

**QUINQUENNIAL INSPECTION REPORT
OF
NEWTON AYCLIFFE, ST. CLARE**



**DIOCESE OF DURHAM
ARCHDEACONRY OF AUCKLAND
DEANERY OF SEDGEFIELD**

**INSPECTION OF CHURCHES MEASURE 1955
CARE OF CHURCHES & ECCLESIASTICAL JURISDICTION MEASURE 1991**

**QUINQUENNIAL INSPECTION AND REPORT
February 2019
David Beaumont BA (Hons) Grad Dip, RIBA, AABC**



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REPORT ON THE 2018 QUINQUENNIAL INSPECTION

1.0 INTRODUCTION

This document is in two parts:

The Report is the appraisal of condition and estimated cost priority list;

The Appendix contains the background information of the church plan, guidance notes and routine maintenance guidance.

Date of inspection and weather conditions: 25th October 2018. Clear and bright.

Date of report: February 2019

Report prepared by: *David S Beaumont* RIBA AABC

2.0 LOCATION AND SITE

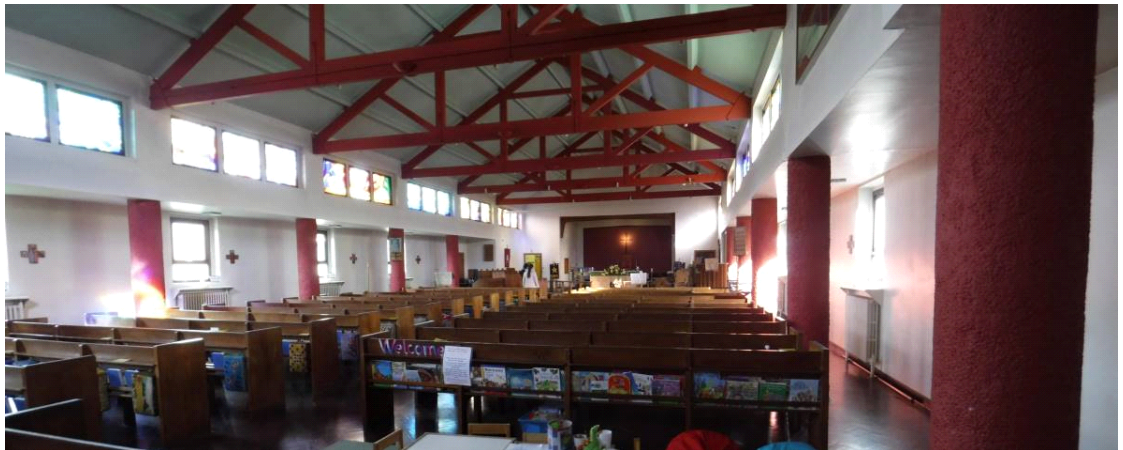
Address: St. Clare's, St. Cuthbert's Way, Newton Aycliffe, County Durham, DL5 5NT

3.0 CHURCH

Description:

A post war church by Cordingley and McIntyre of 1954. With additions of tower and vestibule in 1966. The adjoining Parish Hall probably dates from 1966. Date of the Lady Chapel unknown. Basement boiler room. The church is on a corner site of the New Town of Newton Aycliffe and in a prominent position at the entrance to the shopping area.

Its notable feature is the tower which provides a strong visual identity to the church. The church is well served by the congregation, the linked parish hall holds many activities resulting in a thriving community hub.



Listing Description:

None

4.0 PREVIOUS INSPECTIONS

This is the author's first inspection. But has access to the 2012 QI produced by Jeremy Kendall of HLB Architects, the former inspector.

5.0 SCOPE OF REPORT

- 1 This report is made from a visual inspection from ground level. The tower and boiler house were also inspected.
- 2 Drainage was inspected from ground level only. No testing of the drainage installation has been undertaken.
- 3 The report is restricted to the general condition of the building and its defects.

6.0 REPORT SUMMARY

Structure:

There are no significant defects to the building, externally all the brickwork is in good condition, and there is no evidence of any cracking that might cause concern. Internally the Nave has some cracking at the second inboard column tops of both the east and west ends, and this is an interesting symmetrical pattern of cracking that extends from the top of the inboard columns to the bottom of the roof trusses. The cracking is historic and is unchanged since I visited the building in 2014 and should be considered historic easings as a result of differential settlement or as a consequence of the design and materials.

There is some hairline cracking, horizontally above the lintel that spans the Sanctuary opening but there doesn't appear to be any deflection and the load above it is not significant, but worth keeping an eye on it.

The foyer flat roof overhang appears to be supported by an exposed steel goalpost arrangement (because the windows below are not load bearing), the bottoms of the post are rusting and need repair.

Roof Covering:

All the roofs have been restored in a rolling programme of repairs over the last 5 years. Apart from three at the west end comprising, Clergy Vestry, Sanctuary and Sanctuary Store. The Sanctuary being the worst and it looks as if this has been overlaid with a further covering of mineral felt and this is trapping moisture. The last roof of the Lady Chapel appears in good order. See roof record plan in the appendix.

Rainwater Goods:

These are principally cast iron half round, off rafter brackets and cast iron downpipes to gulleys. The higher level gutters at the Nave on both sides appear sound. The lower level gutters at the aisles have recently been sealed externally with black sealant spoiling their appearance with finger marking. Two of the downpipes at high level on the south Nave side have holes in them at the swan neck junctions. The gulleys looked blocked and require sweeping out. They have some elementary surround to them and loose board leaf guarding covers which should be reconfigured.

