

# Quinquennial Inspection Report

**Church of St John  
Hebburn  
Diocese - Durham  
Archdeaconry – Sunderland  
Deanery - Jarrow**



## **Report prepared by:**

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**Date of inspection:** 10<sup>th</sup> September 2024. Weather conditions – sunny but breezy

**Date of report:** 18<sup>th</sup> September 2024

**Ref:** 24025/5

## **General condition**

The church is generally in good condition and is well cared for and there are no major concerns. There has been some upgrading of lighting and new radiators fitted as well as some maintenance and repairs carried out since 2019. However there are some further works needing attention as detailed in the report. Some of these were recommended in the 2019 report.

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

- All of the lights in the main church have been replaced by LED lighting (2021)
- Outside floodlighting replaced in LED (2021)
- A tree survey followed by work carried out in line with the Hebburn Hall Conservation rules (2023)
- Roof repairs carried out (2023)
- Radiators in the main church were replaced (2023)
- An electrical survey was carried out and some remedial work was done (2023)
- Heating in the foyer and mezzanine room replaced (2023)
- The cracked paving stones have been taken up and replaced by scored concrete (2024)
- Drain in the carpark unblocked and cleaned out
- Woodworm in the Chancel has been treated (annually)
- Church gutters cleaned regularly
- Hall gutters cleaned
- Lightning conductor surveys carried out annually
- PAT testing is carried out annually
- Chubb carry out fire safety checks annually
- Gas boilers are serviced annually and a gas safety certificate issued

## **Brief description**

The Church is located in Canning Street, Hebburn which lies to the south of the main A185 trunk road through Hebburn. The adjacent buildings comprise turn of the century terraced town houses on Canning Street to the South and modern terraced houses on St Johns Walk to the East. The Church building forms part of a group of buildings which include the church hall and Hebburn Hall (a large 3 storey building now converted into apartments). Both the Church and Hebburn Hall are grade II listed.

The Church is said to be an adaptation of the former stable wing to the Hall, though evidence suggests that an almost complete rebuild of the fabric to form the Church was undertaken in 1886-87. The work was commissioned by the Carr-Ellisons of Hebburn and Hedgley in Northumberland, and their architect was Frederick Richard Wilson of Alnwick.

The external walls of the church are constructed in sandstone rubble with ashlar dressings and buttresses. The windows are of the decorated style some with elaborate tracery. The roof is slated in welsh slates and a distinctive central fleche located over the Nave. A flat roofed former boiler house is located to the west side of the Nave. This now houses a prayer room as well as a smaller boiler room. A Vestry and Organ Chamber wing are located on the west side of the Chancel. Walls and roofs are similar to the Nave. A flat roofed porch opening onto an inner lobby formed out of the former Transept is located on the south east corner of the Nave. The Transept was remodelled in 2018 to create a new Foyer with a mezzanine level Meeting Room above. The kitchen was shortened in length and two new toilets were formed off the Foyer.

The Church Hall comprises a flat roofed single storey block to the east of the Transept separated by an open passage which acts as a fire escape to the attached former vicarage.

