



**QUINQUENNIAL INSPECTION REPORT
OF
HART, ST. MARY MAGDELENE**

**DIOCESE OF DURHAM
ARCHDEACONRY OF DURHAM
DEANERY OF HARTLEPOOL**

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

QUINQUENNIAL INSPECTION AND REPORT

June 2021

David Beaumont BA (Hons) Grad Dip, RIBA, AABC

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REPORT ON THE INSPECTION

1.0 INTRODUCTION



Beaumont Brown Architects LLP, The Old Brewery, Castle Eden, County Durham TS27 4SU
T. 01642 700803 E. enq@beaumontbrownarchitects.co.uk www.beaumontbrownarchitects.co.uk @dsbbba
Company Registration No. OC366225 | VAT No. 116 3832 28



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: 1st July 2020. Dry and overcast.

Date of report: June 2021

Report prepared by: *David S Beaumont* RIBA AABC

2.0 LOCATION AND SITE

Address: St Mary Magdalene, Magdalene Drive, Hart Village, Hartlepool. TS27 3AP

Location: Adjacent to the Primary School which is to the west. Under its car park W of the church, excavations in the 1960's and 70's revealed a medieval manorial complex and to the car parks south is the Brus Wall, the remains of a two medieval storey dwelling that might be associated with the complex.



To the north and east is agricultural land, containing medieval fish ponds (serving the Manor or perhaps the monastery on the Headland as well?) at the north and housing to the south.

National Grid Reference: NZ 47048 35107



2006 Image by John Lund

3.0 CHURCH AND LISTING DESCRIPTION

Description:

This is the description from the former inspector, Christopher Downs and updated by the author;

A fine Medieval Parish church embodying and containing architectural fabric and sculptural fragments from various periods ranging from the 8th Century onwards. It now comprises the usual elements of nave flanked by aisles, chancel, W tower and S porch. A relatively modern boiler house is sited in the corner between the N aisle and the tower, there has been an addition in 2019 of a disabled w.c. and servery in the N aisle.

Experts disagree over whether the nave pre or post dates the Norman Conquest. Either way it seems to have been aisle less originally. The early arch imbedded in the walling above the present chancel arch, together with the triangular headed doorway above that, confirms that it had a chancel with an upper chamber. The square W tower is of Norman construction in its lower stage, with lancets in its upper part dating from around 1200. The S aisle dates from the 13th century with later alterations – its arcade perhaps as late at 1600, and this same date is given to the porch. The N aisle and its arcade are from the 15th century along with the present chancel arch. The chancel is a rebuild of 1806, restored in 1898. Some late gothic perpendicular style windows survive (in renewed stonework), but most are 17th or 18th century replacement with round heads and late 19th century mullions rising to meet these awkwardly without tracery.

Walls are of the local magnesian limestone with some sandstone elements; roofs are timber construction with stainless steel coverings to the tower, nave and aisles, green Westmoreland Lake District slates to the chancel and the porch.

Extract from Peter Ryder, Historic Churches of County Durham

Site: On rising ground on N north side of village, E of site of the medieval Brus manor house (one ruined wall survives). SE of village is 'Old Kirk' field where a C9 cross head was found in 1967 — possible earlier church site.

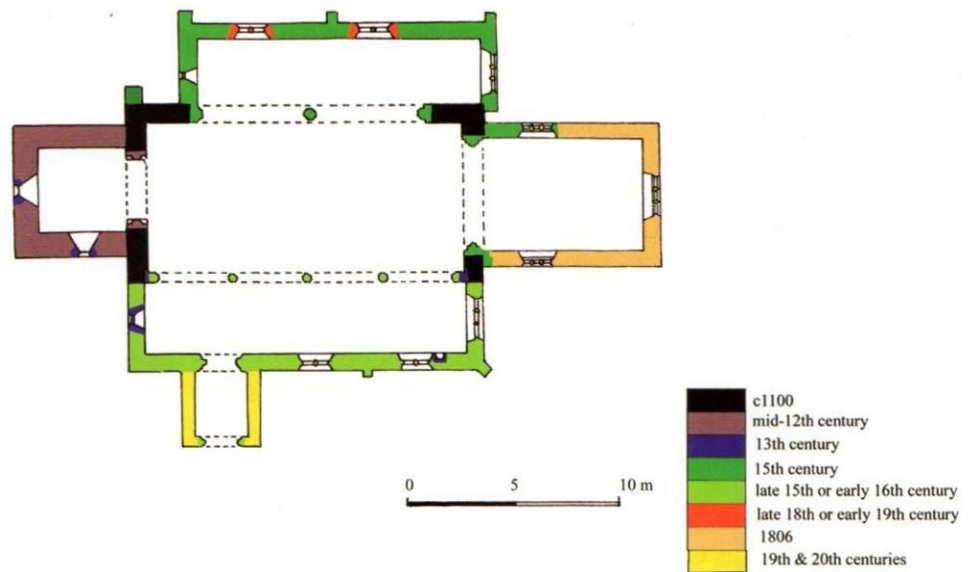
History: Important early estate centre, began to break up in C9. 1106? manor of Hart and Harterness granted to de Brus family who re-ordered village and may have built church. 1119 Church and its tithes included in the foundation grant of Guisborough Priory.

Form: Nave with a 2-bay N aisle and 4-bay S aisle with S porch, and a short chancel.

Development: Nave usually seen as Saxon but doubtful; N and E walls too thick, quoins not distinctive. Early chancel arch cut by present one and triangular-headed opening above (cf Jarrow, Durham Cathedral E range) may be c1100. Lower part tower (arch) mid C12, upper parts C13, perhaps originally with timber belfry. N aisle (arcade) and rebuilding of chancel (present arch) C15, S aisle (arcade, windows, S door and porch) perhaps early C16, with re-use of C13 W lancet and piscina. Spire removed 1727 (tower parapet may be of this date). 1806 chancel rebuilt. 1884-5, 1889-1890 works, new window tracery, floors lowered. Further restoration works 1898 and in C20 (S porch rebuilt).

Lapidary Material: Important collection of Saxon stones (most found in 1886 works)

ST MARY MAGDALENE, HART Provisional Phased Plan



Listing Description:

HART BUTTS LANE

NZ 43 NE

(off east side)

1/34 **Church** of St. Mary

Magdalene

16.11.67

Grade I

Church having Anglo Saxon nave, C12 north arcade, chancel arch and tower; C13 south aisle, C15 north aisle and piers and responds of north arcade and chancel arch; south arcade and porch of c.1600; chancel of 1806. Restored in late C19, 1927/34 and 1977/80; roofs renewed c.1930. Squared random limestone rubble, coursed to chancel, south aisle and tower; squared quoins. Late C20 stainless steel nave roof; Lakeland slate to chancel and porch roofs. Nave with aisles, south porch, chancel and west tower.

Tower of 3 stages with chamfered step-backs has c.1800 straight parapet stepped out at eaves and ogee angle finials. Louvred rectangular belfry openings to west and south faces; other tower openings are lancets.

C13 and C15 windows in east and west walls of nave; other windows altered 1806 and in late C19. Round-headed south doorway of 2 moulded orders. Coved cornice below straight aisle parapets; angle and diagonal buttresses.

Gabled porch has segmental-arched doorway with double hollow chamfer. Carving of St. George and Dragon of c.1500 to south face of chancel.

Off-centre semi-circular tower arch has roll mouldings, impost bands and nook shafts. 2-bay north arcade has semi-circular triple-chamfered arches; 4-bay, slightly pointed double-chamfered south arcade. Both arcades have octagonal piers and responds with moulded caps and bases. North face of north arcade has remains of Anglo-Saxon window in spandrel, and mask rafter corbels. Semi-circular chancel arch of 3 chamfered orders on ½-octagonal responds. Remains of Anglo-Saxon arch in wall above, and contemporary opening higher above.

Window in north aisle has stained glass of c.1898 by K. Ayll & Co., (Leeds). Square C12 font with angle shafts and plain sides. Octagonal C14 font has figures and emblems of saints, the Crucifixion and Resurrection, in panels around the bowl, and figures of saints in ogee niches in the stem; putti heads at angles of plinth. Pre-Reformation altar mensa. Monument of c.1783 on south wall of chancel, possibly of Coade stone, painted: aedicule with reeded pilasters, broken pediment and flaming urns as acroteria.

