

**2010 QUINQUENNIAL  
INSPECTION REPORT**

ST. AIDAN'S CHURCH  
HARTLEPOOL

Job No. 1040/Dch229  
October 2010

**DIOCESE OF DURHAM**

**ST AIDAN'S CHURCH**

**Hartlepool**

1040/Dch229

Inspection of Churches Measure 1955  
(as amended 1995)

Architects Report No. 11 made 27 October 2010

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This Report has been prepared on 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 1991)

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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 12 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 of St Aidan stands on Stockton Road about three-quarters of a mile from the centre of Hartlepool. The site, which also contains the former Vicarage, is bounded by Stockton Road, Oxford Street, Sussex Street and St Aidan's Street.

### **GENERAL DESCRIPTION OF CHURCH**

- A.2 The Church was built about 1889/90 the foundation stone having been laid in May 1889. It comprises a lofty nave with clerestory windows in north and south walls above the lower roofs of the north and south aisles. The chancel with choir stalls is raised two steps above the wood nave floor and six more steps beyond is raised the floor level for the altar. The organ and organ keyboard are sited to the north of the chancel and the door opposite leads to the vestry, which in turn has access to the south aisle. The Clergy Vestry is sited to the east of the vestry.
- A.3 At the west end of the Church there is a tower to the north corner and this contains eight bells, the tower clock and bell ringers' chamber access being obtained via a spiral flight of stone steps set within a turret on the west side of the tower. A metal ladder gives access through the belfry to the tower roof. The font is placed beneath the main west window.
- A.4 Entry to the Church is by means of a porch to the north elevation within the tower structure and there is an unused point of entry at the southwest corner. A priest's & Vestry door is positioned at the east end of the south elevation.
- A.5 The Church grounds are small, streets closely bounding the north, east and west sides, with the Vicarage and Vicarage garden to the south side.
- A.6 Construction is generally of brick with stone surrounds to window and door features and to drip courses and tower parapet. Similarly internally with stone circular columns.
- A.7 The floor to the nave is of wood blocks there being two stone steps to form the base of the font and two stone steps lead to the chancel, which has a tiled floor and timber flooring to the choir stalls. Two marble steps then lead to the altar rail then steps to the altar positioned fully against the east wall and forming part of the Reredos.

The carpet has been removed from the Sanctuary revealing a decorative and highly coloured marble floor.

A Nave Altar is located in front of the Choir and Chancel Arch on a platform raised by 2 steps.

There is a Lady Chapel at the east end of the north Aisle and another Altar at the east end of the south Aisle.

- A.8 The ceiling is of exposed boarded timber and roof structure.
- A.9 Similarly, the Baptistry ceiling has an exposed boarded ceiling.
- A.10 The roof of the nave and chancel is covered with slates, as are the north and south aisle at a lower level. The roof to the tower is pitched and covered with lead. There is a steeply pitched roof covering to the organ loft and lead perimeter channels.
- A.11 Pews are in four blocks. Two in the main body of the nave and one each in the north and south aisles. Seating capacity is approx 500.
- A.12 The Church is not situated within or near a Conservation Area.
- A.13 The Church is recorded in Pevsner's Buildings of England, Durham County Volume 1983 and is described: *ST AIDAN, Oxford Street "As large as St Oswald but not as lavish. Of 1890 by J H Morton"*. There is evidence to show that the bell tower was added at a later date but also designed by JH Morton. A photograph of the Church taken c.1922 shows a steeply pitched extension on the north side of the chancel, which was subsequently changed to accommodate an organ. The organ structure as it now stands is in matching brick with buttressed walls and parapet and pitched pyramidal roof.
- A.14 The Church is listed Grade II under the Town & Country Planning Act and a copy of the Listing is included in the Appendix of this Report.

## **B. SCOPE OF REPORT**

- B.1 This is based on findings of an inspection made from ground level and from the tower roof.
- B.2 Binoculars were used for viewing distant roof areas and high-level parts of the tower.
- B.3 It was not possible to inspect all roof eaves externally because of access difficulty being above sloping roof aisles.
- B.4 The internal clerestory windows and high-level ceilings were too high for ladder inspection. The void above boarded ceilings in the Nave and Chancel was inaccessible and not inspected.
- B.5 The organ roof was not inspected externally but was viewed with binoculars from the tower. A limited interior inspection was made of the Organ Chamber.
- B.6 See part 'C' of the Appendix to this Report for a full description of the limitations of the Report.

