



# **QUINQUENNIAL INSPECTION REPORT**

**OF**

## **PENNYWELL, ST THOMAS**

**DIOCESE OF DURHAM  
ARCHDEACONRY OF SUNDERLAND  
DEANERY OF WEARMOUTH**

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

**QUINQUENNIAL INSPECTION AND REPORT  
2017**

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**beaumont : brown**  
architects

## CONTENTS

### The Report

- 1 Introduction
- 2 Location and Site
- 3 Church Description and Listing Descriptions
- 4 Previous Inspections
- 5 Scope of Report
- 6 Report Summary
- 7 Condition and Recommendations
  - 7.1 Services
  - 7.2 General
  - 7.3 Work since last inspection
  - 7.4 Fabric Inspection
    - Tower
    - Roof Covering
    - Rainwater Goods
    - Walls
    - Externals
    - Inside
- 8 Priorities

### Appendices

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



# REPORT ON THE 2016 QUINQUENNIAL INSPECTION

## 1.0 INTRODUCTION



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*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: 6 September 2016, warm and sunny

Date of report: July 2017

Report prepared by: *David S Beaumont* RIBA AABC

## 2.0 LOCATION AND SITE

**Address:** Petersfield Road, Pennywell, Sunderland, SR4 9BD

**Location:** Situated to the west of Sunderland within the suburb of Pennywell

**National Grid Reference:** NZ357 558

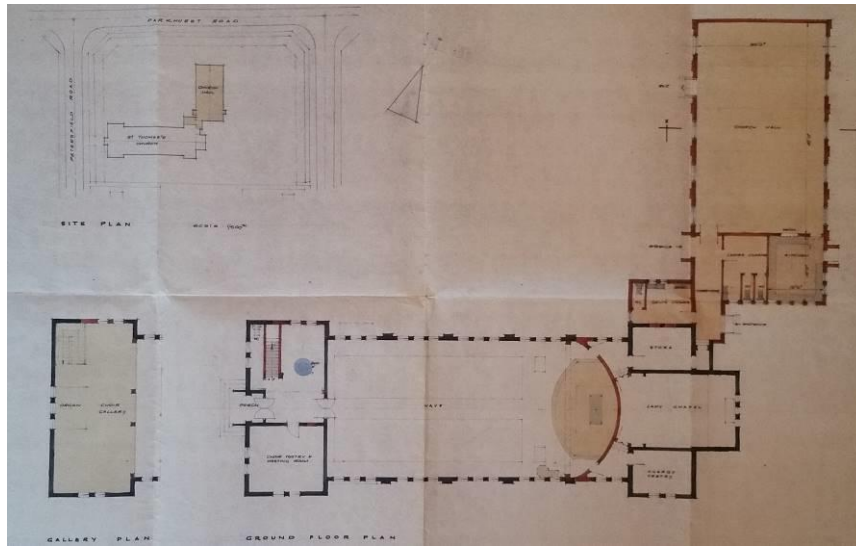
## 3.0 CHURCH DESCRIPTION

### **Description:**

Built in 1951 to designs by Francis Johnson FRIBA of Bridlington.

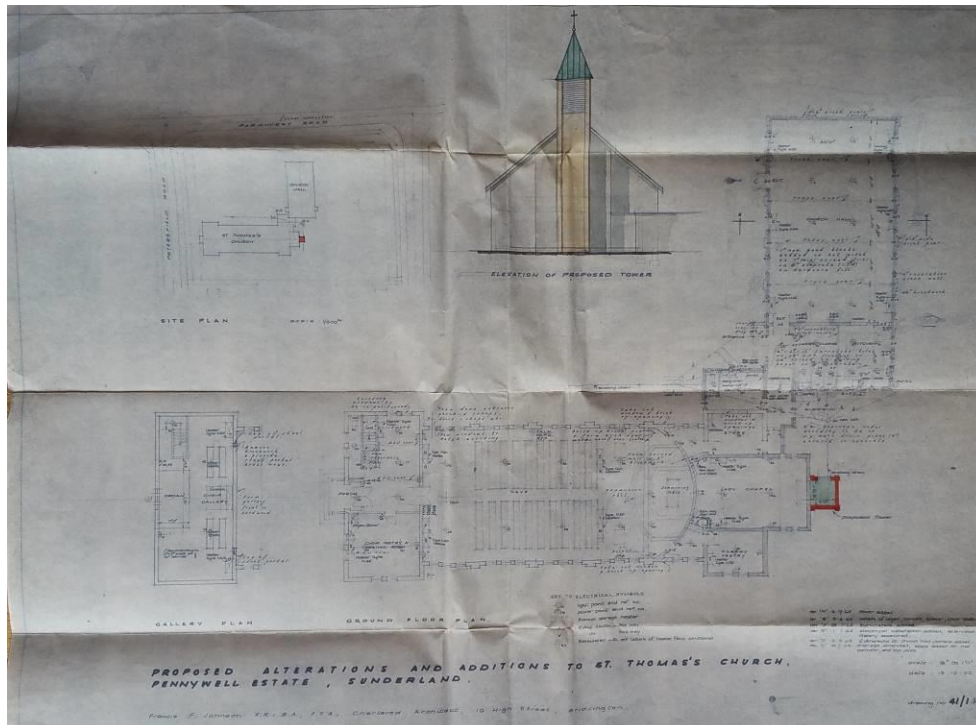


The church also included a linked hall in 1962, which has been subsequently demolished and replaced by a new shared facility away from the church building.



