

DIOCESE OF DURHAM

ST BARTHOLOMEW'S CHURCH

Croxdale
0926/Dch27

Inspection of Churches Measure 1955
(as amended 1995)

Architects Report No. 9 made October 2009

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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 is entered in the right hand side page margin to indicate the priority: 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 structures and services.
- 6 Work required to improve disabled access.

A. BACKGROUND AND GENERAL

- A.1 The Church is built on a hilltop at the north end of Croxdale Village in the fork between the main A167 road to Newcastle and Sunderland Bridge Village.
- A.2 Ordnance Survey Map Reference NZ 267 377.

GENERAL DESCRIPTION OF CHURCH

- A.3 The earlier part of the Church, built in Norman style in 1846, consists of a tower, housing a porch at ground level, a Lady Chapel (formerly the nave of the original Church) and a vestry (formerly the original chancel of the old Church).

The present nave and chancel, built in 1877/8 in Gothic style are later additions on the north side, the two parts being divided by a wooden arcade.

- A.4 Walls of stone, approximately 750mm thick, plastered internally, with oak panelling in the chancel.
- A.5 The floors are of solid concrete in the main areas and walkways but of softwood boarding on joists in the pews and choir stalls.
- A.6 The boiler room was originally situated under the floor of the old Church at the west end (access by floor gratings and an iron ladder) but the boiler was later moved to ground floor level in the same area now enclosed in a kitchenette.
- A.7 The roofs of the old and new Churches are pitched and are of open timber construction internally, except the chancel which is boarded in barrel vault form, and all are covered with slates except the tower which has a flat roof covered with lead.
- A.8 Pevsners 'Buildings of England' County Durham Volume 1983: *"ST BARTHOLOMEW, Croxdale. 1843-6 by George Pickering, enlarged 1876-8 by CH Fowler. Dec, except for the Norman w tower. Nave and very wide s aisle. - Elaborate wooden FONT COVER, C19. - STAINED GLASS by Clayton & Bell (RH)"*.
- A.9 The Town and Country Planning Act Listed Status for the Church is issued by Durham City Council and is included in the Appendix. The Church is classified as a Grade II Building.
- A.10 The churchyard is open.
- A.11 The Church is included in the Conservation Area of Sunderland Bridge.

A.12 There are no Tree Preservation Orders for the site, but Durham City Council should be advised of any work to trees in the Conservation Area which does require Local Authority Consent. Arboricultural advice is offered free by Durham County Council. A tree inspection was made in October 1994 and a copy of the report is included in the Appendix.

B SCOPE OF REPORT

- B.1 This Report is based on findings of an inspection made on Wednesday 2nd September 2009 when assistance with access was given by the churchwardens. The weather was mild and dry. Viewing was from ground level with the aid of binoculars. Access was made into the tower and onto the tower roof and valley roof gutter. No internal high level inspection was made of internal roof timbers.
- B.2 There were no roof voids or ceilings which required opening up.
- B.3 There was no suspended floor which could be inspected. The under floor chamber under the kitchen was not inspected as access was reported to be difficult.
- B.4 There are three manholes, one was lifted and drains inspected.
- B.5 See Appendix 'c' of this Report for a full description of the limitations of the inspection.

1.0 GENERAL CONDITION OF CHURCH

1.1 The Church remains in good structural condition. Lady Chapel South wall masonry was restored in 2002 and is now weathering well. The roofs continue to need occasional slate repairs and replacement, but water tables need repointing and flashings need reforming. The centre leaded valley is showing signs of distress and will need continuing attention. The Tower has been repaired in recent years but the bells now need urgent repair. The Tower lead roof requires permanent repair. South side window glazing is distorted from age and sun exposure and has suffered from vandalism breakages so needs attention and protection. A rainwater down pipe is still cracked and continues to leak onto the North wall. The interior is well maintained and polished and benefits from a new kitchen and heating boiler. The churchyard continues to be well tended but will need attention to trees in the future.

