



**QUINQUENNIAL INSPECTION REPORT
OF
HOLY TRINITY, DARLINGTON**

**DIOCESE OF DURHAM
ARCHDEACONRY OF AUCKLAND
DEANERY OF DARLINGTON**

**INSPECTION OF CHURCHES MEASURE 1955
CARE OF CHURCHES & ECCLESIASTICAL JURISDICTION MEASURE 1991**

QUINQUENNIAL INSPECTION AND REPORT

September 2020

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REPORT ON THE 2020 QUINQUENNIAL INSPECTION

1.0 INTRODUCTION



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This document is in two parts:

The Report is the appraisal of condition and estimated cost priority list;

The Appendix contains the background information of the church plan, guidance notes and routine maintenance guidance.

Date of inspection and weather conditions: 2nd June 2020. Dry and sunny.

Date of report: September 2020.

Report prepared by: *David S Beaumont* RIBA AABC

2.0 LOCATION AND SITE

Address: Woodland Road, Darlington.

Location: situated on the south side of Woodland Road and Vane Terrace in an urban area and one of the principal roads into town. It has a large churchyard to the south.

National Grid Reference: NZ28313 14820



3.0 CHURCH AND LISTING DESCRIPTION

Description

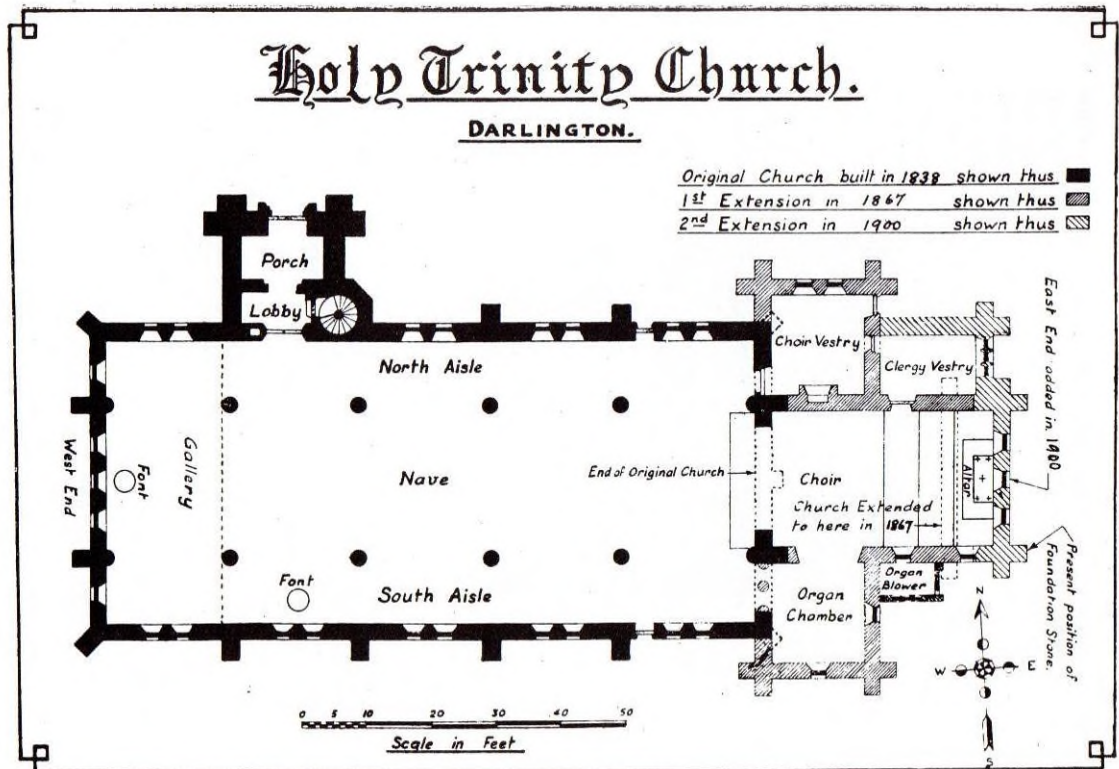


Holy Trinity: The Original Church

North elevation, before the addition of the chancel, transepts and vestries

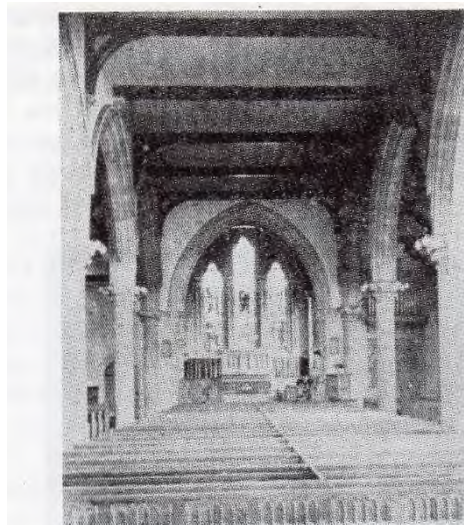
HISTORY: Holy Trinity was built as a chapel of ease to St Cuthbert's church to meet the needs of the expansion of Darlington after the arrival of the railway. It was assigned a parish in 1843. Plans for the church were in place at least by June 1834 when application for a grant was made to the Incorporated Church Building Society. The foundation stone was laid on 4 October 1836. At that time it was expected that the church would have 1,010 seats of which 600 would be free. The final cost was £3,404.

The architect, Anthony Salvin (1799-1881), was a significant figure in the late Georgian and early Victorian Gothic Revival. Born in Worthing, he was a pupil of a little-known architect named John Paterson (d 1832) and worked in the office of John Nash. He set up in independent practice in 1828 and early on showed his ability to create buildings in an impressively authentic medieval style. He is also well known for a range of country house work. At Holy Trinity he demonstrates a faithfulness to medieval Gothic that was unusual for its time. Salvin's biographer, Jill Allibone, says the church 'was quite the best thing Salvin had done up to this date.'



Holy Trinity Church Plan

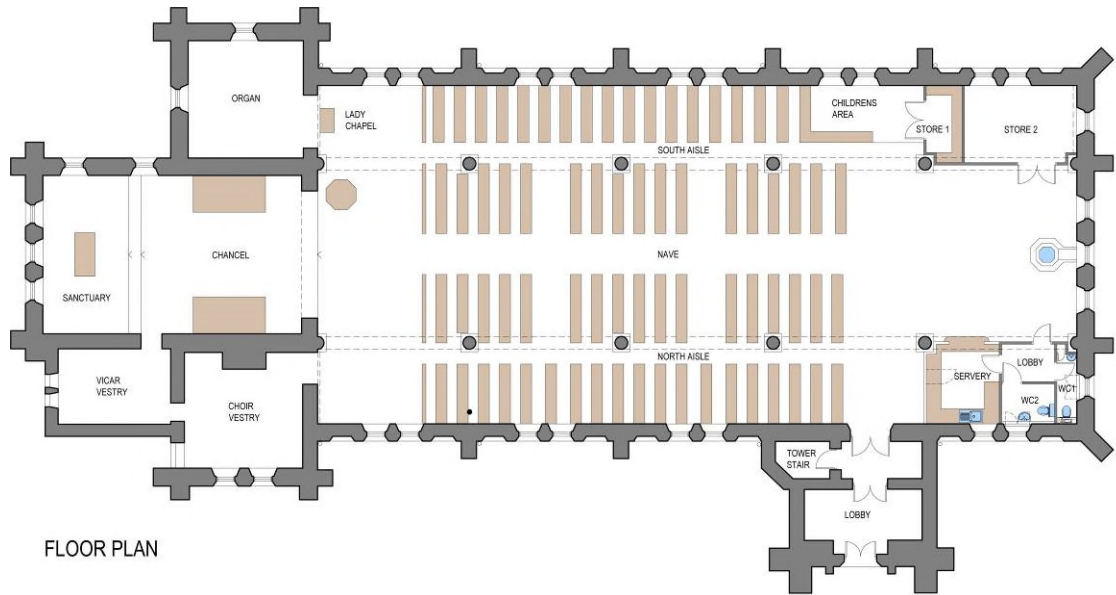
Various changes took place during the later 19th and early 20th centuries. In 1867 a chancel, organ chamber and choir vestry was added by the local architect, J Ross. The chancel was further extended in 1900 and a clergy vestry was added. The seating was renewed in 1883 and again in 1909, when the flat ceiling over the nave was removed. This work being supervised by the Durham architect C Hodgson Fowler (contractor R T Snaith and Son). The chancel was refitted in 1917-18. There was a west end gallery in the original build and removed in the 1950s.