## **Listing grade:**

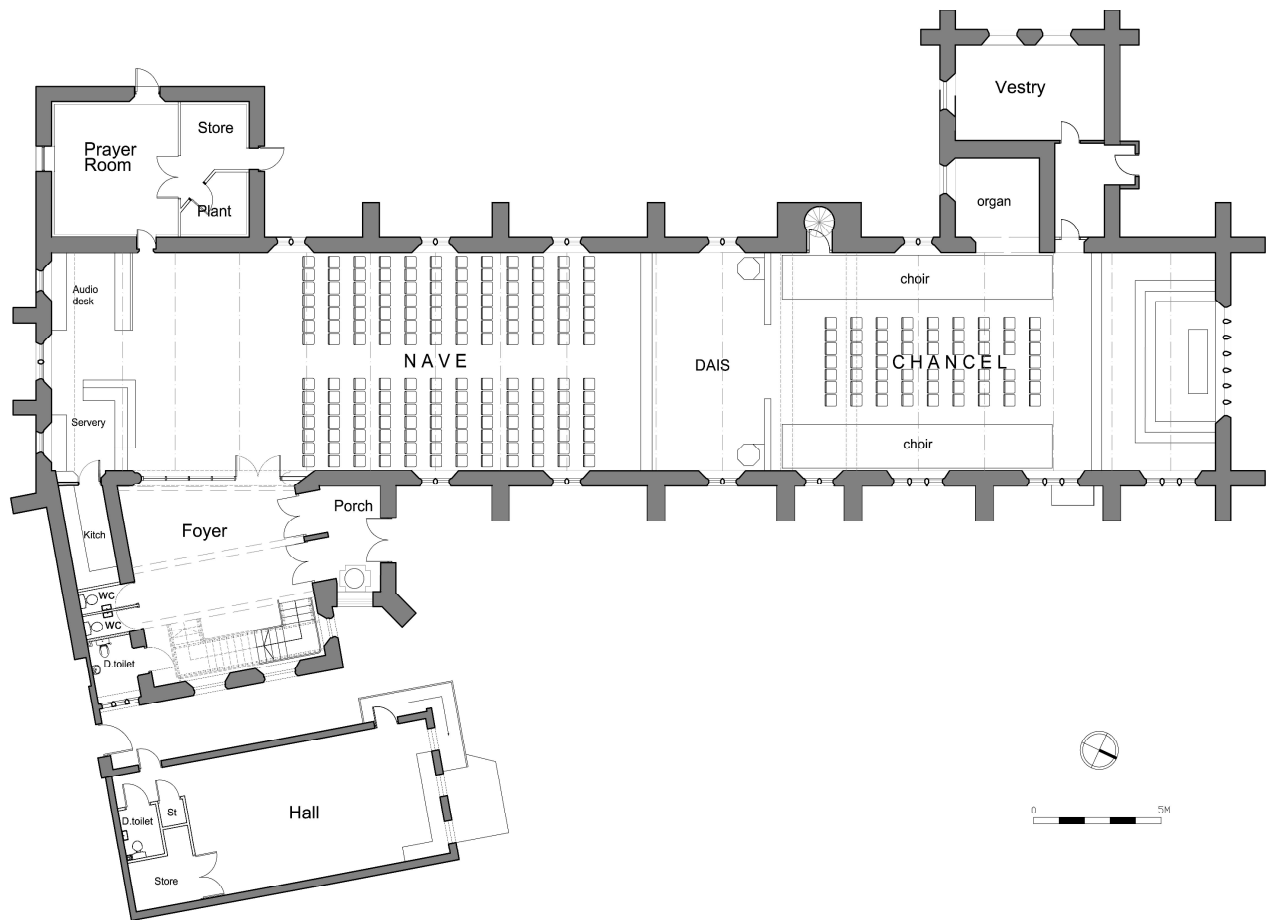
This church is grade II listed.

Date of listing: 26 May 1948

English Heritage Building ID: 1185819

## Ground floor plan (Not to scale)

NB All references in the report follow liturgical orientation not true orientation.



## Limitations of the report

- The inspection was carried out from ground level, the flat roof over the Hall. The inspection and was purely visual. Concealed spaces (e.g. other ceiling voids; sub floors etc.) were not inspected. The manholes were not lifted and below ground drainage was not inspected. The inspecting architect cannot state that these areas are free from defect.
- The mechanical and electrical systems were not tested and the inspector cannot state that they are free from defect. The PCC are advised to have the heating system checked by a heating engineer annually and the electrical systems tested every five years.
- This is a summary report; it is not a specification for the execution of the work and must not be used as such. The professional adviser is willing to advise the PCC on implementing the recommendations and will, if so requested, prepare a specification, seek tenders and oversee the repairs.
- The PCC is advised to seek on-going advice from the professional adviser on problems with the building.
- Contact should be made with the insurance company to ensure that cover is adequate.
- The repairs recommended in the report (with the exception of some minor maintenance items) are subject to the faculty jurisdiction.