1. The lightning conductor was tested by Messrs Haswell
2. Roof tiles have been repaired and ridge tiles repointed
3. Leadwork on the Tower roof has been temporarily repaired
4. No electrical tests undertaken in last 5 years
5. Organ not maintained in years
6. Churchyard grass maintained by Durham County Council
7. New lead flashings installed to Chancel roof table stones and Nave abutment
8. Boiler is maintained

EXTERNAL INSPECTION

2.0 ROOF COVERINGS

- 2.1 The roofs are covered with welsh slates to even courses at approximately 40° pitch and are generally in good condition with some slate repairs wired and tagged and some regrettably nailed through their face. The latter repairs should be removed and replaced with property wired or clipped repairs. 2
- As reported previously some repairs have been carried out with artificial slates. These should be replaced with proper slates. 2
- Repointing of ridge tiles to the West end of the Nave is required. 2
- The Nave roof verge at the chancel arch position requires repointing. 2
- The lead flashings to the Vestry roof are in need of attention. The abutment flashings need shortening and reforming in the stone walls above the roofline and the cut-in flashing to the table stones have an open joint which needs pointing. The table stone beds and horizontal joints need close inspection for water tightness. 2
- The lead flashings at the kneeler stones of the Lady Chapel seen in the valley roof should be checked for water tightness 2
- The stone cross on the apex of the Vestry roof is cracked at its base and needs repairing with a stainless steel dowel. There is an iron cross at the Nave East end apex which is heavily rusted and the ridge base is cracked and requires repair 2
- 2.2 There is a full length valley gutter between the Nave and the Lady Chapel roof. The centre valley section comprises 6 bays with steps. The centre highest bay has a number of lead repairs indicating the lead is time expired and consideration should be given to its renewal. Other bays are showing recent fractures which need repair in the short term if full renewal cannot be afforded in the Quinquennium 3

- 2.3 The lead valley gutter at the east end between the Chancel and Vestry roof is formed in 2 long bays with centre rolls, and has an outfall at the east gable end to a hopper and downpipe. The lower lead bay has been repaired and the upper lead bay has a split indicating the bay lengths are oversized and thermal movement is causing distress and fractures. It is recommended that this gutter be replaced with new lead in 3 bays to reduce the bay length and prevent distress to the lead. 4
- 2.4 These valley gutters tend to collect leaf debris regularly from the surrounding trees and needs regular maintenance 2
- 2.5 Peripheral gutters to north and south roofs are in cast iron with downpipes. These all require redecoration and the gutters should be checked carefully at close quarters as a previous report indicated that the gutter backs were rusted and in need of replacement in due course. 2
The downpipe on North elevation at high level is leaking and has a marked stain of long standing and should be repaired without delay 1
- 2.6 A downpipe shoe is to be reset at lower level to ensure proper discharge of rainwater without spillage. All rainwater goods require re-decoration
- 2.7 The flooding incident from the open door in the Tower reported in 2004 Inspection has not left any permanent damage

3.0 GROUND DRAINAGE

- 3.1 Because of the proximity of trees, leaf blockage in gutters, downpipes and drains is an ongoing problem and should be checked annually. See Appendix Item 'd' 2
- 3.2 2 manholes at the west side of the church were checked with water and found to be working satisfactorily.

4.0 WALLS AND MASONRY

- 4.1 Lead flashings were inspected from ladders on the South side of the Vestry roof. Flashings were found to be inadequately chased and pointed into the Nave wall and should be remade under Architects Specification and direction. 2

- 4.2 Lead flashings to the East gable parapet wall tables have been cut into the top table face without pointing and this requires early attention and direction from the Architect. Table stone horizontal joints should be examined at close quarters when access is available.
- 4.3 West Gable – Repointing of masonry in a cement rich mortar below the west window will cause long term damage and should be removed and repointed in lime mortar to the Architect's specification. 3
- 4.4 Dead ivy on the north chancel wall and east gable wall should be removed and the wall brushed down. 3

5.0 EXTERIOR DOORS

There are two exterior doors, both on the south side: the main entrance is at the west end under the tower, the vestry entrance is at the east end.

- 5.1 The tower entrance door is in sound condition and as mentioned previously would benefit from a draught strip at the threshold. Door restoration will be needed in the next 2 – 5 years 3
- 5.2 The Vestry door is oak and in sound condition. A 5 lever security lock is recommended to conform to insurance standards.