A vicarage lies at the corner of Parkhurst and Petersfield Road and completes the group of three buildings within a one acre site.

Large open plan nave and chancel. The apsidal chancel was created as part of the new hall works in 1962 and this made the former chancel into a Lady Chapel. There is a gallery at the west end formed c. 1962, a former bellcote above that has been removed. The former open porch entrance has been enclosed with a new double door. A north porch at the west end has been infilled.



A new tower was installed against the eastern most rear buildings of the rear vestry in 1964/5.

The west end entrance comprises an entrance lobby with store rooms and a disabled WC to the north side with a meeting room/coffee lounge to the south side.

Entrance lobby windows blocked up in 2004. Disabled wc installed in 2007.

Walls are brick, plastered internally. Floors are solid with wood blocks to the nave and Lady Chapel and Chancel, with PVC tiles to the Sanctuary and Ancillary rooms. The meeting room is carpeted.

The roofs are pitched, on steel trusses and covered with single roll clay tiles. The bell tower roof is lead clad.

There is no graveyard.

**CHURCH LISTING** – Not listed.

#### **4.0 PREVIOUS INSPECTIONS**

This is the author's first inspection. But has access to the 2011 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 base of the tower was 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**

The building has various crackings and easings that have come from the nature of its construction and as a result of its modification at the east end. The lintel heads have diagonal cracking above them. The structure is reacting to a different number of factors: boot lintel construction, west and east end modifications, minor differential foundation settlement to the alterations, seasonal ground movement and slightly sloping ground. However, despite these factors the structure is in good condition with only minor defects that can be easily attended to.

##### **Roofs**

The original single roman roll clay tile roofs are all insitu. The southern side is particularly, showing signs of lamination. There are also some cracked tiles and some that have been snapped and now silconed together. A few tiles on the roof have slipped and need replacement. It's probable that attempted lead theft and working on the gables has cracked some of these and that it's not down to age and manufacture. But it may well be that the church needs to face replacing particularly the southern side in 10 – 15 years. The verges are now plastic closers as are the fascias which does erode

its original character.

### **Rainwater goods**

These have all been updated since the last QI in white PVC and they appear to be working efficiently. They discharge into gulleys in the ground and because of the overgrown nature of the site, these were difficult to inspect.

### **Walls**

Various crackings as mentioned above, however they are fundamentally sound. There are some bricks that are laminating in the south west corner of the vicar vestry. The open joints can be repointed in time but careful attention is needed to match the original mortar.

The major concerns are the windows within the walls. These are mostly galvanized, the paint is coming away, the glazing is a mixture of original and polycarbonate. Some of the polycarbonate is broken and has temporary repairs. Some of the frame elements are corroding concrete. The PCC need a long term plan for the windows. The logical thing to do is to renew all the glazing with clear glass, redecorate the frames and then provide external polycarbonate guarding to fend off any missile attack, though wire mesh would be better, however there does seem to be some suggestion of the use of air rifles that would preclude it. The costings at the end of the report are for a tidy up repair rather than an overhaul with new windows.

### **Tower**

The tower has telecom equipment all over the upper level and despite attempts at disguising it, it is not a successful installation aesthetically.

Within the tower are bells from Monkwearmouth, and whilst four of the six can operate, they are not in use. There are pigeons nesting at high level and the bottom of the tower is covered in mess. There is not a ladder access up to the louvres and so this was not inspected and it needs to be once the pigeons are cleared out. There is minor repair wanted outside- but it is at the spire and at the top of the tower walls and scaffold access has the potential to tangle up with the telecom equipment.

### **Externals**

The church is mostly within land it controls. As part of the youth project there are allotments and planting. The northern boundary is close to housing, the fencing is broken in this position and mischief is being made inside the church land with litter and dens being made. All of the land immediately surrounding the church is overgrown with grass, shrubs and saplings and all of this needs removing. This will also enable a better inspection of the lower part of the north walls. Clarification of boundary ownership and thus responsibility to maintain should be considered.

### **Inside**

Whilst the entrance and its associated rooms are a little dated, and the nave and sanctuary are of their time, the church is light, airy and feels very welcoming. The rear offices are somewhat down at heel and there are some rooms which are filled with lumber. The lady chapel is accessed via side doors through slightly worn out areas and it might be nice to improve these public areas initially, then work on the vicar vestry

and rear rooms.

Security of the building is an issue that is being managed by metal gates over the doors at the west entrance and the occasional repair of broken glass. Whilst the church report that the incidences have reduced, the impression of the building is a little fortress like and not improved by the historical blocking up of the windows on the front elevations. It might be that some decorative scheme could be applied to them in the form of decorated render panels or murals/artwork.



## 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.*

*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

The log book was up to date and recorded the work done, including routine testing.

- **Water:** the service enters from the west from the highway into the coffee room and there is a stop tap in the coffee room and on the footpath externally. The water service supplies to a sink in the coffee room and the vicar vestry and disabled WC, plus a feed to the boiler in the gallery.

**Recommendation:** none

- **Foul drainage:** connected to mains highway system.

**Recommendation:** none

- **Surface water drainage:** connected to the mains highway system.

**Recommendation:** none

- A** **Lightning conductor:** one has been installed by BT on the tower as a result of the telecommunication equipment and it is supposed that the maintenance of the conductor falls within O2's remit, but the church will check this out.

