

ST ANDREW'S CHURCH, DALTON-LE-DALE

ST CUTHBERT'S TERRACE, DALTON-LE-DALE, SEAHAM, CO.
DURHAM, SR8 8QX

The Parish of Dalton le Dale
Archdeaconry of Durham, Diocese of Durham
Incumbent: Vacant



Report prepared by

SAMANTHA DIXON

BA (Hons) Prof Dip Arch, RIBA CA

JDDK Architects Ltd

Millmount, Ponteland Road, Newcastle upon Tyne, NE5 3AL

Tel: 0191 2860811 www.jddk.co.uk

CONTENTS

1.	EXECUTIVE SUMMARY	4
2.	PREVIOUS INSPECTIONS	4
3.	WORKS COMPLETED SINCE THE PREVIOUS INSPECTION	4
4.	BRIEF DESCRIPTION	5
5.	PLAN OF THE CHURCH	6
6.	LISTING STATUS	6
7.	MAINTENANCE RESPONSIBILITY	7
8.	LIMITATIONS OF THE REPORT	7
9.	STRUCTURE OF THE REPORT	7
10.	EXTERIOR	8
10.1.	ROOF COVERINGS	8
	Porch Roof	8
	Nave Roof	9
	Vestry Roof.....	10
	Chancel Roof.....	11
	Boiler Room Roof	12
10.2.	BELLCOTE, BELLS, FRAME, CLOCK.....	13
10.3.	RAINWATER GOODS AND DISPOSAL SYSTEMS	14
10.4.	WALLING, BUTTRESSES, CHIMNEYS	16
	Nave	16
	Chancel	17
	Vestry	19
	Porch	20
10.5.	DOORS, WINDOWS AND SURROUNDS.....	21
	Exterior Doors.....	21
	Windows	23
10.6.	BELOW GROUND DRAINAGE	24
11.	INTERIOR	26
11.1	ROOF, CEILING VOIDS AND VENTILATION.....	26
11.2	ROOF STRUCTURES AND CEILINGS	26
11.3	INTERNAL WALLS	28
11.4	PARTITIONS, SCREENS, PANELLING, DOORS AND DOOR FURNITURE.....	31

Partitions, Screens and Panelling.....	31
Interior Doors.....	32
11.5 FLOORS AND PLATFORMS	33
11.6 MONUMENTS AND TOMBS.....	35
11.7 FIXTURES, FITTINGS AND FURNITURE	36
11.8 ORGAN.....	37
12. CHURCHYARD AND ENVIRONS.....	38
13. SERVICES	40
14. SUMMARY OF REPAIRS	42
15. MAINTENANCE PLAN.....	45
16. ADVICE TO THE PCC	46

1. EXECUTIVE SUMMARY

This inspection was carried out on 16th October 2025. The weather was predominately dry and overcast. This was the author's first Quinquennial inspection of the church.

The Church remains in relatively good condition, and it is evident the PCC has kept up with repairs and maintenance. There is some recurrence of dampness and efflorescence following the extensive decorative works mentioned in the last QOI report. Whilst issues to prevent water ingress such as roof repairs and ... have been actioned, water is still getting in. The high-water table to the north may be the contributing factor to the moisture in the north walls, and the drainage around the porch may be contributing to the dampness around the staircase and west walls. The PCC are advised to consider further drainage works to help mitigate this moisture ingress.

2. PREVIOUS INSPECTIONS

The last inspection was carried out by the previous QI inspector David Beaumont on 16th October 2020. The following summary points were highlighted in the report:

The PCC were thanked for their hard work improving the condition of the fabric and updating of the heating. The church as a result in a good condition, warm and in good decorative order.

- The repairs required in the next five years are all routine.
- Longer term items to consider include; re-slate of roof in possibly 20 years, change air drains, remove perimeter wall concrete gutters, improve rainwater dispersal and tree works.

3. WORKS COMPLETED SINCE THE PREVIOUS INSPECTION

The Church Log was inspected, only records between April 2023 and April 2025 were available. Each item was identified but an exact date was not noted. It would be useful moving forward to note the date of each test / action recorded in the log book so the anniversary repeat tests are not missed or delayed.

The following items of work have been recorded within the period above:

Works between April 24 – April 25

- New church noticeboard was installed
- Repairs to east stone wall near front gates
- Fire extinguishers equipment inspection and testing
- Fixed electrical system wiring checks
- Gas boiler service
- Security alarm checks
- Smoke and CO alarms checked.
- Fire risk assessment updated.
- Repairs to church roof, ridge tiles repointed.
- New memorial bench installed.
- Refurbishment of memorial garden.
- LED lighting installed in the vestry, nave and chancel.

