

# Quinquennial Inspection Report

## Church of the Holy Spirit, Crawcrook, Gateshead, Tyne and Wear

Diocese - Durham  
Archdeaconry - Sunderland  
Deanery – Gateshead West



### Report prepared by:

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**Date of inspection:** 22 April 2021. Weather conditions – dry and sunny.

**Date of report:** 13 May 2021

**Ref:** 21012

## **Executive summary**

Except for the loose slate cladding on the south gable, the Church is generally in fair condition, both externally and internally. There are however some repairs and maintenance needed.

### Slate cladding:

The loose slate cladding panels is the greatest concern. The slates are starting to de-bond from the background wall. One slate in the central row is leaning forward and only held in place by the cross feature. If the fixing to the cross feature gives way under the strain this slate and all those above it could collapse and crash to the ground. Dismantling of the slate cladding by a specialist needs to be carried out urgently for safety reasons. The PCC have been in discussion with the architect about possible alternative facing materials. Whatever is chosen will need planning approval and faculty consent.

There are several other maintenance and repair items which need attention. These include: -

### Roofs:

There is a missing tile near the valley on the west side of the church and a loose tile near the valley on the east side of the church. These tiles need replacement/ re-fixing, respectively.

### Rainwater disposal systems:

The gutters and downpipes on the east side of the Hall block take the drainage of the flat roof of the Hall together with most of the rainfall from the Church east roof slope. The rainwater goods are too small to cope with the volume of water in storm conditions, resulting in overflows from the gutters down the face of the wall in places. Replacement of the gutters and downpipes to those with a larger capacity is needed.

The hopper between the two small gables on the church east slope is solidly blocked with leaves. Gutters on the west side of the Church roof are also blocked with leaves. Clearing gutters and hoppers twice yearly is recommended.

### Chimney stack:

There is a torn flashing to the coping which needs repair or replacement. There is water staining on the internal facing brickwork of the sanctuary. This could be from past leaks but while the flashing is being repaired the lead flashings between the roof and the chimney stack should be checked and appropriate repairs made if needed.

### External walls:

There are some hungry joints at low level on the west wall of the Church and open perpend joints between the coping stones to the flat roof parapet on the south side of the Hall block. Localised repointing is needed in these locations. A stepped crack is apparent on the NW corner of the Church. This could be resulting from settlement caused by the mature silver birch tree some 2 metres away. The cracking should be monitored for further movement. Ultimately the tree may need to be removed.

The PVC fascia and soffits are covered with green stains from the trees on the north side of the building. Cleaning off the stains would improve the appearance.

### Windows and external doors:

Revarnishing of the main external doors and redecoration of the adjacent soffit boarding is needed. The kitchen window and kitchen fire escape doors both need re-painting/ re-varnishing, respectively. The boiler house and external store doors also need redecoration. The side fire escape door from the entrance foyer is stiff to operate and needs adjustment to open freely.

### Churchyard:

Repointing of open joints is recommended to the dwarf free standing walls on the east boundary and around the car park area. The north boundary fence needs staining to preserve its longevity while the vertical paling fence to the SE boundary needs longer posts into the ground to make it secure. Potholes are starting to appear in the car park area. Localized tarmac repairs are needed.

Other, more minor, matters are detailed in the full report.

## **Work carried out since the previous report**

- Electrical inspection and associated repairs
- Annual maintenance of the gas boiler in the kitchen
- Annual testing of fire extinguishers
- Replacement of the Hall floor finish
- Boxing in of pipework in the disabled toilet
- Repairs to the secret gutters of the church roof

## **Listing grade**

The church is unlisted and is not located in a conservation area.

## **Brief history and description**

The church was constructed on a new site next to the park and near the centre of Crawcrook in 1966. It was dedicated by the Bishop of Jarrow in 1967. This was followed in October 1975 by the dedication of a Clergy Vestry and a Memorial Chapel. These were located at the south end of the Nave where the Office and Creche are now located. In 1977, the Hall was dedicated, again by the Bishop of Jarrow.

The main body of the church is housed under a duo pitched roof finished with clay tiles and supported by rafters, exposed purlins and laminated timber portal frames. External cavity walls are faced in brickwork externally and generally plastered internally. Curtain walling on the south gable and windows on the west and south walls comprises anodized aluminium frames with single glazing.