# The Report

## Category scale

A – Urgent, requiring immediate attention

B – Requires attention within 12 months

C – Requires attention within the next 18-24 months

D – Requires attention within the quinquennial period

E – A desirable improvement with no timescale

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

## 1.0 Exterior:

1.1 Roof coverings		
Condition	<p>Church roofs: Generally sound but the following defects need attention to prevent water ingress:-</p> <ul style="list-style-type: none"> <li>a) Chancel, Nave, Transept and Vestry - open perpend joints to ridge tiles need re-pointing; some localised re-bedding of ridge tile is needed.</li> <li>b) Chancel – the gable verge needs repointing.</li> <li>c) Nave, south slope - 1No missing slate in 12<sup>th</sup> row from the eaves adjacent to the fleche. Needs replacing.</li> <li>d) Nave, north slope – 1No missing slate near east verge in 7<sup>th</sup> row from eaves. Needs replacing.</li> <li>e) Nave west gable – verge needs repointing</li> <li>f) Vestry gable – verge needs repointing</li> <li>g) Vestry west and east slopes – 2No missing slates</li> </ul> <p>Hall roof: Generally in fair condition apart from a minor pond.</p> <p>Prayer Room roof: some staining to suspended ceiling tiles indicative of leaks to the roof and adjacent north wall. The joints between the copings needs raking out and repointing. The felt and flashings need checking and sealing as appropriate.</p> <p>Roof over storage void above toilets and kitchen: some vegetation to be removed and a small pin hole needs filling.</p>	
Repair needs	All the above items need attention	B

1.2 Rainwater goods and disposal systems		
Condition	<p><u>Church:</u> Cast iron gutters and downpipes generally in fair condition. Some of the gullies on the north side are blocked. The hoppers on the gable wall appear to be blocked.</p> <p><u>Hall:</u> Plastic gutter leaking at the joint resulting in damp patches on the north wall.</p>	
Repair needs	<p>Replacement of the Hall gutter is needed.</p> <p>Clearing of hoppers, gutters and gullies every 6 months is recommended.</p>	B M

<b>1.3 Fleche</b>		
Condition	The external timberwork (e.g. louvres, gablet panels etc) is badly in need of redecoration and there is some timber decay to some of the gable features which needs repair or replacement. The mesh bird protection is missing on the NW facet which will allow pigeons to nest in the spire. The missing netting should be replaced.	
Repair needs	As above	B

<b>1.4 Finials, crosses and chimneys</b>		
Condition	Apex cross to the Chancel gable is missing, only the base remains. Chimney stack to west gable of Transept: repointed in 2018. Vestry chimney stack: stonework & flashings in fair condition.	
Repair needs	Consider replacement of apex cross.	E

<b>1.5 Parapets and upstand walls</b>		
Condition	<u>Hall</u> : some copings have open joints where mastic has perished - re-pointing/re-sealing needed. <u>Porch</u> : stonework in fair condition but there are some open joints which need repointing to prevent water ingress. <u>Nave west gable upstand</u> : the masonry and pointing appears sound. <u>Prayer Room</u> : there are open joints which in the parapet copings which are causing water ingress to the ceilings below. The joints need raking out and repointing.	
Repair needs	To Hall, Porch and Creche parapets as above	B

<b>1.6 External walling</b>		
Condition / repair needs	Generally masonry and pointing is in good condition but attention required to following:- <u>Chancel, east gable</u> : – vertical crack and receding joints on wall below window cill. <u>Chancel south wall</u> : some deeply decayed masonry and open joints. <u>Nave south wall</u> : some open joints in buttresses. <u>Transept</u> : stepped cracks below kneelers on south gable wall; receding joints to quoins on SW corner. <u>Gable by disabled toilet</u> : much vegetation and receding joints. <u>Hall</u> : damp patch on north wall brickwork due to leaking gutter joint. Open vertical joint between brickwork and stone on NE corner. <u>Prayer Room</u> : ribbon pointing poor; many open joints especially on north wall; open joints at low level on west wall.	

Repair needs	Raking out of cracks, open and receding joints in the areas identified above followed by repointing in lime mortar.	C
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<b>1.7 External doors and surrounds</b>		
Condition	<p>Porch door: timberwork robust; some strap hinges are exfoliating.</p> <p>Chancel door: joints in boards poor</p> <p>Vestry door: in fair condition. However the glass over-panel is cracked.</p> <p>Prayer Room: timber and metal doors in need of redecoration.</p> <p>Hall: poor quality flush doors.</p>	
Repair needs	<p>Redecoration of external doors and frames is recommended every five years. The caulking should be replaced to the Chancel door joints prior to redecoration.</p> <p>The glass over-panel to the Chancel door needs replacement.</p> <p>The Hall external flush doors would best be replaced.</p>	<p>D</p> <p>D</p> <p>D</p>