Works between April 23 – April 24

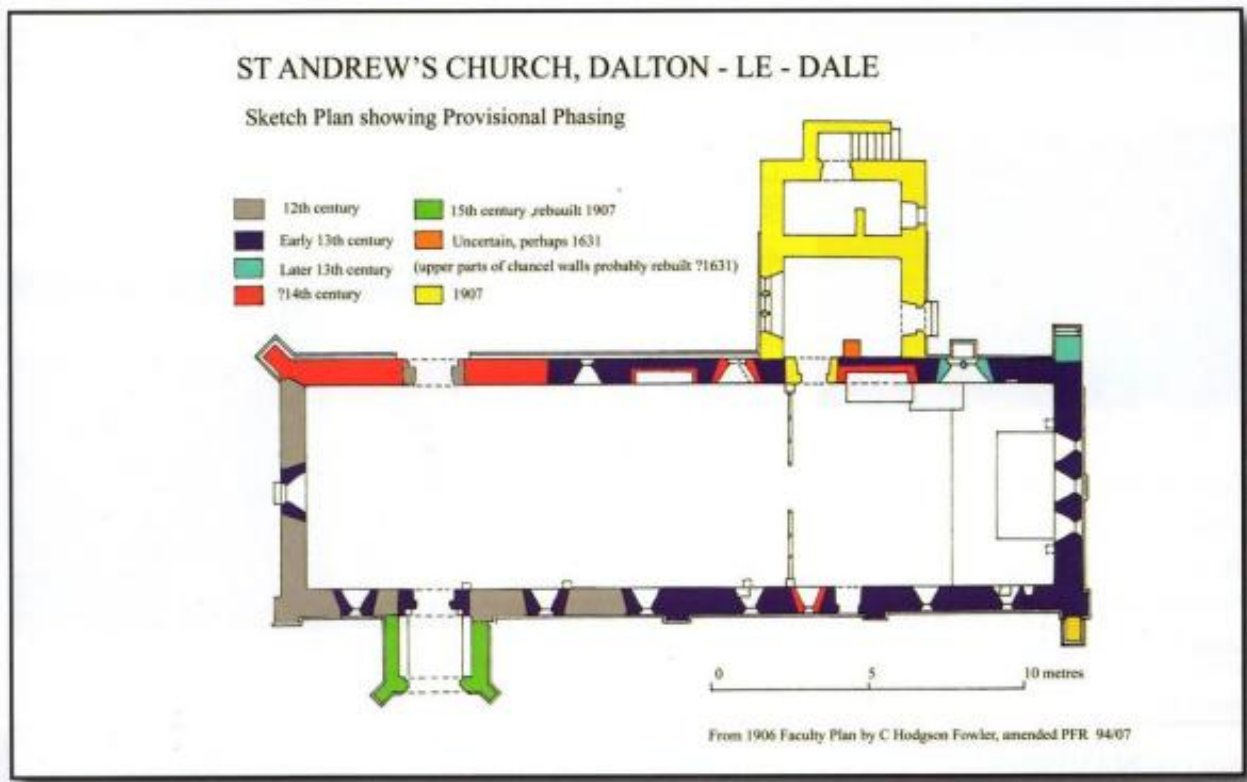
- Repairs to guttering and downcomer on south church elevation.
- Repairs to south church and vestry doors and repainting.
- Old church notice board was refurbished.
- Manhole cover secured in graveyard.
- Old water tank removed from vestry.
- Old steel cupboard removed from vestry and wooden cupboards refurbished with new shelving.
- Fire extinguishers equipment inspection and testing
- Lightning conductor checked.
- Portable appliance checks.
- Gas boiler service.
- Smoke alarm installed in the nave.
- Smoke and CO alarms checked.
- Repairs to roof – loose slates refixed.

4. BRIEF DESCRIPTION

St Andrew's Church, located off St Cuthberts Terrace, originated from 13th Century and majorly restored in 1907. A Grade II* listed Church, set within flat land with high ground to the west and north. Graveyard to the south and west. With most of the village located to the east of the church.



5. PLAN OF THE CHURCH



Plan from *Historic Churches of County Durham* by Peter Ryder

6. LISTING STATUS

The Church has a Grade II* Listing status,

Church. Romanesque with mainly C13 features. Extensive restoration by C. Hodgson Fowler in 1907 when bellcote, porch and vestry were added. Sneaked rubble. C20 Welsh slate roof. Aisleless nave and continuous chancel, south porch and north vestry. 2-bay chancel has pointed-arched priest's door and trefoiled low-side window in south wall; plate-tracery window in north wall to east of vestry and trefoiled low-side window to west. Buttressed east end with 3 stepped lancets in hollow-chamfered reveals. 4-bay nave has pilaster-buttressed bay divisions and tall lancets under hoodmoulds with trefoiled rear-arches. Sculptured fragments built into masonry include part of a Saxon cross-shaft and a C17 sundial. South door within porch is set in a roll-moulded pointed arch of 2 orders, shafts missing. North wall has chamfered plinth and a late Romanesque doorway of 3 orders with chevron and worn scalloped capitals, shafts missing. Single tall lancet in west end and bellcote above.

Interior: gutted and plastered. Panelled nave ceiling, shallow wagon roof to chancel; minimal wooden chancel screen. Recumbent alabaster effigy of Sir William Bowes, died 1420, in armour on decorated chest tomb, is now set against a 4-centred recess possibly for Easter sepulchre. Mutilated female effigy in front of low arch in north wall. Aumbry and trefoiled piscina in chancel south wall. Late medieval round font with floral border on replaced stem. Relief Roman numerals on north wall said to be remnants of a ray sundial.

7. MAINTENANCE RESPONSIBILITY

Responsibility for the maintenance of the church lies with the PCC. The churchyard is closed and Local Authority, Durham County Council are responsible for its maintenance and safety.

8. LIMITATIONS OF THE REPORT

This report has been prepared for the purposes of the Quinquennial Inspection only, and is not intended as a specification for any works required to the fabric of the Church or as a means to obtaining prices from builders.

The inspection was made from the ground externally, and from readily accessible floor levels internally. The inspection was visual only and involved no opening up of enclosed spaces or structures, even if further inspection or such spaces or structures may be recommended in the report.

The report is therefore restricted to the general condition of the building and its defects.