**Recommendation:** carry out five yearly test and recommendations of the test report



**B**      **Electricity:** underground service to consumer unit in rear meeting room. Tested in 2009 which required an upgrade for wiring and distribution board. A test is now due.

**Recommendation:** carry out five yearly test and recommendations of the test report

**A**      **Lighting:** Last tested in 2009 and due for a retest. The pendant fittings in the nave are original as they are in the chancel. Elsewhere there are more modern fittings in the narthex. There are no plans to change the light system.

**Recommendation:** carry out five yearly test and recommendations of the test report

-      **Sound system:** installed in recent times, comprising a lectern mic and two radio mics with speaker and hearing loop.

**Recommendation:** none

**A**      **PAT:** – test is due

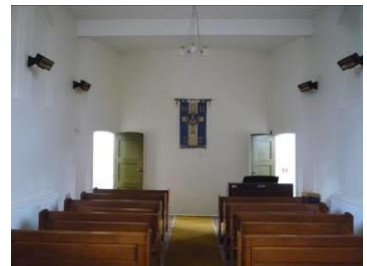
**Recommendation:** carry out the annual test

**B**      **Heating:** gas fired low pressure hot water installation installed in April 2005. It has proved troublesome since its installation, though it is now working satisfactorily. The boiler is located in the gallery and it serves small diameter pipework to panel radiators.



There are six wall mounted infra-red heaters in the lady chapel which are the principal form of heating as the radiators within the space are not effective. They system is tested annually by Heating Services North East and no problems have been recently reported.

**Recommendation:** carry out annual test



-      **Gas meter:** situated externally on the north wall in a modern meter cabinet.

**Recommendation:** none

**B**        **Bells:** six in tower, not inspected.

**Recommendation:** inspection required.

-        **Clock:** none.

**C**        **Organ:** organ console separate from organ pipe cabinet. There is two manuals and 26 stops. The pipe cabinet is in light oak panels with broken pediment and rather fills the space. Unknown date but will be post the c. 1962 gallery.



The church report that there has been glass in the pipes, probably as a consequence of broken windows and these windows are now over-sheeted with polycarbonate. They back on to the organ and is not an ideal arrangement - if they are letting in damp.

**Recommendation:** investigate the back of the organ at the windows

**E**        **Rainwater goods:** - not annually inspected.

**Recommendation:** enter into a service agreement with a competent roofing contractor.

## 7.2        **GENERAL**

**Churchyard:** none

**Recommendation:** none

**E**        **Trees:** no mature trees on the site, the site has shrubs and saplings growing close to the building and obscuring it.

**Recommendation:** remove shrubs and saplings

-        **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

-        **Wheelchair access:** there is ramped access from the footpath to the western entrance and level through the remainder of the building to the chancel steps.

**Recommendation:** none

- **Fire matters:** The fire extinguishers are checked annually.

Fire extinguishers noted:

Half landing – 3ltr water  
Organ- 9ltr water and CO2  
North east rear lobby- – 9ltr water  
South east rear lobby -3ltr water  
Rear storeroom - CO2

**Recommendation:** none

- E **H & S policy:** produced in circa 2010 and to be updated.

**Recommendation:** update H&S policy

- **Insurance:** The church is insured by Ecclesiastical.

**Recommendation:** none

- E **Asbestos:** The church does not have an asbestos register, though a survey has been carried out and low risk asbestos bearing floor tiles were removed from the altar and narthex and a storage heater circa 2011.

**Recommendation:** the church to make an asbestos register

- **Bats:** None reported

**Recommendation:** none

### 7.3 **WORK SINCE LAST INSPECTION:**

*Remaking the verges, fascia's and soffits in PVC  
New PVC gutters and downpipes  
Redecoration of nave walls and ceiling and chancel ceiling and walls*

## 7.4 FABRIC INSPECTION

### TOWER INSIDE

- B** Not possible to access the upper reaches as there is no ladder to the top. It contains bells from Monkwearmouth. There are signs of pigeon infestation and the room has some lumber within it. There is also a carpet to the floor and this could do with being removed along with the pigeon muck. The interior of the belfry at higher level needs a fuller investigation.

**Recommendation:** inspect at high level, remove pigeons, introduce netting to exclude them, clean up, remove carpet



### Tower Outside



- B** **Tower:** Slightly different brickwork to chancel. Lead covered roof. Hip roll is lifting on the south west corner. Doesn't have a gutter but okay. Timber louvres to the belfry appear okay. Brickwork is in reasonable condition but there is an area of open jointing at high level below the louvres at the south elevation.



Looks to be a crack on the west elevation underneath the middle pier of the louvre windows. The area directly below the louvre windows for about 10 feet has worn joints.

**Recommendation:** repair hip roll, repoint brickwork

## ROOF COVERINGS



**C**

### Nave:

- North elevation – ridge okay.
  - East verge – new verge closures, a couple of tiles laminating but no action needed.
  - West verge – okay.
  - General – all of the tiling is well bedded and whilst there is some slight lamination to it, it looks okay.
- South elevation
  - East verge – as the south.
  - General – ridge has some loss of bedding. The condition of the tiles is poorer on this elevation and perhaps 10% of them are laminating. There is white paint at the eastern end and at the western end, one tile has collapsed in on itself. There may well be a requirement to replace the south tiling in 10-15 years or so.



