

THE REPORT

ON

**2010 QUINQUENNIAL INSPECTION
ALL SAINTS CHURCH, HARTBURN VILLAGE, STOCKTON ON TEES**

FOR

Diocese of Durham



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July 2010

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1.0 PRELIMINARY INFORMATION

1.1 This report has been prepared to meet the requirement of the Care of Churches and Ecclesiastical Jurisdiction Measure 1991.

1.2 Church:

All Saints Church, Hartburn Village, Stockton on Tees. TS18 5EB

Diocese of Durham
Auckland Archdeaconry
Stockton on Tees Deanery

1.3 Key drawing – see Appendix 2

1.4 Inspecting Architect:

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1.5 Date of Inspection: Tuesday 23 March 2010

Weather: Dry and overcast

1.5 Introduction

A visual inspection of the church was carried out such as could be undertaken from ground level and any accessible roofs, galleries and stagings. Parts of the structure which were inaccessible, enclosed or covered were not opened up. A summary of the general findings of the inspection is given in the Summary of General Condition. A more detailed record is given in the main body of the report under the appropriate headings.

The inspection and this report is not a structural survey of the church. Where, in the opinion of the Inspecting Architect, it is apparent that specialist structural or civil engineering advice should be sought; this is recorded in the report.

Access: access could not be gained to the minor roof voids about the church.

2.0 REPORT

2.1 Scope of the Report and its Limitations

Access was available to all internal areas of the church. All comments in this report are based on visual inspections.

The purpose of the report is to identify defects and items requiring attention. It is not a specification and must not be used for obtaining estimates or instructing builders.

This inspection is concerned only with the general condition of the church, its defects and the maintenance and repair of the fabric. The building should comply with current Statutory Obligations in respect of the Fire, Health and Safety, Means of Escape and the Disability Discrimination Act 1995.

The churchwardens should check if they are meeting the obligations of the DDA (Disability Discrimination Act) legislation. Access considerations are a key element of the requirements but the PCC should be aware of their responsibilities regarding other aspects of compliance which may include items such as handrails at steps, large print documents (hymn books), a sound loop and lighting levels.

2.2 Drawings

Refer to drawing (Appendix 2) for locations of relevant parts of the building and associated defects.

2.3 GENERAL CONDITION OF THE FABRIC

General Description of the Church (taken from the last QI report dated 8 June 2005)

The present building was erected as a School Room in 1875 and dedicated as a church in 1913. The church is a single space formed from the original School Room and other smaller rooms during alterations undertaken in the 20th century. A single storey flat roofed extension erected in 1982 to the rear (north side) of the church houses the vestry, kitchen and toilet accommodation.

The building is designed in a late Victorian neo-Gothic style. Walls are of local brick with stone cills and lintels. There is a projecting plinth and shaped bricks at reveals. The roof is steeply pitched and covered with welsh slate – the return roof over the original School Room presents a gable to the highway featuring a carved bargeboard of timber. The original School Room glazing remains in the north and south walls.

The church is at the west end of a short terrace facing Hartburn Village, which includes the former School house to the east which is now in private ownership. There is a short walled garden to the south through which access is gained to the main entrance via a ramped concrete surface. At the rear there is an enclosed walled yard accessed by a footpath at the east end of the terrace.

Enquiries have been made of Peter Rowe of Tees Archaeology. He reports that the Church is located within East Hartburn Village – Sites and Monuments Record no. 771. Although the village has been suburbanised, it still displays its mediaeval character and origins. The village green once occupied the central portion of the space between the buildings to the north and south of the highway with roadways on each side immediately in front of the buildings -- the green has now been absorbed into private gardens and the highway.

The following additional points are noted:-

- 2.3.1 There is a memorial stone (see photograph 18) in the south facing garden commemorating the 60th year of the reign of Queen Victoria which was erected in June 1897.
- 2.3.2 The original building incorporated a steeple (see photograph 7). The pencil sketch shows it to be in place in 1907. It is not known when this was demolished, but probably during the adaptations in the 1920s.
- 2.3.3 The building is not listed.
- 2.3.4 The church is mentioned (but without further comment) in Pevsner's Buildings of England, Durham, p 444.

2.4 **General Condition**

The exterior and interior of the church are generally in good condition although some routine maintenance is required to the window frames in the small rooms facing the rear yard area. (See summary and recommendations for remedial works.)