## **1.0 RECORD OF WORKS COMPLETED SINCE THE PREVIOUS QUINQUENNIAL INSPECTION**

Copies of the Church Log Book were handed over at the inspection and these are included in the Appendix. Listed below is a summary of works undertaken from March 2006 to July 2010:

- 2006 Electrical Repairs; Handrail to Boiler House Steps; Fire Equipment maintained; Entrance Doors decorated; Flashing Repairs; Railing Repairs; Organ Service; Gate Repairs; Safe Repairs; Window Repairs
- 2007 Water Heater Repairs; Organ Service; Lightning Conductor Repairs; Window Repairs
- 2008 Relamping; Boiler Service; Fire Equipment maintained; PAT's Test; Organ Service; Sign Renewal; Oil Candles replaced; Lead Replacement; Tree Removal
- 2009 Smartwater applied to Lead; Boiler Flue Repair; Children's Corner formation; Organ Service; Light Repairs; Lightning Conductor Repairs; Fire Equipment maintenance; Boiler Service; Gully Repair; PAT's Testing
- 2010 Organ Service; Drains checked; Heating Repairs; Fire Equipment serviced

## **2.0 GENERAL CONDITION OF CHURCH**

- 2.1 The Church continues to be in sound condition and is weathertight. Essential repairs have been undertaken regularly and this has kept the Church in good running order.  
The original Sanctuary flooring has been uncovered and repairs are being considered to replace decayed marble. Rising damp under the Sanctuary steps needs to be cured to avoid further disruption. Lead theft has occurred to the Organ Chamber roof and advice has been given to take preventative measures. Consideration is being given to changing from oil to gas fuel and approvals are needed before the work can be put in hand.

## **EXTERNAL INSPECTION**

### **3.0 ROOF COVERINGS AND RAINWATER GOODS**

- 3.1 The slated roofs are still in good condition having been replaced with new Welsh slates in the 1995 to 1997 period. Noted moss has started to take hold to the lower courses of the south Aisle roof. This should be monitored and removed if moss becomes extensive 3

Lead flashings at the gable abutments and at the Aisle/Clerestory abutments are showing signs of loss of pointing and should be checked at close quarters.

Access to high-level gutters for maintenance is difficult because of the Aisle roofs being directly below. Vegetation is taking root in some gutters at the gutter ends, noted at high level on the north and south elevations. Consideration should be given to long-term gutter maintenance and an arrangement with a local builder who may have access to a hydraulic lift for shared use on other work. Clean out vegetation from low-level gutters to prevent blockages. 3  
2  
1

- 3.2 Cast iron gutters and downpipes installed approx 15 years ago now need redecoration. Low-level Aisle gutters can be accessed from ladders or staging but high level gutters will need specialist access platforms so costs should be included in a long-term maintenance plan. 3

### **4.0 BELOW GROUND DRAINAGE**

- 4.1 It appears that the surface water system collects round the church and connects into the public highway drainage system. Manhole covers in the vicinity should be lifted, drains flushed and checked from gullies and to the highway. Covers and frames should be wire brushed and painted with two coats of bitumous paint. 2

- 4.2 The WC drainage was tested and seen to be flushing satisfactorily. There were no reports of drainage problems.

4.3 The Boiler House basement was inspected and the floor was noted to be damp and the water source was the south wall of the basement. Noted that the drainage runs were parallel to the south wall of the church and there should be a CCTV check of the drains for signs of cracked pipes, which could be the cause of the leakage.

#### 5.0 **PARAPETS AND UPSTAND WALLS**

5.1 Tower: The Tower has a substantial stone parapet wall on all sides with the spire rising in the centre to a flag post. The east and north side parapets have over the years started to lean outwards creating a slight curved line when viewed along the coping. The east side parapet is more pronounced with crack lines in the wall. This condition appears to be as previously inspected and the recommended pointing of the crack to monitor movement is still outstanding. There is vegetation in the Tower gutters, which needs clearing out. Some lead edges to the roof covering are distorted and torn but generally intact. Continue to monitor for weatherproofing.

3

1

5.2 The S.W. corner pinnacle with holding down bolt is in sound condition with no indication of movement.

5.3 The Organ roof was not inspected at close quarters, as no ladder access was available. However binoculars were used and loose lead sheets were detected on the west valley side and photographed. There is clear evidence of lead theft.

#### 6.0 **WALLING**

6.1 The facing brickwork is a hard red engineering type of brick laid with narrow joints in regular courses. The bricks and beds have collected a patina of dirt but are still in good sharp condition with no sign of decay. The tower structure was however repointed in 1986 and this remains in good condition.

