

Padgett White: **architects** Ltd.  
The Dovecot  
4 Hunwick Hall Farm  
Church Lane  
Hunwick, Crook  
County Durham  
DL15 0JS

T: 01388 665703  
E: [info@pw-architects.co.uk](mailto:info@pw-architects.co.uk)  
W: [www.pw-architects.co.uk](http://www.pw-architects.co.uk)

**PW:a**  
ARCHITECTS



Diocese of Durham  
Quinquennial Inspection Report 2025  
St Paul the Apostle Church  
Hunwick

Diocese of Durham  
St Paul the Apostle Church  
Hunwick

Inspection of Churches Measure 1955  
(current version)

Architects Report  
inspected 20<sup>th</sup> October 2025

Archdeaconry of Durham  
Deanery Auckland  
Incumbent: Interregnum

Inspection Architect  
J M White BA(Hons) PG Dip RIBA

This report has been prepared on the basis of a the 'Modern Diocesan Scheme' recommendations for inspecting Parish Churches as published in 1995 by the Council for the Care of Churches 'CCC' in conjunction with the Ecclesiastical Architects and Surveyors Association 'EASA'.

Inspection of Churches measure 1955 (as amended 1999).

### Index

- 1.0 Background and general
- 2.0 Scope of report
- 3.0 Works carried out since previous report
- 4.0 General condition of Church

### External inspection

- 5.0 Roof coverings and Bellcote
- 6.0 Exterior door
- 7.0 Exterior windows
- 8.0 Rainwater goods and drainage
- 9.0 External Walls

### Internal Inspection

- 10.0 Roof structure and ceilings
- 11.0 Internal door and panelling
- 12.0 Ground floor structure
- 13.0 Internal finishes
- 14.0 Fittings, fixings and furniture
- 15.0 Toilets
- 16.0 Heating installation
- 17.0 Electrical installation
- 18.0 Accessibility
- 20.0 Security

## 21.0 Bats

### Curtilage

22.0 Churchyard and environs

23.0 Log book

24.0 Previous quinquennial reports

### Recommendations

Where work is recommended a code number is entered in the right hand side page margin to indicate the priority as follows:

- 1 Urgent works requiring immediate attention.
- 2 Work recommended to be carried out during the next 12 months.
- 3 Work recommended to be carried out during the Quinquennial period.
- 4 Work needing consideration beyond the Quinquennial period.
- 5 Work required improving energy efficiency of the structures and services.
- 6 Work required improving disabled access.

## **1.0 Background and General**

1.1 The site, which is a traditional walled Churchyard stands towards the south end of the village, near a bend on the main road which runs through the village and at a junction with a side road that leads to the former railway station. There are pedestrian accesses from both adjacent roads on the west and south sides. There is no vehicle access to the Churchyard and wedding, and funeral traffic has to park on the main road, which requires some parking restrictions due to the bend. The village primary school also stands directly opposite. The former vicarage now privately owned, lies immediately to the east.

1.2 Ordnance Survey Map Reference NZ191326.

1.3 Construction of St Paul's Church began in 1844. Most of the windows are of the early English style and fitted with Victorian stained glass. The East window was donated by Mrs Spencer of Helmington Hall in memory of her husband, the Rev Robert Spencer. The window is said to replicate one at Salisbury Cathedral. The Church was remodelled and enlarged in 1886 with a vestry, organ chamber and north Transept added.

### **General Description of Church**

1.4 The Church which is constructed in load bearing sandstone and slate consists of a Nave with a south porch, an elongated Chancel, shallow north Transept and Vestry which has a double pitched roof on the north side of the Chancel.

1.5 The Church is not a Listed building.

1.6 The Church is in a Conservation Area.

## **2.0 Scope of Report**

2.1 This report is based on finding of an inspection made on 20<sup>th</sup> October 2025. Viewing was generally from ground level and roofs were viewed with binoculars and from rear higher ground level.