2.5 **Works undertaken since the last Quinquennial Inspection**

See extract from log book (Appendix 4). Windows in the south gable of the church have been replaced. There are also signs of annual maintenance and regular decoration.

2.6 Report on Condition of the Fabric

2.6.1 Roof Coverings/Voids

General: Pitched roof coverings were all replaced with single slate covering in 1995 – original ridge tiles were re-used. Lead work all appears to be intact. There is a shaped painted timber bargeboard arrangement at the south gable return – a simpler arrangement remains on the north side but this may be due to loss through decay as some timbers have evidently been replaced.

There is a low pitch profiled metal deck roof covering to the single storey extension on the north side of the church. It is protected by snowboards fixed at eaves to the main pitched roof above. Condition of all roof surfaces appears to be satisfactory.

See EXTERIOR SURFACES for rainwater pipework.

2.6.2 External Surfaces

General: External facing brickwork generally appears to be in good condition. The 19th century facing bricks are in reasonable condition with little erosion. There has been some loss of face at low level to the south side of the building which may require attention within the quinquennium and there is hard mortar repointing adjacent to the entrance which may lead to erosion of individual bricks in time. Original lime mortar pointing is showing its age and there has been some loss of the weathering face again on the south side. Generally, there is no urgent need to consider replacement until the end of the quinquennium.

External paintwork requires attention at rear (north side): removal of loose coatings, patch priming, undercoat and full gloss coatings are required to timber surfaces within the next 12 months. Some eills require patch repairs to timber before redecoration.

The 20th century brickwork to the single storey extension is satisfactory.

Gutters and rainwater pipework all appear to be present with no obvious leaks or blockages except on south elevation near the main entrance.

2.6.3 Interior

General: Generally the interior is in satisfactory state of repair, Glazing is all intact and decoration is to a satisfactory standard.

R1 Entrance Lobby:

1. Floor: solid floor with thermoplastic tile finish (c. 1982) and recessed coir mat – satisfactory condition.

2. Walls: smooth emulsion painted plaster. There is some efflorescence internally at low level below window W1 – See EXTERIOR SURFACES for comment regarding repointing.
3. Ceiling: smooth painted plaster – good condition.
4. The external entrance door has a step exceeding 25 mm and a loose mortar fillet. Some minor construction work could reduce or remove this step. An Access Audit of the church should be carried out in accordance with the requirements of the Disability Discrimination Act 1995.

R2 Church:

1. Floor: solid floor with thermoplastic tile finish (c. 1982) – some unevenness due to original substrate but in satisfactory condition.
2. Walls: smooth emulsion painted plaster. There is some efflorescence internally at low level below windows W2 and 3 – see EXTERIOR SURFACES for comment regarding repointing.
3. Windows: The window frames to windows W1 – W3 have been replaced during the last quinquennial. Roller blinds have been fitted – presumably to reduce solar gain and glare. Windows W4-W6 are as W1-W3 but with clear glass.
4. Ceiling: smooth emulsion finish on presumed original lath/plaster profiled to follow the underside of the roof structure – no cracks apparent. Strapped, arched valley trusses span across the former School Room carrying exposed purlins. The trusses are supported on stone corbels built into the brickwork walls. There is an access hatch into the roof space adjacent to W5 – access impossible without long ladders.
5. Fittings:
 Cross: mounted on curtained east wall.
 High level cupboard – north side: contains heating header tank.
 Low level cupboard – south side: gas and electricity meters.
 General fittings: oak chairs, piano, movable altar.

R3 Corridor:

1. Floor: solid floor with thermoplastic tile finish – a little uneven but in satisfactory condition.
2. Walls: smooth emulsion painted plaster.
3. Ceiling: smooth painted plaster – good condition.

R4 Store:

1. Floor: solid floor with thermoplastic tile finish – satisfactory condition.
2. Walls: smooth emulsion painted plaster.
3. Ceiling: smooth painted plaster – good condition.

4. Shelves at south end -- and east wall.

R5 Vestry:

1. Floor: solid floor with thermoplastic tile finish – satisfactory condition -- beginning to wear due to regularly moving the wooden altar from this room into the church.
2. Walls: smooth emulsion painted plaster.
3. Ceiling: smooth painted plaster – good condition.
4. Full width cupboard to east wall.
5. Window to north wall with obscured glazing and high level opening casement -- satisfactory condition.

