

# Quinquennial Inspection Report

**Church of St John the Evangelist**

**Chopwell**

**Diocese - Durham**

**Archdeaconry – Sunderland**



## **Report prepared by:**

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**Date of report:** 10 October 2020

**Ref:** 20035/5

## **Executive summary**

The church is in fair condition externally and internally. However there are a number of concerns (many raised in the previous report) which need attention.

### Roofs and rainwater goods:

There are a number of missing, slipped and rotated slates. The ridge has open perpend joints and missing bedding which will allow water to track into the building. Localised repointing is needed to prevent this. There are a number of slipped and missing slates especially on the south roof slope. Re-fixing is needed as soon as possible to prevent water ingress. Due to the frequency of missing and slipped slates over the last 5 – 10 years indicates that the nails are rusting and further ongoing repairs are likely. It is therefore recommended that the church is re-slatted, ideally within the next 5 years. The gutters on the north side are blocked with vegetation and need cleaning. The decoration to the rainwater goods is in poor condition and a number of the gutters have leaking joints. Re-caulking joints and redecoration is needed.

### Bellcote:

The bush growing from the apex coping (reported at the last inspection) has not been removed and has grown further and lifted the coping approx. 50mm off the base. The coping is now in a dangerous condition and could fall off in high winds and cause damage to the church (by falling through the roof) or worse fall onto passers-by and cause injury or death. Action is therefore urgently needed to lift the coping, remove the bush including its roots, followed by re-bedding and repointing of the apex copings. While the bellcote is scaffolded for the coping repairs it is recommended that the bell headstock is rubbed down to remove any rust and re-decorated. The bearings should also be lubricated at this time.

### External walls:

The water tabling to the gable walls has open perpend joints causing water penetration. This is particularly noticeable on the east gable wall of the Lady Chapel where water penetration has resulted in peeling paint. Repointing of water tabling is essential to prevent further damage. The joints to the window masonry are receding and could result in dampness. (This may be the cause of the internal surface decay to the window jambs and cills). Raking out and repointing the external window masonry is therefore recommended. There are also some open perpend joints in the buttresses and in the plinth masonry which also need repointing. Some of the stone faces are delaminating in places due to frost action on the soft stone. These small loose sections would best be removed and the walls monitored for further deterioration.

### Windows and external doors:

The window glazing (clear, coloured and stained glass), leading and ferramenta are generally in good condition. However the upper sections of the three light east window to the Chancel are bowing slightly due to expansion of the leadwork. This does not appear to have worsened since the last inspection but should be monitored for any leakage. The external doors are generally in fair condition though redecoration within the quinquennium is recommended to maintain their condition and longevity.

### Ceilings:

The boarded and painted ceilings to the Chapel and Organ Chamber are in poor condition with peeling paint. This is thought to be due to damp timbers from roof leaks. The cause of the damp needs investigation and appropriate actions taken. The timber boards may well be rotten and therefore in need of replacement prior to any redecoration. The Chancel ceiling would benefit from redecoration.

### Walls finishes:

The previous outbreak of dry rot in the floor and wainscot panelling to the NE corner of the Nave appears to have been eradicated and replacement of the missing wainscoting and plaster is recommended. As previously reported, the walls of the Nave and Chancel are rather drab and would benefit from redecoration. The wall finish in the Lady Chapel is in very poor condition with peeling paint as noted in the previous paragraph on external walls.

### Floors:

Some of the floor boards at the rear of the Nave have been replaced since the last inspection due to woodworm attack. The remaining floors should be monitored as a precaution.

#### Disabled access and provision:

Access from the main gate to the church entrance is restricted by steep ramps. The secondary gate provides gentler gradients but there are three steps into the building by the front door preventing access by wheelchair users. The PCC are advised to consider installing some form of permanent ramped access. There is no toilet in the church and it is recommended that the PCC consider installing an accessible toilet for the benefit of all users of the church.

#### Services:

The heating system does not provide adequate thermal comfort levels and the supplementary Calor gas heaters will give off water vapour as a product of combustion. This is not good for the fabric of the building. The second hand boiler is old and in poor condition. It is recommended that the PCC engage a heating consultant to get advice on a replacement boiler and on ways of improving the current heating system to give better thermal comfort levels. The hot tap to the kitchen sink is loose and needs re-fixing. Two of the floodlights in the Chancel are not working. It is recommended that they are replaced with LED floodlights for energy efficiency.