**Recommendation:** replace missing south tile

**D**

**Chancel:**

- South elevation –
  - Ridge – some bedding coming away.
  - Tower abutment – leadwork okay. Patent verge okay.
  - General – tiles generally fair, there is one that is not seated properly and another that is cracked.
  
- North elevation –
  - Nave abutment – lead has been stolen from here and the flashing is made up of both mineral felt and also lead alternative and this should be remade. A full view of the tiling is not possible and there are some cracks to it and some crack repairs in silicon.
  - North verge – as south.
  
- The western part of this roof connects to the tower and on the north side, the flashing has had attempted theft in the past, and whilst the majority of it is in situ, there is a temporary piece midway up and the whole thing needs remaking. The same applies to the south side.



**Recommendation:** remake the tower and nave abutment flashings, repair tiles and bed ridge tiles

**RAINWATER GOODS**

**B**



The building has been recently overhauled with new white

plastic rainwater goods, downpipes along with uPVC fascia's and ventilated soffits.

It is not possible to inspect the gulleys on the south side due to it being overgrown.

On the north elevation, the west store room gully grid is loose. The gully grid is missing to the nave at the west end. The eastern nave goes directly into the ground and needs clearing away to be seen.

At the west end, the gully is completely blocked with debris.

**Recommendation:** clear away shrubs to inspect all gulleys, replace missing grids

## WALLS

### WEST ELEVATION



- D** Diagonal cracking below the apex which has been botched with cement mortar. Slight cracking also above the central window and below the rendered lintel where one brick is also pushed in (odd!) and cracking to the piers either side of it.

Slight cracking above the northern side double window. There has been some minor repairs to the mortar in cement and this is not in good character with the original cement pointing which is a lighter colour. Ground floor windows have been infilled with stonework (2004) in an attempt to match the brick colour. The damp proof course plinth is okay.

There are four angle irons projecting from the apex, these possibly supported the previous bellcote? The cement pointing at the apex is also cracked suggesting there is still movement. Is there a failure of the lintels? It might be due to the introduction of the gallery in 1962?



The door lintel seems to be a new replacement so perhaps we are looking at historical cracking with a touch of movement due to the new lintel settlement- so it's now settled?



Triple window with brickwork surround which has some minor open joints. The window is in uPVC and has polycarbonate cladding over the face of it with some marking on it. A pair of double doors lead to the lobby and these are okay.

**Recommendation:** assess the structural condition of the gable and determine scope of repair.

## **NORTH ELEVATION**

*From west to east*

### **Nave**



- D** **Entrance lobby:** brickwork in fair condition. Two windows have been bricked in and have been rendered over which is a more successful appearance than the west elevation. This elevation also houses the gas meter and alarm system that appears redundant as there is a wire swinging from it. Two new air bricks have been rather heavily handedly put in with cement. Light cracking to the top of the windows.



East return – damp staining on the wall as a result of blockage of the gutter above and slight open joints at previous gutter positions.

**Recommendation:** check alarm cable, repoint open joints



**D Nave:**

Bay 1 – Former north porch entrance infilled with cement render with slight cracking to it, but okay.

Slight open joints at previous gutter downpipe positions.

Bay 2 – Slight open joint to the eastern brickwork by the cill.

The remaining bays are ok but all windows are in poor condition



**Recommendation:** repoint open joints, repair windows

**D Store:** combination of brick at higher level with cracking to the western end of it and below this a rendered panel with slight hairline cracking. This is where the church joined on to the hall hence the render.

Two high level windows boarded in with plywood which is undecorated and laminating. Former detector of some kind, perhaps a telephone point in the top right hand corner is rusting.



**Recommendation:** repair window



**C Lobby:** mineral felt flat roof and flashings. Masonry is okay, though a couple of the bricks are broken at the lintel support. It is not clear why....drill fixings for guarding perhaps. The window below it is in poor condition. It has steps leading to the rear door. The steps are okay, but the door catches slightly in the frame and its decoration is broken down now.

**Recommendation:** infill brick holes, ease and redecorate door



## EAST ELEVATION

**Tower-** see above

**D**

### **Nave**

Northern side – apex of more modern brick. Some erosion to joints of the brickwork. Three or four open joints at the north west corner.

Southern side – same details as the north including the open joints at previous gutter fittings?

**Recommendation:** repoint brickwork



## SOUTH ELEVATION

*From east to west*

**D**

### **Nave:**



Comprises five bays. Most of the lower areas of brickwork are obscured by planting. The windows throughout are in poor condition in that their decoration has broken down. Some of them are glazed in polycarbonate and some are clear glazed. There is putty pointing missing to them and these all need a major overhaul.



One of the windows in bay 4 is polycarbonate glazed and itself has been broken and over glazed temporarily with further polycarbonate. There is a suggestion here as to whether it needs some guarding to it? Open joint below the sills in some instances, particularly in bay 4. At bay 5, the reinforcement is rusting to the middle window sill and has spalled the concrete away.



**Recommendation:** repair windows, add guarding, repair fractured cill

- D Vestry:** brickwork is spalling on the south west corner. 2mm cracking to the window heads and it looks as if these are boot lintels and perhaps their design is not satisfactory. The bricks have been spalled by fixings for the now rusting metal frame, which has been boded into the openings with silicon. The windows are obscure glazed and the glazing is polycarbonate in some instances and the decoration to the frames is broken down. Looks to have had an attempted break in. The western most window glass looks to be coming out.



