

## Church of St Thomas, Heatherycleugh

### QUINQUENNIAL INSPECTION REPORT 2017

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# | 1.0 | General Information

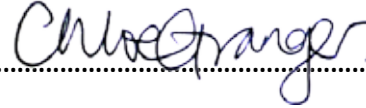
## 1.01 Name of Church and Archdeaconry

St Thomas at Heatherycleugh  
Archdeaconry of Auckland

## 1.02 Name and contact of Adviser with qualifications

CHLOE GRANGER BArch, AABC, SPAB Scholar  
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Signed: .....



## 1.03 Form of the Report

The following report has been prepared in line with the recommendations set out in 'A Guide to Church Inspection and Repair' (1995), to comply with the statutory requirement of the Inspection of Churches Measure 1955, and the Care of Churches and Ecclesiastical Jurisdiction Measure 1991. It is a general report, aimed at offering an overview of condition.

The report offers General Information and a Summary of the building's condition within Section 1.0, and Recommendations for work within Section 2.0.

Following this, Sections 3.0 to 6.0 discuss each area inspected in turn, illustrated with photographs.

This report has been prepared following a *visual inspection* of the church only. All inspections have been made from the ground and safely accessible galleries and roofs. This report should be seen as an overview, and not a detailed survey report. If further inspection or investigations are required they will be outlined within the recommendations for work.

It must be noted that works recommended are *not* tailored to suit budgets - this is a faithful representation of the works and costs that the individual building requires. Following the submission of the report, it is then suggested that a discussion follows, which prioritises works within the church's budget, and other means of funding are discussed where required.

## 1.04 Specific limitations of the report

The inspections have been made from the ground only, except where safely accessible galleries and roofs have made higher level visual inspection possible. Ladders have been used where considered safe, giving access to some gutters, but not all. Internal valley gutters and inaccessible roofs have not been inspected. Ceilings, roof timbers and wall plates have been examined from floor level only. There has been no higher level investigations, nor intrusive inspections carried out; hidden structures, embedded timbers, floor and ceiling voids and areas beyond reasonable sight from the ground have not been subject to inspection and as such, it cannot be reported that areas such as these are free from defects.

**1.05 Dates of Inspection and previous inspection**

Date of inspection 25 July 2017. The last inspection was carried out on the 01 June 2012 by Jeremy Kendall R.I.B.A.

**1.06 Weather on day of inspection**

Weather on day of inspection was dry and mild.

**1.07 Brief Description of the Building and Listing Grade**

The building is unlisted, nor is in a conservation area.

The church was moved in 1912 from its original site in Heatherycleugh due to the encroachments of the local quarry. It was moved to its current site and it is believed was completed in approximately 1915. It is a stone built church in coursed rubble stone and Westmorland slates to the roof.

The church consists of a nave and chancel with vestry to the north-east and organ loft to the south-east. There is a small porch to the northwest. The orientation of the church is almost 45 degrees out of the east west axis but for the purposes of this report and any drawings we will assume an ecclesiastical east orientation.

Internally all walls are plastered above dado-height timber panelling. The masonry to the chancel arch is exposed leading to timber barrel vaulted ceilings in both the nave and the chancel. Floors are a mixture of solid tiled to the chancel, sanctuary and central aisle with woodblock to the pews. There is a bellcote over the junction of the vestry and nave with hanging for one bell and two chimney flues. There is a boiler house set beneath the vestry which was inaccessible at the time of inspection.

**1.08 General condition of the Building**

The building generally appears in fair condition although there are specific issues related to water ingress and damp, most notably at the junction of the vestry and chancel, below the rising bellcote and chimney, and in the organ loft (south transept). All external walls are pointed in a hard cementitious mortar in a ribbon/strap pointing style which is clearly causing advanced decay to the stonework particularly the soft sandstone to the window reveals and mullions.

There are minor repair works that are required to the roof, for example broken or cracked slates, as well as some small repointing works to ridges and at low levels of the walls. Gutters require refurbishment as they appear rather unsightly in their current condition.

Internally, there is some concern about the woodblock floor which is showing signs of damp, particularly to the north aisle - this should be investigated as suspended timber floor structures could be at risk.

It is clear that the church is cared for well by the parishioners and P.C.C. and regular maintenance can be seen in the log book.

### **1.09 Safety aspects of the Building**

There is nothing notable of concern regarding the safety aspects of the church.

The relatively new pathway down from the road appears to have been successful and provides a slip free surface to access the porch. The large steps from the vestry down to the pathway can become slippery when wet and are covered with moss; it may be considered desirable in the future to add an appropriate wrought iron handrail to these external steps should the need be justified.

### **1.10 Schedule of Works completed since the previous report**

2012: New socket and wiring in organ loft, servicing of fire extinguishers, gutters cleared, slates replaced, drainage repairs, boiler service, draught excluders to inner doors

2013: Header tank repair, fire extinguisher inspection, gutters cleared, slate repairs, heating system repairs

2014: Fallen tree removed, fire extinguishers serviced, organ blower replaced and pedals repaired, new path laid, portable ramps purchased

2015: Boiler serviced, heating pipe repaired, fire extinguishers serviced, boundary wall repair, organ tuning

2016: Asbestos inspection, Electrical inspection and PAT tests, lightning conductor test, organ tuning, lightning conductors removed, gutters cleaned, drainage pipe repairs, fire extinguishers serviced, interior painting and wall repairs

2017: PAT testing

### **1.11 Work outstanding from the previous report [items listed are those that are still considered necessary]**

- a) Repair split jamb to vestry door
- b) Ensure field drain at east end is complete and functioning
- c) keep paths clear of weeds
- d) Restore stonework to east, west and south windows
- e) Paint bitumen to inside of gutters and redecorate gutters and downcomers

### **1.12 Records and Health and Safety file**

The Log book is kept up to date very concisely and accurately which is a tribute to the P.C.C.





## | 2.0 | Recommendations for Repair/Renovation

*All outstanding works from the last report (as noted above) that are deemed relevant have been included within the recommendations of this report. Please note; all works must be specified, overseen and approved by the inspecting architect or other conservation accredited professional to ensure quality and appropriateness of workmanship. This is not a schedule of works, only identification of where works are required - a full specification and schedule should be drawn up prior to repair works being carried out. The costs displayed are only estimates - proper costs should be obtained from the relevant craftsman before commencing.*

**It is important to note that these recommendations are made as a professional looking at a building and considering its needs for repair. The recommendations have not been catalogued to accommodate church funds - prioritisation according to funds should be a matter of discussion between the architect and PCC, when a plan of action should then be formed.**

ITEM	(page no.)	RECOMMENDED WORKS AND URGENCY	APPROX. £s
<b>2.01</b>		<b>Urgent works requiring immediate attention</b>	
<b>a)</b>	p.13	Minor roof repairs: Replaced cracked or broken slates to all pitches. Repoint ridge tiles including raking out and packing full the perpend joints. Repoint flashings behind bellcote. Check lead valleys between nave and organ loft/vestry, and back gutter to chimney and patch repair splits if required. Check coping and flashings to vestry gable. Check ventilation hatches on nave roof, re-dress or repair leadwork as required.	£1000
<b>b)</b>	p.14 & p.16	Investigate back gutter, slatework and pointing to chimney/bellcote to allow review of water ingress below. Carry out works to make good, including repointing and adding caps to top of chimney flues, and renewing bird mesh to vents. Will require scaffolding to carry out works.	£2,500
<b>c)</b>	p.15	Unblock all gullies at ground level and ensure water is running away freely, clear all gutters and outlets. Clearing of gutters to be carried out twice a year given the number of surrounding trees.	DIY
<b>d)</b>	p.15	Employ drainage company to carry out an inspection survey of all underground drainage to establish condition and routes, including the fairly recently installed land drain which was reported upon in the QI as not being complete.	£800
<b>e)</b>	p.17 & p.18	Remove old wire window guards from east window, including ferrous fixings, and point up holes in soft non-hydraulic lime mortar.	£150
<b>f)</b>	p.17 & p.18	Stonework survey of the porch and main east and west windows by Architect to establish extent of repairs and produce drawing and specification for pricing.	£900
<b>g)</b>	p.23	Investigate areas of woodblock floor that are showing signs of damp/water staining. Conservation minded joiner to carefully lift area of woodblock to allow inspection by architect. Check perimeter heating system for signs of leaks.	£250 DIY
<b>h)</b>	p.33	Investigate cause of very wet and boggy ground with standing water, just inside boundary wall to north of churchyard. Water board to be informed.	N/A
<b>i)</b>	p.33 & 34	Tree surgeon to inspect and trim back trees along northern boundary. Also to trim/shape large bushes north of the porch. Undertake to remove large trees at south-west corner.	£2,000

