

To: Christiana Shovlin
Rochdale Borough Council Planning Department

From: Roland Knight
On behalf of the Rochdale Hope Chapel Heritage Centre

Dear Christiana,

I am writing with reference to the abovementioned LBC Application which was approved on 13th October 2023. In your report you make reference to the requirement for the safe and dry storage of the floorboards from the vestibule of the chapel whilst the underpinning works are being carried out. I quote Recommendation 3 from your report:

"3. Full details of proposed storage location and method for floorboards and pews to be lifted during the underpinning works are to be agreed in writing with the local planning authority prior to the commencement of all works. All timber elements should be stored in a cool, dry place.

Reason: To ensure that special regard is paid to protecting the special architectural and historic interest and integrity of the building under Section 16 of the Planning (Listed Buildings and Conservation Areas) Act 1990."

It has been agreed with the contractor who has been engaged to carry out the work that the following procedure will be adhered to:

1. Prior to any works commencing, a comprehensive photographic record of the condition of the vestibule will be made. This record will be agreed on by both parties to be an accurate record of the condition of the vestibule area prior to commencement of works.
2. All floor boards will be numbered with a non-damaging numbered sticker prior to lifting. This will also be recorded photographically.
3. The boards will be carefully lifted and stored in a safe location in the gallery area of the chapel. They will remain cool and dry and will be covered with plastic sheeting to protect them during the works.
4. Once the underpinning works are complete, the boards will be reinstated in their original position. Again, photographs will be taken to confirm that this work has been done properly.

I would appreciate it very much if you could confirm in writing your acceptance of these details. The works are proposed to commence on Monday 29th January 2024, so this matter does have some urgency.

Thanking you for your kind attention, I look forward to hearing from you.

With kind regards,
Roland Knight
Chairman (on behalf of my fellow trustees of the Rochdale Hope Chapel Heritage Centre)