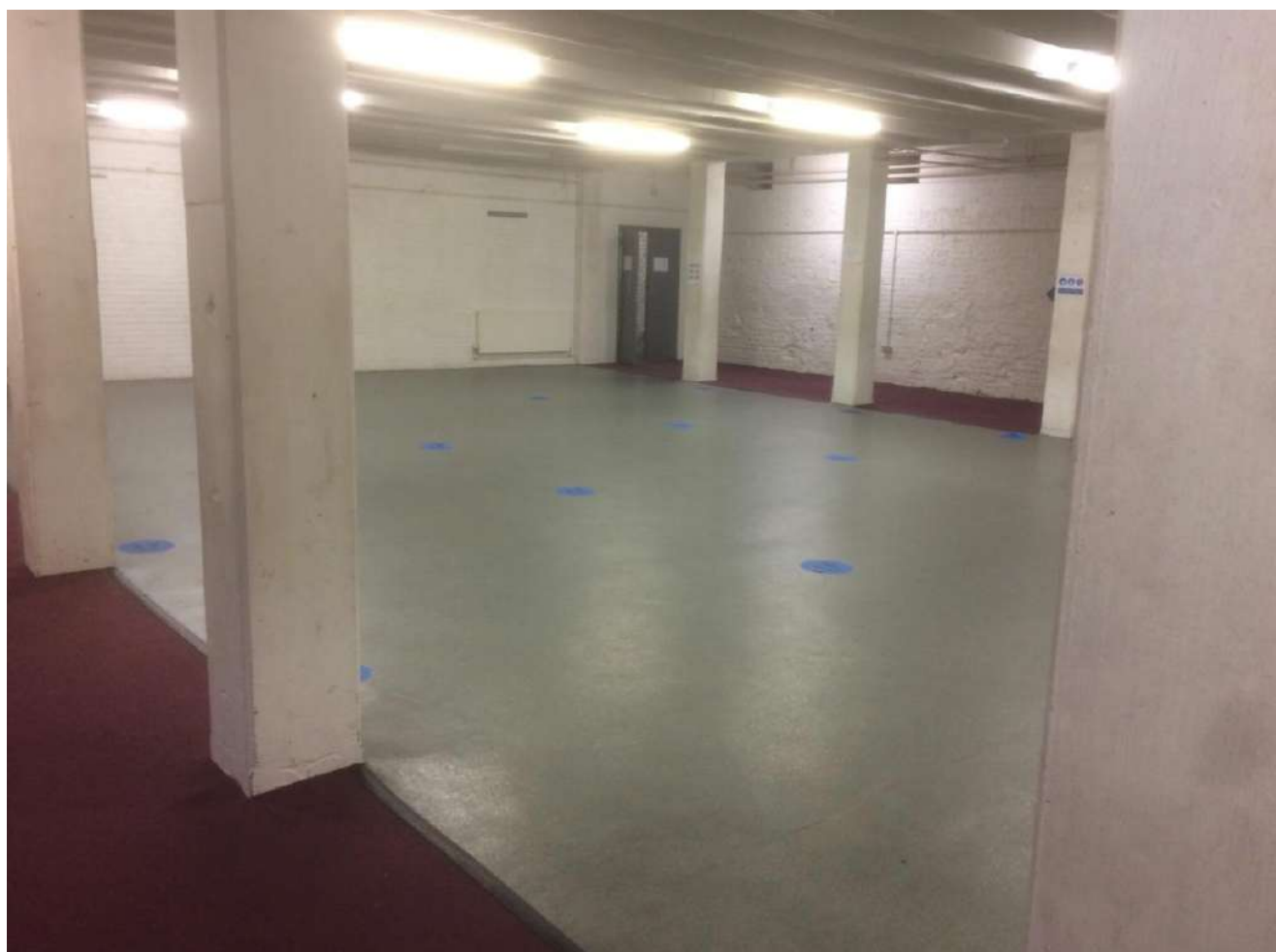
Members of the PCC were part of the reference group that signed off the scheme at a meeting on 30 June 2021, with some minor proposed changes and these changes are reflected in the drawings that accompany this submission.

3 STATEMENT OF NEED

3.2 Rationale

This “meanwhile use” proposal is part of a larger plan to make the most of the spaces for which the church is custodian and to put them at the service of the local community. In doing so we hope to increase our rental income, to consolidate a relationship with Clapton Commons as a partner and to enable its presence evangelism locally.

1. The Undercroft is a large space that is underused and unloved. There is evident demand but generally not for the kind of spaces we have available. In 2018 the PCC applied successfully to the London Borough of Hackney for an interim change of use to allow it to rent the back part of the hall to a small business, creating “the Common Room” at the front overlooking the church garden. This enabled the church to put this community space, albeit reduced in size, to much better use. By creating smaller more flexible spaces we saw in this experiment how they could be adapted for a variety of community uses. We are building on this experience with our proposed adaptations in the undercroft.





2. If the church is to be successful in its larger regeneration proposals, currently the subject of a feasibility study, it needs to demonstrate that the building is an effective community hub. It needs to show that there is a need locally and that it has key partnerships in place to enable it to deliver on a much larger scale project. In this way the proposals being submitted here should be seen as part of an extended community consultation exercise. This is being augmented by survey work in order to generate both quantitative as well as qualitative data that will support phase two of the regeneration proposal.
3. The church bell, made at the Whitechapel Foundry, dates to 1773 when the predecessor church was first built as a proprietary chapel to enable a local congregation not to have to travel all the way to Hackney Church. It was one step beyond a “house church” for the gentry of the newly laid out terrace. As we have come a full circle and the Church of England begins to promote Myriad, a celebration of lay led house church communities, St Thomas is renewing its covenant relationship with its neighbours. It is a reminder that local lay communities are dependent on hospitable parish churches as anchor institutions for support and, where they are successful, they lead to them.



4 PROPOSED ADAPTATIONS

PROPOSED ADAPTATIONS

Please see the attached sets of drawings for the detail of the submission. The first which is called “Jan 2021 initial drawings” represents the high-level design concepts. The second set of drawings called “June 2021 final drawings” was completed on the basis of drawings provided by the PCC from earlier schemes and a corroborative survey of the space by Studio RO/ST – see disclaimer on their plans. Following a consultation exercise involving stakeholders amendments were made.

APPENDICES

A LISTING DETAILS

A LISTING DETAILS

Church of St Thomas

Overview

Heritage Category:	Listed Building
Grade:	II
List Entry Number:	1265859
Date first listed:	04-Feb-1975
Date of most recent amendment:	24-Mar-2006
Statutory Address:	Church of St Thomas, Clapton Terrace, London, E5 9BW

Location

Statutory Address:	Church of St Thomas, Clapton Terrace, London, E5 9BW The building or site itself may lie within the boundary of more than one authority.
County:	Greater London Authority
District:	Hackney (London Borough)
National Grid Reference:	TQ 34252 87434

Details

This list entry was subject to a Minor Amendment on 01/10/2018

735/8/124 CLAPTON COMMON CLAPTON TERRACE Church of St Thomas (formerly listed as OLDHILL STREET N16, CLAPTON COMMON, ST THOMAS THE APOSTLE) 24-MAR-06 II Parish Church. Begun in 1774 by Joseph Devall. East tower added in 1828 by Joseph Gwilt. Body rebuilt after WWII bomb damage in 1960 by N.F. Cachemaille-Day (1896-1976).

MATERIALS: stuccoed tower, stock brick body (this replacing the bombed church, which was also of stock brick), windows in concrete frames.

PLAN: tower at east end, then aisled body behind, with Lady Chapel to west end and entrance to south west.

EXTERIOR: tower to east end has banded rustication to all levels except top stage. It rises in three stages, flanked by one storey wings in line with aisles. The base of the square tower has a tall blind opening with large voussoirs, then is a stage with corner pilasters and a central blind oculus with voussoirs to each face, that to east has a clock. The top stage is open and has pedimented orders with Ionic half columns to east and west, and Doric pilasters to north and south; a squat central pinnacle to the top. Behind the tower is the flat-roofed body of the church, which was rebuilt in 1960. This has a square windows at clerestory level, and rectangular windows in the lower aisles. At the west end is a Lady Chapel and the present entrance, reached by steps within brick walls. The west front has five rounded arched openings with fanlights, that to south end forming the entrance doors.

A LISTING DETAILS

INTERIOR: entrance from west into lobby, screened from west chapel by glazed screen, similarly divided from the body of the church. This chapel is lit by the round headed windows at the west wall, and a pair of figurative coloured glass windows in north wall where there is a small altar. The church has an impressive basilican interior, with tall piers of square plan, straight lintels, and square clerestory windows to north, south and west. A square vent above each pier. The tall ceiling has exposed concrete beamed roof structure with seven beams and joists running east-west. The east apse is gilded, as are the shallow flat capitals of the piers. Altar rail with widely spaced vase balusters, some late-C20 replica. High altar and rood by Martin Travers, 1921. Painted reredos to north altar also early C20, and brought from Lambeth Palace. Chamber organ c.1800 brought from elsewhere. Pews are C19 from another church. Font at west end has a flat concrete canopy with dove in sunburst detail underneath and a concrete font. Heraldic glass by firm of Goddard and Gibbs. Basement below tower has evidence of C18 brickwork and relieving arches; otherwise with mid-C20 concrete roof structure.

HISTORY: Begun in c.1774 as a proprietary chapel by Joseph Devall for his tenants. It was contemporary with the adjacent terrace (Nos.1-17 consec), which is separately listed. The chapel was bought by Rev. George Richards, appointed vicar of St. Martin in the Fields in 1824, and in 1827 he sold the building. Soon after, the chapel was enlarged and the east tower was added by Joseph Gwilt, being consecrated as a chapel of ease for the parish of Hackney, and dedicated to St. Thomas in October 1827. A faculty was given for reconstruction in 1873, when William Burges removed the galleries, reduced the two rows of windows to one, and built a new wooden roof. At this time, a choir was formed and the church was painted and decorated, including the addition of much stained glass. The chancel was reconfigured in the 'time-honoured arrangement existing at St. Clement at Rome, adapting it to our own ritual' and recognising the church's Anglo-Catholic tradition. The church was severely damaged by bombs in WWII, destroying the interior but fortunately missing the early C19 tower. Rebuilding was undertaken by N.F. Cachemaille-Day (1896-1976), a church architect of considerable acclaim, who after the war served as Architect-Surveyor to the Archdeaconry of Hackney, an area of London where there had been considerable bombing. Glass was added in this period by the firm Goddard and Gibbs.