2.2 The weather was generally overcast but dry.

2.7 See Appendix 'c' of this report for a full description of the limitations of the inspection.

## **3.0 Works Carried out Since Previous Report**

3.1 The Church log book confirms that the following works have been undertaken since the last quinquennial inspection.

7/11/21	Repair roof slates	Clark Builders	£60.00
---------	--------------------	----------------	--------

20/11/21	Repair central heating leak	Wear Plumbing	£44.00
04/12/21	Boiler service	Lightfoots	£80.50
?	Repair roof slates, pointing, paint bell mechanism, clean gutters	Clark Builders	£890.00

3.2 The Church log book should be a comprehensive record of works carried out during the previous quinquennium. It is important that the Church wardens continue to maintain a comprehensive record of works/services carried out within the Church log book.

3.3 Whilst it is good that the log book contained entries during the last quinquennium it is considered that there should be more entries including fire extinguisher servicing, electrical testing and annual boiler service etc.

#### **4.0 General Condition of Church**

4.1 The Church is generally in a good condition. The Church is well maintained internally and externally and is a pleasing and welcoming Church for worship.

4.2 The main issue which is being reviewed by the PCC is the Chancel floor. The existing tiled coverings have failed and in the area in front of the organ have been removed for safety reasons and the area temporarily covered with a loose carpet. It is understood that the PCC has obtained a quotation for lifting and relaying the tiles which is considered not to be financially viable. The PCC are therefore considering options.

4.3 The bell rope has become detached from the bell mechanism. The PCC are currently awaiting a contractor to re-attach the bell rope.

#### **External Inspection**

##### **5.0 Roof Coverings**

5.1 Porch: Welsh slate coverings with capped clay ridges and sandstone water tabling to the gable - missing finial, lead soakers and flashings to the Nave abutment; all in satisfactory condition.

5.2 Nave South Side: Welsh slate coverings with capped clay ridges and sandstone water tabling to the gables with 2no. lead clad triangular dormer ventilators, the roof terminates at the west with the bell cope and at the east with a crucifix finial. Although there is clear evidence of previous repairs the roof appears to be in good condition. However,

there is 1no. slipped slate at eaves level to the left of the rainwater downpipe which should be refixed.

- 5.3 Chancel South Side: Welsh slate coverings with capped clay ridges and sandstone water tables to the cable with crucifix finial; all in satisfactory condition.
- 5.4 Chancel North Side: Not inspected as not visible.
- 5.5 Vestry South Side: Not inspected as not visible.
- 5.6 Vestry North Side: Welsh slate coverings with capped clay ridges and sandstone water table to the gable with crucifix finial; all in satisfactory condition.
- 5.7 Porch to Vestry: Welsh slate coverings with capped clay ridges and sandstone water table to the gable; all in satisfactory condition.
- 5.8 North Transept: Welsh slate coverings with capped clay ridges and sandstone water table to the gable with crucifix finial; all in satisfactory condition.
- 5.9 Nave North Side: Welsh slate coverings with capped clay ridges and sandstone water tabling to the gables with 2no. lead clad triangular dormer ventilators. The roof terminates at the west with the bell cope and at the east with a crucifix finial; all in a satisfactory condition.

## **6.0 Exterior Doors**

- 6.1 Main Entrance Doors: The main entrance doors are a large pair of vertically boarded timber doors with arched head with wrought iron decorative hinges and ironmongery; all in good condition.
- 6.2 Vestry Door: The door is a vertically boarded timber door with arched head and wrought iron decorative hinges and ironmongery; all in good condition. The door is accessed via 5no. stone steps with tubular handrails.
- 6.3 Boiler Room: The door is a simple timber boarded door access via an external stone staircase which has been covered by a timber framed, mesh covered enclosure to improve security and prevent leaves filling the external stair and blocking drains.
- 6.4 North Transept: Externally there is a pair of vertically boarded timber doors with arched head wrought iron ironmongery. However, these doors are not in use as they have previously been walled over, internally.

