



DIOCESE OF DURHAM
CoE, Parish Church of St Stephen, Willington

Quinquennial Inspection No 12
25th October 2022

Diocese of Durham
Archdeaconry of Auckland
Deanery of Auckland
Incumbent: Rev David Spokes

Kevin L Doonan RIBA AABC
Inspecting Architect

DOONAN ARCHITECTS LTD

Date of Inspection 25 October 2022 and,
13 June 2023

On both occasions the weather was fine

Index

	Page
Executive Summary	3
Previous report	3
Brief Description of the Church	3
Plan of the Church	4
Listing	4
Maintenance	5
Limitations of the report	5
Scope of the report	5
External Inspection	
1. Roof coverings	6
2. Rainwater goods and disposal systems	7
3. Parapets, upstands, finials and crosses	8
4. Walling and pointing	8
5. Windows doors and surrounds	9
6. Below ground drainage	9
Interior Inspection	
7. Tower	9
8. Bells and frames	10
9. Presence of bats	10
10. Roof structures and ceilings	10
11. Stairs	11
12. Partitions screens panelling and doors	11
13. Floors	11
14. Internal wall finishes	11
15. Monuments	12
16. Toilets Kitchen Vestry	13
17. Fittings fixtures and furniture	13
18. Organ	14
Churchyard and Environs	
19. Boundary walls	14
20. Lych gate	14
Services	
21. Heating	15
22. Electrical	15
23. Security	16
24. Fire precautions	16
25. Disabled access	16
26. Log book	16
Previous quinquennial inspections	17
Recommendations: Cat A, B, C, D and E	17
Appendices	20

Executive Summary:

The church is generally in good condition, though there are issues with the condition of the stonework and general slating. With the exception of the stonework, where attention is focussed in this report it tends to be more of ongoing maintenance. The parishioners should be applauded for their diligence in attending to the care of this church.

Previous Report:

Since the previous report the following were noted at the visit on 25 October 2022:

- Water heater installed undersink behind the organ.
- Faculty approved for replacing the altar from Frosterley
- New cupboard constructed at rear of church
- New kitchen fittings installed in community room.
- New suspended ceiling tiles and luminaires installed to Kitchen in Community Room.

Brief Description of the church:

St Stephen, Willington is situated on the north side of the road between Brancepeth and Crook on the east periphery of Willington. (OS map reference NE351 209).

It stands in its own grounds (now a disused graveyard). To the north and east of the original graveyard are new cemeteries belonging to and maintained by Durham County Council (previously Wear Valley District Council), who also maintain the original graveyard.



The church is a simple arrangement of nave with a north aisle, a tower at the west end, Chancel at the east end with an organ chamber with vestry to the north and a south porch.

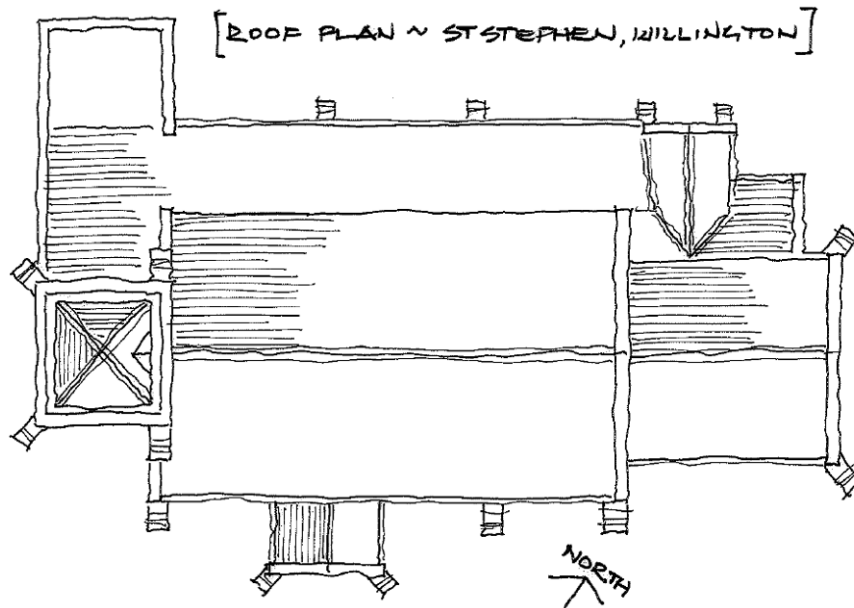
The church is built of squared masonry with steep pitched roofs finished with slates. The tower has a steep pyramidal roof.

