

**2011 QUINQUENNIAL  
INSPECTION REPORT**

**ST. CUTHBERT'S CHURCH  
BLAYDON-ON-TYNE**

**June 2011  
1117/Dch16**

**DIOCESE OF DURHAM**  
**ST. CUTHBERT'S CHURCH**  
**STELLA: BLAYDON-ON-TYNE**  
**1117/Dch16**

Inspection of Churches Measure 1955  
Amended 1995  
ARCHITECTS REPORT NO. 11 made 2 June 2011

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

INSPECTION OF CHURCHES MEASURE 1955 (AS AMENDED 1995)

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### RECOMMENDATIONS

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

- (1) Urgent work requiring immediate attention
- (2) Work recommended to be carried out during the next 12 months
- (3) Work recommended to be carried out during the next Quinquennial Period
- (4) Work needing consideration beyond the Quinquennial period

- (5) Work required improving energy efficiency of the structures and services.
- (6) Work required to improve disabled access

**A. BACKGROUND AND GENERAL**

- A.1 St. Cuthbert's Church, built in 1845 occupies a prominent site within  
The angle formed by the main A695 road and the B6317 road out of Blaydon, approximately 1.5 miles west of Scotswood Bridge.
- A.2 Ordnance Survey Map reference NZ 184 634.

**GENERAL DESCRIPTION OF CHURCH**

- A.3 The Church is built in a mixture of shallow coursed random rubble sandstone with dressed stone to window and door

openings, quoins, stringcourses and copings and is plastered internally.

- A.4 The main structure comprises a nave and north aisle with steeply pitched slated roofs with valley gutter between and a chancel with vestries to the north, again with pitched roofs.

The rafters and boarding to the main roofs are exposed.

- A.5 A tower is situated at the west end of the nave having a belfry and a battlement and pinnacled parapet but no spire and with the main Church entrance at ground level on the south side.

- A.6 There is no graveyard in current use. A new Rectory was built in the former Rectory garden to the east of the Church and a new Meeting Room links the Church with the Rectory. The former Rectory is in separate ownership and is used as offices.

- A.7 Individual gas fired room heaters are installed on external walls around the Church.

- A.8 Pevsners Buildings of England: County Durham Volume dated 1983 refers to St. Cuthbert's as:

*ST. CUTHBERT 1844 by George Pickering (GR). Better detailed than most EE churches of this date. Paired lancets with wide splays and irregularly bonded jambs as Pugin prescribed in 1844. Steeply pitched roof with no parapets. N arcade of double-chamfered arches on round piers. Chancel 1860-2 by JE Watson, more developed Gothic. W Tower entered from the S, battlemented, with pinnacles, 1869. Restored 1882 – Chancel fittings 1900 and PULPIT 1902 by WS Hicks – STAINED GLASS. N and S aisle E windows by HM Barnett of Newcastle, c.1869)*

- A.9 The Town & County Planning Act Listed Status for the Church is issued by Gateshead Metropolitan Borough Council and is included in the Appendix of this Report.

The Church is classified as a Grade II building.

- A.10 There are a few trees on the boundary at the west end of the site and some on the north embankment adjacent to the Church. Any trees with the churchyard area are covered by the Conservation Area status and any works to them should be checked and agreed before being undertaken.

- A.11 The Church is within the Blaydon Bank Conservation Area, which places additional planning restrictions or protection on any development, conservation and maintenance. A copy of the Blaydon Bank Conservation Map is included in the Appendix.

B. **SCOPE OF REPORT**

- B.1 This Report is based on findings of an inspection made on 2 June 2011. Viewing was from ground level with the aid of binoculars and from the tower roof.
- B.2 There were no roof voids or ceillures opened up for inspection.
- B.3 Suspended floors were not inspected.
- B.4 The extent of the Churchyard is shown on the listing page in the Appendix, but the plan is out of date as the new Vicarage is not shown and the public conveniences on the northern boundary have been demolished.
- B.5 No manhole covers were lifted or drains checked.
- B.6 See Appendix 'c' of this report for a full description of the limitations of the report.