## 7.0

### 7.1

## Exterior Windows

	Porch		
W1	Porch west: Leaded glass window – 2no. cracked panes, consider repair.	No external protection.	3
W2	Porch east: Leaded glass window – good condition.	No external protection.	
	Nave South Elevation West to East		
W3	Leaded glass window minor distortion, to be monitored.	No external protection.	
W4	Decorative stained glass in good condition.	Polycarbonate external protection.	
W5	Leaded glass window with distortion and cracked panes. Consider repair.	No external protection.	3
W6	Decorative stained glass in good condition.	Polycarbonate external protection.	
W7	Decorative stained glass in good condition.	Polycarbonate external protection.	
W8	Decorative stained glass in good condition.	Polycarbonate external protection.	
	Chancel		
W9	Decorative stained glass in good condition.	Polycarbonate external protection.	
W10	Decorative stained glass in good condition.	Polycarbonate external protection.	
W11	Leaded glass window with distortion and cracked panes, require repair.	No external protection.	3
W12	Leaded glass window in good condition.	No external protection.	
W13	Leaded glass window in good condition.	No external protection.	
W14	Decorative stained glass in good condition.	Polycarbonate external protection.	
W15	Decorative stained glass in good condition.	Polycarbonate external protection.	
W16	Decorative stained glass in good condition.	Polycarbonate external protection.	



	North Transept		
W17	Trefoil-stained glass window with broken panes consider repair.	Polycarbonate external protection.	
W18	Leaded glass window in good condition.	No external protection.	
W19	Leaded glass window in good condition.	No external protection.	
W20	Leaded glass window 1 cracked pane consider repair.	No external protection.	3
	Nave north elevation to west		
W21	Decorative stained glass in good condition.	Polycarbonate external protection.	
W22	Leaded glass window with distortion consider repair.	No external protection.	3
W23	Decorative stained glass in good condition.	Polycarbonate external protection.	
W24	Leaded glass window with approx. 10 cracked panes and distortion repair required.	No external protection.	3
W25	Decorative stained glass good condition.	Polycarbonate external protection.	
W26	Decorative stained glass good condition.	Polycarbonate external protection.	
W27	Decorative stained glass good condition.	Polycarbonate external protection.	
	Vestry		
W28	Leaded glass window with 1no. cracked pane consider repair.	No external protection.	3
W29	Leaded glass window in good condition.	No external protection.	
W30	Leaded glass window in good condition.	No external protection.	
W31	Leaded glass window in good condition.	No external protection.	
W32	Leaded glass window slight distortion so should be monitored.	No external protection.	

7.2 Generally, the windows with external protection sheets, would benefit from the sheets being removed, cleaned and the stained glass carefully

cleared prior to the sheet being refixed. Simply to remove the buildup of dust and debris; thus, improving light transmission.

## **8.0 Rainwater Goods**

- 8.1 All gutters and rainwater downpipes are grey PVC and generally appear to be in a satisfactory condition, with the following exceptions:-
- i. The gutter outlet on the west side of the porch requires the removal of vegetation. 1
  - ii. The gutter outlet on the east side of the porch is broken and should be replaced. 1
  - iii. The gutter at the base of the lead valley between west face of the Transept and north face of the Nave requires the removal of vegetation. 1
- 8.2 The gutters generally would benefit from cleaning to remove fallen leaves etc. It is accepted that at the time of the inspection gutters full of leaves could be expected, but once the leaves have fallen, it would be advised to have the gutters cleaned. 1
- 8.3 The rainwater downpipes discharge into gullies at ground level. As with 8.2 above a number of these gullies are currently full of leaves. Once the leaves have fallen it would be advised to have the gullies cleaned and checked to ensure they are operational. 1

## **9.0 External Walls**

- 9.1 The walls generally are constructed from squared and coursed sandstone with dressed sandstone to window and door openings and buttresses. Whilst there are areas where erosion is evident, this is at an early stage. Generally, all of the masonry appears in good condition, with the following exceptions:-
- i. Nave South Elevation – the buttress at the east end of the Nave has vegetation growing out of the uppermost dressed stone. This should be removed and the stonework repointed with NHL lime:sand mortar. 3
  - ii. Chancel East Gable: The stone panel beneath the window cill/string course is showing signs of erosion which is being accelerated due to inappropriate cement mortar pointing. This panel should be raked out to remove the cement mortar and repointed using NHL lime:sand mortar. 3
  - iii. Vestry North Elevation: There are holes remaining from previous downpipe fixings. These should be filled with NHL lime:sand mortar. There is a small stone that has been repaired with cement mortar, the mortar should be removed and the stone repaired or replaced. 3
  - iv. Nave North Elevation: The central been previously repointed. Unfortunately, this has been done using inappropriate cement-based mortar. This is likely therefore to accelerate the erosion 3

of the masonry. It should therefore be raked out and repointed using NHL lime:sand mortar.