SUMMARY OF IMPORTANCE: Of special interest as a part surviving late C18 chapel with prominent early C19 stuccoed tower, and a significant post-war rebuilding by the eminent C20 church architect N.F. Cachemaille-Day, providing an austere and elegant basilican interior with post-war and earlier brought-in fittings.

SOURCES: St. Thomas the Apostle, Clapton Common. Buildings of England London 4: North. 1998. Photographs in National Monuments Record of war damaged church, taken 1945, as well as 1865-6 and c1910 interiors.

A LISTING DETAILS



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This is an A4 sized map and should be printed full size at A4 with no page scaling set.

Heritage Category: Listing

List Entry No : 1265859

Grade: II

County: Greater London Authority

District: Hackney

Parish: Non Civil Parish

For all entries pre-dating 4 April 2011 maps and national grid references do not form part of the official record of a listed building. In such cases the map here and the national grid reference are generated from the list entry in the official record and added later to aid identification of the principal listed building or buildings.

For all list entries made on or after 4 April 2011 the map here and the national grid reference do form part of the official record. In such cases the map and the national grid reference are to aid identification of the principal listed building or buildings only and must be read in conjunction with other information in the record.

Any object or structure fixed to the principal building or buildings and any object or structure within the curtilage of the building, which, although not fixed to the building, forms part of the land and has done so since before 1st July, 1948 is by law to be treated as part of the listed building.

This map was delivered electronically and when printed may not be to scale and may be subject to distortions.

List Entry NGR: TQ 34252 87434

Map Scale: 1:1250

Print Date: 28 October 2019



Historic England

HistoricEngland.org.uk

Name: Church of St Thomas

B HERITAGE AT RISK ENTRY

B HERITAGE AT RISK ENTRY

Church of St Thomas, Old Hill Street, Clapton Common N16 - Hackney

Only the crypt (c1777), the tower and belfry (1827) survived World War II bomb damage in December 1940. The church was re-opened in October 1958 to designs by NF Cachemaille-Day; he incorporated the apse from William Burges's remodelling in 1873 and the 1921 World War I memorial. The asphalt water-proofing of the reinforced concrete roof slab has been much repaired over previous decades. It is still leaking in places, causing concerns about the structural integrity of the roof. The church has commissioned structural investigations and is seeking funding for a repair project.

Site Details

Designated Site Name:	CHURCH OF ST THOMAS
Heritage Category:	Listed Building grade II
List Entry Number:	1265859
Local Planning Authority:	Hackney
Site Type:	Religious ritual and funerary > Church

Location

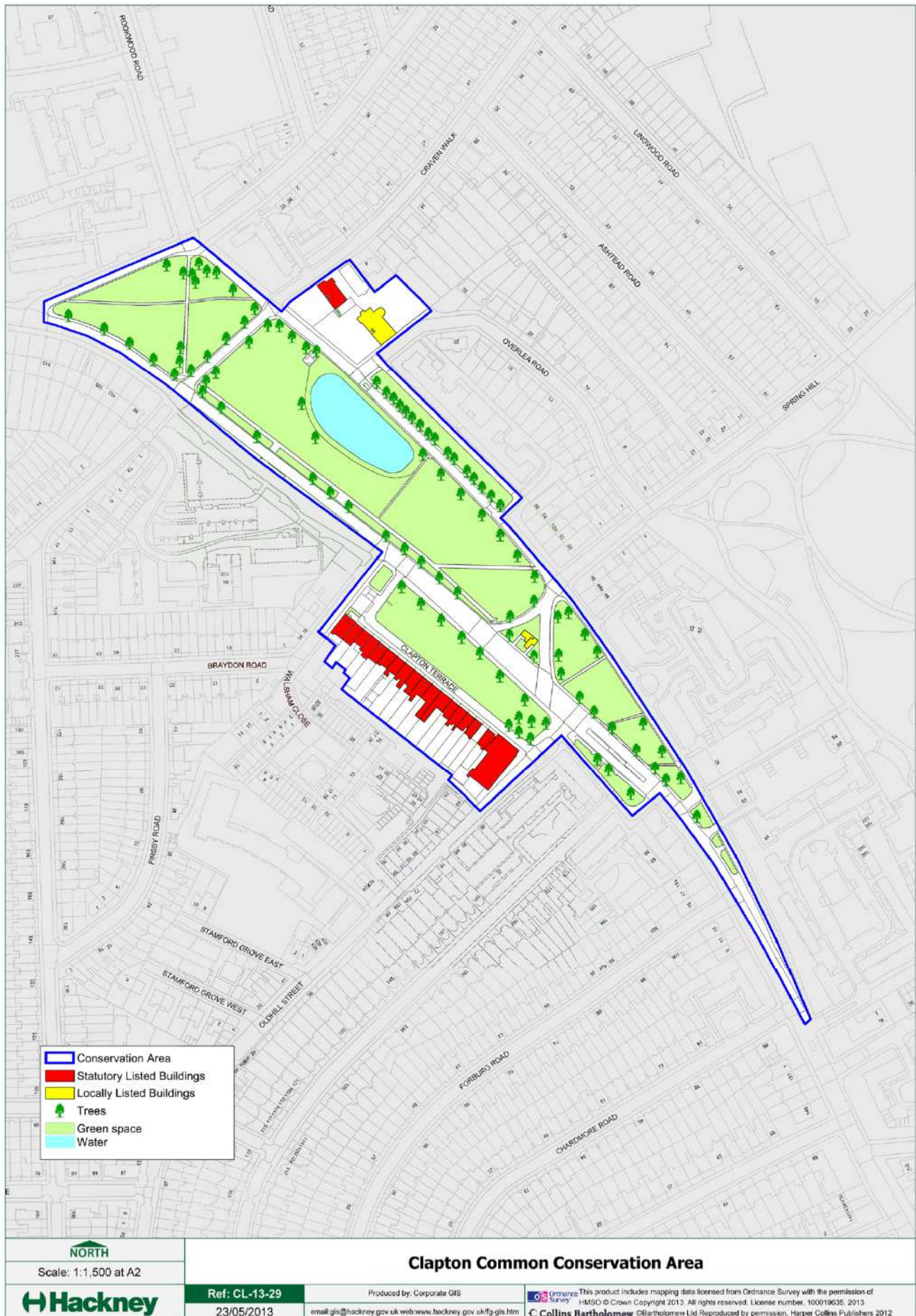
Building Name:	Church of St Thomas
Street Name:	Old Hill Street
Locality:	Clapton Common
County:	Greater London
District / Borough:	Hackney
Parliamentary Constituency:	Hackney North and Stoke Newington
Region:	London and South East

Assessment Information

Assessment Type:	Place of worship
Condition:	Poor
Priority:	A - Immediate risk of further rapid deterioration or loss of fabric; no solution agreed
Previous Priority:	A
Ownership:	Religious organisation
Designation:	Listed Place of Worship grade II, CA
Contact Details	Ian Harper 020 7973 3786

