



QUINQUENNIAL INSPECTION REPORT

OF

PETERLEE, ST CUTHBERT

**DIOCESE OF DURHAM
ARCHDEACONRY OF DURHAM
DEANERY OF EASINGTON**

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

**QUINQUENNIAL INSPECTION AND REPORT
October 2016**

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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
 - 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: 9 August, light rain and cloudy

Date of report: January 2017

Report prepared by: *David S Beaumont* RIBA AABC

2.0 LOCATION AND SITE

Address: Manor Road, Peterlee, SR8 5QW

Location: situated in the centre of Peterlee at the junction of Manor Road and St Cuthbert Road. The site area is approximately 1 acre and entered from Manor Road on the north boundary and St Cuthbert's Road on the west boundary.

National Grid Reference: NZ430 404

3.0 CHURCH AND LISTING DESCRIPTION

Description:

The church was built in 1957 to a design by Donald McIntyre FRIBA whilst with the firm Cordingley & McIntyre and described by Pevsner, perhaps unkindly, as.

'Very ordinary portal frame construction with the frame exposed internally. Grey brick exterior with a small fleche and an apse. Hybrid-classical baldacchino over the altar, pushed well forward from the apse'.



The church was awarded the RIBA diploma in 1957 in recognition of the buildings completed in the Northern Architectural Association area. It is a complete composition with the furnishing and its original colours still extant and as a consequence represents very well, the architectural and ecclesiastical movements of the time.



The accommodation comprises of an apsidal sanctuary and nave with north and south aisle. There is a north and west entrance porch, the north being more commonly used and choir and organ gallery at the west end with two vestry's and toilets at the north-east corner with the boiler house below.

The church is not exactly orientated east-west but the usual conventions of siting the east end at the east applies.



The main body of the church comprises a reinforced concrete frame with brick cladding. The pitched roof over the nave is covered with clay and concrete pantiles.

The flat roofs over the vestries and the north and south aisles are concrete covered with roofing felt. The apse roof is a half dome and copper clad. The staircase roof at the south west corner is flat with a domed roof light.

Internally the brick walls are plastered. The nave ceiling is paneled with insulation board following the slope of the roof, the ceilings in the north and south aisle and other rooms being flat with suspended insulation board. The windows are a mixture of original metal casement (and recent PVCu) in the vestry accommodation and precast concrete with coloured and seeded glass to the worship areas.

The floors are solid construction generally covered with wood blocks in the nave and aisles, reconstructed stone paving in the sanctuary and thermoplastic tiles in the vestry accommodation.



The church is well furnished with McIntyre designed baldacchino (?), pews, lecterns and chairs. It also features a three sided font with ceiling panel above. There are many references to St Cuthbert in the artwork and furnishings.

CHURCH LISTING - The church have sought for it to be listed in 2016 (to enable access to repair grants but Historic England considered that as it had not met the stricter criteria required of post war churches, the church was not eligible. The church are considering an appeal and in the meantime seeking alternative sources of grants.

4.0 PREVIOUS INSPECTIONS

This is the author's first inspection but has access to the 2011 QI produced by Jeremy Kendall, the former inspector.

5.0 SCOPE OF REPORT

- 1 This report is made from a visual inspection from ground level. The boiler house 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 concrete portal frame structure shows no signs of movement. These frames are joined at roof level by concrete purlins and they are sound, though they appear to sag. That is unlikely and probably an optical illusion. The brickwork externally has some slight cracking, but is not significant.

Roofs

The clay nave roof covering is coming to the end of its life as is evidenced by other Cordingley & McIntyre churches of this period, whose roofs have been replaced or repaired. A report on its condition has been produced by David Ferguson Ltd. which concluded that replacement was required. The aisles have mineral felt which seems to be holding up but there are areas of poor workmanship. The cooper roofs to the apse and fleche appear sound from the ground. The vestry block roof in mineral felt is likely to be in poor condition. The church is aware of the condition and is looking to carry out repair and replacement.

Rainwater Goods

The original rainwater goods are still in situ, some gutters and downpipe collars leak. The paint is coming away from them and the fascia boards to which they are attached.

Walls

The majority are brick and the circular parts of the building are in projecting headers and fundamentally all the brickwork is sound. Regrettably the west end has been re-pointed in cement, unlike the recessed lime elsewhere but there seems little to be done now to remedy this.