East return – okay.

**Recommendation:** repair windows, repoint brickwork



- D Lady Chapel:** not possible to inspect all of the wall as the enclosure at the base of the walls is locked. It holds the telecoms cabinet. Timber windows are in poor condition.

**Recommendation:** repair windows, inspect lower walls



- C Compound:** Area contains an oil tank- redundant as the heating is by gas?  
Loose unused camouflage panels and shrubs invading.





**Recommendation:** remove redundant materials and planting

## EXTERNALS

D

**West Side:**



Large overgrown area of hawthorn on the south. Metal fencing with anti-climb tops is rusting. The forecourt area of tarmac is fair but breaking down. Concrete ramp which has been overpainted and the decoration is coming away now.



Metal balustrade painted black which has graffiti and scratch marks needs redecorating, as does the metal gate that goes over the front of the entrance.

**Recommendation:** redecorate metal gate, fencing and handrail. Redecorate ramp

**M**

**South side:**

A combination of metal and timber fencing. The land area contained within it is a mixture of tarmac and grassland is rather unkempt – the tarmac is broken up. The boundary is divided into one third and two thirds at the western end by a padlocked gate that leads into a more wild area which has individual planting bays formed by trellises and place has all rather gone to seed. It also contains building materials and is a bit of a dumping ground. There are the remnants of a tarmac path that is really heavily overgrown.



**Recommendation:** clear away planting at base of walls, tidy up

**C**

**East side:**

Cinder path leads round to a grassed area which is being maintained and it comes within the youth project gardens. A small enclosure wraps around the telecoms equipment and there is some shrubbery in it.



**Recommendation:** remove shrubs to the telecom compound

**B**

**North side:**

Metal pale fencing to the boundary, one panel is loose. The land enclosed within it is now gone to seed and there are a lot of young sycamore saplings and older bushes growing up against the windows at the more western end.



**Recommendation:** clear away self-seeded planting and repair fence panel

## INTERIOR

B

### **Draught Lobby:**

Plaster decoration looking a little tired now. Slight trip hazard in the sunken coir matting in the mat well. Some of the quarry tiles are cracked. Double door latching requires easing.

**Recommendation:** level up matting, ease door



-

### **Entrance Lobby:**

This is a central space with rooms leading off it.

- Ceiling - recently redecorated.
- Walls – plaster, slight hairline cracking to the western side and some areas that have been touched up in non-matching paint.
- Floor – new linoleum which replaced previous asbestos.

**Recommendation:** none



B

### **Lobby Store 1:**

Plastered out and to the same detail as the entrance lobby. This contains some lumber and the bins.

**Recommendation:** remove lumber



-

### **Disabled WC:**

Anti-slip flooring okay. All the grab handles are secure and the pottery is okay. Contains a hot water boiler over the sink, hand wash which delivers a very slow amount of warm water but is adequate enough. Contains a radiator of an odd type.

**Recommendation:** none

B

### **Lobby Store 2:**

Locked at time of inspection.

**Recommendation:** open up and inspect

D

### **Meeting Room:**

Door catches in frame. Decorated recently and in good condition, including carpet.

Has a slightly outdated sink with over sink water heater that delivers a low amount of water. Room also has electric convector heater with rather old fashioned fittings to it. The electrics don't look up to much. The room also contains a large box – function unknown. Above that is the mains switch. The room also has a convector radiator in the same pattern as the disabled WC. Some exposed pipework goes up into the ceiling and has not been fully sealed off. Light fittings are fluorescent and perhaps a little outdated now.

**Recommendation:** seal pipe gap in ceiling



**D Nave:**



Light single open space, metal tie roof of three trusses with exposed ridge purlins and rafters with good decoration scheme to it. Boarding in between the rafters showing some slight ripple of the paper edges and one or two cracks below the upper purlin level. They are steel purlins. Walls have been redecorated and are all in fair condition and a light blue/green colour. The floor is hardwood parquet and in good condition onto solid floor. The circulation area is carpeted and in good condition.



Apsidal end formed in the 1962 reordering made of curved plaster onto brick walls with high level clerestory lighting in feature glass which is in good condition though slightly dirty in places.

Step up to sanctuary with new vinyl as the entrance lobby. The stone platform is in good condition and there is no sign of damp at the rear of the altar. Communion rail is solidly fixed. The space contains two priest's chairs that are the work of the architect as is the lectern as well. The pews are catalogue church furnishings and are a little uncomfortable.

Centrally placed at the west end is a stone octagonal font, in one corner the relocated pulpit which has come from a previous church as is no longer required.

**Recommendation:** clean apse glass



## D Gallery:



Reached from stairs from the entrance lobby up a carpeted staircase which is looking a little tired now but is just about serviceable. There is, on the half landing, a 3ltr water. Beside the organ there is a 9ltr water and CO2.

The gallery ceiling is boarded rather than rafters as the nave. The walls are plastered and painted blue- it is rather dark. The purlins are metal. Some slight unevenness to the floor boarding at the head of the stairs but nothing to worry about.

The space is mainly taken up by the organ and there are a couple of choir pews – more ornamental type and they don't match the ones below. Guarding to the gallery is okay and there is a skirting heater to it. The room also contains the console and the audio-visual equipment. Remarkably it also contains the boiler which is an IMAX Ideal and the Grundfos pump and other pipework which is uninsulated and on display.