<b>2.02</b>		<b>Works recommended to be carried out during the next 12 months</b>	
a)	p.15	Remove stone flags laid right up to the base of the wall, approx. 400mm wide minimum, to allow base of walls to dry out. Clear out gravel trenches that exist, (south east) ensuring they are free from grass and vegetation.	DIY / £250
b)	p.17	Rake out and repoint gable over archway in north porch, including watertabling. Repoint all dressed sandstone to the reveal, including hoodmould and jambs.	£1,000
c)	p.17 & p.18	Repairs to stonework in East and West windows, following assessment and specification by architect. Scaffold will be required to carry out works.	£15,000
d)	p.21	Monitor areas of white water staining to ceiling of nave, to ensure there is not a current water ingress issue.	DIY
e)	p.22	Brush down stone reveal to vestry/chancel door, hack off plaster in vestry immediately below bellcote, back to stonework to allow masonry to dry out.	DIY / £150
f)	p.22	Remove red floor paint from front of nave to allow original sandstone flooring to breathe & prevent further deterioration. Architect to advise on paint removal specification.	DIY / £200
g)	p. 26	Strip off internal render and plaster to east and south walls of south transept (organ loft) back to exposed stone to allow walls to dry out. Monitor for water ingress above entrance to chancel.	DIY / £800
h)	p.33	Grounds maintenance to clear up flagged area after cutting grass, brush down flags and keep moss from forming. Clean down and remove moss, leaves and vegetation from cellar steps.	DIY
<b>2.03</b>		<b>Works recommended to be carried out during the next two years</b>	
a)	p.14	Re-seal and redecorate all rainwater goods, re-setting downpipes on new bobbins where out of plumb. Rub down and redecorate external timberwork to rafter feet and verges and soffits	£3,500
b)	p.15	Add gravel-filled trench against external stonework of church in areas where there are damp issues, (mainly north and east), to aid drying out of foundations and base of wall.	£2,000
c)	p.16	Rake out and repoint in soft lime mortar all low-level masonry to height of approximately 600mm to allow base of wall to dry out.	£3,000
<b>2.04</b>		<b>Works required to be carried out within the next five years</b>	
a)	p.13 & p.14	Re-roof of the main nave-chancel roof, including all new lead valleys, soakers and flashings and new back gutter to bellcote. Include full refurbishment of rainwater goods and relaying of watertabling to gables.	£60,000
b)	p.13 & p.14	Re-roof of the transepts and porch roof, including all leadwork and refurbishment of rainwater goods.	£20,000
c)	p.17	Rub down and redecorate external oak doors and frames in nourishing, natural oil-based treatment. Repair jamb to vestry door. Rub down and paint ironmongery.	£800
d)	p.18	Replace polycarbonate external window protection with new	£1,000
	p.14	Replace timber verge boards to edge of over-sailing roof, beyond termination of water-tabling.	£500

e)	p.22	Repair moulded frame to internal north-west porch door where electrician has damaged timberwork.	£250
f)	p.23	Remove paint from internal walls in localised areas where there is salt damage, mainly to window reveals and over the internal vestry door. Architect to advise on paint stripper to be used.	DIY / £500
g)	p.25	Lift carpet in vestry, clean and nourish wooden floor with an oil treatment. Also treat oak window ledge. If carpet to be laid, ensure it has a wool-felt underlay, and the carpet has a high wool content on a hessian back. Monitor salt residue on floor.	DIY / £200
h)	p.24	Oil woodwork in sanctuary to nourish wood	DIY / £100
<b>2.05</b>		<b>Works required to be carried out in the longer term</b>	
a)	p.25	Refurbish windows in vestry, including new bottom tray and provision of weep holes.	£1,000



## | 3.0 | External Elements

### 3.01 Roof Coverings

The single nave and chancel roof is laid with green Westmorland slates laid to diminishing courses. The north and south transepts (vestry and organ loft respectively), and the porch are laid with a mixture of blue-greys and green slates laid to regular courses. All roofs have grey clay tile bedded ridges.

All roofs have heavy moss coverings to the slates due to the sheltered position of the church and the large amounts of trees surrounding the building. In some instances particularly on the south elevation the moss is growing beneath the slates possibly causing some uplift but certainly allowing moisture to be absorbed between the slates. The slate work in general is in fair condition though there are several slipped and broken slates across all elevations. The worst area appears to be at the western end of the south aisle pitch where there are a collection of dislodged and broken slates and uplifted courses that could cause issues in driving rain. There are approximately 15 slates on the south nave pitch which require either replacing or refixing and approximately 8 to 10 on the north pitch. On the vestry and organ blower roofs there are perhaps a handful on each pitch, with more noticed on the east pitch of the vestry. It is difficult to tell the exact condition of the slates beneath the moss covering, but it is assumed that where there are areas of very heavy moss build up there are perhaps more gaps for the moss to take hold.

The clay ridge tiles to the nave appear to be set rather haphazardly in some areas with quite large gaps and lack of mortar between ridge tiles. It is hoped that the bedding mortar is full bed and not spot bedding, which one hopes will protect the ridge. Any large scale works to the roof would include rebedding of the ridge. Short term works may include repointing the perpend joints of the ridge tiles.

There are lead-lined vents into the nave roof - these should be inspected from closer quarters and repairs carried out as necessary when roofers are employed for the slate work.

To each gable there are lead soakers up to the water-tabling with cover flashings. All lead work appears original some of which is looking worn and tired but appears serviceable at present. Lead soakers and flashings to the gables of both transepts and the porch are in similar condition to those of the east and west gables of the nave; in serviceable condition although looking rather tired.

The lead valleys between the organ loft and nave appear to have been patched with flash band, presumably over splits, indicating the lead is coming to the end of its serviceable life in these areas. Lead work flashings to the wall abutments from the organ loft and vestry roofs appear in fair condition. Lead flashings to the bellcote appear reasonable although there are clear open joints which will benefit from repointing.

The back gutter behind the bellcote to the northeast of the nave could not be closely inspected however it is assumed that this may be in the similar condition as the lead valley to the



Moss build up, encouraged by lack of light and proximity of trees







Timberwork and gutters require repair and redecoration, leaks from bellcote to be investigated

organ loft and may therefore require some form of repair.

It is known that there are water ingress issues below the bellcote and so this area does need to be inspected at closer quarters. Moisture ingress will probably be a combination of lead work to the back gutter as well as moisture retention in the masonry itself, percolating down the chimney into the body of the wall below. The cementitious mortar will be exacerbating this situation.

The short length of verge bargeboards, beyond the water-tabling of the over-sailing roof, are in fairly poor condition some of them having been eaten or worn away quite substantially. There are substantial gaps between the underside of the slates and these verges which will be allowing birds, bees and wasps to create homes within the void above the soffit boarding and below the slate line. It would be beneficial if these verge boards were renewed.

The roofs are maintained on a yearly basis as is shown in the log book, however the condition is coming to the stage where a reroof would be beneficial. It is likely the main nave-chancel roof is the original 1915, possibly re-using slates from the earlier church. The lower roofs may also be from 1915, using a patchwork of slates to fill the roof area, or, alternatively, these roofs have been repaired more recently. Re-roofing of the main roof should certainly be looked at in the coming few years, and the lower roofs thereafter.