R6 Men's Toilet/Lobby:

1. Floor: solid floor with thermoplastic tile finish – satisfactory condition.
2. Walls: smooth emulsion painted plaster.
3. Ceiling: smooth painted plaster -- satisfactory condition.
4. Opening window to north wall with obscured glazing -- satisfactory condition.

R7 Utility Store:

1. Floor: solid floor with thermoplastic tile finish – satisfactory condition.
2. Walls: smooth emulsion painted plaster.
3. Ceiling: smooth painted plaster – satisfactory condition.
4. Shelving.

R8 Women's Toilet/Lobby

1. Floor: solid floor with thermoplastic tile finish – satisfactory condition.
2. Walls: smooth emulsion painted plaster.
3. Ceiling: smooth painted plaster -- good condition.
4. Opening window to north wall with obscured glazing – satisfactory condition.
5. Hinged baby changing shelf.

R9 Kitchen

1. Floor: solid floor with thermoplastic tile finish – satisfactory condition.
2. Walls: smooth emulsion painted plaster.
3. Ceiling: smooth painted plaster.
4. Window to north wall with obscured glazing and high level opening casement – satisfactory condition.

5. Fittings:
Worktop and base cupboards to north and west walls with inset stainless steel single drainer sink.
Cooker, refrigerator, tea boiler on trolley.
Wall mounted extract fan.

- 2.6.4 The last quinquennial report mentions testing procedures for lightning conductors. However, I could not find a lightning conductor on the building.
- 2.6.5 The fire extinguishers had been inspected and tested and were dated 17 March 2010. There are fire extinguishers in the church (south wall), kitchen and rear access corridor.
- 2.6.6 The electrical installation had been inspected.
- 2.6.7 Lead on the building had been coated with Smartwater as a theft prevention procedure.

2.7 Churchyard

Rear Yard: Enclosed area with tamped concrete surface: the west wall is of 19th century pierced brickwork approximately 3000 mm high – it leans into the yard and is cracked. A tell-tale template has been installed to monitor the crack.

The north boundary is of 20th century concrete blockwork and fencing.

There is a timber framed shed adjacent to the north boundary.

Front Garden – the garden occupies the full width of the church and is enclosed by a low open boarded fence – generally satisfactory condition.

3.0 RECOMMENDATIONS

3.1 Summary

This report generally follows on from the last quinquennial report carried out in 2005 and there has been little change in the overall condition of the building. Windows on the south side have been replaced – a job well done – and some routine minor maintenance work has been carried out. Many of the ancillary spaces which were reported at the last inspection as being in good condition are now satisfactory – deterioration due to normal wear and tear of the fabric. Redecoration should be included in a planned maintenance schedule during this next quinquennial period. The main entrance threshold is developing into a trip

hazard and the mortar fillet should be replaced. Externally the north side of the building and yard area requires redecoration of the windows to avoid a more serious deterioration of the timber frames and would be best done within the next 12 months. Generally, these are minor items and routine maintenance should ensure that no major or more significant issues develop in the next 5 years.

3.2 Items requiring attention immediately.

None

3.3 Repairs to be carried out within the next 12 months

3.3.1 Repair/replace mortar fillet at main entrance.

3.3.2 Clean down check for any rot, prepare, undercoat and redecorate external woodwork on north side of building.

3.3.3 Check downcomer on south elevation which appears to be blocked and monitor area of dampness on the internal wall surface in the vicinity of this rainwater downcomer.

3.3.4 Ensure that gutters and all rainwater pipes, gullies, traps and outlets are checked and cleaned at least twice each year (spring and autumn) – see Appendix 5 – Churchwardens guide to maintenance.

3.3.5 Prepare a maintenance schedule for routine maintenance and redecoration as referred to above (Appendix 5).

3.4 Repairs/items to be carried out within the quinquennial period

3.4.1 Monitor the condition of the floor finishes which may continue to wear to the point of being unsatisfactory or potentially unsafe.

3.4.2 The last QI report advised that a structural engineer should check the stability of the leaning west wall. It does not appear to be moving but a careful check should be undertaken at least annually and if any further movement is suspected then a more detailed investigation should be immediately instigated.

3.4.3 The last report also drew attention to some areas of pointing which appeared to be a cement rich mortar. While desirable to replace this with a lime mortar (as noted) there is a danger that more damage could be done to the brickwork. I recommend monitoring. Remedial work at this time, or within the next few years may not be cost effective. This work could be reviewed at the next quinquennial inspection.