#### Lightning conduction system:

The last 3m of down-tape have been replaced in PCV sheathed cable. This cable is unlikely to have sufficient capacity to cope with a lightning strike. It is therefore recommended that a lightning conduction specialist be engaged to provide a permanent repair and at the same time test the system.

#### Churchyard:

The primary gate post bottom fixing on the hinge side has become detached and post is loose. The gate as a result is catching the ground. Re-fixing the post should solve this problem. The secondary gate has missing battens (as previously reported). Repairs are recommended. Both gates need cleaning and re-oiling. A section of fencing on the north boundary by the entrance drive has a number of missing boards. It is recommended that they are replaced. Some of the paths are uneven due to tree roots – this should be monitored for tripping hazard and the paths re-levelled if needed.

#### Grants:

The recommendations for re-roofing of the church, level access scheme, accessible toilet and new heating system etc. is likely to be costly. These are therefore listed in category E 'a desirable improvement with no timescale'. However the PCC are encouraged to seek grant funding for these items.

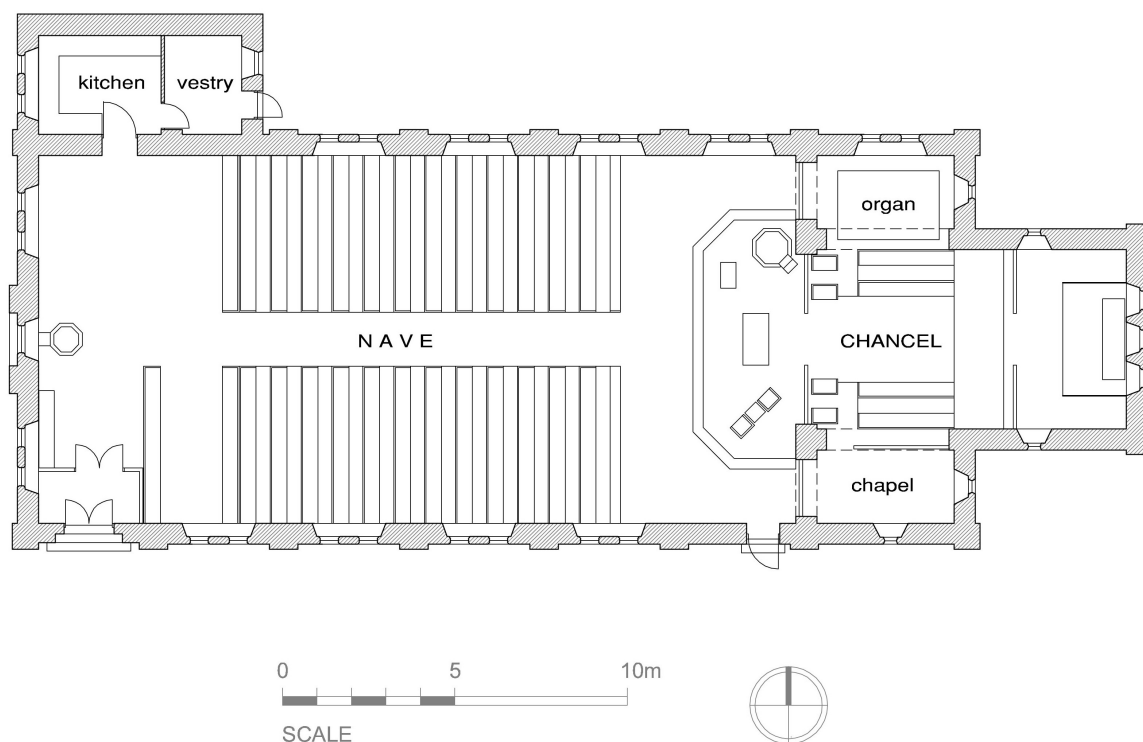
## **Brief description and history**

The church was constructed in 1907-09 to designs by architects Hicks and Charlewood. The church was built largely by voluntary local labour, with the foreman, recruiting a team of masons as the sole paid workers. The Clerk of Works was the Colliery Manager, and the stonemasons from the colliery quarried the stone in their spare time, transporting it using colliery vehicles.

The church comprises a Nave with no side Aisles and a Chancel. A Kitchen and Vestry are located to the north west of the Nave. An Organ Chamber and Chapel are located respectively on the north and south sides of the Chancel. There is no porch but a small lobby inside the main door located in the south west corner.