Walls:

The tower walling is all sound apart from very minor spalling of the facing brickwork, mostly on the east face. The boiler flue's projecting brick headers are breaking down in many places making this look a little unsightly, it is possible that water is sitting in the upturned frogs but have some mortar infilling them, to stop water collecting in their top surface, but not completely. The removal of them and replacement would be a significant undertaking. Consideration should be given to its total removal, now that the bell tower provides the visual statement of the church's presence.

Generally the walls of the church are sound with good pointing and no marks. The concrete window surround to the west hexagonal gable window and also a northern aisle window has had expansion of the reinforcement, which has resulted in the concrete breaking away and exposing the reinforcement and these need repair. The external doors are original and in good condition.

Inside:

The church is well presented and at the inspection it felt light and airy. The decoration of some of the rear rooms could be improved. Within the Nave there are many original fittings by Cordingley and McIntyre plus also a handsome set of choir stalls and pews by Walter Thompson of Kilburn. The modern glass is also a good visual asset.



7.0 CONDITION AND RECOMMENDATIONS

The following items are the observations made during the inspection. Below the item is a recommendation for work with a letter identifying its priority.

In section 8 the same priority items are re ordered into their priority categories.

- Priority**
- A- Work requiring urgent attention,
 - B- Within 1 year
 - C- Within 2 years
 - D- Within 5 Years
 - E- A possible improvement or item to note
 - M- Routine Maintenance or monitor/watching brief

7.1 SERVICES

- D** The log book was in the process of being brought up to date to record work done, including routine testing.
Recommendation: Update log book
- **Water:** Service comes into the hall kitchen. There must also be a water service arriving at the church servery and W.C's there is a stop tap to one of the W.C's.
Recommendation: None.
- **Foul drainage:** Connected to Highway.
Recommendation: None.
- **Surface water drainage:** Connected to the Highway.
Recommendation: None.
- D** **Lightning conductor:** Single conductor on the bell tower, last inspected in 2018. There is an area of long and slightly loose tape above the foyer that could do with being pinned back.
- Recommendation:** Fix back loose tape and carry out five yearly test and recommendations of the test report.
- B** **Electricity:** Last inspection carried out 2013 with recommendations to; upgrade to distribution boards, main tales, replace RCD, bonds to water and gas.
Recommendation: Carry out the repair works and retest. Put test certificates in the Log Book.



- **Lighting:** Spotlights in the Nave and general domestic quality lighting elsewhere with no plans to change.
Recommendation: None.
- **Sound system:** 2 Fixed mics and 1 handheld and radio mic with speakers. Sound loop. Inspected by Tony Atkinson and all working satisfactorily.
Recommendation: None.
- **PAT:** – Tested annually in 2018.
Recommendation: None.

B Heating: The church has 3 methods of heating, principally hot water to radiators, secondly Baxi Brasilia Slimline 8S convectors in the choir vestry, thirdly Creda electric heaters in the lady chapel.

The gas fired boiler serving most of the church rooms was replaced in 2016 with an Ideal Falcon GTS boiler. There is also a further Main Mersey Super gas fired boiler in the kitchen next to the choir vestry last service is 2008.



The system is only put on for services and having it ticking over at about 13 degrees was suggested at the inspection. The wardens report that this has been done and that the change is beneficial.

Recommendation: Carry out annual services and check of the system. Put test certificates in the Log Book

- **Gas meter:** In boiler house and is advised to be ok.
Recommendation: None.

D Bells: One tolled bell, fixed within the tower. The headstock fixings look replacement but the rusting beam supporting the bell looks original and it is not possible to identify the size of it or its condition due to limited access.

Recommendation: Establish if the beam is satisfactory.



- **Clock:** None.
- **Organ:** Electronic
Recommendation: None.
- **Rainwater goods:** - Cleaned annually by the janitor.
Recommendation: None.

7.2 GENERAL

- **Churchyard:** No churchyard.
Recommendation: None.

- D** **Trees:** Only one tree to the north west which appears to be a modest cherry tree, which needs to be kept in check.
Recommendation: Keep tree in check.

- **Access for the Disabled:** The PCC has a resolution in place which addresses the requirements of the Discrimination Against Disabled Act. An access audit has been carried out and a written record is retained in the Parish records.
Recommendation: None.

- E** **Wheelchair access:** There is a ramp to the west entrance and a disabled W.C. in the entrance lobby. There is level access throughout the rest of the building.
There is a modest timber ramp at the foyer that is beginning to suffer wear and tear.

Recommendation: Consider replacing foyer ramp.

- **Fire matters:** The PCC have a Fire Risk Assessment in accordance with latest Regulatory Reform (Fire) Order 2006 (details available via the DAC, the local Fire Officer and/or the internet).

Fire extinguishers noted:
Rear Lobby – 9ltr Water
Choir Vestry – 1 x 9ltr water and 1 x 2kg co2
Nave – 1 x 9ltr water at east end and 1 x 9ltr water at the west end.
All tested in March 2018.
Recommendation: None.

- B** **H & S policy:** There is an annual inspection, last carried out in 2017.
Recommendation: Church to produce a health and safety policy and pin this up on the noticeboard.