6.0 TOWER

- 6.1 The tower staircase rises at the north east corner and projects from the wall line at lower level and forms a sloping buttress roof at nave roof level. The stair head has some minor longstanding cracks which appear to be as previously inspected. Pointing up in fine lime mortar would act as monitor of any future movement. 2
- 6.2 The tower timber floor has been renewed in recent years and is now in good condition. Leaves collect here from the belfry openings even though protected by new wire mesh. These require clearing regularly. Exposed steelwork and metal bell fixings have been painted but will require final coat decoration following bell repairs 2
- 6.3 Access to the tower roof is by timber ladders and these appear to be sound, but would benefit from a safety handrail. 3

- 6.4 Tower Roof: the roof is covered in 3 lead bays with rolls. There have been some temporary 'Flashband' repairs to the end of lead rolls but these will not last and should be properly repaired. The timber deck under the lead repairs should be checked for rot following leakage noted at previous inspection
The former boiler flue terminal has now been closed up and cemented over. A cement crack should be repointed 2
A new coronal lightning conductor has been installed and this should be tested every 5 years and a Certificate obtained and kept in the log book
- 6.5 The tower east and west walls above the Nave roof are showing early signs of surface erosion as noted previously and will need attention in due course. Initially some repointing is recommended 4
- 6.6 The tower window to the lower chamber has some damage and the lower panel is boarded over, which is offering protection. When funds allow this should be repaired. 3
- 6.7 The west bell mountings were noted to be dislodged leaving the bell in a dangerous condition. Immediate advice was give to stop ringing the bell and the pull rope was tied up. A warning notice should be displayed. As previously recommended by a bell engineer, the two bells should be rehung from more substantial supports 1

INTERNAL INSPECTION

7.0 ROOF STRUCTURE

- 7.1 The Nave, Chancel and Lady Chapel roofs are all of substantial open truss construction, with purlins, rafters and boards exposed and timbers dark stained. There is no apparent distress or distortion of the roof timbers. The valley gutter construction was previously reported as having faint white residue/spillage assumed to be from previous leakage or condensation. There were defects noted in the valley gutter area and repair is recommended. See roof report ref. 3.3.

8.0 WALL FINISHES

- 8.1 All walls are plastered internally and decorated, generally in good condition. Reference has been made in previous reports of rising damp and water ingress over the Lady Chapel arch which requires further investigation. 2
- 8.2 Decorations are satisfactory except where attention is required to plasterwork, and then redecoration is necessary. 2
- 8.3 Some minor hairline cracks were noted below nave west and north facing windows. These should be monitored by filling and touching up decorations. 2

9.0 GROUND FLOOR FINISHES

- 9.1 Timber suspended floor under pews appeared to be in good condition, level, sound and even.
- 9.2 Aisles have solid construction overlaid with carpet and again appear to be sound, level and dry.
- 9.3 The Chancel floor has decorative tiling and marble flooring and is in good condition.
- 9.4 The Entrance Lobby floor is concrete and the mat well was cleared of debris during the inspection. It was noted that the mat is set low in the mat-well causing a trip hazard and should be corrected by adding a boarded base with a new mat to level up the floor finish 2

10.0 WINDOWS

- 10.1 The three south facing Lady Chapel windows are glazed in leaded lights with floral pattern. The 2 no. damaged quarries previously reported are still outstanding and the distorted aging leadwork remains vulnerable and in need of releading. Protection should also be added to these windows when funds allow. 3
- 10.2 There are two south facing arch windows to the Vestry which were noted as in need of repair in the 1999 & 2004 report. 15 No. quarries were noted to have been broken and in need of repair. This is again a matter of urgency and an insurance claim should be investigated. As these windows appear to be more vulnerable, window protection is strongly recommended. 1
- 10.3 The three windows to the north elevation are in sound condition and being at greater height are less vulnerable.
- 10.4 The west gable window has four panels and is in satisfactory condition and should be less accessible to damage.
- 10.5 A detailed photographic record of all stained and figured windows should be made in the event of any further damage. 3
- 10.6 Windows should be washed with distilled water annually. Great care needed with windows that are distorted. 2

11.0 FITTINGS, FIXTURES AND FURNITURE

- 11.1 Lady Chapel contained 10 rows of stained softwood pews in satisfactory condition except for pew frontals which are loose and care should be taken in use. Nave pews are in sound condition.
Choir pews are oak and satisfactory.
- 11.2 The altar table is oak of sturdy construction. Altar rails are light oak and decoratively carved in good condition.
Dated 1908.
- 11.3 The pulpit is timber framed with open decoration seated on a stone base with 3 No. steps. A decorative timber canopy is fixed to the wall over. All in good condition.
- 11.4 A chancel screen in oak with fine decoration including gates separates the nave from the chancel. All satisfactory.