1.0 **WORKS CARRIED OUT SINCE PREVIOUS REPORT**

- 1.1 Restoration work was carried out to the tower in 2009 when stone pinnacles were stabilised and repointed, gargoyle repaired, lead flashings replaced, lightning conductors repaired and upgraded. All by Stone Technical Services of Darlington.
- 1.2 The lightning conductor was repaired in April 2010
- 1.3 Two Vulcana heaters have been replaced.
- 1.4 Anti pigeon spikes installed to tower in 2009
- 1.5 East end vestry- roof gutter outlet investigated and proposals to improve lead valley sides. See 3.3
- 1.6 Roof slates repaired and downpipe blockage cleared
- 1.7 Electric heater in tower chamber tested and PATS testing

- 1.8 New motors installed to clock
- 1.9 Bell moving parts lubricated by ringers
- 1.10 Table stones to vestry gable wall resealed and pointed.

2.0 **GENERAL CONDITION OF CHURCH**

The fabric generally is in good condition and apart from ongoing stone repair and pointing the structure is sound. The tower roof parapet and pinnacles were overhauled in 2009 and remain in good condition.

Ongoing maintenance will be required with installed heating and electrical systems. Fabric repairs to roof slating and stonework are required on a regular cycle.

**EXTERNAL INSPECTION**

3.0 **ROOF COVERINGS**

- 3.1 Roofs were reslated with underfelt and copper nails in 1978, now 33 years on slates appear to be reused from previous roofing and there are now a number of slipping slates visible on the south nave slope. This will require ongoing maintenance. 3  
The two roof ridges are blue clay saddle type but a number are now spalling and cracked and will need renewing in the next 2/3 years 3
- 3.2 Slate repairs have been undertaken in the last Quinquennium.
- 3.3 The valley gutter between Nave and Chancel on one side and the North aisle and Vestry roof on the other was stripped of felt and resealed as previously recorded and is in good condition. However, debris is collecting; particularly at the west end and could be blocking the outlet. Regular maintenance is essential 1  
There are reports of occasional water leakage at the east end outlet, which may be due to a restricted outlet and water back up. It is proposed to add deeper lead flashings to the valley to give greater water depth capacity. Details should be checked with the Architect and DAC before undertaking this work. 2
- 3.4 The west-end valley downpipe has 2 sharp bends at high level and a lot of debris at the outlet so should be checked for water flow as soon as possible.  
The gully at ground level appears to be blocked and should be cleared and checked for water flow

**RAINWATER GOODS**

- 3.5 The south Chancel roof downpipe is PVC and should be painted black to be sympathetic to the building. Pipe brackets appear to be loose and should be checked/refixed and decorated. 3  
The gutters are ogee section of aluminium castings but are uncoated and in need of decoration. 3
- 3.6 The south Nave and Chancel roof gutter requires cleaning of vegetation followed by decorative maintenance. 1
- 3.7 The north aisle roof gutters are also ogee pattern in aluminium and in need of redecoration. The gully of the downpipe should be cleared. 3
- 3.8 The Vestry roof downpipe is in PVC and should be decorated. The gutter joints appear to be leaking and should be resealed. 2
- 3.10 Generally, all gutters and downpipes should be checked annually for leakages, clearance of debris and free flowing into the drainage system. 2

#### 4.0 **DRAINAGE**

- 4.1 There are no drainage access points apparent for the rainwater system and it is assumed there is a soakaway system and is functioning satisfactorily. The basement boiler house is no longer in use but drainage or water level should be checked to see if water is building up at this level. 3
- 4.2 There are two WC's in the Vestry and these connect into a manhole on the north side of the church embankment. The manhole should be checked annually and the cover kept clean and the seal well fitted and set in grease. 2
- 4.3 No manholes were inspected or covers lifted. The north side soil drains are assumed to connect into the drains that previously served the public toilets but are now demolished. There were no reports of drainage problems. The rainwater gully at the east end adjacent to the Meeting Room appears to be functioning following previous blockage.

#### 5.0 **WALLS AND STRUCTURE**

- 5.1 The masonry is random rubble and generally well pointed and in good condition, except in some locations as at the wall bases there is marked erosion. Dressed masonry to window surrounds is generally in good condition but 2 window cills to the Chancel are delaminating and should be monitored at the next inspection. 3