<b>1.8 Windows and window masonry</b>		
Condition	<p><u>Chancel east window:</u> 2No mullion sections are badly delaminating and need replacement. There is a crack in the window cill. The mesh is a patchwork and has rusting upper members (see photo).</p> <p><u>Vestry, Transept, Nave and Chancel:</u> Stained glass, clear glass, leadwork generally all in fair condition apart from one or two cracked panes. The mesh grilles are in sound condition but crudely fixed.</p> <p><u>Hall:</u> Timber windows single glazed; metal mesh grilles. The paintwork is flaking and some of the cill sections are rotten.</p> <p><u>Prayer Room:</u> bronze framed window in good condition.</p>	
Repair needs	<p><u>Chancel east window:</u> The two delaminating mullion sections need replacement. This will entail removing the stained-glass panels and external mesh. It is strongly recommended that the mesh grilles are replaced in polycarbonate fitted closely around the window profiles. The window cill joints need repointing.</p> <p><u>Vestry, Transept, Nave and Chancel:</u> It is recommended that the mesh grilles are replaced in polycarbonate fitted closely to the profiles of the glass openings. Cracked panes should ideally be replaced.</p> <p><u>Hall:</u> Repair of rotten cills followed by redecoration</p>	<p>C</p> <p>E</p> <p>E</p> <p>C</p>

## 2.0 Interior:

<b>2.1 Roof and ceiling voids and ventilation</b>		
Condition	Roof voids above ceilings not inspected in Chancel, Nave, Transept, Vestry, Prayer Room and Hall. The inspecting architect cannot state these are free from defect.	

<b>2.2 Presence of bats and other protected species</b>		
Comments	The presence of bats within the church is not known. See section 6 for web-link to Church Care website for further information should bats be found.	

<b>2.3 Roof structures, ceilings</b>		
Condition  Chancel ceiling structure	<p><u>Chancel and Nave:</u> Exposed hammerbeam trusses, purlins, rafters and boarded ceilings in good condition.</p> <p><u>Vestry:</u> fibre board ceiling and laths in fair condition apart from some minor staining in one location.</p> <p><u>Transept (upper):</u> new suspended ceiling in good condition.</p> <p><u>Transept (lower):</u> new plastered ceilings in good condition.</p> <p><u>Toilets and kitchen:</u> plastered ceilings in good condition.</p> <p><u>Void over kitchen/toilets:</u> small chink of daylight showing in profiled metal deck indicating a potential for leakage. See 1.1 for action on repairing the hole.</p> <p><u>Prayer room/store area:</u> some stained and damaged ceiling tiles due to roof leaks. See section 1.1 and 1.5 for actions on leaks.</p> <p><u>Hall:</u> some staining of suspended ceilings in store due to past roof leaks. See 1.5 for actions.</p>	
Repair needs	It is recommended that the stained and damaged ceiling tiles in the Creche/Store and Hall/Store are replaced.	D

<b>2.4 Partitions, screens, panelling, doors</b>		
Condition	<p><u>Partitions:</u> to kitchen/toilet wall; toilet/toilet walls; Hall partitions – all in fair condition.</p> <p><u>Screens:</u> Glazed screen to Transept arch in good condition</p> <p><u>Panelling:</u> to Transept, Nave and Chancel - in fair condition.</p> <p><u>Internal doors:</u> generally, in fair condition. However the Porch glazed inner doors are not closing fully against the frames.</p>	
Repair needs	It is recommended that the floor springs are adjusted to enable the porch inner doors to close fully against the frames.	M

<b>2.5 Floors, Platforms, Stairs</b>	The Foyer, Mezzanine floor, Prayer Room, Nave, Chancel, Vestry and Vestry Lobby are carpeted on timber suspended floors beneath. The carpets were not lifted, and defects below cannot be ruled out. The Hall, kitchen and toilet floors have vinyl floor finishes. The disabled toilet in the Church has ceramic floor tiles.	
Condition	The carpets and vinyl floor finishes are all in fair condition.  The new open rise staircase from the Foyer to the upper meeting room is in very good condition along with the glass balustrades.	
Repair needs	None	