Appendix 1

Extract from 'A Guide to Church
Inspection and Repair'

– Explanatory Notes

EXPLANATORY NOTES

1. 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.
2. Any lighting 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.
3. A proper examination and test should be made of the heating apparatus by a qualified engineer, each summer before the heating season begins.
4. A minimum of two 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.

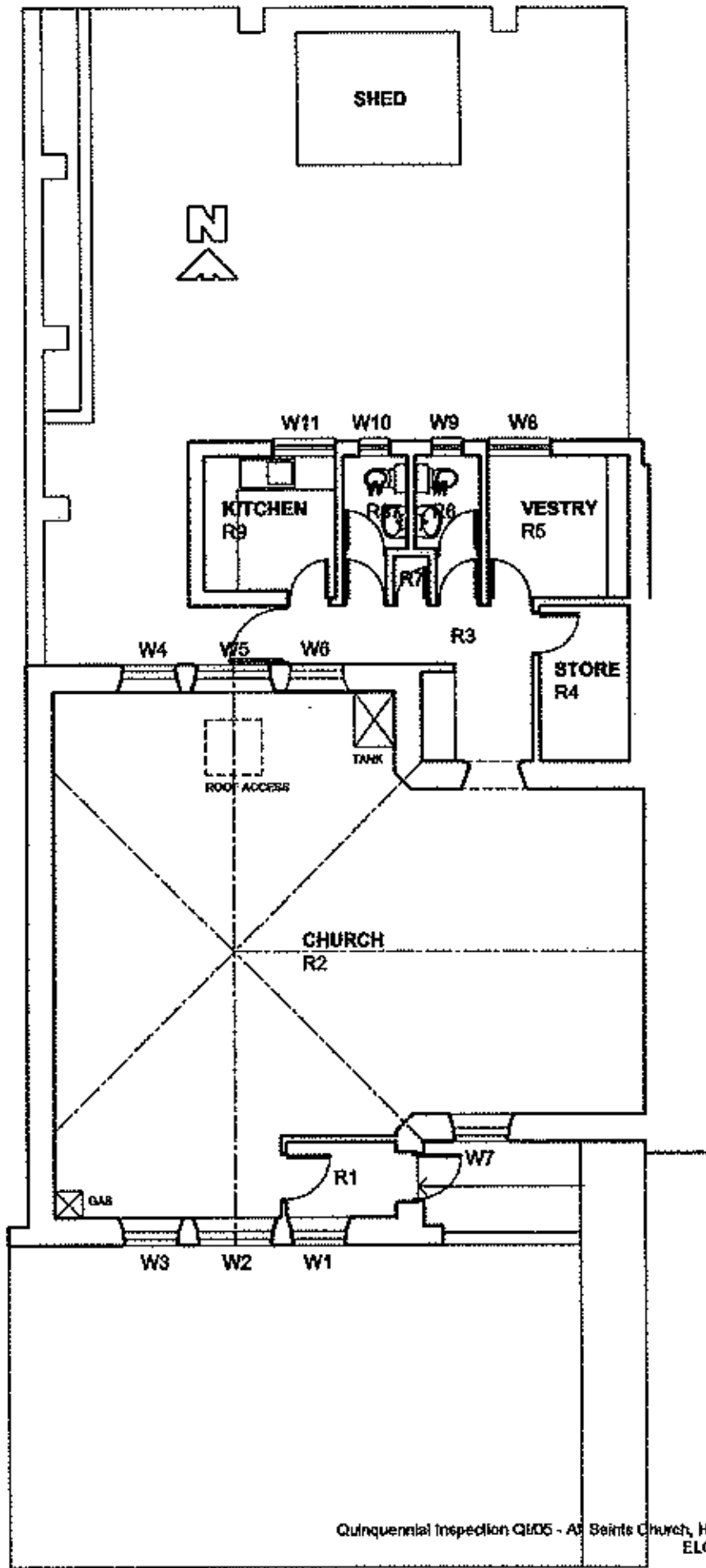
5. This is a summary report only, as it is required by the Inspection of Churches Measure; It is not a specification for the execution of the work and must not be used as such.

The professional adviser is willing to advise the PCC on implementing the recommendations, and will if so requested prepare a specification, seek tenders and oversee the repairs.

6. Although the Measure requires the church to be inspected every five years, it should be realised 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.
7. 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.
8. The repairs recommended in the report will (with the exception of some minor maintenance items) be subject to the faculty jurisdiction.
9. 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.