Internally, the nave roof has an open hammerbeam type of arrangement. The chancel has a barrel form. Generally plastered internal wall finishes.

An earlier priest's door on the south side of the chancel is sealed up. The vestry is accessed from a door from the north aisle and from the chancel. An external door from the vestry to the east.

Floors are generally solid with a tiled floor to the chancel and carpet to the aisles. The banks of the pews in the nave and north aisle are on raised platforms of timber boarding on joists. The central heating has a gas fired boiler and large bore cast iron pipework.

Plan of the church



Listing Grade:

The church is a grade II listed building. The listing description:

Parish church. Circa 1857 by J.A. Cory; additions 1868 (probably by C.H. Fowler) and 1873. Irregularly-coursed squared sandstone with ashlar dressings; Welsh slate roof with stone gable copings. West tower; 4-bay nave with north aisle and south porch; lower chancel with north vestry. 2-centred-arched double boarded door, with studs and elaborate wrought-iron hinges, under drip string in porch with sun-dial in gable peak. 3-stage tower with offsets has 3-light west window with traceried 2-centred head; small cusped lancet in second stage; Perpendicular tracery in 2-light belfry openings under flower-bracketed frieze and battlemented parapet. Pyramidal roof has weather-cock finial. Nave windows have 2 lights under depressed 2-centred heads, with Decorated tracery; chancel has elliptical-headed door with moulded alternate-block surround, under dripstring, to east; square-headed 2-light windows with Perpendicular tracery at left and above string. Diagonal buttresses to tower and porch, larger ones to chancel, with moulded plinths; nave bays buttressed.

Interior: plaster above boarded dado; ashlar arcade. Arch-braced hammer-beam nave roof with brattished frieze and stone-corbelled wall posts; painted panelled chancel-roof with Tudor-flower friezes and bosses. Patterned tiles on chancel floor. Double-chamfered arches on octagonal piers in nave, on attached columns to chancel, and springing from wall to tower. Chancel south door blocked; the opening, with crested wood surround, now used for priest's seat; vestry door has low elliptical head. Rood screen; choir-stalls traceried with poppy-heads; pews have Tudor flower decoration. Tower arch filled by glazed screen. East window in memory of Major-General Mills of Willington Hall, died 1851. Other C19 glass in chancel and in one south nave window. Brass war memorial (W.W.I.) on wall to left of chancel arch. Octagonal stone font.

Maintenance:

The maintenance of the church is the responsibility of the parish.

The maintenance of the graveyard is that of the local authority.

Limitations of the report:

Full access to the church was provided to the inspecting architect. At the initial visit on 25th October 2022, the upper levels of the bell tower could not be accessed because the access ladder was considered to be unsafe. The architect was subsequently advised the ladder was safe and the church tower was inspected on 13 June 2023.

Scope of the report

This report is based on the inspection which took place on 25th October 2022 (comments on the tower relate to the visit on 13 June 2023). Viewing was predominantly from ground level using binoculars where appropriate. The scope/limitations of the report are set out in the Appendix.

The tower was accessed on 13th June 2023, using the church's ladders. The architect gained access to the bell chamber (the upper most stage in the tower). However access to the tower roof was impeded. The tower roof and parapet were not inspected.



No concealed inaccessible ceilings, voids, wallheads, etc were inspected.


No manhole covers were lifted nor drains inspected.

Where work is recommended a code number in brackets is entered in the right hand column to indicate its relative priority/urgency:

- A. Urgent work requiring immediate attention.
- B. Requires attention within 12 months.
- C. Requires attention within next 18-24 months.
- D. Requires attention within the quinquennial period.
- E. Desirable improvements with no timescale.
- M Routine maintenance.