- **Insurance:** The church is insured by Ecclesiastical.
Recommendation: None.

- B** **Asbestos:** None reported.
Recommendation: Create an Asbestos Register outlining the presence (or not) of any asbestos within the building.

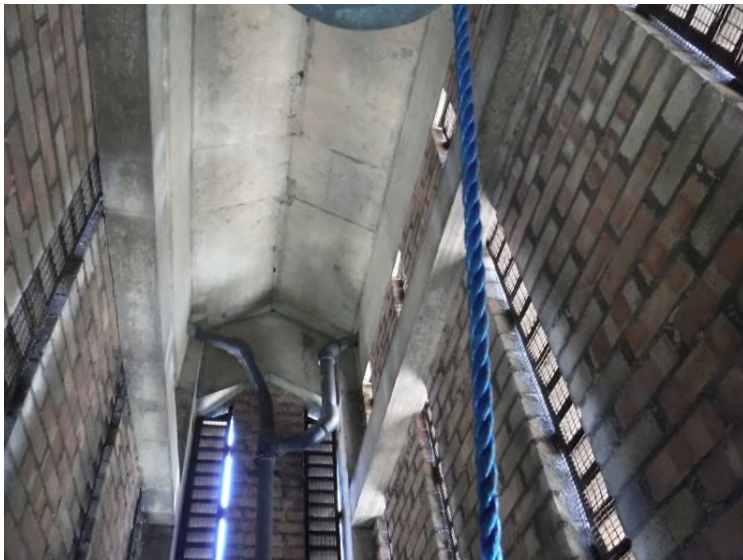
Bats: None reported.
Recommendation: None.

7.3 WORK SINCE LAST INSPECTION

*Vestry kitchen refurbishment.
Window locking upgraded.
Nave north slope recovered.
Flat roofs at: Choir Vestry, north and south aisle, west end porch and
foyer renewed in mineral felt.
Associated gutter repairs.
Repairs to church footpath.*

7.4 FABRIC INSPECTION

7.4.1 TOWER TOWER INSIDE

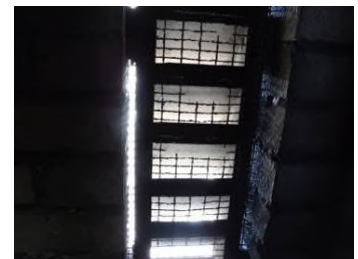


C Comprises 3 stages, working downwards: -

Stage 3:

Concrete roof and frame all appear sound. Brick infill panels all look ok, the mesh to the timber louvres on the south side is beginning to erode and providing a chance for pigeons in the future. Some dust around on the floor, cowl for drainage rusted and may be blocked up now. Did the tower used to have gutters- now removed? Because there is pipework here to receive gutter water.

Bell looks ok. Seems to have recent headstock fixings to the beam bell but that is rusting, it is not possible to see the size of the bell frame from my inspection.



Stage 2:

Same condition as the stage above. Spindly timber ladder, as the stage below, should be replaced in aluminium, there are a couple of mannequins at this stage. The floor is quite sandy, the drainage cowl looks ok but there really can't be much in the way of water coming in here. This floor has a mineral felt lining but you can't really see it as it is covered in dust. The ceiling hatch is metal covered and is very heavy to operate, could do with being hinged and a better grab handle arrangement.



Stage 1:

Painted walls all dry and clean, some racking for storage, perhaps some signs of leakage to the rainwater gutter joints.

Recommendation: renew louvre mesh, remove downpipes if redundant, sweep floors and inspect floor drainage for free flowing, check gutter joints at low level, inspect bell beam, replace ladders with aluminium fixed, remove lumber, make a lighter hatch cover and hinge it with hold open fixing,



TOWER EXTERIOR



Roof:

Not able to adequately see the roof covering. Suggest that it is could be ridged membrane type material with a tanalised timber trim. Likely to have had its gutters removed at the time of recovering. No apparent defects. The downpipe which drains the floors, exits on the south side.

Some minor spalling of the soffit of the roof structure but no problem. The brickwork is all sound though there are the odd small bits spalling off, but no significant defects issue, hardly any at all (unlike the boiler flue chimney).

The timber louvre are natural finish and they all look sound, they are quite thick, so they will last. The second stage mineral felt floor finish shows at the bottom of them and that looks all ok. The lighting conductor comes down on the south east corner and is loose from the base of the tower to the south aisle.

Recommendation: none



7.4.2 ROOF COVERINGS

B There is a rolling programme of roof repair to the church. The nave and aisles are now all repaired along with the Choir Vestry and the west end flat roofs. The last to do are at the east end and comprise: Sanctuary, Sanctuary store, Boiler house and Lady Chapel and this is roughly their priority- though it would make sense to do them all at the same time for economy. The Sanctuary needs it most the Lady Chapel the least.

Boiler House:

Felt roof, looks very old but is ok. It is cracking but is just sound enough.



Sanctuary:





Roof is in poor condition and clearly has been over felted in the past, it is laminating at the edges, lots of hardboard showing that has expanded. The flashings to the gable are ok.

Sanctuary Store:



Giving way at the edges



Lady Chapel:

Relayed in 2004 but requires closer examination to establish if defect free.



