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Diocese of Durham
Quinquennial Inspection Report 2023
St Aidan's Church
Chilton
Co Durham

Diocese of Durham

Inspection of Churches Measure 1955

(Current Version)

inspected 7th February 2023

Archdeaconry of Auckland

Deanery of Auckland

Incumbent: Rev. Gary Norman

Inspection Architect

J M White BA(Hons) PG Dip RIBA

This report has been prepared on the basis of a the 'Modern Diocesan Scheme' recommendations for inspecting Parish Churches as published in 1995 by the Council for the Care of Churches 'CCC' in conjunction with the Ecclesiastical Architects and Surveyors Association 'EASA'.

Inspection of Churches measure 1955 (Current Version).

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Recommendations

Where work is recommended a code number is entered in the right hand side page margin to indicate the priority as follows:

- 1 Urgent works requiring immediate attention.
- 2 Work recommended to be carried out during the next 12 months.
- 3 Work recommended to be carried out during the Quinquennial period.
- 4 Work needing consideration beyond the Quinquennial period.
- 5 Work required improving energy efficiency of the structures and services.
- 6 Work required improving disabled access.

1.0 Background and General

- 1.1 St Aidan's Church occupies a corner site at the roundabout junction with the A167 trunk road and the main Chilton High Street (Eden Terrace) which was originally an integral element of the A167 prior to the construction of the Village bypass which was completed in June 2005.
- 1.2 The Church dedication stone in the Baptistery west wall records completion in 1929. The Church was consecrated on the 10th May 1930 by the Bishop of Durham. It replaced the previous corrugated iron 'Tin Church' of 1904 which burnt down on 12th March 1928. The building is not Listed, is not in a Conservation Area and has no tree preservation orders, despite the existence of substantial mature trees on the north boundary of the site.
- 1.3 Chilton is approximately 12 miles to the east of Bishop Auckland and 18 miles from Durham.
- 1.4 The Church is shared with the Church Hall to the south side, but the latter is not included in this quinquennial report.
- 1.5 Ordnance Survey Map Reference NZ2874129927.

General Description of Church

- 1.6 The Church has north and south entrance porches providing access to a baptistery at the west end of the Nave. The central Nave is flanked by plain arched colonnades providing access to north and south side aisles. At the east end of the Nave is a semi-circular arch to the Chancel. The organ is located within an arched opening in the south wall of the Chancel alongside a door which provides access to the clergy Vestry, choir Vestry, organ chamber. The boiler house is located beneath the Vestry and is accessed by an external staircase.
- 1.7 Walls are generally of coursed sandstone with plain ashlar stone window and door surrounds the Baptistery and entrance porches have and ashlar stone parapets.
- 1.8 The roof is covered with green slate (possibly Norwegian) laid in even courses, gable walls are weathered with sandstone watertabling.

2.0 Scope of Report

- 2.1 This is based on findings of an inspection made from grounded level with the aid of binoculars.
- 2.2 The roof over the Baptistery was not inspected as access was not available. There is no sign of current leakage or staining of the ceiling internally.

2.3 The weather on the day of inspection was bright. Temperatures were cold.

2.4 See Appendix 'c' of this report for a full description of the limitations of the inspection.

3.0 Works Carried out Since Previous Report

3.1 Jan 2018 – Fire Extinguisher Service – H E Woolley - £ 37.35

3.2 Feb 2018 – Organ Tuning – Harrison & Harrison - £ 221.71

3.3 May 2018 – Boiler Service – A & B Boilers - £55.00

3.4 Dec 2018 - Fire Extinguisher Service – H E Woolley - £ 37.13

3.5 March 2019 – Electrical Replace MCB – R Lightfoot Electrical - £ 129.08

3.6 June 2019 – Gutter/Gully Cleaning – Tyne and Wear Roofing - £ 120.00

3.7 Jan 2020 – Change from Red Diesel to Kerosene – A&B Oil Services – £ 350.40

3.8 Mar 2020 - Fire Extinguisher Service – H E Woolley - £ 103.43

3.9 June 2021 - Fire Extinguisher Service – H E Woolley - £ 79.50

3.10 Oct 2021 – Organ Tuning – Harrison & Harrison - £ 173.34

3.11 Apr 2022 – Sound Loop Maintenance – Tony Atkinson - £ 93.90

3.12 June 2022 - Fire Extinguisher Service – H E Woolley - £ 103.20

4.0 General Condition of Church

4.1 The Church structure is basically sound. However, it would benefit from some urgent roof repairs and gutter maintenance to prevent water ingress. Internally it would also be beneficial to undertake some plaster repairs and re-decoration when funds permit.