Rainwater goods would benefit from redecoration, as well as regular clearing out

### 3.02 Rainwater goods and disposal systems

All rainwater goods are cast iron consisting of cast iron gutters leading to cast iron downpipes which lead to ground gullies. The cast iron downpipes have historically been painted cream in colour but have more recently been painted in a black paint that is peeling off in many areas exposing the lighter colour beneath. Whatever paint was used, it was clearly the wrong type as it has not taken. This gives the appearance of looking rather unsightly and poorly maintained. There are signs of rust to the gutters in many areas. All rainwater goods would benefit from a good refurbishment, rubbing down, defrassing, removing rust, resealing and repainting.

There are several areas of grasses growing out of gutters indicating blocked outlets and build up of debris or moss in the gutters. It's essential the gutters are cleared at least twice a year to ensure that all gutters run freely and remove water from the wall heads. This is particularly important where the church is surrounded by trees as is the case here. All gutters are fixed to the rafter ends, the rafter ends of which are all painted timber. These exposed rafter ends would benefit from rubbing back and redecorating as many are showing signs of wear and tear, particularly at the end of verges as previously noted.

### 3.03 Drainage below ground

Most cast iron down comers terminate at a gully in the ground. Some gullies are simple open gullies and some have a stone or concrete cover to them. In some instances there are no gullies at all. It is unclear however where the gullies actually lead to.





Stone/concrete caps over gullies can cause more of an issue with vegetation becoming trapped, and they less easy to clear out



Stone flags laid up against the wall trap moisture in the ground and encourage damp to rise in the masonry walls. This is beginning to damage stonework and pointing at low level.



Outlet from vestry sink flows into blocked gully

From previous quinquennial reports it is believed there may be a soak away to the northwest of the church building as there is a manhole with two incoming pipes but does not appear to be an outgoing pipe. It is also understood that there was a land drain installed to the east end, although it is was mentioned in the last QI report as not being complete. This is to be confirmed by the PCC.

At the time of inspection all the gullies were blocked with leaves, soil and grass, and therefore require clearing out and ensuring that water is running away freely. The gullies with protective stone/concrete caps are intended to stop the gullies from becoming blocked, but are in some instances causing issue. Broken bit of stone/masonry should be removed, and a proper clean out attempted.

There are a few downpipes notably the one to the east of the organ loft and to the south of the nave where the downpipes appear to miss the gullies, allowing water to pour all over the claywork, or where gullies are not present. This indicates that water is simply pouring into the ground at the termination points. There does not appear to be any noticeable movement in the foundations at these points but it is clearly not ideal having water pooling in the foundations.

It is recommended that all gullies and drainage routes are properly inspected and refurbished in the cases where the downpipes are not terminating into the gullies.

There are quite a number of downpipes which are missing their bobbins and therefore are not sitting correctly or true on to the wall. These should be reset with new bobbins in line so that there is less chance of blockages.

To the north of the nave, around the vestry, and to the north and east of the chancel there are flagstones laid right up to the walls of the building. This is causing some low level deterioration of the masonry as it encourages moisture to track up the walls rather than evaporate directly from the ground. It would be beneficial if these flagstones were removed at least just one course away from the building to allow a gravel strip to be inserted which would allow the ground immediately at the base of the walls to properly dry out.

There does appear to be gravel strips of fashion to the southeast of the chancel and around the organ loft walls, which has become rather overgrown with vegetation but at least these areas are not flags which is a benefit. The gravel should be cleared out of grass/soil to ensure water can freely flow away.

There is also a gravel strip along the west end of the church. To the south is laid to grass up to the wall.

The outlet from the sink in the vestry runs externally down into one of the rainwater gullies except the gully is totally submerged with moss and grass allowing the water to just spill across the ground. It is clear that the base of the wall in this area is damp as there is moss growing up the stonework.



### 3.04 Bellcotes, parapets, chimneys and upstand verges

All watertables to gables of both the nave, the vestry, organ loft and porch all appear in reasonably good condition. There are a few open joints which should be addressed if there are any roofing works to be carried out but in general all appear sound.

The bellcote at the junction of the north chancel and vestry houses one bell and a chimney flue to either side. The walling masonry is of rubble to match elsewhere with dressed stone cappings above the bell and to the chimney flues. The masonry itself appears to be in reasonable condition but the pointing is cementitious as elsewhere with various areas that are falling out, cracked, failed or missing. The top of the bellcote is covered in moss indicating retention of moisture. There are no caps to the tops of the chimney flues which will mean water will be driving down into the chimney flue stack itself.

Knowing that there is a substantial water ingress problem below it can be assumed that one of the contributing factors will be the masonry absorbing rainwater and the moisture becoming trapped. The lime mortar bedding is not able to draw the moisture out to the surface for evaporation because of the cement pointing to the outside. It is highly recommended that if the internal damp issues are to be resolved this bellcote requires raking out and repointing in a soft fat lime mortar as a minimum, and the tops to the chimney flues are capped. Further consideration could be given to re-building on a lead tray to stop water tracking down.

The ventilation openings to either side of the chimney flues have some wire mesh guard to prevent birds nesting but this has mostly been damaged and pulled away and there are large quantities of twigs and nesting material that can be seen within both stacks. The bell in the centre hangs on an oak beam all of which appears to be in reasonably good condition. The bell rope enters in through the vestry roof with some rather contrived lead flashing, that is probably sufficient at this stage. The damp that is shown internally in the vestry could potentially be coming from this puncture in the roof but actually most likely to be from the damp masonry of the bellcote itself. The flashings to the bellcote against the vestry roof require some repointing and as noted previously the back gutter to the bellcote is possibly in questionable condition.

### 3.05 Walling

The external walling masonry is all rough hewn coursed rubble with dressed sandstone window and door reveals and dressed quoins. The dressed stone work has a pitched detail.

The main rubble walling stone is generally in reasonable condition despite being pointed in heavy cement strap pointing. Areas of advanced deterioration can however be seen at low level mainly below the bitumen D.P.C. which can be seen at about one foot above ground level. This deterioration is cause from dampness within the ground being absorbed by the foundation stones but then is unable to evaporate due to the cement pointing. It is highly recommended that as a minimum the low level masonry is raked out and repointed in a lime mortar to allow this natural



Bellcote requires some repair to stop water ingress below



Damp and deterioration at base of wall



Hairline crack around quoins below watertabling at north-east corner of chancel





Severe deterioration to eastern jamb of porch archway



Cracking below windows (south nave) and deterioration of dressed sandstone reveals jamb stones



Deterioration of tracery at the top of main east window. Ferrous fixings of deteriorated wire guards causing localised rusting

evaporation to occur. This would provide sacrificial pointing measures in lieu of damaged stone work that would be more costly to replace in the long run.

Sadly the dressed sandstone masonry has become more damaged mainly as a result of being a softer stone to start with than the pitched rubble, secondly being in a vulnerable position where it can absorb moisture more readily in thresholds of doors and windows and quoins to buttress and the like. The cement strap pointing obviously exacerbates this issue.

To the porch the jamb stones to the arched entrance are very severely deteriorated, most probably due to the exposure and the cementitious pointing. The arched head is also showing substantial signs of salt damage particularly to the east. This indicates water ingress from above and at closer inspection it is clear that the coping joints require some work as well as the hood moulds.

Over the porch door there is quite a large hole where a previous fixing of a light fitting has been removed and the hole has not been repointed.

There are some minor hairline cracks in the masonry generally below windows and through the joints in quoins, notably to the north east corner of the building, below the main east window, below the main west window and hairline cracking at the southeast corner of the chancel, and southwest corner of the organ loft. Also minor cracking below the west window of the organ loft.

There is evidence of former cracking below both windows of the south aisle which appear to have been repointed in more recent years and have not shown any further signs of cracking.

### 3.06 Timber porches, doors and canopies

There are no timber porches or canopies.