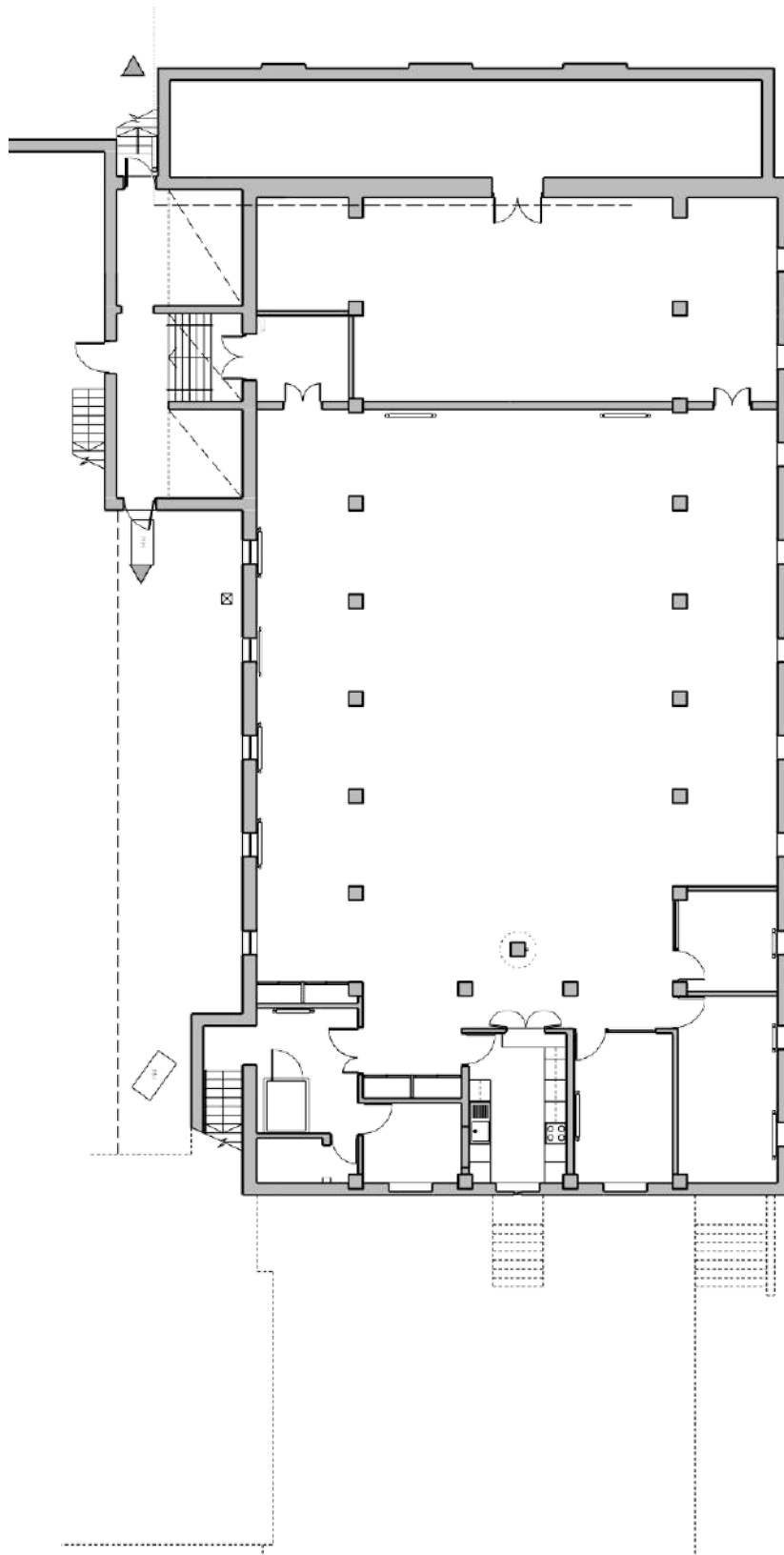
C CONSERVATION AREA PLAN

C CLAPTON COMMON CONSERVATION AREA PLAN

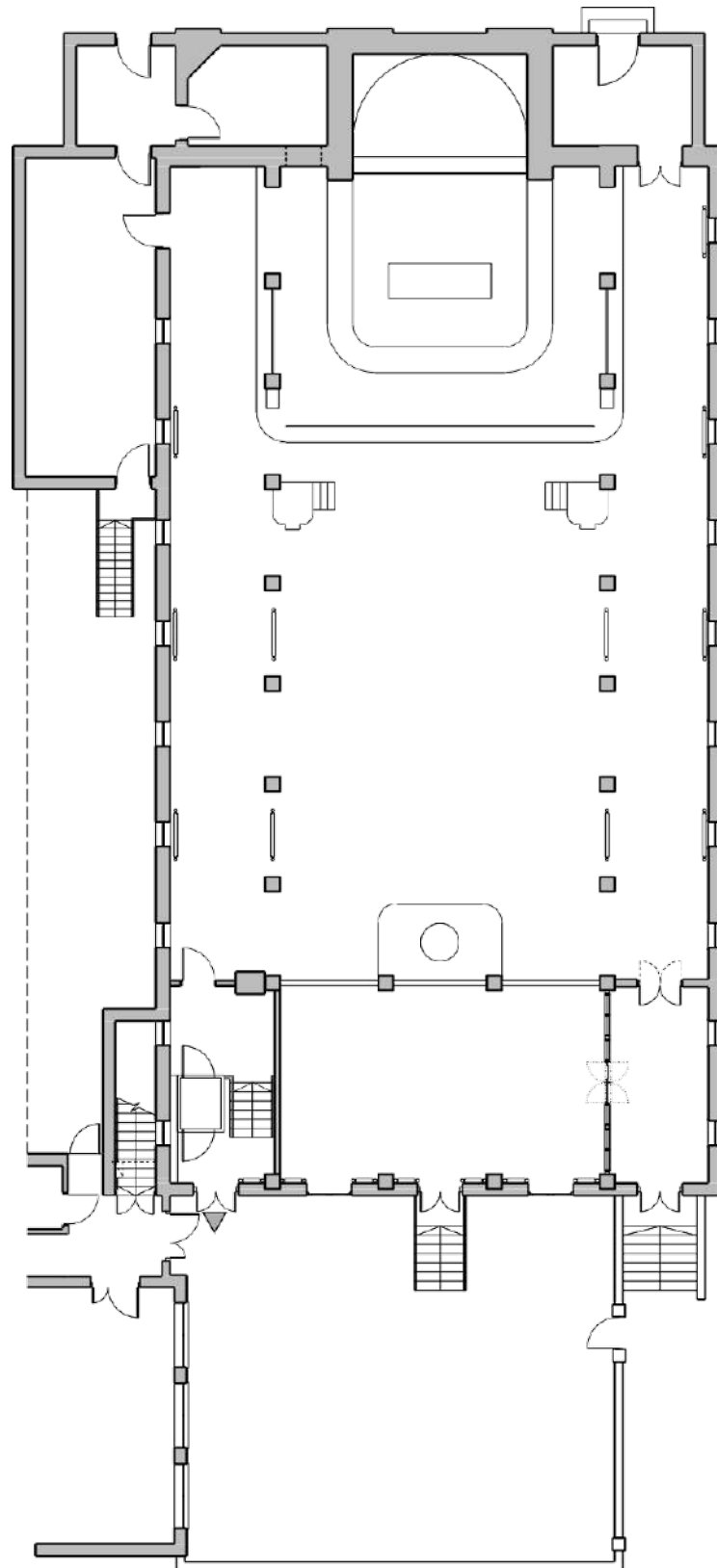


D BUILDING PLANS

D BUILDING PLANS - CRYPT



D BUILDING PLANS - GROUND FLOOR





Clapton Commons

St Thomas Church

24.01.2021

Summer 2021

Proposals for Phase 1 of Refurbishment

Clapton Commons' ambition for Summer 2021 is to refurbish the lower ground crypt at St Thomas Church - allowing the available space to be brought into full use to support a variety of existing activities and planned future projects.

Our proposals focus on **low cost and high impact design solutions** to create a range of flexible spaces including:

CRYPT STUDIO/GYM

150 SQM

The largest open plan space - with natural light and ventilation from two sides - to be used for a range of youth, health and wellbeing activities inc. martial arts, boxing, yoga, pilates, Tai Chi, mindfulness etc. as well as larger gatherings.

COMMUNITY CANTEEN

70 SQM

The central space from which all other uses in the crypt are accessed. A dining table in the middle of the space becomes the focal point of community life. While a kitchen and open servery enable the canteen to be run by Carib Eats.

Partitions to adjoining spaces allow borrowed natural light, ensuring the space retains a sense of openness and connection (see following page).

COMMON ROOM

25 SQM

Existing common room space - visible from the street with plentiful natural light owing to SE aspect onto courtyard garden. Used for after-school clubs, supper clubs, larger meetings and an artist residency planned for Jul-Aug 2021.

STUDIOS/MEETING ROOMS

5 NO. TOTAL / 7.5-15 SQM

A range of enclosed spaces - each with modest natural light and ventilation - allowing for any number of potential uses including for one-to-one counselling, podcast studio, offices, meeting rooms etc.

LEASED STUDIO

37.5 SQM

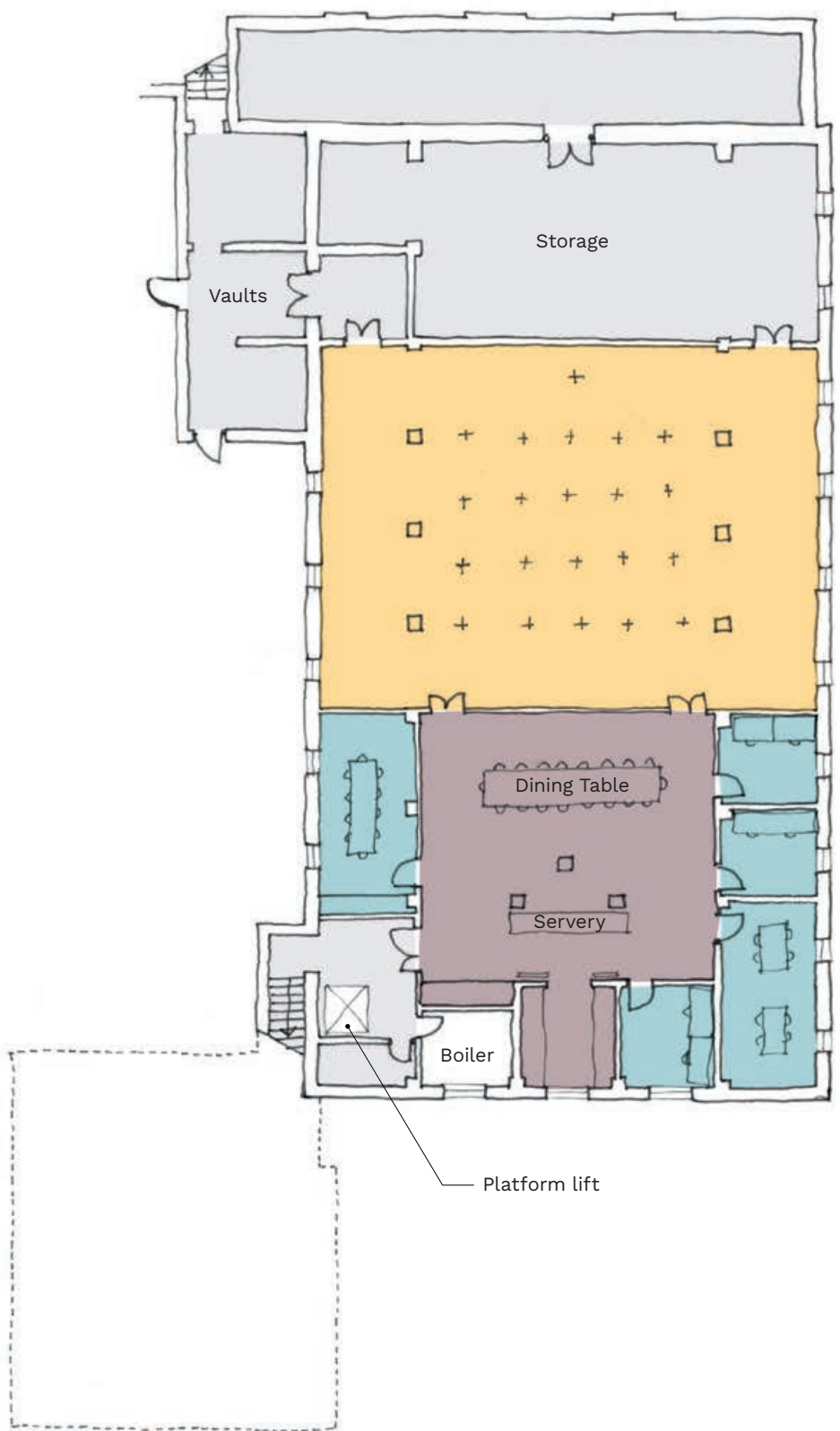
Existing lease arrangement with Worm Floral Design Studio provides a much-needed regular income source.

In the future this space could be reconnected with the Common Room to create a larger light-filled ground floor space, with opportunities for leasing alternative spaces explored.