- 5.2 The North Aisle West Gable wall appears to be of a softer stone especially at high level where there is deep erosion. The gable table stones at the ridge level are badly eroded and one section is missing adjacent to the apex and should be replaced. The west-window hood mouldings of the north aisle are badly eroded and will need replacing in due course. A close inspection should be made where the joints could be open and vulnerable and an estimate given for replacement. The North Aisle East gable masonry is also of soft stone and should be monitored. 3
- 5.3 Two area of stone renewal were undertaken in 1999: The South face of the Tower and the East Chancel window and gable, which are matched satisfactorily and are now well weathered into the existing stone. Tower sting courses are eroding in places and will need attention in due course. 4
- 5.4 The stone crosses on gable walls should be checked by a mason when high-level access is next available. 3
- 5.5 Masonry to the Tower interior walls should continue to be monitored as rising damp was evident at the 1999 inspection and still has indications of damp. 3  
The entrance door carved columns are eroding at ground level and will need restoration when funds allow.
- 5.6 The chancel roof flashings at the nave gable abutment are disrupted and appear to be loosely chased into the wall and requires early attention to prevent leakage. The sloping stone panel above this abutment is in need of repointing and should be undertaken with the flashing work all as one operation. 2
- 5.7 The rear west wall was badly disrupted with damp in 1999 due to an overflowing downpipe. Following repairs, this was allowed to dry out and the decorated wall is now in good condition.
- 5.8 Stone erosion to the top southeast buttress of the chancel and the kneeling stone over are indications of soft stone, which should be replaced when funds allow. 4
- 5.9 A fire was started at the NW buttress corner of the north aisle and has caused soot staining. This should be brushed down and if unsuccessful, a mason employed at his next visit. 3

### **EXTERIOR DOORS**

- 6.1 There are three exterior doors all of which are now in use. The Tower Entrance; the Vestry East Entrance and Meeting Room Entrance doors; all in good order.

- 6.2 The tower door comprises a pair of arched headed heavy framed doors with boarded exterior in good decorative order. The ironmongery and security is good. This door is secured internally with a bar and bolts.
- 6.3 The Meeting Room doors are modern; timber double-glazed and remain in good condition.
- 6.3 The single arch headed door into the Vestry on the east Gable has a heavy boarded finish and is weather-stripped at the cill and is now back in use. There is a 5-lever lock. There is a key in a box on the inside for emergency escape purposes.
- 6.4 Continue to lubricate hinges and moving parts.

## 7.0 EXTERIOR WINDOWS

7.1 South and North Elevations: Windows secondary glazed in Georgian wired glass with putty sealed edges. This glazing creates non-ventilated sealed space, which will overheat to the south and cause stress to inner leaded glazing. Long-term objective is to replace with secondary polycarbonate glazing with ventilation. A number of the glass outer panes are cracked or shattered and should be replaced with polycarbonate when funds allow.

3

7.2 East Elevation: This window was restored in 1999 by D. France and has some repaired tracery and cill with a new hood moulding. All in good condition. The window glazing is protected with polycarbonate sheeting which is in good condition.

7.3 The West Gable North Aisle windows were the target of a break-in in 1997 following which additional vertical metal bars were added to prevent entry. The window has subsequently been vandalised when the lower Georgian wired glass panels were broken and now water and debris is collecting between the leaded glazing and outer protective glass. This requires repair to prevent damage to the leaded lights

3

The protective glass is fixed into the window reveals and behind the outer metal bars making replacement difficult. It is recommended that the metal bars are refixed with removeable brackets and the Georgian wired glass replaced with polycarbonate sheeting.

3

## 8.0 TOWER

- 8.1 Access to the tower is a stone spiral stair at the NW corner of the tower entrance lobby. The lighting to the stairs should be checked by an electrician. 2
- 8.2 The ringing chamber: There are three exterior windows in pairs comprising Georgian wired glass. Four panes are cracked but there is no sign of water leakage so no action is required at present. There are six bells reported to be in good working order. The bell sizes, weight and note are recorded in the Ringing Chamber and were rehung by Gillet and Johnson of Croydon in 1928.  
The bells are maintained by the Ringing Team.  
The floors is carpetted and walls decorated. Heating is by an electric heater and lighting by fluorescent fittings, which appear to be satisfactory. The heater should be tested regularly.  
The lower ladder requires a safety rail. 3  
A small section of fallen plaster at the SW corner still requires attention.
- 8.3 Clock Chamber: Clock faces accessible at this level. The clock faces require cleaning. The timber boarded floor and ceiling is stained but was not wet on the day of inspection. Further monitoring required to check condition. The clock is powered by motors in suspended boxes but the box covers were removed. The walls are fair faced stone at this level and vertical cracks over the north and south clock sides were noted (probably of long standing) but these should be filled with a soft lime or plaster to monitor movement and record the dates. 3
- 8.4 Belfry: Cast iron bell frame is painted red and in satisfactory condition. Bell moving parts to be checked and lubricated annually. 2  
Noted stop bar to one bell is loose and may need attention.  
Louvred openings appear to be satisfactory with nylon mesh to interior faces satisfactory. Whilst scaffolding was in place in 1990, the south facing louvres were painted and clock face edge filled to prevent rain penetration. The paint finish to louvres is now showing signs of flaking.
- Timber access ladder satisfactory.
  - Access walkway and handrails/balustrading required. 4
  - Masonry walls appear satisfactory
- There is a PVC downpipe at this level from the roof and this connects to an existing cast iron pipe and appears satisfactory.
- 8.5 Tower Roof: The tower roof is lead covered in nine panels with rolls and a stepped deck formation. The access hatch is located centrally. There is a gutter to one side leading to a single outlet on the north side. There are four corner stone pinnacles with four smaller intermediate pinnacles, each having a metal stay, in the centre of each side of the parapet walls. All metalwork was