The two external doors are those to the vestry and to the main northwest porch. Both are original of oak construction and mostly in very good condition. There is a split in the northern jamb of the door to the vestry. It appears to have been split for many years and does not seem to be causing an issue but may benefit from monitoring and repair at a later date.

Both doors appear to have been stained previously but are now showing signs of algae growth. This does not necessary pose an issue but it may be desirable at some stage to redecorate these doors. Careful consideration must be given to how they are redecorated so that any former stains do not impede the stability of the new treatment.

Ironmongery to both doors also in good condition although would benefit from a rub down and a paint.

### 3.07 Windows

There are two windows to the north aisle and two windows to the south aisle all of which are three lancets with a trefoil head



Main east window deterioration

carved in sandstone. The two windows to the north appear to have been replaced as they appear relatively new. The two windows to the south appear to have new heads with trefoil carvings.

The windows to the north aisle are in very good condition as they are reasonably new. The stonework to the south aisle window is in a more poor condition due to age and the deterioration caused by the cementitious pointing.

The windows to the vestry are on the northern gable, a pair of double lancets with round heads. The stonework is in fair condition although there are a couple of stones in particular which are notably weathered, again due to the cementitious pointing.

Windows to the chancel include one small window on the north and one small window on the south and the main east window. As elsewhere all the openings are dressed sandstone some stones of which are deteriorating due to salt damage from inappropriate pointing. The main east window is rather severely deteriorated particularly on the southern jamb and the voussoir stones to the pointed arch head. There is clear evidence of cementitious mortar repairs that have been applied to the stonework of the head and to the tracery which has then caused extremely rapid decay, almost to the extent that the upper levels of the tracery there is no stonework left. This is an absolute dire shame and shows how in such a short time cement can cause such severe damage. This must be addressed before there is nothing left.

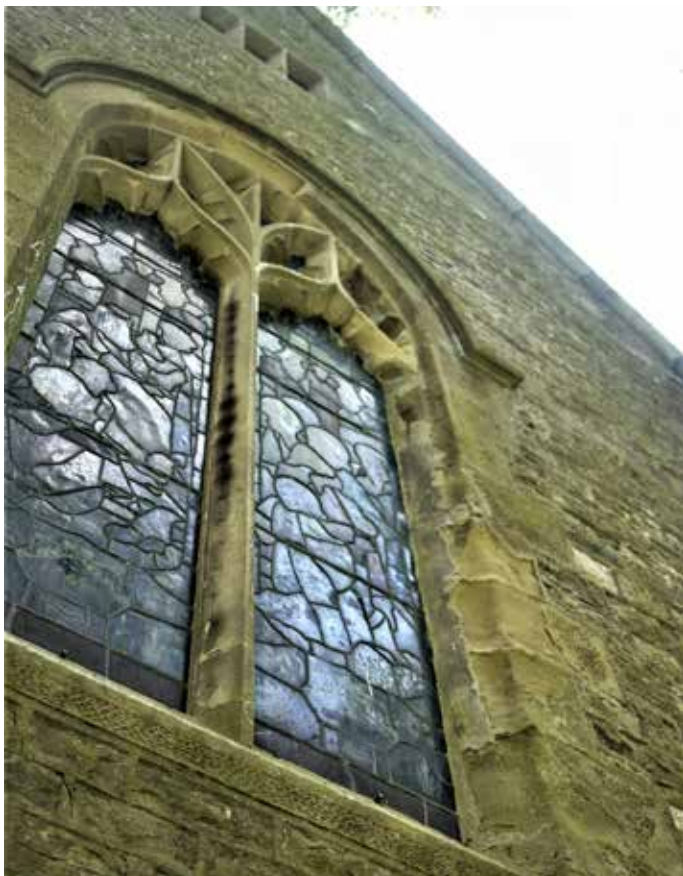
The main east window has old wire guards that have almost completely deteriorated into nothing. These should be removed, including the ferrous fixings, and thought given to replacing them in stainless steel or bronze when funds allow.

The window to the south of the organ loft is in reasonable condition except some open joints at lower levels.

The masonry to the south aisle windows is as noted previously in less good condition with a couple of jamb stones in particular to the most westerly window of the south aisle in pretty poor condition. These south aisle windows are covered with polycarbonate glazing clipped to the stonework with a ventilation gap which is a good detail. The polycarbonate glazing has however already begun to deteriorate under the UV light and has turned opaque and yellow. It should be part of the maintenance regime that every ten years these polycarbonate sheets are replaced with new to continue to protect the leaded lights behind.

The main west window is in a similar condition to the main east window with very heavy deterioration to the southern jamb and to the tracery and to the voussoir stones of pointed arch, as an absolute direct result of cementitious mortar repairs that one can still see buttered over the stonework. These areas of vulnerable masonry will now be acting as a sponge absorbing even more water and causing damp issues internally.

There are two small sets of three lights directly above the



Main west window deterioration



main east and west windows which will be illuminating the loft space above the barrel vault ceiling. The masonry reveals of these windows appear in good condition.

There are two small leaded windows to the porch in reasonable condition.

Externally all window glazing and lead comes appear to be in satisfactory order although this is best illuminated from inside.



## | 4.0 | Internal Elements



### 4.01 Towers, spires

There is no tower or spire.

### 4.02 Clocks and their enclosures

There is no clock.

### 4.03 Roof and ceiling voids

There is a roof void over the barrel vaulted ceiling, but this was inaccessible at the time of the visit.

### 4.04 Roof structures and ceilings.

The roof structure of both nave and chancel is presumed to be of a scissors-truss construction, boarded out to the underside to create a faceted, barrel vaulted ceiling. The timber work seen from below is of a natural timber lightly stained with ribs in line with the trusses.

All of the timber work and the timber corncicing to the base appears in reasonable condition. There are a few small areas that appear to be showing possible signs of water ingress where the wood is slightly stained white. The main noticeable area is directly to the South of the ventilation grill that is roughly in the centre of the nave. This should be monitored and any signs of water ingress should be noted immediately. Areas of white staining at the gable ends would appear to be paint that has managed to work its way on to the timber and has been very inadequately cleaned.

From what can be seen from the ground the ceilings themselves appear in good condition.

### 4.05 Internal structures, balustrading, upper floors, balconies and access stairways.

The internal walls to the nave and chancel are all panelled up to dado height with increased height to the sanctuary and to the West end of the baptistery. All masonry work above the panelling is plastered and painted.

Most appears to be in reasonably good condition apart from isolated areas where there is clearly a water ingress problem. These areas are above the doorway to the vestry in the location of the bellcotes and chimneys; a small area to the top Southerly side of the Eastern gable extending into the stonework reveal; and to the Southerly gable of the West nave, again extending into the window reveal. There are also small areas of deterioration to the window reveals in the South aisle. All these areas of plaster work and paint work deterioration are a result of salts being drawn through from externally wet masonry.

There are minor hairline cracks over some windows including over the head of the Western North aisle window and Western South aisle window, and a very slender hairline crack through the northern chancel window, running from the top left to





Beneath carpet - junction of original sandstone flags (top) with concrete floor, lined (below) and red paint to perimeter where exposed



Movement in woodblock at east end of north aisle, indicating possible ground movement



Staining to woodblock - could either be leaking pipework, or damp from below



Deterioration of sandstone window reveals and plasterwork

is also painted over with red paint. There is a central run of carpet. There are several areas where the original sandstone is showing signs of spalling beneath the paint. There are also areas where the sandstone has been 'repaired' using cement, that will be causing advanced decay in that particular flag. It is assumed that the sandstone was deteriorating, and a decision was taken at that time to replace all of the stone that had spalled with widespread concrete. There now remains only a small area left of the original flooring, which is becoming more damaged due to the impervious floor paint that is preventing the stones from breathing. It is recommended that the paint is removed, the floor fully assessed, and a holistic approach adopted to prevent the original sandstone flooring from being lost.

The carpet is laid on a wool felt with a hessian backed carpet over which is excellent news, as foam backed carpets cause sweating of the substrate.