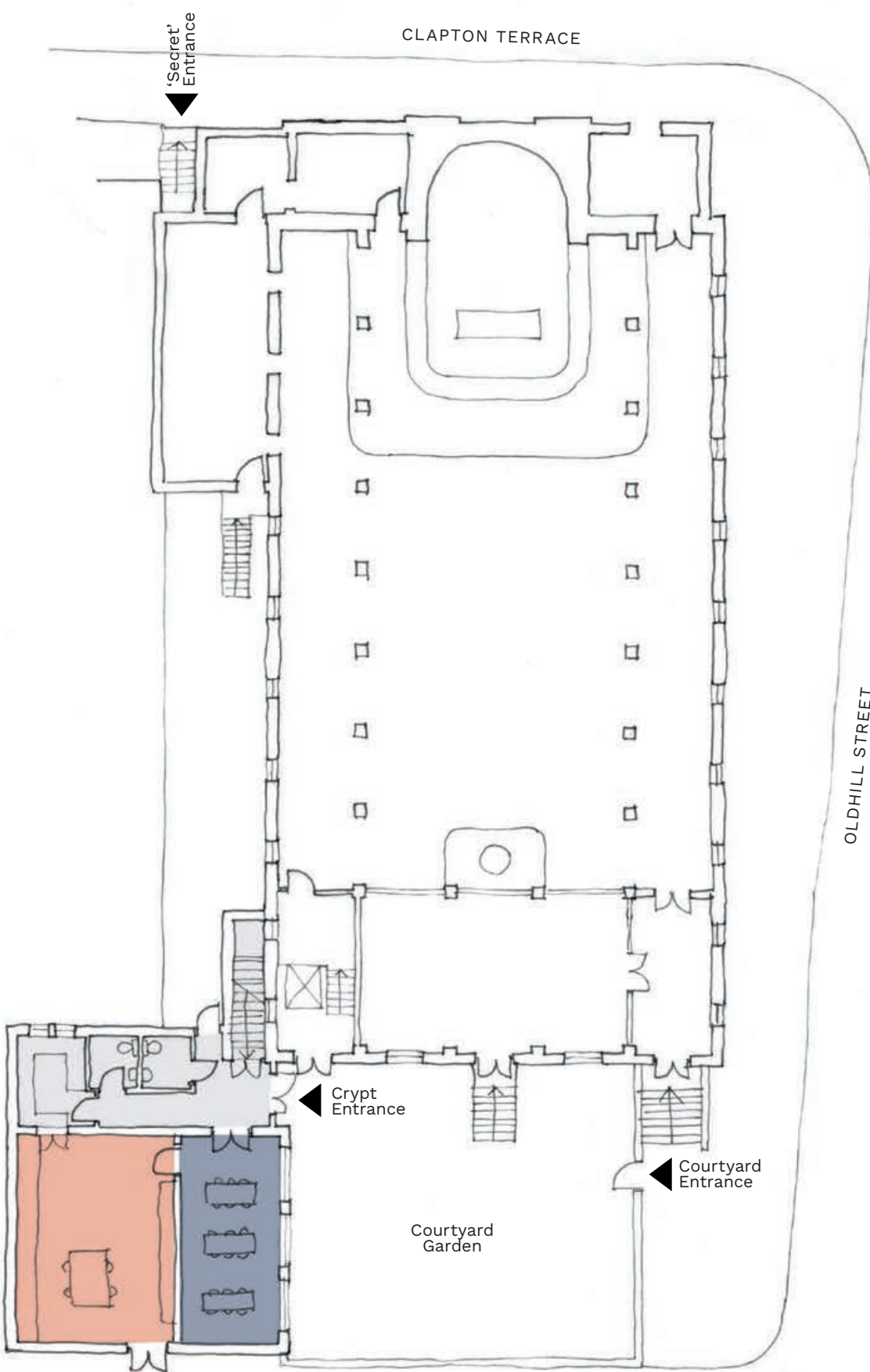
BACK OF HOUSE

Includes circulation, WCs and a smaller ground floor kitchenette. A large storage space at the rear of the crypt is used by a local steel band.

A 'secret' secondary access from Clapton Terrace - via the vaults - could be made safe and accessible at a later date.



Lower Ground Floor Plan @ 1:200



Ground Floor Plan @ 1:200

3x Design Ideas

Focus Available Funds on Strategic High Impact Solutions

A - An Entrance to SIGNPOST ACTIVITY

The crypt is currently hidden from the street and as a community space lacks visibility. A new sign - even a temporary one for the summer - will help to address this issue and signpost activity. The sign could draw on motifs from the existing church or skills within the local artistic community. It should be a spatial element - acting as entrance, gateway and portal - drawing visitors through the courtyard garden, past the commons room and down to the crypt below.



B - Partitions to ENABLE FLEXIBLE USE

Excluding the columns, the crypt is free from any structural elements. This allow us to be flexible with our arrangement of the space. Partitions can be light-weight, simple to build and easily adaptable in the future, while still having acoustic properties. Careful use of cheap translucent polycarbonate can ensure adjacent spaces enjoy borrowed light, while maintaining a sense of the crypts overall scale and openness. For a more flexible cost-effective approach, curtains can be used in place of walls.



C - Fit-Out to SUPPORT COMMUNITY

The canteen is the heart of the crypt space and Carib Eats its anchor tenant. Two pieces of carefully considered furniture will create a space for lingering and conversation. Firstly a large dining table, not only for eating together, but informal chats and quick meetings. Secondly an open servery, that brings the welcoming smells and sounds of the kitchen into the space. Lighting and some low-cost acoustic elements hung from the ceiling can also enhance the character of the space.



Summer 2021 & Beyond

Opportunities for Further Growth & Investment

In the first phase - we propose focusing available funds on the entrance sequence, signage, community canteen and adjoining studios, as illustrated on the adjacent drawing.

This initial investment can unlock further opportunities as identified below.

Note: the ideas below are in no particular order and can be phased according to need and available funds.

1 - ACTIVATE THE COURTYARD GARDEN

The sun-drenched SE facing courtyard is a real asset, connecting Clapton Commons with the main church. However the current layout does not promote activity and use. A garden redesign would help to make better use of this special space.

2 - OPEN & EXTEND THE COMMON ROOM

The Common Room - a latter addition to the Grade II listed church - has superb outlook onto the courtyard garden. There is an opportunity to open up the SE facade to create a better connection or even add an additional storey to provide more high-quality space.

3 - FULLY REFURBISH CRYPT STUDIO/GYM

The existing crypt already provides a basic level of functionality as a gym space. Limited funds in the Phase 1 may necessitate focusing investment elsewhere. More costly improvements to windows, ventilation, lighting, floor finishes etc. could be undertaken as part of a later works phase.

4. IMPROVE VERTICAL CIRCULATION

Access to the crypt is via an unlovely side staircase, and a platform lift shared with the Church. Vertical circulation could be rationalised to connect all levels via a single main staircase incorporating an improved lift.

5. ACCESS CRYPT GARDEN

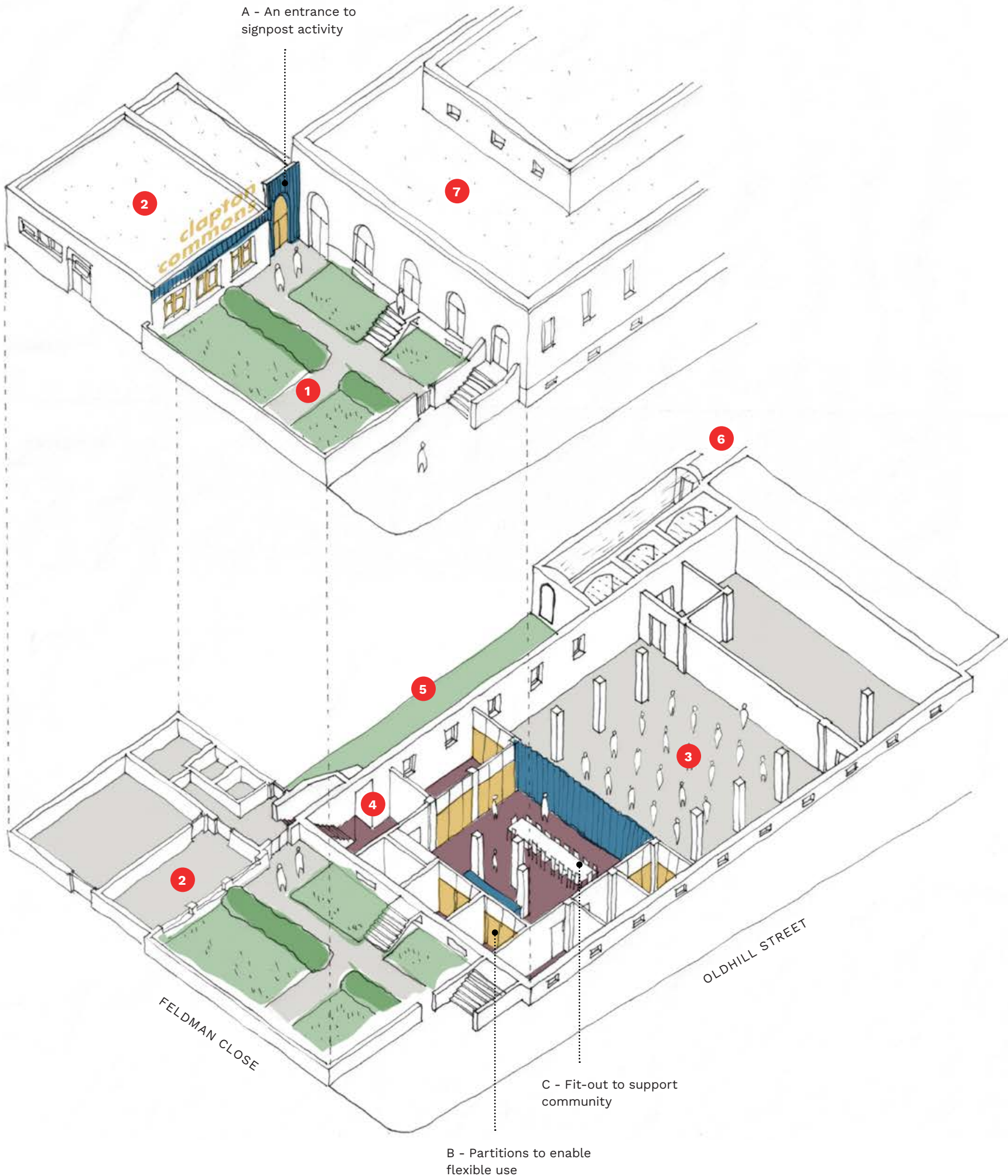
There is a second hidden garden space to the north of the church. Opening the crypt up to this space would provide much needed daylight as well as an external spill-out space.

6. 'SECRET' CLAPTON TERRACE ENTRANCE

Identified in Phase 1 but requires investment to make accessible and secure - a secondary 'secret' entrance from Clapton Terrace would allow spaces to be used independently and provide an atmospheric arrival sequence for events and evening supper clubs.