Appendix 2

Plan



Quinquennial Inspection Q&DS - At Saints Church, Hartburn Village
 ELGM 0508 12/18
 08.06.05

HARTBURN VILLAGE

Appendix 3

Site Photographs

Quinquennial Inspection

All Saints Church, Hartburn Village, Stockton on Tees

List of Photographs

1. Internal view looking North
2. Internal view, vestry
3. West boundary wall, yard area to North of church
4. South West internal corner of church showing gas meter
5. Internal view looking South
6. External view, North wall of church
7. Illustration of church as built showing steeple
8. East end of church
9. Kitchen
10. North wall, external view (window detail)
11. General view of church from the South
12. Wall hanging
13. General external view of North wall and outbuildings
14. General view of church from the South
15. South facing gable (detail)
16. Yard area to North of church
17. North elevation including ancillary accommodation
18. Memorial stone in garden to South
19. Commemorative plaque in church (East wall)
20. Commemorative plaques in church (East wall)



1. Internal view looking North



2. Internal view, vestry



3. West boundary wall, yard area to North of church



4. South West internal corner of church showing gas meter



5. Internal view looking South



6. External view, North wall of church



7. Illustration of church as built showing steeple



8. East end of church



9. Kitchen



10. North wall, external view (window detail)



11. General view of church from the South



12. Wall hanging



13. General external view of North wall and outbuildings



14. General view of church from the South



15. South facing gable (detail)



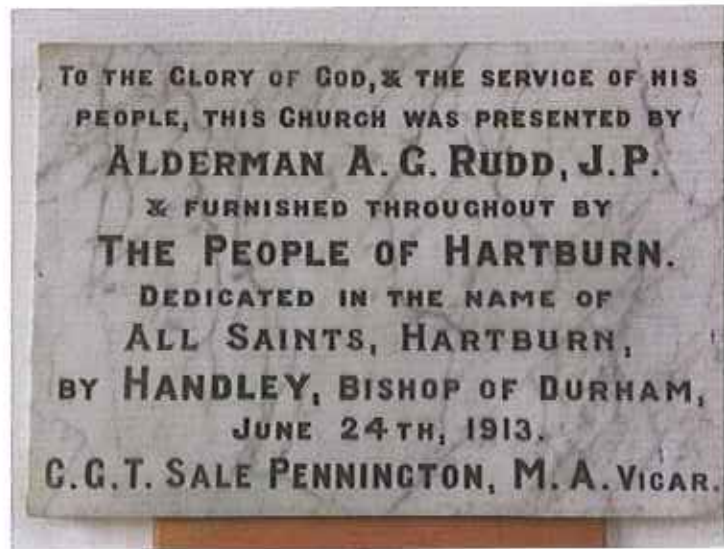
16. Yard area to North of church



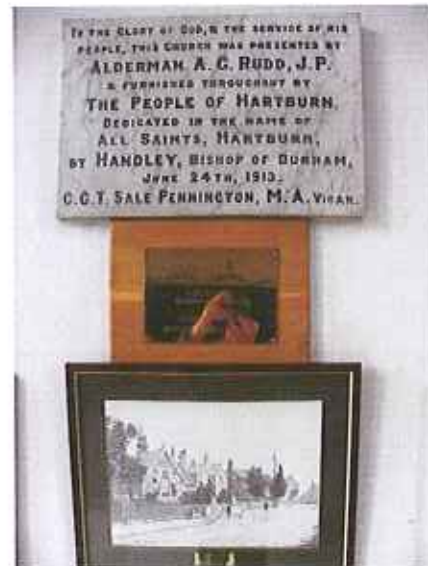
17. North elevation including ancillary accommodation



18. Memorial stone in garden to South



19. Commemorative plaque in church (East wall)



20. Commemorative plaques in church (East wall)

Appendix 4

Extract from the Church Log

Description of works and date	Date of faculty	Reference to Quinquennial Inspection Report	Contractor	Cost of works including fees	Details of grant and from charitable trusts and other bodies	Location of specifications and drawings if not filed in Log Book
WINDOW REPLACEMENT OF ALL SAINTS' CHURCH	6 th September 2007		J B S SACKELD	£5,530 + VAT.		