7.4.3 RAINWATER GOODS

B Where roofs have not been recently repaired there are defective rusting and leaking gutters and downpipes. The gullies are covered with Formica sheets to keep out leaves but are loose. A better system would be mesh so you can see the gullies. Recent gutter sealing has finger marks over the gutters.

Recommendation: remove, renovate, repair and redecorate the rain water goods, brackets and redecorate the timber fascias. Clear out all gullies and check for free running, consider mesh covers.

West end:
Internal downpipes on flat roof.



Nave, north and south slopes:



North side plastic downpipes to metal gutters, nave part restored as part of the 2016 nave roof recovering works.



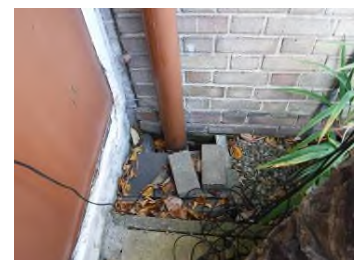
South side last looked at probably when the roof was re-covered in circa 1990's and there is a cracked downpipe and rusting gutters and fixings.

The fascia's are in timber and the decoration is breaking down, interestingly the north side fascia and soffit is not jointed boarding as it is on the south side. There is various debris on the roofs that could be swept up and used as a monitor to establish what has come off over the next 5 years.

Aisles, south and north sides

South Aisle:

Two downpipes to gulleys that are blocked, one has a temporary Formica cover which is loose.



North Aisle: rusting gutters and downpipes.

Choir Vestry: Same as the aisle. Overgrown with planting at the base of the downpipe, looks like there is some rusting on the collar? The gutter has black hand marks from when it has been pointed up with sealant, looking untidy.



East End:

Rear gutters are same as the choir vestry with silted gulleys



Sanctuary:

Gutters seem fair with some rusting on the downpipe, bottom shoe loose and the gulley guarding is makeshift.

Sanctuary Store:

Plastic gutter and downpipe with paint coming away and a bit loose at the bottom.



Lady Chapel: rusting metal gutter and downpipe

7.4.4 WALLS

General:

These are all fair faced brickwork and reasonably sound, there are no apparent defects to any of the brickwork but the following is some individual defects noted. The largest issue is the future of the brick flue.

D

Nave:

Cracking to the west gable octagonal window frame at the west.

Recommendation: repair spalled frame



North:

E

Boiler Flue:



Open joints to the pointing. The capping in concrete flags looks to have open joints and water is causing salting- particularly at the soldier course panel. The projecting headers are eroding (possibly due to freezing water sitting in puddles of the poorly pointed brick frogs- the depression in the bed of the brick). The eroded faces are quickly breaking down. The flue will be a constant repair problem and consideration should be given to its removal. The flue has been superseded by the later tower in providing a visual statement. Of the presence of the church.

Nave: clerestory ok.

D

Aisle:

OK, just some weathering underneath the cills to the windows. One cill broken due to reinforcement expansion.

Recommendation: repair spalled cill



Choir Vestry: Ok.

East Side: No apparent defects to the walling.

South Side

Nave: clerestory ok.

Aisle: There doesn't appear to be any original timber windows left, the majority at lower level are UPVC double glazed. The clerestory is replacement timber frames glazed with stained glass, the decoration to all of these is ok.



7.4.5

EXTERNALS

General:

The building is on a corner site and faces the highway on the west and north side to the east and south is housing. A mixture of paving and grassed areas, some hedging.

D

North Side:

Ramped access to the lobby entrance that has a poor timber ramp. The church entrance has a steel goalpost and this has rust at the base of it. Was this put in in the past when the lobby glass wall was created? Is it holding up the roof? Seems likely, so the rusting feet will need attention.





Open joints to steps and brickwork at west entrance. Handrail cover being forced off by rusting handrail.

Recommendation: open up goalpost and examine condition and its purpose, repair feet and paving, point up paving and steps, renew hand railing, renew ramp

D North Side:

Mostly grass but there is a border area which is just under soil at the moment and a bit of a dumping ground. At the clergy vestry there are a couple of conifers that look like re-planted Christmas trees, these do need to be kept in check- or frankly, removed as they will only be a burden in time.

At the north east corner there is a cherry? Tree. It is ok just needs to be kept in-check.



Recommendation: plant up north border, remove conifers,

D East Side:

Block paved entrance from the highway with some slight sinking at the wheel tracks. Gravel margin to the east entrance, a little untidy but it will do. Car parking arranged on gravel with some grass growing into it also will do. The boundary to the neighbour is all reasonably tidy, there is a shrub against the church wall that whilst it has been cut back needs fully removing. The gravel is now intermingling a bit with the soil.



Recommendation: remove shrub base

E South Side:
 A paved raised bed garden and a very pleasant amenity space. Paving is generally ok, as is the gravel and the planting. It is used as a bit of a dumping ground for fencing and barrows and the like and maybe a lean-to garden store might be appropriate up against the west Lady Chapel wall.

Recommendation: make a home for the garden equipment and materials



7.4.6 INTERIOR

B Lobby:

- Ceiling – Artex ceiling, there is a watermark but I think that it is historical.
- Walls – Mostly fair faced brickwork which is all in good condition. The front entrance is aluminium double glazed units generally ok. Door catching slightly and could do with the glass cleaning.
- Floor – Solid covered in Flotex type carpet all serviceable.