The wood block floor of the nave pews appear to be in mixed condition; there are a number of locations where the wood blocks appear loose, uneven or has moved, and there are also quite a number of areas where the wood blocks appear to be water stained. It is unclear whether this water staining is the wood blocks absorbing moisture from below or whether there has been leaks from the heating pipework.

One particular area to the north west is showing the most serious signs of water staining, and upon touch does feel damp. This is a concern and needs to be further investigated. It is recommended that a test area is pulled up so that one can inspect what is going on below the wood block. This should be done by a conservation minded joiner who will be careful and understands the importance of wood block flooring, how to lift it up without damaging it so that it can be relayed in the same positions once complete. It is also worthy of noting here that there does not seem to be any underfloor ventilation of the woodblock, or at least there are no signs of external vents, as noted above.

The stone steps up to the chancel and to the sanctuary are in reasonable condition with satisfying wear. The tiles to the chancel are black and white, laid in a diamond pattern and appear in good condition. There is a localised area of stone flag spalling behind the pulpit.

The timber wood block pews to the choir stalls are in much better condition than those of the Nave, appear dry and sound.

#### 4.08 Internal finishes

As previously noted the walls are panelled up to dado height, slightly higher at the East and West ends, with painted plasterwork above. The paint work in general is in very good condition except in localised areas where there is salt damage, mainly in window reveals. Sandstone window reveals are also powdering, indicating salt damage and damp.

As previously noted, there is a particular issue over the vestry door and to its east side where there is clear damp coming





Deterioration of stone reveal to vestry and of plasterwork above, caused by issues with bellcote and chimney over



East window stonework deteriorating due to salt damage internally

from the chimney flue.

As noted previously it is assumed that the paint to the walls is not a breathable paint and is merely a standard emulsion, which will have polymers that restrict its breathability. This will be exacerbating any issues with damp in the walls and should if possible be removed. It is understood that this would be expensive but small areas could be tackled which are particularly problematic e.g. over the vestry door and in window reveals.

#### 4.09 Glazing

There is a figurative stained glass in the main East window, the West window, and the Easterly South aisle window. All other windows are plain glazed with square quarrels and a border. Windows are leaded and are tied back to glazing bars fixed into the stone work. It does not appear as though the glazing bars are causing any issue at present and all lancets appear to be vertical without any severe bowing.

There are a few areas of concern, for example the Southern jamb of the West window has been liberally cemented up against the glazing which is causing issues with stone deterioration both internally and externally. The glazing panels themselves appear to be in good condition with no obvious cracks or broken panes.

The eastern window of the South aisle, dedicated to John Thomas Carr, has a bowing central lancet above the glazing bar, as are both side lancets though less severely. This is the window that appears to be slightly distorted externally. It is protected outside by polycarbonate glazing to prevent water ingress.

The East window panels appear to be in reasonably good condition similar to the West with glazing bars still intact, without any undue signs of rust. The Southern jamb has been buttered with cement and this is clearly causing issues with stonework as noted externally. Of the glazing itself there does not appear to be any obvious visible signs of cracking or breakages.

Both of the plain glazed chancel windows are leaded and appears to be in reasonable condition.

#### 4.10 Fittings, fixtures, furniture and movable articles

The timber pews throughout the nave are simple panelled fixed pews in good condition and well cared for. The choir stalls are also good quality timber and in good condition. The pew frontals are not fixed. The Curate's chairs in the sanctuary are relatively modern in design and of reasonable standards and condition. The altar rail is oak, simple and in good condition, as is the pulpit. The lectern is of a more modern style also in oak; a carved Eagle in good condition. There are no other significant pieces of furniture to note.

The timber work to the sanctuary would benefit from an oil to re-nourish the wood.



Copper lanterns in nave

The font is positioned at the West end of church below the West window and in front of the North-west porch entrance. It is an octagonal stone font set on a stone plinth in reasonable condition say for a few knocks and chips. The font cover is timber, decorated with fishes and is a gift from Helen Boon in loving memory of her husband George Henry Boon 1905 to 1976.

The wall mounted light fitting are marvellous; are contemporary with the build, and are still in wonderful condition. They would have burnt oil, and are in two designs, made from brass and copper, with wrought iron holder and bracket. These should be treasured.



More decorative brass lanterns in chancel

#### 4.11 Toilets, kitchens, vestries, etc.

There is no toilet or kitchen. The vestry is positioned to the North-east of church accessed off the chancel. The vestry has a suspended wood block floor, situated over the old boiler house that is directly below it. The wood block floor seams in fairly reasonable condition though would benefit from a clean and an oil to nourish it, as it is looking rather dry. There is a lovely scooped oak skirt to the floor which would also benefit from oiling. There does seem to be quite a lot of dust and salt residue on the floor which should be monitored after the floor has been cleaned. There is a carpet over the majority of the floor. It is assumed that the carpet is laid on foam latex underlay, (visible on an off-cut), which will be preventing the floor from breathing and may cause deterioration of the woodblock.

The walls and ceiling of the vestry are plastered and painted. As noted within the chancel the wall below the chimney and bellcote is suffering from severe damp. There are twigs and debris in the fireplace indicating the open access from above. The moisture in the walls will become stuck, unable to evaporate due to the (suspected) cementitious plaster repairs and impervious paint finishes. There is a board fixed to the ceiling from which the rope pulley extends; it is assumed this hides areas of damp in the ceiling and damaged plaster work. It is understood that water used to run down the rope from the bell pulley, but it is hoped that a cap recently installed above has resolved this issue.

The header tank still appears to drip despite being serviced fairly recently.

There is staining to the ceiling on the North elevation of the vestry over the head of the window which indicates damp coming from the wall head or the slate abutment to the gable.

The sandstone window reveals in the vestry are suffering signs of salt damage and the iron trays at the base of the leaded lights have severely corroded. It is noted that there are no weep holes to collect condensation. There is one small broken border panel in the top left lancet to the vestry window. The window ledge to the vestry is oak and again would benefit from a clean and a good wax or oil.



Damp in south wall of vestry, below chimney and bellcote

Above the flat ceiling there is a hatch to view into the roof void although it was inaccessible at the time of inspection.





Organ loft / south transept - new render is too hard and not assisting the drying out of the walls - should be removed to expose stonework and walls allowed to dry out



South gable of organ loft in poor condition due to salt damage

The South transept houses the organ, also accessed off the chancel. Inside the south transept the plaster work is in severely bad condition. A large area to the East and Southern walls has been stripped off and a proprietary render applied to the insides. It appears that this is to combat damp although salts are still coming through the coating.

The window in the Southern elevation of the South transept is not in particularly good condition; the sandstone being heavily deteriorated by salts and the plaster work to this gable in extremely poor condition.

There is a dehumidifier unit set within the organ loft which appears to be on permanently, presumably to try and dry the walls out. The room humidity was reading early 80 at the time of inspection, which is incredibly high. It is essential that any dehumidifier is emptied very regularly otherwise the water that is collected just re-evaporates into the air. It may be considered by some to be a waste of money and energy running a dehumidifier in a room which has got major damp issues within the walls - unless the cause of the damp is resolved, more moisture will just keep being pulled through and through, without any improvement.

A much more sensible solution would be to address the conditions of this Southern transept. That would be to remove some of the trees to the Southern side of the church, which would allow the sunlight to dry out the ground and masonry walls from the outside; and to remove all the proprietary render and old plaster from the inside and expose the stone walls. Both of which would allow for the masonry mass to dry out. At this point a dehumidifier may be useful at the beginning to pull out the worst of the damp from the walls. Eventually once the walls are dry re-plastering in a lime plaster will help regulate the internal temperature and humidity and create a much better environment for the organ in the long term.

There is clearly damp evident up to a height of approximately 1.5 metres, which can be attributed to external ground conditions. This area externally has got a gravel trench of sorts around the base of the wall though it is unknown how deep the gravel actually goes or whether it is just a surface covering.

There has been some historic water ingress above the doorway to the chancel, most probably from the lead flashings which externally we saw had split and been repaired. This should be monitored to ensure that it is historic and no longer leaking. The rest of the roof structure appears to be in good condition with no further issues to comment.