External Inspection

5.0 Roof Coverings

5.1 The principal pitched roofs are covered with green slate (possibly Norwegian) laid to even courses and pitched at circa 35-40 degrees. Previous inspection report recorded some concern regarding the potential degradation of slate nail fixings and battens. This should be investigated as part of any future slate repairs.

- 5.2 The two small, hipped roofs over the west entrances were previously repaired and appear relatively sound.
- 5.3 Roofs to the north and south entrances have parapet walls with lead lined gutters. Repairs carried out prior to the last inspection should be the subject of ongoing monitoring including elements of flashing in lead substitute materials.
- 5.4 The flat roof over the Baptistry has a replacement mineral felt covering with upstand flashings. This was not inspected at this inspection as access was not available. It was apparently in a sound condition with no further report of rainwater ingress which had impacted on the condition of internal ceiling and wall finishes.
- 5.5 Ridge tiles appear sound and well bedded as are the 3 feature stones crosses examined and repaired in September 2015.
- 5.6 Bell: There is a single small bell hung externally at high level on the west gable under a small dual pitched bellcote structure with internal bell pull operation.
- 5.7 South Side Aisle: has 2 no. missing slates which should be replaced. 1
- 5.8 Vestry/south side of Chancel: has 5 no. missing slates which should be replaced. 1
- 5.9 North side of Chancel: has 4 no. missing slates which should be replaced. 1
- 5.10 North side of Nave: has 4 no. missing slates which should be replaced. 1
- 5.11 North side Aisle: has 1 no. missing slates which should be replaced. 1
- 6.0 Exterior Doors**
- 6.1 The main south entrance Porch and Vestry doors are framed tongue and groove boarded oak. Both are covered by appropriate security ironmongery. The basement access door is also in sound condition.
- 6.2 The north porch door is unused and secured.
- 7.0 Exterior Windows**
- 7.1 All windows are recorded as being fitted with temporary protective twin wall polycarbonate sheeting following vandalism in 1994/95. These were sealed with no ventilation air gap with potential consequent heat damage to leadwork etc. These are gradually being replaced with more robust single skin polycarbonate glazing with perimeter air gaps, particularly those incorporating stained glass. This replacement programme will progress as funding permits. 3

- 7.2 The principal east facing window to the Chancel has been protected by secondary glazing. The east window to the Vestry was also replaced in 2011 following damage.
- 7.3 The north porch window and centre window to the Baptistry still have external board protection. These too are scheduled for polycarbonate protection when funding permits. 3
- 7.4 Generally, windows are leaded with diagonal quarries in plain glass with 5 horizontal saddle bars – all in good condition.
- 7.5 There are 3 figured stained glass panels in the Nave – one on the south side and two on the north dated 1942, 1941 and 1955.
- 7.6 The three east windows contained figured glass and are a World War II memorial. The artist is believed to be a Mr Scott.
- 7.7 There are two glazed screens between the Baptistry and Nave containing clear glass - all in good condition.
- 7.8 The Baptistry windows contained 5 stained glass figures dated 1935 and 1950 with 3 as a World War II 1939/1945 memorial.

8.0 Rainwater Goods and Drainage

- 8.1 Rainwater goods and cast iron: Rainwater goods are in relatively sound/functioning condition and are evidently subject to regular monitoring, repair and clearance. However they are in need of redecoration to prevent deterioration. It is advised that internally gutters are cleaned and coated with a bitumen based paint. Externally all rainwater goods should be cleaned down and painted with an external smooth Hammerite type paint. 3
- 8.2 There is an area of dark staining on the wall behind the rainwater down pipe on the south side aisle which suggests potential blockage this should be investigated. 2

9.0 External Walls and Structure

- 9.1 External walls are predominantly coursed riven faced stone with smooth dressed stone framing to window and door openings and parapet copings chamfered cappings to plinths and buttresses. All are in relatively sound condition following remedial pointing works etc. carried out prior to the 2012 inspection and in September 2015. There remains some residual localised wind/rain erosion particularly at low level and areas where previous cement based mortar pointing has caused excessive erosion of the stone. Any repointing shall be carried

out using NHL: sand mortar, specification advice to be obtained from the Architect. The defects are noted in the following items.