Saxon sundial, fragments of grave slabs and other carved stones in north-west corner of nave, below pulpit, and built into west wall. C13 piscina in south aisle. 6 carved masks built into porch walls.

V.C.H., Durham, Vol. 3, 1928, pp. 259-62.

Listing NGR: NZ4704735107

HART BUTTS LANE

NZ 43 NE

(off east side)

1/35

Boundary wall to west of 16.11.67 Church of St. Mary Magdalene (formerly listed as Churchyard West Wall)

Grade II*

Boundary wall, medieval on Saxon foundation. Random and coursed limestone rubble; approximately 3m. high, it marks the west boundary of the churchyard of St. Mary Magdalene's Church, whilst the west extension of the wall marks the north boundary of Manor Croft.

Scheduled Ancient Monument No. 17. (D. Austin, "Archaeologia Aeliana," 5 (IV)).

Listing NGR: NZ4702835087

4.0 PREVIOUS INSPECTIONS

This is the author's first inspection. But has access to the 2013 QI produced by Christopher Downs, the former inspector.

5.0 SCOPE OF REPORT

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

6.0 REPORT SUMMARY

Structure:

The first thing that strikes you within the church is how the arcades are leaning outwards and its often inevitable that new aisles will pull the nave wall heads apart and then have the roof members or trusses to hold the wall heads together. These arcades are leaning outwards and have done so for many centuries. There is evidence of a slight pull out of members at the ridges of the middle of both arcades. There has been extensive remedial work carried out in the 1970's to the wall heads. A concrete ring beam was inserted at wall head to link to the trusses to stop wallplate spread.

The S porch has tie rods to keep it connected to the S aisle. But the usual effect of differential ground movement of a newer lighter structure causes it to pull away. The aisles and the porch are all connected to each other and there appears to be no increased movement. The roof timbers look Victorian- probably from the late C19 repairs and rebuilds.

There is cracking to the N aisle E end and more noticeable internally than externally and the previous QI refers to these cracks, they do not look to have increased since then.

Because the church is cement pointed inside and out any movement shows up more dramatically in the brittle cement and so frankly the best thing to do would be to remove all of the cement pointing but recognising that this is of considerable cost and that damage may occur to the stone.

There has been some cracking to the S porch archway and this was repaired recently and it all now looks tidy.

There is a broken glass tell-tale in the chancel on the N side that is ineffective.

In the last QI the following areas were identified for the record:

The W tower, which shows old cracking internally at its N E corner and externally at the N end of its W wall – this appears to remain dormant and no cause for concern:

The E end of the N wall of the N aisle, where the old cracking remains as seen in 2003:

The chancel arch, where again a crack through the apex has not increased,

The E end of the N wall of the chancel. This has a number of cracks over which glass tell-tales have been fixed internally and externally at some time in the past.

All the above suggests that any movement is gradual and warrants nothing more than review in future inspections.

The previous QI reported that the walls of the building are suffering from rising damp particularly in the tower. It still does. Why there is salting to the tower mostly at the arch about eight to ten feet high from the church floor level is puzzling. It may be linked to the floor and high ground outside.

The tower floor is concrete and the concern is that this is forcing damp to the external. It is more probably that it is desirable to relay this floor in combination with lowering the high ground level from the w side of the tower. A dedicated piece of work might be required to assess the appropriateness of this approach.

Roofs:



The roof covers both nave and aisles in one pitch. Recovered in stainless steel in the past, date unknown. Whilst there is a little bit of damage to the N E corner and the N aisle from previous intruders, all appears ok, though there is possible leakage to the box gutter on the S aisle in the middle.

The chancel has Westmoreland slating in variable width and diminishing courses recovered in 2007, it has a breathable underlay felt and this is at a relatively low pitch. The porch is also covered in Westmoreland and there is a few chips and cracks that might be attended to in the future. The boiler house has mineral felt and this looks ok.

The tower roof is in stainless steel like the nave and probably done at the same time and is generally ok. Some solder fixings showing rust, There is some metal edges that could catch the fingers around the roof hatch. The hatch is in copper. Needs grab rails.

Rainwater Goods:

The tower has lead lined spitters and there are plans in place to modify these to improve the discharge from them by lengthening the S and by adding a downpipe to the N. The chancel cast-iron guttering was overhauled in 2007 and seems ok. The aisle drainage is served by hopper outlets and these appear ok, though the S aisle midway along there is some damage to the ceiling boarding and so there is a question as to whether the catch pit which leads into the hopper is functioning correctly and this should be investigated.

The roofs were generally clean though there is a slight build-up of tree leaves and twigs at the high points of the gutters. The tower roof is being brushed by the overhanging adjacent tree which needs clearing back.

The church does not have a drainage system but it did have a field drain put around the W end of the base of the tower to pick up a sink pipe in the tower. This drainage came around the N side to about the middle of it and went across N to the adjoining farm drainage, its purpose fundamentally was to pick up a drainage for the sink and the nature of the pipework- such as are they perforated French drains is unknown. The previous QI suggests that as there are manholes within the churchyard that there is a properly installed drainage system. That is likely for the N side where the church have provided a plan which is enclosed at the back of the report but there appears nothing on the S side.

Walls:

All of the walls are constructed in magnesian limestone with the occasional sandstone added in as coursed rubble walling of various standards and dates combined with ashlar dressings. The walls are cement pointed though the cement element of the pointing is not eroding the stonework as is normally the case. There is some erosion to the stones at the chancel on the E and S side where a few stones will need replacement but not for the next five years.

Internally the walls have been completely cement pointed in strap pointing - where the joint is proud of the surrounding stonework, this is regrettable. It should really all be removed and replaced with lime, it is quite understandable that this is of such an expense that this is not viable.

There is a tideline of damp which doesn't seem to make sense, it is about eight feet up but varies from six to ten in places, higher than you would normally expect it. Is it because the walls are completely saturated and they cannot breath because of the cement pointing? This is a plausible statement I think. So is there a long term problem here? There is already significant salting to the tower's Norman arch features and further degradation will lose the definition of the capitals and shafts. Taken on its own, the tower might be remedied by the removal of the high ground to its W side. Whilst this appears to be the natural lie of the land it is odd to find the ground heaped up around the W walls, it would be unlikely that a tower would be constructed in this way, it might be worth a modest preliminary investigation. A further aspect of the tower is the concrete floor and so the floor itself isn't allowing the tower to breath naturally, so the cement floor maybe inducing water into the walls.

The floor levels are such that you step down into the church and so whilst one would think that the floor levels have been reduced the arcade column bases have to be at their original level so the floor level must be as it was in the C15 and this is its natural floor level. The porch is C19th

so it's clear that the external ground levels have risen. Perhaps this is the fundamental cause of the damp inside.

The N side arcade column and imposts particularly, were until recent biocide cleaning, very green and this also suggests a lack of ventilation in the space, this is discussed later on.

There are 'modern' aluminium grilles inserted in the walls at low level, these must be for ventilation however they do not show on the inside of the walls because the bottom of the walls and covered with dado boarding, is it such that these are active and are providing ventilation behind the boarding which then in turn comes into the room? It doesn't seem likely as there doesn't feel to be a reasonable amount of air ventilation in the room and so a further investigation could be carried out.

The only slight aesthetic disappointment on the outside is the brick boiler chimney but other than rendering it, which gives you a longer term maintenance issue, there is little to be done.

Inside:

The church is very well presented and provides a very warm welcome. Lighting has been improved since the last QI, a scheme of clearing of algae has been carried out, also the addition of a new disabled w.c. and servery. N aisle has had pews removed and now has loose chairs. The vestry has been relocated from the E end of the N aisle to the base of the tower.

All of the windows and doors are in good condition particularly the pictorial glazing.

The wardens and the PCC are to be congratulated in their timely attention to repairs and upkeep. The church is very well presented and with its new facilities it provides a very good welcome.

The PCC hope to next move on to making a better display of their medieval stone collection. It is a significant cultural asset and making it more accessible with interpretation could help develop a better understanding of the importance of St Mary Magdalene and its archaeological setting within the community.