The Hall block is constructed with a flat roof finished in single ply PVC membrane on a timber structure supported by exposed steel beams. External cavity walls are faced in brickwork externally and finished internally with plaster, with the exception of the east wall of the Hall which has fair faced brickwork.

Floors are of solid concrete construction throughout.

Externally there is a lawned area to the rear of the building and tarmac and concrete footpaths on the west and east sides. The site is enclosed by stone boundary walls (and rear walls of adjacent properties) on the west boundary; vertical boarded fence on the north boundary; metal palisade and timber boarded fences on stone dwarf walls on the east boundary. At the front of the church (on land partly owned by Gateshead Council) is a looped tarmac drive with raised central garden enclosed by dwarf stone walls.

## **Limitations of the report**

- The inspection was carried out from ground level from the flat roof of the Hall and from ladders to eaves level on the west side of the building. The inspection was purely visual. Concealed spaces (e.g. ceiling voids etc.) and the below ground drainage system were not inspected.
- The electrical and mechanical systems were not tested and comments are made from a visual inspection only.
- This is a summary report; it is not a specification for the execution of the work and must not be used as such. The professional adviser is willing to advise the PCC on implementing the recommendations and will, if so requested, prepare a specification, seek tenders and oversee the repairs.
- The PCC is advised to seek on-going advice from the professional adviser on problems with the building.
- Contact should be made with the insurance company to ensure that cover is adequate.
- The repairs recommended in the report (with the exception of some minor maintenance items) may be subject to faculty jurisdiction or Archdeacon's certificate. It is recommended that guidance on approvals is obtained from the DAC Secretary or the Archdeacon when work is being considered.

## The Report

### Category scale

A – Urgent, requiring immediate attention.

B – Requires attention within 12 months.

C - Requires attention within the next 18-24 months.

D – Requires attention within the quinquennial period.

E – A desirable improvement with no timescale.

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

### 1.0 Exterior:

<b>1.1 Roof coverings</b>		
Condition	<p><u>Church:</u></p> <ul style="list-style-type: none"> <li>• Clay tiles in average condition for their age.</li> <li>• Some tiles have been replaced with new.</li> <li>• Ridge tiles to main roof appear to be solidly bedded and pointed.</li> <li>• Bedding &amp; verge pointing to ridges of east gables poor</li> <li>• Some lead valley gutters have been replaced with mineral fibre.</li> <li>• 1No missing tile by valley gutter on west slope.</li> <li>• 1No loose tile near valley gutter on east slope.</li> <li>• Verges have been poorly pointed on west side.</li> <li>• Open perpend joint to gable fascia on east side.</li> <li>• Some moss in joints on east slope.</li> </ul> <p><u>Hall block:</u> Single ply roof membrane and rooflights in good condition.</p> <p><u>Boiler House:</u> Mineral felt roof and flashings in fair condition. Timber joists and plywood deck appear satisfactory.</p> <p><u>External Store:</u> Mineral felt roof and upstands in satisfactory condition.</p>	
Repair needs	<p>Replacement/refixing of missing/loose tiles by valleys of church.</p> <p>Re-bedding/repointing of ridge tiles on small east gables</p>	<p>B</p> <p>B</p>
<b>1.2 Rainwater goods and disposal systems</b>		
Condition	<p><u>Church:</u></p> <ul style="list-style-type: none"> <li>• cast iron gutters – decoration in fair condition but need clearing of leaves etc.</li> <li>• triangular flat roofs over bay windows recently re-covered in mineral felt. In good condition.</li> <li>• cast iron downpipes – decoration and anti-climb paint in fair condition.</li> <li>• cast iron hoppers - decoration in fair condition but east side hopper blocked with leaves.</li> <li>• Gullies – generally in fair condition.</li> </ul>	

	<p><u>Boiler House:</u></p> <ul style="list-style-type: none"> <li>Plastic hopper and downpipe in fair condition.</li> </ul> <p><u>Hall block:</u></p> <ul style="list-style-type: none"> <li>100mm wide PVC-u gutters and 75mm dia. downpipes – in fair condition but undersized for roof area resulting in overspill and water damage to east wall.</li> <li>Gullies – generally in fair condition.</li> </ul>	
Repair needs	<p><u>Church:</u></p> <p>Unblocking of hoppers and gutters.</p> <p><u>Hall block:</u></p> <p>Replacing gutters and downpipes to larger capacity.</p>	<p>M</p> <p>B</p>