EXTERNAL INSPECTION

- 1.1 **Roof Coverings:** The roofs (apart from the Kitchen/community room) are finished in welsh blue slates. It was noted that a significant number of slates had slipped since the last QI. Consideration should be given to re-roofing the church D
- 1.2 **Tower** Tower roof was only visible from ground level: it appeared to be in good condition: slates with lead rolls. The parapet gutter and sump should be regularly cleared of debris. NB. Access to the parapet involves climbing over the bell frame. Roof maintenance to the tower should NOT be carried out by parishioners. A professional roofer should be employed.
- 1.3 **Community Room** The Community room/boiler room roof is finished in built up felt. Vegetation growth has colonised part of the roof. In time, this can degrade the felt. This should be removed and the surface kept clear in the future. As noted previously, the felt could be nearing the end of its useful and should be monitored. D
- 
- 1.4 **North nave** At least 6 no slipped/broken slates overall, particularly at the change in pitch to aisle C
- 1.5 **North aisle** At least 12 no slipped/broken slates overall C
- 
- 1.6 **North Chancel** Appears sound. Mortar fillet needs repair. C
- 1.7 **Vestry** Seems sound

1.8	Chimney		<p>Masonry sound.</p> <p>No lead side or apron flashing but mortar fillet instead. There appears to be a hole in the flashing at the base of the chimney stack in the vestry roof. Investigate and a new flashing installed if necessary.</p>	C
1.9	Organ	<p>At least 2 no broken slates</p> <p>The small section of flat roof over the organ chamber appears to be finished in built-up felt as does the adjacent valley. Internally, there appears to be staining on the wall the room behind the organ. The stain may be from an earlier leak. However, the felt work should be inspected by a reputable roofer and any recommended remedial repair carried out.</p>	C C	
1.10	South Chancel	<p>1 no slipped slate. Mortar fillet to verge appears sound</p> <p>The mortar fillet to the east chancel gable is cracked. This should be cut out and replaced with a new lime mortar fillet.</p>	C	
1.11	South nave	<p>10 no slipped slates. Mortar fillet to east gable seems sound</p>	B	
1.12	Porch	<p>8 no slipped slates to east pitch. 14 no slipped slates to west pitch.</p> <p>Vicar reported leaks at apex against nave wall.</p> <p>Missing mortar fillet to ridge tile</p>	B	
2.1	Rainwater Goods and Disposal Systems	<p>Evidence of vegetation growth in gutters, particularly at rwp connections and hopper to porch. Gutters and hopper should be thoroughly cleaned out, and the rainwater goods tested for free running.</p>	M	
2.2		<p>At the time of the inspection drifts of leaves had gathered covering gullies and bases of rainwater pipes. These should be cleared away and gullies kept clear. Shoes should be checked for discharging properly to the gullies.</p>	M	

- 2.3 Green staining to the stonework on the west tower elevation/rwp. There is evidence of damp penetration to the internal plaster. The pipe should be checked for blockage and joint integrity in the cast iron. A
- Evidence of leaking at south nave/east porch (Vicar reported leaking at apex of porch internally). A
Check pipe for integrity
- 3.1 **Parapets, Upstand walls, Finials and crosses** As recorded in the previous QI, the stone cross on the chancel/nave gable is damaged. Consideration should be given to repairing/replacing it. E



4.1 **Walling and pointing**



External walls are sandstone masonry. There is evidence of 'pocket' erosion to individual stones: very typical of stone sourced in Durham. This rate of erosion can be slow and it is likely the stone has appeared in this state for some time. There is evidence of indented stonework repairs. Earlier re-pointing at lower levels was carried out using a hard cement mortar which has caused serious erosion. In the upper levels where cement pointing has not been used the stonework is surviving better.



Where the pointing has a high cement content it stands proud of the stonework which erodes behind. There is abundant evidence of this. The hard cement mortar should be removed and the stone work repointed using a lime mortar.

At ground level, particularly to the west of the tower and the south of the church, the pointing looks impoverished and washed out.



Full repairs of the stonework in a single project may be a daunting task. However, consideration should be given to a phased approach beginning with repointing near ground level, removing the hard mortar which is standing proud and indenting seriously eroded stonework. The phasing could be done to suit funding, eg a project in each year of the next quinquennial. D

4.2



The external face of the nave/chancel gable has a rendered face. Presumably this was installed to repair a defect. No indications of failure internally. However, the exposed edge of the render shows signs of it separating from the masonry backing. This was noted in the previous QI. The exposed gap should be filled with a resin filler to bind the render/stonework.

B

5.1

Windows Doors and Surrounds

The external doors are all generally in sound condition. The doors should be checked regularly for free working ironmongery.

5.2

The priest's door in the chancel south elevation is as described in the last quinquennial inspection report. The stone threshold (not historic) should be cut back with a chamfer to throw off any rainwater.

D

5.3

The tower west window has approx. 4 broken glass pieces. One leaded panel has blown in through wind pressure.