### **Internal Inspection**

#### **10.0 Roof Structure and Ceilings**

- 10.1 Porch: Dressed timber framing/trusses with stained timber sarking in good condition.
- 10.2 Nave: Tied arched timber trusses set into external walls and supported off stone corbels with dressed purlins and rafters supporting stained timber sarking boards; all in good condition.
- 10.3 Transept: Tied arched timber truss set into external walls, with dressed purlins and rafters supporting stained timber sarking boards; all in good condition.
- 10.4 Chancel: Tied arched timber trusses set into external walls, with dressed purlins and rafters supporting stained timber sarking boards; all in good condition.
- 10.5 Vestry Ground Floor: Plaster and painted ceiling in good condition.
- 10.6 Vestry and Store First Floor: Tied timber trusses set into and built off walls with dressed purlins, supporting stained timber sarking boards; all in good condition.

#### **11.0 Internal Doors and Panelling**

- 11.1 The lobby doors are a pair of half glazed. Timber door with an arched glazed fanlight over, the glazing is leaded. There are 3no. broken panes which require repair/replacement. 3
- Furthermore, the east door requires the bottom hinge repairing/refixing. It is thought this has been caused by the door binding on the wall, installing a doorstop should prevent this damage reoccurring. 2
- 11.2 Double Doors Transept to Vestry: Modern double doors in good condition.
- 11.3 Chancel to Vestry Door: Vertically boarded timber door with arched head and black wrought ironwork in good condition.
- 11.4 Inner Vestry: 4 panel timber door in good condition.
- 11.5 First Floor Store: 4 panel pine door in good condition.

11.6	Glazed Screen at West of Nave: The decorative glazed screen at the west end of the Nave adjacent to the entrance contains 6no. leaded glass panels which are generally in good condition. However, there are approximately 8 broken panes should be replaced.	3
<b>12.0</b>	<b>Ground Floor Structure</b>	
12.1	Porch Floor: Is tiles with an inlaid coir mat in satisfactory condition.	
12.2	Nave Floor: Consists of a tiled entrance and central Aisle which are generally in satisfactory condition; although a patch of tile is currently being held in place with adhesive tape, this should be re-laid.	2
	The pews are fixed to suspended timber boards which are in satisfactory condition. The boards are level with the tiles in the Aisle, which is good for accessibility, however, the boards should be monitored for the presence of dampness.	4
	There is a small, carpeted area in the north west corner of the Aisle which is occasionally used by younger members of the congregation. The area to the east of the pews is carpeted and in a satisfactory condition.	
12.3	Transept: The floor is carpeted in satisfactory condition.	
12.4	Chancel: The Chancel is accessed by 2no. marble steps which were dedicated by parishioners to John George Ryles, Vicar 1891-1909. The Chancel floor is tiled and in generally satisfactory condition, although there are some loose and cracked tiles. However, as mentioned in 4.2 above there is a significant area of tiles in front of the organ that have been temporarily covered with a loose carpet. It is understood that the PCC has obtained a quotation for lifting and relaying the tiles which is considered not to be financially viable. The PCC are therefore considering options.	2
	At the east end of the Chancel there are a further 2no. marble steps to the Alter rail beyond which the floor is tiled with a marble plinth to the Alter; all of which are in a satisfactory condition.	
12.5	Vestry Floor: Is quarry tile in a satisfactory condition.	
12.6	The Inner Vestry: The staircase and first floor Vestry is carpeted in a satisfactory condition.	
12.7	The Boiler Room: Has a stone flag floor in satisfactory condition.	

### **13.0 Internal Finishes**

13.1 The walls are generally plastered and painted; throughout they are in good condition. There is dado timber boarding on the Nave walls again are in a good condition.

