



**QUINQUENNIAL INSPECTION REPORT
OF
FISHBURN, ST. CATHERINE**

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

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

**QUINQUENNIAL INSPECTION AND REPORT
SEPTEMBER 2017**

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REPORT ON THE 2017 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: Tuesday 5TH September 2017. Wet and Windy.

Date of report: November 2017

Report prepared by: *David S Beaumont* RIBA AABC

2.0 LOCATION AND SITE

Address: Front street, Fishburn, Stockton-On-Tees.

Location: The building is sited alongside the main road to the west of the village on a higher ground close to the adjoining cemetery.

National Grid Reference: unknown



3.0 CHURCH DESCRIPTION

Description:



The church is an elementary prefabricated timber building dated from 1922 and originally intended as a temporary building. It has a four bay nave with a smaller single bay chancel, a small vestry at the north side and a west porch. Cement tiles to the roof and walls are clad in cement sheeting with timber cover strips. Inside the walls and ceiling are lined with soft wood tongue and groove boarding. Suspended timber floor.



To its north west is a prefabricated timber church hall of a later date with a kitchen added to the west end made from a simple garden shed structure.



They both have mineral felt pitched roofs and are clad with cedar boarding for the hall, and soft wood boarding for the kitchen. The hall walls are lined with hardboard and the kitchen has timber boarding. They both have suspended timber floors.

To the north of the church is a small outbuilding, forming a disabled W.C. and store. It has a mono-pitched roof of profiled steel sheet and the walls are a combination of brickwork and stonework. Floors are concrete.

The church was dedicated on St. Luke's day 18th October 1922 and rededicated on St. Luke's day 18th October 1997.

Listing Description:

None

4.0 PREVIOUS INSPECTIONS

This is the author's first inspection. But has access to the inspection report dated December 1993 produced by Christopher Downs RIBA.

5.0 SCOPE OF REPORT

- 1 This report is made from a visual inspection from ground level.
- 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

CHURCH:

Structure:

The original framed photograph in the nave shows the building when first completed as having a central roof ventilator and belfry at the west end of the nave roof. Both of these have now been removed and so one assumes that there has been appropriate roof structure remedial work to account for their removal.

The trusses all appear in sound condition. They are supported by the stud walls and there is no evidence of a post supporting a truss visually, though it is probable there is a post within the thickness of the wall. The stud walls themselves sit on a brick plinth, whilst there are items that require repair there appears to be no structural defect.

The age and lack of upkeep of the structure suggest that there may well be rot within hidden places and it would be wise for the long term to investigate more fully the timbers within the stud wall for insect and rot. There has been minor outbreaks of wood boring insects in the past and they have been dealt with as and when they have occurred. Maintenance of good ventilation to the under floor and remedy of defects in rainwater goods and roof coverings would limit future chance of attack.

Roof Covering:

The cement tiles are a replacement to the diamond laid tiles of the past, as can be seen in the historic photograph and the roof covering itself appears to be intact though the joinery at the bargeboards and eaves is rotting in places and the decoration has come away. Also some timber cover moulds have come away. The missing cover mouldings will allow water into the structure. Some of the ridge tile bedding is coming away and the ridge tile to the west end has sunk where the former belfry was.

Rainwater Goods:

The gutters are leaking particularly to the north where one of the gutters is buckled perhaps as a consequence of snow load in the past? It is dripping onto the fascia and spoiling further the decoration and it might be that water at these gutter leaks could be getting into the fabric, it might be that there is a suggestion of damp on the timber truss ends, so the rainwater goods need repair here. The gutters are full of leaves and weeds and need clearing out.

Walls:

The decoration to the timber battens that cover the panel joints is negligible now and they do not fit firmly back to the panels and as a consequence, water will be getting into the gaps, particularly at the bottom level where the horizontal member has pulled forward. There has been attempts to silicone back the material but it has warped out of position. Much of the timber work requires replacement. It has been cut badly where the windows have been changed in the past.

The decoration to the panels is poor particularly on the north side and the west side of the vestry. The bellcote frame is rusting and has lost its little roof. The bell is stiff to operate.

Inside:

The church is in fair decorative order. The decorative finish to the ceiling boarding is bubbling not only at the radiant heater positions but throughout the roof and it's not clear what might

cause this other than fatigue of the finish- redecoration is suggested but would be a major undertaking as only full removal of the finish would achieve a successful redecoration.