Windows and Doors

There is a combination of concrete and steel framed windows to the building. The concrete frames are to the principal spaces and whilst these are generally holding up, there is some slight spalling occurring where reinforcement is close to the surface. The fundamental problem is water coming through at the sill, which has been attempted to be fixed by red silicon which is now cracked and coming away. There are a couple of areas of cracked glass.

The doors are all in good condition, though their decoration is beginning to fade.

Floors

The nave floor is showing signs of its age and some of the areas are wearing. Back rooms are similarly wearing away.

Inside

The church is bright, well illuminated and in good decorative order, albeit the wall surface is suffering from heat patterning causing dark areas next to radiators and windows. The furnishings are excellent and part of the overall concept design by the architect. The rear areas require a little updating.

The church hall, lobby and WCs are outside of the report, but the following notes are in passing:

- The flat roofs have been renewed in single ply roofing membrane and windows replaced in the hall in 2015. There is a scheme for upgrading the WC block that is awaiting funds.
- Access to the church has been improved by new hand railing in 2015. New ramped access to the north entrance door has been designed and is awaiting funds.



The image is a reconstruction of the design of the "Nature Goddess Silk", probably a Byzantine design, on the silk found in St Cuthbert's coffin at Durham Cathedral, in the c.1820's.

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 water services is likely to enter from the north east of the site alongside the vicarage, serving basins and WC adjacent to the clergy vestry and the WCs basins and sinks to the church hall.

Recommendation: none

- **Foul drainage:** separate system discharging via the east, to the highway to the north, probably linked to the drainage system that exists for the vicarage at Manor Road.

Recommendation: none

- **Surface water drainage:** separate system running parallel to the foul and discharging to Manor Road to the north.

Recommendation: none

- **Lightning conductor:** none

Recommendation: none

- **Electricity:** supply enters at the east end via a small store room to the switch key and distribution board. There is a secondary external cable which crosses the east end hall WC block which has rather spoiled the appearance of the

elevation. Tested in 2016 with no comments (the church hall was rewired in 2015).

Recommendation: none

- B** **Lighting:** A new lighting scheme was installed in approximately 1994/5. The nave has twelve chandeliers and two for the gallery. Lighting in the vestry is by fluorescent fittings and tungsten in the toilets. A visual check of the staircase chandelier shows that there is some corrosion to the cabling, explaining why it shorts out.



Recommendation: replace cable to stair light

- **Sound system:** comprises two microphones, speakers and a loop system controlled by an amplifier within the vestry.

Recommendation: none

- **PAT:** – tested in 2016 – all 51 items.

Recommendation: none

- D** **Heating:** by gas fired Hamworthy Broadstone boiler installed in 1990 and providing heating through large diameter pipes to radiators, serviced in July 2016. Grundfos circulating pump. Sump in the boiler house which is understood to be working. Pressure vessel with low feed cistern on the boiler house floor. The circulating pipework was reinstalled in 2000 and the exposed pipes remain in need of decoration.



Recommendation: check sump pump works, decorate pipework

- **Hall heating:** A new Baxi combi was installed in 2012 to service the church hall and ancillary rooms.

Recommendation: none

- **Gas meter:** located within the choir vestry cupboard.

Recommendation: none

- **Bells:** electric bell, switched from vestry.

Recommendation: none

- **Clock:** none.
- **Organ:** pipe organ with two manuals and 23 stops within the gallery. Restored by HE Prestead of Durham. Maintained annually by John Ollett. Last serviced in February 2016.

Electric organ in the choir vestry. Baby grand at the east end and upright at the west end of the nave.

Recommendation: none

- E** **Rainwater goods:** - these are not inspected by a roofing contractor.

Recommendation: create a maintenance agreement with a roofing firm experienced in churches.

7.2 GENERAL



- **Churchyard:** there is no churchyard with burials, though the church sits within a large landscaped site. The responsibility for maintenance lies with Peterlee Town Council.

Recommendation: none

- M** **Trees:** the site was never intended to have large trees and the original planting shrubs have overgrown. These are being kept in check and were last heavily pruned in November 2015.

Recommendation: continue to keep the trees pruned back

- **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 ramped access to the west end by a two car drop off point. It is recognised that better disabled access or ramped access is required at the principal entrance at the north and this has been designed and is awaiting funds. Temporary wooden ramps overcome steps at the north.

Recommendation: carry out the designs for ramps in the future.

- E **Fire matters:** The PCC carried out 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) in September 2012 by R Smithson and is to be reviewed in September 2015.

Fire extinguishers noted:

Kitchen – fire blanket

Nave – 9ltr water

Choir Vestry – 9ltr water

Organ – 2kg CO2

Hall/Foyer – 6ltr foam

Recommendation: carry out fire risk reassessment

- **H & S policy:** for church updated October 2012.