13.2 The boiler room was painted masonry walls and painted concrete ceiling which are in a satisfactory condition.

### **14.0 Fitting, Fixtures and Furniture**

14.1 The pews are of pitched pine and are generally in good condition. A number of pews have been removed from the Transept, front and rear the Nave and the exposed areas carpeted. With the re-ordering of the Chancel, modern loose furnishings in ash which includes a small Nave Altar have been introduced.

There is a carved oak lectern and carved and painted high Altar. The font is a small stone pedestal type located at the west end.

All furniture and fittings are in good order.

14.2 The original pipe organ has been replaced most recently with a Viscount Vivance 30 two manual electronic instrument. The former organ chamber has been converted to a sacristy at ground level and the organ speakers located on a new attic floor above.

14.3 There are 2 brass plaques and one marble memorial, together with small carved stations of the cross ranged around the Nave. An attractive, impressive wall hanging designed by David Cort, made by ladies in the parish, hangs on the west wall. There is a Statue of Our Lady and Jesus as a young boy designed and carved in limewood by Ken Lakey.

14.4 The bell rope has become detached; the PCC are awaiting a contractor 2  
to call to fix a new bell rope.

### **15.0 Toilets**

15.1 There are no toilet facilities in Church only a sink in the Vestry. The PCC have previously considered an extension to the north of the Nave to accommodate an accessible wc but this has not been developed thus far.

### **16.0 Heating Installation**

16.1 (Date of last service: December 2021)

This consists of a gas fired low pressure (Ideal Falcon GTS) installed in 2008, serving existing large bore cast iron pipe-work. The system is regularly serviced and is reported to be in good working order. There is

a stainless-steel liner, recently renewed, installed in the original stone chimney. The boiler room is relatively dry and clean but is used for storage of a few pieces of redundant furniture. The room is however, separated from the building above by a concrete ceiling.

## **17.0 Electrical Installation**

17.1 (Last Tested: October 2020)

Except for the power distribution wiring, which is in MICC cable, all the distribution boards and all the lighting installation was renewed in late 2000. The installation is protected by MCB fuses and ELCBs, and is tested regularly, most recently in October 2020 when it was found to be in a satisfactory condition. The testing of portable electrical appliances (PAT) is also done annually.

17.2 It is understood that the last electrical test was carried out in 2020. 1  
Testing should be completed every 5 years so this should now be retested.

17.3 Lightning Conductor

As the original installation was sub-standard it was removed with approval of the buildings insurers as not being required.

## **18.0 Fire Precautions**

18.1 Entrance Lobby: 1no. 6l foam fire extinguisher serviced June 2025.  
Vestry: 1no. 6l foam fire extinguisher serviced June 2025. 1no. 2kg Co<sub>2</sub> fire extinguisher serviced June 2025.  
Vestry 1<sup>st</sup> floor 1no. 6l foam fire extinguisher serviced June 2025.  
Organ: 1no. 2kg Co<sub>2</sub> fire extinguisher serviced June 2025.

18.2 Fire extinguishers should be inspected/serviced annually.

## **19.0 Accessibility**

19.1 Access

Short flight of steps from south gate where car parking is possible, with metal handrail. Level access at main site entrance from west gate where vehicle drop-off is possible. Level access within Churchyard to main Church entrance and level floor up to Chancel step where the altar is normally positioned. The timber flooring under the pews is also level with the tiled walkways.

Sound

There is a sound reinforcement system with an induction hearing loop within the building. The installation has been renewed within the last quinquennium.

Sight

The natural and artificial lighting levels appear to be adequate.

Toilet facilities

There are none available in the building for either disabled or non-disabled persons, but consideration is being given to addressing this situation.

**20.0 Security**

20.1 External doors appear to be adequately locked and there have been no reported break-ins.

**21.0 Bats**

21.1 There are no records of bat roosting within the Church.

**Curtilage**

**22.0 Churchyard and Environs**

22.1 The Churchyard was closed by an Order in Council in 1976 and is now maintained by the County Council. The access paths from the south and west gates have been re-laid with concrete paving so as to be level with the porch floor and are in good order.