<b>2.6 Internal wall finishes</b>	Comprise random rubble walls with timber wainscoting below in Vestry, Chancel, Nave and Transept. Painted plasterboard finish to Hall, Toilets and Prayer Room. Church kitchen and disabled toilet tiled to full height.	
Condition	Generally, in fair condition.  There is mould staining in the reveals of the fire escape door to the Creche. This is due to water ingress from the upstand parapet walls. See 1.5 for action on the leaks.  Stepped settlement cracks to Vestry in various locations.  The store area in the Hall has undecorated plasterboard.	
Repair needs	Cleaning and decorating mould patches to Creche escape door reveals when the wall has dried out.  Monitoring cracks to Vestry.  Consider decorating bare plasterboard to Hall Store.	M M E

<b>2.7 Vestry, kitchens and toilets</b>	Two new toilets were constructed and the kitchen reduced in length in the church in 2018. There are accessible toilets off the church foyer and off the Hall.	
Condition	<u>Vestry</u> : in good condition.  <u>Toilets</u> : are all clean and the sanitaryware is in good working order. See 2.8 for comment on alarm pull cord in Hall accessible toilet.  <u>Church kitchen</u> : in clean and hygienic condition. There are a good range of wall & base units and appliances.  <u>Hall kitchen</u> : Again in clean and hygienic condition with a good range of wall & base units and appliances.	
Repair needs	Consideration to providing a return leg on the worktop to serve food etc.	E



<b>2.8 Disabled access and provision</b>		
Comments	<p><u>Church:</u> Level access is afforded from the drive into the Porch, Foyer and Nave. The width of doors and circulation space for wheelchair users is good. An accessible toilet is located off the Foyer for wheelchair users.</p> <p>Building Regulations approval to the new mezzanine floor above the Foyer was on the condition that a stair lift would be provided. This should be installed to allow the elderly and infirm to access the mezzanine meeting room.</p> <p><u>Hall:</u> Ramped access is provided into the Hall though the ramp is narrow. An accessible toilet is also provided in the Hall. The assistance alarm pull cord in the toilet needs extending so it can be reached from the seated position on the toilet.</p>	<p>C</p> <p>M</p>

<b>2.9 Fittings, fixtures, furniture and moveable articles</b>	There are several wall memorials/ plaques. There is a plaque listing the current and previous incumbents. Loose metal framed and upholstered chairs to Nave and Chancel. Table and chairs in vestry. Served to rear of Nave. Several pine priest's chairs, kneelers and side tables with brass candlesticks and table crosses on the high altar. Nave altar. Stone font and separate carved font cover (located in Porch).	
Condition	All plaques are kept in a clean and tidy condition. Chairs all in good condition together with the served.	
Repair needs	None apparent.	

<b>2.10 Organ</b>	The organ is a 2 manual pipe instrument with 18 playing stops, built by Nicholson and Newbegin, Newcastle upon Tyne. There is also a small electronic keyboard.	
Condition	The pipe organ is tuned regularly and is understood to be in good playing order.	
Repair needs	None apparent.	

### 3.0 Churchyard and environs:

<b>3.1 Paths, drives and access</b>		
Condition	The tarmac drive and parking area is in good condition. The previously broken paving flags have been replaced in concrete with joint marks. The gravel drive on the west side of the building is in fair condition but the gravel is wearing thin.	
Repair needs	The maintenance responsibility for the gravel drive is not clear but it is recommended that the gravel is topped up.	C

<b>3.2 Gates</b>		
Condition & repair needs	There are no gates.	

<b>3.3 Boundary walls</b>		
Condition	Stone rubble walls with copings on the north and east boundaries with brick walls and railings on the west boundary. Generally they remain in fair condition.	
Repair needs	Leaning wall by sycamore tree adjacent Prayer Room – reconstruction should be considered. Localised repointing of open joints (incl. copings) required on boundary walls generally.	E D

<b>3.4 Churchyard</b>		
Condition	There are no graves in the churchyard and all grassed areas are cut in the mowing season though the grassed area on the north side of the church has been left uncut. The shrub beds between the buttresses on south side are well maintained.	
Maintenance needs	None apparent.	