Holy Trinity Church just before 1909

Showing original flat ceiling, now removed.

A servery, disabled and unisex wc and store room were added within the west end in 2016 by Beaumont Brown Architects. Pews were removed.



2016 Servery and wcs at reordered west end

Listing Description:

907/6/140 WOODLAND ROAD 28-APR-52 (South side) CHURCH OF HOLY TRINITY

1836-8 by Anthony Salvin. Chancel with vestry and organ chamber added 1867 by J. Ross of Darlington (extended E in 1900 with new NE vestry).

MATERIALS: Coursed sandstone. Slate roofs laid in diminishing courses.

PLAN: Nave, chancel, N and S aisles, N tower/porch, NE vestry, SE organ chamber.

EXTERIOR: The church stands on raised ground above a pavement: there are steps up to the striking tower which is a focus of the show front (N). The style is Early English. The chancel has a graded, triple lancet E window with hoodmoulds with toothed moulding and carved capitals.

This is said to be the 1830s window recycled each time the E end was extended. Buttresses divide the aisles into four bays, each of which has equal height lancets, arranged in groups of four, the outer ones being blind. The aisles have coped parapets above stringcourses. The W ends of the nave and aisles are treated as a single, wide, gabled composition with a plain parapet to the gable.

There is a W window comprising three equal-height lancets above which is a circular window: either side of this window arrangements there are buttresses marking off the aisle, each of which has a single lancet W window.

The tower is of two stages with angle buttresses with gables and copings. In the N face is a doorway in a shallow gabled projection with stone slate copings to the gable: it has a moulded doorway with shafts with bell capitals; a two-leaf 19th-century door with decorative strap hinges. The tower has a clock face in a round stone frame on the N and large double-chamfered belfry lancets, three to each face and embellished with shafts below a plain parapet.

There is a projecting SE polygonal stair turret with a pyramidal stone roof. The NE transeptal vestry has angle buttresses with deep set-offs, two-light lancet windows and an octofoil in the gable. The vestry has a stack with a stone shaft. There is a lean-to choir vestry to the E. The organ chamber has trefoil-headed lancet windows to the S with carved heads.

INTERIOR: The walls are plastered and whitened. The dominant feature is the five-bay arcading between the nave and aisles with round piers and almost semi-circular double hollow-chamfered arches. There is no clerestory and the arcades rise close to the wall-plate. There is a roll-moulded chancel arch on short shafts, the capitals being carved with acanthus leaves. The nave has a tie-beam and king-post and strut roof with one tier of purlins. The main trusses are arch-braced, the braces carried on stone shafts.

The nave is thought to have had a flat ceiling originally. The chancel roof is arch-braced with cusped, pierced braces on moulded stone corbels: the roof is boarded behind the trusses with horizontal boards. Encaustic tiles are used to floor the choir. The sanctuary has a marble floor which is part of a refitting of 1917-18.

PRINCIPAL FIXTURES: The stalls have poppyhead ends and were installed in 1917-18. The panelling formerly on the E wall of the chancel and the timber, panelled reredos with blind tracery and coving have been moved to the W end.

The reredos incorporates a tempera painting of 1918, signed by John Duncan. The font is made from polished Frosterley marble and has a square bowl with chamfered corners on a stem of four shafts.

The timber polygonal pulpit with traceried sides dates from 1898 and has a stone stem.

The nave benches were installed in 1909 and have curved shouldered ends with blind trefoils.

At the W end the three-light window is filled with glass by Wailes. The E window has impressively large figures and is by Daniel Cottier (1838-91), the pioneer of modern stained glass in Scotland. Two extremely fine windows in the N aisle are by Edwin Cook and are said to be the only stained glass he designed.

Wall monuments include a large inscription panel in a stone frame to John Wood (d 1843), signed by J Day of Sunderland, with a bust in a niche above the frame.

SUBSIDIARY FEATURES: *Churchyard wall and gate piers and gate to the N and W. The pair of gates opposite the tower have substantial square section verticals with sunflower finials above the lower and top rails: the gate piers carrying them are large and of square section with recessed corner shafts and tiered stone caps with finials. On the W side there are plainer square section piers, also with tiered caps, and a single cast-iron gate with round-headed arches below the top rail.*

CHURCH LISTING - Grade II*

4.0 PREVIOUS INSPECTIONS

This is the author's first inspection. But has access to the 2013 QI produced by Michael Atkinson RIBA AABC, the former inspector.

5.0 SCOPE OF REPORT

This report is made from a visual inspection from ground level. The tower was also inspected. No access available for the underground boiler house. Drainage was inspected from ground level only. No testing of the drainage installation has been undertaken. The report is restricted to the general condition of the building and its defects.

6.0 REPORT SUMMARY

Structure:

The 2015 GPOW HLF funded repairs were to replace the time expired Westmorland slating, rotten feet of some aisle trusses and to completely renew the parapet gutter linings which had suffered significant water ingress through repeated lead theft and lack of maintenance. The parapets are very high and it is difficult to get into these for routine work. The nave and aisle roof were recovered in new Westmorland slating. Those repair works have ensured the continuing structural stability of the roof and there are no obvious defects now.

The walls are sandstone with plaster interior with lancet window openings. The nave is arcaded to the aisles, there is no evidence of current movement to any of the arcade or the chancel arch. There has been some historic movement at the west end but there doesn't seem to be any active movement. There is a crack to the walling externally at the west end on the north side but this is just an isolated item. The church is structurally sound.

Roofs:



The slating to the nave and aisle roofs was completely replaced in 2015 with new Westmoreland slates in variable width and diminishing courses with new battens and Roofshield membrane. The opportunity was taken to introduce 50 mm rigid foam insulation with vapour control layer. The aisle parapet gutters were completely reset and relined in code 7 leadwork. There has been some theft in the south east corner close to the organ but this has now been replaced with lead alternative flashings and gutter lining for approximately two metres or so. This is an area where intruders can climb the building and get onto the roof and the church has had some tree cover reduced in this area. The remaining roofs over the transepts, chancel and vestry also in Westmoreland are in good order, all of the flashings are intact and all of the watertables look ok.

Rainwater goods:

The opportunity was taken in 2015 to increase the outlet aperture size in the nave parapet walling and so increase the capacity of the chutes into the existing half round hoppers and circular downpipes on the aisle outlets. The rest of the building is served with traditional gutters and downpipes in cast iron. There are a couple of instances of aluminium or modern materials but generally it is all ok. There are salt glazed gulleys, some gullies are blocked and some gully surrounds are broken and some rain water pipes don't quite discharge completely into the gully. The northern rainwater drainage was surveyed in 2016, with defects found and there is repair work outstanding.

Walls:

There are areas of erosion of stonework and open joints and this is the principal priority item that the church needs to plan for. As part of the 2015 works the opportunity was taken to use the roof scaffold and repoint up at high level up on the west gable and that close inspection enabled us to see that cement mortar that has been applied liberally around the building has caused significant erosion to the stonework, particularly at the parapets and more troublingly at some areas of the blind panels at the aisle windows and some of the lower walling.

There has been a significant amount of lower walling replacement made on the north aisle side in the past and the church will need to face the fact that there will be a long term running repair of the masonry. As it stands today the work is yet at the tipping point because of the cost of scaffold. There needs to be a reasonable amount of repair work to make the scaffold cost viable so whilst this report identifies that there is work to be done a report is necessary to marshal the work into priority, for example- there is damp showing inside on walls that have poor pointing outside- might that be dealt with first with the more difficult to access left for later? There does need to be the development of a repair fund to pay for this, perhaps in the next ten to fifteen years. A complete removal of all of the cement pointing and a repoint in lime would be of course the best. The new work does need to be done in lime and if the work is done piecemeal then perhaps over the ensuing decades the lime repair work may catch up and supersede the cement.

Interior:

The whole of the interior (roof timbers, ceilings and walls) were completely redecorated as part of the 2016 west end reordering works and the presentation of the building is now excellent. Though there is some damp showing at upper levels probably due to pointing missing externally.

All of the glass is in good condition, all of the memorials apart from one (north aisle- bracket is damp) look to be ok. The church is well fitted out with really good oak furniture and it also has significant chancel furnishings and a relocated reredos with historical art work within it at the west end.

The addition of a new server, disabled w.c's and store at the west end and the removal of some of the west end pews has enabled the church to increase the activities that can be held within it.

