

DIOCESE OF DURHAM

CHURCH OF ST MATTHEW

Newbottle Parish Church
0832/Dch90

Inspection of Churches Measure 1955
(as amended 1995)

Architects Report No. 7 made September 2008

Archdeaconry of Durham
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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'.

INSPECTED OF CHURCHES MEASURE 1991 (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 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 is at the east end of Newbottle Village, overlooking the village central area.

GENERAL DESCRIPTION OF CHURCH

A.2 The Church was built in 1886 using local sandstone with slate pitched roofs. The Church is a Grade II listed building on the statutory list of Buildings of Special Architectural or Historic Interest prepared by the Department of the Environment. The building is generally sound and of substantial construction.

A.3 The following refers to the only known History of the Parish Church of St Matthew, Newbottle. These extracts are essentially descriptive of the fabric:

"What is now the ecclesiastical parish of Newbottle, was, until the middle of the last century, part of the huge parish of Houghton-le-Spring; it contained eighteen chapelries. The early mid-Victorian years were a time of industrial expansion and a church - then called St Matthew's Chapel - was built at Newbottle in 1850, as the religious centre for the district comprising the village itself, Philadelphia, Success, Bunker Hill, Junction Row and Sedgelych. Newbottle or Newbotill, which means 'new dwelling' - there are sixteen cottages, each whom holds twelve acres and performs two days work in every week for the lord throughout the year, - is mentioned in the Boldon Book, compiled by Hugh Pudsey, Prince Bishop of Durham from 1153 to 1195. It is a kind of Doomsday Book of the whole Bishopric.

Newbottle Collieries were carried on by the Nesham family, who lived at Nesham Hall (now demolished). A new church was built on ground given for the purpose by the Earl of Durham, who was also a generous contributor to the building fund, in commemoration of his coming into possession of his estates.

The church, dedicated to St Matthew was consecrated and opened in December 1850. It was a neat building in the early English style and consisted of a nave and south transept, with lancet lights, a bell turret on the west and a cross on the eastern gable. An extensive churchyard is attached. This building served the parish for about thirty-four years, the chapelry having entered upon an independent existence in 1865.

An appeal was made to the Earl of Durham (who again helped generously), to all friends of the church outside the parish and to the people of the parish who responded liberally and loyally to the New Church Building Fund. Plans for the new church were submitted by several firms and those of Messrs Oliver and Leeson, Architects of Newcastle upon Tyne were accepted. The work of erection was entrusted to Messrs Hurst of Sunderland and Hartlepool, who selected grey freestone from Penshaw Quarry with which to build the church.

The demolition of the old church was commenced early in 1885, the best of the materials of which were reserved for incorporation in the new building. The foundation stone was laid with due ceremony and solemnity by the Right Rev Joseph Barber, Lord Bishop of Durham, on the Feast of St Phillip and St James, 1 May 1885. The winter of 1885-1886 was particularly severe. For many weeks everything was frozen and even at Easter, late in March 1886, the snow had not all gone. The weather greatly delayed building operations. It was not until 21 June 1886 that the new church was consecrated.

*The church accommodates about 530 persons.
Mr Vincent built the organ.*

The costs for labour and materials in the building of the church were as follows:

	£	s	p
<i>Excavator, mason and bricklayer</i>	1577	4	6
<i>Carpenter and joiner</i>	819	14	11
<i>Slater</i>	108	12	10
<i>Plasterer</i>	39	19	7
<i>Plumber and gasfitter</i>	63	0	4
<i>Painter and glazier</i>	42	19	2
<i>A total of</i>	£ 2651	11	4

The Porch at the west door was added two years later. It was originally intended to place the figure of St Matthew in the niche over the arch.

The lofty ceiling of stained pitch pine, semi-circular in form affords excellent acoustics.

In the Nave there are six windows, each containing three lancets.

The building is cruciform and the two transepts have been put to excellent use. The north transept has been made into a Children's Corner and Clergy Vestry.

The south transept has been transformed into a Lady Chapel.

The altar is of light oak, beautifully carved. The beautiful screen dividing the Chapel from the Nave is in two parts. An apse forms the head of the great cross made by the Church. In it stands the High Altar.

The Chancel is beautiful, and this is particularly evident in artificial light, cunningly concealed in window embrasures and on an oaken cross (dedicated 3 September 1944), suspended from the apex of the great arch.

The Sanctuary and one wall of the Chancel are panelled in oak. St Matthew's Church does not contain a great deal of painted glass. In the north transept there are two windows. One of them is un-named and both were originally in the old church. There are three beautiful windows above the High Altar. The middle window in the south wall of the Nave has been filled with painted glass.

At the west end of the Church is a magnificent six lancet window. It is the memorial to the men of this parish who paid the supreme sacrifice in the First World War.

The brass tablet below the window contains one hundred and ten names and is mounted on a massive solid oak base.

The plain and substantial font is of free-stone and was in the old church.

A beautiful 'Eagle' lectern is carved in oak.

The oaken Litany Desk is designed and was made by the late Mr T Colpitts.

The church, being on a hill, can be seen for miles around."