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 up to date and recorded the work done, including routine testing.

- **Water:** There is an underground service from the adjoining parish carpark to the middle of the N aisle where it then distributes back to the N and W of the church to serve the new servery and w.c. boiler room and the tower sink.

Recommendation: None.

- **Foul drainage:** This is to a biodigester just outside the N boundary in the adjoining field to serve the servery and w.c.

Recommendation: None.

- D** **Surface water drainage:** The drainage records suggest it is piped into the ground and away to the fields on the N side but there is no drainage system to the S and this no doubt goes to individual soakaways.

A field drain was installed by Frank Brown, local farmer, to the N circa 1970's, its fundamental purpose was to pick up the waste from the tower sink but in doing so it went clockwise around from the S porch to the middle of the N and then went across the fields to the fishponds, perhaps at the same time four inch drains

were installed to pick up the drainage off the N aisle and the N side of the chancel where there are two manholes in the ground.

Recommendation: Establish the nature of the S drainage.

- B** **Lightning conductor:** There is an installation in place featuring four spikes to the tower corners of which only one remains, the rest are lost and the strap is also broken in one position, it was tested in January 2020 and the certificate is awaited, it seems likely that there are repairs required.

Recommendation: Carry out the recommendations of the test report.

- B** **Electricity:** There is an overhead supply to the tower on the S side and there is a distribution board at the bottom of the tower feeding a sub distribution board in the w.c.

The power was rewired in 2014 along with the lighting.

The test was carried out in January 2020.

Recommendation: Carry out the recommendations of the test report.

- E** **Lighting:** New ring fittings suspended within the nave and aisles were installed in 2014 and made up of emergency lights and LED down lighting.

The ring down light fittings look to have some of the bulbs missing- are these emergency lights? The lighting level is good for the reading in the pews. The chancel has feature lighting and that makes the nave seem less well lit. There is a wish to have a bit more lighting down at the E end and perhaps an improvement to the aisle lighting at the servery and wc.

Recommendation: Consider lighting enhancement

- **Sound system:** Installed by a Gateshead firm circa 2000 and comprising: lapel mic, lectern mic, pulpit and handheld mic with speakers. The church has a sound loop system.

Recommendation: None.

- B** **PAT:** Last tested over a year ago.

Recommendation: Test is due.

D Heating:

The system, which was overhauled in 2002 comprises an oil fired boiler in its own outside, partially submerged boiler room at the NW corner which feeds fanned convection heaters via large bore pipework, there is one exception at the new servery which is a panel radiator.



The system is reported to be ok and is producing adequate heat though there is some noise from the chancel radiator fan.

The system was inspected in February 2019 and they are due back for an annual inspection.

Recommendation: Carry out annual inspection and put certificate in file. Consider replacing chancel heater.

- **Bells:** Three bells in the tower. Cast by R Watson of Newcastle in 1822.

A major overhaul was carried out in c.1980. New foundation steel beams and rehung by the Whitechapel Bell Foundry.

New bell ropes in January 2020 by Howard Smith, DAC Bells Advisor who also looked over the installation.

Recommendation: None.

- **Organ:** Pipe organ, built by Postill of York in February 1872, rebuilt by Postill in 1885. In July 1898 Nelson of Durham rebuilt it. In May 1927 F.O. Ward of Middlesbrough cleaned and repaired the organ.



The organ was moved from the E end of the nave, cleaned and rebuilt in its present position in 1968 by Mr W.M. Clapton of Dunston on Tyne, this was done at a cost of £750 and £500 was given towards this cost in memory of Mrs Jenny Alton by her husband Mr T Alton of Holm lea in Elwick.

Last looked over by John Lightbown in 2020 who carried out tuning and a check over.

New keyboard in 2011. Regularly played and in good order.

Recommendation: None.

- **Rainwater goods:** the church does have a routine inspection in place for gutters and they are inspected twice a year in November and March. It is recommended that they also check the rainwater pipes.

Recommendation: None.

7.2 GENERAL

E Churchyard: Is open and responsibility for maintenance lies with the PCC who operate an informal wildlife management scheme. There are two public footpaths that run through the yard.

There are repairs needed to the boundary walls

Recommendation: establish ownership and thus repair obligations of boundary walls.

C Trees:



The trees were last inspected in 2013/14. In 2018 work was done to tidy up following a visual inspection. The ash by the bottom of the entrance path to the S W of the site is rather full and is being kept under review. The W tree by the tower is now scraping the parapet and needs cutting back.

Recommendation: cut back W tree

- **Access for the Disabled:** The PCC has a resolution in place which addresses the requirements of the Discrimination Against Disabled Act.

Recommendation: None.

- **Wheelchair access:** There is a ramp down from the car park to the porch. The porch is higher than the internal floor level and there is a new combination step and manual ramp installed within the last six years or so. From there is it level to the chancel and the w.c. Most chair users will be at the back or within the aisle there is no layby within the pews. Buggies tend to park up in the S aisle or within the pews.

Recommendation: None.

- **Fire matters:** The PCC should carry out or arrange 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). All tested annually in September.
Recommendation: None.

- **H & S policy:** For the church was produced in 2015 and is regularly updated.
Recommendation: None.

- **Insurance:** The church is insured by Ecclesiastical.
Recommendation: None.

- **Asbestos:** In 2019 a full inspection was carried out and asbestos in the boiler house was noted and removed. The church has an Asbestos register. **Recommendation:** None.

- **Bats:** None reported. Several surveys have been carried out in the past and none have been found. **Recommendation:** None.

7.3 WORK SINCE LAST INSPECTION

2010

Chancel N glass window repaired.

2014/15

Chancel - War Memorial window stone mullion repaired.

2017

New oil tank and guarding.

2017/18

N aisle buttress repaired.

2018

Timber floor repairs.

Lighting and power repairs and new external polycarbonate added.

2019

The Brown window was installed with mullion repair and the Proctor window was relocated.

Porch gate was reset, repointed and new stone at hinge.

Algae removed from columns and low walls.

Reorder of the N aisle to remove pews and add a new disabled w.c. and server.

7.4 FABRIC INSPECTION

7.4.1 TOWER

TOWER INSIDE

B Tower Roof:



Terne coated stainless steel showing some slight oxidation but satisfactory, the parapet gutters at the high points have got a collection of tree twigs and leaves. The hatch is copper, it catches the trimmed opening edges and is rather hard to use.

There is a couple of areas where the solder dots covering fixings has come away but no repair needed yet.

The flagpole looks a little worn at the fixing point, not wobbling. The lightning conductor is broken there and also the spikes are missing from the two W most pinnacles.

At the S W corner there is some cable that is loose, I don't know what that is doing there.

The W tree is starting to brush against the parapet top and needs to be cut back. There is only one finial left and that seems to be cracked in the corner.

Recommendation: improve operation of hatch, tidy metal edges on opening, check finial, repair lightning conductor arrangement,

Belfry:



This contains the oak frame with some signs of woodworm which is probably historical now, that is supported off two steel beams that are running E to W, they look secure. The bells themselves look alright.

The tower has a new roof with a principal beam running N and S, it is all in good condition there doesn't seem to be any leaks. The walls are lime washed and appear sound as does the floor. There are two openings with mesh on them and the mesh is a bit rusty and the louvres could probably do with some paint next time there is some scaffolding up.

Recommendation: none

E

Deafening Chamber:



The ceiling is supported by modern steel beams and that looks satisfactory. The walls are pointed some with cement, bit of shailing but looks generally sound, the floor has insulation on top

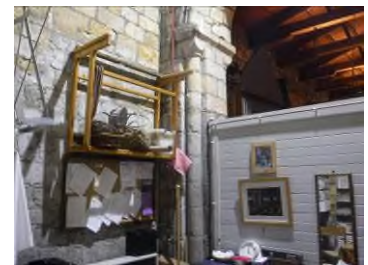
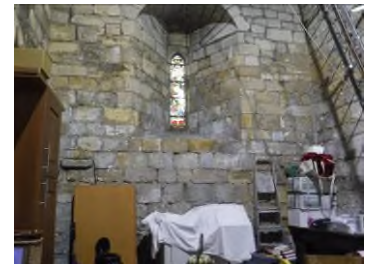
of boarding so it can't be inspected. The roof hatch is a little awkward to pull closed.