9. STRUCTURE OF THE REPORT

The inspection was made starting at the porch, and walking in a clockwise direction around the church. Consecutive circuits were made inspecting the building from the top downwards. The report is presented in the same manner, and describes the inspection using the following format:

- Component
- Description
- Condition
- Repair Needs

Repair needs are also summarised according to category denoting the urgency of the work required.

- 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 (eg. clearing leaves from a gutter) This can be done without professional advice or a faculty

10. EXTERIOR

10.1. ROOF COVERINGS

The previous QI states; *The slates are likely from 1907 works. It would be wise to set money aside for renewing roof covering...*

Porch Roof

	Description • Welsh Slate covering • Angled clay ridge tiles	
--	--	--

	Condition • A few chipped slates • Flashing is beginning to debond on east slope	
	Repair Needs Re-fix flashing to avoid water ingress.	B

Nave Roof

	Description • Welsh Slate covering • Sarking boarding • Angled clay ridge tiles	
---	--	--

	Condition • Slate and ridge tiles appear sound and well bedded. • Flashing appears sound. • Section of ridge tile bedding has come loose and fallen.	
	Repair Needs Repoint ridge tile	B

Vestry Roof

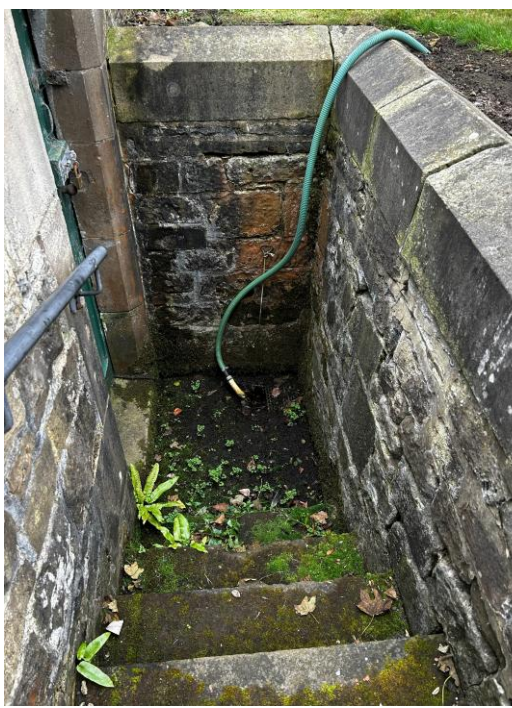
	Description • Welsh slate covering • Sarking boards • Angled clay Ridge tiles	
---	--	--

	Condition • Slates appear sound • Ridge tiles well bedded. • Mortar flashing to chancel wall is sound.	
	Repair Needs None	

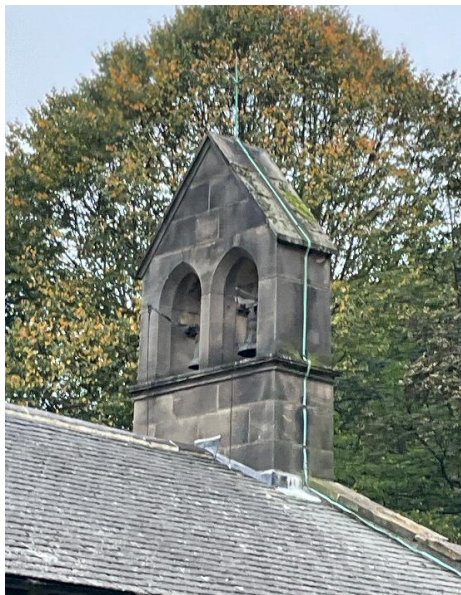
Chancel Roof

	Description • Welsh Slate covering • Sarking boarding • Angled clay ridge tiles	
	Condition • South slope - slates, ridge flashing appears sound. • North side - slates, ridge flashing appears sound	
	Repair Needs None	

Boiler Room Roof

	Description - Mineral felt flat roof with shallow fall towards north. - No gutter present	
	Condition - No flashing present to abutment with vestry wall, doesn't appear to be causing any problems internally, but a visible splash line is evident on vestry wall. - The absence of a gutter is resulting in rainwater pooling at the base of the stair and causing moss / vegetation growth.	
	Repair Needs - Install flashing at vestry wall abutment to prevent any future water ingress. - Install a gutter to the boiler house roof, to avoid the pooling water and prevent water ingress issues.	B B

10.2. BELLCOTE, BELLS, FRAME, CLOCK

	Description Two bell bellcote in ashlar stonework at the west end.	
	Condition Stonework appears fine.	
	Repair Needs None	

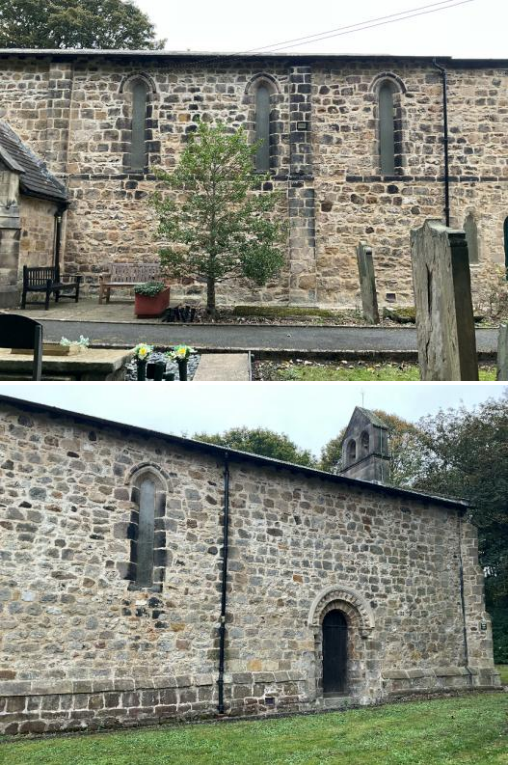
10.3. RAINWATER GOODS AND DISPOSAL SYSTEMS