Externals:

The churchyard is closed and as a consequence the responsibility lies with the Local Authority. They do a job of a sort but it is a little down at heel particularly at the south east area where there is anti-social behaviour in the form of graffiti and defacing memorials. The tarmac paths

are breaking up somewhat as a consequence of tree root action and the general state of the memorials is fair. Has a topple test been carried out recently? The boundary walls are all stone and the eastern most wall has some parts that are breaking down as is the case also with the southern wall which bounds onto a domestic property. The ingress of tree roots into the wall head at the east is causing buckling and breaking of the copings and this needs to be stopped. There also needs to be further cutting back of shrubs generally (and more specifically to reduce cover at the vulnerable roof access point at the organ transept) and invading saplings.

7.0 CONDITION AND RECOMMENDATIONS

The following items are the observations made during the inspection. Below the item is a recommendation for work with a letter identifying its priority.

In section 8 the same priority items are re ordered into their priority categories.

A- Work requiring urgent attention, B- Within 1 year, C- Within 2 years, D- Within 5 Years, E- A possible improvement or item to note, M- Routine Maintenance or monitor/watching brief

7.1 SERVICES

The log book was being brought up to date and to include routine testing.

- **Water:** Service enters from the west end where there is a stopcock at the servery and then there is a separate newly refurbished service after 2016 works down to the vestry sink which had its own older supply terminated.

Recommendation: None.

- **Foul drainage:** New foul drain was put in for the 2016 servery with back drop manhole within the grounds which discharges to Vane Terrace.

Recommendation: None.

- E** **Surface water drainage:** Is to soakaway. The north side was inspected by Auger in Dec 2015 to inspect and report and in Jan 2016 to cut roots and further investigate. The purpose was to find the connection to the highway and see that the surface

water drainage was discharging. Their report identified multiple defects. The PCC were at the time to take the matter up with their insurers. It would be worth considering if the defects are of such a magnitude that they do need repairing or that their present percolation into the ground is acceptable.

Recommendation: Conclude insurance review.

B **Lightning conductor:** There is a conductor on the tower roof which has a down tape on the north east side which terminates in the ground by the entrance porch. Last tested in March 2020 on an annual contract by Stone Technical. It passed and the report document is awaited.

Recommendation: Architect suggests reconfiguring the test sequence to every five years.

B **Electricity:** Underground service to consumer unit and meter in the porch with a secondary distribution board in the servery. Tested in November 2014.

The 2016 servery works will have been tested then

An electrical installation check was carried out in November 2017 on two separate visits, the conclusion was that the main consumer unit does not come up to standard and should be attended too.

Recommendation: carry out recommendations of electrical test.

B **Lighting:** Age of the service lighting cable unknown. Four lamp chandeliers in the arcade with LED bulbs and floods in the chancel. There was light cable rewiring in 2015 within the nave.

Recommendation: System requires test at the same time as electrical system.

- **Sound system:** Updated in 2012 and comprises two lapel, one pulpit, one lectern and one hand microphone. Four speakers and sound loop.

Recommendation: None.

B **PAT:** – The last test was in 2018.

Recommendation: Carry out annual test.

- **Heating:** New boiler was installed in 2010 with new double panel radiators and service pipework, reported to be working well, last inspected in 2019.

Recommendation: None.

- **Gas meter:** Last tested in 2016 and no faults were reported.

Recommendation: None.

- E **Bells:** Six, in tower, installed 1891, the largest weighs 7.5 cwt. Timber frame suspended within the belfry room. No known recent inspection.

Recommendation: Carry out an inspection.

- D **Clock:** The original clock was made by Harrison and Son of Darlington in 1850 and the quarter chimes were added later in June 1892. Reconditioned in 1963 by Potts & Son, currently not working but booked for repair.

Recommendation: Carry out repair.



- C **Organ:** 1868 by TH Harrison Rochdale. Added to in 1901 and 1910 by Nicholson and Lord, Walsall. Restored in 1960s by Prested.

The Darlington & Stockton Times for 16th May 1868, gave a glowing account of the new organ:

“The organ of Holy Trinity Church now being complete, a service of song was held in celebration of the event on Thursday evening, and was attended by a large congregation. Mr. Hoggett presided at the new instrument, and succeeded admirably in eliciting and displaying its great power and numerous beauties. In a ‘grand flute concerto’ and an extempore voluntary, showing the various solo stops, the exquisite delicacy of tone and the delicious effect of the subdued expression were really delightful; whilst Mozart’s Gloria was excellently qualified to bring out to advantage the immense volume of sound which lies within the capacity of the noble instrument...”

<http://www.duresme.org.uk/NEorgans/darlingtonHT.htm>

Is tuned every two years, the electricians were checked in 2020.

Recommendation: Carry out bi-annual tuning.

- B** **Rainwater goods:** - Inspected in early Spring by local handyman. A routine is in place though it is not a strictly formal maintenance regime. Pine needles blocking south aisle hoppers.
- Recommendation:** The frequency of the inspection should be increased.

7.2 GENERAL

- C** **Churchyard:** Is closed and the responsibility for maintenance lies with the Darlington Borough Council who carry out a reasonably good job although some areas are finished off by the PCC. There are ashes on the north side of the north aisle which are unmarked. The churchyard does have a lot of broken memorials and some anti-social behaviours, the graffiti needs removing and also the boundary walls particularly the east and south need some further maintenance and the removal of all self-seeding saplings in the wall heads.

Has a topple test been carried out recently?

Recommendation: PCC to contact DBC and seek further landscaping works.

- C** **Trees:** the mature site does have some significant trees on it, it is unknown if these are subject to a tree preservation order and this should be checked. The site does feel rather full and would be worthwhile cutting back a lot of the trees particularly on the south side to reduce the chance for anti-social behaviour to open up the site a little more.

Recommendation: PCC to contact DBC and seek further landscaping works.

- **Access for the Disabled:** The PCC has a resolution in place which addresses the requirements of the Discrimination Against Disabled Act. An access audit has been carried out and a written record is retained in the Parish records.

Recommendation: None.

- **Wheelchair access:** There is level access from Vane Terrace by a slightly bumpy but level tarmac path. The other principal entrance to the site on the north has three steps and is impossible for a wheelchair to negotiate, if you get up those three steps there is now a ramp but also a stepped area.

There is a temporary ramp at the porch entrance and also at the chancel steps which lead up to the communion rail.

Recommendation: None.

- **Fire matters:** The PCC has carried out a fire risk assessment in accordance with latest Regulatory Reform (Fire) Order 2006 (details available via the DAC, the local Fire Officer and/or the internet).

Fire extinguishers noted during the inspection:

Vicar vestry

Chancel x2

Lady Chapel

North Aisle east end- under Bradford plaques

North Entrance door

Tested in March 2020.

Recommendation: none.

- **H & S policy:** A policy has been produced and is regularly updated.

Recommendation: None.

- **Insurance:** The church is insured by Ecclesiastical.

Recommendation: None.

- B** **Asbestos:** A Management and Partial Refurbishment Survey was carried out by AELS Ltd in January 2015.

The report identified asbestos in the fire protection of the safe in the vestry.

Recommendation: The PCC to create an Asbestos Register outlining the presence of asbestos within the building.

Monitor asbestos location annually.

- **Bats:** None reported.

Recommendation: None.

7.3 WORK SINCE LAST INSPECTION

2013/14

BBA inspection and reporting on roof timber rot, roof condition and parapet construction and defects with remedial proposals. Development of HLF grant application

2015

GPOW HLF scheme:



Repaired rotten truss feet,



Re-roofed nave and aisles, repaired gutters *(image is 'before')*



Repointed base of south of tower (making use of roof scaffold) west gable and parapets internally. *(image is 'before')*

2016

New servery, store and disabled w.c. Pew removal at west of nave. Redecoration.

Other Works

South east corner aisle parapet gutter lead lining replaced with lead alternative.

Drainage inspection and cleaning out on north side.

Chancel slate repair.

Leaking radiator joints fixed.

New aisle carpet.

7.4 FABRIC INSPECTION

7.4.1 TOWER

TOWER INSIDE

C Tower Roof:



Hollow roll leadwork looking quite old now, the rolls are a bit deformed but serviceable, it has multiple patches in leadwork in the past and they seem to be holding up. Some graffiti on it. The flashings are all ok to the masonry. There is a fairly shallow parapet gutter in lead and there has been a patch-up repair at the step- might this be glass fibre, I can't really tell, it looks a bit botchy. It has been painted up as if to give this a little bit more life. But I can't tell how long it's got. Keep under review.