Recommendation: none

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

Recommendation: none

- E** **Asbestos:** The church has received competent person training and whilst it does not maintain a register, it reports that there is knowledge of asbestos in the building.

Recommendation: produce a register identifying the presence or not of any asbestos within the building

- B** **Ladders:** a step ladder requires replacing.

Recommendation: replace ladder

- **Bats:** None reported.

Recommendation: none

7.3 WORK SINCE LAST INSPECTION:

2012

*Roof tiles repaired
Window repairs
Replaced broken window in chapel
Repairs to roof flashing
Lock and door closer – rear door
Replaced parish noticeboard
Repair boiler house door
Installed new boiler and radiator for kitchen
Modifications to boiler house
New sockets and repaired lights in kitchen
Replaced kitchen window
Maintenance to vestry
New sump pump
Replaced pressurisation unit
Renew ten tiles on nave roof and clean out guttering*

2013

*Re-lamping
Replacement kitchen door
Tree works
Replace fan motor on pedello burner
Connection to internet in vestry
Repairs to taps and water boiler
Re-point of steps
Repairs to church roof
Fitting of water boiler
Repairs to noticeboard*

2014

*Replacement plumbing to toilets
Recovering of church hall roof
New security light to rear of church
Repair of church roof
Radiators and pipework painted
Boiler house balustrade painted
Roof repair
WC cover replaced following theft*

2015

*Locking and bolting revised to doors
Repair to church roof over north door
Replacement of light switches in hall
Kitchen floor covering replaced
Shelving fitted in choir vestry cupboard
Security light fitted to choir vestry external wall
Repairs to noticeboard
Church hall floor sanded and resealed
Handrails fitted to north entrance steps*

2016

*Electrical test
Handrails re-fixed*

7.4 FABRIC INSPECTION

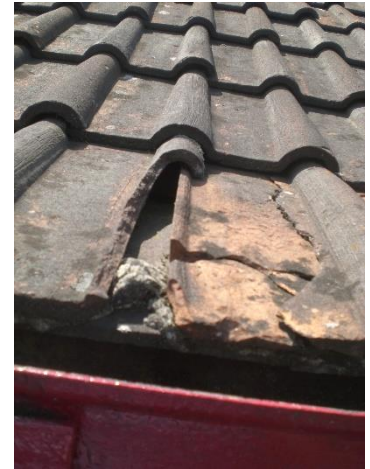
FLECHE

- B** Copper covered spirelet with louvres, to unique design. Louvres have been replaced in the past, though it appears that one is slipping on the south east. Its lead flashing to the roof needs investigation as there is a leak inside directly underneath the fleche.

Recommendation: inspect fleche for leaks, repair louvre



ROOF COVERINGS



Example of earlier repaired tile

C

Roof general:

Pitched roofs and chancel: covered with Bridgewater clay tiles and clay ridges. The tiles are fixed to timber battens over bituminous roofing felt, on top of 4" x 2" rafters at 16" centres. The sloping ceilings consist of fibreboard fixed to the bottom of the rafters and there is no insulation present. Many of the roof tiles are decaying: one section in the south west corner has previously been renewed in concrete tiles and the stripped tiles used for earlier repairs. The roof is leaking in various places. An earlier leak on the north slope where there was a hole in the ceiling has been repaired. The underfelt is not lapped correctly, so water getting in under the tiles leaks into the church. In most cases, the underfelt takes the water to the eaves, but where it is decayed it lets water into the soffit structure.



The roof covering, because it has been so patched and because of the defects noted above, should be renewed and there is a discussion to be had as to whether it can be done using clay double roman tiles such as Sandtoft Modula tiles or a more exact match to the original tiles in Sandtoft Bridgewater tiles, available only to special order. Adjustment at the eaves will be required to introduce a better final slope into the gutter.



The flat roofs to aisles are covered in bitumen felt which seem generally to be in reasonable condition and it appears as if this covering is not the original and likely to have been renewed perhaps 20 years ago. A review of past Faculty's might identify the date. The lower flat roofs are not

insulated. It may well be economic to do the aisles and stair roof also.

Apse:

This is covered in copper and seems to be in reasonable condition.

Staircase roof:

Not inspected, but there is leaking to the roof light.

Recommendation: Inspect staircase roof, plan for re-roofing.