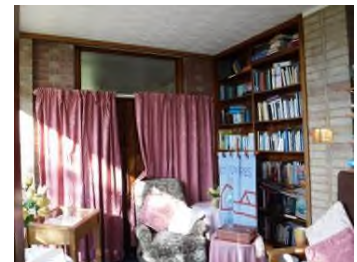
Recommendation: ease door and clean glass



- Memorial Chapel:

- Ceiling – Artex, generally ok.
- Walls – Brickwork sound. Interestingly this has enclosed the base of the tower, so this was previously an external wall, now been fitted out with book cupboards and you now lose sight of the entrance into the west porch. Walls are a continuation of the lobby double glazing. Glazed double doors into the room doesn't match.

Recommendation: none



E Store:

- Ceiling – Fibre boards, ok.
- Walls – Plasterboard lined out in the majority.
- Floor – Solid floor with Flotex typed floor tiles.
- General – Room contains Brownies' art materials, general storage shelving and general lumber.

Recommendation: improve shelving



B Nave:

- Ceiling – Six timber trusses supporting four concrete purlins. The panels between them are fibreboard with a band between the trusses but at the truss joints there is a cover lath nailed on and some are coming away and the boarding is buckling slightly. In very good decorative order, they are more noticeable at the gable where you can see them curving. Not yet at a point when it's worth the cost of attending to them.



- Walls – Painted plaster and there is some cracking to the clerestory wall plaster above the column positions. The location of the principal cracking seems to major on the second truss in at both ends, so there is a pattern there- perhaps differential settlement when built? The crack goes from the column up to the truss and it is probably because the masonry pier between the clerestories is a bit on the light side (but there might be some steel in it). It does look historic.



Cracking has been clumsily redecorated in the past.

- There is water staining at the east end- could be either sanctuary roof flashing, covering or water in the flue) but is it historic? This has been commented on every QI since 1995.



The soffits to the aisle ceilings are generally sound but there is some minor hairline cracking. The outside walls are good, as is the skirting. The columns are a particular feature of the space and they are rough cast and painted.

- Floor – Dark wood herringbone parquet flooring throughout- some marks.

One area at the west end is carpeted and that's all ok. At the Sanctuary there are 2 steps up onto natural stone paving, 2 or 3 loose at the rear of the altar.



- Fixtures & Fittings – Church is kitted out with the original Architects designed work of altar rails, choir stalls, priests' desks, pulpit. One of the lecterns is modern, the older one looks original. The nave pews are fairly utilitarian but still designed by the original architects. There is no pew platform.



- Windows – The stained glass is a very attractive feature.

- Doors – A pair of entrance doors these are ok. Doors to lobby are ok.

Recommendation: fix loose paving

- **West Lobby Entrance:**

- Ceiling – Painted plaster.
- Walls – Painted plaster.
- Floor – Flotex type carpet on solid floor.
- General – All in reasonably good condition, the doors and windows are ok.

Recommendation: none

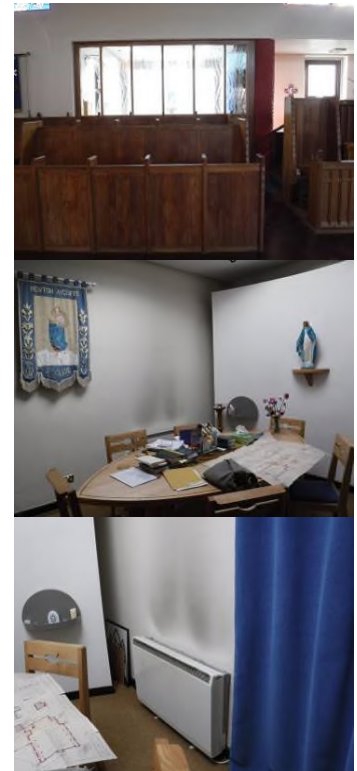


- **Lady Chapel:**

This is a circa 20/30 year old addition to the building, alleged to be destined to be an organ chamber but repurposed and refurbished in 2004.

- Ceiling – Polycarbonate dome light, some bird marking on it, there is no ventilation to the room apart from a curtained opening into the nave (it is the warmest place in the building). Suspended ceiling with feature lighting in of vesica shape.
- Walls – Plaster painted, generally ok. There is a large curved feature wall for focus on the south side which is free standing wall and looks fine.
- Floor – Corded carpet on solid floor all looks ok.
- General – Very fine oak screen to the Nave, decorated only on one side (It's not decorated on Nave side). An intermediate shelf would assist storage. The room is heated by Creda Electric heaters and they are showing signs of dirt on the walls just above them. The room has a heavy curtain to separate it from the Nave.

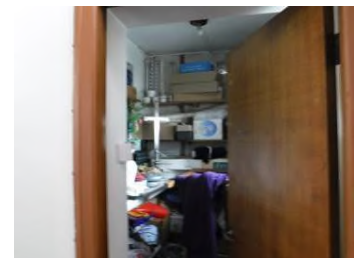
Recommendation: none



- **Sanctuary Store:**

- Ceiling – Fibreboard, very basic.
- Walls – Painted plaster, some cracking above the air extract.
- Floor – Continuation of the church parquet.
- General – Shelved out and full. Door ok.

Recommendation: none



D Clergy Vestry:

Same finishes as the store.