	Description Black Cast Iron half round gutters supported on timber fascia's, with round down pipes. The church has a mixture of gullies and concrete channels that by various routes find their way to a discharge point. Rainwater downpipes are round cast iron, supported on iron brackets off external walls, at following locations; <u>Nave Roof</u> 1 no. RW outlet on south, 1no. RW outlet on north. <u>Chancel Roof</u> 1 no. RW outlet on south, 1no. RW outlet on north. <u>Porch Roof</u> 1 no. RW outlet on east, 1no. RW outlet on west. <u>Vestry Roof</u> 1 no. RW outlet on east, 1no. RW outlet on west. <u>Boiler House Roof</u> No rainwater goods present.	
--	---	--

	Condition • Downpipe not quite aligning with gully next to chancel door. • Some vegetation growth in vestry gutters. • No gutters or downpipes present on boiler house roof.	
	Repair Needs Clear vegetation growth from vestry gutters to prevent blockage. Consider installing a gutter and a downpipe to the boiler house roof.	M B

10.4. WALLING, BUTTRESSES, CHIMNEYS

Nave

	Description • Coursed rubble Sandstone • Pointing has been renewed with a natural hydraulic lime pointing • Water table to gable • Stone plinth to base.	
	Condition • Generally sound • Some dark staining to window surrounds, buttresses and string course below windows on south side. • A small section of the string course is missing next to the buttress on the south elevation. • Some staining to the west gable around window and below.	

	Repair Needs None	
--	-----------------------------	--

Chancel*South Elevation**East Gable**North Elevation***Description**

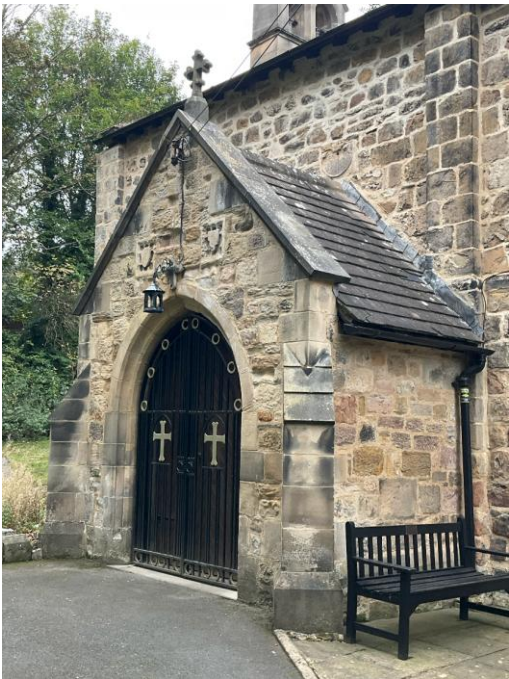
- 2 bays Chancel in Coursed rubble Sandstone with ashlar buttresses, recesses chamfered window jambs and lancet head hood moulding.
- Pointing has been renewed with a natural hydraulic lime pointing (previous QQI suggests repointing was completed in 2019)
- Stone water table to East gable with stone finial at ridge.

	Condition • Stone and pointing seems generally sound. • There is some delamination to buttress stone face. • Some dark staining to window surrounds and buttresses. • No obvious sign of water penetration causing the internal dampness. • Some moss growth on north facing buttress below window. • Stone water table appears sound and well bedded.	
	Repair Needs • Monitor moss growth on buttress and brush off if it becomes excessive.	M

Vestry

 	Description • Random coursed squared sandstone • Pointing does not appear to have been renewed, and cement pointing is still present. • Ashlar quoins to corners and door surround. • 2 stone steps to Vestry door. • Stepped Stone water table to gable with small stone bellcote at ridge.	
	Condition • Stone and pointing is generally sound. • Newer stone surround to door appears sound. • Water table is sound and well bedded.	
	Repair Needs None	

Porch

	Description • Coursed rubble Sandstone walls • Pointing has been renewed with a natural hydraulic lime pointing (previous QQI suggest repointing was completed in 2019) • Two shields built-in above the doorway. • Stone watertable with stone finial on ridge.	
	Condition • One shield has eroded more than the other. • Stone and pointing appears sound.	
	Repair Needs None	

10.5. DOORS, WINDOWS AND SURROUNDS

Exterior Doors



Chancel south door



Porch Door with metal security gates

Description

- Vestry door is a boarded door with false hinges
- Inner Porch door is a single lancet arched head which is fixed to internal face of wall.
- Outer porch door is a double timber boarded door with flat head set behind a stone arch opening. Metal security gates within arch.
- Chancel door is a chamfered lancet arch with green painted vertical boarded door. Not accessible as Organ sits in front of the door internally.
- Nave north door – oak boarded door with rounded arch head and decorative hood moulding.

*Nave North Door***Condition**

- Chancel lancet door appears sound externally. The door is not accessible internally.
- Internal porch door is draughty as the door doesn't fully sit flush up against the wall. The timber is rotten at the base.
- External porch doors and gates appear sound.
- Vestry door appears sound.