The organ itself which is housed in this south transept is serviced regularly and has recently been repaired. It is therefore in good working order and should be maintained a such.

#### **4.12 Organs and other instruments**

The organ is of Nelson & Co from Durham and is in very good condition. It is believed the organ is serviced regularly



and is repaired where necessary. The pipes are beautifully painted and should be maintained as such. There are no other instruments present.

#### 4.13 Monuments, tombs, plaques etc

There is one brass plaque in the sanctuary to the memory of Reverend John Harrison, died in 1924. He was vicar of this parish for 23 years. The plaque appears stable to the touch.

Within the nave there are two individual memorials one to John Jack Carr of Cows Hill, Weardale, died 1st July 1916, in France There is also a memorial at the chancel steps beneath the chancel arch in memory of Robert Maughan, the first vicar of this parish 1866 to 1876. Both are in good condition.

As previously noted the South easterly window of the nave is dedicated to John Thomas Carr, JP and churchwarden, died November 1931.

The other figurative window is dedicated to the memory of George Monkhouse, late vicar of this parish for 25 years, dated 1901

At the West end of the church there are two memorials to the servicemen who died in the Great War and the Second World War.



## | 5.0 | Services

### **5.01 Services installations generally**

From the log book it appears that all service inspections are up to date and recorded in a well orderly fashion.

### **5.02 Gas installation**

There is no gas installation

### **5.03 Electrical installation**

The last electrical inspection was carried out in February 2016 and was deemed satisfactory. There are two observations to note these are, the distribution equipment is not metal clad to uphold fire ratings however the current position is satisfactory, if any upgrading were required then metal cladding would be required for fire rating. Second there is no containment or mechanical protection of the wiring circuits, i.e. most are not enclosed in conduits. Again only an observation.

### **5.04 Water system**

There is incoming water into a tap in the vestry which then feeds out into the drainage system. It is suspected that there may be a leak from the water mains in the road as there is a very large area of very very wet puddled ground in the churchyard just the other side of the wall to the water mains stopcock in the pavement. This dampness continues down the bank and displays itself in more ponding and pooling at the Northeast corner of the vestry at ground level and the path. The water board should be contacted to investigate whether there is a leak at some point in the supply.

### **5.05 Oil installation**

The oil is supplied externally through pipe work into an oil storage tank which is housed in the old boiler room beneath the vestry. Access into the old boiler house was not possible as the key to the padlock does not appear to be functioning. The P.C.C. has been made aware that the padlock should be sawn off so that future access can be obtained and inspections can be carried out that. The oil tank is however filled externally through pipework.

### **5.06 Sound installation**

There does not appear to be any sound installations within church although it is noted that the acoustics appear to be very good.

### **5.07 Lightning conductor**

The lightning conductor has been recently dismantled and taken away due to its inadequacy for purpose and upon the recommendation that the church is of low risk due to the low to lying nature of the church and many high trees surrounding it.

#### **5.08 Fire precautions**

All fire safety certificates are present and have been inspected. A fire safety assessment is carried out on a yearly basis and all appears to present correct including a variety of extinguishers.

#### **5.09 Heating and Ventilation**

The heating is served from a modern oil boiler which is positioned in the vestry fed from the oil tank below. The boiler serves large steel perimeter pipe work that serve cast iron radiators. It is considered that the heating system performs adequately and I have not been informed of any issues. In terms of ventilation, there are no opening hoppers within any of the windows but the high spaces and naturally airy feel to churches is accepted provides adequate ventilation within the main space.

#### **5.10 Asbestos**

There was an asbestos reports carried out recently and there was no signs of asbestos found within the church. The organ blower has relatively recently been renewed which satisfied the asbestos inspector that there will be no lagging within there that contains asbestos, and similarly in the boiler in the old boiler house there are no old pipes with asbestos likely lagging and similarly in the present system there are no pipes lagged.







## | 6.0 | Curtilage

### 6.01 Churchyard

The churchyard is all laid to grass, is not hugely extensive but is set around all sides of the church. There are graves marked by graveslabs and headstones to the East end, some to the South, and a couple to the North West. An area to the far West is run wild.

The churchyard is a mixture of kept and unkempt areas which seems to work well where managed. The paved areas to the north perimeter of the church building appear rather unkempt with moss growing over the flags and grass cuttings that appear to have just been left give appearance of not being looked after. It would be beneficial if the flagged areas were properly cleaned and maintained.

There is a very wet and boggy area at the top of site, next to the road, west of the entrance gate. It seems that this coincided with a water point on the pavement the other side of the wall. It is a concern that there is water leaking through the wall and saturating the ground. This is to be inspected and the water board informed.

It is believed this churchyard is now closed for new burials.

### 6.02 Ruins

There are no ruins within the churchyard.

### 6.03 Monuments, tombs and vaults

There are no particular monuments or tombs or vaults within the churchyard, only standard gravestones.

### 6.04 Boundaries and gates

The boundaries to the churchyard consist of a dwarf stone wall to the road on the North side, topped with railings and then railings to the West, South and the East. All the railings appear to be in adequate condition, including those atop the dwarf wall. The dwarf wall has undergone some repairs recently and seems in reasonable condition.

### 6.05 Trees and shrubs

There are a large number of mature trees within the relatively small churchyard. The trees are an asset to the churchyard and help to create a safely guarded nestled structure. It is believed that the trees along the road side boundary could potentially be removed. This is a real shame as they add some privacy to the churchyard and create a softer boundary, but it is understood that there are safety concerns. A tree surgeon should offer proper advice. If the trees could be cut back and then inspected on a yearly basis by a tree surgeon that would be preferable to cutting them down altogether.

The two trees that are either side of the entrance gates on the north boundary are of a different species and look much younger than the others which it is proposed are felled. These



Churchyard generally well kept



Trees to the road create a buffer and enhance the site





Flagged areas and cellar steps would benefit from a tidy up

two either side of the gate frame the gate way, as do the trees that line the pathway down to the North porch. These all add character and ambiance to the setting.

There are substantial trees around the West and to the South of the church building. The trees, or rather large bushes, which are in front of the North-west porch appear like they may need some work to be trimmed back as they are looking a little unruly at present.

The trees to the ecclesiastical South-east corner would benefit from some of the larger ones felling to allow the Eastern wall of the organ loft / transept to dry out. It is a concern that this South-Eastern side is not exposed to any sunlight at all at the moment, which perpetuates the issue of damp ground conditions and damp walls.

#### 6.06 Hard-standing areas

There is relatively minimal area of hardstanding, mostly confined to the East and North. As previously noted, it would be beneficial if these areas were properly tidied and cleaned, the moss, grass and general vegetation to be pulled up between the flags and the flags immediately against the foundation of the wall to be removed. Removing the flags immediately up against the building would allow a gravel trench to be added, allowing the foundations of the building to be more readily exposed and to dry out.

The access steps down to the boiler house are situated on the East side of the vestry wall externally. This area is covered with moss and generally in a rather poor condition with slab stones broken, steps covered in leaves and debris and the base of the steps covered in leaves and debris and moss. This area generally requires a tidy up and a clean as it is hazardous at present.

#### 6.07 Buildings within the curtilage

There are no other buildings within the curtilage.

#### 6.08 Notice boards

There is a noticeboard set at the entrance gates to the church and it is in acceptable condition, displaying the latest notices.

#### 6.09 Works Required to provide Disabled Access and Parking Space

There is currently parking immediately on the road outside the church entrance.

The recent introduction of a plastic matted pathway filled with gravel has been a success and provides safe access for less able-bodied people and wheelchair bound people to approach the North-west porch. There is one step to be negotiated at the entrance to the Northwest porch but it is understood that the parish have purchased a temporary ramp which can be utilised if any wheelchair bound person would like to enter the church.