- Ceiling – Some water marking showing on the ceiling-likely to be historic. Tape is coming away from the boarding.
- General – The room contains the safe, some basic furniture and storage for clergy garments and frontals. Contains the audio equipment. There looks to be a central heating header tank within a former boiler cupboard.

Door to Nave ok.

Door to choir vestry ok though the lever handle has seen some basic repairs in the past and is very heavy.

Recommendation: redecorate ceiling



D Choir Vestry:

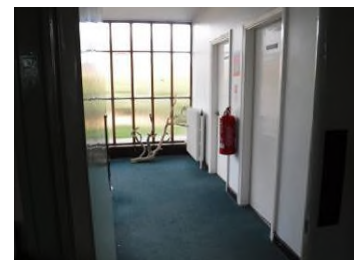
- Ceiling – Taped fibreboard, fair condition.
- Walls – A mixture of painted plaster and heavily embossed wallpaper.
- Floor – standard type carpet, bonded to the concrete floor and there are some gaps in the carpet and it is beginning to thread up a bit and has some marking to it.
- General – Large open room with some fitments around the perimeter.
- The room is heated by 3 Baxi Brasilia Slimline 85 individually flued convectors plus a column radiator in the corner, there is a supplementary fan heater in here too.

Recommendation: repair carpet



D North East Entrance Area, comprising Kitchen and Toilets:

- Ceiling – Combination of painted plaster and fibreboard.
- Walls – Painted plaster some with embossed wallpaper. Woodchip in the toilets.
- Floor – Solid and carpeted throughout apart from the gents W.C. cubicle and the servery.
- Doors & Windows – Panel doors to the W.C. cubicles. The closers don't quite latch the doors. Door to the glazed screen ok. Reeded glass and some more modern looking obscure glass, older reeded glass is cracked. Georgian wired in the double doors. Some slight water penetration down at the bottom of the cills. All looks a bit tatty but serviceable



- General - Simple Servery of sink and storage units and this room contains a boiler which is a Main Mersey Super.
The W.C's are a fairly basic fit out but generally all ok.
Toilet roll holder coming away from the wall in the gent's w.c.

Recommendation: adjust latching of doors, refix toilet roll holder



D Boiler Room:

- Ceiling – Shuttered concrete, has some patching to it but looks ok.
- Walls – Painted brickwork, all reasonably sound. Decoration breaking down a little bit.
- Floor – Concrete is fine.
- General – New Ideal Falcon GTS boiler installed 2016. Existing service pipework a bit rusty, lagged in fibre and taped lagging- the church says no asbestos. Some lumbar in the room, a collection of gas heaters to be disposed of and there are some original roof tiles for repairs kept in store here.

Hardwood louvered door, decoration breaking down and jamming in the door frame. Georgian wired glazed window in metal frame all ok. There is a secondary enclosure providing an entrance down to the basement with brick lined walls generally showing some evidence of salting, no surprise as it is below ground not really a problem. Two sides of this there are timber stud, very basic and it is a timber studded roof, felt covered, I guess this was probably a temporary measure to try and provide security to the boiler room. It has an elementary ledged and boarded door hung the wrong way, at upper level there is also a glazed window which looks onto another room, decoration is breaking down a bit on this. Bird nesting in an overflow pipe hole. There is a sturdy metal stair which is fine.

Recommendation: remove lumber, overhaul door, tidy up the stair enclosure, block up nesting location.



8.0 PRIORITIES

The following order of priority sets out the relative urgency of foreseeable repairs over the next 5 years. It is not a definitive programme of work and subject to funding, items further down the list could be brought forward if desired. They are priced individually but savings can be made by grouping the works and taking advantage of scaffold for other works.

- A- Work requiring urgent attention,
- B- Within 1 year
- C- Within 2 years
- D- Within 5 Years
- E- A possible improvement or item to note
- M- Routine Maintenance or monitor/watching brief

Priority	Location and Scope	£
A – URGENT- none		
B- WITHIN 1 YEAR		
B	Electricity: Carry out the repair works and retest. Put test certificates in the Log Book.	350
B	Heating: Carry out annual services and check of the system. Put test certificates in the Log Book	350
B	H & S policy: Church to produce a health and safety policy and pin this up on the noticeboard.	-
B	Asbestos: Create an Asbestos Register outlining the presence (or not) of any asbestos within the building.	-
B	Roof Coverings: Replace Sanctuary, Sanctuary store, Boiler house and inspect the Lady Chapel	10,000
B	Rainwater Goods: remove, renovate, repair and redecorate the rain water goods, brackets and redecorate the timber fascias.	3,000
	Clear out all gullies and check for free running, consider mesh covers.	
B	Lobby: ease door and clean glass	75
B	Nave: fix loose paving	250
C- WITHIN 2 YEARS		
C	Tower: renew louvre mesh, remove downpipes if redundant, sweep floors and inspect floor drainage for free flowing, check gutter joints at low level, inspect bell beam, replace ladders with aluminium fixed, remove lumber, make a lighter hatch cover and hinge it with hold open fixing,	1,500