Behind the organ, glass is reported where the windows have been bricked in and this is interesting because it shows that the designer hasn't thought through where the organ was going to go.



A couple of the steps squeak and at the foot of the stair is the intruder alarm system.

**Recommendation:** check alarm system is working, tidy up the boiler pipework

**D North east lobby:**

Mirrored by the south-east lobby.

High space, plastered out, some damp showing at low level and in need of some redecoration. Showing cobwebs and marks on the walls etc. Has some lumber in the space. Wood block floor, high level clerestory windows, the glazing is dirty. Single bare bulb red lamp. Door knob loose and jams into the frame.



**Recommendation:** clean windows, clear lumber, ease and repair door, redecorate walls and ceilings



**D South east lobby:**

Same design as the north east. Slight hairline cracking, more pronounced over the lintel into the lady chapel but nothing major. Some tile creasing into the door above the nave which catches slightly in the frame and the latch doesn't retract very well. The room contains some lumber and candle stands too.

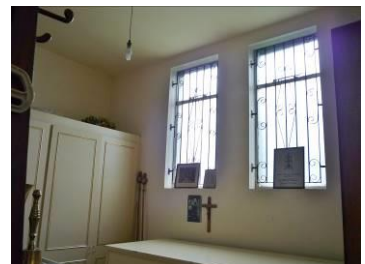


**Recommendation:** clean windows, clear lumber, ease and repair door, redecorate walls and ceilings.



**E Vicar Vestry:**

Plastered ceiling and walls. Solid floor with carpet all okay. Slight creasing to the western wall and damp showing at lower level. Some heating pipes have been put through rather heavy handedly. The room is unventilated because the windows are sealed up – they are polycarbonate with decorative metal grills. The room contains cupboarding for vestments, no smell of damp, and an altar cupboard.



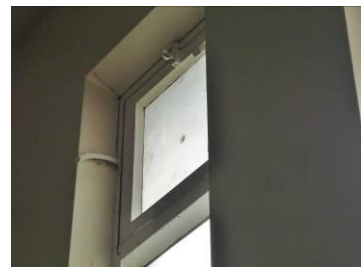
**Recommendation:** update when funds allow

**D Lady Chapel:**

This is formed at the rear of the nave and part of the original design – completely different in character. Flat plastered ceiling with a slight crack at the junction at the step up to sanctuary. Cracking at a beam but isn't a problem. The plastered walls are all fair. These feature clerestory windows at the western most end with obscure or dirty glazing. A tilting ventilating operation at the top. One window has a hole in it and these windows are in timber frames rather than metal as elsewhere.

Solid floor with diagonal herringbone wood block. The shape of the rear apsidal end wall features within the room. Different light fittings but in the same sort of style as the nave. The benches are of the style of the priest's chairs so likely to be architect designed. The reredos appears completely different to anything else which features roses. Also more modern altar. The room has six radiant heaters supported by two central heating radiators that work intermittently but are satisfactory to the church, and there is also an Orla electronic keyboard.

**Recommendation:** repair broken glass, clean glass,



**D Storeroom:** a neglected and forlorn space. Flat ceiling with decoration breaking down. Walls lined out in hardwood fibre board. Solid floor with poor quality carpet. The door catches slightly in the frame and the rear door is no longer fitted. It contains a simple radiator plus a bank of all the electrics. This room is the depository for a lot of furniture – cribs, seating, old gas heaters, piano.

**Recommendation:** remove lumber, update decoration



**B Rear entrance lobby:** painted brick walls and plaster ceiling with barred polycarbonate glazed windows with tiled flooring. Rather scruffy space but is a means of escape. Hardwood door catches slightly in the frame.

**Recommendation:** ease door

## 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. Scaffold is not allowed for or professional fees. Figures are ex vat.

- 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	£
<b>A - URGENT</b>		
A	<b>Lightning conductor:</b> carry out five yearly test and recommendations of the test report. Obligation by BT?	-
A	<b>Lighting:</b> carry out five yearly test and recommendations of the test report	350
A	<b>PAT:</b> carry out the annual test	-
<b>B- WITHIN 1 YEAR</b>		
B	<b>Electricity:</b> carry out five yearly test and recommendations of the test report	Inc above in lighting
B	<b>Heating:</b> carry out annual test	350
B	<b>Tower inside:</b> inspect inside at high level, remove pigeons, introduce netting to exclude them, clean up, remove carpet, inspect bells	250
B	<b>Tower outside:</b> repair hip roll, repoint brickwork	500
B	<b>Rainwater goods:</b> clear away shrubs to inspect all gullies, replace missing grids	250
B	<b>North side:</b> clear away self-seeded planting and repair fence panel	100
B	<b>Draught Lobby:</b> level up matting, ease door	100
B	<b>Lobby Store 1:</b> remove lumber	-
B	<b>Lobby Store 2:</b> open up and inspect	-
B	<b>Rear entrance lobby:</b> ease door	25

## C- WITHIN 2 YEARS

C	<b>Organ:</b> investigate the back of the organ at the windows	-
C	<b>Nave:</b> replace missing south tile	75
C	<b>Lobby:</b> infill brick holes, ease and redecorate door	75
C	<b>Compound:</b> remove redundant materials and planting	-
C	<b>East side:</b> remove shrubs to the telecom compound	-