Acknowledgement for the foregoing from Centenary History of the Parish Church of St Matthew, Newbottle 1950.

A new access for disabled and a disabled WC were provided in February 2001. This work included a new boiler and heating system serving the vestry, Lady Chapel, lobby and disabled WC. At this time restoration of stonework and stained glass windows was carried out.

B SCOPE OF THE REPORT

- B.1 The Report is based on inspection made from ground level.
- B.2 Ladders were provided to gain access to the roof and external flat roof.
- B.3 See part 'c' of the Appendix to this Report.

1.0 SCHEDULE OF WORKS COMPLETED SINCE LAST REPORT

- 1.1 The Lady Chapel was re-carpeted in July 2008 including new underlay. Doors were adjusted to allow for the carpet thickness
- 1.2 Roof slating to the older slated areas is repaired regularly on a twice a year basis
- 1.3 The organ is tuned regularly
- 1.4 The Grand Piano is also tuned regularly and was last attended approx. 3 months ago
- 1.5 All fire extinguishers are maintained annually and were last serviced in May 2008
- 1.6 A Loop Hearing system is installed
- 1.7 Sunderland Council continue to maintain the Churchyard and cut the grass in season

2.0 GENERAL CONDITION OF THE CHURCH

- 2.1 The Church is being carefully maintained and general appearance and condition is very good.
- 2.2 The churchyard is well maintained by City of Sunderland Council.

EXTERNAL INSPECTION

3.0 ROOF COVERINGS, PARAPETS AND UPSTANDS

- 3.1 All pitched roofs are covered in Welsh slates. The Nave & Chancel South slopes including the full Apse roof has been recovered in Welsh slates in recent years and is in 'as new' condition. The North roof slopes and both Transepts are of older slates and showing signs of slippage and repair and will need re-covering in 5 – 10 years 3
- 3.2 The new roofs are in very good condition. But the older roofs are now requiring regular repairs and are coming to the end of their useful life
- 3.3 Pointing to ridges appears to be sound. Water table joints are showing signs of wear and will need re-pointing at the next major roof restoration 3
- 3.4 Valley gutters between Transept roofs should be inspected spring and autumn to avoid build up of leaves, debris etc. A report of the lead condition should be recorded on photograph and a copy issued to the Architect for advice. Alternatively, the Architect should make a close inspection when ladder access is available 1
- 3.5 There are slates missing on the North side Nave just below the Fleche and 2 No. at the Apse corners at eaves level, which require repair. The new entrance porch toilet flat roof has some fallen slate debris from above and the odd cracked slate is also visible. The roofer should attend to these defects with care 1
- 3.6 Vestry roof: Mineral surface felt is in good condition following recent repair/

recovering. It is understood that there was serious leakage to the rear Vestry wall, but this has been cured since re-roofing which included new felt flashings to the abutment wall and parapet wall.

- 3.7 The North Transept Gable wall below the rainwater outlet appears to be stained from overflowing and should be investigated at high level and a report issued or the Architect to inspect when access is available

1

4.0	<u>RAINWATER GOODS AND DISPOSAL SYSTEM</u>	
4.1	Rainwater goods are cast iron with Half Round gutters and circular downpipes. All rainwater goods appear to be in order and well decorated but starting to show rust spots. Gutters to Transept Valleys are lead lined. See 3.4	2
4.2	Check all gutters and downpipes – joints/fixings and redecorate. Noted that some gutters have vegetation growing in gutters which needs immediate attention	1
4.3	Downpipes on North West corner of North Transept appears to have no gulley and water discharges onto ground. New gulley to drain is recommended	1
5.0	<u>BELOW GROUND DRAINAGE</u>	
5.1	The WC in the Vestry connects with the external gully and rainwater pipe on the south vestry wall. There are no reported problems with drainage.	
5.2	The soil drain serving the new toilet has a manhole and records show this runs Westwards along the path route to the road. There were no reports of drainage problems. No manhole covers were lifted, but it is recommended that all manholes are checked annually and drains tested for flow	2
6.0	<u>WALLING</u>	
6.1	The external stone walls are reasonable following restoration work in February 2001.	
6.2	Two stone cills to window 21: South Nave, have been repaired in mortar and appear to be holding. This may be a temporary repair, and should be monitored at the next Quinquennium.	3
7.0	<u>DOORS</u>	
7.1	D1 Porch Softwood screen with glazed sidelights, leaded glazing over doors. This screen has been modified to accommodate a taller pair of boarded doors to suit coffin/pallbearers access. A pair of tall new steel gates and handrails have been installed. Nesting swallows are causing nuisance to this porch, which needs cleaning regularly in Summer season. An electric signal deterrent is recommended.	2
7.2	D2 Lobby Heavy section timber stained doors with WI ironmongery, good condition.	
7.3	D3 Boiler House Access could not be gained but softwood door was reported to be in reasonable condition.	
7.4	D4 Vestry Solid softwood door in reasonable condition.	
7.5	D5 Lady Chapel Softwood door in satisfactory condition.	
7.6	D5a Lobby Entrance	