- derusted and painted with the 2009 Restoration Work. Pinnacle metal stays require redecorating
- The lead coverings are well-weathered and showing signs of wear but are still watertight. Some lead flashings have been replaced
  - Some clearing of debris is required on the lead roofing
  - Pointing to the parapet stones and pinnacles was replaced in 2009 and is now in good condition
  - There is an airbrick at the top of the former flue at roof level, which is loose and requires rebedding. It is important to keep the old flue ventilated
- 8.6 The tower lightning conductor was upgraded and earthed to all metalwork on the tower in 2009 and Earthing Certificate issued. These to be retested in 2014

3

## **INTERNAL INSPECTION**

### **9.0 ROOF STRUCTURE: CEILINGS ETC.**

- 9.1 The nave roof comprises nine arch braced trusses supporting exposed rafters on three purlins per roof pitch. The over boarding is diagonally lined and all timbers are dark stained. Viewing was from ground level only but the line and level of the roof appeared to be true with no reports of water stainage or leakage.
- 9.2 The north aisle roof is similarly covered in arch braced trusses but to a shorter span and with just two purlins per roof pitch. No reports of leakage and the roof appeared to be satisfactory seen from ground level.
- 9.3 The chancel has four arch braced trusses with open rafters and purlins, which appear in satisfactory condition. The diagonal boarding is painted blue.

### **10.0 INTERNAL DOORS AND PANELLING**

- 10.1 Entrance Lobby at Tower base: Pair of heavy arched framed doors with grained decorative finish good order.
- 10.2 The nave entrance doors have been replaced with fully glazed doors one and a half leaves: the wider leaf being suitable for wheelchair use. Manifestations have been added to the glass to comply with safety regulations.

### **11.0 INTERIOR WINDOWS**

- 11.1 Nave: The west end contains windows at high level now part of the bell tower but installed prior to the tower erection. Windows are internal and in satisfactory condition. South side windows have stained glass dated 1900 to 1906 and in satisfactory condition.
- 11.2 North Aisle: at least one window distorted by deteriorated leadwork and in need of releading when funds allow. 3
- 11.3 Externally there are metal grilles to the north aisle east end windows, which require decoration. When funds allow these could be shaped to the window head or replaced with polycarbonate. 4
- 12.0 GROUND FLOOR STRUCTURE
- 12.1 North Aisle: Pews on suspended timber floors. The previous inspection recorded a woodworm attack to one area. Treatment not recorded
- 12.2 Nave: Pews on suspended timber floors as north aisle but boards not lifted or inspected. Some pewed floor areas noted to be over boarded with plywood and stained, presumably to cover uneven flooring.
- 12.3 Aisles are carpeted on solid floor construction and could not be lifted for inspection under. Concern expressed about damp or white fungus at edges of carpet. A spot inspection indicated that the carpet underlay was of felt make up and should allow breathing of the sub floor. Close inspection of the fungus indicated these were fine cobwebs as small spiders were noted. Continue to monitor. 3
- 13.0 INTERNAL FINISHES
- 13.1 Walls plastered and decorated, generally in good condition except where damp has caused disruption to the Tower Lobby wall.  
The areas of new work at the west end of the North Aisle and the Vestries have been redecorated and are in good condition.
- 13.2 New green carpet to aisles, red carpet to Chancel, blue carpet in Lady Chapel, new carpet in Vestry. The carpet to the rear of the north aisle was noted to be ruckled and could be a trip hazard. Attention required. 2
- 13.3 The vestry carpet is stained from roof leakage and should be referred to insurers who have carpet-cleaning specialists.