- 11.5 The organ is maintained twice yearly by Mr. Brighton of Carrville/ Durham City and is understood to be in good order. 2
Continue to maintain. The organist light is in doubtful condition and should be checked by an electrician 1
- 11.6 The font at the rear of the Lady Chapel comprises a stone bowl on pedestal with plinth and has an impressive timber canopied top raised by chain on counterbalance suspended from the ceiling. Noted that woodworm infestation has affected the canopy base. Chemical treatment is recommended and repairs to restore loose and missing carved oak parts. A new stained plywood base is recommended. The counterbalance weight mechanism should be checked for safety but the canopy could be temporarily used with a frame support to approved design 2
- 11.7 There is other loose furniture at the rear of the nave - table, book cabinet etc.
- 11.8 All doors require lubrication maintenance to hinges and latch 2
- 11.9 The Nave Entrance doors require repair and removal of the copper strip draught excluder which is damaged and at risk. The Entrance mat well requires attention to avoid it becoming a trip hazard. A new ply base and mat to bring the surface to floor level is recommended. The kitchenette at the Lady Chapel has proved to be a useful facility. Kitchen units including a sink unit, with Santon Electric water heater are in good order and well used. The water heater should be checked by an electrician

12.0 VESTRY

- 12.1 The vestry at the east end of the Lady Chapel contains cupboards and drawers for vestments. A safe is built into the wall for valuables. A WC in the adjacent Hall is assumed to be available. The safe should be checked for security with insurers 3

13.0 HEATING INSTALLATION

- 13.1 A new gas fired Potterton Osprey Boiler 220 CF Class 3 was installed in 1999 by Messrs. Willet who also installed a new freestanding flue. The boiler is maintained by Dunnill Engineers annually and is understood to be working satisfactorily. Continue to maintain. 2

- 13.2 It was reported that one radiator frequently needs bleeding to remove trapped air in the pipe work. This may be a symptom of leakage and should be investigated 2
- 13.3 All exposed pipe work is contributing to heating the building but pipework in the chamber below floor should be insulated 5

14.0 ELECTRICAL INSTALLATION

- 14.1 The electric supply enters the Church above ground connected to the tower and there is a panel in the entrance lobby at RHS of door. A distribution panel is on the LHS of the entrance.
- 14.2 There were no reports of electrical problems following the installation of a new electrical panel in 1999.
- 14.3 Lighting is mainly by spot fittings mounted at high level and these appear to be functioning satisfactorily. There are switches in the vestry and at the rear of the Church.
- 14.4 T
 he exterior of the Church is protected by a lightning conductor system, one for the tower and the other at the nave gable where a rope type copper down conductor is installed. Both of these conductors should be tested by an approved contractor who should issue an earth test certificate. Repeat tests should be carried out every five years minimum. 3
- The British Standard for lightning conductors recommends two down tapes for a tower, and this should be considered when funds allow.
- 14.5 Check electrical installation by NECEIC contractor 1

15.0 SECURITY

- 15.1 The main entrance is locked internally with a heavy mortice lock and appears to be adequate for purpose. The vestry entrance, however, requires improved security as the door appears to rely on a loose fitting Yale night latch. A 5 lever BS security type mortice lock should be installed in addition to the present lock. 2

16.0 FIRE PRECAUTIONS

- 16.1 There appear to be adequate fire extinguishers in the church and these should be tested annually. Continue to maintain equipment annually and ensure a number of responsible

persons understand how to operate the extinguishers in the event of an emergency.

2

17.0 DISABLED PROVISION AND ACCESS

- 17.1 Access to the Church from the road is via a sloping path which is negotiable. There is a small step at the Church entrance which should present no problems for wheelchairs/pushchairs. Circulation within the Church is adequate. A step at the chancel arch and altar may require assistance for wheelchairs; alternatively communion can be administered at the chancel step.

Note the Disability Discrimination Act came into full effect in October 2004 and PCC should be aware of their responsibilities and have an Access Audit and Statement prepared.

Consider Audio support/ Hearing loop/ and visibility issue, Hymn number boards and notices

6

18.0 BATS

- 18.1 There is no known roosting of bats in the Church but contractors using timber treatment for the tower repairs should as a precaution use bat friendly preservatives/insecticides.

CURTILAGE

19.0 CHURCHYARD

- 19.1 The tarmac footpath from the entrance gates to the Church entrance is generally satisfactory but will require repair with in the quinquennium

3

- 19.2 The stone boundary walls appear to be in sound condition. It was noted that the retaining wall on the north side of the Church at the steps between upper and lower levels had been rebuilt following collapse of a length. To the east of the steps the land has been sloped between the two churchyard levels and this now appears to be stable.