*Internal Porch Door***Repair Needs**

Investigate potential draught proofing and repair of existing door to establish if repair is feasible before considering replacement.

D

Windows



Description

- On the east a triple lancet light with chamfered jambs.
- To south elevation, a row of 6 high level windows with lancet heads, chamfered jambs and hood moulding. And at low level a single trefoil headed window.
- To west a single lancet window with hood moulding.
- To North, 2 single lancet windows
- A square headed three light window to the vestry, covered with polycarbonate.
- Twin light lancet with quatrefoil insert, and hood moulding.
- All windows have polycarbonate covers externally



Condition

- Polycarbonate covers externally are sound, but rather grey and frosted.
- Surrounds are heavily stained.
- The eastern most Nave window on the southern elevation doesn't appear to have a sill stone. This may limit the ability for water to run off which could lead to water ingress.

**Repair Needs**

Install a sill stone to the nave window to ensure water is expelled and doesn't pool.

B

10.6. BELOW GROUND DRAINAGE**Description**

- The drainage is a mixture of gullies and concrete channels.
- The previous QQI reported that the full drainage system was checked and repaired in 2019.
- Down pipes discharge onto the concrete ground. Either side of porch.

**Condition**

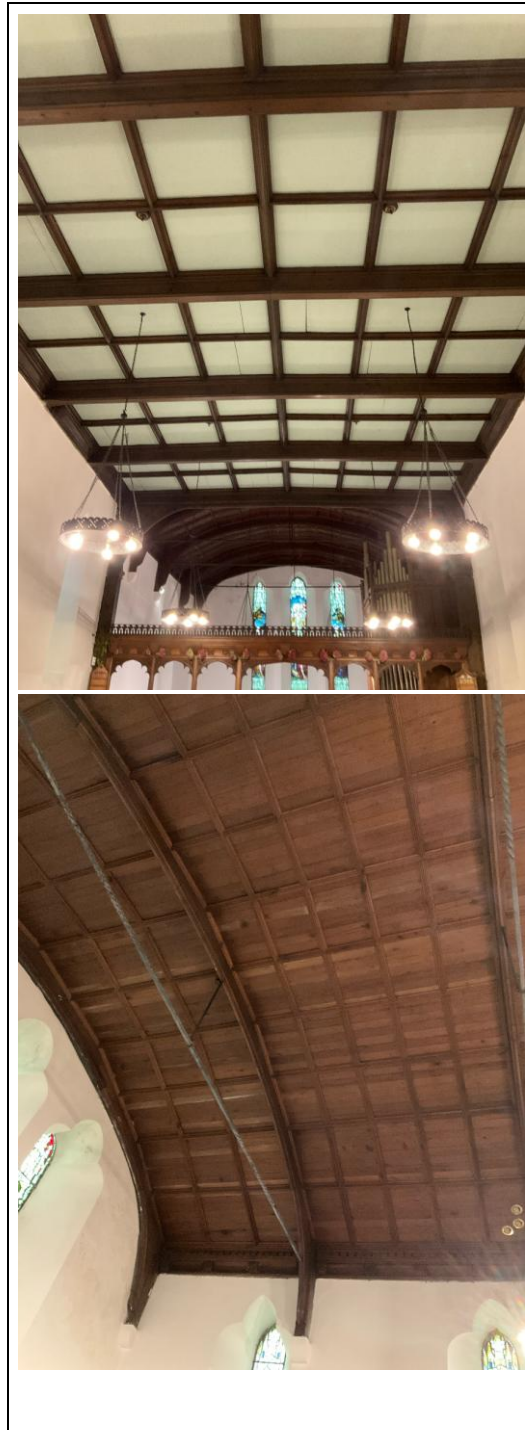
- Some downpipes don't directly align with gullies.
- There is some dampness around the internal porch area which could be a result of the downpipes discharging onto the concrete to the side of the porch.
- There is a high-water table on the north side which was noted in previous QQI report, possibly attributed to road drainage within the boundary retaining wall. Dampness is present on the walls internally at low level suggesting rising damp.

	Repair Needs • Consider installing new gullies and drainage system around the porch to direct water away from the building. • Consider installing a land drain and planting shrubs to mitigate high water table.	D D
--	--	-------------------

11. INTERIOR

11.1 ROOF, CEILING VOIDS AND VENTILATION

11.2 ROOF STRUCTURES AND CEILINGS

	Description • No roof timber exposed in the Nave or Chancel, which have boarded ceilings. • An attic present over the nave. (The author did not gain access.) • The Nave has cranked principal beams which create seven bays with ribbing in between and painted plaster board. • The chancel has more elaborate ceiling than the nave with 5 trusses with curved beams that form 4 bays. Three trusses have metal tie rods. Each bay has ribs and narrow boarded panels between them, all-natural finish. • Vestry – boarded ceiling, same style as chancel • Porch – open boarded ceiling with single truss • WC & servery have painted plasterboard ceilings. • Boiler room - Shuttered concrete.	
--	--	--

	Condition • In nave some board joints are visible • Chancel ceiling is sound. • Vestry ceiling appears sound.	
	Repair Needs None	

11.3 INTERNAL WALLS**Description**

- Walls internally are predominantly plastered with paint finish. (Previous QQI stated the church from the vestry had been redecorated using Earthborn paint.)
- There is a timber arch between Chancel and Nave
- Vestry – mixture of exposed masonry, lime wash, and timber fittings along the north wall.
- Porch – exposed stonework
- WC & servery – plastered walls and half height tiles in WC and tiled splash back above worktop in servery.
- Boiler room – Exposed masonry.