- 9.2 South side aisle: Area of masonry at level to east of main entrance and adjacent buttress require raking out and repointing using NHL: sand mortar. 3
- 9.3 South side aisle: Area of masonry at plinth level behind rain water down pipe require raking out and repointing using NHL: sand mortar. 3
- 9.4 South side aisle: Area of masonry at low level at eastern end of wall and west elevation of organ chamber requires raking out and repointing using NHL: sand mortar. 3
- 9.5 East elevation of Chancel: Area of masonry at low level and adjacent buttress, remove cement based mortar, rake out and repointing using NHL: sand mortar. 3
- 9.6 North elevation of Chancel: Area of masonry at low level, remove cement based mortar, rake out and repointing using NHL: sand mortar. 3
- 9.7 North side aisle: Area of masonry at low level at eastern end of wall side aisle and east end of north elevation of side aisle requires raking out and repointing using NHL: sand mortar. 3
- 9.8 North porch: repoint all sides and parapet using NHL: sand mortar. 3
- 9.9 Baptistery: repoint parapet using NHL: sand mortar. 3
- 9.10 South porch: Area of masonry at low level on western elevation, repoint using NHL: sand mortar. 3

Internal Inspection

10.0 Roof Structure and Ceilings

- 10.1 The Nave has a plastered barrel vaulted ceiling with downstand ribs dividing the ceiling into 5 bays coincident with the centres of the 4 arch arcade to the north and south Aisles, 3 original grilles in the ceiling, which appear to have outlets to roof vents, are now sealed. Ceiling panels are painted red and ribs white. All plaster and decoration is in fair order with no signs of distress.
- 10.2 The Chancel ceiling is also barrel vaulted in 3 bays with 2 sealed grilles. Decoration is as per the Nave with no signs of distress.
- 10.3 Entrance and Baptistery: ceilings are generally horizontal plastered ceilings with sloping/lowered sections towards the north and south entrance doors. Ceilings generally illustrate evidence of movement and 3

cracking, decoration is poor. Consideration should be given, when funds are available, to carryout repairs and redecoration.

10.4 Side Aisles: ceilings are monopitch plastered and painted and are generally in a satisfactory condition. Ceilings are divided into 4 bays by downstand arches. The north side Aisle has hipped ends at both east and west ends. The south side Aisle has a hipped end at the west end only.

10.5 Coir Vestry, clergy Vestry, organ chamber: ceilings are horizontal plastered and decorated all in a fair condition.

11.0 Internal Doors and Panelling

11.1 The light oak double doors from the Baptistry in the Nave are glazed and in good order.

11.2 Oak framed 4 panel doors from the choir Vestry to the Chancel are in fair condition.

11.3 A pair of panelled oak doors in the south Aisle have an open framework above noted as providing a sound link from the organ to the Nave.

11.4 The oak panelled Reredos on the east Chancel wall with decorative carved top and tracery – all in good condition.

12.0 Ground Floor Structure

12.1 There are timber suspended floors under the two blocks of pews in the Nave. It is assumed that these are linked to air bricks in the eternal wall for sub-floor ventilation as the side aisles are solid concrete. The last inspection noted some rusting of nail heads in the suspended flooring. This should continue to be monitored. The painted surface of the side aisle concrete floors is in good condition.

12.2 The Chancel and central Aisle to the Nave are carpeted and in good condition. The Vestry floors are suspended timber construction. The clergy Vestry is carpeted, and the choir Vestry boarded. Both are in fair condition.

13.0 Internal Finishes

13.1 Walls are plastered throughout and decoration is generally in fair condition except where past historic rising damp and rainwater ingress have required remedial measures. The projecting apse of the Baptistry and flank walls linking to the south and north porches still identify remedial plaster render to a dado line above which is a demarcation line of efflorescence and degradation of plaster and decoration above. A similar situation exists at the base of the north Aisle arcade column adjacent to the pulpit. Property wardens have progressed initial

scraping off, of efflorescence in the Baptistry. Further cleaning off, of defective plaster should be undertaken here and to the column adjacent to the Pulpit, followed by surface preparation, application of an antifungal wash and redecoration when walls are established as dry and free of moisture ingress.

13.2 Walls throughout are generally otherwise in fair condition but would benefit from redecoration in a bright white to replace the current light grey and uplift the ambience of the Nave and Chancel in particular.