The Nave and Chancel are unified under a single roof with the roof slopes encompassing the Kitchen and Vestry. The roofs are finished in regular coursed welsh slate. The west gable of the Nave encompasses a bell turret housing a single bell. External walls are constructed in un-coursed rectangular blocks of snecked golden sandstone with ashlar dressings to windows, water tabling, buttress cappings etc. The tall round headed lancet windows largely have plain coloured glass in rectangular leading but the Nave west gable and Chancel east gable windows have attractive stained glass designs.

## Floor plan



## Work carried out since the previous report

- 2016 – Hedge and fencing to south boundary replaced by Gateshead Council
- 2016 – Path and step by top gate repaired by Gateshead Council
- 2016 – Floor boards replaced towards west end of Nave
- 2015 – 2020 – miscellaneous slate repairs

## Listing grade

This church building is unlisted.

## Limitations of the report

The inspection was carried out from ground level. The inspection and was purely visual. Concealed and inaccessible spaces (e.g. sub floors and roof voids etc.) were not inspected. The manholes were not lifted and the below ground drainage was not inspected. The inspecting architect cannot state that these areas are free from defect.

The mechanical and electrical systems were not tested and the inspector cannot state that they are free from defect. The PCC are advised to have the heating system checked by a heating engineer annually and the electrical systems tested every five years.

This is a summary report; it is not a specification for the execution of the work and must not be used as such. The professional adviser is willing to advise the PCC on implementing the recommendations and will, if so requested, prepare a specification, seek tenders and oversee the repairs. The PCC is advised to seek ongoing advice from the professional adviser on problems with the building. Contact should be made with the insurance company to ensure that cover is adequate. The repairs recommended in the report may be subject to approval from the Archdeacon or Faculty. Early contact with the DAC secretary is recommended to establish the approvals needed before implementing any repairs.

# The Report

## Category scale

A – Urgent, requiring immediate attention

B – Requires attention within 12 months

C - Requires attention within the next 18-24 months

D – Requires attention within the quinquennial period


E – A desirable improvement with no timescale

F – Requires monitoring

M – Routine maintenance (i.e. clearing leaves from a gutter). This can be done without professional advice or a faculty

## 1.0 Exterior:

1.1 Roof coverings		
Condition	During the inspection the following were noted:- <ul style="list-style-type: none"> <li>- missing bedding to ridge stones</li> <li>- open perpend joints to ridge stone</li> <li>- 1No missing slates on north slope (Nave)</li> <li>- 1No slipped slates near ridge on north slope (Chancel)</li> <li>- 4No missing slates on south slope</li> <li>- many slates with broken corners</li> <li>- many slates have been replaced</li> <li>- verge pointing breaking away by Vestry roof</li> <li>- rafter feet in need of decoration to prevent rot</li> </ul>	
Repair needs	The church has suffered in recent years from a number of slipped/ missing slates. Slating repairs have been undertaken on average twice yearly. This indicates that the nail fixings are rusting and further ongoing repairs are likely. It is therefore recommended that the church roofs be re-slatted (ideally within the quinquennium).  In the short term, repairs to the above items should be made.	D/E  B
1.2 Rainwater goods and disposal systems		
Condition	The cast iron gutters and rainwater pipes are in need of cleaning and redecoration. Some of the gutters have leaking joints and many of the joints in the downpipes are open. The joints to both gutters and downpipes are in need of re-caulking.  The gutters on the north side are blocked with vegetation along with some of the gullies. The gully on the south side of the Chancel has standing water indicating that the soakaway is silted up.	
Repair needs	Cleaning of gullies and gutters from all debris and vegetation. Check soakaway near Chancel, remove silt etc.  Cleaning and redecoration of gutters and downpipes followed by re-caulking and sealing of joints.	M  C