<b>1.3 External walling</b>		
Condition / repair needs	<p><u>Church:</u></p> <ul style="list-style-type: none"> <li>Slate cladding panels on south gable are debonding from the wall. One central panel is leaning outwards and is only held in place by the cross feature. The cladding is in danger of falling and should be removed urgently for safety reasons. Options following removal include refixing or alternative facing material (e.g. render, timber cladding, brickwork etc.). This will require planning consent.</li> <li>Facing brickwork and pointing – generally in fair condition. However <ul style="list-style-type: none"> <li>slight stepped cracking on NW corner possibly due to the close proximity of a mature silver birch tree. This should be monitored.</li> <li>some hungry joints on west side require repointing.</li> <li>some graffiti on north gable would best be removed.</li> </ul> </li> <li>PVC-u fascia panels and soffits in fair condition but <ul style="list-style-type: none"> <li>vegetation stains on west and north sides would benefit from removal.</li> <li>some open joints in gable verge fascia need sealing</li> </ul> </li> <li>Timber boarded soffit by main entrance has flaking paint. This should be removed followed by redecoration.</li> </ul> <p><u>Hall block:</u></p> <ul style="list-style-type: none"> <li>Facing brickwork and pointing – generally in fair condition.</li> <li>Pebble dash render on north wall – in fair condition</li> <li>PVC-u fascia panels and soffits in fair condition but would benefit from cleaning.</li> <li>Algae stains on part of east wall near downpipe. This is indicative that the gutters are leaking or overflowing. See comments in 1.2 regarding undersized gutters and downpipes.</li> <li>Stonework and pointing on south wall – in fair condition but open joints in coping need repointing.</li> </ul>	<p>A</p> <p>C</p> <p>C</p> <p>M</p> <p>B</p> <p>C</p> <p>M</p> <p>B</p>

<b>1.4 Crosses, chimney and flues</b>		
Condition / repair needs	<p><u>South gable cross:</u> In fair condition but see comments in 1.3</p> <p><u>Chimney stack and flue:</u> Felt flashing torn to capping. Needs repair or replacement. The flue and lead flashings to the stack should be checked at the same time.</p>	B B

<b>1.5 External doors and surrounds</b>		
Condition/ repair needs	<p><u>Entrance:</u> Glazed panelled mahogany doors and side screens. These have been varnished a number of times and the decoration is poor. Removal of previous layers and re-varnishing or staining recommended.</p> <p><u>Hall block:</u> Meeting Room escape door – hardwood framed, glazed panelled door and side screen in stained finish. In fair condition but would benefit from redecoration. Frame to security mesh starting to rust – removal of rust, localised priming and redecoration recommended.</p> <p>Foyer escape door - framed ledged braced and battened door in painted finish. In good condition. However, the panic bolts are hard to open and need adjustment.</p> <p><u>Boiler House:</u> Flush door with painted finish. In fair condition but would benefit from redecoration.</p> <p><u>External store:</u> Decoration to door flaking – redecoration needed.</p> <p>Hardware to external doors provides adequate security.</p>	C  C C  B  C  C

<b>1.6 Windows</b>		
Condition/ repair needs	<p><u>Church:</u> Anodized aluminium window frames and curtain walling with single glazing in a mixture of opaque and clear glass together with colour coated glass panels. Generally, in fair condition but see 4.8 for further on heat losses.</p> <p><u>Hall block:</u> Generally metal and timber framed windows with single glazing and externally mounted metal security mesh. Windows and mesh in fair condition. Brushing/ removal of small leaves etc from the mesh would improve the appearance.</p> <p>The timber framed kitchen window has flaking paint and is need of redecoration to prevent rot. This will involve removing the security mesh for access. Refixing the mesh frame on hinges and securing with a padlock would make future maintenance easier.</p>	D  C



Loose valley tile



Cracked mortar bedding to gable ridge



Chimney stack with torn flashing to coping



Blocked hopper



Flat roof of Hall block and pitched roof of Nave showing volume of water discharging into narrow gutters