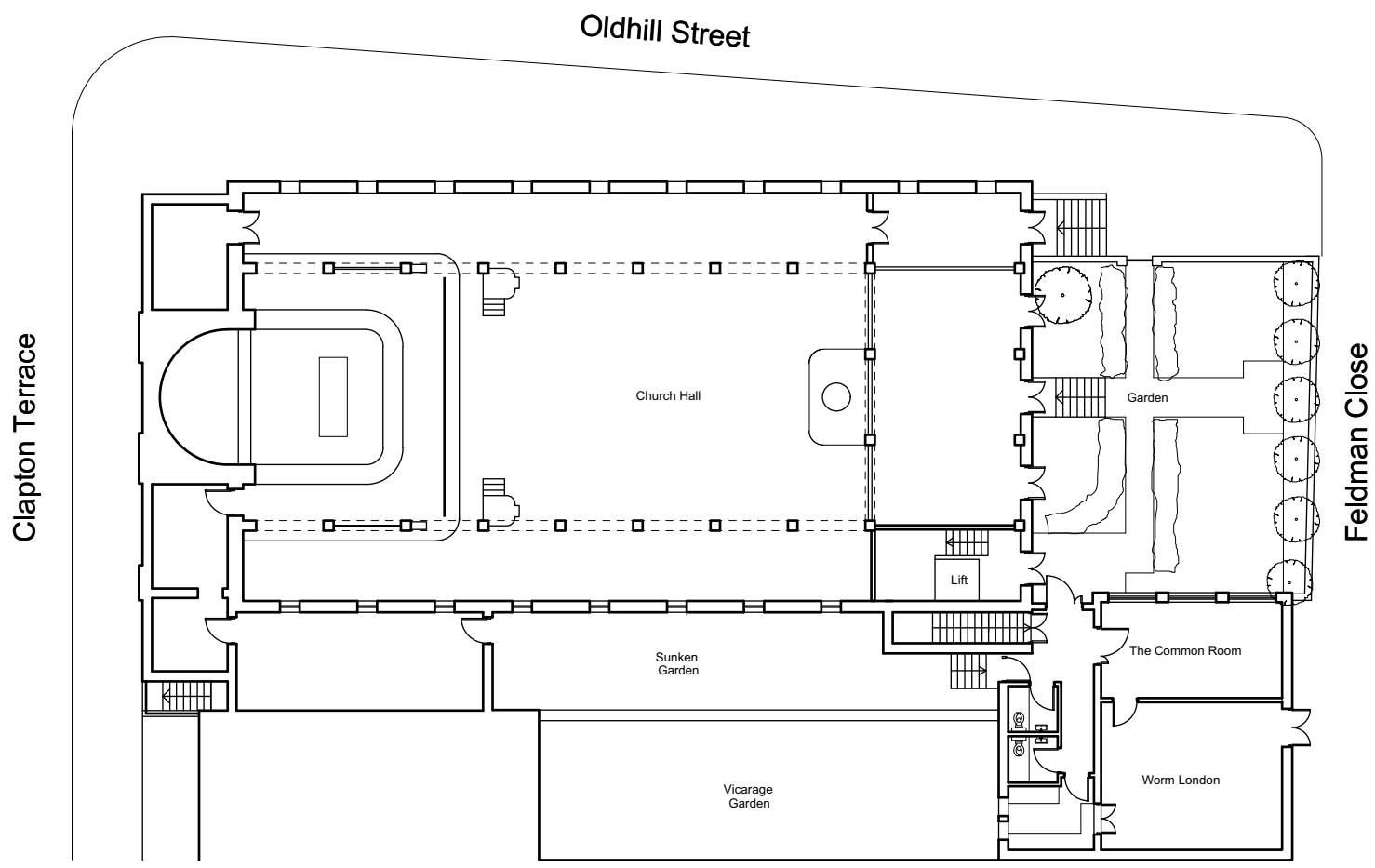
7. ROOF EXTENSION

Improving vertical circulation (above) could make the church's flat roof accessible - enabling its use and/or extension.

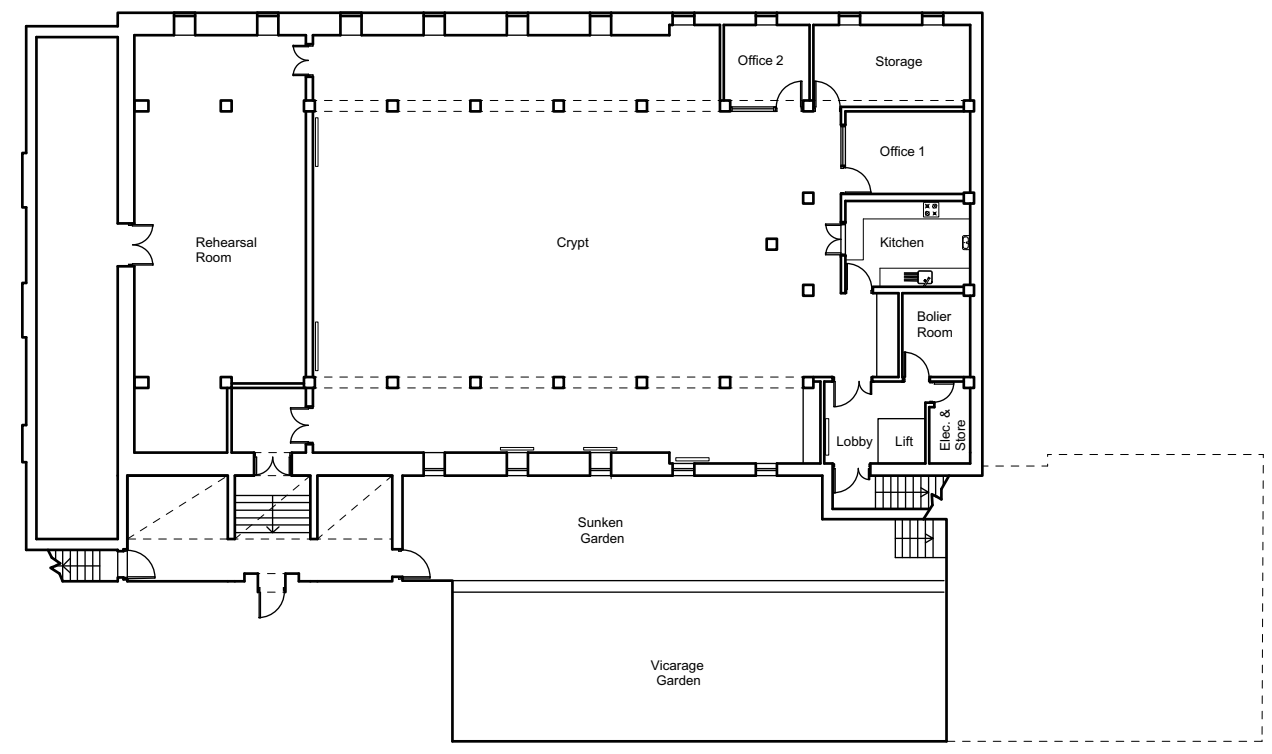


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Existing Ground Floor



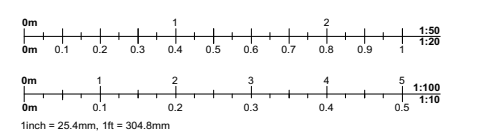
Existing Crypt

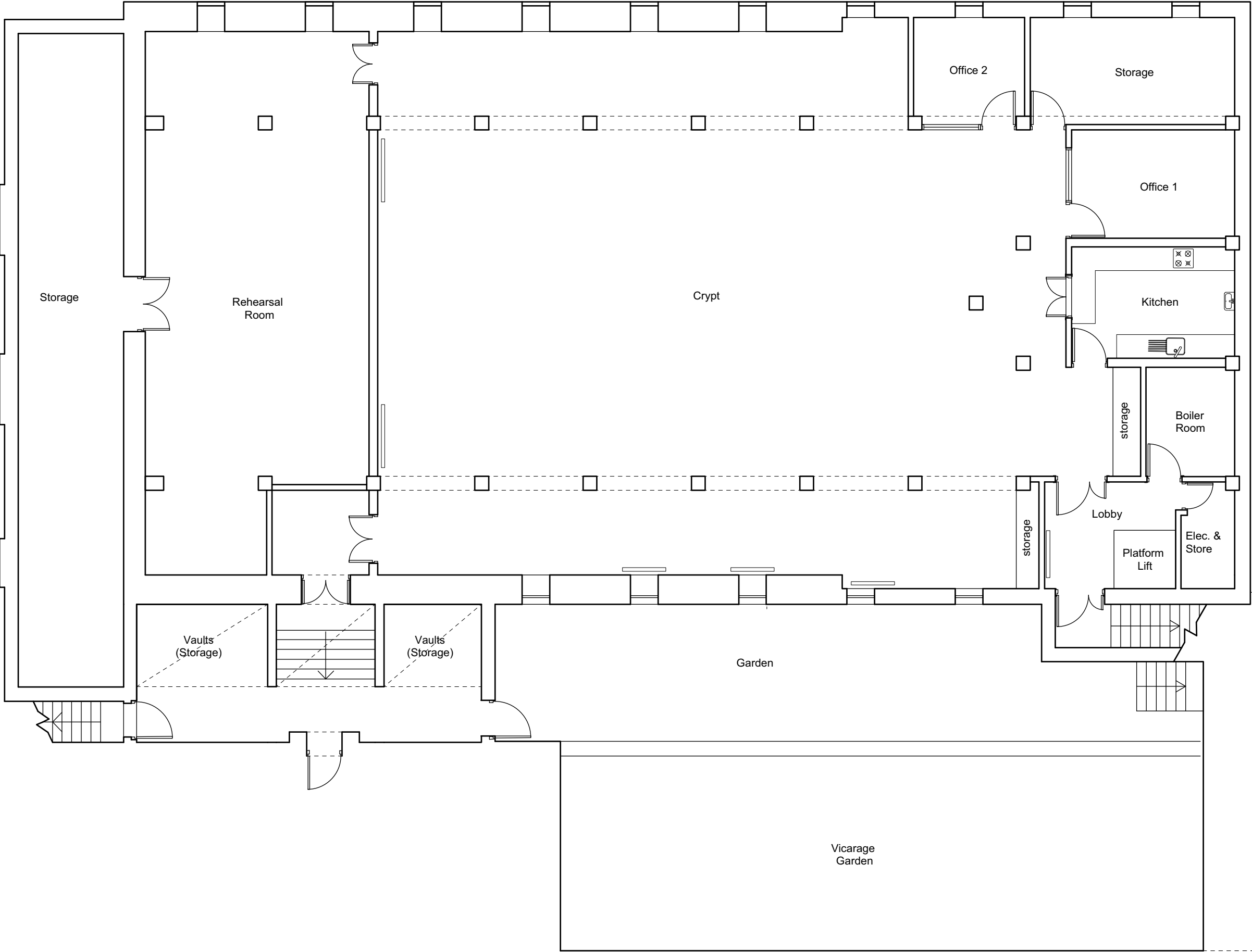
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5. Report any discrepancies to the Architect.