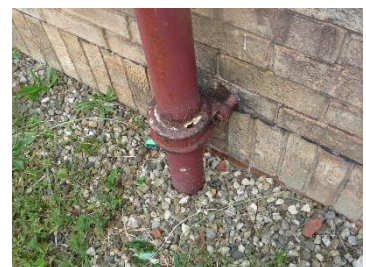


RAINWATER GOODS

C

Nave:

The eaves gutters are 5" x 4" single beaded deep half-round cast iron gutters which discharge to 3" diameter cast iron downpipes to the lower flat roofs. Whilst the gutters are in fair condition, many of the gutter brackets, pipes and fittings are broken and many of the joints leak.



Recommendation: dismantle, replace defective parts, re-paint and re-fix.

C

Aisles:

These discharge directly to the downpipes to the ground to gulleys, of which some are missing their grids and have had temporary stones placed over them.



Recommendation: replace gulley grids.

E

Apse:

UPVC rainwater pipes which are not original.

Recommendation: replace with cast iron to match

WALLS

D

Vestry block :

Some slight salting to brickwork below the partition dividing the corridor to the female WCs in the hall. The exposed head of brickwork adjacent to the entrance is okay. The concrete fascia of the overhang is in fair condition, though requires decoration. There have been cement repairs which have spoiled the appearance.



There is an electrical supply cable over the face of the wall which is not very attractive.

Recommendation: redecorate soffit



D

Clergy Vestry:

Slight open joints to the brickwork at the downpipe position. Metal windows decoration is coming away.

Recommendation: repoint open joints and decorate windows



D

Apse:

The overhanging parapet decoration has faded now.

Recommendation: redecorate soffit



D

Nave:

- East gable- barge board decoration poor and nails showing. The masonry is okay,
- Nave south – this is where the clerestory is and it is obscured by the aisle, though not able to identify any defects.
- Nave south west – stair tower, diaper brickwork in good condition.
- Nave west gable– some cement repairs to the slab facing at upper level and seem to be holding. The brickwork has been re-pointed in cement flush unlike the original recessed joints elsewhere.



There is some dirt showing to the commemorative panel. The ornamental slate within the concrete frame and cobble surround has eroded so much so that it is illegible now.

- Nave north – as south.

Recommendation: redecorate soffit,

-

Aisles:

- South aisle – masonry is in good condition. One window is showing spalling of reinforcement and has had cement repair which is beginning to break down.
- North aisle – same as south.



Recommendation: see window section

D

Choir Vestry:

The west elevation is rendered and there is cracking showing at the sills between the windows, but this just requires patching and filling.



The brickwork panel adjacent to this has unfortunately had cement repairs.

Recommendation: fill and redecorate render

D EXTERNAL DOORS

The west entrance doors and glazed screen are stained hardwood, darkening with age. When redecorated, the glass panels and the pointing need repair and the glass is dirty.



The north entrance doors have fine panel work with planted beads and feature hexagonal knobs as the west. However, the opening leaf knob is loose.

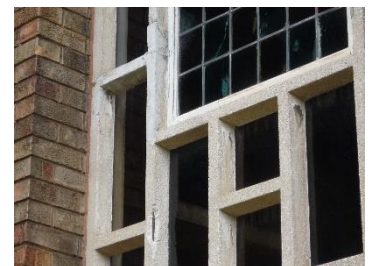
The corridor exit door decoration is beginning to wear.

Recommendation: clean glass, repair loose knob, redecorate



D EXTERIOR WINDOWS

The exterior low level windows are pre-cast concrete frames with special glass infill within glazed metal sashes. Some ventilating hoppers do not operate. The clerestorey windows are simple metal casements. There is a slight crack to a couple of the panes.



Spalling of concrete is caused by rusting reinforcement which requires a specialist repair.

The window frames are sat on continuous slate sills; it appears that there is no weather bar to stop moisture coming through the sills and this has eroded the sills slightly

over time. To reduce water impact, these have been pointed both internally and externally with silicon. This has hardened and has come away.



Recommendation: monitor concrete windows. Too soon to embark on a round of frame repairs- see what other defects occur in the next 5-10 years. Paint exposed reinforcement with derusting paint. Strip old silicone and look to re point possibly in a lime mortar- but under architect specification and instruction. The detail needs working out.

EXTERNALS

E East Side:

This has fencing onto housing which appears to be in acceptable condition. It would be interesting to establish whether this is under church ownership and as a consequence, liability. During the inspection, an adjoining householder was able to access the grounds from the rear of his property and use the south side as a shortcut.