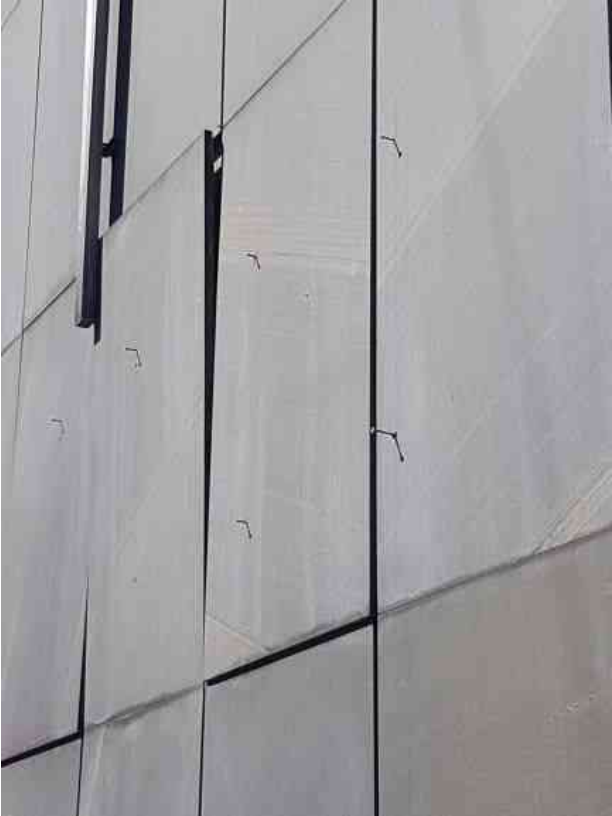
Graffiti to north west corner of Church



Green staining of gable fascia



Loose slate cladding to south gable



Slate panel held in place only by cross feature



## 2.0 Interior:

<b>2.1 Roof structures, ceilings, ceiling voids and ventilation</b>	See 2.6 for kitchen and toilet ceilings.	
Condition / repair needs	<p><u>Nave/Chancel:</u> Exposed laminated timber portal frames, purlins and valley rafters. All in good condition though it was noted that purlins are sagging. There is no immediate cause for concern though monitoring is recommended.</p> <p><u>Hall, Office and Creche:</u> Artex finish to plasterboard in fair condition. NB Artex is known to contain asbestos fibres and care should be taken if it is disturbed.</p> <p><u>Foyer and Meeting Room:</u> Painted plasterboard ceilings in good condition.</p>	
<b>2.2 Presence of bats and other protected species</b>		
Comments	There was no evidence of bats though their presence should not be discounted. For further information on bats see Section 6 which has a link to the Churchcare website.	
<b>2.3 Partitions, screens, doors</b>		
Condition / repair needs	<p><u>Glazed screens:</u></p> <ul style="list-style-type: none"> <li>• Office and Creche - the mahogany framed glazed screens are in good condition.</li> <li>• Hall/Foyer – glazed metal framed screen – in fair condition.</li> </ul> <p><u>Doors:</u> Generally flush doors throughout, some with vision panels. In fair condition but attention is needed as follows: -</p> <ul style="list-style-type: none"> <li>• Hall/Foyer – double doors don't close properly – adjustment of floor springs may be necessary.</li> <li>• Kitchen/passage – re-decoration is needed.</li> <li>• Hall/passage – double leaf/ dual swing fire door is hazardous. Replacing in single leaf/ single swing would be safer.</li> </ul>	M M B
<b>2.4 Internal wall finishes</b>		
Condition / repair needs	<p><u>Sanctuary:</u> Fair faced brickwork – water stains are assumed to be from past leaks but the roof/chimney flashings should be checked as a precaution and sealed as appropriate.</p> <p><u>Hall:</u> Fair faced brickwork – in fair condition.</p> <p><u>Elsewhere:</u> Wall finishes largely comprise painted plaster which is in good condition throughout.</p>	B

<b>2.5 Floors</b>	See 2.6 for kitchen and toilet floors.	
Condition / repair needs	<p><u>Foyer:</u> Terrazzo generally in good condition but some fine cracks were noted. No action needed at this time.</p> <p><u>Office and Creche:</u> Carpet tiles on solid floor - in fair condition.</p> <p><u>Nave:</u> Carpet tiles on solid floor (Sanctuary on raised timber floor) - in fair condition.</p> <p><u>Gallery:</u> Chipboard floor - in fair condition.</p> <p><u>Meeting Room:</u> Carpet on solid floor – in fair condition.</p> <p><u>Hall:</u> Wood effect vinyl sheet flooring – in good condition.</p> <p><u>Boiler House:</u> Concrete floor slab dry. Concrete beam and block floor between Boiler House and Nave – in fair condition.</p>	