The steps at the North West end of the church leading to a lower level churchyard have a stone retaining wall which has been repaired since the last inspection. Part of the step wall at top needs attention

3

- 19.3 There is a 1.2m high stone boundary wall at the east end of the Church which is generally in good condition except for a length at the north end where a portion has cracked under local settlement of land. The wall remains intact but should be repaired when funds allow. 3
- 19.4 The tall boundary wall at the west end of the churchyard is a retaining structure against the main A167 road. Some minor settlement cracks in the wall have been repointed by the local authority. It is understood the north fence boundary, which is in need of repair, is maintained by the Salvin Estate.
- 19.5 Redecorate entrance gates. 3
- The metal paling fence to the west boundary/retaining wall is showing signs of rust and is in need of redecoration. It is understood this is a Local Authority responsibility and they should be advised of the condition.
- 19.6 The stone boundary wall on the south side adjacent to the entrance gates is in need of repointing especially below copings. 3
- 19.7 Remove vegetation growth at church wall bases including sapling on the north elevation 2

20.0 TREES AND PLANTING

- 20.1 A tree survey was carried out in 1994; a copy is attached for information. Since that report a large sycamore tree close to the Church at the NE corner has been removed as it posed a risk.
- There is a dead Hawthorn tree adjacent to the south entrance gate and this should be replaced with an equal or comparable species. 2
- The Ash tree adjacent the west gable of the church requires careful pruning to prevent encroachment on the church fabric. 2
- Noted a number of self seeded sycamore trees on the north side of the churchyard should be removed 2
- 20.2 The remainder of the trees presents a good mixture of deciduous and evergreen cover to the churchyard. It is understood the local authority maintain the churchyard. In the event of any pruning or removal of trees there should be consultation with the Local and County Authorities as the Church is in a Conservation Area.

20.3 Grass is maintained by the Local Authority in season

21.0 LOG BOOK

21.0 Continue to maintain log book. 2

22.0 MEMORIALS/ ASHES

22.1 It is understood a memorial garden/s has been set aside for ashes and as no markers or plots are evident, a plan or grid with small memorial flags is recommended to define the burials. Details of flag sizes and lettering should be agreed by PCC 3

23.0 PREVIOUS QUINQUENNIAL REPORTS

| | | |
|-------|----------------|--------------------------------|
| No. 1 | January 1959 | Cordingley & McIntyre FRIBA |
| No. 2 | December 1973 | Hayton Lee & Braddock |
| No. 3 | June 1979 | AE Lee Dip Arch RIBA |
| No. 4 | September 1983 | AE Lee Dip Arch RIBA |
| No. 5 | November 1988 | AE Lee Dip Arch RIBA |
| No. 6 | October 1993 | JB Kendall Dipl Arch RIBA |
| No. 7 | February 1999 | JB Kendall Dipl Arch RIBA |
| No. 8 | August 2004 | JB Kendall Dipl Arch RIBA AABC |

RECOMMENDATIONS

URGENT WORKS REQUIRING IMMEDIATE ATTENTION: Category 1

| | <u>Item</u> | <u>Budget Cost</u> £ |
|--|--------------------|---------------------------------------|
| - Replace cracked downpipe on North elevation and clean up stained stone | 2.5 | 200 |
| - Repair west bell mounting and check east bell mountings. Clean and redecorate metal parts and lubricate bell moving parts. Bell work to be undertaken by an approved Bell Engineer | 6.7 | 2000 |
| - Repair Vestry broken window glass and install polycarbonate secondary protection. Investigate Insurance claim | 10.2 | 1500 |
| - Check organ keyboard lighting including full installation | 14.5 | 150 |