The timber boarded walls are fair and whilst some are slightly loose, they are being pinned back as they open up. The skirting board in places has lost its decoration. The suspended timber floor boarding has lost its decoration.

The sanctuary is very similar to the nave though the raised floor is carpeted. The vestry is looking down at heel.

Window and Doors:

The windows require redecoration. They are not original. They are single sheets of Georgian wired glass obscure glass, no doubt with good intentions for security but they create a very imposing and inward looking feeling. There is little opportunity for ventilation other than the natural leakage through the fabric. The addition of the memorial window at the south east nave in pvc has further eroded the character of the building.

The doors require easing and decoration.

Services:

Heating is elementary but deemed to be satisfactory to the users of the church and the lighting considered acceptable.

Conclusion:

As a temporary building probably designed for 50 years at the most. For a 95 year old it is doing really well. It needs repairs to keep it going and there are improvements to its appearance that can be done if funds allow. The building is not yet at a critical point where it faces demolition- that might be 50 years away if it is maintained.

HALL:



Structure:

The hall is a cedar clad stud wall structure, not as substantial as the church building but structurally sufficient for the size of the building that it is, and there appears to be no defects to it. Date unknown but hazarded as 1950/60's.

The kitchen part however is out of plumb and leaning to the north, and this is a consequence of its rickety construction, because it's no more than a garden shed poorly tacked on to the hall.

Roof Covering:

Both hall and kitchen have low pitch mineral felt covered roofs that were relaid c.1990's and appear to be satisfactory apart from that there is significant branch and leaf build up on them. There is small flat covered link between the two that is not able to be inspected from the ground.

Rainwater Goods:

They are plastic in most cases though the kitchen has a cast iron downpipe at one end. They are full of leaves and weeds. The pipes discharge to the ground as they do also at the hall.

Walls:

Cedar clad for the hall and timber boarded for the kitchen. The hall requires decoration and the kitchen cladding is coming apart.

Windows and Doors:

There are a variety of windows and doors which are of their age. One window on the north side of the hall has recently been puttied, suggesting a previous break-in. They are all single glazed as is the hall. The doors require easing and redecoration.

Inside:

The decorations to the hall are fair and those to the kitchen are very poor. It is heated by temporary fittings in an ad hoc way.

Conclusion:

The hall building is fair and needs slight updating however, the kitchen is not fit for purpose.

**W.C. BLOCK:**

The monopitch metal roof has no gutter to it, however it has a good enough overhang to fall ok. Albeit it does to the adjoining slot between the wall and sea container that is by it and this is difficult to sweep out.

The walls are in fair condition though the north west corner stonework is breaking down and should be repaired. The W.C. and basin are good enough but the room itself does not meet disabled standards. The adjoining storage cupboard was full of lumbar and as a consequence the door could not be opened to inspect it fully.

Going to the loo in an outside privy is better than no loo but the facilities are basic.



Externals:

The grounds are very well maintained, comprising grass with concrete paths and some paving slabs to the war memorial and path to the hall. The path around the north side and to the disabled entrance gate has cracks and holes that need filling. There are stone walls to all three elevations apart from the west, where there is a shrub boundary with no fencing. The maintenance of this looks to be the responsibility of the adjoining owner. It will be worthwhile establishing which walls are in the PCC's ownership and so which they are responsible to maintain. The north wall has some areas of walling that are breaking down, particularly the north west corner. The east wall has open joints that need filling. The south wall is in good condition though the gate post is leaning a little albeit that it works ok. The concrete surround to the base of electric pole looks tardy and could do with being tidied up.

There are three trees in the north west corner, one of which is clearly the responsibility of the church- this is a very large Sycamore tree- its branches lean over the church hall. To the east of it and in the adjoining land there is a very large Ash tree which has branches over the hall and kitchen. Ash trees are prone to splitting and a falling limb on the structure would cause significant if not fatal damage to the structures. Finally there is a third tree on the west boundary that is sapling that has run wild and it would be good practice to remove this. Therefore all three trees require significant remedial work to them to reduce the threat to the hall building. The proximity of their roots also has the potential to cause differential ground movement to the structure and any new structures that might be there in the future.

Future Plans:

The PCC are considering what options there might be for the development of the church.

A better kitchen and inside disabled standard loo are wanted. Previous thoughts, now discounted, have been to link the nave via a permanent structure to the kitchen and hall, this is now seen as being too ambitious financially.