West Gates – were renewed with a forged metal modern design prior to 2005.

South Gate - was renewed in a similar design in 2001.

Churchyard - mown grass throughout with some fine spruce and deciduous trees.

A large deciduous tree has been removed adjacent to the west boundary, and an adjacent gravestone has fallen over and broken, perhaps in the course of the tree felling work.

There are a few standing gravestones and memorials, a number of which, particularly to the north east area are leaning, but are assumed to be regularly tested for security by the Local Authority.

Boundary wall of random rubble stone is generally sound except for lean or open joints particularly on north side. The south wall acts as a retaining wall as the Churchyard is at a higher level than the adjacent highway and this as bulging in one position to the east of the side gate but is now repaired. However, it remains badly cracked at the south-west corner with the mortar pointing of the coping stones cracked and loose in places. The stone rubble wall on the east side is partially covered with ivy

## **23.0 Log Book**

- 23.1 This was inspected, however, it is not thought to be comprehensive. Church wardens are encouraged to complete and maintain comprehensive records of maintenance and repairs with details of contractors/suppliers and associated costs.

2

## **24.0 Previous Quinquennial Reports**

- 24.1 The following previous reports are on file:

- October 2020 Mr John A. G. Niven TOHP Architects

### **Recommendations**

- |      | <b>Urgent Works Requiring Immediate Attention: Category 1</b>  | <b>Item</b> |
|------|--|-------------|
| i)   | All gutters and rainwater downpipes are grey PVC and generally appear to be in a satisfactory condition, with the following exceptions:- <ul style="list-style-type: none"><li>iv. The gutter outlet on the west side of the porch requires the removal of vegetation.</li><li>v. The gutter outlet on the east side of the porch is broken and should be replaced.</li></ul> The gutter at the base of the lead valley between west face of the Transept and north face of the Nave requires the removal of vegetation. | 8.1         |
| ii)  | The gutters generally would benefit from cleaning to remove fallen leaves etc. It is accepted that at the time of the inspection gutters full of leaves could be expected, but once the leaves have fallen, it would be advised to have the gutters cleaned.   | 8.2         |
| iii) | The rainwater downpipes discharge into gullies at ground level. As with 8.2 above a number of these gullies are currently full of leaves. Once the leaves have fallen it would be advised to have the gullies cleaned and checked to ensure they are operational.  | 8.3         |
| iv)  | It is understood that the last electrical test was carried out in 2020. Testing should be completed every 5 years so this should now be retested.  | 17.2        |

### **Indicative cost for the works in Category 1 would be £ 500 excluding VAT and fees.**

- |     | <b>Work Recommended to be Carried Out During Next 12 Months: Category 2</b>  | <b>Item</b> |
|-----|--|-------------|
| v)  | Nave South Side: There is 1no. slipped slate at eaves level to the left of the rainwater downpipe which should be refixed. | 5.2         |
| vi) | The lobby doors are a pair of half glazed.   | 11.1        |



The east door requires the bottom hinge repairing/refixing. It is thought this has been caused by the door binding on the wall, installing a doorstep should prevent this damage reoccurring.

- |       |   |      |
|-------|---|------|
| vii)  | Nave Floor: Consists of a tiled entrance and central Aisle which are generally in satisfactory condition; although a patch of tile is currently being held in place with adhesive tape, this should be re-laid.   | 12.2 |
| viii) | Chancel: However, as mentioned in 4.2 above there is a significant area of tiles in front of the organ that have been temporarily covered with a loose carpet. It is understood that the PCC has obtained a quotation for lifting and relaying the tiles which is considered not to be financially viable. The PCC are therefore considering options. | 12.4 |
| ix)   | The bell rope has become detached; the PCC are awaiting a contractor to call to fix a new bell rope.  | 14.4 |
| x)    | This was inspected, however, it is not thought to be comprehensive. Church wardens are encouraged to complete and maintain comprehensive records of maintenance and repairs with details of contractors/suppliers and associated costs.   | 23.1 |