<b>2.6 Kitchen and toilets</b>		
Condition/ comments	<p><u>Kitchen:</u> Plastered painted ceiling. Painted plastered walls with tiled splashback, non-slip vinyl floor finish on solid floor.</p> <p>Range of wall and base units with HPL worktops; stainless steel sink/ drainer; separate inset stainless steel hand wash basin; roller shutter to servery with glazed side panels.</p> <p>Appliances comprise 6 ring gas cooker and oven, hot water boiler, microwave oven, fridge/freezer, coffee maker, extract fan, gas fired boiler.</p> <p>All in excellent condition.</p> <p><u>Toilets:</u> Painted plasterboard ceiling; painted plastered walls with ceramic tiling to 2m; terrazzo floor finish on solid floor; wc pan with low level cistern; wash basin in separate compartment; veneered flush doors.</p> <p>All in satisfactory condition.</p> <p><u>Disabled toilet:</u> Painted plasterboard ceiling; full height ceramic wall tiling. Disabled wc pan with low level cistern; grab rails; assistance alarm system; tall mirror; wash basin; baby change unit; outward opening door with grab rail; wood strip effect vinyl flooring.</p> <p>All in good condition.</p>	

<b>2.7 Disabled access and provision</b>		
Comments	<p>The single step by the main entrance is an obstacle to wheelchair users. It is understood that a portable ramp is used for access. However, the PCC should consider adjusting the levels by the entrance to allow permanent level access for wheelchair and other users.</p> <p>Consideration should be given to forming a dedicated disabled parking bay. However, given the small size of the car park this may not be possible.</p> <p>There is a fully fitted accessible toilet located conveniently off the Foyer. See 2.6 for description and fittings.</p> <p>Door widths and passageways are wide enough for wheelchair access.</p> <p>The sound reinforcement and induction loop systems benefit the hard of hearing.</p>	<p>E</p> <p>E</p>

<b>2.8 Fittings, fixtures, furniture and moveable articles</b>		
Condition	<p>Furniture and fittings comprise the following: -</p> <ul style="list-style-type: none"> <li>• Moveable nave altar in oak veneer</li> <li>• Demountable oak communion rail and supports.</li> <li>• Oak lectern.</li> <li>• Oak font stand with stainless steel bowl.</li> <li>• Oak prayer desk.</li> <li>• Oak framed upholstered chairs.</li> <li>• Second font (in plastic) located in bay window near sound desk.</li> </ul> <p>All are in good condition.</p>	



Hazardous dual swing fire door



Escape door needs adjustment



View of Nave from Gallery



Staining from water leaks at roof/ gable stack



View of Hall from NW corner



Kitchen



Disabled toilet

### 3.0 Churchyard and environs:

3.1 Paths and car park		
Condition & repair needs	<p><u>Drive to forecourt:</u> Generally, tarmac in fair condition but there are several potholes starting to form. Localised repairs are recommended.</p> <p><u>West and north footpaths:</u> Weeds growing through cracks in tarmac. Removal/ application of weed killer needed.</p> <p><u>East footpath:</u> Concrete in fair condition.</p>	C  M
3.2 Fencing and gates		
Condition & repair needs	<p><u>North boundary:</u> 1.8m vertical boarded fence in fair condition but application of stain recommended to preserve its appearance and its longevity.</p> <p><u>East boundary:</u> 1.8m high metal palisade fence in fair condition structurally and decoratively.</p> <p>2m high vertical paling fence in SE corner – the posts do not connect into the ground making the fence unstable. Replacement posts are recommended.</p> <p><u>Gates to east and west passages:</u> Are rusting. Removal of rust followed by redecoration is needed.</p>	D   C  C
3.3 Free standing walls		
Comments	<p><u>Dwarf free standing walls to forecourt:</u> Stonework and pointing generally in fair condition. 1No missing coping on street frontage needs re-instatement.</p> <p><u>Central raised bed to forecourt:</u> Grass and shrubs well maintained.</p> <p><u>Stone wall to west boundary:</u> In fair condition but - some missing stonework to outhouse by NW corner – repairs needed - this should be raised with the owner. - vertical crack between stone wall and brick return on west boundary – filling open joint will prevent water ingress. - overhanging bushes near road frontage need pruning.</p> <p><u>Stone dwarf wall to east boundary:</u> - Some missing stones and cracking at northerly end. The cracks are caused by a shrub. This would best be removed from the root. The missing stones should be re-instated. - Generally the wall is in need of repointing.</p>	D   B D M  D D