<b>1.3 Bellcote</b>		
Condition	<p>The branch growing from the water-tabling reported at the last inspection has not only grown but has lifted the water-tabling and apex stone further making them in more danger of falling off in high winds and causing injury or death to passers-by.</p> <p>Close up photos of indicate that there may be some rusting of the bell headstock.</p>	
Repair needs 	<p>As a matter of urgency the water-tabling and apex stone should be lifted, the branch removed, a herbicide applied to prevent re-occurrence, followed by re-bedding and re-pointing of the water-tabling to prevent danger to the public.</p> <p>While the bellcote is scaffolded for the water-tabling repairs it is recommended that the bell headstock is rubbed down to remove any rust followed by re-decoration. The bearings should also be lubricated at this time.</p> <p>Internally the bell rope has become detached from the lever arm and needs to be replaced/re-fixed.</p>	A         B
<b>1.4 Parapets and upstand walls, finials, crosses and chimneys</b>		
Condition/ repair needs	<p>The water tabling to the east and west gables has open joints and requires re-pointing to prevent water ingress to the wall heads. (NB the peeling paint in the Lady Chapel east wall is directly due to leaks from the water tabling).</p> <p>The mortar fillet is breaking down to the upstand wall adjacent to the west gable walls and should be replaced to prevent water ingress.</p> <p>The apex cross to the east gable of the Chancel is leaning backwards and has large open joints. It requires levelling, re-bedding and re-pointing.</p> <p>The chimneys above the Organ Chamber and Vestry are redundant but they appear to be in sound condition.</p>	C      C   C
<b>1.5 External walling</b>		
Condition	<p>The external walling is generally in fair condition but defects were noted as follows:-</p> <p><u>Kitchen</u> There is some cracking of the mortar joints to the kneeler stone. It is recommended that the kneeler stone be re-bedded and pointed.</p> <p><u>Nave</u> West gable - some delamination of stone faces due to frost action South wall - some open joints in buttresses and plinth</p>	

	<p><u>Chancel</u> South wall - some delamination of stone faces as above</p> <p><u>Organ Chamber</u> NE corner – some brown staining possibly due to iron deposits in the stone</p>	
Repair needs	<p>Re-pointing of open joints in plinths, buttresses etc. Removal of loose delaminating stone faces. Re-pointing of kneeler to Vestry west gable</p>	<p>C C C</p>

<b>1.6 External doors and surrounds</b>		
Condition / repair needs	<p>The external doors are in fair condition decoratively and structurally. However redecoration of the doors during the quinquennium is needed to prevent rot.</p> <p>Ironmongery is appropriate for use and security.</p>	D


<b>1.7 Windows:</b>		
Condition / repair needs	<p><u>Generally:</u> Externally many of the bed joints to the window jambs and some preped joints to the cills have open joints which require raking out and re-pointing.</p> <p>Internally the masonry to the window reveals and some cills is friable and crumbling in a number of places. This should be monitored.</p> <p>The leading, clear glass, coloured glass, stained glass and saddlebars are generally in fair condition throughout the church.</p> <p><u>Chancel East window:</u> The upper sections of this three light window are bowing as mentioned in the previous two QI reports but they do not appear to have deteriorated any further.</p> <p><u>Nave south window (by priest's door):</u> The polycarbonate outer cover is very cloudy. Replacement in a UV resistant polycarbonate cover is recommended.</p>	<p>C  F  E</p>



View of church from South East



## 2.0 Interior:


<b>2.1 Presence of bats etc.</b>		
Comments	Access was not gained to the roof void and the inspector cannot state whether bats are roosting in the void.	
<b>2.2 Roof structures, ceilings</b>		
<p>Condition/ repair needs</p>  <p>Ceiling over Lady Chapel</p>	<p><u>Roof void:</u> As access was not gained to the roof voids over the Chancel and Nave. The inspector cannot state that this area is free from defect. It is recommended that these voids are inspected periodically and any concerns should be raised with the architect.</p> <p><u>Nave:</u> The timber boarded panelled ceiling and exposed part of the trusses appear to be in fair condition.</p> <p><u>Chancel:</u> The decoration to the segmental timber boarded ceiling is in poor condition. Redecoration is recommended funds permitting.</p> <p><u>Lady Chapel and Organ Chamber:</u> The decoration to the boarded ceilings is peeling due to damp from leaks. The cause of the damp ingress should be investigated and solved and any rotten timbers replaced before redecoration is attempted.</p> <p><u>Kitchen and Vestry:</u> The varnished timber boarded ceiling is in reasonable condition from a purely visual inspection.</p>	<p>E</p> <p>C</p>
<b>2.3 Partitions, screens, panelling, doors</b>		
Condition/ repair needs	<p><u>Partitions:</u> The partition between the Vestry and Kitchen and that between the Chancel and Lady Chapel appear to be in satisfactory condition.</p> <p><u>Screens:</u> The glazed screens to the Porch are in fair condition.</p> <p><u>Panelling:</u> The wainscot panelling has been removed adjacent to the Priests door in the Nave due to a past outbreak of dry rot. Ideally replacement panelling should be fitted.</p> <p>The remaining wainscot panelling to the Chapel and Nave should be examined periodically to check that no dry rot is present.</p> <p><u>Doors:</u> The doors to the Kitchen and Lady Chapel are catching on the frames preventing them from closing fully. Adjustment is needed.</p>	<p>E</p> <p>F</p> <p>C</p>