<b>3.5 Trees</b>	The churchyard has a number of mature trees, including sycamore, laburnum, Swedish whitebeam and hornbeam.	
Safety	A tree by the main entrance has been removed since the previous inspection.  The sycamore tree located close to the Hall has overhanging branches. These should be lopped periodically.  The sycamore tree opposite the Prayer Room also has overhanging branches. This should be monitored. (See 3.3 re the effect of this sycamore tree on the adjacent wall).	M

Importance	The trees contribute to the setting of the church. Apart from the sycamore tree by the Prayer Room, the trees do not have TPO's however they are protected under the Hebburn Hall conservation area.	
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## 4.0 Services, installations and other matters:

<b>4.1 Heating</b>		
	<p>The main heating installation to the church comprises a gas-fired low-pressure wet system serving cast iron large bore pipes in the Chancel and new pressed panelled radiators in the Nave. The Hall, Prayer Room, Foyer and upper Meeting room are heated with electric wall mounted convector heaters.</p> <p>The two boilers are approx. 8 years old and are serviced annually and a gas safety certificate is issued.</p> <p>Radiators in the Nave were replaced along with electric convectors in the foyer and mezzanine room in 2023.</p>	
Condition	The heating systems are understood to give adequate thermal comfort levels.	
Repair needs	None	

<b>4.2 Electrical</b>		
Condition	<p>The church was completely re-wired in 2006. Electric lighting comprises: -</p> <p><u>Nave/Chancel</u>: new LED floodlights installed in 2021. Spotlights in Chancel; fluorescent strips to ancillary areas.</p> <p><u>Foyer and Upper Meeting Room</u>: LED fittings installed during the refurbishment project in 2018.</p> <p><u>Porch</u>: LED globe light fittings on wire suspension system installed in 2018.</p> <p><u>Vestry</u>: LED spotlights on wire suspension system.</p> <p><u>Prayer Room</u>: LED recessed downlights.</p> <p><u>Kitchen and upper storage void</u>: fluorescent light fittings.</p> <p><u>Hall</u>: fluorescent lights in ceiling grid.</p> <p><u>Externally</u>: external floodlighting was replaced in LED in 2023.</p> <p>The electrical system was tested in 2023 and recommendations for improvement were carried out.</p> <p>Portable electrical appliances are tested annually.</p>	
Repair needs	<p>Some of the spotlights in the Chancel were not working at the time of the inspection. Replacement is needed.</p> <p>There is no natural ventilation in the prayer room. Consideration should be given to installing an extract fan.</p>	<p>M</p> <p>D</p>

<b>4.4 Water supply</b>		
Comments	The hot and cold water supplies to sinks (in kitchens) and washbasins (in toilets) work satisfactorily.	
Repair needs	None	

<b>4.5 Sound system</b>		
Comments	The church has a sound amplification and induction loop system. These are understood to be in good working order.	

<b>4.6 Fire protection</b>		
Comments	The fire-fighting appliances are serviced annually.	

<b>4.7 Lightning Protection</b>		
Comments	The lightning conduction system comprises a conduction rod and down-tape to the fleche only. The system is tested annually.	
Repair needs	Consideration should be given to extending the lightning protection system to include the Nave, Chancel, Transept and Vestry roofs.	E

<b>4.8 Environmental sustainability</b>		
Comments	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. See Appendix for a Practical Path to Net Carbon Zero.	D