**Indicative cost for the works in Category 2 would be £ 15,000 excluding VAT and fees.**

<b>Work Recommended to be Carried Out During Next 5 Years: Category 3</b>		<b>Item</b>
xi)	W1    Porch west: Leaded glass window – 2no. cracked panes, consider repair.	7.1
xii)	W5    Leaded glass window with distortion and cracked panes. Consider repair.	7.1
xiii)	W11    Leaded glass window with distortion and cracked panes, require repair.	7.1
xiv)	W20    Leaded glass window 1 cracked pane consider repair.	7.1
xv)	W22    Leaded glass window with distortion consider repair.	7.1
xvi)	W24    Leaded glass window with approx. 10 cracked panes and distortion repair required.	7.1
xvii)	W28    Leaded glass window with 1no. cracked pane consider repair.	7.1

xviii)	<p>The walls generally are constructed from squared and coursed sandstone with dressed sandstone to window and door openings and buttresses. Whilst there are areas where erosion is evident, this is at an early stage. Generally, all of the masonry appears in good condition, with the following exceptions:-</p> <ul style="list-style-type: none"> <li>v. Nave South Elevation – the buttress at the east end of the Nave has vegetation growing out of the uppermost dressed stone. This should be removed and the stonework repointed with NHL lime:sand mortar.</li> <li>vi. Chancel East Gable: The stone panel beneath the window cill/string course is showing signs of erosion which is being accelerated due to inappropriate cement mortar pointing. This panel should be raked out to remove the cement mortar and repointed using NHL lime:sand mortar.</li> <li>vii. Vestry North Elevation: There are holes remaining from previous downpipe fixings. These should be filled with NHL lime:sand mortar. There is a small stone that has been repaired with cement mortar, the mortar should be removed and the stone repaired or replaced.</li> </ul> <p>Nave North Elevation: The central been previously repointed. Unfortunately, this has been done using inappropriate cement-based mortar. This is likely therefore to accelerate the erosion of the masonry. It should therefore be raked out and repointed using NHL lime:sand mortar.</p>	9.1
xix)	The lobby doors are a pair of half glazed. Timber door with an arched glazed fanlight over, the glazing is leaded. There are 3no. broken panes which require repair/replacement.	11.1
xx)	Glazed Screen at West of Nave: The decorative glazed screen at the west end of the Nave adjacent to the entrance contains 6no. leaded glass panels which are generally in good condition. However, there are approximately 8 broken panes should be replaced.	11.6

**Indicative cost for the works in Category 3 would be £ 7,500 excluding VAT and fees.**

	<b>Work to be Considered Beyond 5 Years: Category 4</b>	<b>Item</b>
xxi)	Nave Floor: The pews are fixed to suspended timber boards which are in satisfactory condition. The boards are level with the tiles in the Aisle, which is good for accessibility, however, the boards should be monitored for the presence of dampness.	12.2
	<b>Works Recommended Improving Energy Efficiency: Category 5</b>	<b>Item</b>
	None	

**Work Recommended Improving Access: Category 6****Item**

None

**Note**

Church Wardens should be aware of their responsibility under the Care of Churches and Ecclesiastical Jurisdiction Measure 1991 which included guidance to routine maintenance and inspection of Church property. "A Guide to Church Inspection and Repair," published by the Council for the Care of Churches can be obtained from SPCK bookshops.

## Appendix

### a) General

This report is not a specification for the execution of works and must not be used as such. It is a general report as required by the Inspection of Churches Measure 1955.

The Architect has indicated in it such maintenance items, if any, which may safely be carried out without professional supervision.

Conservation and repair of Churches is a highly specialised subject if work is to be carried out both aesthetically and technically in the best manner, without being wasteful in expenditure. It is, therefore, essential that every care is taken to ensure that no harm is done to the fabric or fittings and when the Parochial Church Council is ready to proceed it should instruct the Architect accordingly, when he will prepare specifications and schedules and arrange for the work to be carried out by an approved Contractor under his direction.

Costs on much of the work or repairing Churches cannot be accurately estimated because the full extent of damage is only revealed as work proceeds, but when the Architect has been instructed to prepare specifications, he can obtain either firm prices or considered approximate estimates, whichever may be appropriate.