D

The damaged glazing and the deflected panel should be repaired when funds allow.

5.4

The south wall of the nave has 1 no stained glass window (good condition), and 2 no leaded lights with plain glass, each with a single broken glass piece. These should be replaced when funds allow

D

5.5

The north wall to the north aisle has 3 leaded lights with plain glass. The east and west windows have minor breakages. The centre light is sound. The damaged glass should be replaced when funds allow.

D

5.6

The Chancel east stained glass window has damaged glass to the centre lancet, and part of the base text is missing. (The damaged glass was referred to in the last quinquennial)

D

The damaged glass should be replaced when funds allow.

The stained glass and plain leaded light in the south Chancel wall are sound.

6.1

Below ground drainage

No reported difficulties and all seemed to be working on the day of the inspection

INTERNAL INSPECTION

7.1


Tower

Floors within the tower are exposed joists with floorboards: all sound.

7.2

Access to the tower is via a stair case to the first floor and fixed ladders thereafter. The lower ladder is vertical and terminates with a hatch. The grab rails inside the upper stage have been removed. The

D

- inspector advised the ladder was unsafe and refused to use it till it was made more secure.
 The upper ladders are timber. The bell frame chamber provides access to the parapet roof via a small dormer, however, the bell frame has to be clambered over. It was noted in the last quinquennial that robust handrails and walkway should be installed. This has not been done. Clambering over the bell frame is not safe, and the architect did not attempt it.
 It is recommended that parishioners do not use the ladders to access the upper stages of the tower and the parapet. Experienced builders should be employed if repairs/maintenance are necessary.
 Grab rails to the second stage should be installed. Walkway/handrails should be installed over bell frame.
- 7.3 The plaster work on the first stage, north wall and north west corner is deteriorating and should be replastered with a lime plaster. D
 The face of the stone quoins is disintegrating. This may be due to lack of heating and ventilation, but more likely to leaking rwp The stonework should be brushed back.
- 7.4 The tower has four timber louvred openings with mesh on the inside to prevent access by birds. Patchy mesh but seem effective.
- 7.5 Three small windows to tower upper stage. South and west have leaded lights in poor state of repair but sound, north is a single piece of glass. The glazing should be repaired when funds allow. D
- 8.1 **Bells and frame** The bells are hung on a robust bell frame. All seems sound, though the previous Quinquennial Inspection noted that a faculty was awaited for rehanging of the bells on a steel frame. No action has taken place to implement the replacement.
- 9.1 **Presence of bats** Not known.
- Roof structures/ ceilings**
- 10.1  The nave has roof trusses of hammerbeam trusses off corbels, all in sound condition.
- 10.2 Decorative barrel vault to chancel with oak veneered panels, all in sound condition.

10.3 Porch has boarded/panelled ceiling with bosses, all in good condition.

11.1 **Stairs** To first stage in tower: steep and carpeted: sound.

12.1 **Partitions, screens, panelling and doors** Oak reredos screen separating chancel and nave, in sound condition.

12.2 Leaded timber screen to nave/tower sound



13.1 **Floors** The nave, north aisle and chancel have raised dais beneath the banks of pews finished with timber boarding. All seem sound though the voids were in accessible for inspection.

13.2 The nave and aisles are carpeted

13.3 The chancel has a relatively recent new floor finish of ceramic tiles including some encaustic, all in good condition.

It is likely the floor levels were adjusted when the floor tiling was laid to provide more space.

14.1 **Internal wall finishes** The nave and north aisle external walls have dado panelling. All seem in sound condition.

14.2 The nave, chancel and north aisle are all finished in plaster. Generally sound though specific areas of concern:

14.3 The surface of the stonework to the surround to the south porch door both within the nave and porch is losing its surface. This was noted in the previous inspection. Historically this has been partially repaired with a thin render smear, but this is coming away in part. Loose render surfaces should be removed and friable stone brushed back to allow the stone to dry out and breath. B



14.4



The north and west wall within the porch has loose friable plaster. The defective plaster should be hacked off and replastered with a lime plaster.

C

14.5



As noted in previous inspection there is evidence of blistering plaster/paintwork at high level north wall of Chancel. Check flashings/gutter joints, etc. externally at the change in roof pitch from Chancel to Vestry roofs.

B

Rub down loose surface when next decorated, and re-skim with plaster if necessary.