Recommendation: establish ownership and repair liability

- South side:

This has a low retaining wall in drystone walling which is reasonably satisfactory though it doesn't have a coping. This retains a grass bank that leads up at higher level to a metal mesh fence which doesn't contribute to the church surroundings.



Recommendation: none

D West side:

There is a patched tarmac pavement to the steps to the west doors. Steps are stone setts with weeds. There are planting bays within dwarf walls and there are some weeds growing about them. Towards the north-west corner, the paving slabs are undulating rather badly. There have been new slabs put in that don't match the originals and some areas of planting have been left bare.



Recommendation: remake the uneven paving slabs, clear planting beds and weeds.



D

North side:

A large terraced area is created with granite set picking out a rectangular pattern with precast flags within, with occasional mosaic or granite set squares, which are part of the architect's original design feature. They are somewhat undulating now. Whilst not yet a trip hazard, if they are not maintained, they will be in the near future.

The north retaining wall is in fair condition, though there are some slabs missing at higher level. The drainage holes in the retaining walls are filling and need cleaning out. It will be important to keep the trees down to a manageable size. In the north-west corner, there is a cherry tree which can only expand. Beyond the north terrace is a large grassed area in good condition.

Recommendation: manage planting and clear out drainage pipes



E

General:

The waste paper and rubbish bins are kept outside the choir vestry and these are not guarded or locked away and can be used by intruders interested in lead theft for gaining access to the building.



Recommendation: consider compound

INTERIOR



D

Nave:

The whole building is one space comprising the nave, the aisles and the altar. The only real division is underneath the rear gallery at the west end creating two spaces: on the south side St Cuthbert's chapel and on the north side, a crèche.



The nave has pre-cast concrete portal frames and these are sub-divided by purlins with a fibreboard ceiling between the purlins. The fibre board is probably to provide some acoustic property and a modest insulation. There is the odd spot of water damage from the past.



Under the fleche and directly over the font, there is a decorative panel and this has suffered water damage at the side, though it hasn't got worse over the last five years. It is an important piece of artwork that needs to be restored.

Above it, there are three marks where water has penetrated in the past. Alongside the purlins, marks of dust within the roof has been blown through the fibreboard onto the purlins and this is no doubt as a consequence of gaps in the roofing felt.

It's probable that the fleche is a ventilator and there may be an opening to the outside behind this panel acting as a baffle.



The ceiling under each aisle is in fibreboard. Previously reported to be sagging, but probably as a consequence of the optical illusion of a cable running along the length which itself is sagging.

The spiral stair ceiling has white staining from previous leakage which has been repaired. The skylight is rather dirty.



Recommendation: in conjunction with roof covering remedial works, investigate the fleche inside and repair the circular panel, decorate the stair light well

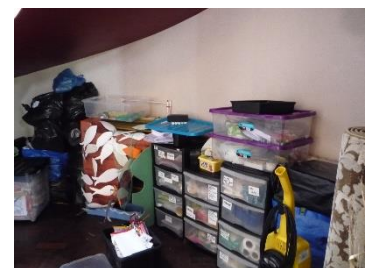
- **Balcony:** contains the organ and pews for a choir and is accessed by a wide spiral stair. The foot of the stair has been boxed in to provide protection to a heating pipe. The vinyl covering is ageing. Beneath the stair soffit there is extensive storage for children activities materials behind a curtain. The balcony pews are acting as storage.



Ceilings under the balcony are suspended fibre board panels and uneven



Recommendation: none



C Screens and internal doors:

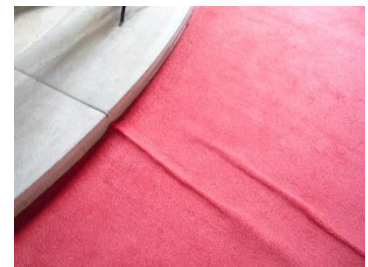
- North entrance – inner glazed doors are satisfactory.
- West end glazed screen is satisfactory.
- Vestry and WC – these are flush doors and painted. Their architraves are chipped as well as the doors themselves. The choir vestry door to the lobby has had its handle replaced and requires decoration.



Recommendation: redecorate Vestry rooms

B Floor:

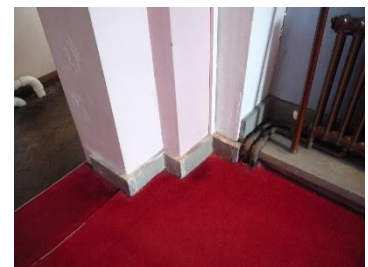
- Nave – polished wood block which is wearing in the circulation areas and shows crazing.
- Baptistry – stone and tiled floor with some open joints.
- Chancel – stone floor with some open joints.
- Sanctuary – carpet is rucked and a potential trip hazard.
- Rear corridor – floor tiles are damaged and some missing.