- 6.2 There is still evidence of structural settlement in the north and south internal walls of the chancel. Vertical cracks are in line with the vestry door on south side and west side window on the north side. The north Chancel wall crack is visible internally only but the south Chancel crack is through the wall thickness and is visible on the Vestry wall side also. This settlement has been evident for many years and appears to be static but should be monitored over a number of years by using an accurate measuring tool, or by filling the cracks with a fine-colour lime mortar and monitoring the condition annually and recording the results in the Church Log Book. 3
- 6.3 Window and door openings have stone dressings and a stone stringcourse is at clerestory window level. Repairs to the stringcourse and window hood mouldings were undertaken when the roofing work was undertaken and scaffolding was in-situ from 1995 and is now weathered. 3
- 6.4 Tower stone dressings and stringcourses all appear to be in good condition.
- 6.5 Wall plinths are formed in brickwork and in good condition. Minor repointing is required to the organ chamber north wall. 3
- 6.6 The stone carved figure of St Aidan set in a niche over the church main entrance is well weathered and encrusted in soot and would benefit from cleaning by a specialist. The main entrance door has stone reveals and these show some surface erosion to plinths and reveals. No action needed at present.
- 6.7 A small amount of facing brickwork needs raking out and repointing at the SE corner of the clergy vestry at the lower corner. 3

7.0 **EXTERNAL DOORS**

There are three external doors giving access to the church.

- 7.1 The main entrance is facing Oxford Road and comprises a pair of large arched faced panelled doors. These appear to be in sound condition and have been redecorated in the last Quinquennium and appear to be sound. The door hinges should be lubricated annually. The metal gates installed in front of the doors have been painted and appear to be well covered but rust disruption gives an uneven finish. Continue to monitor and touch up paint as necessary. 3  
The gates still serve a useful function in protecting the doors. Noted that a wide gap was observed under the main entrance doors and rain drives in on occasions. Recommend that a brush strip is installed on the inside face of these doors to prevent draughts and driving rain. 2
- 7.2 The timber door facing Stockton Road is no longer in use and kept locked. The porch is now converted to a storeroom. The door appears to be intact and weatherproof but should be stain treated and rubbish cleared from behind the wall and gate. 2
- 7.3 The clergy and choir entrance door at the SE side facing the Vicarage is a timber-arched door now metal faced following a break-in. The locking has been improved. Decoration of the metal facing has been undertaken. Noted an attempt to force the door at the frames has caused damage, but the door and security are intact.

8.0 **WINDOWS**

- 8.1 The north and south aisle windows have galvanised metal grilles installed to the ground level windows. Two windows on the south aisle side have grilles that have been damaged and should be repaired to discourage further vandalism/break-ins. The damage caused at the March 2006 break-in has been repaired. 2

- 8.2 There are metal wire-grilles installed to the east gable windows showing early signs of rust, but are sound and intact. When funds allow grilles should be treated to prevent rust staining on cills and brickwork 3
- 8.3 Clerestory windows are intact following the 1997 repairs.
- 8.4 North Aisle windows are also intact following the 1997 repairs.
- 8.5 Generally all window glazing is in good condition and most windows are protected. Cleaning of windows is required annually. 2

## **INTERNAL**

### 9.0 **TOWER AND SPIRE**

- 9.1 Ringing Chamber: The internal walls are brick faced and painted up to half height. There are still signs of limited efflorescence to east and west sides indicating some damp penetration. This should be brushed down and salts vacuumed up and carpet cleaned. The horizontal crack at door head height in one course on all four sides of the tower is still evident but does not appear to have deteriorated. The crack varies in width from hairline to 3mm and appears to be static having been painted over with no recent indication of movement. The crack could be related to embedded steel that may have rusted or it might be connected to bell ringing vibration. This condition should be monitored and checked again at the next inspection to see if there is any deterioration. Windows in the chamber are generally weathertight though some panes patched and 2 broken on the east side. 2/3
- 9.2 Belfry: The bells are rung occasionally and all 8 bell ropes are intact, some showing signs of wear. . Continue to maintain and lubricate the moving parts. The louvres are covered internally with wire mesh and keeps out birds. 3