The stonework parapet surrounds the roof and this is generally sound. There is one buttress on the south side whose masonry is breaking apart a little and could do with re-pointing.

Recommendation: repoint buttress



C

Tower Spirelet:



Octagonal stone roof that has some wear and tear on it but generally seems ok. It is crowned by a weather vane (restored in 1973) and this is the support for the lighting conductor terminal. Below the spire is an octagonal turret, this is where the entrance door to the roof is, there has been some repairs to the bottom moulding under the spire that I can see on two sides. Below that the general masonry is ok, a couple of open joints, one caused by a rusting door hinge. A plain boarded door which has lost its decoration.

The inside of the spire roof is open and the stainless steel fixing down for the weather vane looks good. The spire itself is made from honey and a lighter coloured sandstone, some open jointing looks all sound from the outside so a repoint on the inside is questionable, there is some salt showing to it.

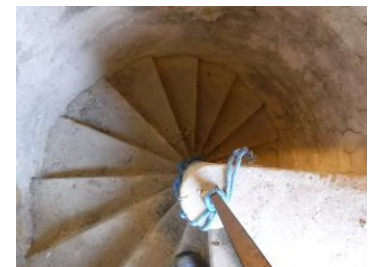


Recommendation: update door, improve draught proofing.

D

Tower Stairs: At the upper stages of the stairs there is quite a lot of dust that has blown in off the roof that could do with being removed. There is some erosion to the treads but nothing that needs repairing. The walls are lime pointed, quite coarse, and there is quite a lot of shrinkage, but it is doing its job and its holding its surface. There are some areas that are becoming loose but there is nothing really poor about it. Can be left. The top landing has a staging that must be for access up to the underside of the spire to put a ladder on.

There are plain glass trefoil windows within the stair tower, the top most is the most eroded, and the two lowest trefoils have



cracked glass. They need a good clean down of flies and cobwebs to see them better.

The walls up to the ringing room are smooth plaster, painted with a green dado. The decoration is suffering a little from damp.



At the bottom of the stair tower there is a collection of lumber underneath the stair which could do with clearing out and there is also some old cable.

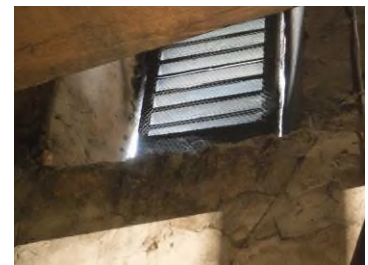
Recommendation: sweep down and inspect windows, clear out lumber.

D

Belfry Stage:

The bell frame is within this space on its own mezzanine floor.

- **Ceiling** – This is the underside of the lead roof. Boarded with open joists, looks ok with a bit of damp probably where the parapet gutter is but I can't see any water leakage, there has been some in the past but I don't think there is anything presently- due to the glass fibre repair? Plastic downpipe with question mark over the connection to the parapet gutter.
- **Walls** – Lime pointed masonry walls are generally sound.
- **Mezzanine Floor** – Boarded. OK.
- **General** – The louvres are timber and they are covered with sound deadening boards but a couple of them are openable, though the hinges look a bit rusty. There is one open louvre on the east side with a bit of chicken mesh, maybe the mesh is breaking up a little bit and there might be some fabric there, there is also two roof alarm speakers here



Water was reported to be on the belfry floor whether that is the floor of these bells or the floor below isn't evident. There was no water at the inspection.

Recommendation: check rainwater pipe connection. Clean up louvre mesh and deadening, oil hinges.

C

Bell frame:



The bell frame is sat on four stout timber beams, running in the north-south direction. In-between them there is boarding to provide sound deadening.

Floor - The floor of the belfry room is a timber boarded floor- just a bit dusty and looks generally sound and there are ropes passing through here to the ringing room below.

- **General** - A bit of lumber and some old equipment that looks redundant now.
- The room contains the clock which sits elevated on its own landing. The original clock was made by Harrison and Son of Darlington in 1850 and the quarter chimes were added later in June 1892, it is currently not working. The door to the room is a bit stiff on the hinges and could do with decorating.

There needs to be a grab rail at the top of the stairs at the top of the bell frame.

Recommendation: grab rail to stair, door redecoration and easing, remove lumber.

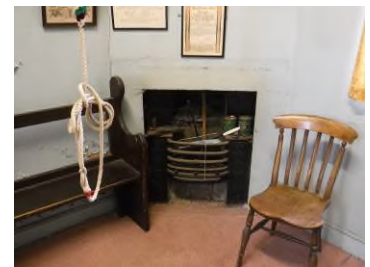


Ringling Room:



- **Ceiling** - Boarded ceiling is ok, some slight dust coming down at the margins but to be expected.
- **Walls** - Plastered and painted with a high dado with plenty of coat hooks running around, no obvious cracking on the walls apart from in the north east corner by the fireplace, the flue might be blocked off but can't really tell, I think an attempt has been made as there is a broom handle stuck up it, is there a chimney pot somewhere?
- **Floor** – Sturdy floor, carpet covered with a collection of dead flies on it.
- **General** – There are six bell hanging ropes, there are curtains with an ornate pelmet covering the windows, the windows themselves are somewhat rusted up and don't look as if they have been opened for a while, the room also contains a cupboard for a set of thirteen hand bells with a plaque saying *John Warner & Sons bell founders to Her Majesty, Cripplegate, London*. The room has various old pew furnishings, there is a little bit of damp on the northern wall not dissimilar to the breakdown of decoration that you see on the stair, the door into the room is ok.
It is a lovely historic room.

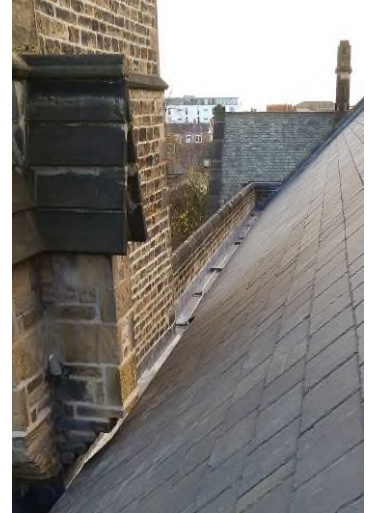
Recommendation: sweep up, look at making the ventilation work - if the ringers need it.



TOWER EXTERIOR

- Tower

South side - Repointed bottom part in 2015 with some stone replacement. Image from roof completion inspection November 2015. Upper part could be repointed when the next opportunity arises.



- West side –



Some open joints to the parapet upper stage.

Belfry has heavy cement pointing to the arch work but it will do, the timber louvres look ok, perhaps some open joints at the bottom of the mullions but generally alright.

Walling below that has been cemented regrettably but it is all generally sound.

There are a couple of areas just above the downpipe which are looking a bit poor but they will survive.



Image from Nov 2015





The ringing room window is losing its pointing into the opening and it looks like the ventilator is losing its putty. Slight open joints to the buttress on the ground.

North side



The parapet is ok, and again, cement pointing to the three lancet louvre and there looks to be a little bit of wear at the bottom of the shafts.

Walling below that is ok.

This elevation features the entrance door surround, it has very heavy stone water table for a roof which all looks intact, though there is some damp coming in somehow because the arch is damp particularly on the western side, so there is something not quite right here, it might just be the design.



One of the arch stones has eroded more than the others, possibly because there was just a fault on this one on the bedding line but there does look to be damp to it. The nook shaft looks to have been replaced as has some of the door surround stonework. Slight shaling of some of the stonework and a bit of a loss of moulding on the western most kneeler. The buttresses either side look ok.



M

East side –



The parapet stage has a couple of eroded stones and a bit of a weakness at the quoins perhaps. Might be some open joints at the large string moulding, the stages below that have been cement pointed and there has been some stonework repairs I think, but it is all generally sound.

To one side is the stair tower that has been repointed in one go at high level which seems ok. There is just one area by the downpipe at ground floor level where there is some stone erosion but it will survive.

Recommendation:

South: Complete lime repointing

West: Is the ringing room ventilator operable? Make closer inspection from inside by looking through the glass or the open ventilator at the pointing

North: Investigate masonry above the door roof- is there a way in for water?