Appendix 5

Church Care – Churchwardens Guide to Annual Maintenance



Calendar of Care

Tasks for January

1. Check the church boiler and make sure that the frost thermostat is working.
2. Be sure that the rainwater gutters (especially valley gutters), hopper heads, downspouts, gullies and drains are clean and working satisfactorily. The best time to do this is when it is raining.
3. Double check that all exposed water tanks, water pipes, heating pipes and oil-feed pipes are protected against severe frost.

Tasks for February

1. Check the roof, using a pair of binoculars if necessary, to ensure that no slates have slipped during the snow. If you spot any damage to the roof, arrange for it to be mended as soon as possible.
2. Check the gutters and downspouts for any damage caused by frost.
3. Now is a good time to plan spring-cleaning for April. Is a working party needed?

Tasks for March

1. Using a pair of binoculars, look at the roof carefully for any frost, snow and wind damage. Also check that gutters and downspouts are in good working order.
2. Carry out a visual examination of all external brickwork and stonework for signs of frost damage.
3. If any damage is spotted, contact your architect quickly. Also check your insurance policy to see if any of the damage is covered. Contact your DAC Secretary or Archdeacon for the necessary permissions prior to carrying out repairs.
4. Early spring is a good time for oiling hinges and locks on doors and windows. While doing this, think about how secure your church building is.
5. Prepare a report for the Annual Parish Meeting on the progress of any works to the building in the last year. Check the last quinquennial inspection to ensure all recommended works have been put in hand. Is a quinquennial inspection due this year? Contact your architect to arrange one if necessary.

Tasks for April

1. The Annual Parish Meeting will normally be held in April. At this meeting the churchwardens should present a brief report on the state of the building and of the progress of any necessary work. Will a fundraising effort be necessary this year to pay for building repairs? The parish meeting is a good time to plan this.
2. Check the inventory is up-to-date prior to the Archdeacon's visitation. If there has been a change of churchwarden at the annual meeting, the outgoing churchwardens should run through the inventory with the new ones.
3. Make sure that the tower, roofs and spire are bird-proof before birds start to nest. Remember to clear out any resident birds first but be careful not to disturb bats.
4. The spring clean that was planned in February can take place in April. Ensure all areas of the church are cleaned but remember that old furnishings, monuments, floors and windows may be damaged by cleaning and that no chemicals should be used on them. For advice on how to clean such things, click [here](#) or contact your DAC Secretary.
5. Ask the bell captain to check the bells and ringing chamber are in good order and that the steps and ladders in the tower are safe.
6. Tidy the churchyard and start to cut the grass if necessary. Not all grass in a churchyard needs to be kept short - it can be attractive and beneficial to wildlife to leave some areas longer. However, leaving the grass long does not necessarily mean less work as meadow areas need to be managed effectively and there can be Health and Safety implications. For more advice, see the Council for the Care of Churches book, *Wildlife in Church and Churchyard*.

Tasks for May

1. Shut down the heating system, have the boiler serviced and leave the boiler house and boiler well ventilated to prevent condensation.
2. Get the electrics checked, especially those of the heating system.
3. Clear gutters, downspouts and other rainwater goods (again!).
4. Cut back any new vegetation from around the outside walls of the church.
5. A management plan for the churchyard is very useful for planning future use of the churchyard and the care of its wildlife. Now is a good time to set up small groups to draw up such a plan. Advice on managing your churchyard can be found in the Council for the Care of Churches publications *The Churchyards Handbook* and *Wildlife In Church and Churchyard*. If you already have a management plan, does it need revising?

Tasks for June

1. Check that windows which open are in good working order. Ventilate the church on dry days when there is somebody in the building.

2. Look for woodworm or death watch beetle on exposed woodwork - June is when the larvae hatch and the beetles fly.
3. Has your lightning conductor been checked in the last five years? If not, arrange to have this done.
4. Continue work in the churchyard.

Tasks for July

1. Look out for fungus and dry rot.
2. Check any bird screens
3. Take a good look at the noticeboard - a well-presented noticeboard can greatly enhance the image of your church. Is it in good order and tidy? Are the notices up-to-date? A Faculty will be required to erect a new board.
4. Are there any ways in which the energy efficiency of the church could be improved ready for next winter? Discuss this with your architect but remember to get the necessary permissions before putting the work in hand.

Tasks for August

Enjoy the summer!

Tasks for September

1. Replace any broken bulbs including outside and security lights.
2. Test the boiler and check the heating system for leaks. Remember to bleed the radiators.
3. If your church is heated using oil, Calor Gas or solid fuel make sure you will have adequate fuel for the winter.
4. Does the organ need tuning? Is the wiring to the blower safe. Clear out any rubbish accumulating round the organ.