13.3 Walls are showing signs of damp penetration in areas which include:- 2

- North east corner of the Chancel
- North west corner of north side Aisle
- South west corner of south side Aisle
- North west corner of Nave
- South west corner of Nave

This should be investigated to establish whether or not the damage is historic and now dry or current and continuing. If historic consideration should be given to lime plaster repairs and redecoration. If current and continuing the cause should be investigated.

14.0 Fitting, Fixtures and Furniture

14.1 The organ is a Harrison and Harrison 2 manual instrument with pipes over with access from the corridor behind. The organ was last tuned by Harrison and Harrison Ltd in October 2021.

14.2 The Lectern is constructed in carved oak and is in good condition.

14.3 The Alter is a heavy pine framed table with boarded front and is in good condition.

14.4 The Reredos on the east wall is on oak with carved decoration and is in good condition.

14.5 The oak Alter rail includes a pair of gates, but these are apparently not used due to misalignment. As and when funds permit consideration should be given to adjustment so that they can be brought back into use. 4

14.6 Oak pews and clergy stalls in the Chancel are of simple panel construction and are in good condition.

14.7 The Pulpit is oak in a half hexagonal plan with carved front and raised up two steps.

14.8 Oak pews in the Nave are of a solid construction and well maintained. Front pews have been removed to provide more circulation space. A

temporary Altar is also noted as being used occasionally and is temporarily stored in the north Aisle when not in use.

14.9 The stone Font is located in the Baptistry and is in good condition.

15.0 Vestry

15.1 The clergy Vestry is in the south east corner and contains vestment cupboards and loose furniture. The floor is carpeted and the walls are decorated plaster which is in fair condition. A new stainless steel sink was installed prior to the last inspection with a new Sector water heater.

15.2 The two windows have leaded lights one have glazing repaired in 2011. Both are in fair condition.

15.3 There are two safes. One is the floor mounted, the other in the wall for storage of record documents and silver.

15.4 The room has built in cupboards and a number of record photographs displayed on the wall.

15.5 The choir Vestry has a boarded floor and vestment cupboards used as general storage as there is currently no Church choir.

15.6 There are no toilet facilities in the Church but these are available in the neighbouring hall. Consideration has however been given to creating an accessible toilet in potential re-ordering plans.

16.0 Heating Installation

16.1 The heating of the Church is through an oil fired boiler which is located in the basement below the choir Vestry. The boiler feeds cast iron column radiators via low pressure circulating pipework. The pipework is generally in need of re-decoration, consideration should be given to the paint specification. 3

16.2 All boiler room and underfloor pipework is insulated with appropriate levels of ventilation via external grilles.

16.3 The heating system is shared with the hall (which isn't part of this quinquennial report), all controlled by motorised valves.

17.0 Electrical Installation

17.1 The Church is fed by an electricity cable entering the boiler house via an underground cable feeding the distribution board with fuse board in the Vestry.

17.2 The electrical installation was fully tested/inspected in May 2016 with the installation of LED lights and isolation plugs, together with repairs to 1

hanging lanterns and installation of LED high efficiency bulbs in the Nave, Chancel and Aisles. This was followed in December 2016 by the installation of wireless thermostats to the heating system and installation of a single spot to the Lectern and 3 new cool white LED spot lamps all as part of an ongoing programme of lighting enhancement. Although an MCB was replaced in 2019 there is no confirmation available that the installation has been fully tested since 2016. Testing/inspection is therefore overdue and should be carried out as matter of urgency.

- 17.3 External bulkhead lights are noted as subject to regular maintenance checks and repair.
- 17.4 The sound system and hearing loop was installed in 2001 and repaired in 2022 and is now apparently in working order.
- 17.5 Florescent fittings were installed in the boiler house prior to the last inspection and the whole installation including the apparently new boiler are in tidy/well maintained condition.
- 17.6 All wiring to the boiler house is pyrotenax and in good condition. There is also a new electric distribution board reported as installed. The heating controls are located in the clergy Vestry.
- 17.7 The sump pump in the boiler house apparently acts effectively in heavy rain flooding of the basement conditions, while the concrete floor is predominantly dry with minimal signs of efflorescence at low level.

18.0 Fire Precautions

18.1 There are fire extinguishers in the:-

- Lobby 9L water
- Choir Vestry 9L water
- Organ Chamber 2kg CO₂
- Nave 4kg Powder

These have been serviced in December 2022 and should continue annually.