Recommendation: relay carpet

E Wall Finishes:

- Nave – the walls are plastered and in fair condition. Various parts of the building are showing marking induced by radiators with dirt going over the surface, particularly noticeable at the children's corner and the sanctuary apse end. Rusting angle beads at some window reveals and the north-east corner of the nave.
- Vestry block – painted plaster. The condition is fairly poor and needs updating.



Recommendation: redecorate when funds allow. The original colours should be maintained

E Clergy Vestry:

- Ceiling – fibreboard with staining.
- Walls – painted wallpaper in fair condition.
- Floor – parquet in fair condition.
- General – contains filing cabinet, amplifier equipment for the sound system, electronic bell equipment, heating control clock and security system keypad. Lexan security sheeting to the window is rather forbidding.



Recommendation: consider updating fitments and decoration



E Choir vestry:

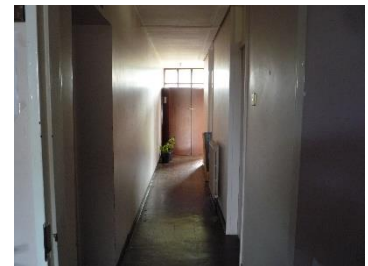
- Ceiling – fibreboard.
- Walls – painted plaster.
- Floor – parquet flooring showing quite heavy wear.
- General – a large room adjacent to the clergy vestry with walk in cupboard for vestments. Fittings include Clavinova piano, music shelves, wall mounted electric transformers for lighting.
- Door – the door to the corridor requires redecoration.



Recommendation: consider decoration

E Corridor:

- Ceiling – in fibreboard.
- Walls – painted plaster, somewhat knocked about now.
- Floor – thermoplastic tile with some gaps towards the west entrance door.



Recommendation: consider decoration

E WC and sink room:

- Finishes – as corridor and requires updating. The room is not used for sanitary purposes, but has generally become the cleaners sink.



Recommendation: consider decoration

- **Electric Cupboard:**
 - Finishes – same as the WC and a rather large room containing the electrical gear.

Recommendation: none



- B **Rear Door Lobby:**
 - The thermoplastic tiles are rather broken up here and a large wardrobe might be impinging on means of escape.

Recommendation: repair flooring and check means of escape



- E **Boiler Room:**
 - Ceiling – painted over panelling – fibreboard perhaps (no asbestos declared the church).
 - Walls – walls and brickwork have been painted over with some of the decoration failing.
 - Floor – concrete and patched slightly.
 - General – the room contains Hamworthy Broadstone boiler with expansion vessel and Grundfos pump. The room is dry and has a submersible sump pump reported to be working. Decoration needs updating.

Recommendation: consider decoration





FIG. 1. A reconstruction of the design on the 'Nature Goddess' Silk
No attempt has been made to show any one repeat of the actual silk. As the fragments are parts of a number of the repeats and as the repeats vary both in width and length and with some distortion, it was found more convenient to give an average size of repeat.

The "Nature Goddess Silk" contained within St Cuthbert's tomb

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	Lighting: replace cable to stair light	50
B	Ladders: replace step ladder	50
B	Fleche: inspect fleche for leaks, repair louvre	75
B	Floor: relay sanctuary carpet	50
B	Rear Door Lobby: repair flooring and check means of escape	100
C- WITHIN 2 YEARS		
C	Roof general: Inspect staircase roof, plan for re-roofing.	60,000
C	Rainwater goods: dismantle, replace defective parts, re-paint and re-fix, replace gulley grids.	11,500
C	Screens and internal doors: redecorate Vestry room doors	100
D- WITHIN 5 YEARS		
D	Heating: check sump pump works, decorate pipework	250
D	Vestry block : redecorate soffit	100
D	Clergy Vestry: repoint open joints and decorate windows	100
D	Nave: redecorate barge boards and soffits	500
D	Choir Vestry: fill and redecorate render	100

D	External Doors: clean glass, repair loose knob, redecorate	250	
D	Exterior Windows: monitor concrete windows. Too soon to embark on a round of frame repairs- see what other defects occur in the next 5-10 years. Paint exposed reinforcement with derusting paint. Strip old silicone and look to re point possibly in a lime mortar- but under architect specification and instruction. The detail needs working out.	Say 1,500	
D	Outside West side: remake the uneven paving slabs, clear planting beds and weeds.	-	
D	North side: manage planting and clear out drainage pipes	-	
D	Nave: in conjunction with roof covering remedial works, investigate the fleche inside and repair the circular panel, decorate the stair light well	Inc	in roofing