## 5.0 Summary of repairs

### Category scale

A – Urgent, requiring immediate attention

B – Requires attention within 12 months

C - Requires attention within the next 18-24 months

D – Requires attention within the quinquennial period

E – A desirable improvement with no timescale

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

Category	Comment	Broad Budget Costs (ex VAT & professional fees)
A	None	-
B	Re-pointing and re-bedding of ridge stones (1.1)	£2,500 - £3,500
B	Slating repairs and verge repointing (1.1)	Incl. above
B	Checking Prayer Room flat roof for leaks and then repairing (1.1)	?
B	Remove vegetation and fill hole in metal decking over storage area (1.1)	£150
B	Replace Hall gutter (1.2)	£300
B	Replace missing mesh to fleche openings to keep out pigeons (1.3)	£75
B	Repair & decoration of timber to fleche (1.3)	£1,500
B	Rake out & repoint joints to parapet copings of Prayer Room (1.5)	£300
B	Repoint/ re-seal joints to parapet copings of Hall (1.5)	£150
B	Rake out and repoint open joints in Porch parapets (1.5)	£1,500
C	Localised repointing of masonry as identified (1.6)	£2,500
C	Replacement of delaminating mullions to Chancel east window (1.8)	£8,000
C	Consider replacing mesh with polycarbonate to Chancel E window (1.8)	£2,500
C	Repair of rotten cills followed by redecoration to Hall windows (1.8)	£500
C	Installing chair lift to staircase to mezzanine floor (2.8)	£9,000
C	Consider topping up gravel on drive to Hebburn Hall (3.1)	£1,000
D	Redecoration of external doors (1.7)	£500
D	Consider replacing cracked over pane to Vestry external door (1.7)	£400
D	Consider replacing Hall external doors (1.7)	£500
D	Replacing stained/damaged ceiling tiles in Prayer room and Hall (2.3)	£750
D	Repointing joints between copings on external boundary walls (3.3)	£750
D	Consider installing extract fan to Prayer Room (4.2)	£600
D	Localised re-pointing of boundary walls (3.3)	£500
D	Consider environmental sustainability (4.8 and Appendix B)	-
E	Consider replacement of Chancel apex cross (1.4)	£3,500
E	Consider replacement of window mesh with polycarbonate (1.8)	£20,000
E	Consider replacing cracked panes to Vestry and other windows (1.8)	£900
E	Consider decorating bare plaster walls to Hall store (2.6)	£350
E	Consider remodelling Hall kitchen to provide servery (2.7)	£2,500
E	Consider extension of lightning conduction system (4.7)	£5,500
E	Consider reconstruction of wall bowed by tree near prayer room (3.3)	£500 - £1,000
M	Clean hoppers, gutters and gullies every 6 months (1.2)	-
M	Adjust floor springs to Porch inner doors (2.4)	-
M	Cleaning and redecorating external door reveals to Prayer room (2.6)	DIY
M	Monitor cracks to Vestry walls (2.6)	-
M	Extend alarm pull cord in Hall disabled toilet (2.8)	DIY
M	Lop overhanging tree branches by Hall as needed (3.5)	£300
M	Replace failed spotlights in Chancel (4.2)	£350

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

### **Accessibility and disabled people**

The Equality Act 2010 bans unfair treatment and helps achieve equal opportunities in the work place and wider society. Duties under the Act are placed on 'service providers', which include churches and the service they provide for worship and wider activities either in the church or a church hall. The PCC should ensure that they have understood their responsibilities under the Equality Act 2010. Further information can be found on the Church of England website.

### **Asbestos**

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

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

The PCC should be aware of its responsibilities where protected species are present in a church. Guidance can be found on the Church of England website.

### **Electrical Installation**

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

### **Fire extinguishers**

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

### **Heating Installation**

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

### **Health and Safety**

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

### **Insurances**

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

### **Lightning Protection**

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

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

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

### **Organ**

Enter into an annual contract for maintenance and tuning.

**Painting rainwater goods**

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

**Pointing of masonry**

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

**Plasterwork**

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

**Rainwater disposal systems**

Rainwater goods include the gutters and downpipes which are key to the survival of a church building. Together with a watertight roof, they ensure that rainwater is directed safely away from the building. As water is the greatest cause of damage to buildings, it is vital to keep these elements well maintained. Clean out gutters and gullies twice per year – late spring, late – autumn after leaves have fallen.

**Roof coverings**

A roof keeps out water and prevents the deterioration of the building and its contents. It needs to be carefully maintained in order to retain its weatherproof properties. Check frequently and repair as necessary.