Recommendation: improve hatch operation



B

Base of Tower:



Tall space with windows on S and W sides and Norman arch, used as a vestry, office and meeting room. The ceiling is supported off stone corbels and the boarding all looks ok, through it comes three bell ropes.





The walls have been repointed in cement, showing signs of efflorescence confusingly at about three metres high at around about the level of the window cills and parts of the column shafts and the capitals of the Norman arch.

The base of the tower is below raised ground to the W and whilst that might explain some damp on the W side up to a metre above the external ground level, it doesn't explain why on the opposite side of the tower there is so much damp at high level close to the springing arch of the tower and the whole thing remains a puzzle.

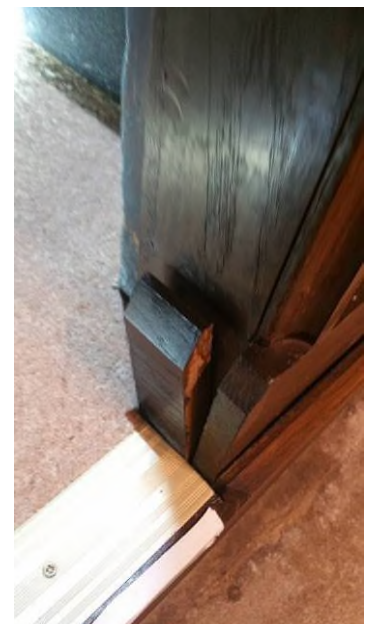
Perhaps it might be part explained by the fact that there is a concrete floor (which has had heave reported in the past) and this probably has capped off the ability of the lower part of the tower to evaporate ground moisture within its walls. So by diverse means it is finding its way out above the ground level and out above areas where the cement pointing is blocking evaporation but this hypothesis is yet to be proved.

The harm that comes of this isn't too problematic on the stone walls but is a significant problem on the Norman column work where the loss of architectural features is occurring. The most effected is the S side at the top of the shafts and the cushion capitals.

The arch is sound, the walls appear to be about a metre thick on the S and W side. They are thinner on the E.

The room has been refurbished to form a vestry and it contains reused former vestry furniture and whilst it is a little hand to mouth it seems ok to serve its needs. Heating is rudimentary-there is a small electric heater, the room contains the photocopier which is much used and there are various loose items that could do with being put into new cupboarding. Within the arch is the now relocated former E end vestry screen and the door doesn't quite latch properly and the skirting is loose.

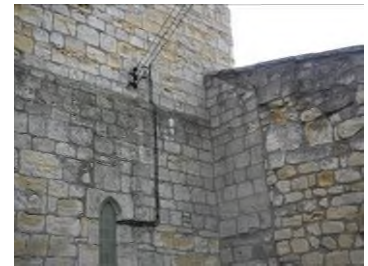
Recommendation: repair door and skirting.



TOWER EXTERIOR

- **East side** – former flagpole holder looks rusty and a bit of shaling on the lancet belfry window.

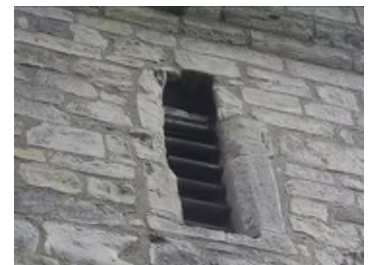
M **South side**



All the walling looks ok, there is some wear just on one stone on the bottom stage on the corner, no apparent movement. The louvre oak frame could do with painting, as could the window frame below it when there is next scaffolding. Beneath that the electrical supply comes in and below that is the ground floor window which has polycarbonate screw fixings that are rusting a bit, there is also a datum point this looks to be where there is an earth cable coming down. The tower is two stages.

Recommendation: decorate louvres and window

C **West side**



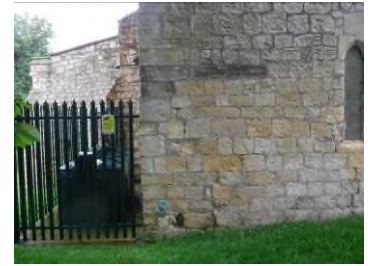
The adjacent Ash tree is brushing against the top of the parapets, the upper stage louvre opening head looks a bit mangled and the wood louvre is undecorated. The upper stage walling looks ok. The lower stage walling has a bit of a crack just below the window through the joints, it has been cement pointed badly and heavily, a different look of pointing on the lower stage of the upper, probably more recent.



One long stone which is honeycombing and below that a smaller which is also dishing out but they are alright. The long stones are ties they wrap round the corner. Below the N one, the wall is cracking a bit, there is a bit of metal below the ordinance survey bronze set out point. Beside the window is a hollowed out reveal stone. Window is over glazed in polycarbonate with rusting screws.



Recommendation: close up hole



B North side



Here the ties also feature at the point between the bottom and the upper stage and also halfway up the upper stage showing that it is built in one sequence? Some erosion at high level below the over sailing corbel course but ok, pointing looks ok and no obvious cracking. The lightning down tape comes down on this side. At high level is a spitter and above that an alarm sounder I suppose that's what the loose cable is, so does that even work anymore? Some open joints right down at the bottom by the oil tank.

Recommendation: check alarm connection

7.4.2 ROOF COVERINGS

B Nave:



Nave is covered completely along with the outer aisles with a single span stainless steel into parapet gutters, the N side steel towards the E end seems to have some pock marks and perhaps a patch but generally ok. On the S side in the middle along the way there is a high point, either side of that is two gulleys, there has been rainwater inside the building showing at this point. There is some build-up of debris in the parapet gutters, unable to check the flashings against the tower.



Recommendation: clean out gutters, check all sumps are free running- particularly S sump.



- **Chancel:**



Chancel Westmoreland slating seems to be ok.

Recommendation: none

- **South Porch:**



Ridge capping in angled clay is ok with diminishing courses in variable widths Westmoreland and a little chipped in places but sound enough. The abutment flashings are in lead replacement. The S side is a little more worn where a couple of areas where slates could be refixed or new ones patched in but they could go 5 years. The cement pointing to the replacement flashings is coming away a little bit in places but it is generally sound, the water table appears ok.

Recommendation: none

7.4.3 RAINWATER GOODS

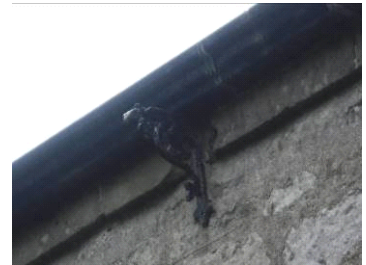
B Rainwater Goods general:

Cast-iron hoppers and large diameter downpipes to aisles. Ogee gutters to chancel and porch. Salt glazed gulleys on the outer aisles.

The gulleys look a little blocked up. Pipes have old anti-climb paint on them.

Recommendation: System needs checking that the downpipes are discharging ok.

Chancel:



The chancel has a more ornamental ogee cast-iron gutter on rather fancy brackets that look a little bit incongruous. On the N side there is grass in the gutter at the E end downpipe looks ok, in fact the downpipes are four inch and quite oversized.

Same detail on the S side looking a little rusty on the bottom of the gutter.

Aisles:

The S aisle gutters are the same as the N they look ok.

North pipe is choked



South Porch:

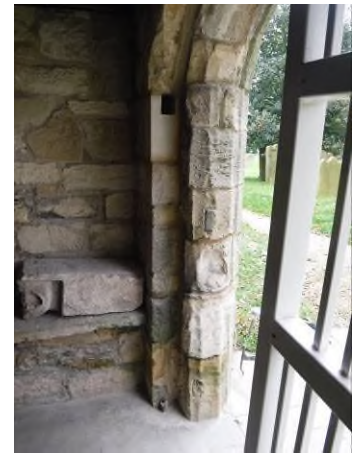
The porch has half round gutters, two smaller diameter downpipes into salt glazed gulleys and they seem ok.