7.4.2 ROOF COVERINGS

B **Roof general:**

Life expired, patched and no longer viable



Tent in 2015 before replacement work began



The principal roofs of the building were re-slatted in Westmoreland slate in 2015 and all is well with them. There has been some slight repairs to the (older) chancel roof slating but it all looks sound. Leaf build up in the nave west end high level of gutter.

Recommendation: ensure annual clean-up of parapet gutters.



7.4.3 RAINWATER GOODS

B Rainwater Goods general:

The church nave roof had suffered lead theft in the past which was replaced in mineral felt and bitumen that was neglected, failed, leaking in to the roof structure and wall head causing rot to the timber members and deterioration to plaster and decorative surfaces. Not helped by a very tall parapet that is not for the feint hearted to climb over and so gutter cleaning should only be carried out roofing contractors- not churchwardens. The cleaning was neglected, the outlets choked and the roof leaked badly. They were heroically cleaned out by Revd Nick Barker, Archdeacon of Auckland, now retired and whilst they were running again they were still leaking into the structure. Hence the rescue works in 2015.

Their gutter supports were replaced and are now wider and leaded (along with widened parapet chute outlets) however there is still a build-up of pine needles occurring at the hoppers particularly on the south side where there is a greater amount of trees, so better attention is needed in keeping the downpipes running.

The downpipes are mostly cast-iron original and they go into large gullies,

The drainage system was a problem on the north side and that was investigated in 2016, tree roots affecting it by the little avenue of cherries (they have very invasive roots). There was still some final clearance of roots from the pipe to do that is about the location of the church boundary wall so it's probably complicated and expensive.

There are some gullies that are broken and are not directly underneath the downpipes, one noticeably on the north side.

The north west corner gully looks as if it's had standing water in it, this is the junction of the nave and the porch. On the north side the decoration is breaking down on the pipes a bit more and the arrangement of the gullies is a little piecemeal.

Above the organ chamber there is a plastic grey downpipe and that leads to a silted up salt glazed gully whose surrounds are breaking up, the vestry downpipe is ok and just making into the soakaway which has got leaves all around it. On its west side, there is another downpipe which looks a little awkward as it exits to the gully but it will do.

The chancel discharges at high level on to the north vestry roof and I can't see where it goes to on the north.

South Transept has a gutter leak on the east side.



Recommendation: revisit north drainage report and decide best course of action for repairs. Overhaul the gullies so that they receive their rainwater fully and remake surrounds and fit grids as required. Redecorate metalwork. Repair gutter leak to s transept e side. Check the system in a downpour.

7.4.4 WALLS

C **General –**

Sandstone, nicely tooled in most instances and generally sound but there are some defects which are principally the loss of surface to some stones - that might take a mortar repair and a reasonable amount of repointing required.

Recommendation: carry out a methodical assessment of the stonework repair needs, assess priority and feasibility. The major cost comes in scaffold and so there has to be a comprehensive assessment all round to see what can be done with scaffold, and without it. There seems to be two principal areas that show damp internally: the west gable cheeks and the north aisle towards the east. And there's something up with the north entrance porch roof.

D **North Transept:**

Water table looks ok though it has lost its cross, the corbelling on the west and east looks a little eroded but is ok. The west walling is alright. The gable has some open joints particularly at the apex and just below it and also the relieving arch over the multifoil window. The two lancets below that look ok though there is a bit of wear to the hoodmould but it doesn't need any work. The walling below that all ok, bit of a rusty air grate but it is solidly in.

The east facing wall corbel is good and the walling is ok. There is a slight movement crack to the left of the flue (which would look nicer vertical). The elevation contains a door to the organ chamber which looks unused, the threshold needs replacing by the looks of it and the door requires decoration.

Recommendation: update door



- **Vestry:**

Slight open joints at the high level to the guttering on the corbels on the north side.

On the east, cracking to one of the lancets above the arch but it looks old, there has also been stone repairs above it suggesting that there is an historical problem there.

Recommendation: none



- **Chancel:**



The north side corbelling looks good. There is a bit of a rusty air grate in it and some erosion to the stonework but sound enough.

The west gable water table looks good, the relieving arches underneath it have open joints and some stone erosion, in fact there are a couple of stones that aren't laid on bed and work is wanted here. There is also some slight movement at the kneelers particularly on the south side. Hood moulds to the triple light window are ok, some slight erosion to the foot of the middle window cill. There are bees creating a home in the air grate on the south side.

Generally the stonework ok as is the buttresses. There is a nice date stone at the bottom of one of the buttresses 4th October 1836. Must have been moved from the original nave end?

The west window design is not quite the same as the original illustration (their tops were level) - but might this the original reused and adapted by heightening the middle?

The south side corbel is ok. There is an old crack between the two windows at high level running right down to the ground and looks to have cracked the stones in the past but it has been

repointed up and there doesn't seem to be movement with it now. The windows look ok apart from the pointing in of the polycarbonate glazing which has lost its opacity. Buttresses ok.

Recommendation: none



- **South Transept:**

Gutter leak staining the corbel course on east side, walling generally ok as is the window, it has Lexan sheeting here that looks a bit awful but there to deter the intruders.

The south gable is quite worn and the water table itself is ok but the masonry walling has got quite a clear amount of damp in it which suggests there might be a flashing issue on the western side and the masonry itself needs a repoint here at high level. Window looks ok, Lexan sheeting again and is coming apart I think in the bottom bit of it.

The western face is ok as are the buttresses.

Recommendation: check slate flashing, repoint



- **Nave:**



The parapet capping was repointed as a result of the GPOW works.

Which didn't extend to replacing some of the walling and there is a requirement for 10 possibly 12 stones at the eastern end to have work done to them.



The wall is made up of five bays and working from east to west:

Bay one: Four window openings, two of them blocked in, rather crudely repointed in masonry, some open joints. Lower part of the wall below the window is ok but pointing coming away and evidence as to why cement pointing is bad. Unused door, black painted looks like there is rot in one corner of it.

Bay two: Open joints to some of the lancet heads bit of a bodge job on the cement pointing, the Lexan sheet looks dirty.

Bay three: Same as two.

Bay four: Bit more erosion at low level here but again this is down to the pointing.

Bay five: Has a crack in one of the central windows, has been boded up in cement, it doesn't come to the ground.

Recommendation: replace/plastic mortar repair eroded stonework and repoint



- **West Gable:**



Water table repointed as part of 2015 roof works, the apex has lost its cross. Some of the walling at high level was also repointed above the window raking stringcourse. Interestingly there is damp showing at the northern cheek and that there is also slight damp on the inside. Central window Lexan is coming apart and the other windows are unprotected. The remainder of the walling looks ok, there are a couple of open joint areas at two of the lancets. Angular buttresses and a bit of open jointing at the raking stonework tops.

Recommendation: repoint



North side:



The same bays as south, working west to east:

Bay one: Parapet ok though there are open joints to the underside of the corbel, a bit worn and at around about the centre of the windows it is beginning to be eroded at the lancet arches. One stone at low level eroding.

Bay two: This is occupied by the tower.

Bay three: Here you can see the parapet over all of the bays and it is generally sound with a couple of open joints but no major issue. Open joints to the corbelling and again some erosion to the stonework above the lancets- all down to cement. Large areas of stonework replacement under the windows, some ill matched.

Bay four: This is the one with the most erosion over the tops, it is structurally fine but poor work. Also one of the blind windows is looking a bit poor, I wonder how thick the wall is at that point and whether damp shows on the inside (it's worth a more extensive look- there is damp to one of the memorials around about here).

Bay five: Erosion to one of the blind windows above the doorway and some repair work over the basement steps. There is a door here same story as the other side.

Recommendation: repoint

7.4.5 EXTERNALS

Churchyard:



Within the churchyard are undulating tarmac paths, some tarmac missing on the north side and the roll top kerbing is uneven and missing in places, it looks a little down at south side.

There has been some tree management but the south still feels rather full and the tree cover does provide some screening for anti-social behaviour. The south east gate was padlocked at the inspection. Is that permanent to deter intruders? The east boundary is getting full now and its clearing back would protect the wall- that is suffering root invasion to break the stones and would improve surveillance.



D **North side:**

Stone wall retaining the high level churchyard, some ivy covering and heavily cemented. There is a very nice pair of original gate posts that are leaning in slightly and are broken as a result of iron rust expansion, looks like the gates got reset, it's not quite clear but I think the gates have been repositioned, the gates

themselves are in need of redecoration and they are probably rusted into position in the open position. Just within the entrance steps which are uneven and coming apart, there is a further stepped landing the sides of this are poor and the handrail is leaning in. Opposite that is also another return with a fairly pedestrian metal guarding that is a bit broken and coming away a bit. There is also some open joints just where there is a tree.