#### 14.0 **FITTINGS, FIXTURES AND FURNITURE**

- 14.1 Organ: Original pipe organ damaged and was removed and electronic organ installed in 1978. Present organ is a Viscount Digital Sampling installed in 1989 with speakers mounted at high level in Nave and is understood to be functioning satisfactorily. Serviced by G. Harrison in 1996. Continue to maintain.
- Altar: Oak table with decoration in good condition, Oak altar rails decoratively carved with gates in good condition.
  - Choir Pews: Oak carved, satisfactory
  - Pews: Stained softwood with shaped gables generally sound except pew to memorial area/north aisle gable is loose and needs refixing. Pew support repairs in progress on day of inspection.
  - Pulpit: Octagonal on pedestal, oak stained with decorative carving -  
In good condition.
  - Lectern: Brass eagle style, satisfactory.
  - Font: Marble in good order. Baptism area re-ordered, pews removed and space opened up, wall panelling behind Font removed and walls redecorated.

2

#### 15.0 **TOILETS AND VESTRY**

- 15.1 Vestry re-ordered as described in 1.3 giving an improved layout for Vestry, Kitchen, Toilets and Storage with new ceiling and floor finishes. Direct access to Meeting Room and external door. All in excellent condition.
- 15.2 The toilets provide a large disabled wheelchair facility with handrails
- 15.3 The kitchen is well equipped with new stainless steel sink, worktop, base and wall cupboards. There is a vinyl floor in the Kitchen Area.  
All in excellent condition.
- 15.4 The NW west end servery contains cupboards, sink with hot and cold water, and fridge. This was reported to be working well and popular with users.

and separate V

## 16.0 **HEATING INSTALLATION**

16.1 The new gas heaters were installed in 1994 following disconnection of tubular electric pew heaters and an oil fired boiler and pipe system before that. There were 7 Temcana EPF20C gas heaters installed in the Church, one Kestrel 250 and single Temcana 8C gas heaters installed in both Vestry and Meeting Room. Following replacement of two heaters, these were reported to be working satisfactorily. The gas meter is located in a cupboard in the tower entrance lobby. Gas heaters have balance flues discharging through external walls with external metal cages for protection. All in good condition. Flues are all intact. Heaters should be checked annually by a Corgi Engineer.

2

## 17.0 **ELECTRICAL INSTALLATION**

17.1 The incoming electric supply is underground and terminates in the tower entrance cupboard. Distribution panels and switches are located at the rear of the Nave. The electric controls have been relocated with the removal of the former entrance lobby and doors. New electrical work has been installed by approved Contractor.

17.2 The kitchen servery at the rear of the North Aisle contains power points and an electric Contour 7000 water heater for the sink. In addition, a worktop 3kw Cygnet water heater for hot drinks is in use.

17.3 Lighting in the Nave is by metal halide and sodium fittings at high level, which appear to give a good level of illumination.

17.4 There is a loop and sound reinforcing system now located in the Vestry Office installed by Blaydon Communications and this is reported to be working satisfactorily but was not tested.

### **TESTING**

17.5 All loose electrical equipment should be PATS tested periodically for safety: Include - room heater (at organ) hot water heater (at kitchen servery) kettles etc. Test now due. Carry out a full Electrical Test to the power and lighting installations every 5 years: See Appendix 'g'.

1

2

17.6 The tower NW conductor has been replaced following vandalism theft. Because of the valuable location, the down tape has been channel covered and chased into the wall.

## 18.0 **FIRE PRECAUTIONS**

There are five extinguishers installed in the Church and Meeting Room. The last service dates are recorded on the equipment and should be tested annually

2

## 19.0 **DISABLED ACCESS**

19.1 The entrance path to the main doors was replaced and ramped to overcome steps at the entrance doors in 1997, thus improving access for disabled users. Internally access within the Church is satisfactory except for single steps into the Chancel.

19.2 There is a disabled toilet to current standards in the Vestry area and this is accessible within the Church via a ramp and from the Meeting Room at the east end.

19.3 Access within the Church is suitable for wheelchair users and space is made available at the front of the Nave for wheelchairs. Consideration should be given to providing 'inclusive' seating for wheelchairs within the pewed areas.