Tower:

The roof is drained by two spitters on the N and S elevations, they are a bit short and could be lengthened and there is a faculty application in for changes to the N one.

7.4.4 WALLS

- **South Porch:**



Some loss of pointing at the lower parts of the walls particularly on the W side, rather made up of scraps of material. It had a recent repair of the jamb stones and a bit of repointing on the arch. There is erosion to some of the lower arch stones but that is ok and part of its character. Internally the boarded roof is ok as is the walling, some slight movement on the arch as you go into the nave but that is to be expected. The whole structure is braced back with tie rods that are evident on the nave but not on the porch. The walls feature corbels from earlier stages and some slight erosion to them. Concrete floor.

Recommendation: none

Chancel:



South – eaves corbel looks ok, as does the walling apart from c. nine stones in a softer sandstone, mixed in amongst the lime stone units. They have eroded particularly around the window and the abutment to the nave.

This wall also features the George and Dragon plaque. Window surround is Romanesque arch with three light window, mullions look ok with slight open joint to one of the tops of the mullions at the arch but otherwise sound.

Recommendation: replace eroded stonework

East



Quite a thin looking water table, just slabs though the kneeler looks integral to the slab, it doesn't look its age. The lower part of the walling is the large format sandstone blocks and there is erosion to those, one in particular another below that. Honeycombing in the middle below the window. The general

walling otherwise is ok and the pointing is holding up as it is everywhere, albeit that it's a little hard. Slight cracking showing on the N kneeler into the walling but I don't think this is anything to speak of.

Three light wire tracery window, cracks to the transoms in the middle no doubt from iron pins and also as they join the tracery on the S side, three locations, clearer polycarbonate and better fixings, the whole surround the lancet head seems ok.

Recommendation: replace eroded stonework

M

North



Some broken out bits of the over sailing corbel course to fix the brackets or perhaps the bracket fixings have broken it. This wall is differently pointed, it is smeared with cement which has been drawn in course lines so difficult to tell what the underlying wall condition is like. There is a crack up at the kneeler there is also another directly below it at the S E corner, it is mostly following the joints I think but it does look worse than it is because of the cement, there is nothing much to do to it.

Three light tracery in Romanesque surround with some ancient wear to the surround but its ok, the mullions are wasting away a bit they are in limestone but there is no cracking at the joints. Polycarbonate is a bit clearer but it is rather dusty and cobwebby behind it.

Recommendation: clean up glazing protection

C Nave:



E end water table is cracked in places and looks to be made up of different sizes, there is also some vegetation growing on the N side above the chancel roof and the apex water table looks a little worn as well otherwise it is fine.

Recommendation: remove vegetation form watertable

C South Aisle:

East side – Water table runs down from the nave and that seems in better condition here, though there is some gaps and you can see water running down them, walling is ok. Has a three light clear opening window in a lancet arch with new polycarbonate with diamond leaded clear glazing with a central pictorial within it, the earlier fixings are broken in the inner order of the arch but the replacements look ok and the pointing has just been tidied up around them and that looks alright.

Recommendation: repoint watertable

C South side



This is a three bay elevation with three downpipes on it, this has a better parapet which all looks in good condition, the walling as well is good, there is some low level wall ventilators, what is their purpose? There doesn't seem to be any evidence of it on the inside.

Diagonal buttress on the E end with slight cracking up at the top because it is wanting to separate but it is ok, the wall has two plain mullion windows, central window mullion has been replaced and has new polycarbonate and the E most has a crack to the centre of it but I think it could survive another five years, there are various rust marks and some slight breaking up of the limestone dressing but ok otherwise.

At the W end the walls start to have open joints just about where the downpipes are as it comes to the ground of the raised ground.

Recommendation: point open joints



C

West side



– Same slightly poor quality of the water table and there is some run off as it joins the better parapet on the long elevation. Walling looks ok, some ivy starting to grow. Single lancet window with nutmeg decoration, much eroded and loss of label stop detail. The polycarbonate within is rather obscure now and the glazing support bar behind is rusting on to it.

Recommendation: remove ivy

North Aisle:

- West side

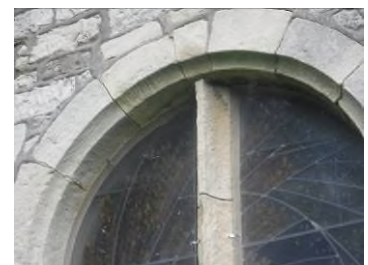
The W wall forms a return with the boiler house, which has a modern brick chimney flue, topped off by a stone top. As the wall returns around to connect to the tower, the walling is of various historic stages, but generally holding together ok, there is some slight redness to the stone perhaps there was a fire here in the past, heavily cement pointed in places above the boiler roof.



The W side is also heavily cemented at higher level and moderately cemented at the lower level. No sign of cracking and the buttress had its middle stage recently repaired, slight touch of movement up at the over sailing string course of the parapet but I think that is negligible.

Recommendation: none

- North side



The parapet has lost its roll top moulding. At the W end, there is a security light here and the curved cornice is ok. The walling below it has had a couple of goes of different cement types, the more bulbous type features towards the middle and E end and is just horrible. The wall bellies out and it is interesting to note that the E most buttress is actually built vertical so it must have been attached to that wall after the wall had moved out, whereas the middle buttress seems to have grown outwards with the wall.

There is a middle panel to the right of that central buttress that is projecting forward of the rest of the wall, was there a window here in the past? This wall also features three air grilles.

There are two twin light windows with central mullion, the E most upper level wasting away a little bit but it is sound and the polycarbonate has been renewed. The W most upper part has

been cement faced but it seems to be sound, this polycarbonate has also been renewed.

Recommendation: none

- **East side**



Water marks to gaps in watertable. Stonework ok. Three light leded light with tracery. Has cement facing breaking down. Broken horizontal hood moulding to the N side.

Recommendation: none

7.4.5 EXTERNALS

E **West Boundary:**

West Side:



Wall head broken up on the garden wall, recently trimmed tree to clear away. A lot of overhead wires here coming through, in fact there is quite a low one here to the adjoining house, it might be redundant but I wonder if someone might make mischief with

that. Cement render is coming off the high wall. Is this part of the Listed wall and Scheduled Monument?

Recommendation: consider repair requirements of the garden and high walls.

M East Side-



Listed and Scheduled Monument stone wall which has been badly repaired in cement in the recent past by the LA. There are some holes in it that can survive another 5 years. Vegetation growing on the top

Recommendation: keep vegetation in check

M North Boundary:



This retains the churchyard, at the W end it is leaning out a lot but is stable. It doesn't look to have moved in the ten years we have known the building. Just here is the concrete base and the sea container which is used for pew storage garden items. It is shielded by some conifer trees that need to be kept in check. The



N boundary extends down to the E extension which is unused presently and that is surrounded by field hedges.

Recommendation: keep container conifers in check

- **East Boundary:**

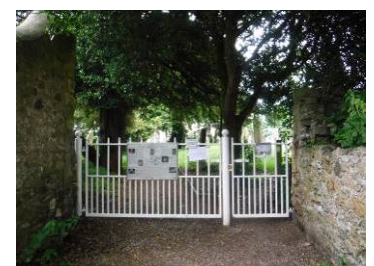


There is an area for ashes with a formal planting area which is beginning to look a bit full now.

The next parcel of land is the S E corner of the site, this is surrounded by privet hedging and all of that looks ok, there are some mature trees in the background and a large range of conifers coming up that look to be outside the boundary, I wonder what impact they might have in twenty years' time so they need to be kept in check.. The graveyard here is really quite nice, it is laid over as a meadow really, and it is quite charming.