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Project Name	The Common Rooms		
Project Reference	012		
Project Address	St Thomas's Church, Clapton Common, London, E5		
Drawing Name	Existing Ground Floor & Crypt		
Drawing Number	003	Revision	
Scale	1:250 @A3	Date	05 07 21
Drawing Status	Information		

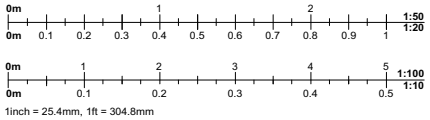




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Project Name	The Common Rooms		
Project Reference	012		
Project Address	St Thomas's Church, Clapton Common, London, E5		
Drawing Name	Existing Crypt		
Drawing Number	004	Revision	
Scale	1:100 @A3	Date	05 07 21
Drawing Status	Information		





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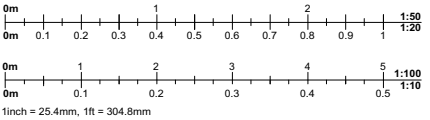
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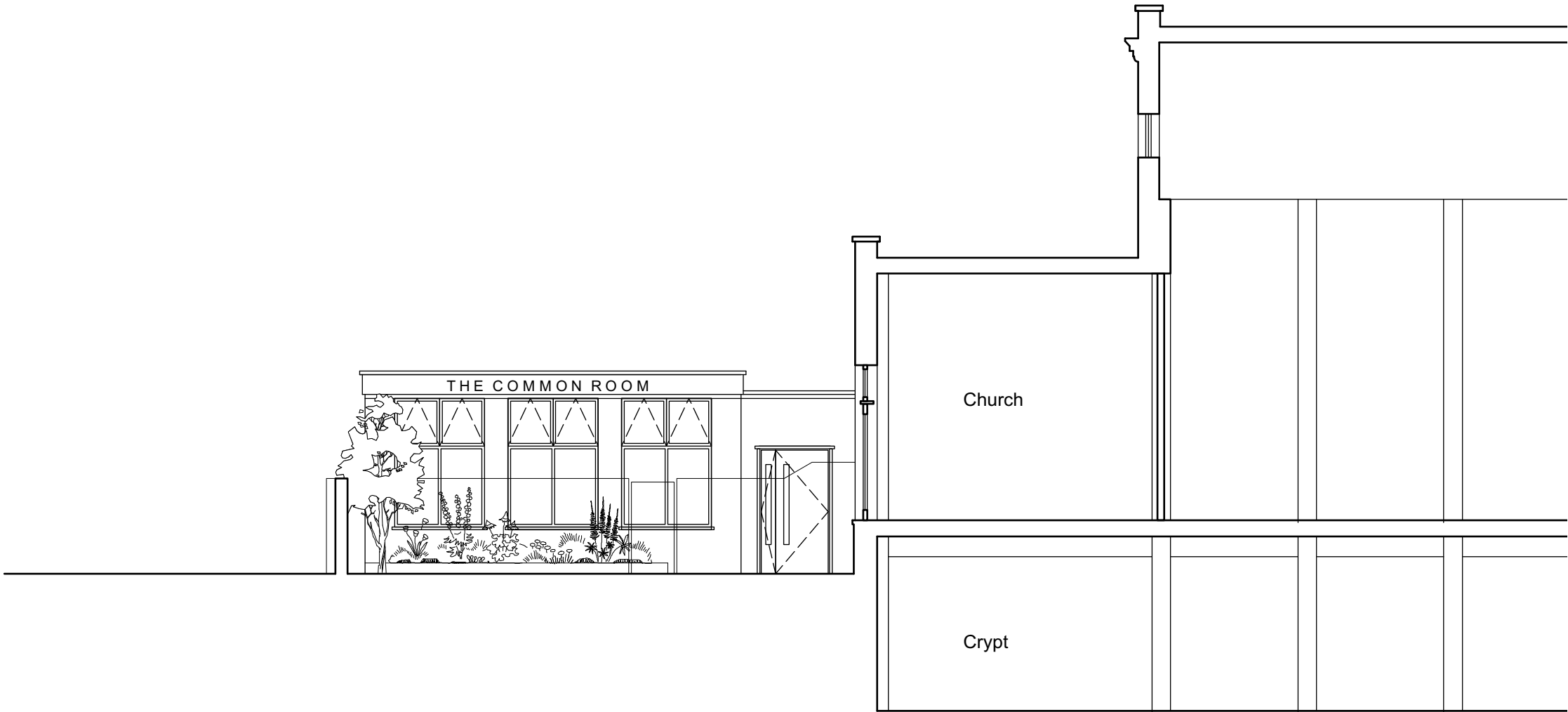
Project Name **The Common Rooms**
Project Reference **012**
Project Address **St Thomas's Church, Clapton Common, London, E5**
Drawing Name **Existing Street Elevation**

Drawing Number	005	Revision
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Scale **1:100 @A3** Date **05 07 21**

Drawing Status **Information**





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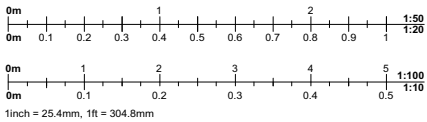
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5 Gould Terrace, E8 1JX, London

Project Name **The Common Rooms**
Project Reference **012**
Project Address **St Thomas's Church, Clapton Common, London, E5**
Drawing Name **Existing Entrance Elevation**

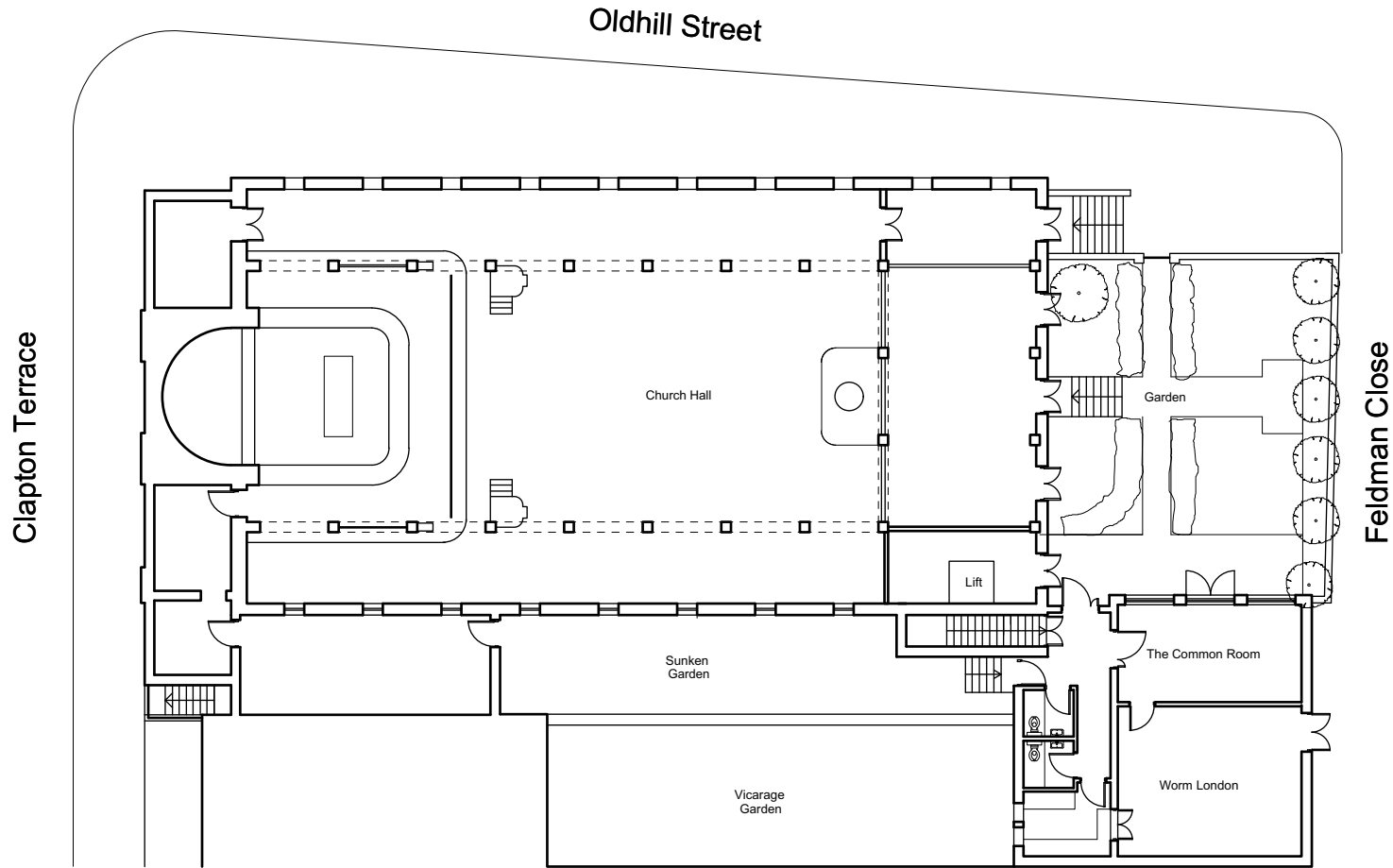
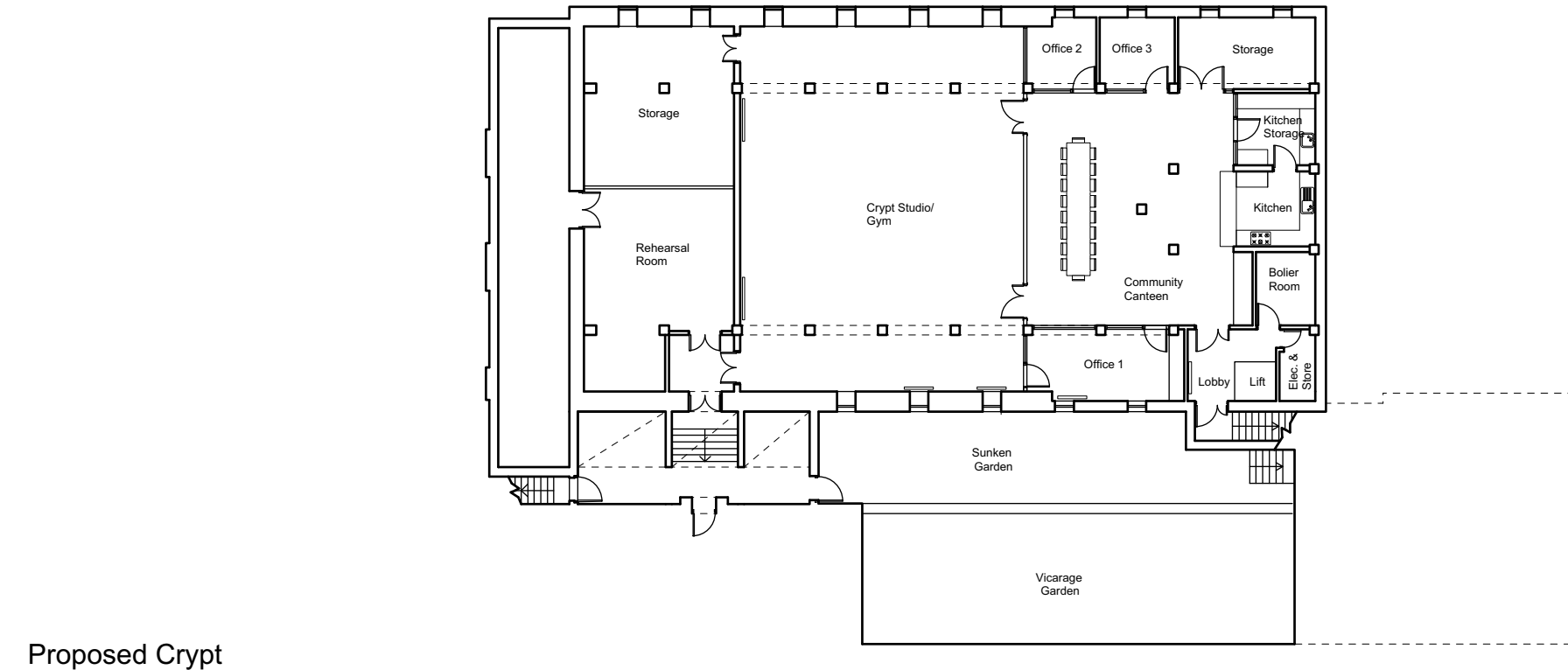
Drawing Number	006	Revision
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Scale **1:100 @A3** Date **05 07 21**