- 9.3 Clock Chamber: The clock is maintained annually by the Local Authority but details of the last inspection are not recorded.
- 9.4 Access Ladder to Roof: A new galvanised steel ladder was installed in 1998 to replace the defective spiral cast iron stair and is in good condition. The door at the head of the ladder and platform is intact but there is damp at the cill. The leadwork at the door jambs requires attention and may be the source of water entry. 2
- 9.5 Access Stair at Lower Levels: There is a stone spiral stair leading to the clock chamber, which is in good condition. The stair walls have some efflorescence that should be brushed down and the steps swept clean. 2
- 9.6 Flat roof link between Tower and Ringing Chamber  
A door on the south side of the Ringing Chamber gives access to a small flat roof area separating the Tower from the Nave north wall. The roof is covered with aging mineral felt, which is intact and weatherproof. Continue to monitor at future inspections. 3
- 9.7 The Spire base is covered in lead panels with rolls and appears to be in sound condition though there are a number of patch repairs and some lead joints and edges are disturbed. There is a central flag post with lanyard missing, including top pulley, and preventing flags from being flown. The post will need redecorating within the next 5 years. 3
- 10.0 **ROOF AND CEILING VOIDS**
- There is a ceiling void over the nave at high-level with some ventilation grilles but no indication of an access hatch. There are no reports of leaks or signs of concern.

## 11.0 **ROOF STRUCTURE AND CEILINGS**

11.1 The roof structure is hidden by a five segmented and boarded ceiling. The timbers have darkened with age but appear to be in good condition. A close inspection of the nave ceiling was not possible because of the height and low level of lighting. The aisle ceilings which are lower appear to be sound and in good condition.

11.2 The Organ roof was not inspected but signs of lead theft were observed from the Tower roof and photographed & reported. It is understood repairs have been put in hand and the insurance company notified.

## 12.0 **PARTITIONS, SCREENS AND DOORS**

12.1 The entrance lobby is a timber enclosure with a pair of main doors and a side door for normal use. There is a separate side store for cleaning materials. The lobby is in sound condition and doors need only occasional lubrication and easing to close properly.

2

12.2 The vestry internal doors are in serviceable condition.

12.3 The SW nave lobby is a store room and is in satisfactory condition. The glazed door has been repaired and is satisfactory.

## 13.0 **GROUND FLOOR STRUCTURE**

13.1 The ground floor coverings are essentially wood block flooring on solid construction. This has been sanded and sealed in recent times and presents a smooth polished finish, easy to maintain.

- 13.2 The floor at the rear of the nave, which has the most traffic, is showing signs of wear and is uneven but care is needed. Consideration should be given to protecting this area with a carpet strip. There are other areas of wear with the wood blocks and these should be monitored and when the area becomes hazardous the blocks re-laid and resurfaced. The vestry floor has now been re-carpeted and is in good condition. 3
- 13.3 The fitted carpet to the nave altar area steps and sanctuary area has been removed and has revealed a marble decorative floor, which is cracked, and disintegrating in places. It is proposed to repair the broken marble with matching material, but further investigation is required to remove damp efflorescence before repairs are put in hand. The Architect should be consulted and repairs agreed by DAC before work begins 2
- 13.4 A panel of dark marble to the LHS of the Altar has settled and is in need of levelling and repair. The Cast Iron grille to the RHS of the Altar has dropped by up to 50mm and needs frame repair to level up. It is understood that the heating pipes below this grille have been sealed off because of leakage and the pipe circuit serving the Sanctuary is not functioning, but heating from adjacent areas adequately warms this area. 2
- 13.5 A group of orange pyro cables on the Altar rail riser have been exposed with the carpet removed. These are a distraction and should be disguised by painting out or re-routing overhead. 2
- 14.0 **INTERNAL FINISHES**
- 14.1 There is rising damp and efflorescence on the west internal wall adjacent to the SW Store. This should be brushed down and salts removed and monitored. 3
- 14.2 Some external walls have suffered from rising damp over the years and are evident in the Clergy Vestry; south aisle wall, north and south Sanctuary walls. When funds permit, a trial area of damp proof injection should be undertaken in the Vestry and the results assessed before trying other places. 3