Recommendation: none

D South Boundary:



This is on to houses with good privet hedging at the E end and there is a stone wall to the more W end, ivy covered in places, there is a few self-seeding sycamores and ashes on this boundary

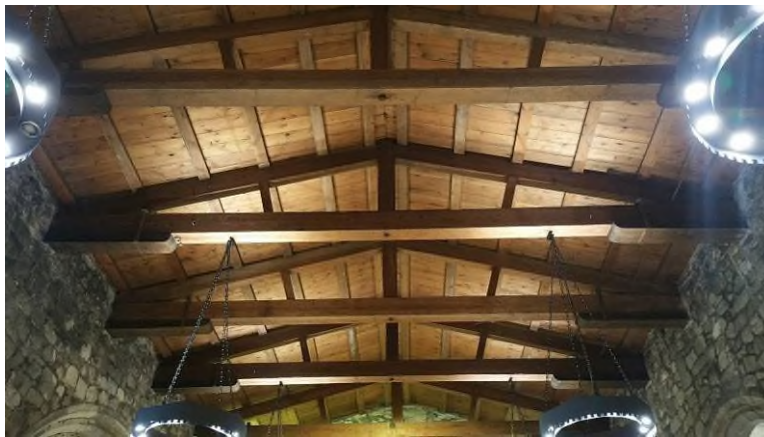
which will give trouble in time and up at the S W corner close to the dwelling there is also another self-seeded sycamore and right at the junction with the W wall, the wall is breaking down a bit.

Recommendation: remove tree saplings and ivy, repair wall



7.4.6 INTERIOR

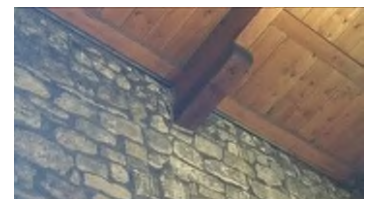
- **Ceilings:**



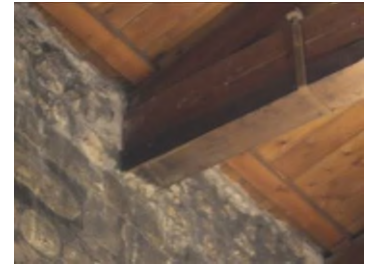
Nave - Has seven simple trusses supporting purlins and sarking boarding and on top of this will be the stainless steel roof covering, these look modern in the life of the church. There is some pull out showing on the middle northern one and there might have been in the past but there doesn't appear to be a problem presently.

Aisles - The same design of truss is carried over into the aisles where the principal rafter almost appears to be continuous though it isn't, to form one single roof. Again there seems to be some slight suggestion of pull out at the top of the rafters and some have been wedged, perhaps on installation, just to get them fixed.

They sit on what looks like oak corbels they are actually linked to the braces that are strapped onto the bottom of the nave principal beam to make them integral, though it is not clear how the tops of the rafters are fixed.



Same sort of detail features at the foot of the rafters and whilst there may be some slight evidence on the S aisle of pull out at the foot, it is negligible, approximately 5mm if that. It is the same design on the N side, though here the clasping member has broken its way through the top cornice which I guess must have been the ledge for the previous roof in the past. Here the pull out seems more obvious on this N side particularly the middle of the wall and that's evident from the outside as well and on the third rafter in from the W end the pull out looks to be approximately 25mm though it doesn't look to have disturbed any of the stonework around it, confusingly. The tops of the wall heads at this point are rather open.



- **Chancel** - Is a completely different affair, there are no trusses here just a ridge and purlins supporting the large rafters with sarking boarding, some water marking perhaps suggesting previous water penetration.

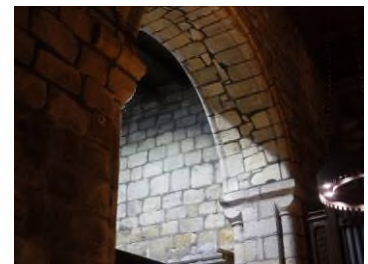
There is water marking on the S aisle around about the middle looks like it is rotting the boarding as well, this looks to be where there is a sump above it perhaps this is blocked (Inspection of this noted in roof section)

Recommendation: none

Arches and Arcades:

Tower –

The tower arch is sturdy and solid.



Arcades- South

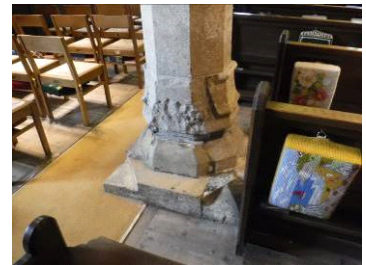
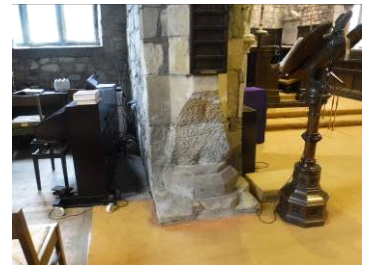


In good condition, it is leaning and slightly distorted but there is no obvious defect to it and the arcade walling above it is ok. The columns have had some bits taken out of them for old box pew fittings and there is a little bit of cement repairing, but fundamentally they seem to be sound and there seems to be no sign of damp to them either.

North Arcade



Is formed and supported by one column rather than the three on the S side though it is a little bit shorter and the arch stonework is all good as is the walling above it. The column and the impost column has been cleaned recently as they were significantly covered in algae in the past. There is damp showing a metre or so up on the W most and E impost, I suspect that this has to be as a consequence of all the cement pointing work. The base of the middle column is a bit chopped about and the cement repairs are rather horrible (they match the ones on the font). The E impost is really rather bashed around at the foot but part of the character I suppose.





Has had some slight cracking in the past but it is negligible, it has a very low springing point but it is quite commanding. Remnants of a former arch above it with triangular headed window above there is a bit of a crack running up to the window cill but I think that is just exacerbated by brittle cement. The impostes are good to the ground with no damp showing, on the chancel side of the arch just on the N side of the centre, there is some action of shearing happening to one of the outer chamfer stones and I wonder if that is the pressure of the remnant arch above it looking to crack it, there is something going on there, but it is modest nothing really much happening. On the chancel side we can see that at around about two metres high there are salts occurring, and worst on the S side, salts appear to be coming through into the nave side as well.

Recommendation: monitor cracking above chancel arch



Walls:



Chancel - Walling has bulbous cement pointing on it with water marking at the eaves, particularly on the S side which is said to be historic. There is a timber dado covering the bottom third of the wall. There looks to be a crack on the S wall running through the window arch close to the apex but it doesn't seem to run up the wall, it is on both sides of the centre of the arch, there is a little bit of movement to the right hand side of the window jamb where the cement is coming away a bit but I don't think there is anything troublesome here.

The N wall has a broken glass telltale and a hairline cracking running up through the joint in the cracked cement pointing that has been picked up in the last two QI's so there is nothing changing here.

To the W end there is some chalked on graffiti 'Maple 1965' in chalk it's not very clear. The walling above the chancel arch showing quite significant amount of water staining but this is said to be historic.

Nave - Equally has water staining against the tower and said to be historic.

South Aisle - Whilst it is leaning out from the nave, it appears to be stable, there is cracking to the stonework above the porch arch in between the outboard tie rods and that it probably induced by the tie rods, plenty of water staining on the S elevation and an attempt to patch the gap up to the eaves and has failed as the mortar is dropping out.

There is some quite significant salting by the middle window again this is three metres up, very odd. The bottom fifth of the wall is in dado panelling, this was installed about the time of the complete renovation of the chancel I think. The E wall at the



window has a rusty looking markings to it, is that from heat from the radiator or has there been a little fire here in the past? There is efflorescence showing two metres up by the security detector and the impost of the arcade around about 1.5 up where there is a pocket out.



C **North Aisle** - Stonework is in fair condition and seems to be slightly dryer than the S side, the wall has had some various interventions over the time, previous window opening perhaps? The arch to the W window has dropped but that has been picked up before I think and there is little that can be done. It has been pointed back in in its dropped position.

There are a couple of holes on the N wall that are expected to be patched in, there is also a bit of a crack where there is are remains of an inner buttress that fades after a while. This is down at the E end, approximately two millimetres nothing to speak of really.

The E gable is a complete rebuild in the 1970's as a consequence of collapse because of the poor condition, a couple of holes at low level by the floor boarding that need patching in. The wall to the chancel alongside this looks as if it was never expected to be on show just the chiselling to the stonework is really quite rough as is the material itself, there is some high level joist holes that looks as though they have been filled in.

Recommendation: fill holes in wall and floor

E **Windows:**

Tower -

S – Plain rectangular quarries, one with bull nose, fair.

