



MANIFEST

ARCHITECTS | DESIGNERS | MAKERS

Miss Tracy Minns,
Cemeteries Officer
Witney Town Council
Town Hall
Market Square
Witney
OX28 6AG

17th June 2021

Our Ref: 21137/C2/001
by e-mail only

Dear Tracy,

Installation of Bollard in the Churchyard of St. Mary's Church, Witney

Thank you for inviting me to inspect the installation of the new vehicle bollard at St. Mary's Church, and to report on whether the work has been carried out in accordance with the documents submitted for Faculty Consent to the Chancellor of the Diocese of Oxford, and if they should therefore be considered to have achieved 'Practical Completion' for the purposes of the Faculty process.

I have examined all the documents relating to this Faculty Consent available on the Church of England's *Online Faculty System* website, and which were submitted as part of the petition. I also carried out a site inspection of the completed works on Friday 11th June 2021 and took photographs of the works, copies of which are included with this letter.

In my professional opinion, the works appear to have been carried out in accordance with the documents submitted as part of the petition for Faculty Consent, and for the purposes of the Diocese of Oxford's Faculty process, should be considered to have achieved Practical Completion on:

11th June 2021

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Please note: our inspection was a visual and non-invasive inspection only, after the completion of the works on site, and for the sole purpose of establishing whether the works had been carried out in accordance with the approved documentation. We have had no part in specifying the work, we did not inspect the quality of workmanship, nor are able to confirm whether the works are free from any kind of defect or if manufacturer's/ suppliers' recommendations etc. were followed.

I trust this letter has provided you with everything you need to complete the online faculty process.

Yours sincerely,

Peter Preston
BA (Hons) DipArch RIBA
MSc Timber Building Conservation

Director & Architect

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