D- WITHIN 5 YEARS

D	Logbook: Update log book	-
D	Lightning conductor: Fix back loose tape and carry out five yearly test and recommendations of the test report.	500
D	Bells: Establish if the beam is satisfactory.	150
D	Trees: Keep cherry tree in check.	-
D	Nave: repair spalled outside window frame	350
D	Aisle: repair outside spalled cill	250
D	North Side: open up lobby goalpost and examine condition and its purpose, repair feet and paving, point up paving and steps, renew hand railing, renew ramp	4,500
D	North Side: plant up north border, remove conifers,	250
D	East Side: remove shrub base	75
D	Clergy Vestry: redecorate ceiling	350
D	Choir Vestry: repair carpet	250
D	North East Entrance Area, comprising Kitchen and Toilets: adjust latching of doors, refix toilet roll holder	75
D	Boiler Room: remove lumber, overhaul door, tidy up the stair enclosure, block up nesting location.	150

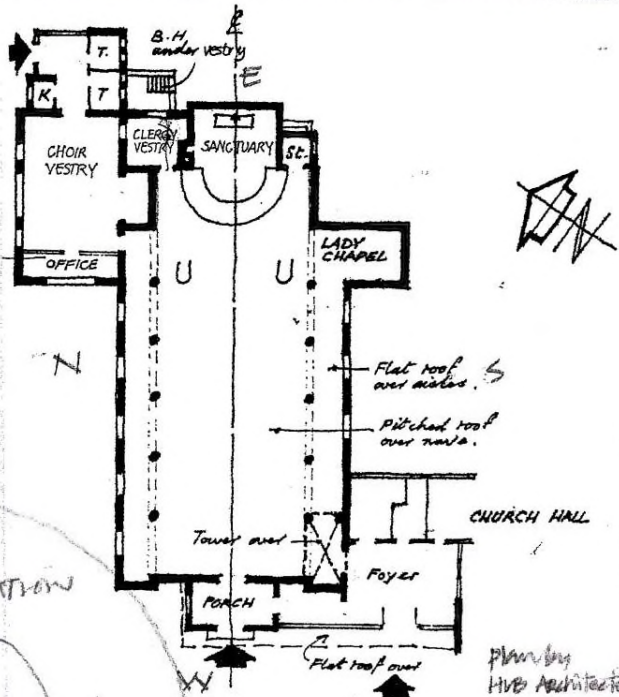
E- IMPROVEMENT/NOTE

E	Wheelchair access: Consider replacing foyer ramp.	-
E	Boiler Flue: produce cost benefit analysis of repair/removal	-
E	External South Side: make a home for the garden equipment and materials	-
E	Store: improve shelving	-

APPENDICES

Church Plan
 Explanatory Notes
 Guide to Routine Maintenance & Inspection of Church Property

CHURCH PLAN

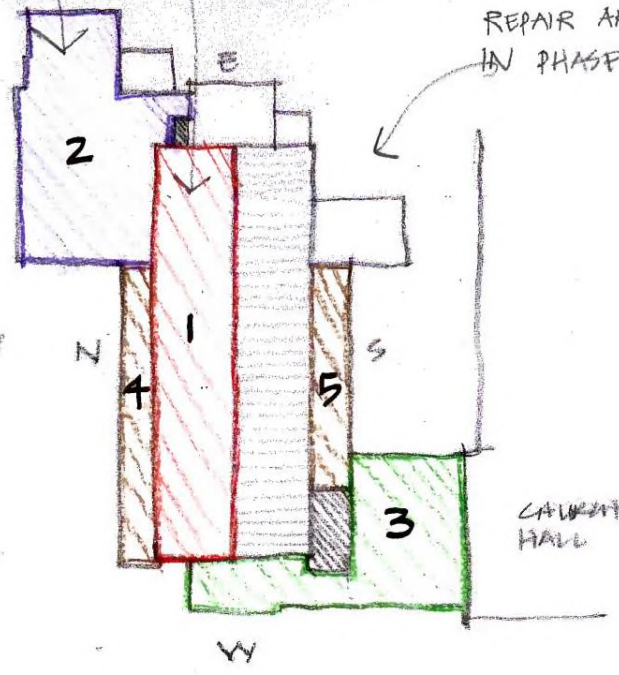


①
RECOVER IN
CONCRETE DOUBLE
ROMAN TO MATCH
SOUTHSIDE

2,3,4,5
REMOVE FELT - ADD INSULATION
IF POSSIBLE - RECOVER IN
ELASTOMERIC SHEET

ALL FLAT ROOFS
APART FROM NAIVE.
IN CLAY DOUBLE
ROMAN.
THE S. SIDE WAS
REPLACED IN
CONCRETE DOUBLE
ROMAN - DATE
UNKNOWN

NEWTON AYLIFFE
ST CLARE
ROOF REPAIRS
27/02/14.



REPAIR AREAS
IN PHASES

CAVENDISH
HALL

PROPOSED

beaumont : brown
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EXPLANATORY NOTES

- A Any electrical installation should be tested at least every quinquennium by a registered NICEIC electrician, and a resistance and earth continuity test should be obtained on all circuits. The engineer's test report should be kept with the church log book. This present report is based upon a visual inspection of the main switchboard and of certain sections of the wiring selected at random, without the use of instruments.
- B Any lightning conductor should be tested every quinquennium in accordance with the current British Standard by a competent engineer, and the record of the test results and conditions should be kept with the church log book.
- C A proper examination and test should be made of the heating apparatus by a qualified engineer, each summer before the heating season begins.
- D A minimum of 2 water type fire extinguishers (sited adjacent to each exit) should be provided plus additional special extinguishers for the organ and boiler house, as detailed below.