Peeling at high level on east gable



Efflorescence and peeling on north wall



Staining at high level

Condition

- East gable of chancel has some peeling and bubbling of paint work and plaster at high level.
- South and north walls are generally fine.
- Vestry walls are fine.
- Nave walls have been repainted recently, but efflorescence is beginning to show through and peeling paint on north side. This is possibly linked to a high water table externally noted in last QOI.
- Some staining on south appears to be water streaks. Following a storm last year. PCC noted no further issues.
- An area of efflorescence and dampness to the west of entrance door beside base of stair at low level. Potentially linked to external downpipe discharging onto the ground rather than a gully.
- Some efflorescence either side of stone & marble memorial underneath stair.
- There is efflorescence and dampness on the plaster walls to the west wall within WC above the tiles.
- Wall at high level around gallery appear fine.
- Little bit of efflorescence inside servery.

	Repair Needs • Brush off worst of the efflorescence and monitor the area for reappearance. (Refer to the below ground drainage section for recommendation on resolving moisture.) • Monitor staining from high level, particularly after heavy rainfall. • Check if there is ventilation in WC. • Consider planting shrubs along north boundary and install a land drain to reduce water table.	M M M D
---	--	---

11.4 PARTITIONS, SCREENS, PANELLING, DOORS AND DOOR FURNITURE

Partitions, Screens and Panelling

 	Description • Oak panelling to gallery • 4 panel sliding folding oak panelled screen to servery with fixed panels above. • A fine ornamental screen between the nave and chancel • Dark wooden panelling to vestry.	
--	---	--

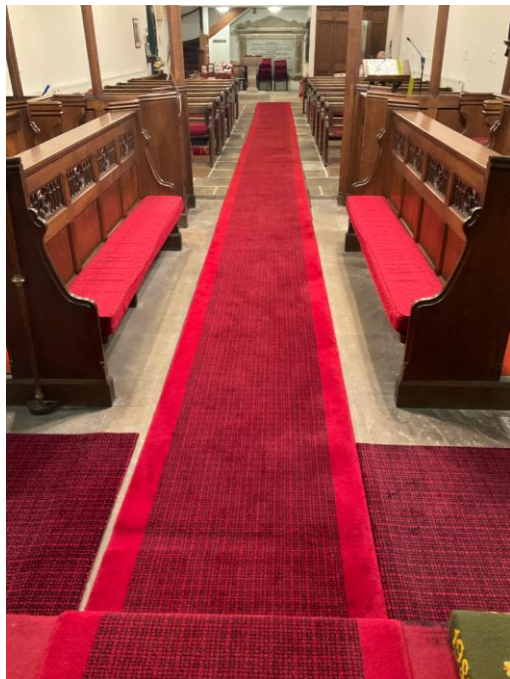
	Condition • Screen between nave and chancel appears sound • Served panelling is sound. • A piece of edging is missing at top of vestry panelling, otherwise panelling is sound. • Gallery and stair balustrade and metal rail appear sound.	
	Repair Needs • Replace missing edge piece on vestry panelling	E

Interior Doors

 <i>Vestry door</i>	Description • Internal Vestry door – Panel frame door. • WC – timber laminate flush door with kick plate • Served – sliding folding screen doors	
	Condition All doors appear sound.	

	Repair Needs	
	None	

11.5 FLOORS AND PLATFORMS

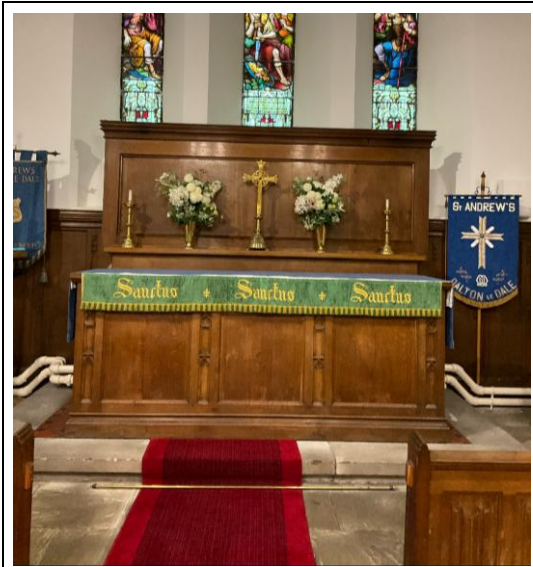


Description

- There is a Gregson family burial vault at the west end under the font. Not accessible.
- Circulation areas are paved. And throughout chancel. With a carpet runner.
- Flush pew platforms in herringbone parquet to nave.
- Vinyl flooring to the WC.
- Boiler room floor is concrete.
- Porch floor is stone paving.
- Vestry flooring is undecorated herringbone block floor covered with a central carpet / rug.
- Raised 1 step alter platform and 1 step to alter in stone with tiled inner.

	Condition • Flooring throughout is generally in good condition. • Steps have some chips • Carpets are good condition.	
	Repair Needs None	

11.6 MONUMENTS AND TOMBS



Oak Reredos behind altar



Effigy of Sir William Bowes



Effigy of Lady Matilda

Description

Reredos - Simple oak panel behind the altar

Ogee topped date stone 1631 with initials ED, CW, WS, IT.

Blank tablet set within the chancel north wall.

Sound system plaque in memory of Walter Basset in brass on timber.