19.0 Disabled Provision

19.1 The requirements of the Equality report 2021 requires that places of worship should comply. Access to the Church is served by a long ramp serving the south porch providing full access to the level floored interior. The ramp has handrails to both sides. Users with hearing and visual disabilities now have a hearing loop and sound reinforcement system available.

20.0 Toilet and Kitchen

20.1 No facilities are available within the Church however they are provided in the adjacent Church hall.

21.0 Bats

21.1 There were no reports of bat roosting in the Church, but if roof timbers are to be treated then bat friendly treatments are required.

Curtilage

22.0 Churchyard and Environs

22.1 The Church site is approximately rectangular with the Church and Hall plus carpark occupying the southern end with an open/grassed area to the north. The site entrance is from Eden Terrace (A167) on the west boundary via a vehicle gate serving the carpark.

22.2 Tarmacadam to the carpark is in a deteriorating condition and resurfacing should be considered to offset related accident hazards.

22.3 The northern part of the site is grassed with a number of mature trees on the north boundary and within the grassed area. These include 4 oaks, 2 beeches, 2 silver birches, 2 sycamores and 1 rowan, all of which appear in a sound/healthy condition but should be subject to regular monitoring by an Arborist. On the south side of the site is a small copper beech. The west and north boundaries are marked by 1.7 meter high hedges providing an effective screen to the site. The trees are not subject to TPOs but are considered important local assets.

22.4 The east and south boundaries are defined by paling fences which remain in fair condition.

22.5 The metal entrance gates are reported as being maintained in an open 3 positions and have suffered some vehicle impact damage. They are particularly narrow and widening might be considered but redecoration is advised in the interim.

22.6 An official pedestrian route has apparently been created across the northern part of the site providing a short cut access to the neighbouring housing estate. The grassed area is also noted as being subject to waterlogging in winter conditions but this is noted as subject to monitoring and attention by the Parish Council.

22.7 A notice board is installed on western boundary is timber framed and boarded and is in fair condition.

23.0 Security

23.1 The Vestry door was strengthened by the addition of mor bolts to the last inspection following break ins. The main entrance door to the south porch has a security lock.

24.0 Log Book

24.1 Details of previous repairs and costs were made available and assistance with the inspection was provided by the Churchwarden Mrs B Johnson which is gratefully acknowledged. However, it is advised that the Church Log is kept up to date.

25.0 Memorials

25.1 War Memorial is made of oak and is situated to the left of the Baptistry.

In loving memory of the men of Chilton and Windlestone who gave their lives in the Great War 1914-1919.

26.0 Previous Quinquennial Reports

26.1

- Hayton Lee & Braddock 2012
- Malcolm R Cundick – ADG Architects 2017

Recommendations

Urgent Works Requiring Immediate Attention: Category 1

Item

- | | | |
|------|---|------|
| i) | South side Aisle: has 2 no. missing slates which should be replaced. | 5.7 |
| ii) | Vestry/south side of Chancel: has 5 no. missing slates which should be replaced. | 5.8 |
| iii) | North side of Chancel: has 4 no. missing slates which should be replaced. | 5.9 |
| iv) | North side of Nave: has 4 no. missing slates which should be replaced. | 5.10 |
| v) | North side Aisle: has 1 no. missing slates which should be replaced. | 5.11 |
| vi) | The electrical installation was fully tested/inspected in May 2016 with the installation of LED lights and isolation plugs, together with repairs to hanging lanterns and installation of LED high efficiency bulbs in the Nave, Chancel and Aisles. This was followed in December 2016 by the installation of wireless thermostats to the heating system and installation of a single spot to the Lectern and 3 new cool white LED spot lamps all as part of an ongoing programme of lighting enhancement. Although an MCB was replaced in 2019 there is no confirmation available that the installation has been fully tested since 2016. Testing/inspection is therefore overdue and should be carried out as matter of urgency. | 17.2 |

Indicative cost for the works in Category 1 would be £ 1,500 excluding VAT and fees.