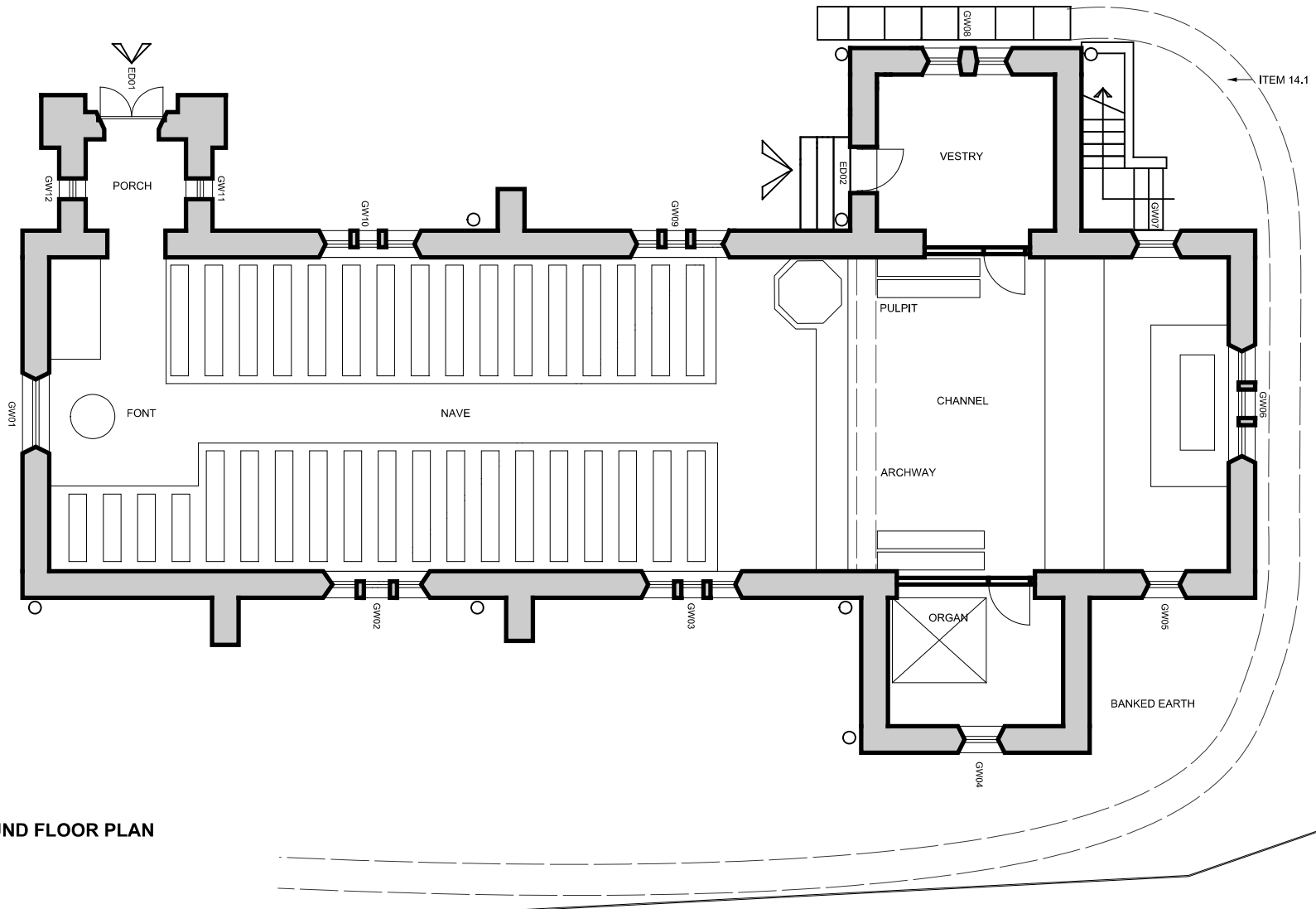


Gravel path works really well



# | Appendix A

| Floor Plan



**EXISTING GROUND FLOOR PLAN**

Do not scale from drawing.  
Dimensions are to be checked onsite.

Revision	Date	Note	Initial
-			

<b>PROJECT</b>	ST THOMAS HEATHERYCLEUGH		
<b>TITLE</b>	EXISTING GROUND FLOOR PLAN		
<b>STATUS</b>	PRELIMINARY		
DRAWING NUMBER	032(01)001	REVISION	001 SCALE 1:200
DRAWN BY	WGS	CHECKED BY	-- DATE 14 Nov 2017



# | Appendix B | Maintenance Plan

## MAINTENANCE PLAN

E/C	External contractor
I/H	In house inspection
X	Applicable
A	Architect quinquennial inspection
SE	Structural engineer inspection
TF	Timber specialist
*	Maintenance inspection/works utilising high level access
**	Maintenance I/H subject to suitable safety measure being put in place

Item no.	Location	Building element	Details of maintenance item	Details of inspection and maintenance	Legal consideration and responsibility	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Comments
A1	External	Roof coverings	Slates	Inspect for cracked, broken or missing slates with binoculars from ground. If required, maintain with new slate replacement using lead or copper tags	Health and Safety Legislation	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	Wardens/ volunteers to inspect from ground. If defects found, roofer to be employed
A2	External	Roof coverings	Ridge tiles	Inspect for cracked or broken ridge tiles and missing mortar bedding. Replace/ re-point in NHL5 mortar	Health and Safety Legislation			E/C *			E/C *			E/C *		Architect to assist with or approve specification
A3	External	Roof coverings	Lead flashings and valleys	Inspect for splits/ defects. Replace sections of defective lead with new, appropriately coded for length and application	Health and Safety Legislation			E/C *			E/C *			E/C *		Architect to assist with or approve specification
B1	External	Rainwater disposal	Out-board gutters fixed to rafters/facias, and downpipes	Inspect for leaking/ open joints and poor or loose fixings. Seal joints, repair fixings	Health and Safety Legislation			E/C *			E/C *			E/C *		
B2	External	Rainwater disposal	Out-board gutters fixed to rafters/facias, and downpipes	Maintenance inspection - Clear out debris and leaves to ensure free-flowing, including all outlets	Health and Safety Legislation	I/H **	I/H **	I/H **	I/H **	I/H **	I/H **	I/H **	I/H **	I/H **	I/H **	Wardens/ volunteers to carry out cleaning, ensuring all safety precautions are met
B3	External	Rainwater disposal	Out-board gutters fixed to rafters/facias, and downpipes	Maintenance - Rub down and repaint inside and out, ensuring all joints are sealed	Health and Safety Legislation						E/C					
B4	External	Rainwater disposal	Gullies	Maintenance - Clear out gullies, ensuring free from debris/ leaves etc, inspect for cracks	Health and Safety Legislation	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	Wardens/ volunteers to carry out cleaning
B5	External	Rainwater disposal	Drainage	Maintenance inspection, cleaning / jetting out to ensure all flowing away from building freely	Health and Safety Legislation					E/C					E/C	Wardens/ volunteers to inspect and clear out gullies ensuring water flows away freely
C1	External	Masonry walling	Parapets and copings	Inspect for stability, ensuring joints are full. Remedial works to be specified if required	Health and Safety Legislation					A *					A *	Architect to assist with or approve specification
C2	External	Masonry walling	Spires, chimneys & bellcotes	Inspect for stability, ensuring joints are full. Remedial works to be specified if required	Health and Safety Legislation					E/C					E/C	Steeplejack to inspect.
C3	External	Masonry walling	Mortar pointing generally	Inspection of joints for loose mortar/ open joints	Health and Safety Legislation					A *					A *	
C4	External	Masonry walling	Mortar pointing generally	Maintenance of mortar joints - rake out and repoint open joints with lime:sand mortar, as identified by Architect	Health and Safety Legislation, Planning/ LBC					E/C					E/C	Architect to assist with or approve specification
C5	External	Masonry walling	Stone mouldings, window reveals, stringcourses and hoodmoulds	Inspect for newly developed, or developing cracks, particularly to the underside of rolls, with binoculars from ground. Raise any concerns with Architect	Health and Safety Legislation	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	Staff/ volunteers to inspect using binoculars
C6	External	Masonry walling	Stone mouldings, window reveals, stringcourses and hoodmoulds	Inspect for newly developed, or developing cracks, particularly to the underside of rolls check for stability/ detaching of stonework. Check for open joints	Health and Safety Legislation					A *					A *	