	<p>There is no lock or lever handles to the Vestry door. They should be considered to improve security.</p> <p>It was noted that the lobby doors in the Porch have been removed.</p>	E
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<b>2.4 Floors, platforms, pews</b>		
Condition / repair needs	<p><u>Chancel:</u> The encaustic tiles to the sanctuary and the pine boarding to the floor below the choir stalls are in fair condition. The carpets in the central aisle were not lifted and the writer cannot state that the floor beneath is free from defect.</p> <p><u>Lady Chapel:</u> This has been re-floored in oriented strand board. This is unsightly and consideration should be given to replacing it in t and g softwood boarding.</p> <p><u>Nave:</u> The pine boarded flooring by the pew areas are in fair condition along with the pews.</p> <p>The original timber floor on the front south side of the Nave has been removed and replaced in concrete without a floor finish. This looks unsightly and fitting a carpet is recommended.</p> <p>The carpet at the front of the Nave has been removed since the last inspection and there is some evidence of beetle attack in small isolated areas. This should be monitored.</p> <p>A section of floor boarding at the rear of the rear of the Nave was replaced in 2017 after beetle attack was found below the previous carpet finish.</p> <p>A section of ceramic tiling at the rear of the central aisle is breaking down at the edges. Replacement of the crumbling sections should be considered.</p> <p><u>Vestry &amp; Kitchen:</u> The concrete floor to the kitchen and Vestry have vinyl sheet floor and carpet tiles finishes respectively. The floor finishes were not lifted and inspecting architect cannot state that the floor beneath is free from defect.</p>	<p>E</p> <p>E</p> <p>E</p> <p>F</p> <p>E</p>

<b>2.5 Internal wall finishes</b>	Wainscot panelling to window cill level of the Nave. Plastered and painted above the wainscot panelling.	
Condition	The decoration to the walls in the Nave and Chancel are discoloured and drab. There are some stains on the west wall of the Nave due to past water ingress from the roof to gable wall junction. There are some settlement cracks at high level below the ceiling to the north and south walls of the Chancel.	
Repair needs	A scheme of redecoration is recommended, funds permitting.	E

<b>2.6 Vestry, kitchen and toilet</b>		
<p>Condition/ repair needs</p> 	<p>Vestry - the plaster is very uneven and the paintwork in poor condition. Redecoration is recommended.</p> <p>Kitchen – has a range of base and wall units together with a sink and drainer and is functional. The lipping to the edges of the veneered blockboard doors is coming away in places. Re-fixing the lipping is needed.</p> <p>There is no toilet on the premises and the PCC should give consideration to installing a wheelchair accessible one, funds permitting.</p>	<p>E</p> <p>C</p> <p>E</p>

<b>2.7 Disabled access and provision</b>		
<p>Comments</p>	<p>Access from the main road to the church is via a steep ramp. The section nearest the road probably too steep for wheelchair users. The footpath from the secondary gate on the NE side of the church affords a gentler gradient though the gate is somewhat narrow.</p> <p>There are three steps into the church from the footpath presenting a barrier to wheelchair users. Consideration should be given to improving accessibility at the entrance via ramps.</p> <p>See note in 2.6 regarding toilet provision.</p>	<p>E</p>

<b>2.8 Fittings, fixtures, furniture and moveable articles</b>		
<p>Condition</p> 	<p><u>Font:</u> Octagonal stone bowl and pedestal with carved oak cover. The outer edges of the stone bowl are chipped in places.</p> <p><u>Pulpit:</u> Semi octagonal stone base and finely carved oak sides. Carpeted steps and floor. All in good condition.</p> <p><u>Rood screen:</u> Finely carved oak – in good condition.</p> <p><u>Nave altar, lectern and chairs:</u> Oak framed altar; finely carved oak lectern and chairs – all in good condition.</p> <p><u>Chancel altar:</u> (see photo) Oak framed with some painted and gilded detail in good condition.</p> <p><u>Reredos and war memorial:</u> (see photo) In carved oak, some gilding to the reredos. All in good condition.</p>	