Tasks for October

1. Treat the snowboards with creosote or similar and repair any which have broken. Put them in place.
2. Check that all exposed water tanks, water pipes, heating pipes and oil-feed pipes are protected against severe frost.
3. Clear fallen leaves from gutters, downspouts and drains.

4. Cut the grass for the final time and service the lawn mower.
5. If you have central heating, consider turning it on.

Tasks for November

1. Keep clearing up the autumn leaves.
2. Check the flag pole is secure.
3. Keep your church dry throughout the winter.

Tasks for December

1. Check frost protection.
2. Be ready for snow.
3. Ensure all repairs or alterations have been entered in the Church Log Book.
4. Clean church and decorate for Christmas.
5. Ensure that all fire extinguishers have been serviced before any candle-lit events.



Appendix 6

CofE Shrinking the Footprint



The Church of England's Shrinking the Footprint Campaign

Next Steps...

'For the Church of the 21st Century, good ecology is not an optional extra but a matter of justice. It is therefore central to what it means to be a Christian.'
Archbishop Rowan Williams

Shrinking the Footprint is the Church of England's national campaign to enable the whole Church to address – in faith, practice, and mission – the issue of climate change. It involves initiatives and partnerships developing at the national level and working locally and regionally to support individuals, parishes and dioceses wanting to respond to this crucial challenge.

The first step, *Measuring our Footprint*, launched in June 2006 was aimed to respond to the General Synod motion encouraging all dioceses and parishes to reduce their consumption by a measurable amount. The Church's current total energy use is unknown and we need to discover it in order to see when savings have been made.

We start from the sure foundation that many in the Church take environmental issues very seriously. The Church's national network of Diocesan Environment Officers will be undertaking a variety of local initiatives as part of *Shrinking the Footprint* as it progresses from energy conservation through to a variety of other environmental issues.

Hundreds of parishes have recorded their 2005 energy use and the results are being collated. The recording exercise will be repeated in 2008 to identify any reductions in energy used.

2007 will see a push on providing information and encouragement. You will find a simple energy audit overleaf. Do use this, if you have not already, to help you and your church to shrink its footprint.

Full details and further information can be found on www.shrinkingthefootprint.co.uk

Leaflet produced by
the
Foundation
with support from



Shrinking the Footprint Stage 1: Measuring our Footprint

This simple audit will help you assess your church's energy footprint

Lighting in the Church	Yes <input type="checkbox"/> No <input type="checkbox"/>	Heating and Insulation	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there a need?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Is your boiler more than 15 years old? (if so then it will probably not be as efficient as it should be)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do all the lights need to be on?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Is it regularly serviced?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Even on a sunny day?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Does it have a time switch?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Can all the light fittings be fitted with energy saving light bulbs?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Is this adjusted to meet seasonal needs?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are all fittings fitted with energy saving bulbs?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Is it possible to reduce the heating period?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Could you use Light Emitting Diodes (LEDs) to illuminate parts of the church and its features?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Are all windows and doors draught proofed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Exterior lighting Many churches are floodlit for mission, security, tourism etc.		Are all pipes lagged?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the timing mechanism adjusted to meet seasonal needs?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Are buildings which can be fitted with roof insulation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the illumination programme adjusted to liturgical or individual donors etc.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Are cavity walls insulated?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the lighting checked regularly to ensure against causing light pollution?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Can parts of the building be heated separately?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are energy saving bulbs used?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Other energy – transport Is there a car sharing scheme to get people to and from Church?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Is there a safe place to leave bicycles?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Record in your Church Log Book the number of energy units used (from your energy bills) and plan to do this at the same time each year.

Remember all new equipment is likely to cost money initially. The first task for all churches should be to see how the existing facilities can be made more efficient.

For more information and resources from the Church of England's National Environmental Campaign visit www.shrinkingthefootprint.co.uk or email shrinkingthefootprint@ceofe.org.uk

Appendix 7

Building Insurance

Building Insurance

The PCC are reminded that insurance cover should be index-linked, so that adequate cover is maintained against inflation of building costs. It is of course important to ensure that the basic sum insured is adequate at inception, as index-linking will deal only with future inflation. The Ecclesiastical Insurance Group, which covers the majority of churches in this country, will send its regional surveyor without charge to offer guidance as to the appropriate level of cover in each case.