6

19.4 Consideration may be given to having an access audit under The DDA Act though it appears most aspects of "access" have already been met.

6

It is understood the step restriction at Chancel arch is overcome by administering Holy Communion at the front of the Nave.

## 20.0 **SECURITY**

20.1 The main entrance doors are locked and barred internally and are well secured. Daily access is via the Meeting Room where a 5 level security lock is used and the inner door is also locked and satisfactory.

20.2 Windows appear to be secure with secondary glazing or glazing Bars. The west gable windows of the North Aisle have been secured and no further action is need apart from glazing repair.

## 21.0 **BATS**

21.1 There were no reports of bats roosting in the belfry or other areas.

## **CURTILAGE**

### **22.0 CHURCHYARD AND ENVIRONS**

- 22.1 The stone boundary wall to Shibdon Road is low and in satisfactory condition. There is flag paving and flowerbeds to the south side of the Church, all in good condition.
- 22.2 The boundary wall at the west end of the churchyard requires repointing as do the entrance pillars which have deep eroded joints which need early attention to prevent instability. 4
- 23.3 The trees at the west end of the Churchyard require some pruning at low level and some elder and lilac trees adjacent to the north side of the Church should be removed and grubbed up. Trees to the north embankment require cutting back from the Church wall and high gutters. This was reported to be in hand 3
- 23.4 The basement boiler house access stair is located at the west end of the tower and this has been closed for use by a sturdy metal frame and infill mesh. An inspection should be made in the next Quinquennium for structural condition. Ventilation to the stair well is recommended. 3
- 23.5 A new church notice board has been installed on the south side of the churchyard and is in excellent condition and well placed.

### **24.0 LOG BOOK**

- 24.1 Details of repairs and maintenance were given verbally and it is understood records are up to date. Continue to record details in logbook 2

### **25.0 PREVIOUS QUINQUENNIAL INSPECTIONS**

There is reference to inspections in 1959, 1964 and 1969 but no details available.

1976	Ian Curry, Architect
1980	AO Lee Dip Arch RIBA
1984	AO Lee Dip Arch RIBA
1989	AO Lee Dip Arch RIBA
Feb 1994	JB Kendall Dipl Arch RIBA
Oct 1999	JB Kendall Dipl Arch RIBA
May 2006	JB Kendall Dipl Arch RIBA AABC

## **RECOMMENDATIONS**

**URGENT WORKS REQUIRING IMMEDIATE ATTENTION: Category**

**1**

	<b><u>Item</u></b>	<b><u>Budget Cost</u></b> <b><u>£</u></b>
- Clear valley gutter debris and downpipe/ gulley at west end of nave/aisle	3.3	DIY
- Carryout PATS testing of all portable electric appliances and add Certificate to Logbook	17.5	40.00

**WORK RECOMMENDED TO BE CARRIED OUT DURING NEXT 12 MONTHS:**

**Category 2**

	<b><u>Item</u></b>	<b><u>Budget Cost</u></b> <b><u>£</u></b>
- Submit details of Vestry valley gutter upgrade for DAC/ Faculty <b><u>before</u></b> instructing work	3.3	Quote Req.
- Clear all gutters of vegetation and test for flow and discharge	3.7	DIY
- Check vestry gutter for leaks and repair	3.9	100.00
- Check manhole and soil drainage and maintain cover	4.2	DIY
- Repoint masonry over chancel roof abutment with nave and replace lead flashings	5.6	1500.00
- Electrician to check lighting & power to fixed installations	8.1/17.5	200.00
- Refit ruckled carpet at west end of north aisle	13.2	50.00
- Continue to maintain organ	14.1	Quote
- Test fire extinguishers annually	18.0	50.00
- Continue to record all works and maintenance in Log book	24.1	DIY