Drawing Status **Information**



Proposed Ground Floor



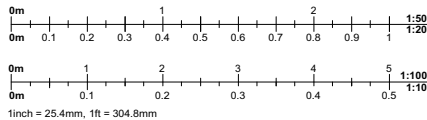
Proposed Crypt

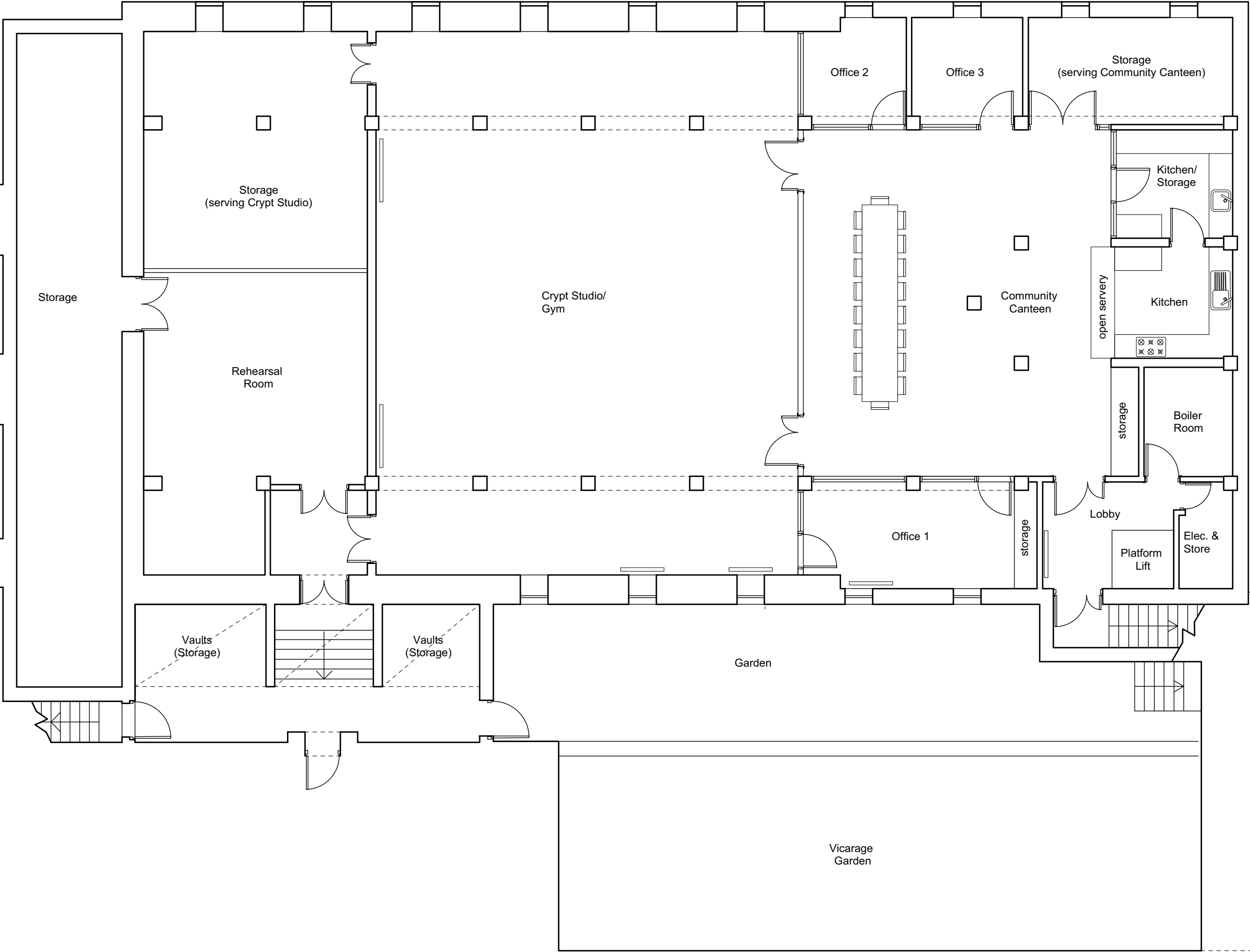
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Project Name	The Common Rooms		
Project Reference	012		
Project Address	St Thomas's Church, Clapton Common, London, E5		
Drawing Name	Proposed Ground Floor & Crypt		
Drawing Number	100	Revision	A
Scale	1:250 @A3	Date	05 07 21
Drawing Status	Information		

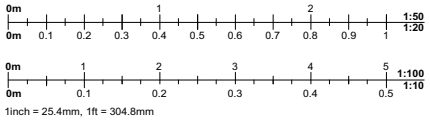


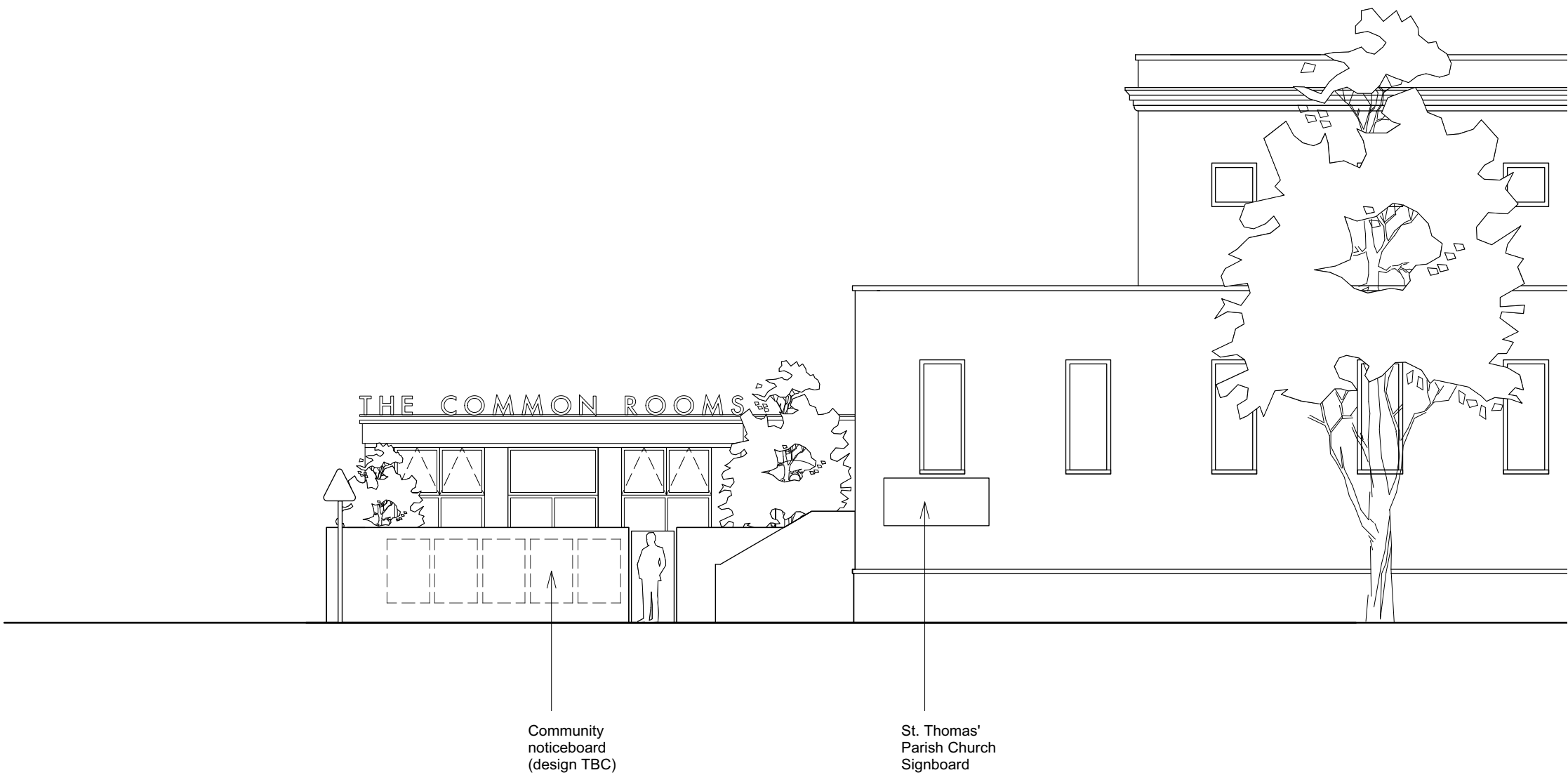


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Project Name	The Common Rooms		
Project Reference	012		
Project Address	St Thomas's Church, Clapton Common, London, E5		
Drawing Name	Proposed Crypt		
Drawing Number	101	Revision	A
Scale	1:100 @A3	Date	05 07 21
Drawing Status	Information		