The Architect will be glad to help the Parochial Church Council to complete an appeal application to a charitable body if necessary, or to assist in applying for the essential Faculty or Archdeacon's Certification.

### b) Priorities

Where work has been specified as being necessary in the preceding pages a code number from 1 to 6, has been inserted in the margin indicating the degree of urgency of the relevant works as follows:

- 1 Urgent works requiring immediate attention.
- 2 Work recommended to be carried out during the next 11 months
- 3 Works recommended to be carried out during the Quinquennial period.
- 4 Work needed consideration beyond the Quinquennial period.
- 5 Work required to improve energy efficiency of the structure and services.
- 6 Work required improving disabled access.

### c) Scope of Report

The report is based on the findings of an inspection made from the ground and from other easily accessible points, or from ladders provided by the Parochial Church Council, to comply with the Diocesan Scheme under the Inspection of Churches Measure 1955.

It is emphasised that the inspection has been purely visual and that no enclosed spaces or inaccessible parts, such as boarded floors, roof spaces, or hidden timbers

at wall heads have been opened up for inspection. Any part which may require further investigation is referred to in the appropriate section of this report.

d) Cleaning of Gutters etc

The Parochial Church Council is strongly advised to enter into an annual contract with a local builder for cleaning out the gutters and downpipes twice a year.

e) Pointing and Masonry

Wherever pointing is recommended it is absolutely that the procedure in item (a) of this appendix be adhered to as without proper supervision much harm can be done to the fabric by incorrect use of materials and techniques.

f) Heating Installation

Subject to any comments to the contrary in Section 16.0 of this report, the remarks in this report are based only upon a superficial examination of the general condition of the heating installation, particularly in relation to fire hazards and sightlines.

NB: A proper examination and test should be made of the heating apparatus by a qualified engineer each summer, prior to the start of the heating season and the report of such examination should be kept in the Church log book.

The Parochial Church Council is strongly advised to consider arranging a regular inspection contact.

Wherever practicable, subject to finances, it is recommended that the installation be run at a low setting throughout the week, as distinct from being 'on' during services only, as constant warmth has a beneficial effect on the fabric, fittings and decoration.

g) Electrical Installation

Any electrical installation should be tested every quinquennium and immediately if not done within the last five years (except as may be otherwise recommended in this report) by a competent electrical engineer or by the supply authority and an insulation resistance and earth continuity test should be obtained on all circuits. The engineer's test report should be kept with the Church log book. Where no recent report or certificate of inspection from a competent electrical engineer (one who in on the role of approved contractors issued by the National Inspection Council for Electrical Installation Contracting) is available, the comments in this report are based upon a visual inspection made without instruments of the main switchboard and of sections of wiring selected at random. Electrical installation for lighting and heating, and other electrical circuits, should be installed and maintained in accordance with the current editions of the Institution of Electrical Engineers Rules and the more specific recommendations of the Council for the Care of Churches, contained in the publication "The Lighting of Churches".

h) Lightning Conductors

As a defective conductor may attract lightning, the lightning conductor should be tested every quinquennium in accordance with the British Standard Code of Practice (current edition) by a competent electrical engineer and the record of the test results, conditions and recommendations should be kept with the Church log book.

Conductors on lofty spires and other not readily accessible positions should be closely examined every ten years, particularly the contact between the tape and the vane rod of finial. If the conductor tape is without a test clamp, one should be provided above ground level.

i) Maintenance Between Inspections

Although the measure requires the Church to be inspected by an Architect every five years it should be realised that serious trouble may develop between survey if minor defects such as displaced slates and leaking pipes are left unattended.

j) Fire Insurance

The Parochial Church Council is advised that the fire insurance cover should be periodically reviewed to keep pace with the rising cost of repairs.

At least two Class A fire extinguishers per floor, these should comply with BSEN3 and should be kept in an easily accessible position in the Church, together with an additional extinguisher of the foam or CO<sub>2</sub> (Class B) type where heating apparatus is oil fired, all fire extinguishers should be in a stand or attached to a wall.