15.0 **FITTINGS, FIXTURES AND FURNITURE**

- 15.1 Vestries: Have built-in cupboards and hanging space for robes and are in satisfactory condition subject to annual review for fit and maintenance. There is a wash basin in the clergy vestry with hot and cold water supply all in working order. There are two safes for parish records and silver. One was damaged during the break-in of 21<sup>st</sup> March 2006 and has been replaced. Separate cupboards and drawers are for vestments, linen and supplies. 2
- 15.2 Pews: Softwood pews are in sound condition and well polished.
- 15.3 Font: A carved octagonal stone font with marble pillars on a pedestal at the west end is in good condition. The large decorative timber cover has been removed, as it was unweilding. A temporary cover is now in use.
- 15.4 Altars:  
There is a large oak framed altar in the chancel on the east wall that is in good condition. The Reredos has panelled sections with painted figures of saints as the 'listing status' and is satisfactory. The bottom right hand framing should be monitored for rot where rising damp to the floor had been noted previously. The nave altar is a recent installation at the chancel steps with modern low altar rails. 3
- There are small altars in the north and south aisles. The north aisle being a Lady Chapel, which has turned balusters with rail of light oak, is high quality.
- 15.5 Pulpit: Comprises a decorative timber structure raised above floor level by five steps and is in sound condition.
- 15.6 Organ: The organ is a 3 manual instrument and is maintained regularly by Mr. B Brighton and was reported to be in good condition. Continue to maintain. 2

16.0 **TOILET**

16.1 The new disabled WC is designed for wheelchair use and is located at the south west corner of the nave and was constructed in 1998. It is of insulated timber stud construction with framed and boarded facing to match the existing entrance lobby, and plasterboard lined internally.

Fitments include a washbasin with hot and cold water. Ventilation is provided by electric fan connected to the lighting, which was repaired in 2006. The hot water heater was also repaired in 2006.

17.0 **GLAZING**

17.1 Late 19<sup>th</sup> century and early to mid 20<sup>th</sup> century stained glass by M Grant, E Armitage and Messrs L & D. All in good condition and now fully protected externally.

17.2 The south aisle stained glass window at the east end was badly damaged by break-in in 2006 and has now been repaired.

18.0 **ELECTRICAL INSTALLATION**

18.1 The main switch panel is at the NW corner of the nave next to the tower stair. Wiring is in pyro and the lighting is to a design by Michael Phillips. The installation was tested in January 2006 but there appears to have been no further tests since and one is due in 2011. A Test Certificate should be kept in the Log Book. 2

18.2 A lightning conductor installation covers the tower and roof areas with downtapes at regular intervals round the building. The installation was tested in 2009 and should be retested in 2014. 2

18.3 The sound reinforcing installation was reported to be working satisfactorily and was improved and a music facility added, all reported to be satisfactory.

18.4 Lighting was reported to be working satisfactorily with occasional relamping carried out.

19.0 **Heating Installation**

- 19.1 This is a low pressure hot water installation which circulates heat round the church with large bore perimeter pipework and radiators and was reported to be working satisfactorily and effectively.
- 19.2 The basement boiler house is situated under the clergy vestry and is accessed via external steps at the SE corner of the church. The oil tank is located next to the adjacent Vicarage and is enclosed with a timber sloping roof and has a brick bund wall.
- 19.3 The boiler is an oil fired model by Ideal 'De Dietrich' Harrier type GT5 with Riello burner. It was installed approx 1995. The oil feed pipe was repaired, before the last Quinquennial and regular maintenance work is carried out by Geoffrey Robinson.
- 19.4 It is understood that a new gas supply is being considered for fuelling the boiler and enquiries are in hand, and approvals through DAC will be sought.
- 19.5 The circulating pump is manufactured by Grunfos.
- 19.6 Wiring in the boiler house is pyrotenax and there are 3 No. wall lights working satisfactorily.
- 19.7 The air supply to the boiler is from the louvred door, which has been damaged but is repaired satisfactorily.
- 19.8 There is a fire extinguisher in the boiler house and this is maintained annually.
- 19.9 The steps down to the boiler house now have a handrail but care should be exercised under wet or slippery conditions.
- 19.10 There is a locked gate to the boiler house enclosure to prevent unauthorised access.
- 19.11 Rubbish accumulating at the foot of the basement steps is regularly cleaned out but remains an ongoing problem.

- 19.12 The boiler house floor is damp. See item 4.3
- 19.13 The boiler is maintained by G Robinson of Cowpen. Continue to maintain the heating equipment by qualified engineers on an annual basis. 2
- 20.0 **FIRE PRECAUTIONS**
- 20.1 Extinguishers have all been inspected in July 2010 by H.E. Wooley and should continue to be checked annually. 2
- The following equipment was observed:  
 Organ: carbon dioxide extinguisher.  
 Vestry: 9 litre gas cartridge type extinguisher.  
 Nave: 9 litre gas cartridge type extinguisher.  
 Boiler room: AFF multi purpose type extinguisher.
- 21.0 **DISABLED PROVISION**
- 21.1 Access for disabled and wheelchair users from the main entrance is satisfactory. The disabled WC continues to be an asset.
- 21.2 There is ample circulation space for wheelchair users, but consideration should be given for 'inclusive' seating for wheelchair users. 6
- 21.3 A sound reinforcement system is installed.
- 21.4 An 'Access Audit' should be considered for all aspects of the DDA Act. 6
- 22.0 **SECURITY**
- 22.1 Doors are adequately locked with bolts internally or double security locks and protected doors.
- 22.2 Following the 'break-in' of 21 March 2006, security to the south side aisle windows was reviewed and improved fixing of the outer window grilles to be considered. 2