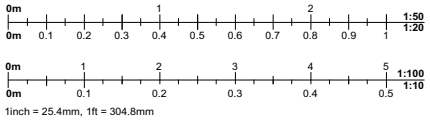


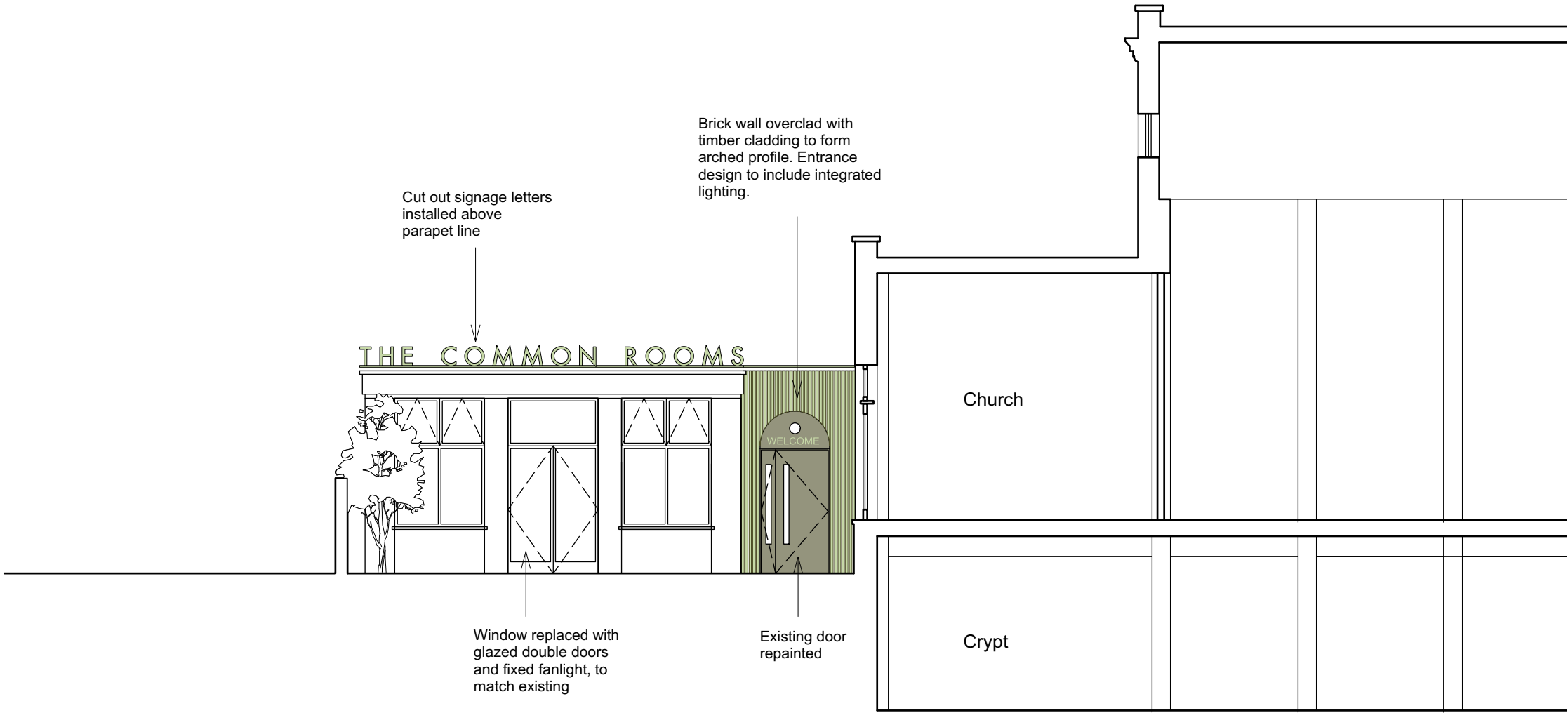
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Project Name	The Common Rooms		
Project Reference	012		
Project Address	St Thomas's Church, Clapton Common, London, E5		
Drawing Name	Proposed Street Elevation		
Drawing Number	200	Revision	
Scale	1:100 @A3	Date	05 07 21
Drawing Status	Information		

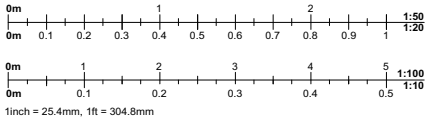




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Project Name	The Common Rooms		
Project Reference	012		
Project Address	St Thomas's Church, Clapton Common, London, E5		
Drawing Name	Proposed Entrance Elevation		
Drawing Number	201	Revision	
Scale	1:100 @A3	Date	05 07 21
Drawing Status	Information		



St Thomas' Church - Adaptation to the spaces in the undercroft area

Submission to the DAC

BUDGET COSTS

Item	Name	Quantity	Unit	Rate	Cost
	Building cost				
1	Stripping Out & Demolitions	10	M	£ 50.00	£ 500.00
2	Internal Walls/Partitions	28	M	£ 150.00	£ 4,200.00
3	Internal Doors	1	Item	£ 650.00	£ 650.00
4	External Doors	1	Nr	£ 500.00	£ 500.00
5	North Windows	5	Nr	£ 250.00	£ 1,250.00
6	South Windows	5	Nr	£ 400.00	£ 2,000.00
7	Small Power	Allowance			£ 1,500.00
8	Lighting	Allowance			£ 2,000.00
9	Mechanical	Allowance			£ 750.00
10	Fire Alarms + Signage	Allowance			£ 1,500.00
11	Floor Finish	140	m2	£ 32.00	£ 4,480.00
12	Wall Decorations	270	m2	£ 12.00	£ 3,240.00
13	Ceiling Decorations	165	m2	£ 12.00	£ 1,980.00
14	Acoustic Treatment	Allowance			£ 1,500.00
15	Kitchen Servery	Allowance			£ 1,500.00
16	Kitchen Fit-Out	Allowance			£ 2,500.00
17	Dining Tables	2	Nr	£ 900.00	£ 1,800.00
18	Chairs	10	Nr	£ -	£ -
19	External Signage inc. Lighting	Allowance			£ 2,500.00
20	Professional Fees/Permissions	10.0%			£ 3,435.00
21	Construction Contingency	10.0%			£ 3,435.00
22	Building control				£ 3,000.00
			A	Total building cost	£ 44,220.00
	Additional cost due to revised design - covered by Provisional sums (PS)				
23	Extra over external signage/notice board	1	Item (PS	£ 2,950.00	£ 2,950.00
24	Adapt window with external access doors to the common room	1	Item (PS	£ 3,500.00	£ 3,500.00
25	in lieu of separation curtain i.e. fire rated solid folding doors	1	Item (PS	£ 3,750.00	£ 3,750.00
26	Form a new storage lockable area for gym/ yoga equipment	1	Item (PS	£ 2,950.00	£ 2,950.00
27	Fire access / FRA treatment as required	1	Item (PS	£ 2,500.00	£ 2,500.00
28	Landscaping to the memorial garden	1	Item (PS	£ 2,750.00	£ 2,750.00
29	General risk items -i.e. utilities/ services/passenger lift	1	Item (PS	£ 5,000.00	£ 5,000.00
30	Adjustment & additional Professional Fees/Permissions	5.0%			£ 1,170.00
31	Adjustment & additional Construction Contingency	5.0%			£ 1,170.00
			B	Additional cost	£ 25,740.00
		C =A + B		Excluding VAT	£ 69,960.00

Conservation and Design Observations 1

From:	██████████ Conservation and Design Officer
To:	Diocesan Advisory Committee
Date:	14th July 2021
Address:	Church of St Thomas, Clapton Common
Application Number:	0505.01-0321A
Proposal:	Redevelopment of the undercroft so that it can be used to support several local community activities.

Significance of Area and Buildings

Please see the Statement of Significance and Need, which covers these accurately.

Analysis of the proposals

The proposed development is subject to the following conservation comments:

- The area of the crypt proposed to be altered appears to date mainly from 1958 and is a space with lower significance in conservation terms. The current internal fit out is not significant. The Church Hall dates from 1967 and is not significant.
- These spaces appear to be currently underused.
- The church is on the Heritage at Risk Register and there are serious and well documented issues with the roof covering and structure. The proposed scheme does not address this directly but appears to have the potential to provide a higher and more certain revenue stream, which may make it more likely that a scheme of repairs could be funded sooner. This is supported.
- The aim of providing additional community facilities would definitely be supported by the Council, subject to an assessment of the heritage impacts (if any).
- The Council warmly supports the proposals at this stage.
- The external works proposed (and possibly the change of use, if any) will require Planning Permission. We strongly suggest that the church engage with pre-application advice as soon as possible, to discuss. Given that the proposals are for a community centre and that the building is Grade II listed and on the Heritage at Risk Register, we may be able to provide this advice free of charge: please contact me directly.

[REDACTED] [REDACTED]

From: London ePlanning <e-london@historicengland.org.uk>
Sent: 16 July 2021 10:27
To: [REDACTED] [REDACTED]
Subject: RE: St Thomas, Clapton Common 0505.01-0321A
Attachments: EE When HE should be consulted.pdf

Dear Mr [REDACTED]

Ref No 0505.01-0321A

Parish St Thomas, Clapton Common

Redevelopment of the undercroft so that it can be used to support several local community activities.

Thank you for your email of 13 July 2021 regarding the above application under the ecclesiastical exemption from listed building control. On the basis of the information provided, we do not consider that it is necessary for this application to be notified to Historic England under the relevant statutory provisions, details of which are attached.

If you consider that this application does fall within one of the relevant categories, or you have other reasons for seeking our advice, please contact us to discuss your request. If we do not hear from you within five working days we will assume this application should not have been sent to us.

Kind regards,

[REDACTED]

[REDACTED] [REDACTED]
Business Officer | London & South East
Regions Group

Historic England | 4th Floor, Cannon Bridge House, 25 Dowgate Hill, London, EC4R 2YA
[REDACTED] [HistoricEngland.org.uk](https://www.historicengland.org.uk)

From: [REDACTED] [REDACTED] <[REDACTED]@london.anglican.org>
Sent: 13 July 2021 18:05
To: London ePlanning <e-london@historicengland.org.uk>
Subject: St Thomas, Clapton Common 0505.01-0321A

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Dear Sir/Madam,

You have been invited to view the following application.

Ref No 0505.01-0321A

Parish St Thomas, Clapton Common

Redevelopment of the undercroft so that it can be used to support several local community activities.

Please use this link <https://portal.london.anglican.org> to view the full details of the application and to submit your comments. Please respond to this consultation within 28 days.

If you need any additional information, help with the online portal or would prefer a hard copy of the application please contact [REDACTED] [REDACTED] [REDACTED] [london.anglican.org](https://portal.london.anglican.org).

Yours sincerely

[REDACTED] [REDACTED]

The Diocese of London

[Unsubscribe](#)



[REDACTED] [REDACTED]

Church Buildings Adviser - DAC

Tel: 020 3837 5053

Email: [REDACTED] [london.anglican.org](https://portal.london.anglican.org)

London Diocesan House, 36 Causton Street, London SW1P 4AU

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