



# brownhill hayward brown

chartered architects

18<sup>th</sup> December 2023

Our Ref: AM/JRS/36-157

**SENT BY EMAIL**

Reverend Gary Simmons  
St. George's Church  
Glascote

[st.georgeschurchglascote@btinternet.com](mailto:st.georgeschurchglascote@btinternet.com)

Dear Reverend,

**Re: Construction of New Ramped Access to St Georges Church, Glascote**

Further to my letter dated 6th November 2023 which constituted a formal, contractual "Exchange of Letters", I confirm that works to form the ramp and handrails have been inspected by me and are believed to have reached "Practical Completion", i.e. they are suitable for handover and use by the Church.

As such, and in line with our agreement, I certify that payment is now due to the contractor (Cooper-Whyte) in full at a cost of £16,317 (+VAT). This payment should be issued to the contractor within 14 days of the date of this letter. Cooper-Whyte will forward their invoice directly to you for payment.

I have agreed with Steve Cooper that he will attend this week to the following minor issues;

- 1) The disturbed ground to the RHS of the ramp is to be made good with topsoil suitable for seeding by the Church in the spring.
- 2) The disturbed gravel margin to the LHS of the ramp is to be made good with 2-3 bags of stone chippings sourced to match.
- 3) The top post to the LH handrail is to be refixed at ground level as it is currently loose.

The works have been completed to a high standard and I hope that access into the Church is much improved for all parishioners.

Yours sincerely

**Adrian Mathias**  
**BROWNHILL HAYWARD BROWN**

cc: Steve Cooper – Cooper-Whyte

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