WORK RECOMMENDED TO BE CARRIED OUT DURING NEXT 12 MONTHS: **Category 2**

| | <u>Item</u> | <u>Budget Cost</u> £ |
|---|--------------------|---------------------------------------|
| - Replace faulty roof tile repairs, repoint Nave ridge tiles, repoint Nave roof verge | 2.1/4.1 | 2000 |
| - Remake lead flashings to Vestry roof | | |
| - Repair cracked stone cross on Vestry roof gable and restore iron cross on Nave gable | | |
| - Repair lead fractures to Nave valley gutter as short term repair only | 2.2 | incl in 3.1 |
| - Clear leaves from roof valley each year & all gutters and downpipes | 2.4/3.1 | DIY |
| - Redecorate gutters and downpipes | 2.5 | 600 |
| - Remove unspecified cement mortar from West gable and repoint in lime mortar specified by Architect | 4.2 | 450 |
| - Repoint cracks in stair head in fine lime mortar | 6.1 | incl in 5.2 |
| - Repaint bell metalwork when repairs complete | 6.2 | DIY |
| - Investigate timber roof deck under temporary lead repairs on Tower roof and make good lead fractures in welded lead | 6.4 | 300 |
| - Investigate/ monitor previous water ingress to Lady Chapel arch by brushing down old paint and record | 8.1 | DIY |
| - Redecorate walls following plaster repairs and fill & touch up cracks to Nave windows | 8.2 | 50 |
| - Adjust mat well and install new mat to avoid trip hazard | 9.4 | DIY |

| | | |
|--|------------|-----|
| - Clean windows. Feather dust and leather with distilled water where required | 10.6 | 100 |
| - Continue to maintain organ annually | 11.5 | 100 |
| - Treat font cover with woodworm liquid (bat-friendly) and repair missing parts/ replace ply base | 11.6 | DIY |
| - Repair Nave inner door draught strip which is sharp and hazardous. Lubricate moving metal parts | 11.8 | DIY |
| - Heating engineers to check boiler annually and investigate possible leakage | 13.0 | 200 |
| - Continue to maintain boiler and investigate possible water leakage | 13.1/ 13.2 | 100 |
| - Check Lightning Conductor for earthing every 5 years | 14.4 | 60 |
| - Install security lock to Vestry door | 15.1 | 100 |
| - Continue to maintain Fire Extinguishers annually | 16.1 | 75 |
| - Remove vegetation/ saplings from Church wall bases | 19.7 | DIY |
| - Remove self seeded sycamore trees from churchyard and seek advice for maintenance of other trees | 20.1 | DIY |
| - Ensure that all works are recorded in the Log Book annually | 21.0 | DIY |

WORK RECOMMENDED TO BE CARRIED OUT DURING NEXT 5 YEARS:

Category (3)

| | <u>Item</u> | <u>Budget Cost</u> <u>£</u> |
|--|--------------------|--|
| - Remove dead ivy on North Chancel & East gable walls | 5.4 DIY | |
| - Redecorate entrance door and add draught excluder | 5.1 | 200 |
| - Add safety rail to Tower ladders | 6.3 | DIY |
| - Repair Tower window damage | 6.6 | incl in 11.1 |
| - Relead 3 South facing Lady Chapel windows and repair Vestry vandalised window and add secondary protection | 10.1/10.2 | 3500 |
| - Make photographic record of all figured glass windows in event of future damage | 10.5 | DIY |
| - Check with insurers that safe is suitable for use | 12.1 | DIY |
| - Lightning Conductor to be checked every 5 years and Certificate issued | 14.4 | 70 |
| - Part of churchyard wall needs minor repair | 19.2 | incl in 5.1 |
| - Repair tarmac footpath | 19.1 | 200 |
| - Repair boundary wall when funds allow | 19.3/19.6 | 500 |
| - Redecorate entrance gates | 19.5 | incl in 3.5 |

- | | | | |
|---|--|------|-----|
| - | Establish a regime for marking & recording burial of ashes | 22.0 | DIY |
|---|--|------|-----|

WORK TO BE CONSIDERED BEYOND 5 YEARS: Category 4

| | <u>Item</u> | <u>Budget Cost</u> <u>£</u> |
|---|---|--------------------------------|
| - | Replace lead valley to Nave/ Lady Chapel to LDA recommendations | 2.3 10,000 |

WORK RECOMMENDED TO IMPROVE ENERGY EFFICIENCY: Category 5

| | <u>Item</u> | <u>Budget Cost</u> <u>£</u> |
|---|--|--------------------------------|
| - | Insulate hidden heating pipe work below ground | 13.3 DIY |

WORK REQUIRED TO IMPROVE DISABLED ACCESS: Category 6

| | <u>Item</u> | <u>Budget Cost</u> <u>£</u> |
|---|----------------------------------|--------------------------------|
| - | Consider requirements of DDA Act | 17.1 DIY |

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.

APPENDIX

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 which 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 essentially 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 CO2 type where heating apparatus is oil fired.

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