<b>3.4 Trees</b>		
Safety	<p>Mature silver birch trees to NW corner. One tree very close to NW corner of Church. See action in 1.3.</p> <p>Cherry trees close to east boundary – in healthy condition. No apparent issues with overhanging branches or roots.</p>	

<b>3.5 Churchyard</b>		
Comments	<p>The lawned area to the north of the church is cut in the growing season. There are numerous twigs which would best be removed to prevent damage to the lawn mower.</p> <p>Handrails by NE escape door are rusting – removal of rust and redecoration is recommended.</p>	<p>M</p> <p>M</p>



Mature silver birch tree near north gable resulting in stepped cracks to NW wall



Shrub causing cracking of dwarf wall



Shrubs in need of pruning



Missing coping to dwarf wall adjacent road

#### 4.0 Service installations and other matters:

<b>4.1 Heating and gas supply</b>		
Comments	<p>Gas fired Ideal Concord boiler serving fanned convectors and radiators. The boiler is serviced annually and understood to be in good working order. The heating system is understood to provide adequate thermal comfort levels.</p> <p>As the boiler is over 30 years old the PCC are advised to plan for a new replacement heat source. This should ideally be carbon zero source e.g. ground or air source heating, bio-mass, solar panels etc.</p> <p>The pipework insulation in the boiler house is coming away from a number of pipes. These should be re-fixed securely.</p> <p>It is recommended that the gas meter and gas pipework are tested annually when the boiler is serviced.</p>	<p>E</p> <p>C</p>
<b>4.2 Electrical</b>		
Comments	<p><u>Supply and distribution:</u> Single phase supply entering building in Foyer cupboard. The consumer units comprise a modern type with plastic casing and MCB's and RRCD protection.</p> <p><u>Lighting:</u> The building is generally lit via fluorescent luminaires throughout which maximise energy efficiency.</p> <p><u>Testing:</u> An electrical test was carried out on 23.09.20. Several repairs were recommended and were subsequently carried out. These included a new consumer unit; repairs to some lights; a new earth rod etc. Portable appliances should be tested annually.</p>	
<b>4.3 Sound system</b>		
Comments	The sound system is operated from a mixing desk at the rear of the Nave. 4No speakers are wall mounted. An induction loop system is also installed. The systems were not tested but are understood to be in good working order.	
<b>4.4 Projection system</b>		
Comments	<p>A projector is located on the balcony to project onto a portable central screen. Two other projectors suspended on poles from the ceiling are located at the front of the Nave. These project onto the plastered walls. The cables between the two front projectors hang down and looks unsightly. Consideration should be given to re-routing these at the ceiling level.</p> <p>The projectors are understood to be in good working order.</p>	E

<b>4.5 Fire protection</b>		
Comments	<p>Fire-fighting appliances are located strategically as follows:-</p> <ul style="list-style-type: none"> <li>• Foyer: 6 litre foam</li> <li>• Nave: 6 litre foam</li> <li>• Sound desk: 6 litre foam</li> <li>• Kitchen: 2kg dry powder + fire blanket</li> <li>• Kitchen/Meeting Room passage: 6 litre foam</li> <li>• Boiler House: 4 kg powder</li> </ul> <p>The extinguishers are tested annually. Last test Dec 2020.</p>	
<b>4.6 Lightning protection</b>		
Comments	There is no lightning protection system. However, one is thought unnecessary given the building size and location.	
<b>4.7 Water supplies</b>		
Comments	Mains cold water supplies are provided in the toilets and kitchen. An instantaneous wall gas boiler provides hot water supply to the kitchen sink and adjacent toilet basin. The disabled toilet has an instantaneous electric hot water supply.	
<b>4.8 Insulation and air leakage</b>		
Comments	<p><u>Insulation:</u> The insulation of the walls, floors and roof will have complied with the Building Regulations at the time of construction. Improving insulation levels retrospectively could be expensive to achieve.</p> <p>The single glazed aluminium framed windows and curtain walling of the Nave, Creche and Office will result in significant heat losses. Consideration should be given to replacing these in either timber or thermally broken aluminium frames with double glazed units.</p> <p>The Hall block flat roofs were insulated in 2016 when recovered in single ply membrane.</p> <p>The rooflights in the Hall have a secondary glazing which will reduce heat losses.</p> <p><u>Air leakage:</u> There are no concerns regarding air leakage.</p>	E



## 5.0 Summary of repairs

### Category scale

A – Urgent, requiring immediate attention.