Recommendation: redecorate gates, repair guarding, remake entrance steps, repoint open joints



D East side:



Very tall stonewall in generally fair condition, it is retaining the churchyard, there is some damp showing at low level, some ivy growing over the wall tops and particularly the conifer trees are beginning to encroach into the yard. There are some openings in the wall into the churchyard wall that have been filled in with laminate sheeting.



Root encroaching into the wall head breaking the stones

Recommendation: remove tree cover, ivy and invasive plants, trim back. Repair coping and wall joints, tidy up redundant memorials and remove scrap timber and detritus.



D

South side:



Viewed from the outside stonewall returning round from the east. The coping stones are coming apart by the gate posts, rather low quality gate that is padlocked presently and you can't get back into the churchyard on this side. A bit of a crack at the corner of the wall. Trees very dominant they are overhanging



into the alley rather significantly, the majority of the boundary is on to a private house.

Recommendation: reduce tree cover and repoint crack, remove graffiti



D West side:



This is a higher quality coursed stonewall, some erosion midway up I guess and that this is probably the level of the raised ground behind it, it seems to be more of a problem at the southern end. There are many open joints and some stones missing. Entrance on the west side no doubt an original metal gate much dilapidated no longer working. The sandstone piers are fair but are eroded and they have lost the over mantel light.

Recommendation: repoint open joints, repair, redecorate and reset the gate

7.4.6 INTERIOR

E **Porch Outer Lobby:**

There is a crack on the lintel inside which begins to relate to the dampness that we can see on the outside of the porch, also both door reveals are damp at high level as well as low. The cupboards could do with latching as they are swinging open, bit of a trip hazard in that there is a very large coir mat on the stone flagged floor and it is easy to trip over it even though it is well fixed down, there is also a little bit of damp showing in the floor but I don't think there is anything to be done about it. The double doors into the inner porch are ok but there is no draught proofing on either of the two pairs of doors nor the one that leads into the nave. The argument is that it is helping ventilate.



Recommendation: latch the cpds, change the coir mat to a lower profile entrance matting, consider draught proofing doors

E **Inner Lobby:**

Decoration is ok, some slight erosion to the steps to the tower but they will be fine, the floor is the same as the outer lobby, slight humping of the floor towards the nave but again not really a problem, there is a loose mat on the floor. The floor spring of the nave door needs adjusting so that the doors stay in position and again there is no draught proofing on this.



Recommendation: see above

D **Nave and Aisles:**



This comprises a central nave and two aisles. The 2015 re-decoration to the nave and aisles is holding up. There are patches at the cheeks of the west end and the west side of north aisle and this looks due to damp coming through the wall due to missing external pointing. There is no evidence of the previous water damage by the organ in the eastern part of the north aisle.



The major problem in 2015 was rot in the aisle trusses at their feet as they went into the wall, there seems to be no evidence of that now due to the repair works.

There is some earth cable in yellow and green on the surface of the cornice spoiling the look. Below the painted walls is timber dado panelling that is all in good condition, hard up against it though is the central heating system radiators but the panelling doesn't seem to have suffered as a consequence.

The floor is basket weave parquet flooring all on the same level. It has had a clean-up on the south side in 2016. Loose block by the lectern.

The arcades are formed by sandstone columns and moulded pointed arches. There is a touch of erosion to the bases but nothing significant. The worst being the middle column on the north.

North door enclosure rotting.

Aisles – There are two little lobbies for emergency escape and on the north side the door head is rotten, there is no decoration inside, full of cobwebs and spiders. They have a green exit sign above the door. The south side one is less offensive but even so I can't see how anybody can get out because they are locked.

B bit of dado panelling coming off on south.

Dip in floor by south aisle east end. The floor just in front of the Lady Chapel altar is sinking, it might be the duct cover collapsing, and it needs opening up and investigating.

Recommendation: update the aisle porches, consider the fire escape plan and if alternative ironmongery is required, investigate floor at Lady Chapel, repair dado



C

Servery and Store:



At the west end are new servery and store facilities installed in 2016 which comprise a servery with sink and two w.c's, one of which is for disabled use. The servery door rattles in the frame a little, the lobby door on the inside has lost its rose. Knots are beginning to show through the paintwork. It seems too soon to redecorate.

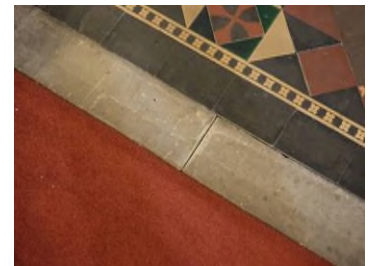
Some loose parquet tiles in front of the servery.

The partition forming the store is all ok, there is quite a lot of finger marks on it and noticeably the slave door leaf has its paint breaking down just underneath the handle, which is odd. Some chips and scratches to the painted radiator created by the table and could do with a bit of touching up.

The eastern store is ok but there is a split in the door veneer caused by putting a hook in. The radiators have new mdf covers in the children's area and await their decoration.

Recommendation: door repairs, fix loose flooring, decorate rad covers,

Chancel:



- **Ceiling** - The decoration on the ceiling is blooming slightly. It didn't get re-decorated as part of the 2015 works.
Walls – These are all good. Apart from one area where the decoration is coming away in the north east corner. There is no cracking to the chancel arch.
- **Floor** – The floor is a combination of Minton tiles in the choir and the sanctuary has green marble. The circulation in the sanctuary is covered in carpet in the style of the aisle.
- **General** - Tablet and chancel cross and additional tablet for the great war and world war II, altar rails brass in good condition, also a Bishop's chair in oak and pair of chairs.

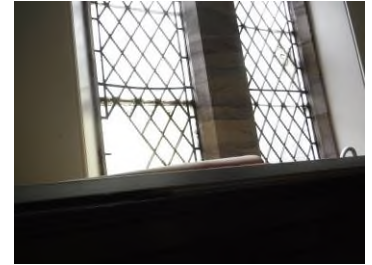
Recommendation: none-

D Organ Transept:

No access available. The way in is behind the Lady Chapel arcade and the organ fills the space and so it is not possible to inspect the fabric.

Recommendation: inspect interior

B Choir Vestry:



This room was painted out as part of the 2016 works and is quite a remarkable transformation considering its earlier condition. The floor is the basket weave parquet seen in the nave. The room has a redundant fire place. The room has various original pitch pine cupboards.

There has been glass broken in here and it has got a temporary Perspex repair and that really does need attending to.

Recommendation: repair glass

C Vicar's Vestry:



Plastered out and painted ceilings and walls, ceiling patch replastered in the 2015 GPOW works. Basket weave parquet with a temporary carpet laid over. Twin lancet window and this has been modified to provide a ventilation for the boiler, a fire has been lit in the past against one of the outside grills and this remains a fire risk, the infill board seems to be MDF and it might be worthwhile to consider up-grading that, the window to its side has been completely blocked off and has Lexan sheeting.

Below the window is a rudimentary sink and the cupboard doors need minor adjustment. The room also contains the frontal cupboards and various vestment cupboards etc. There's no desk for official work.

The door that leads through to the chancel wasn't checked but it looks in good condition. The door from the choir vestry catches on the carpet and in the frame.

The room contains the twin Evomax boilers which were installed circa 2010, Grundfos pump, expansion tank. There is a slight rust on the expansion valve but generally the system appears ok.

The room also contains the safe with noted asbestos in the fire lining.

Lighting is fairly basic with a twin fluorescent.

Recommendation: update the window protection and ventilation, ease door, provide desk,

- **Windows:**



The majority of the glazing is clear leaded though it does appear obscure because of the dirt on the polycarbonate. The north side of the nave has the pictorial glass as does the west end of the nave. The chancel east has triple stained glass and all of this looks in good condition.

There is some rust on the saddle bars but that is to be expected considering their age and there is some slight slumping of the glass on the north aisle

The south pictorial glass, apart from the easternmost was moved to the north in c1990s to have clear glass at the south for daylighting.

A Feasibility Study was commissioned to establish relocation options on the glass by the servery and carried out by Josie Keim in Sept 2014. It also contains an overview of the church glass. In the end it was decided to keep the n aisle glass in position to avoid reducing daylight.