It maybe practicable to have the new facilities as part of the church building (not in the hall) to encourage more use of the nave for not just worship but for both church and secular community use by making it a more flexible space. And retain the hall for other purposes.

Or it might be a more limited reorder by replacing the current kitchen with another structure to provide a kitchen and disabled W.C that is allied to the Hall. And possibly linked to the church.

A costed feasibility study in to the various options should be considered to assist the way forward.

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

D Log Book:

The church has an extensive record of the work that has been done to it and these are in the keeping of a former church member.

The creation of a log book is recommended.

D Water: Service come in from the east to the kitchen where there is a stop tap it probably comes up the cemetery entrance drive at the east, then routes to the W.C. It is unmetered and it may be a lead supply. The pipe in the kitchen often freezes.

Recommendation: Establish nature of the system.

- **Foul drainage:** This is thought to go to 'The Green' and adjoining housing.

Recommendation: None.

E Surface water drainage: There is none as the downpipes all discharge straight to ground. There doesn't seem to be any detriment due to this but ensuring that the water gets into soakaways would be better for the long term health of the building. But it's managed up to now.

Recommendation: Consider improving water dispersal

- **Lightning conductor:** None.

Recommendation: None.

B Electricity: Overhead service from the east to consumer unit in the vestry and updated distribution board. Goes onwards to the hall into the kitchen where there is a submain. Last test 2011.

Recommendation: Arrange for a test this year and carry out the recommendations of the test report.

B Lighting: The hall lighting circuit was renewed in circa 2011 and the church was also rewired with new light fittings. Last test 2011.

Recommendation: Arrange for a test this year and carry out the recommendations of the test report.

- **Sound system:** There is a lectern mic but it does not work. There are two speakers of which only one works.

Recommendation: Repair system.

B PAT: – Last test circa 2011.

Recommendation: Arrange for annual test.

D Heating: The church has overhead radiant electric heaters which are deemed to be practicable. The hall has loose fan heaters.

The kitchen uses fan heaters. There is a collection of gas heaters and if these are redundant these should be removed.

Recommendation: remove redundant heaters

- **Gas meter:** None.

Recommendation: None.

- C **Bells:** Single bell within a new steel frame containing an old bell installed circa 2007. The steel frame is rusty and the clapper appears not to strike well.

Recommendation: Redecorate steel frame, provide roof to the tower and repair bell operation.



- **Clock:** None.

- E **Organ:** An upright piano was brought from Sedgfield and this is no longer maintained. A modern keyboard was provided in 2016.

Recommendation: Remove piano if redundant.

- B **Rainwater goods:** - These are inspected as and when and an annual inspection really should be put into place. They were heavily clogged up at the inspection.

Recommendation: Annual inspection should be put into place.

7.2 GENERAL

- E **Churchyard:** There are no burials and the responsibility of maintenance for the churchyard lies with the PCC.

Recommendation: The PCC should establish what walls are theirs to maintain.

- B **Trees:** There are three trees in the north west corner that are of a concern, these are identified in the report and a report of their condition should be produced and remedial action taken to reduce the threat of the limbs that overhang the hall and kitchen.

Recommendation: Obtain survey report.

- **War Memorial:** within the grounds. Added here for information. Condition is good.

Recommendation: none



E **Access for the Disabled:** The PCC haven't carried out an access audit.

Recommendation: The PCC should resolve to address the requirements of the Discrimination against Disabled Act and carry out an access audit.

E **Wheelchair access:** Wheelchair users are unable to enter the church grounds from the front gate and have to come up the cemetery drive and come in from the north east corner of the site. They are brought along the north side of the church between the hall and the church to enter via the west porch, both the hall and the porch have steps.

There is a temporary timber ramp for the church but there is no provision for the hall. From within there is level access to the altar rail.

Recommendation: Consider disabled access for the hall.

- **Fire matters:** The PCC carried out a Fire Risk Assessment in accordance with latest Regulatory Reform (Fire) Order 2006 in circa 2014.

Fire extinguishers noted:

Hall – 9lt Water.

Lobby – 3lt Water.

Kitchen – 2kg Co2.

Vestry – 2kg Co2.

All are tested annually by Chubb.

Recommendation: None.

B **H & S policy:** Updated in circa 2014. Fire Risk analysis carried out in circa 2014.