B – Requires attention within 12 months.

C - Requires attention within the next 18-24 months.

D – Requires attention within the quinquennial period.

E – A desirable improvement with no timescale.

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

Category	Comment	Budget costs ex VAT & fees
A	Removal of unsafe slate cladding to south gable of church (1.3)	£4,000
B	Replacement/refixing of missing/loose roof tiles (1.1)	£150
B	Replacing Hall gutters and downpipes to larger capacity (1.2)	£1,500
B	Seal open joints in verge fascia & ridge bedding at apex of church gables (1.3)	£100
B	Repoint open joints to copings to stone wall on south side of Hall block (1.3)	£100
B	Adjustment of fire escape panic bolts (1.5)	£100
B	Replace dual swing fire door to Hall/passage with single leaf single swing (2.3)	£500
B	Alert owner of outhouse to missing stonework on NW boundary (3.3)	-
B	Repair/replace torn flashing to chimney stack coping (1.4)	£1,500
B	Check roof/chimney stack flashings for leaks; repair as appropriate (2.4)	
C	Repoint hungry joints at low level on west side of church (1.3)	£75
C	Remove graffiti from north wall of church (1.3)	£100
C	Remove flaking paint and repaint soffit by main entrance (1.3)	£100
C	Remove existing layers of varnish & revarnish entrance door/side screens (1.5)	£100
C	Redecorate kitchen escape door and frame & security mesh (1.5)	£100
C	Redecorate boiler house door and frame (1.5)	£75
C	Redecorate external store door and frame (1.5)	£75
C	Redecorate kitchen window (1.6)	£100
C	Fill/repair potholes to tarmac drive (3.1)	£500
C	Replace fence posts to vertical boarded fence in SE corner (3.2)	£500
C	Remove rust and redecorate external gates (3.2)	£200
C	Refix loose/missing pipework insulation in Boiler House (4.1)	DIY
D	Remove leaves etc from window mesh (1.6)	DIY
D	Stain north boundary fence (3.2)	£300
D	Repoint open joints on stone dwarf wall in car park area (3.3)	£500
D	Remove shrub/ replace missing stones from east dwarf boundary wall (3.3)	£200
D	Repoint east dwarf boundary wall (3.3)	£1,000
E	Consider forming ramped access to main entrance (2.7)	£1,000
E	Consider forming dedicated disabled parking bay (2.7)	£750
E	Budget for replacing boiler with zero carbon alternative heat source (4.1)	£10,000
E	Consider re-routing dangling cables to projectors (4.4)	?
E	Consider replacing curtain walling/ windows & glazing to Church (4.8)	?
M	Unblock hoppers and gullies twice yearly (1.2)	DIY
M	Clean PVC fascia panels and soffits to church and hall block (1.3)	£300
M	Monitor stepped cracking on NW corner of church for further movement (1.3)	-
M	Adjust Hall / Foyer doors to open freely and in alignment (2.3)	£100
M	Redecorate Kitchen/ Passage door (2.3)	DIY
M	Remove weeds from paths (3.1)	DIY
M	Remove twigs from grassed area (3.5)	DIY
M	Prune overhanging shrubs to west boundary wall (3.3)	DIY

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

### **Accessibility and disabled people**

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

### **Asbestos**

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

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

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

### **Electrical Installation**

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

### **Fire extinguishers**

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

### **Heating Installation**

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

### **Health and Safety**

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

### **Insurances**

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

### **Lightning Protection**

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

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

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

### **Organ**

Enter into an annual contract for maintenance and tuning.

### **Painting rainwater goods**

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

### **Pointing of masonry**

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

### **Plasterwork**

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

### **Rainwater disposal systems**

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

### **Roof coverings**

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

### **Sustainable buildings**

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



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