West window by Harry Harvey of York

East window by D. Cottier c.1875

Further windows by Cook of the 1870's

Recommendation: none

- **Fittings:**

Chancel – North and south dado panelling in oak. Designed by Sir Robert Lorimer.

Choir stalls – In oak with twin readers desks.

Organ – Is in oak framing, unpainted pipes.

Nave – Oak octagonal pulpit on a stone plinth.

Lectern – Brass eagle lectern

Upright piano.

Pews – In pitch pine and loose table and chairs at the west end.

Font- Square bowl with facet corners on four short columns in Frosterley marble. Given 1900 and with the symbols of the four evangelists.

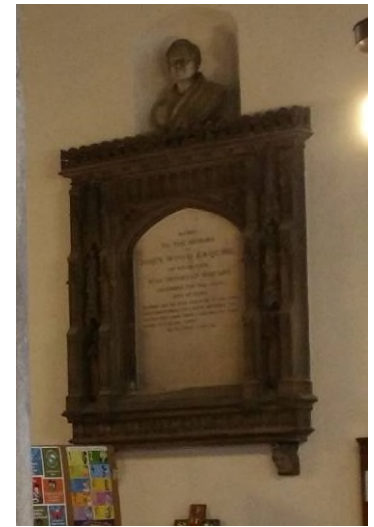
Recommendation: none

- **Memorials:**

South Aisle – Hewburn tablet, bit of damp showing at the corbel. And this corresponds to open joints in the outside walling.

Large memorial tablet to John Wood with a bust above, one of the corbels has lost the side of its face otherwise looks ok but is dirty.





West end –



This is the former reredos and part of the Lorimer furnishings moved to the west end in c1950s. It features a painting of the Epiphany by John Duncan RA, recently cleaned. It is a magnificent piece.

D North Aisle – Marble tablet to Alice Frederica Dale.

Memorial to Jane Webb-Hinton, this is showing some quite strong damp to it and there is active salting to it no doubt due to open joints outside. This one is next to the north secondary escape door.

Tablet to Maddison Plews.

Two memorials to the Bradford Brothers: George; James and Roland. The upper larger brass is to all three and the lower is an additional tribute to George.

The upper oak frame is opening up a little.

Recommendation: attend to the masonry repairs externally, let the memorials dry out, brush off salts and then assess for cleaning.



Chancel- Brasses to former incumbents, war memorial



B **Boiler Room:** Subterranean boiler room underneath the chancel, access not available. It is not used by the church, and it is a forgotten space. The retaining wall is doing its job but bowing slightly but not a big issue. The church needs to open this space up to understand what is inside it and what to do with it. If damp, it may be contributing to interior deterioration of decoration.

Recommendation: inspect boiler room



8.0 PRIORITIES

The following order of priority sets out the relative urgency of foreseeable repairs over the next 5 years. It is not a definitive programme of work and subject to funding, items further down the list could be brought forward if desired. They are priced individually but savings can be made by grouping the works and taking advantage of scaffold for other works. Scaffold costs are not included in the following costs.

- A- Work requiring urgent attention,
- B- Within 1 year
- C- Within 2 years
- D- Within 5 Years
- E- A possible improvement or item to note
- M- Routine Maintenance or monitor/watching brief

Priority	Location and Scope	£
A - URGENT - none		
B- WITHIN 1 YEAR		
B	Lightning conductor: Architect suggests reconfiguring the test sequence to every five years.	-
B	Electricity: carry out recommendations of electrical test.	-
B	Lighting: System requires test at the same time as electrical system.	-
B	PAT: Carry out annual test.	-
B	Asbestos: The PCC to create an Asbestos Register outlining the presence of asbestos within the building. Monitor asbestos location annually.	-
B	Nave Roof general: ensure twice yearly clean-up of parapet gutters. The frequency of the inspection of this and the rainwater goods should be increased.	250
B	Rainwater Goods: revisit north drainage report and decide best course of action for repairs.	2,000

Overhaul the gullies so that they receive their rainwater fully and remake surrounds and fit grids as required.

Redecorate metalwork. Repair gutter leak to s transept e side. Check the system in a downpour.

B **Choir Vestry:** repair glass 500

B **Boiler Room:** inspect boiler room -

C- WITHIN 2 YEARS

C **Organ:** Carry out bi-annual tuning. -

C **Churchyard:** PCC to contact DBC and seek further landscaping works. -

C **Trees:** PCC to contact DBC and seek further tree works. -

C **Tower Roof:** repoint buttress 350

C **Tower Spirelet:** update door, improve draught proofing. 250

C **Bell frame:** grab rail to stair, door redecoration and easing, remove lumber. 200

C **Stonework:** carry out a methodical assessment of the stonework repair needs, assess priority and feasibility. Assessment £750

The major cost comes in scaffold and so there has to be a comprehensive assessment all round to see what can be done with scaffold, and without it.

There seems to be two principal areas that show damp internally: the west gable cheeks and the north aisle towards the east. And there's something up with the north entrance porch roof.

Budget for masonry repairs over the next ten years say, 10,000 exc scaffold.

Say 10k for scaffold.

C **Servery and Store:** door repairs, fix loose flooring, decorate rad covers 250

C **Vicar's Vestry:** update the window protection and ventilation, ease door, provide desk 750

D- WITHIN 5 YEARS

D **Clock:** Carry out repair. -

D **Tower Stairs:** sweep down and inspect windows, clear out lumber. -

D **Belfry Stage:** check rainwater pipe connection. Clean up louvre mesh and sound deadening, oil hinges. 200

D **North Transept:** update door 250

D **Externals** -

- North side:** redecorate gates, repair guarding, remake entrance steps, repoint open joints
- D East side:** remove tree cover, ivy and invasive plants, trim back. Repair coping and wall joints, tidy up redundant memorials and remove scrap timber and detritus. -
- D South side:** reduce tree cover and repoint crack, remove graffiti -
- D West side:** repoint open joints, repair, redecorate and reset the gate -
- D Nave and Aisles:** update the aisle porches, consider the fire escape plan and if alternative ironmongery is required, investigate floor at Lady Chapel, repair dado 1,000
- D Organ Transept:** inspect interior -
- D Memorials:** attend to the masonry repairs externally, let the memorials dry out, brush off salts and then assess for cleaning. -

E- IMPROVEMENT/NOTE

- E Surface water drainage:** Conclude insurance review. -
- E Bells:** Carry out an inspection. -
- E Ringing Room:** sweep up, look at making the ventilation work - if the ringers need it. -
- E Outer and Inner Lobby::** latch the cpds, change the coir mat to a lower profile entrance matting, consider draught proofing doors 75

M- MAINTENANCE/MONITOR

- M Tower:** 500
 - South: Complete lime repointing (costs inc above)
 - West: Is the ringing room ventilator operable? Make closer inspection from inside by looking through the glass or the open ventilator at the pointing
 - North: Investigate masonry above the door roof- is there a way in for water?