## D- WITHIN 5 YEARS

D	<b>Chancel:</b> remake the tower and nave abutment flashings, repair tiles and bed ridge tiles	750
D	<b>West end:</b> assess the structural condition of the gable and determine scope of repair.	300, engineer fee
D	<b>Entrance lobby:</b> check alarm cable, repoint open joints	250
D	<b>Nave:</b> repoint open joints, repair windows	250
D	<b>Store:</b> repair window	100
D	<b>Vestry:</b> repair windows, repoint brickwork	250
D	<b>Lady Chapel:</b> repair windows, inspect lower walls	150
D	<b>West Side:</b> redecorate metal gate, fencing and handrail. Redecorate ramp	300
D	<b>Meeting Room:</b> seal pipe gap in ceiling	25
D	<b>Nave:</b> clean apse glass	-
D	<b>Gallery:</b> check alarm system is working, tidy up the boiler pipework	25
D	<b>North east lobby:</b> clean windows, clear lumber, ease and repair door, redecorate walls and ceilings	150
D	<b>South east lobby:</b> clean windows, clear lumber, ease and repair door, redecorate walls and ceilings.	150
D	<b>Lady Chapel:</b> repair broken glass, clean glass,	200
D	<b>Storeroom:</b> remove lumber, update decoration	250

## E- IMPROVEMENT/NOTE

E	<b>Rainwater goods:</b> enter into a service agreement with a competent roofing contractor.	150
E	<b>Trees:</b> remove shrubs and saplings	-
E	<b>H &amp; S policy:</b> update H&S policy	-
E	<b>Asbestos:</b> the church to make an asbestos register	-
E	<b>Vicar Vestry:</b> update when funds allow	500