Recommendation: Update the H&S and Fire Risk analysis.

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

Recommendation: None.

E **Asbestos:** An assessment by a competent person was undertaken in circa 2014 and none was found. The PCC do not have an Asbestos Register.

Recommendation: Create and Asbestos Register that identifies the inspection and findings.

- **Bats:** None reported.

Recommendation: None.

7.3 WORK SINCE LAST INSPECTION

2011

Electrical Works comprising rewire and re-lamping in the church and hall including distribution boards.

2010

Renewal to gutters and downpipes.

2015

Repair to hall windows. War Memorial cleaned.

7.4 FABRIC INSPECTION

7.4.1 ROOF COVERINGS

CHURCH:

Church:

Red socketed clay dropping at the east end with the bedding generally sound, fibre board eternity type slates in fair condition with some moss to it, significant amount on the north side.



Vestry:

Same construction as the church, some bedding missing from the ridge tile socket joint, a lot of leaf build-up in the valley so unable to really see what is there.



Chancel:

Same construction as the church roof, some of the bedding to the ridge is loose and the sockets are slightly open. The slating appears ok.

All the roofs have timber bargeboards and timber verges, these are in poor decorative condition and some of the verge timbers are coming away. The junction of the chancel to the nave has a timber covered board and this is coming away. Mostly effected at the west end.

The barge board feet of the south west corner is broken.



West Lobby:

Same details as church but has more bedding missing at the ridge. Slating looks ok. The timber board abutting the church is rotten and coming away. The verge board is also rotting and coming away. The bargeboard is similarly rotten.



B

Church Recommendation: reset nave ridge, point up ridges where bedding missing, clear off moss, repair fascias, bargeboards and cover mouldings,

HALL:

Hall:

Mineral felt pitched roof which is covered in moss though appears there is no leaking to it, only the south side is easily inspected, there is a lot of tree debris on its surface.



Kitchen:

This is a mono-pitch roof with mineral felt which appears to be ok, though it is heavily mossy on the north elevation.



B Hall Recommendation: remove moss from roofs

7.4.2 RAINWATER GOODS

B CHURCH:

The church building has plastic rainwater gutters and downpipes, some gutters on the north side are leaking. The downpipes have been decorated over and this is coming away, they discharge to the ground, there doesn't appear to be any evidence of gulleys. Though there is one on the west face of the vestry but no downpipe associated with it.

All these downpipes do go down to the ground there appears to be no underground drainage system.





Recommendation: check records for an underground system, replace warped gutter on nave, repair gutter joints, repair downpipe joints, redecorate down pipes



B

HALL:

Half round plastic gutter choked with leaves. Decoration coming away from the gutters.

Downpipes discharge direct to the ground.

Recommendation: clear gutters and redecorate



B

KITCHEN:

These are choked with leaves and soil, they are in cast iron, the downpipe on the north side is loose. Plastic to the south side.

Recommendation: clear gutters, refix loose downpipe



7.4.3 WALLS

C **CHURCH:**

Church:

Timber stud walls with fibre board covered with timber cover beads. They are in various stages of repair, they have been cut at the windows and sealed up rather badly, and they are also shy of the bottom horizontal, which is coming away badly on the south elevation. There are various small holes to the boarding. The major problem is the coming away of the sole member at the bottom and water is just going down the back of it. It is also rotting away.

It has been patched in some places but that patching is failing now. There has been some patch repairs to the boarding in ply wood it doesn't look very good.



The vestry paintwork is particularly poor at the west elevation. The panelling on the north side is bubbling rather this is no doubt the paint.

There's a large rendered tower structure at the west end and the decoration is coming away from the render. On top is a steel structure providing a roof for the bell and the roof has blown away, the steel structure is rusting and the bell looks stuck as well.

Recommendation: the panels and boarding need repair and decoration, redecorate bell tower render, redecorate bell frame and replace its roof, ease bell



HALL AND W.C.:

C

Hall:

The walls to the hall are cedar boarding and these are in good condition, though have lost their decoration on the north and west side because of algae build-up. There is also a significant amount of cobweb to the soffit on the north side and there the bargeboard members etc. need decoration.

Sits on a brick plinth with the cement shoulder that has previously been painted black or bitumen coated to try and provide some shelter to it, the pointing has washed out significantly on it, so it needs a repoint. The church floor is ventilated by glazed air ventilating bricks.