<b>2.9 Organ</b>		
Condition	<p>The organ dates from 1936 and was constructed by Nelson and Co. of Durham. A permanent replacement internal blower unit was fitted in 2010 to replace a temporary one.</p> <p>The external organ blower chamber is now redundant and the structure could now be removed.</p> <p>The organ has been tuned periodically in the past but has not been tuned recently.</p>	E




View from west end of Nave



View from east end of Nave

### 3.0 Churchyard and environs:

<b>3.1 Paths, drives and access</b>		
Condition	The tarmac footpath from the main entrance gate is in fair condition though there is some breaking down of the surface in places. The concrete paths to the south, west and north of the church are cracked and uneven in places.	
Repair needs	Monitoring the tarmac surface for further deterioration is needed. The concrete paths should also be monitored deterioration in the cracks and levels.	F

<b>3.2 Gates and fences</b>		
Condition & repair needs	 <p>The oak pedestrian gate by the main entrance has a loose frame and the gate is catching on the ground. Re-fixing and adjustment are needed. The gate would also benefit from cleaning and re-oiling.</p> <p>The secondary entrance gate on the SE boundary has missing battens and the gate posts are showing signs of rot. (see photo). The repairs to the gate followed by cleaning and re-oiling of the gate and gate posts are needed.</p> <p>The open boarded fence on the north boundary near the entrance drive has many missing boards. Fitting new boards is recommended.</p>	C  C  C

<b>3.3 Boundary walls</b>		
Condition / repair needs	<p>The stone retaining wall to the south boundary is bulging adjacent to the tree near the entrance gate. This should be monitored.</p> <p>One of the stones in the RH entrance walling (former lych-gate) is split right through and would best be replaced. There are some settlement cracks in the LH entrance walling (former lych-gate) which should be monitored.</p>	F  D  F

<b>3.4 Churchyard</b>		
Condition	The churchyard is closed and maintained by the local authority.	
Maintenance needs	The grass is cut regularly in the growing season.	

<b>3.5 Trees</b>		
Comments	There are a considerable number of mature trees in the churchyard. The condition of the trees was not examined due to their number and the inspector cannot state that they are free from defect. None of the trees had branches overhanging the church but the cracks and unevenness in the concrete paving around the church may well be caused by tree roots.	

## 4.0 Services, installations and other matters:

<b>4.1 Heating</b>	The heating system comprises an oil fired boiler serving large bore pipework and radiators.	
Condition/ repair needs	<p>The second hand boiler is rather old and in poor condition. The boiler is serviced when needed rather than annually. A bunded plastic oil tank is located adjacent to the Vestry.</p> <p>The heating chamber has inadequate combustion air and the insertion of vents in the new metal external door should be considered.</p> <p>The thermal comfort levels in the church are poor and portable calor gas heaters when needed.</p> <p>It is recommended that the boiler is replaced when funds are available.</p>	B  D/E
<b>4.2 Electrical</b>		
Condition	Pendant lighting fittings with circular bowl diffusers are installed in the Nave; floodlights are installed in the Chancel; suspended tungsten filament bulbs are located in the Chapel; fluorescent lights are fitted in the kitchen and Vestry.	
Repair needs/ comments	Two of the floodlights in the Chancel were not working at the time of the inspection. It is recommended that these are replaced with LED flood lights.	B
<b>4.4 Water supply</b>		
Comments/ repair needs	Mains cold water is provided to the kitchen where a sink and drainer are fitted. The hot tap to the kitchen sink is loose and needs re-fixing.	B
<b>4.5 Fire protection</b>		
Comments	Fire-fighting equipment is provided and serviced on an annual basis. The extinguishers were last tested in Jan 2020.	
<b>4.6 Lightning Protection</b>	The church has a lightning conduction system fitted to the bell cote with a single down tape on the west wall of the Nave.	
Comments	<p>The lowest section of the copper down tape (3m from ground) was stolen some time ago and has been replaced with pvc sheathed cable. It is unlikely that the replacement cable has sufficient capacity to cope with a lightning strike.</p> <p>It is recommended that a lightning conduction specialist be engaged to provide a permanent repair and at the same time test the system.</p>	B