14.6



Deterioration evident to the stone column bases. Brush off the loose material and monitor.

B

15.1 **Monuments**

The church has an array of fine, beautifully maintained, brass memorials.

15.2

As noted in previous QI's, the War Memorial plates from the Lych Gate are stored in the ground floor tower room. These seem to be copper with a very even patination. It is understood that the DAC did not approve a proposal to install these inside the church to

protect them from vandal damage. It is recommended that the DAC be approached again.
The rear faces of the plates could be tested with cleaning to explore if they would respond to polishing.

16.1 Toilets, Kitchen, vestry

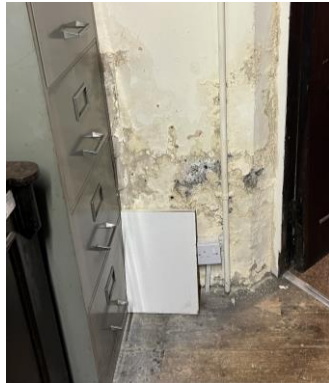


The vestry adjacent to the Chancel is in a reasonable state of repair apart from the north wall return at the door opening where rising and penetrating damp is affecting plasterwork. B
Check the external rwp and hopper for leaks.
Hack off and replaster in lime plaster.

The door to chancel is original oak door. Bottom hinge hook loose. Needs fixing.

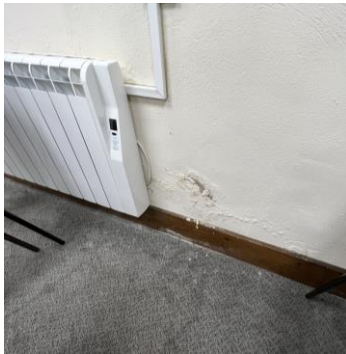
Original oak door to rear of organ, needs easing.

16.2



The chamber to the rear of the organ is also in a reasonable state of repair, apart from (as above) the north wall door opening. B
Investigate leaking rwp. Replaster effective plaster with lime plaster.
Brush back loose material from stonework.

16.3



The vestry at the west end has been converted into a meeting room/kitchen. Staining to the west wall at high level was reported in the last quinquennial. That report recommended the roof be checked. Cracks in the masonry externally which were noted in the last QI and have been repointed. The staining internally should be monitored. M
As noted in previous inspection, low level areas of rising damp evident.
Door to church and external door sound.
Modern door to tower.

16.4

A disabled toilet is adjacent to the meeting room. As noted in previous inspection: rusty gas pipe.
Electric panel heater.
Vinyl to solid floor.

17.1 Fittings, fixtures, furniture

The altar and rails are in oak and both are sound. The former has a carved pedestal base, though this is

- hidden by plain panels to the front and sides.
- 17.2 The pews are in stained softwood and all appear to be in sound condition
- 17.3 The font has a sound stone pedestal bowl with oak lid.
- 17.4 The pulpit has decorative oak panelling on a solid stone base. It is understood the pulpit is not used. There is a digital screen over.
- 17.5 A fine brass traditional eagle lectern.
- 18.1 **Organ** The organ is a Willis instrument dated 1898, rebuilt by Harrison and Harrison of Durham in 1979. It is understood the organ is maintained twice annually by Harrison and Harrison.

CHURCHYARD AND ENVIRONS

- The churchyard around the church is now closed. Grass cutting is the responsibility of the local authority and appears to be well maintained. There are some well spaced mature trees. A few headstone remain in position, though many have been moved to the north boundary wall. 4 floodlights are positioned at ground level. These are maintained by the local authority, though it is understood the bulbs are replaced by the PCC.
- 19.1 **Boundary walls** Maintenance of the walls to the churchyard is the responsibility of the local authority. It was noted that the established ivy identified in the last quinquennial inspection has largely been removed, exposing the stone walling to the north and east. These are clearly in a very poor state. Several periods of repairs are evident: brick infill and repointing which has been finished as a crude render. Sections of facing are missing, the walls are leaning precariously in places (due in part to mature trees), and the gate posts in the east wall are displaced. The state of the wall should be reported to the local authority, with a request for comprehensive repairs. It was noted there have been some repairs carried out by the LA since the last QI. A continuous programme of repointing/repairs should be encouraged. C
- 20.1 **Lych Gate** The Lych Gate is located on the south boundary wall. It is a fine example of its type: dressed stone ashlar walls to half height with an oak framed superstructure, tiled hipped roof with decorative carved gablets. Solid seats were located either side of the gates. The timber gates have been removed and are stored in the boiler room as a consequence of vandal attack.