W - Ash pictorial with rather rusty glazing bars.

North Aisle -

W – More rectilinear, diamond pane clear glass with frame pointing coming away.

Two chamfered Romanesque, two light with pictorial glass in memory of Proctor, recently reset in this position, looks ok.

Frank Brown window same shape as its neighbour, dropped arch and the glass within it is all new, all looks good.

E facing with plain glass with three light clear glass with some stained glass up in the quadrants of the top of the lancets this has got a concrete lintel across it and it all looks generally ok though it is a bit dusty.

Chancel -

N – Three light with tracery, a central pictorial with a couple of cracks in it at high level, the flanking glazing is obscure diamond and that has got one of two cracks to it, it has a ventilator rusting a nice orange yellow margins to the glazing, in memory of Johnson.

E – Three light pictorial, image is fading now, one of the mullions is cracking at the joint.

S – Three light square and diagonal leaded in small panes with central pictorial in memory of Broomfield, it is the Second World War memorial window featuring St. Michael, and it is a nice piece of work. It has a rusting ventilator, some slight movement to the left hand window jamb.

South Aisle -

E – Three light diamond clear glazed with central pictorial, mullions ok, slight rust to the ferramenta support bars, in memory of James.

Two light single window same design as the N aisle, pictorial ok, slight buckling of the glass at the lower part and it's in memory of Boutflour.

First World War memorial window, pictorial, rusting saddle bars buckling slightly and pulling on the support wire, inscription a bit spoilt by the candle shelf and this was erected to remember twenty two men who died, one of which was the church warden's son.

W – Pictorial single lancet, artwork fading just as the E chancel window otherwise ok.

Recommendation: continue to overhaul the windows as funds allow.

- Doors:

South Porch – Metal gates recently rehung.

South Aisle – Very heavy pair of oak boarded doors with traditional hinges and bolting, warped slightly letting in the wind but of the character and age of the building, not easy to draught proof and one of the doors is warped.

Tower Vestry – Door relocated from the former E vestry which requires some updating for it to close better as part of the defects of the servery work.

Recommendation: none

C

Floors:



The whole floor has been reduced by approximately two feet in late Georgian times apparently, though the 15th century columns appear to be at the level of the original ground, they can't hardly have been extended downwards could they or changed?

The circulation areas are solid and covered with carpet, the carpet looks a little old and tired now and that could actually be easily cleaned for not very much money.

The pews are on timber pew platforms and it is interesting to know if these are ventilated, remembering that there are vents outside but they are above the floor level, maybe they are behind the back of the dado panelling, is that what their job was for to ventilate behind? Could be, but there are no holes in the dado panelling on the room side to speak of.

The N aisle E end floor has had one joist repaired recently by the repositioned radiator, there is also a loose area on the corresponding side on the N aisle, just under the carpet.

Recommendation: repair loose floorboards

Furnishings and Fittings:

Chancel – Modern dado panelling with a three panel reredos screen that looks ok. Slightly wobbly oak altar rail, the middle closing part fits fine.

Oak pulpit in the same style of the dado panelling, sat on stone plinth with steps and all looks ok, and it even has a rotating lectern. Good strong railings to the steps up to the chancel.

Nave – Eagle lectern





Octagonal stone font with decorative carvings poorly restored with cement with a 1910 oak cover, lead lined bowl with glass bowl within it.

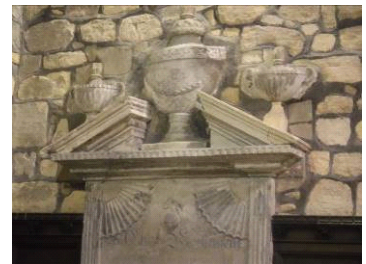
Within the church, on the S side at the E and W ends are many fragments of archaeological stonework of great interest.



-

Memorials:

Chancel- A large classical broken pedimented tablet celebrating the memory of the Ellerker family whose descendants died in the late 18th century. There is a bit of damp showing to the bottom of it and it has been rather buried by the upper altar step suggesting that it is clearly an addition to honour and beautify the church and regrettably it has received rather a lot of cement pointing around it. The bottom of the pediment is broken though it remains in place.



N aisle- brass plate to Boutflour, Thompson and an oak WWI memorial tablet.

Recommendation: none

- **Servery and W.C.**

Oak faced timber frame structure installed in 2019 and comprises a disabled W.C. small sink and dishwasher and fridge. At the time of the inspection it was coming out of its defect liability period and some modest repairs have been carried out. The pews to the N aisle were removed and new chairs by Treske of York added.

Recommendation: none



C **Boiler Room:**

Open boarded ceiling of recent construction, it is covered with mineral felt and has lead alternative flashings- generally fair. The walls are an amalgamation of the church walls and new walls forming the enclosure of brickwork, generally sound. There are some open joints but they will do. The floor is concrete and there has been some oil spilt in the past. The room contains the CCTV recording and a monitor and there is also quite a bit of loose wiring about the place, the boiler is a Falcon GTE.

The oil tank installation is circa 2018 and sat on a new concrete base and surrounded by heavy duty fencing and all seems ok. There is a little build-up of tree twigs and self-seeding sapling making a start. There are CCTV cameras above it to protect it.

Recommendation: remove sapling to boiler compound



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.

Priority	Location and Scope	£
A - URGENT - None		
B- WITHIN 1 YEAR		
B	Lightning conductor: Carry out the recommendations of the test report. repair lightning conductor arrangement on tower.	500
B	Electricity: Carry out the recommendations of the test report.	-
B	PAT: Carry out test.	-
B	Tower Roof: improve operation of hatch, fit grab rails, tidy metal edges on opening, check finial,	200
B	Tower Base: repair door and skirting.	50
B	Tower North side: check alarm connection	-
B	Nave roof: clean out gutters, check all sumps are free running- particularly S sump.	50
B	Rainwater Goods general: System needs checking that the downpipes are discharging ok.	50
C- WITHIN 2 YEARS		
C	Trees: cut back W tree	750
C	Tower West side: close up hole	50
C	Nave: remove vegetation from watertable	75
C	South Aisle: repoint watertable	150
C	Aisle South side: point open joints	250
C	Aisle West side remove ivy	-
C	North Aisle fill holes in wall and floor	150

C	Floors: repair loose floorboards	100
C	Boiler Room: remove sapling to boiler compound	-

D- WITHIN 5 YEARS

D	Surface water drainage: Establish the nature of the S drainage.	-
D	Heating: Carry out annual inspection and put certificate in file. Consider replacing chancel heater.	300
D	South Boundary: remove tree saplings and ivy, repair wall	300

E- IMPROVEMENT/NOTE

E	Lighting: Consider lighting enhancement	-
E	Churchyard: establish ownership and thus repair obligations of boundary walls.	-
E	Deafening Chamber: improve hatch operation	-
E	West Boundary: West Side: consider repair requirements of the garden and high walls.	-
E	Windows: continue to overhaul the windows as funds allow.	-

M- MAINTENANCE/ MONITOR

M	Tower : decorate louvres and timber window	-
M	North Aisle: clean up glazing protection	-
M	External East Side: keep vegetation in check	-
M	North Boundary: keep container conifers in check	-
M	Chancel Arch: monitor cracking above chancel arch	-