## 5.0 Summary of repairs

### Category scale

A – Urgent, requiring immediate attention

B – Requires attention within 12 months

C - Requires attention within the next 18-24 months

D – Requires attention within the quinquennial period

E – A desirable improvement with no timescale

F – Requires monitoring during the quinquennial period

M – Routine maintenance. This can be done without professional advice or a faculty

Category	Comment	Broad Budget Costs (excl VAT and fees)
A	Removal of bush / re-bedding of loose water-tabling to Bellcote roof (1.3)	£1,000
B	Slating repairs (1.1)	£500
B	Fit new bell rope to lever arm (1.3)	£100
B	Fit air vent to boiler house external door or walls (4.1)	£200
B	Replace failed Chancel floodlights with LED fittings (4.2)	£250
B	Secure loose hot water tap to kitchen sink (4.4)	£100
B	Permanent repair/ testing of lightning conduction down-tape (4.6)	£200
C	Cleaning, redecoration and caulking of rainwater goods (1.2)	£1,000
C	Re-pointing of open joints in water-tabling (1.4)	£500
C	Re-levelling and re-bedding of apex cross to Chancel gable (1.4)	£1,000
C	Replacement of mortar fillets to west gable wall /roof junction (1.4)	£750
C	Re-pointing of open joints to plinths, buttresses etc. (1.5)	£200
C	Removal of loose delaminating stone faces (1.5)	DIY
C	Re-bedding of kneeler stone to kitchen west gable (1.5)	£250
C	Re-pointing of bed joints to window jambs and perpend joints to cills (1.7)	£500
C	Redecorate (after inspecting timbers for rot) Lady Chapel and Organ Chamber ceilings (2.2)	£1,000 - £1500
C	Adjust Lady Chapel and Kitchen doors so they close in frames (2.3)	£100
C	Re-fix lipping to edges of kitchen unit doors (2.6)	DIY
C	Repair and re-oil entrance gates (3.2)	£300
C	Repair open boarded fence to north of entrance drive (3.2)	Local authority
D	Re-decoration of external doors (1.6)	£200
D	Replace spilt stone to entrance gate pillar (3.3)	£250
D/E	Re-slating of roofs (1.1)	£40,000 - £50,000
D/E	Replace old central heating boiler (4.1)	
E	Replace cloudy polycarbonate cover to window by Priest's door (1.7)	£350
E	Redecorate Chancel ceiling (2.2)	£2,000
E	Replace wainscot panelling by Priest's door (2.3)	£500 - £750
E	Consider fitting lock and lever handle to Vestry door (2.3)	£100
E	Consider replacing OSB board with timber boards to Lady C floor (2.4)	£150
E	Consider fitting carpets at front south side of Nave (2.4)	£200
E	Consider replacing crumbling ceramic floor tiles at rear of Nave aisle (2.4)	£100
E	Redecorate Nave, Chancel and Chapel walls faces (2.5)	£10,000
E	Re-decorate Vestry walls (2.6)	£250
E	Consider installing an accessible toilet (2.6)	£10,000
E	Consider improving access to main entrance (2.7)	£5,000
E	Consider removal of redundant external organ chamber housing (2.9)	£1,000
F	Monitor condition of friable stonework to window reveals (1.7)	-
F	Periodically inspect Chapel and Nave panelling for rot (2.3)	-
F	Monitor Nave floors for beetle attack (2.4)	-
F	Monitor tarmac drive and footpaths for further deterioration (3.1)	
F	Monitor bulging retaining wall by main entrance (3.3)	-
F	Monitor settlement cracks to walling by former lych-gate (3.3)	-
M	Clean vegetation from gutters & gullies/ remove from soakaways (1.2)	DIY



## **6.0 Maintenance recommendations and general advice**

### **Accessibility and disabled people**

The Equality Act 2010 bans unfair treatment and helps achieve equal opportunities in the work place and wider society. Duties under the Act are placed on 'service providers', which include churches and the service they provide for worship and wider activities either in the church or a church hall. The PCC should ensure that they have understood their responsibilities under the Equality Act 2010. Further details and guidance are available at [http://www.churchcare.co.uk/images/Accessibility\\_Sept2017](http://www.churchcare.co.uk/images/Accessibility_Sept2017)

### **Asbestos**

A suitable and sufficient assessment should be made as to whether asbestos is or is liable to be present in the premises. The assessment has not been covered by this report and it is the duty of the PCC to ensure that this has been, or is carried out.