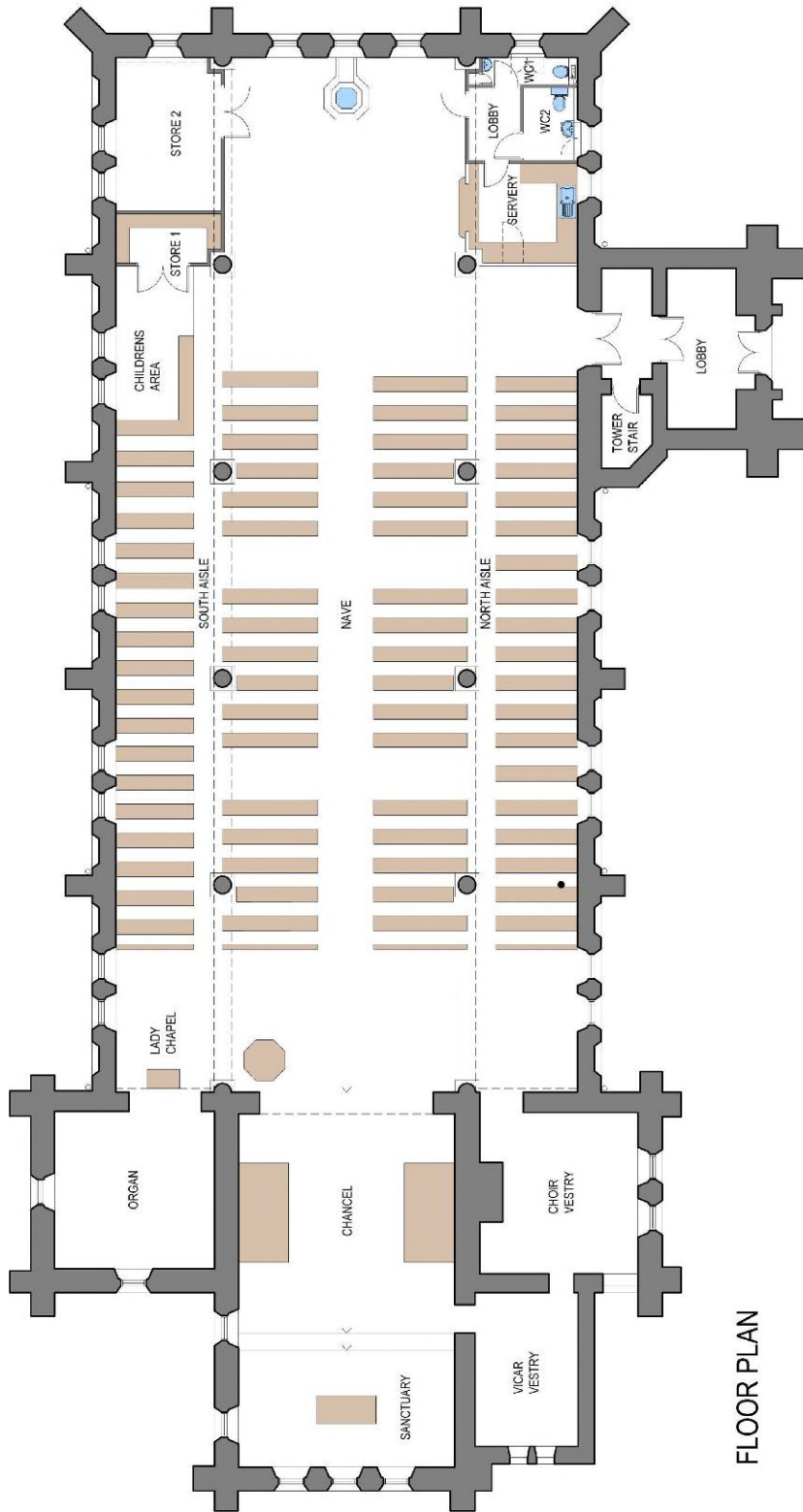
APPENDICES

Church Plan

Explanatory Notes

Guide to Routine Maintenance & Inspection of Church Property

CHURCH PLAN



FLOOR PLAN

EXPLANATORY NOTES

- A Any electrical installation should be tested at least every quinquennium by a registered NICEIC electrician, and a resistance and earth continuity test should be obtained on all circuits. The engineer's test report should be kept with the church log book. This present report is based upon a visual inspection of the main switchboard and of certain sections of the wiring selected at random, without the use of instruments.
- B Any lightning conductor should be tested every quinquennium in accordance with the current British Standard by a competent engineer, and the record of the test results and conditions should be kept with the church log book.
- C A proper examination and test should be made of the heating apparatus by a qualified engineer, each summer before the heating season begins.
- D A minimum of 2 water type fire extinguishers (sited adjacent to each exit) should be provided plus additional special extinguishers for the organ and boiler house, as detailed below.

Large churches will require more extinguishers. As a general rule of thumb, one water extinguisher should be provided for every 250 square metres of floor area.

Summary:

Location	Type of Extinguisher
General area	Water
Organ	CO ²
Boiler House	
Solid fuel boiler	Water
Gas fired boiler	Dry powder
Oil fired boiler	Foam (or dry powder if electricity supply to boiler room cannot easily be isolated)

All extinguishers should be inspected annually by a competent engineer to ensure they are in good working order.

Further advice can be obtained from the fire prevention officer of the local fire brigade and from your insurers.

- E This is a summary report only, as it is required by the Inspection of Churches Measure; it is not a specification for the execution of the work and must not be used as such.

The professional advisor is willing to advise the PCC on implementing the recommendations and will if so requested prepare a specification, seek tenders and oversee the repairs.

- F Although the measure requires the church to be inspected every 5 years, it should be realized that serious trouble may develop in between these surveys if minor defects are left unattended. Churchwardens are required by the Care of Churches and Ecclesiastical Jurisdiction Measure 1991 to make an annual inspection of the fabric and furnishings of the church, and to prepare a report for consideration by the meeting of the PCC before the Annual Parochial Church Meeting. This then must be presented with any amendments made by the PCC, to the Annual Parochial Church Meeting. **The PCC are strongly advised to enter into contract with a local builder for the cleaning out of gutters and downpipes twice a year.**

Further guidance on the inspection and the statutory responsibilities are contained in *How to Look After Your Church. The Churchwarden's Year* gives general guidance on routine inspections and housekeeping, and general guidance on cleaning is given in *Handle with Prayer*, both published for the CCC by Church House Publishing.

- G The PCC are reminded that insurance cover should be index-linked, so that adequate cover is maintained against inflation of building costs. Contact should be made with the insurance company to ensure that insurance cover is adequate.
- H The repairs recommended in the report will (with the exception of some minor maintenance items) are subject to the faculty jurisdiction.
- I Woodwork or other parts of the building that are covered, unexposed or inaccessible have not been inspected. The adviser cannot therefore report that any such part of the building is free from defect.

This appendix is based on *A Guide for the Quinquennial Inspection of Churches, Diocese of Birmingham 1993*.



A GUIDE TO ROUTINE MAINTENANCE AND INSPECTION OF CHURCH PROPERTY

It is good practice for the PCC to appoint a fabric officer to take care of the routine maintenance of the church. This officer must report to the PCC and remain subject to its control and direction. The Care of Churches and Ecclesiastical Jurisdiction Measure 1991 requires the churchwardens to inspect the fabric of the church at least once a year, to produce a report on the fabric of the church and the articles belonging to it to the PCC, and to make that report to the annual parochial church meeting on behalf of the PCC. The following list gives an indication of the time of year when certain jobs should be done. It is not exhaustive.

Spring, early summer	<p>Whenever necessary inspect gutters and roofs from ground level and inside especially when it is raining.</p> <p>Clear snow from vulnerable areas.</p> <p>Clear concealed valley gutters.</p> <p>Make full inspection of the church for annual meeting.</p> <p>Check church inventory and update log book.</p> <p>Check bird-proofing to meshed openings.</p> <p>Sweep out any high level spaces. Check for bats and report any finds to English Nature.</p> <p>Cut any ivy starting to grow up walls and poison.</p> <p>Spray around the base of the walls to discourage weed growth.</p> <p>Check heating apparatus and clean flues.</p>
Summer	<p>Arrange for routine service of heating equipment.</p> <p>Check interior between second week of April and second week of June for active beetle infestation and report findings to the professional adviser.</p> <p>Check all ventilators in the floor and elsewhere and clean out as necessary.</p> <p>Spring clean the church.</p> <p>Cut any church grass.</p> <p>Cut ivy growth and spray (again).</p> <p>Recheck heating installation before autumn and test run.</p> <p>Arrange for any external painting required.</p>

Autumn	<p>Check gutters, downpipes, gullies, roofs etc. after leaf fall.</p> <p>Rod out any drain runs to ensure water clears easily, especially under pavements.</p> <p>Inspect roofs with binoculars from ground level, counting number of slipped slates, etc. for repair.</p> <p>Clean rubbish from ventilation holes inside and out.</p> <p>Check heating installation, lagging to hot water pipes etc. and repair as necessary.</p>
Winter	<p>Check roof spaces and under floors for vermin and poison.</p> <p>Check under valley gutters after cold spells for signs of leaking roofs.</p> <p>Bleed radiators and undertake routine maintenance to heating systems.</p> <p>Check temperatures in different areas of the building to ensure even temperature throughout and note any discrepancies.</p>
Annually	<p>Arrange for servicing of fire extinguishers.</p> <p>Inspect abutting buildings to ensure there is no build-up of leaves or other debris against the walls.</p> <p>Check the condition of outside walls, windows, sash cords, steps and any other areas likely to be a hazard to people entering the building.</p> <p>Check the extent of any insurance cover and update as necessary.</p>
Every 5 years	<p>Arrange for testing of the electrical systems.</p> <p>Arrange for the testing of any lightning protection.</p>

It is vital, especially with older people, to keep them warm and well ventilated at all times. The fabric officer should ensure that such ventilation is taking place, especially after services.