Work Recommended to be Carried Out During Next 12 Months:		Item
Category 2		
vii)	There is an area of dark staining on the wall behind the rainwater down pipe on the south side aisle which suggests potential blockage this should be investigated.	8.2
viii)	Walls are showing signs of damp penetration in areas which include:- <ul style="list-style-type: none">• North east corner of the Chancel• North west corner of north side Aisle• South west corner of south side Aisle• North west corner of Nave• South west corner of Nave	13.3

This should be investigated to establish whether or not the damage is historic and now dry or current and continuing. If historic consideration should be given to lime plaster repairs and redecoration. If current and continuing the cause should be investigated.

Indicative cost for the works in Category 2 would be £ 1,000 excluding VAT and fees.

Work Recommended to be Carried Out During Next 5 Years:		Item
Category 3		
ix)	All windows are recorded as being fitted with temporary protective twin wall polycarbonate sheeting following vandalism in 1994/95. These were sealed with no ventilation air gap with potential consequent heat damage to leadwork etc. These are gradually being replaced with more robust single skin polycarbonate glazing with perimeter air gaps, particularly those incorporating stained glass. This replacement programme will progress as funding permits.	7.1
x)	The north Porch window and centre window to the Baptistry still have external board protection. These too are scheduled for polycarbonate protection when funding permits.	7.3
xi)	Rainwater goods and cast iron: Rainwater goods are in relatively sound/functioning condition and are evidently subject to regular monitoring, repair and clearance. However they are in need of redecoration to prevent deterioration. It is advised that internally gutters are cleaned and coated with a bitumen based paint. Externally	8.1

all rainwater goods should be cleaned down and painted with an external smooth Hammerite type paint.

- xii) South side aisle: Area of masonry at level to east of main entrance and adjacent buttress require raking out and repointing using NHL: sand mortar. 9.2
- xiii) South side aisle: Area of masonry at plinth level behind rain water down pipe require raking out and repointing using NHL: sand mortar. 9.3
- xiv) South side aisle: Area of masonry at low level at eastern end of wall and west elevation of organ chamber requires raking out and repointing using NHL: sand mortar. 9.4
- xv) East elevation of Chancel: Area of masonry at low level and adjacent buttress, remove cement based mortar, rake out and repointing using NHL: sand mortar. 9.5
- xvi) North elevation of Chancel: Area of masonry at low level, remove cement based mortar, rake out and repointing using NHL: sand mortar. 9.6
- xvii) North side aisle: Area of masonry at low level at eastern end of wall side aisle and east end of north elevation of side aisle requires raking out and repointing using NHL: sand mortar. 9.7
- xviii) North porch: repoint all sides and parapet using NHL: sand mortar. 9.8
- xix) Baptistry: repoint parapet using NHL: sand mortar. 9.9
- xx) South porch: Area of masonry at low level on western elevation, repoint using NHL: sand mortar. 9.10
- xxi) Entrance and Baptistry: ceilings are generally horizontal plastered ceilings with sloping/lowered sections towards the north and south entrance doors. Ceilings generally illustrate evidence of movement and cracking, decoration is poor. Consideration should be given, when funds are available, to carryout repairs and redecoration. 10.3
- xxii) The heating of the Church is through an oil fired boiler which is located in the basement below the choir Vestry. The boiler feeds cast iron column radiators via low pressure circulating pipework. The pipework is generally in need of re-decoration, consideration should be given to the paint specification. 16.1
- xxiii) The metal entrance gates are reported as being maintained in an open positions and have suffered some vehicle impact damage. They are 22.5

particularly narrow and widening might be considered but redecoration is advised in the interim.

Indicative cost for the works in Category 3 would be £ 7,500 excluding VAT and fees.

	Work to be Considered Beyond 5 Years: Category 4	Item
xxiv)	The oak Alter rail includes a pair of gates, but these are apparently not used due to misalignment. As and when funds permit consideration should be given to adjustment so that they can be brought back into use.	14.5

Indicative cost for the works in Category 4 would be £ 250 excluding VAT and fees.

Works Recommended Improving Energy Efficiency: Category 5 Item
None

Work Recommended Improving Access: Category 6 Item
None

Appendix

a) General

This report is not a specification for the execution of works and must not be used as such. It is a general report as required by the Inspection of Churches Measure 1955.

The Architect has indicated in it such maintenance items, if any, which may safely be carried out without professional supervision.

Conservation and repair of Churches is a highly specialised subject if work is to be carried out both aesthetically and technically in the best manner, without being wasteful in expenditure. It is, therefore, essential that every care is taken to ensure that no harm is done to the fabric or fittings and when the Parochial Church Council is ready to proceed it should instruct the Architect accordingly, when he will prepare specifications and schedules and arrange for the work to be carried out by an approved Contractor under his direction.