Piscina and aumbry recess within Chancel south wall.

Gregson memorial tablet on the gallery, on the west gable.

Below the gallery a Gregson memorial tablet – a pedimented rectangular frame.

Roman numerals on the north wall.

Effigy of Lady Matilda c. C15 within an arch

Effigy of Sir William Bowes, 1420.

Table tomb.

A brass on marble, in memory of Colonel Lancelot Gregson.

Condition

Effigy of Lada Matilda set within arch recess is badly eroded and damp, possibly due to lack of ventilation or the heating pipes located close by.

Repair Needs

As advised in previous QQI report, consider relocating Effigy of Lady Matilda outside of the arch to avoid further deterioration.

E

11.7 FIXTURES, FITTINGS AND FURNITURE



Description

- Oak Chancel choir stalls
- Two priests reading desks.
- Bishops chair
- 2 Glastonbury chairs inscribed 'Dalton-le-Dale'
- Altar
- Communion rail in oak.
- Pews in Nave.
- C13 Bowl font on baluster set on circular plinth. With oak cover.

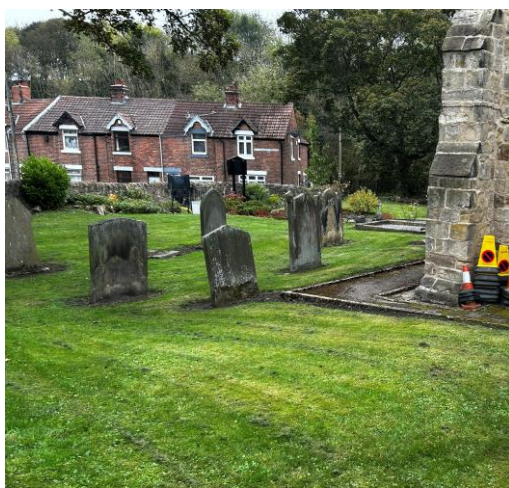


	Condition All appear stable and sound.	
	Repair Needs None	

11.8 ORGAN

	Description Grade II pipe organ, located in the chancel, 1913 by Harrison and Harrison two manual. Condition There was no record in the logbook of the organ being serviced or tuned. Repair Needs Arrange organ service / tuning.	M
---	---	----------

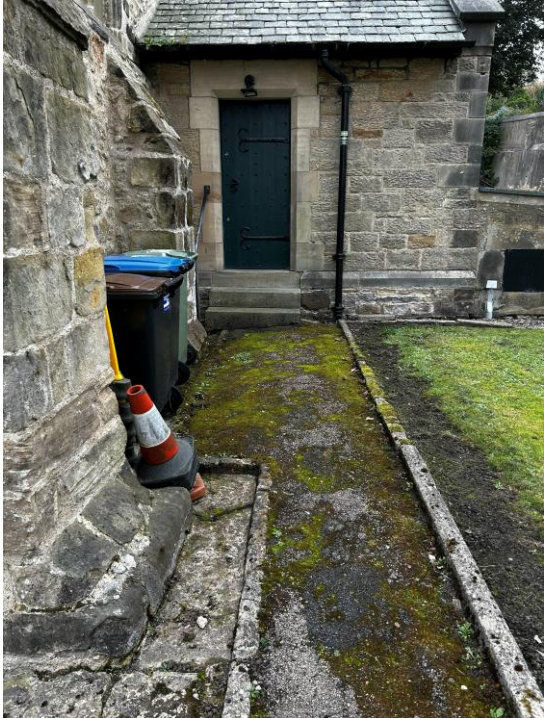
12. CHURCHYARD AND ENVIRONS



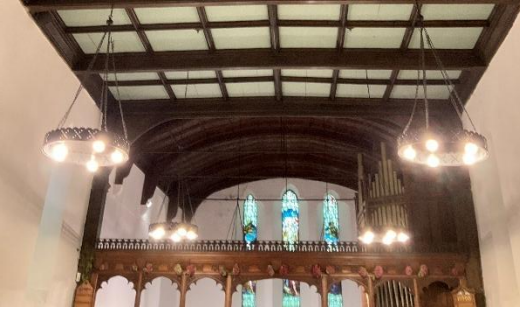
Description

- Graveyard mostly grass with tarmac paving.
- North Boundary - Buttressed brick wall on top of a concrete retaining wall, both are cement rendered. Retains high level road.
- East Boundary – Curving stone wall with metal gate.
- South Boundary – Modern metal railings on top of a stone retaining wall holding back the graveyard with a drop of approx. 6 feet.
- West Boundary – Low stone wall.
- A timber signboard and a metal noticeboard located close to east boundary entrance to site.



	Condition • Small area of pointing missing to curved stone wall at front. • Render to inside face of north walls missing in places, exposing brick behind. • Large crack in part of render to base of north wall. • Railings appear sound. • Some moss growth on front gates. • Moss growth to footpaths, particularly extensive outside vestry door. 	
	Repair Needs • Small area of repointing required to curved stone wall at front. • Clean down front gates. • Clean moss growth off footpaths.	D M M

13. SERVICES

 	Description Heating System • Potterton Commercial gas boiler, installed in 2019. • Double panel radiators. • Gas meter housed in a green cabinet outside the old boiler room. • Redundant oil tank still present adjacent to north boundary wall. Electrical System • Overhead service to the porch which finds its way to the distribution board in the Nave entrance at the foot of the stairs. • Lighting – all LED lamps • Sound system comprises lecturn mic, microphone at two reading desks and radio handheld mic. Fire Precautions • There are several fire extinguishers in the building. • Servedy – 2kg CO2 • Organ – 2kg CO2 • Chancel by Vestry door – 2 x 6ltr foam Lightning Conductor • There is a lightning conductor on the bellcote.	
	Condition • Redundant oil tank is still present in grounds. • Fire extinguishers have been tested and checked recently. • Lightning conductor has been checked recently. • Gas boiler has been serviced recently and no noted issues.	