E- IMPROVEMENT/ NOTE

E	Boiler Room: consider decoration	75	
E	Rainwater goods: create a maintenance agreement with a roofing firm experienced in churches.	-	
E	Wheelchair access: carry out the designs for ramps in the future.	10 - 15,000	
E	Fire matters: carry out updated fire risk reassessment	-	
E	Asbestos: produce a register identifying the presence or not of any asbestos within the building	-	
E	Apse: replace plastic pipes with cast iron to match	Inc above	
E	Outside East Side: establish ownership and repair liability	-	
E	General: consider bin compound	750	
E	Wall Finishes: redecorate when funds allow. The original colours should be maintained	10,000	
E	Clergy Vestry, Choir vestry, Corridor, WC and sink room:: consider updating fitments and decoration	3,000	

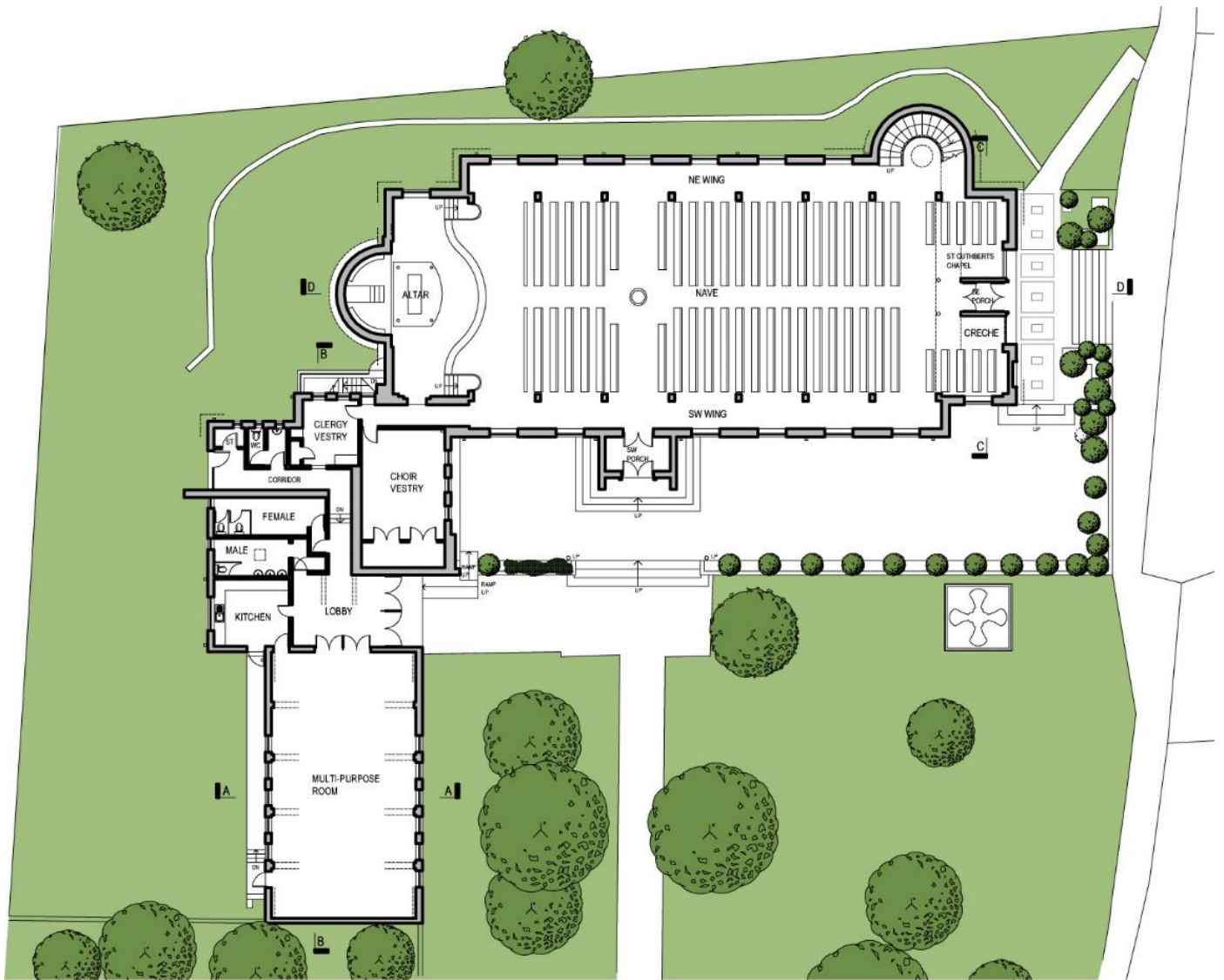
M- MAINTENANCE/ MONITOR

M	Trees: continue to keep the trees pruned back	-	
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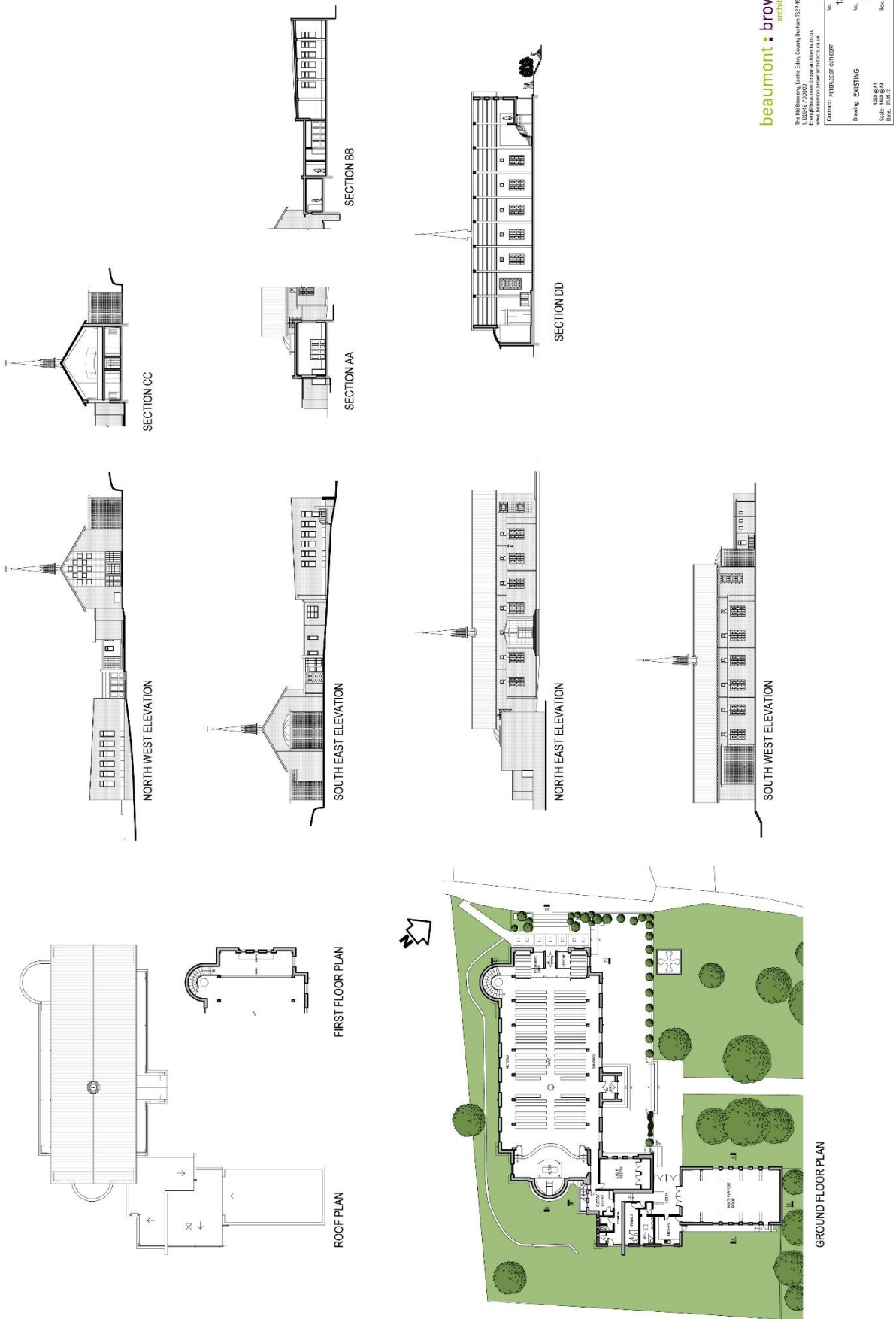
APPENDICES

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

CHURCH PLAN



GROUND FLOOR 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:

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> |

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.