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## APPENDIX A



Hall parapet copings need repointing



Hall flat roof ponding/ vegetation to gable beyond



Nave gable with missing pointing to verge



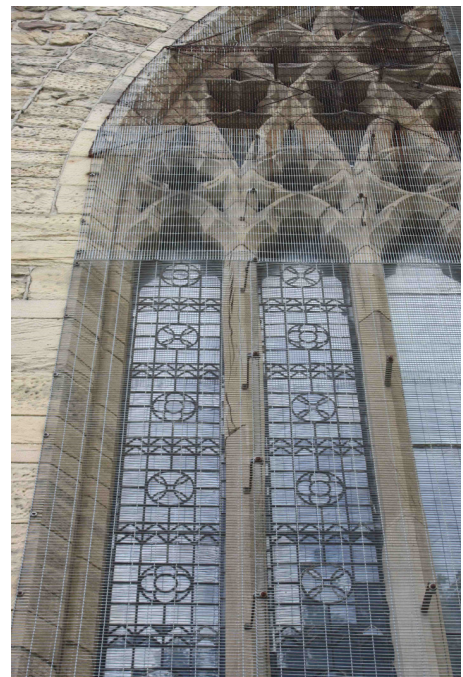
Prayer Room north wall with open joints



Damp patch to Hall wall due to leaking gutter



Fleche – missing mesh to louvred openings



Chancel east window - delaminating mullions



## APPENDIX B

### A practical path to “net zero carbon” for our churches

These recommendations aim to help churches reduce their energy use and associated carbon emissions. They are based on the findings of our church energy audit programme and input from a range of professionals in the field.

**NOTE:** Many of the suggestions below require faculty; please seek input early on. If the church interior is of historic, artistic, architectural or artistic interest, seek professional & DAC advice first, before making changes; stabilising the environment for these interiors is important to minimise cycles of treatment, with their inherent carbon cost.

#### A. Where do we start?

These are actions that nearly all churches can benefit from, even low occupancy churches used only on a Sunday. They are relatively easy, with relatively fast pay back. They are a good place for churches to start, when trying to move towards ‘net zero’.

##### The building itself:

- A1. Maintain the roof and gutters, to prevent damp entering the building and warm air escaping.
- A2. Fix any broken window panes\* and make sure opening windows shut tightly, to reduce heat loss.
- A3. Insulate around heating pipes to direct heat where you want it; this may allow other sources of heat to be reduced in this area.
- A4. If draughts from doors are problematic, draught-proof the gaps\* or put up a door-curtain\*.
- A5. Consider using rugs/floor-coverings (with breathable backings) and cushions on/around the pews/chairs.

##### Heating and lighting:

- A6. Switch to 100% renewable electricity, for example through Parish Buying’s energy basket, and “green” gas.
- A7. Match heating settings better to usage, so you only run the heating when necessary\*.
- A8. If you have water-filled radiators, try turning-off the heating 15 minutes before the service ends; for most churches this allows the heating system to continue to radiate residual warmth\*.
- A9. If you have radiators, add a glycol based “anti-freeze” to your radiator system and review your frost setting.
- A10. Replace lightbulbs with LEDs, where simple replacement is possible.
- A11. Replace floodlights with new LED units.
- A12. If you have internet connection, install a HIVE- or NEST-type heating controller, to better control heating.
- A13. If your current appliances fail, then replace with A+++ appliances.

##### People and policies:

- A14. Complete the Energy Footprint Tool each year, as part of your Parish Return, & communicate the results.
- A15. Create an Energy Champion who monitors bills and encourages people to turn things off when not needed.
- A16. Write an energy efficiency procurement policy; commit to renewable electricity & A+++ rated appliances.
- A17. Consider moving PCC meetings elsewhere during cold months, rather than running the church heating.

##### Offset the rest:

- A18. For most low usage “Sunday” churches, once they have taken steps like these, their remaining non-renewable energy use will be very small. For the majority, all they need to do now to be “net zero” is offset the small remaining amount of energy through [Climate Stewards](#) or other reputable schemes.
- A19. Also, think about your church grounds. Is there an area where you could let vegetation or a tree grow?

#### B. Where do we go next?

These are actions with a reasonably fast pay back for a church with medium energy usage, used a few times a week. Perhaps half of churches should consider them. Most actions cost more than the ones above, and/or require more time and thought. Some require some specialist advice and/or installers. They are often good next steps for those churches with the time and resources to move on further towards ‘net zero’.

##### The building itself:

- B1. If you have an uninsulated, easy-to-access roof void, consult with your QI about insulating the loft\*.
- B2. If you have problematic draughts from your door, and a door curtain wouldn’t work, consult with your QI about installing a glazed door within your porch, or even a draught-lobby\*.
- B3. Consider creating one or more smaller (separately heatable) spaces for smaller events.
- B4. Consider fabric wall-hangings or panels, with an air gap behind, as a barrier between people and cold walls.

##### Heating and lighting:

- B5. Learn how your building heats/cool and the link to comfort, by using data loggers (with good guidance).
- B6. Improve your heating zones and controls, so you only warm the areas you are using.
- B7. Install TRVs on radiators in meeting rooms & offices, to allow you to control them individually.