**WORK RECOMMENDED TO BE CARRIED OUT DURING NEXT 5 YEARS/QUINQUENNIUM: Category (3)**

<b><u>Item</u></b>	<b><u>Budget Cost</u></b> <b><u>£</u></b>
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- Replace damaged and broken roof ridge tiles and replace with matching size and colour	3.1	2000.00
- Repair loose/slipped roofing slates	3.1	200.00
- Decorate rainwater gutters and downpipes including repairs to pipe brackets	3.6/3.8	3000.00
- Check structural condition of basement former boiler house and allow for ventilation	4.0	150.00
- Monitor delaminating window cills and seek professional advice on repairs	5.1	Fee
- Restore table stone at west gable of north aisle and replace eroded window hood moulds including repointing works	5.2	10000.00
- Mason to check and photograph stone crosses on gable walls and report to Architect	5.4	-
- Mason to quote for stone replacement of entrance column bases	5.5	-
- Clean stonework where fire started at nw corner	5.9	DIY
- Replace broken secondary wired glazing when funds allow. Work to be phased	7.1	Quotes
- Replace broken secondary glazing and modify metal grilles to be removable	7.3	Quotes
- Add safety rail to tower access over bells	8.2	Quotes
- Check/monitor floor boarding in tower for signs of occasional leakage, and report to Architect	8.3	DIY
- Repoint cracks in tower inner walls and monitor	8.3	DIY
- Rebed airbrick for former flue at tower roof level	8.5	DIY
- Check condition of leadwork to windows and allow for releading/restoration on a phased programme or when funds available	11.2	Quotes
- Monitor condition of carpets for insect/ spider infestation	12.3	DIY
- Maintain trees in churchyard. These are understood to be a Local Authority responsibility	23.3	LA
- Check structural condition of basement boiler house	23.4	DIY

**WORK TO BE CONSIDERED BEYOND 5 YEARS: Category 4**

	<b><u>Item</u></b>	<b><u>Budget Cost</u></b> <b>£</b>
- Tower string courses are eroding in locations and will need repair/restoration in the long term	5.3	Quotes
- Repair/restore top of SE buttress to chancel and kneeler stones when funds are available	5.8	Quotes

- Provide access walkway and handrail in Belfry for maintenance on tower roof	8.4	Quotes
- Refit metal window grilles to north elevation to fit window arch slope, or replace with shaped polycarbonate glazing	11.3	Quotes
- Repoint and restore stone entrance pillars with lime mortar/galleting where required	23.2	500.00

**WORK RECOMMENDED TO IMPROVE ENERGY EFFICIENCY: Category 5**

**NONE**

**WORK REQUIRED TO IMPROVE DISABLED ACCESS: Category 6**

	<b><u>Item</u></b>	<b><u>Budget Cost</u></b> <b>£</b>
- Consider provision of 'inclusive' seating for wheelchair users within pewed areas	19.3	Quotes
- Consider and 'Access Audit' under the DDA Act	19.4	Quotes

**NOTE**

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

**A P P E N D I X**

a **GENERAL**

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

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

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

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

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

b. PRIORITIES

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

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

c. SCOPE OF REPORT

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

It is emphasised that the inspection has been purely visual and that no enclosed spaces or inaccessible parts, such as boarded floors, roof spaces, or hidden timbers at wall heads have been opened up for inspection. Any part that may require further investigation is referred to in the appropriate section of this Report.

d. CLEANING OF GUTTERS etc

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

e. POINTING AND MASONRY

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

f. HEATING INSTALLATION

Subject to any comments to the contrary in Section 21.0 of this Report, the remarks in this Report are based only upon a superficial examination of the general condition of the heating installation, particularly in relation to fire hazards and sightliness. The installation and maintenance of any oil fired equipment should be in accordance with current editions of the British Standards Code of Practice CD 3002 and British Standards BS799.

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

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

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

g. ELECTRICAL INSTALLATION

Any electrical installation should be tested every quinquennium and immediately if not done within the last five years (except as may be otherwise recommended in this Report) by a competent electrical engineer or by the Supply Authority and an insulation resistance and earth continuity test should be obtained on all circuits. The engineer's test report should be kept with the Church Log Book.

Where no recent report or certificate of inspection from a competent electrical engineer (one who is on the Roll of Approved Contractors issued

by the National Inspection Council for Electrical Installation Contracting) is available, the comments in this Report are based upon a visual inspection made without instruments of the main switchboard and of sections of wiring selected at random. Electrical installation for lighting and heating, and other electrical circuits, should be installed and maintained in accordance with the current editions of the Institution of Electrical Engineers Rules and the more specific recommendations of the Council for the Care of Churches, contained in the publication "The Lighting of Churches".

h. LIGHTNING CONDUCTORS

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

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

j. MAINTENANCE BETWEEN INSPECTIONS

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

k. FIRE INSURANCE

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

At least one fire extinguisher should be kept in an easily accessible position in the Church, together with an additional extinguisher of the foam or CO<sub>2</sub> type where heating apparatus is oil fired.

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