Recommendation: sweep down the walls, remove algae, redecorate, repoint plinth



C

W.C. Block:

This is a separate brick built structure providing a W.C. and a storage area. It has a mono-pitched corrugated roof falling towards the neighbour land. There is no gutter to it.

The building itself sits partially into the neighbour land.

Brickwork is made of a couple of types with modern brickwork. Timber at the ridge of the roof is undecorated. The pointing is coming out a bit on some areas of brickwork. Part of it is covered in ivy and is unable to be inspected.

Inside the walls are plastered and painted and in fair condition, the floors are concrete.

A rather basic W.C. but serviceable with pan and wash basin. Wash basin is slightly loose on the wall. The electric don't appear to be working for the heater, perhaps the fused spur has gone.

The adjoining store space is jam packed and not possible to open the door and inspected inside.

The doors to both rooms are flush doors and in terrible decorative condition, and easily kicked in because their bottom panels have been patched over.

Recommendation: remove ivy, decorate exposed timber, repoint open joints, fix heater, clear store and inspect inside, replace doors



E KITCHEN:

Shiplap boarding and breaking apart particularly on the eastern side by side of doorway, the panels are splitting, the bottom boards are also rotting as they get close to the ground, it sits on a brick plinth though there is not much evidence of it as the soil has built-up around it. The link to the church is a small flat roof mineral felt, roof not possible to inspect. The building is at the end of its life and while it can continue to be patched up now is the time- if funds allow to plan to improve these facilities.



Recommendation: plan to improve these facilities

7.4.4 WINDOWS AND DOORS

CHURCH:

C Windows: The building has been remodelled with Georgian wired glass to all of the elevations which creates a very imposing impression inside and out. There is a domestic style brown UPVC window towards the south west end of the nave which is out of keeping with its neighbours. A possible window to the porch has been boarded in rather roughly.



Whilst the windows themselves are serviceable (though they are non-opening) they do no credit to the building and if funds allowed their replacement in clear glass would improve the aesthetics of the church and improve mission.

Doors:

Porch:

Pair of double doors slightly catching at the lock, decoration failing.



Vestry:

Flush door locked at time of inspection, door handle loose and decoration coming away.

Recommendation: ease, repair and decorate doors, consider window replacement

C HALL AND W.C'S:

Modern 20th century side hung casement windows with opening casements, one has been re-puttied recently on the north side suggesting a former break-in, and the decoration is coming away from them. They are clear glazed to the north but obscured to the south, one is cracked towards the west end and the decoration is coming away very badly on the south side.



The wall sits on a brick plinth which has some slight washout of the joints.

Recommendation: decorate windows, repair cracked glass, repoint brick plinth

E

KITCHEN:

It has a single window in clear and obscure glass the putty is missing and the decoration is poor, the cill is rotten.

Boarded door eroded at the lock case. Door handle is loose and decoration break down.

Recommendation: plan to improve these facilities



7.4.5 EXTERNALS



D

South Boundary:

Random rubble sandstone wall topped with hedge, open joints to the walling at low level. Entrance gate where there are two steps in concrete slightly broken up but they will do. Decoration coming away from the fence posts.

Internally the graveyard is higher than the outside road by about half the height of the wall. Large cast iron power pole has a rather poor cement base to it but is serviceable.

Recommendation: repoint open joints, consolidate the gate post fixing





D East Boundary:

Poor quality random stonework wall, heavily restored in cement a lot of open joints to the cemetery path side, slight cracking at the northern end.

Original cast iron gate providing access to the rear of the building and disabled access, decoration is coming away and the gate lock needs easing slightly and the handle adjusting to it better.

Recommendation: repoint open joints, redecorate and ease gate





D North Boundary:

Mostly enclosed by a neighbour land which is overgrown, so not possible to inspect the neighbour side of the wall well, though it is obvious that there are open joints. Can see the W.C. doesn't have any drainage to it just drips on the back and there's an area of stonework which looks very poor adjoining the railings. There's a large sea container looking like a very permanent installation, close to the north wall and this is covered in ivy it's unable to be inspected.



Recommendation: point up accessible open joints to rear of wall

B West Boundary:

This looks onto private land, the churchyard is higher than the adjoining drive, and there is no fencing to it just shrubs. In the north west corner is a very large Sycamore tree which rather dominates the hall building, there's also an Ash tree but that is on the adjoining land both of those are dropping small twigs. Ash is known to be a brittle tree and it may be that a limb might come down onto the hall and kitchen.