20.2

As referred to elsewhere in this report, the war memorial plates are stored within the church for safe-keeping from repeated vandal attack. Currently there seems to be no agreement on how the memorials should be displayed.

As noted in previous QI's, there is evidence of movement in the stonework with settlement cracks to the sides and front. The stonework jambs at the gate's upper hinge pins have sheared off on either side, either from distress or corrosion.

The seats are as described in the last quinquennial report, lying on the ground, because of repeated vandal attack.

There is evidence of some decay in the oak frame to the sole plate.

Parts of the gutters are missing, as is the rwp.

The conservation/restoration of the lych gate along with the display of the war memorials needs to be planned, agreed with the relevant bodies and implemented. Preferably the long term plan should be agreed within a year and the works implemented within this quinquennial.

D

The following need to be considered:

- Repointing of the movement cracks in the stonework.
- Repair of the guttering and rwp with matching sections.
- Replace the decaying oak sole plates
- Agreement on the optimum way to display the memorial plates: either returned to the Lych gate or within the church?
- Reinstallation of the gates with associated stone repair?

Reinstallation of the seats?

SERVICES

21.1 **Heating Installation**

The church is heated via a gas boiler sited in its own chamber on the north side of the meeting room, accessed by its own door. It is understood the boiler is regularly maintained on an annual basis.

21.2

The gas meter is sited within the disabled toilet. The copper feed pipe is at low level and showing signs of corrosion. A plumber should check the pipe for integrity. Clean off the corrosion.

21.3

The heating throughout the main church is large bore pipework. It is understood this is functioning well.

21.4

Electric units provide heat in the meeting room.

22.1	Electrical Installation	The electrical installation should be tested regularly and/or as a minimum to coincide with the quinquennial inspections. Any recommendations arising from the electrical test should be implemented.
22.2		All loose electrical equipment to be 'PAT' tested annually.
22.3		The external security light above the boiler room door is missing and should be either replaced or the wiring removed if it is thought to be redundant.
23.1	Security	All doors and frames are of substantial construction with effective ironmongery.
23.2		Windows are fitted with polycarbonate protective sheeting
24.1	Fire Precautions	<p>Fire extinguishers are located throughout the church. It was noted they have been recently tested/checked and this is a part of the regular annual maintenance regime.</p> <p>Key personnel should be instructed on the use of fire fighting equipment if not already done so.</p> <p>Fittings include: 2 x water, 2 x CO², 1 x powder</p>
25.1	Disabled provision and Access	There is level access throughout the ground floor of the church, with the exception of the vestry. The meeting room is accessed with a ramp within the nave to accommodate the small change in level.
25.2		<p>A disabled toilet with kiddies provision is located off the meeting room.</p> <p>As referred to the last quinquennial inspection the facility should have a pull cord alarm installed.</p>
26.1	Log Book	<p>The log book was made available to the architect on the day of the inspection, and seemed to be very comprehensive:</p> <ul style="list-style-type: none"> • Portable Fire equipment checked by 999 Fire and Safety: 4 Jan 2021. • PAT Testing by Lightfoot: 18 August 2022. • Boiler servicing by Deneside Heating Ltd: 20 Dec 2021. • Lightening by Stone Technical: 24 Nov 2021. • Electrical testing by Lightfoot: Nov 2019. <p>The church should continue to record any repairs and maintenance work carried out to the building fabric.</p>

PREVIOUS QI's

No 1	July 1960	D McIntyre
No 2	Sept 1965	D McIntyre
No 3	Oct 1973	Hayton & Lee
No 4	Dec 1978	A O Lee, Dipl.Arch RIBA
No 5	Dec 1983	A O Lee, Dipl.Arch RIBA
No 6	Sept 1988	A O Lee, Dipl.Arch RIBA
No 7	Dec 93/Jan 94	J B Kendall, Dipl.Arch RIBA
No 8	Jan 1999	J B Kendall, Dipl.Arch RIBA
No 9	Feb 2005	J B Kendall, Dipl.Arch RIBA
No 10	Nov 2010	J B Kendall, Dipl.Arch RIBA
No 11	Dec 2015	Kevin Doonan, Dip Arch RIBA

Recommendations

Urgent works requiring immediate attention: category A:

Item ref.		Budget cost £ excl VAT
2.3	Investigate leaking rwp to west of tower and repair	250
2.3	Investigate leaking pipe and gutter to south nave/porch.	250

Works recommended to be carried out during the next 12 months: category B:

Item ref.		Budget cost £ excl VAT
4.2	Repair existing render at high level over chancel	250
14.3	Repair damaged stone jambs to internal porch door	250
14.5	Investigate external gutter to south chancel. Repair plaster internally	450
14.6	Brush back eroding loose stone surface to column plinths and monitor	DIY
16.1	Investigate external rwp and gutter to Vestry. Repair plaster internally	750
16.2	Investigate external rwp and gutter to organ chamber. Repair plaster.	Incl above

Works recommended to be carried out during the next 12 to 18months: category C:

Item ref.		Budget cost £ excl VAT
1.4	Repairing slipped slates to north nave	250
1.5	Repairing slipped slates to north aisle	500
1.6	Repair mortar fillet to north chancel	150
1.8	New flashing to chimney stack	100
1.9	Repairing slipped slates to organ	100
1.9	Investigate and repair felted roof	250
1.10	Repair slipped slates to south chancel	100
1.10	Re-new mortar fillet to south chancel	100
1.11	Repair slipped slates to south nave	500

1.12	Repair slipped slates to porch	450
14.4	Plaster repairs in porch	250
20.1	LA repairs to boundary walls.	NA

Works to be considered within 5 years: category D:

Item ref.		Budget cost £ excl VAT
1.1	Consider re-slating the church roof	50,000
1.3	Re-new the roof finish to the Community Room.	10,000
4.1	Remove damaging cement mortar pointing and repoint using lime mortar	10,000
4.1	Replace seriously eroded stonework with indented new blocks	10,000
5.2	Cut back the threshold to the 'priests' door	250
5.3	Repair tower west window	750
5.4	Repair south nave windows	250
5.5	Repair north aisle windows	250
5.6	Repair chancel east window	750
7.2	Grab rails to tower ladders and safe access across the bell frame	1000
7.3	Plaster repairs in tower	750
7.5	Repair tower (upper stages) windows	500

Works to be considered to be desirable: category E:

Item ref.		Budget cost £ excl VAT
3.1	Replace decorative cross to chancel apex	1000

APPENDICES

General:

Church wardens should be aware of their responsibilities under the Care of Churches and Ecclesiastical Jurisdiction Measure 1991, which includes guidance on routine maintenance and inspection of churches.

This report is not a specification for the recommendations contained therein. The PCC are urged to seek appropriate specialist advice for any issues which arise. It is recommended that the PCC should contact the architect when the PCC is ready to proceed. The architect will advise on the appropriate action/procedure in drawing up specifications, seeking quotations and inspecting work carried out on site.

It should be noted that some works may require DAC approval and a Faculty.

Cleaning gutters:

The PCC is advised to arrange an annual contractor to clean out the gutters and rwp's, twice per year.

Pointing and masonry:

Where any works associated with the pointing masonry is recommended in this report, advice from the architect is sought prior to proceeding, to avoid harm to the historic fabric.

Heating installation:

It is stressed that the inspection of the existing heating installation and any comments arising in this report are based solely on a visual inspection.

The PCC is strongly advised to maintain a regular maintenance agreement with a qualified plumber. This could include a test each summer at the start of the heating period and the report filed in the Church Log Book.

Electrical Installation:

It is stressed that the inspection of the existing electrical installation and any comments arising in this report are based solely on a visual inspection.

All electrical installations should be tested, to coincide with each quinquennial inspection, by a qualified electrical engineer. The test certificate and report should be filed in the Church Log Book.

Lightning Conductors:

It is stressed that the inspection of the existing lightning installation and any comments arising in this report are based solely on a visual inspection.

Lightning conductors should be tested, to coincide with each quinquennial inspection, by a qualified electrical engineer. The test certificate and report should be filed in the Church Log Book.

Maintenance between Quinquennial Inspections:

This report should not be considered as a replacement of a structured maintenance plan. The latter will ensure that minor defects, eg slipped roofing slates are identified and dealt with quickly to avoid serious difficulties developing.

Fire Insurance:

The PCC is advised to ensure that fire insurance is reviewed periodically to reflect repair costs.

If not already in place, a review by a competent person regarding the type and location of appropriate fire fighting equipment should be implemented.