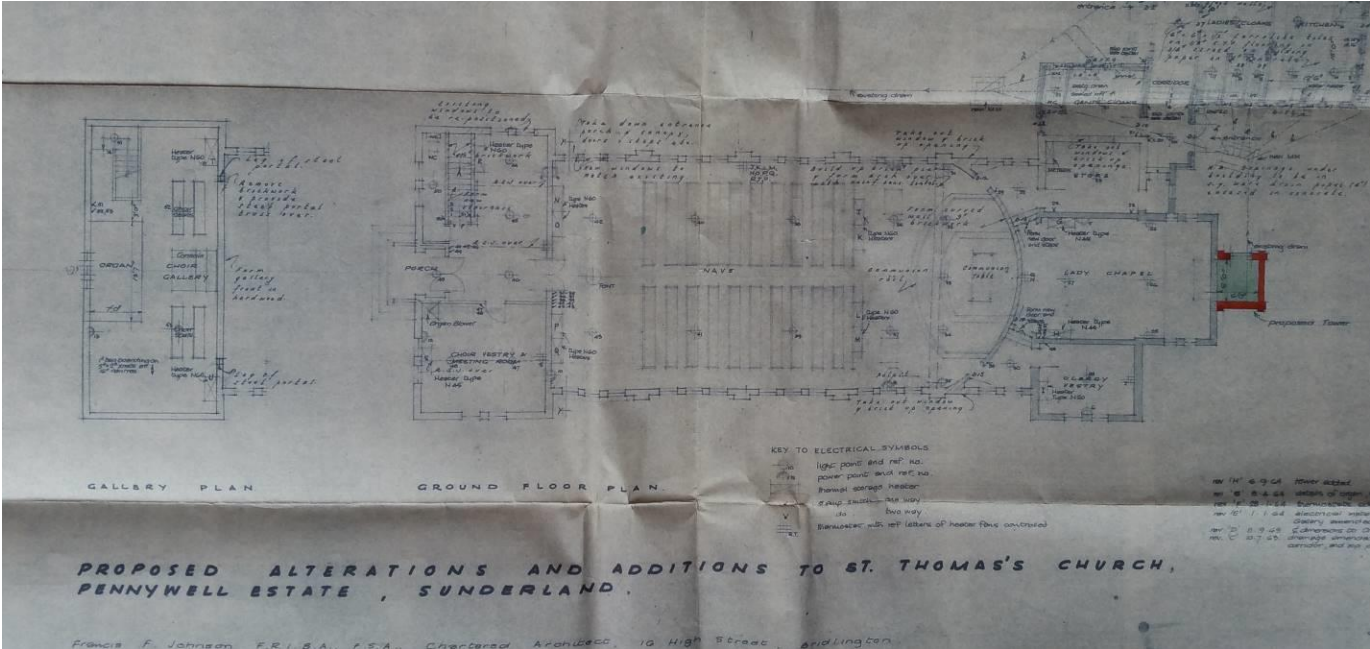
## M- MAINTENANCE/MONITOR

M	<b>South side:</b> clear away planting at base of walls, tidy up	-
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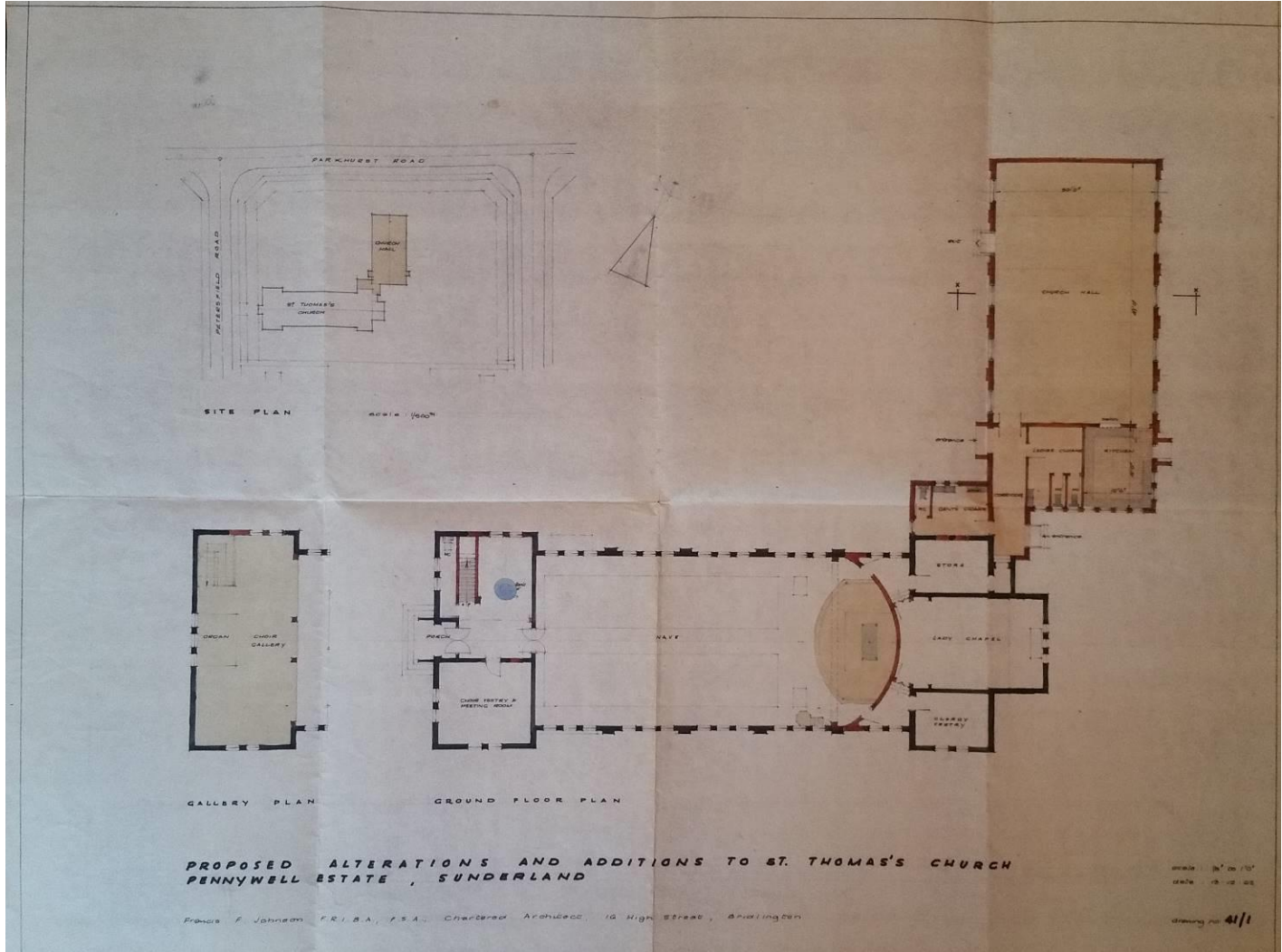
# APPENDICES

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

## CHURCH PLAN



# Earlier Plan



## 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:

<b>Location</b>	<b>Type of Extinguisher</b>
General area	Water
Organ	CO <sup>2</sup>
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
- Whenever necessary inspect gutters and roofs from ground level and inside especially when it is raining.
  - Clear snow from vulnerable areas.
  - Clear concealed valley gutters.
  - Make full inspection of the church for annual meeting.
  - Check church inventory and update log book.
  - Check bird-proofing to meshed openings.
  - Sweep out any high level spaces. Check for bats and report any finds to English Nature.
  - Cut any ivy starting to grow up walls and poison.
  - Spray around the base of the walls to discourage weed growth.
  - Check heating apparatus and clean flues.
- Summer
- Arrange for routine service of heating equipment.
  - Check interior between second week of April and second week of June for active beetle infestation and report findings to the professional adviser.
  - Check all ventilators in the floor and elsewhere and clean out as necessary.
  - Spring clean the church.
  - Cut any church grass.
  - Cut ivy growth and spray (again).
  - Recheck heating installation before autumn and test run.

Arrange for any external painting required.

Autumn

Check gutters, downpipes, gullies, roofs etc. after leaf fall.

Rod out any drain runs to ensure water clears easily, especially under pavements.

Inspect roofs with binoculars from ground level, counting number of slipped slates, etc. for repair.

Clean rubbish from ventilation holes inside and out.

Check heating installation, lagging to hot water pipes etc. and repair as necessary.

Winter

Check roof spaces and under floors for vermin and poison.

Check under valley gutters after cold spells for signs of leaking roofs.

Bleed radiators and undertake routine maintenance to heating systems.

Check temperatures in different areas of the building to ensure even temperature throughout and note any discrepancies.

Annually

Arrange for servicing of fire extinguishers.

Inspect abutting buildings to ensure there is no buildup of leaves or other debris against the walls.

Check the condition of outside walls, windows, sash cords, steps and any other areas likely to be a hazard to people entering the building.

Check the extent of any insurance cover and update as necessary.

Every 5 years

Arrange for testing of the electrical systems.

Arrange for the testing of any lightning protection.

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.