Large churches will require more extinguishers. As a general rule of thumb, one water extinguisher should be provided for every 250 square metres of floor area.

Summary:

Location	Type of Extinguisher
General area	Water
Organ	CO ²
Boiler House	
Solid fuel boiler	Water
Gas fired boiler	Dry powder
Oil fired boiler	Foam (or dry powder if electricity supply to boiler room cannot easily be isolated)

All extinguishers should be inspected annually by a competent engineer to ensure they are in good working order.

Further advice can be obtained from the fire prevention officer of the local fire brigade and from your insurers.

- E This is a summary report only, as it is required by the Inspection of Churches Measure; it is not a specification for the execution of the work and must not be used as such.

The professional advisor is willing to advise the PCC on implementing the recommendations and will if so requested prepare a specification, seek tenders and oversee the repairs.

- F Although the measure requires the church to be inspected every 5 years, it should be realized that serious trouble may develop in between these surveys if minor defects are left unattended. Churchwardens are required by the Care of Churches and Ecclesiastical Jurisdiction Measure 1991 to make an annual inspection of the fabric and furnishings of the church, and to prepare a report for consideration by the meeting of the PCC before the Annual Parochial Church Meeting. This then must be presented with any amendments made by the PCC, to the Annual Parochial Church Meeting. **The PCC are strongly advised to enter into contract with a local builder for the cleaning out of gutters and downpipes twice a year.**

Further guidance on the inspection and the statutory responsibilities are contained in *How to Look After Your Church. The Churchwarden's Year* gives general guidance on routine inspections and housekeeping, and general guidance on cleaning is given in *Handle with Prayer*, both published for the CCC by Church House Publishing.

- G The PCC are reminded that insurance cover should be index-linked, so that adequate cover is maintained against inflation of building costs. Contact should be made with the insurance company to ensure that insurance cover is adequate.
- H The repairs recommended in the report will (with the exception of some minor maintenance items) are subject to the faculty jurisdiction.
- I Woodwork or other parts of the building that are covered, unexposed or inaccessible have not been inspected. The adviser cannot therefore report that any such part of the building is free from defect.

This appendix is based on *A Guide for the Quinquennial Inspection of Churches, Diocese of Birmingham 1993*.

A GUIDE TO ROUTINE MAINTENANCE AND INSPECTION OF CHURCH PROPERTY

It is good practice for the PCC to appoint a fabric officer to take care of the routine maintenance of the church. This officer must report to the PCC and remain subject to its control and direction. The Care of Churches and Ecclesiastical Jurisdiction Measure 1991 requires the churchwardens to inspect the fabric of the church at least once a year, to produce a report on the fabric of the church and the articles belonging to it to the PCC, and to make that report to the annual parochial church meeting on behalf of the PCC. The following list gives an indication of the time of year when certain jobs should be done. It is not exhaustive.

Spring, early summer	<p>Whenever necessary inspect gutters and roofs from ground level and inside especially when it is raining.</p> <p>Clear snow from vulnerable areas.</p> <p>Clear concealed valley gutters.</p> <p>Make full inspection of the church for annual meeting.</p> <p>Check church inventory and update log book.</p> <p>Check bird-proofing to meshed openings.</p> <p>Sweep out any high level spaces. Check for bats and report any finds to English Nature.</p> <p>Cut any ivy starting to grow up walls and poison.</p> <p>Spray around the base of the walls to discourage weed growth.</p> <p>Check heating apparatus and clean flues.</p>
Summer	<p>Arrange for routine service of heating equipment.</p> <p>Check interior between second week of April and second week of June for active beetle infestation and report findings to the professional adviser.</p> <p>Check all ventilators in the floor and elsewhere and clean out as necessary.</p> <p>Spring clean the church.</p> <p>Cut any church grass.</p> <p>Cut ivy growth and spray (again).</p> <p>Recheck heating installation before autumn and test run.</p> <p>Arrange for any external painting required.</p>

Autumn	<p>Check gutters, downpipes, gullies, roofs etc. after leaf fall.</p> <p>Rod out any drain runs to ensure water clears easily, especially under pavements.</p> <p>Inspect roofs with binoculars from ground level, counting number of slipped slates, etc. for repair.</p> <p>Clean rubbish from ventilation holes inside and out.</p> <p>Check heating installation, lagging to hot water pipes etc. and repair as necessary.</p>
Winter	<p>Check roof spaces and under floors for vermin and poison.</p> <p>Check under valley gutters after cold spells for signs of leaking roofs.</p> <p>Bleed radiators and undertake routine maintenance to heating systems.</p> <p>Check temperatures in different areas of the building to ensure even temperature throughout and note any discrepancies.</p>
Annually	<p>Arrange for servicing of fire extinguishers.</p> <p>Inspect abutting buildings to ensure there is no build-up of leaves or other debris against the walls.</p> <p>Check the condition of outside walls, windows, sash cords, steps and any other areas likely to be a hazard to people entering the building.</p> <p>Check the extent of any insurance cover and update as necessary.</p>
Every 5 years	<p>Arrange for testing of the electrical systems.</p> <p>Arrange for the testing of any lightning protection.</p>

It is vital, especially with older people, to keep them warm and well ventilated at all times. The fabric officer should ensure that such ventilation is taking place, especially after services.