C7	External	Masonry walling	Stone mouldings, window reveals, stringcourses and hoodmoulds	Allow for removal of any detaching stonework - indent with new carved sections, as identified by architect. Point up any open joints in lime:sand mortar	Health and Safety Legislation, Planning/ LBC											E/C			E/C	Architect to assist with or approve specification
C8	External	Masonry walling	Masonry in general	Inspect for stone erosion and new or developing movement cracks in masonry	Health and Safety Legislation											A *			A *	SE to be called upon if deemed necessary by Architect
C9	External	Masonry walling	Ventilation grilles	Clear of rubbish/ debris	Health and Safety Legislation	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	Wardens/ volunteers to clear
C10	External	Masonry walling	Bird netting	Ensure secure, without rips	Health and Safety Legislation											A *			A *	
C11	External	Masonry walling	Bird netting	Re-fix new netting using stainless steel fixings into masonry joints	Health and Safety Legislation											E/C *			E/C *	
D1	External	Woodwork	Timber window frames, facias, bargeboards, doors	Inspect woodwork for deterioration/ rot	Health and Safety Legislation											A			A	
D2	External	Woodwork	Timber window frames, facias, bargeboards, door frames and doors	Carry out any timber repairs. Rub down and repaint all woodwork in external grade exterior paint	Health and Safety Legislation, Planning/ LBC											E/C			E/C	
E1	External	Hardstanding	Base of wall	Maintenance inspection of perimeter of masonry walling, removing any vegetation growth	Health and Safety Legislation	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	Wardens/ volunteers to clear
E2	External	Hardstanding	Access	Maintenance and management of access routes to ensure all users including wheelchair and less able bodied users can safely enter the building	Health and Safety Legislation	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	Wardens/ volunteers to maintain
E3	External	Boundary walls	Masonry stability and mortar pointing generally	Inspection of joints for loose mortar/ open joints	Health and Safety Legislation											A *			A *	
E4	External	Boundary walls	Masonry stability and mortar pointing generally	Maintenance of stonework and mortar joints - repair stonework, rake out and repoint open joints with lime:sand mortar, as identified by Architect	Health and Safety Legislation, Planning/ LBC											E/C			E/C	Architect to assist with or approve specification
E5	External	Railings and gates	Metal work maintenance	Rub down and repaint all metalwork with appropriate anti-rust metal paint	Health and Safety Legislation											I/H			I/H	Work could be carried out either by Church Wardens or external contractor
E6	External	Graveyard	Headstones and tombs	Inspect for stability and safety	Health and Safety Legislation	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	If any are deemed unstable or unsafe, employ contractor to lay down headstones or secure tombs
G1	Internal	Roofs	Roof voids	Inspect for leaks and damp	Health and Safety Legislation											A			A	
G2	Internal	Roofs	Roof voids	Inspect timbers/ wall plates for signs of decay/ rot	Health and Safety Legislation											A			A	Architect to call upon SE or TF should any signs of deterioration/ movement be found
G3	Internal	Roofs	Roof structure	Inspect timbers for signs of decay/ rot	Health and Safety Legislation											A *			A *	Architect to call upon SE or TF should any signs of deterioration/ movement be found
G4	Internal	Roofs	Roof structure/ trusses	Inspect timbers and cast iron elements for signs of decay/ rot and displacement	Health and Safety Legislation											A *			A *	Architect to call upon SE or TF should any signs of deterioration/ movement be found
H1	Internal	Walls	Eaves level	Inspect for areas damp that may indicate failed gutters	Health and Safety Legislation											A *			A *	
H2	Internal	Walls	Low level	Inspect for areas damp that may indicate damp from external sources (high pavement level/ blocked gullies)	Health and Safety Legislation											A			A	
H3	Internal	Walls	Below floor void	Inspect for areas damp that may indicate damp from external sources (high pavement level/ blocked gullies)	Health and Safety Legislation											A			A	
H4	Internal	Walls	Below floor void	Maintain clear ventilation through air bricks/ vents	Health and Safety Legislation	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	Wardens/ volunteers to maintain
I1	Internal	Surfaces	Painted walls	Repaint	Health and Safety Legislation											E/C			E/C	Architect to assist with or approve specification
I2	Internal	Surfaces	Ceilings	Repaint	Health and Safety Legislation														E/C	Architect to assist with or approve specification

I3	Internal	Surfaces	Cast iron work	Repaint	Health and Safety Legislation											E/C	Architect to assist with or approve specification
J1	Internal	Windows	Glazing	Check for broken panes of glass and any damage to leadwork in stained glass	Health and Safety Legislation	I/H	I/H	I/H	I/H	A	I/H	I/H	I/H	I/H	A	A	Wardens/ volunteers to check & report to Architect
J2	Internal	Windows	Glazing	Carefully clean windows using PHneutral water and a soft cloth	Health and Safety Legislation	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	Wardens/ volunteers to maintain
J3	Internal	Windows	Glazing	Listen for rattling of panes indicating	Health and Safety Legislation	I/H	I/H	I/H	I/H	A	I/H	I/H	I/H	I/H	A	A	Wardens/ volunteers to review
K1	Internal	Timber	Windows & doors	Inspect woodwork for deterioration/ rot	Health and Safety Legislation					A						A	
K2	Internal	Timber	Windows & doors	Maintenance inspection of all ironmongery to ensure working effectively, and all openable windows can be easily opening for ventilation	Health and Safety Legislation	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	Wardens/ volunteers to maintain
K3	Internal	Timber	Panelling, doors & skirtings	Maintenance wax treatment/repainting	Health and Safety Legislation					E/C						E/C	
K4	Internal	Timber	Timber structures generally	Inspect all timberwork embedded into masonry for signs of deterioration/ rot, particularly checking joists, under floors and in cupboards where close environments could lead to ideal conditions for rot	Health and Safety Legislation					A						A	
L1	Internal	Services/ protection	Fire alarm system, fire extinguishers and other fire safety equipment	To be serviced by engineer	Health and Safety Legislation	E/C	E/C	E/C	E/C	E/C	E/C	E/C	E/C	E/C	E/C	E/C	
L2	Internal	Services/ protection	Fire alarm system	To be checked regularly (fire alarm test/ drill)	Health and Safety Legislation	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	Wardens/ volunteers to maintain - test weekly, or as recommended
L3	Internal	Services/ protection	Electrics generally, including power, lighting and audio installations, PAT	Inspection by engineer	Health and Safety Legislation	E/C	E/C	E/C	E/C	E/C	E/C	E/C	E/C	E/C	E/C	E/C	No legal timeframe - frequently enough to ensure there is no chance of the installation being unsafe. PAT testing recommended every year.
L4	Internal	Services/ protection	Lighting/ audio installations	Maintenance to ensure all in working order	Health and Safety Legislation	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	Wardens/ volunteers to maintain
L5	Internal	Services/ protection	Security alarm system	To be serviced by engineer	Health and Safety Legislation	E/C	E/C	E/C	E/C	E/C	E/C	E/C	E/C	E/C	E/C	E/C	At the discretion of the PCC - frequently enough to ensure in good working order
L6	Internal	Services/ protection	Heating system	To be serviced by engineer	Health and Safety Legislation	E/C	E/C	E/C	E/C	E/C	E/C	E/C	E/C	E/C	E/C	E/C	
L7	Internal	Services/ protection	Hot and cold water supply	Inspected by engineer	Health and Safety Legislation					E/C						E/C	
L8	Internal	Equipment	Organ	To be serviced by engineer	Health and Safety Legislation		E/C		E/C		E/C		E/C		E/C	E/C	
M1	Internal	Accessibility	Entrances	Maintain all entrances that enable ease of entry	Health and Safety Legislation	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	I/H	Wardens/ volunteers to maintain