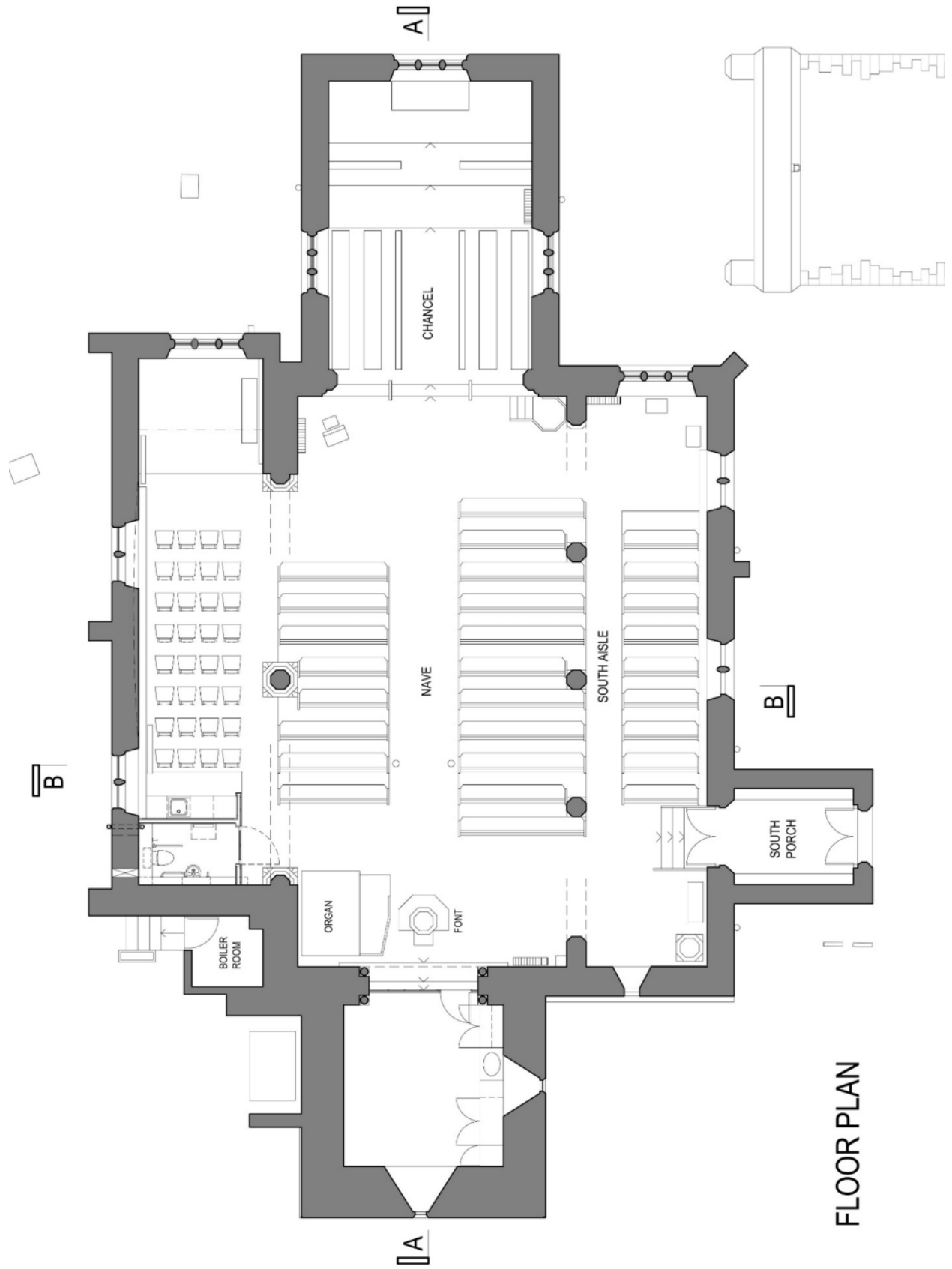
APPENDICES

Church Plans

Explanatory Notes

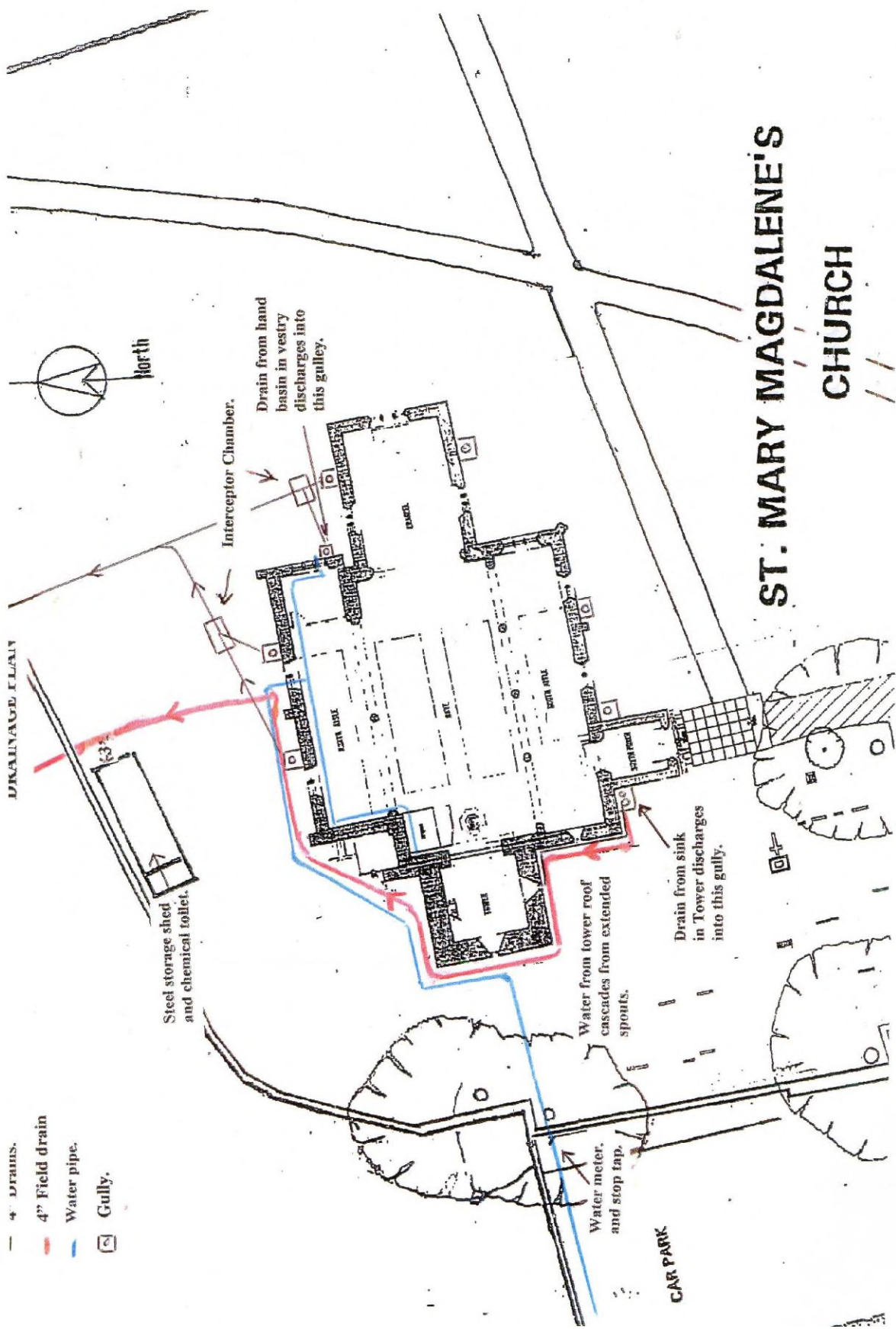
Guide to Routine Maintenance & Inspection of Church Property

CHURCH PLAN



FLOOR PLAN

ST. MARY MAGDALENE'S CHURCH



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
- Whenever necessary inspect gutters and roofs from ground level and inside especially when it is raining.
 - Clear snow from vulnerable areas.
 - Clear concealed valley gutters.
 - Make full inspection of the church for annual meeting.
 - Check church inventory and update log book.
 - Check bird-proofing to meshed openings.
 - Sweep out any high level spaces. Check for bats and report any finds to English Nature.
 - Cut any ivy starting to grow up walls and poison.
 - Spray around the base of the walls to discourage weed growth.
 - Check heating apparatus and clean flues.
- Summer
- Arrange for routine service of heating equipment.
 - Check interior between second week of April and second week of June for active beetle infestation and report findings to the professional adviser.
 - Check all ventilators in the floor and elsewhere and clean out as necessary.
 - Spring clean the church.
 - Cut any church grass.
 - Cut ivy growth and spray (again).
 - Recheck heating installation before autumn and test run.
 - Arrange for any external painting required.
- Autumn
- Check gutters, downpipes, gullies, roofs etc. after leaf fall.
 - Rod out any drain runs to ensure water clears easily, especially under pavements.
 - Inspect roofs with binoculars from ground level, counting number of slipped slates, etc. for repair.

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

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.