Costs on much of the work or repairing Churches cannot be accurately estimated because the full extent of damage is only revealed as work proceeds, but when the Architect has been instructed to prepare specifications he can obtain either firm prices or considered approximate estimates, whichever may be appropriate.

The Architect will be glad to help the Parochial Church Council to complete an appeal application to a charitable body if necessary, or to assist in applying for the essential Faculty or Archdeacon's Certification.

b) Priorities

Where work has been specified as being necessary in the preceding pages a code number from 1 to 6, has been inserted in the margin indicating the degree of urgency of the relevant works as follows:

- 1 Urgent works requiring immediate attention.
- 2 Work recommended to be carried out during the next 11 months
- 3 Works recommended to be carried out during the Quinquennial period.
- 4 Work needed consideration beyond the Quinquennial period.
- 5 Work required to improve energy efficiency of the structure and services.
- 6 Work required improving disabled access.

c) Scope of Report

The report is based on the findings of an inspection made from the ground and from other easily accessible points, or from ladders provided by the Parochial Church Council, to comply with the Diocesan Scheme under the Inspection of Churches Measure 1955.

It is emphasised that the inspection has been purely visual and that no enclosed spaces or inaccessible parts, such as boarded floors, roof spaces, or hidden timbers at wall

heads have been opened up for inspection. Any part which may require further investigation is referred to in the appropriate section of this report.

d) Cleaning of Gutters etc.

The Parochial Church Council is strongly advised to enter into an annual contract with a local builder for cleaning out the gutters and downpipes twice a year.

e) Pointing and Masonry

Wherever pointing is recommended it is absolutely that the procedure in item (a) of this appendix be adhered to as without proper supervision much harm can be done to the fabric by incorrect use of materials and techniques.

f) Heating Installation

Subject to any comments to the contrary in Section 16.0 of this report, the remarks in this report are based only upon a superficial examination of the general condition of the heating installation, particularly in relation to fire hazards and sightlines.

NB: A proper examination and test should be made of the heating apparatus by a qualified engineer each summer, prior to the start of the heating season and the report of such examination should be kept in the Church log book.

The Parochial Church Council is strongly advised to consider arranging a regular inspection contact.

Wherever practicable, subject to finances, it is recommended that the installation be run at a low setting throughout the week, as distinct from being 'on' during services only, as constant warmth has a beneficial effect on the fabric, fittings and decoration.

g) Electrical Installation

Any electrical installation should be tested every quinquennium and immediately if not done within the last five years (except as may be otherwise recommended in this report) by a competent electrical engineer or by the supply authority and an insulation resistance and earth continuity test should be obtained on all circuits. The engineer's test report should be kept with the Church log book. Where no recent report or certificate of inspection from a competent electrical engineer (one who is on the roll of approved contractors issued by the National Inspection Council for Electrical Installation Contracting) is available, the comments in this report are based upon a visual inspection made without instruments of the main switchboard and of sections of wiring selected at random. Electrical installation for lighting and heating, and other electrical circuits, should be installed and maintained in accordance with the current editions of the Institution of Electrical Engineers Rules and the more specific recommendations of the Council for the Care of Churches, contained in the publication "The Lighting of Churches".

h) Lightning Conductors

As a defective conductor may attract lightning, the lightning conductor should be tested every quinquennium in accordance with the British Standard Code of Practice (current edition) by a competent electrical engineer and the record of the test results, conditions and recommendations should be kept with the Church log book.

Conductors on lofty spires and other not readily accessible positions should be closely examined every ten years, particularly the contact between the tape and the vane rod of finial. If the conductor tape is without a test clamp, one should be provided above ground level.

i) Maintenance Between Inspections

Although the measure requires the Church to be inspected by an Architect every five years it should be realised that serious trouble may develop between survey if minor defects such as displaced slates and leaking pipes are left unattended.

j) Fire Insurance

The Parochial Church Council is advised that the fire insurance cover should be periodically reviewed to keep pace with the rising cost of repairs.

At least two Class A fire extinguishers per floor, these should comply with BSEN3 and should be kept in an easily accessible position in the Church, together with an additional extinguisher of the foam or CO₂ (Class B) type where heating apparatus is oil fired, all fire extinguishers should be in a stand or attached to a wall.