22.3 Consideration could be given to the installation of an alarm system with external 'sounders'. Consult with the Local Crime Prevention Department. The Diocese has access to publications relevant to Church crime prevention. 2

23.0 **BATS**

23.1 There are no known bat colonies in the church.

**CURTILAGE**

24.0 **CHURCHYARD**

24.1 The north side of the church has two planted areas contained within a metal railing fence. These contain shrubs and flowers and are maintained regularly.

24.2 The south side of the church looks straight onto the Vicarage garden being lawned and with beds, which is in the care of the Diocese.

24.3 There are no burials or tombs.

24.4 There are metal railings to the north, east and west sides of the church walls and these have been decorated and are well presented.

24.5 The Sussex Street gate has been repaired in 2006.

24.6 A redundant metal bracket on north elevation from a floodlight should be removed. 2

25.0 **LANDSCAPING**

25.1 The garden areas to the north side of the church need maintenance and regular clearing of accumulated rubbish. 2

25.2 The few shrubs on the north side are healthy and do not appear to be affecting the church structure. Trees on the north side were removed in December 2008 to prevent access onto the Organ Roof when lead was stolen in October 2008.

25.3 The paving surrounding the church on three sides is public footpaths and within local authority control. These appear to be in good condition.

26.0 **LOG BOOK**

26.1 The Log Book was available and details of repairs and maintenance were given in 10 photocopied sheets

26.2 Continue to record all repairs and maintenance in the Log Book.

2

27.0 **PREVIOUS INSPECTION REPORT**

- December 1960 Cordingley & McIntyre
- June 1965 Cordingley & McIntyre
- February 1971 Hayton Lee & Braddock
- November 1975 Hayton Lee & Braddock
- November 1980 IB Braddock DA (Edin) RIBA
- June 1985 IB Braddock DA (Edin) RIBA
- June 1990 JB Kendall Dipl Arch RIBA
- June 1995 JB Kendall Dipl Arch RIBA
- June 2000 JB Kendall Dipl. Arch RIBA
- March 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 low level gutter of vegetation	3.1	DIY
- Remove vegetation from Tower roof gutters	5.1	DIY

### **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>
- Consider long-term maintenance of high level gutters. Obtain estimate and alternative access methods	3.1	DIY
- Examine manhole and drainage including testing by flushing. Ensure manhole lids are sealed and rust free/ decorated	4.1	DIY
- Treat external face of Stockton Road door with stain and ensure rubbish is cleared from this boundary	7.2	DIY
- Repair and strengthen window guards to South elevation to prevent access and forced entry	8.1	50
- Clean ground level windows inside and out with distilled water and soft cloths. By specialist or DIY with specialist direction	8.6	DIY or specialist
- Brush down salts on Ringing Chamber walls and vacuum. Repair cracked window panes if water is leaking in.	9.1	100
- Check source of water entry at Tower roof level	9.4	60
- Brush down salts on walls of spiral stone stair to Tower and remove	9.5	DIY
- Lubricate hinges, latches of all internal doors	12.1	DIY
- Check Vestry cupboard doors for fit and maintain	15.1	DIY
- Continue to maintain and time Organ	15.6	100

- Check electric installation in 2001. See Appendix 'g'	17.2	200/250
- Check Lightning Conductor(s) in 2014 as British Standard	18.2	70
- Continue to clear Boiler House stairs	19.11	DIY
- Continue to maintain Boiler. See Appendix 'f'	19.13	120
- Continue to maintain Fire Equipment. See Appendix 'k'	20.1	45
- Consider upgrading fixing of window guards or installing intruder alarm	22.2/22.3	Seek Quotes
- Remove redundant floodlight bracket from North elevation	24.6	DIY
- Continue to maintain gardens	25.1	DIY
- Continue to record works in Log Book	26.2	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 in brackets, 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 12 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 CO<sub>2</sub> type where heating apparatus is oil fired.