There's also a Sycamore tree beyond the larger one which is in poor condition probably just a windblown sapling but now leaning towards the neighbour land and I suspect that this could be a problem in the future.

Recommendation: carry out a tree report with the aim of cutting back or down the trees.

B General: Within the boundary walls the area is mostly laid to grass with the principal path in concrete, in good condition.

There is a secondary path to the hall in concrete paving slabs, slightly undulating and leading to a stone step up into the hall.

At the rear of the church the concrete paving is slightly slippery and there are some cracks and open parts to it by the disabled entrance gate.

There's a rough area of land on the north side at the back of the hall used for dumping garden waste. There are two loose bins outside the vestry.

Overall the setting of the building is attractive.

Recommendation: remove algae and point up cracks in paving



7.4.6 INTERIOR

B **CHURCH:**

Lobby:

Boarded ceiling, walls and floor all in fair condition. Door carpet slightly worn and the mat well is recessed slightly causing a slight trip hazard.

Decoration to double doors into the church is poor.

Recommendation: level up the mat well, decorate doors



D **Nave:**

Ceiling – T&g boarded roof with three timber trusses with steel tie rods, no water marking, and good condition. Bubbling to the varnish is not caused by the heaters, it is actually over the whole of the ceiling surface.

Walls - Walls are t&g boarded and in fair condition though on the south side, some of the boards are loose and there is penetration of water at the window cills.

Floors – Timber boarded floor, decoration has worn off now, in reasonable condition.

Recommendation: consider renewing ceiling decoration



D **Chancel:**

Ceiling – Open boarded ceiling, some paint blistering at a spot light.

Walls – Boarded fair condition, paint coming away from the skirting board, some boards are slightly loose on the north side. Curtaining covers the east end boarding causing slight mould on the surface due to lack of air circulation.



Floor – Is a raised platform in timber with carpet in good condition and loose altar rail.

Recommendation: consider renewing ceiling decoration, redecorate skirting board, fix wall boards, fix loose altar rail

D

Vestry:

Ceiling – Boarded ceiling like the chancel.

Walls – same as chancel boarding, poor decoration. Some of the wall boarding is coming away particularly by the windows.

Floor – Suspended timber floor with carpet which is fair.

Room contains a small cupboard which is ok, the large metal cupboard is rusting on the surface.



Door to nave- ok.

Door to the outside and the west elevation- bolt is slightly loose and there is a build-up of woodlice and dust at the foot of the door, the Yale lock needs adjusting slightly into the catch. The Georgian wired glass panel above it has a crack in it.



Recommendation: consider renewing decoration, fix wall boards, repair west door and glass



General:

Open back lightweight pews (not fixed to the floor within the hall so movable), small children's corner and Lady Chapel formed at the west end with a small portable font.



Large memorial window in memory of Christine Mary Birdsall rather dominates the eastern end. First World War memorial with gold lettering on black board. There is also a Second World War memorial.

D

Hall:



- Ceiling – Open trussed roof with board panels with cover strips, slight rippling to one of the boards over the doorway.
- Walls – Probably hardboard panelled walls, some of the joints are showing now.
- Floor – Suspended timber floor covered in Flotex type carpet with no obvious defects.
- Windows – The windows have been commented on externally but the decoration is poor and there is no security on the windows.

The room is full of tables, chairs and loose benches.

Entrance door sticking in the frame and the lever handle is stiff.

Door to kitchen doesn't quite latch properly and the handle is loose, hinges need oiling.