	Repair Needs Remove redundant oil tank	C
---	---	----------

14. SUMMARY OF REPAIRS

Please note that this list should not be read in isolation, but in the context of the detailed observations and recommendations contained in the report.

Budget costs given are indicative and for guidance only. A broad cost range has been suggested because the manner in which the works are procured will affect the likely cost. Detailed quotes should be sought by the PCC for financial planning and procuring repair works. The Author can assist with this process if required.

Category	Comment	Budget Cost
A Urgent, requiring immediate attention	None	0
B Requires attention within 12 months	• Re-fix flashing to porch roof to avoid water ingress • Repoint ridge tile on Nave roof • Install a gutter to the boiler house roof • Install a flashing at the boiler house roof / vestry wall abutment to prevent water ingress • Install a stone sill to nave window to ensure water is expelled.	£1,500 To £5,000
C Requires attention within the next 18-24 months	• Remove redundant oil tank	£500 To £1,500
D Requires attention within the QQ period	• Consider installing new gullies and drainage system around the porch to direct water away from the building. • Small area of repointing required to inside of curved east boundary wall. • Investigate potential draught proofing and repair of existing door to establish if repair is feasible before considering replacement • Consider installing a land drain and planting shrubs along north to mitigate high water table.	£3,500 To £6,500

Category	Comment	Budget Cost
E A desirable improvement with no timescale	• Replace missing edge piece on vestry panelling. • Consider relocating Lady Matilda to avoid further deterioration.	

Category	Comment	Budget Cost
M Routine maintenance	• Clear vegetation growth from vestry gutters to prevent blockage.	Obtain Quote
	• Monitor moss growth on buttress next to vestry entrance and brush off if it becomes excessive.	N/A
	• Brush off worst of the efflorescence and monitor the area for reappearance.	N/A
	• Monitor staining from high level, particularly after heavy rainfall.	N/A
	• Arrange organ tuning / service.	Obtain Quote
	• Clean down front gates	N/A
	• Clean moss growth off footpaths	N/A
	• Check if there is ventilation to WC.	N/A

15. MAINTENANCE PLAN

The following is a guide to guide to checks and routine maintenance.

- **REGULAR CHECKS**
 - Visual check of gutters, downpipes, gullies and roofs, especially when raining.
 - Clear snow
 - Keep soil and planting clear of rainwater gullies.
- **SPRING**
 - Destroy any vegetation growing up the walls or nearby.
 - Remove any moss growth from the top surfaces of the buttresses.
 - Arrange for boiler to be serviced.
 - Check for signs of insect infestation in roof timbers
 - Arrange for gutters, downpipes, gullies and roofs to be cleared.
 - Arrange for the organ to be inspected and tuned.
- **SUMMER**
 - Cut grass in churchyard at regular intervals (by local authority)
 - Cut back any ivy on trees
 - Cut back any vegetation growing on churchyard boundary walls
 - Ensure all low-level ventilation bricks and gullies are kept free from vegetation.
 - Inspect belcote and roofs, making sure that they're in good order, watertight, and with clear gutters.
 - Re-check heating installation before Autumn.
- **AUTUMN**
 - Arrange for gutters, downpipes, gullies and roofs to be cleared.
 - Remove moss growth from the top surfaces of the buttresses.
- **ANNUALLY**
 - Carry out formal inspection of the church and its furnishings
 - Arrange for servicing of fire extinguishers
- **EVERY FIVE YEARS**
 - Remember that the quinquennial inspection is due.
 - Arrange for the electrical system to be tested.
 - Repaint the churchyard railings.

16. ADVICE TO THE PCC

- This is a summary report; it is not a specification for the execution of the work and must not be used as such.
- The professional adviser is willing to advise the PCC on implementing the recommendations and will if so requested prepare a specification, seek tenders and oversee the repairs.
- The PCC is advised to seek ongoing advice from the professional adviser on problems with the building.
- Contact should be made with the insurance company to ensure that cover is adequate.
- The repairs recommended in the report will (with the exception of some minor maintenance items) be subject to the faculty jurisdiction. Guidance on whether particular work is subject to faculty can be obtained from the DAC.
- **Fire Safety Advice** can be found at:

<http://www.churchcare.co.uk/churches/guidance-advice/looking-after-your-church/health-safety-security/fire-precautions>

- **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, Guidance Note No. 3, and an inspection certificate obtained in every case. The certificate should be kept with the church log book.

- **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.

- **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.

- **Asbestos**

A suitable and sufficient assessment should be made as to whether asbestos is or is liable to be present in the premises. Further details on making an assessment are available on:

<http://www.churchcare.co.uk/churches/guidanceadvice/looking-after-your-church/health-safety-security/asbestos>

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.

- **Equality Act**

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/churches/open-sustainable/welcomingpeople/accessibility>

- **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.

- **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 at:

<http://www.churchcare.co.uk/shrinking-the-footprint/taking-action/wildlife/bats>

- **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:

<http://www.churchcare.co.uk/churches/open-sustainable>, and

<http://www.churchcare.co.uk/shrinking-the-footprint>