### **Bats and other protected species**

The PCC should be aware of its responsibilities where protected species are present in a church. Guidance can be found on <http://www.churchcare.co.uk/churches/guidance-advice/looking-after-your-church/bats>

### **Electrical Installation**

Any electrical installation should be tested at least every five years in accordance with the recommendations of the Church Buildings Council. The inspection and testing should be carried out in accordance with IEE Regulations, latest edition, and an inspection certificate obtained in every case. The certificate should be kept with the church log book.

### **Fire extinguishers**

Obtain advice from Local Fire Prevention Officer on the correct type and location. Enter into a contract for annual maintenance with the supplier.

### **Heating Installation**

A proper examination and test should be made of the heating system by a qualified engineer each summer before the heating season begins, and the report kept with the Church Log Book.

### **Health and Safety**

Overall responsibility for the health and safety of the church and churchyard lies with the Incumbent and PCC. This report may identify areas of risk as part of the inspection but this does not equate to a thorough and complete risk assessment by the PCC of the building and churchyard.

### **Insurances**

Ensure adequate cover is maintained for the full cost of re-building and replacement of contents and ensure this is index linked to cover inflation.

### **Lightning Protection**

Any lightning conductor should be tested at least every five years in accordance with the current British Standard by a competent engineer. The record of the test results and conditions should be kept with the Church Log Book.

### **Maintenance and restoration of church bells**

This guidance is given by the Church Buildings Council to all parochial church councils. From 1st January 2016, it will be possible to carry out a range of works to bells without a faculty: see List A and List B in Schedule 1 to the Faculty Jurisdiction Rules 2015. Carrying out works in List A or List B is subject to conditions set out in the list. It is a condition of carrying out any works to bells under List A or List B that regard is had to this guidance. Additionally, in the case of List B works, the approval of the archdeacon must be obtained before they are carried out and the archdeacon may apply additional conditions. Further information can be found on [http://www.churchcare.co.uk/images/Guidance\\_Notes/Bells.pdf](http://www.churchcare.co.uk/images/Guidance_Notes/Bells.pdf)

### **Organ**

Enter into an annual contract for maintenance and tuning.

### **Painting rainwater goods**

Paint cast iron rainwater goods every five years min. Scrape and wire brush to remove rust. Apply primer/undercoat. Top coat with 2 coats gloss paint. Use bituminous paint on inside of gutters.

### **Pointing of masonry**

Must be done under the direction of the Church Architect who will advise on the correct mortar mix and method of application. (NB the wrong mortar mix can do more harm than good).

### **Plasterwork**

Loose plaster is a problem in many churches and can be dangerous if large sections fall off the walls or plaster and lath ceilings. Loose sections are not always visible and sometimes can only be identified by tapping. It is advisable to check suspect areas from ladders where possible.

### **Rainwater disposal systems**

Rainwater goods include the gutters and downpipes which are key to the survival of a church building. Together with a watertight roof, they ensure that rainwater is directed safely away from the building. As water is the greatest cause of damage to buildings, it is vital to keep these elements well maintained. Clean out gutters and gullies twice per year – late spring, late – autumn after leaves have fallen. See Church Care website under [http://www.churchcare.co.uk/images/Guidance\\_Notes/Rainwater.pdf](http://www.churchcare.co.uk/images/Guidance_Notes/Rainwater.pdf)

### **Roof coverings**

A roof keeps out water and prevents the deterioration of the building and its contents. It needs to be carefully maintained in order to retain its weatherproof properties. Check frequently and repair as necessary. See Church Care website under [http://www.churchcare.co.uk/images/Roofs\\_August\\_2016.pdf](http://www.churchcare.co.uk/images/Roofs_August_2016.pdf)

### **Sustainable buildings**

A quinquennial inspection is a good opportunity for a PCC to reflect on the sustainability of the building and its use. This may include adapting the building to allow greater community use, considering how to increase resilience in the face of predicted changes to the climate, as well as increasing energy efficiency and considering other environmental issues. Further guidance is available on [www.churchcare.co.uk](http://www.churchcare.co.uk) and <http://www.churchcare.co.uk/shrinking-the-footprint>.



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