Recommendation: update decoration, ease doors

E

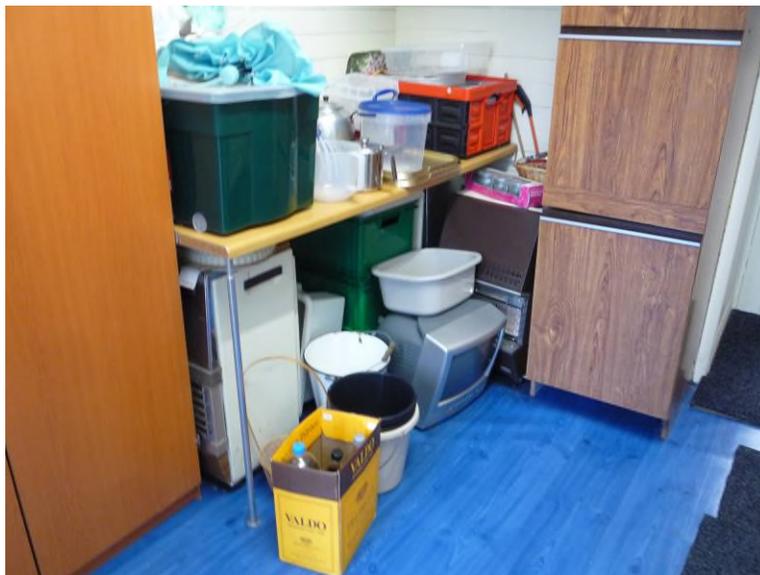
Kitchen:

Ceiling – Open boarded light weight truss construction with wide boards with open joints to them.

Walls – Are horizontal boarded timber painted with lots of open joints.

Floor – Undulating timber with vinyl covering offset at a lower level to the hall so there is a timber ramp leading down to it.

The room contains rudimentary sink and a cold water supply which often freezes, the sink is loose, out of date kitchen fittings alongside it, kitchen store cupboard for cups which is leaning into the room, and there is also three Calor gas heaters probably redundant.



Room also has various lumbar stored at high level above the doorway. Contains the water supply and the submains supply.

The space is not fit for purpose

Recommendation: consider reordering

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. The figures are ex vat and do not include for scaffolding.

- 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 and Lighting: Arrange for a test this year and carry out the recommendations of the test report.	250
B	PAT: Arrange for annual test.	100
B	Rainwater goods: Annual inspection should be put into place.	150
B	Trees: obtain survey report, with the aim of cutting back or down trees on the west and north west boundary.	250
B	H & S policy: Update the H&S and Fire Risk analysis.	-
B	Church roofing: reset nave ridge, point up ridges where bedding missing, clear off moss, repair fascias, bargeboards and cover mouldings,	2,500
B	Hall roofing: remove moss from roofs	-
B	Church rainwater goods: check records for an underground system, replace warped gutter on nave, repair gutter joints, repair downpipe joints, redecorate down pipes	750
B	Hall rainwater goods: clear gutters and redecorate	300

B	Kitchen rainwater goods: clear gutters, refix loose downpipe	100
B	Externals: remove algae and point up cracks in paving	500
B	Church: Lobby: level up the mat well, decorate doors	200

C- WITHIN 2 YEARS

C	Bells: Redecorate steel frame, provide roof to the tower and repair bell operation.	750
C	Church outside: the panels and boarding need repair and decoration, redecorate bell tower render,	4,500
C	Hall outside: sweep down the walls, remove algae, redecorate, repoint plinth	750
C	W.C. Block: remove ivy, decorate exposed timber, repoint open joints, fix heater, clear store and inspect inside, replace doors	750
C	Church Windows and Doors: ease, repair and decorate doors, (consider window replacement allow, say 6,000)	100

D- WITHIN 5 YEARS

D	Hall: consider renewing ceiling decoration, decorate windows, repair cracked glass, repoint brick plinth, ease doors	2,000
D	Nave, Chancel inside: , consider renewing decoration , redecorate skirting board, fix wall boards, fix loose altar rail	5,500
D	Vestry inside: consider renewing decoration, fix wall boards, repair west door and glass	Inc above
D	Log Book: create a log book.	-
D	Water: establish nature of the system.	-
D	Heating: remove redundant heaters	-
D	South Boundary: repoint open joints, consolidate the gate post fixing	1,000
D	East Boundary: repoint open joints, redecorate and ease gate	750
D	North Boundary: point up accessible open joints to rear of wall	500

E- IMPROVEMENT/ NOTE

- E **Surface water drainage:** Consider improving water dispersal -
- E **Organ:** Remove piano if redundant. -
- E **Churchyard:** The PCC should establish what walls are theirs to maintain. -
- E **Access for the Disabled:** The PCC should resolve to address the requirements of the Discrimination against Disabled Act and carry out an access audit. -
- E **Wheelchair access:** Consider disabled access for the hall. -
- E **Asbestos:** create an Asbestos Register that identifies the inspection and findings. -
- E **Kitchen:** plan to improve these facilities. -

APPENDICES

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

CHURCH PLAN



Diagrammatic plan provided by the PCC

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>

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 build-up 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.