- New Oak door in good condition. Threshold requires sanding down and resealing/staining. 2
- 7.7 D5b WC Door
Oak door in good condition.
- 7.8 D6 Sunday School/Vestry
Solid softwood door satisfactory .
- 7.9 D7 WC
Lightweight panel door with plywood infills. Door stained to match solid doors.
- 7.10 D8 Chancel
Solid softwood door in reasonable condition.
- 7.11 Sliding screen to Organ Chamber in reasonable condition.
- 7.12 D9 Screen to Lady Chapel
Oak framed screen half glazed in good condition.
- 8.0 WINDOWS
- 8.1 All Nave and Chancel and Transept and Vestry windows are stone mullions of perpendicular design.
- 8.2 W1 - W26
Leaded glass windows in reasonable condition.
Stained glass to W1, W2, W3, W12a, W13, W14, W15, W16, W17, W18, W19 and W21.
W20 built up to lobby/WC roof.
W20a new window to lobby.
- 8.3 Polycarbonate is fixed over all windows
- 9.0 TOWERS, SPIRES
- 9.1 The fleche over the Nave is part slated, with the spire top leaded and cockerel weathervane finial. All appears to be in good condition except for paint flaking from the timber work, which should be re-decorated before decay affects the timber. There are occasional reports of leaks. Check for leakage when roof access available. 3
- 9.2 A lightning conductor runs from the fleche across the north pitch of the Nave to ground level. There are no records of recent testing so this should be carried out as soon as practical 2
- 9.3 An iron cross is fixed to the Apse roof and appears to be intact but heavily rusted so should be renovated at the next major roof restoration. A lightning conductor for this cross should also be considered. 3
- 9.4 A stone cross is fixed to the west gable, appears to be in good condition.
- 10.0 BELL

- 10.1 The bell is a cast bell of 6 CWT dating from approx 1885.
The bell is housed in the fleche over the Nave, renovated in 1971.
Operation is by pull rope inside the Church adjoining door from Lady Chapel to nave. The bell is in good order but is understood not to be in current use.

INTERNAL INSPECTION

11.0 ROOF, CEILING AND VOIDS

- 11.1 The Nave, Chancel and Transepts are formed with large section timber scissor trusses at approximately 750 centres when inspected in 2005. Spaces were airy and was dry, with no indication of decay or rot. There was a significant layer of dust over timbers in the roof space. The roof voids were not inspected on this occasion.
- 11.2 There are three beam trusses to the Nave roof with a barrel - boarded roof over. A number of roof vents appear in the barrel roof soffitte. All appears sound with no signs of distress or leakage.
- 11.3 The Vestry roof is a flat roof, recovered in green mineral finish felt in 2006/7 and in good condition. Water was pooling in one area of the gutter away from the outlet but the coverings appeared to be waterproof.
- 11.4 Previous leakage to the Vestry wall has been cured since the re-roofing

12.0 UPPER FLOORS, BALCONIES

- 12.1 There are none.

13.0 PARTITIONS, SCREENS, PANELLING AND DOORS

- 13.1 Walls to Altar are panelled in oak, in good condition.
- 13.2 Wrought iron screen to low stone wall to Altar in good condition.
- 13.3 Oak screen chancel to Memorial Chapel with plate glass screen alongside, all in good order.

14.0 GROUND FLOOR STRUCTURE

- 14.1 Porch
Concrete floor stained red, good condition.
- 14.2 Nave
Aisle and access area concrete with pile carpet – carpets not lifted. Aisle and centre to
Chancel carpet - good condition. Area with pews SW boarding in good condition over

concrete. Noted: - Two small steps in the crossing area not distinctive and could be a tripping hazard. Attention required to highlight these steps for safety.

6

- 14.2 Chancel and Altar
Dressed stone slabs overlaid with carpet – Carpet not lifted. Three steps up from Nave to Chancel.
- 14.3 Vestry
Overlaid with new carpet over sheet vinyl overlay flooring on timber - sound.
Note: - New lino to sink area just laid.
- 14.4 Lady Chapel
New carpet overlaid on SW boards on battens - sound.

15.0 INTERNAL FINISHES

- 15.1 All internal walls are plastered and decorated. Redecoration was completed in 2001 – still in good order.
- 15.2 All internal timber is generally stained and in good condition.
- 15.3 Stonework over the door to the Memorial Chapel has efflorescence and may have increased since the last inspection. Brush down efflorescent salts and continue to monitor. Remedial work to the roof was previously carried out. Roof table stones to be checked at close quarters for leakage.
- 15.4 Previous plaster decay at Chancel door appears to have been made good and missing slate over Lady Chapel roof now repaired..

1

16.0 FIXTURES, FITTINGS AND FURNITURE

- 16.1 Pews
Heavy pine benches in good condition.
- 16.2 Choir
Heavy oak pews in good condition
- 16.3 Altar
Oak framed table in good condition.
- 16.4 Communion Rail
Oak rail on wrought iron balusters.
- 16.5 Walls to Altar
Covered in oak panelling - good condition.
- 16.6 Large Victorian brass cross and two brass candlesticks - Good condition
- 16.7 Two standing brass candlesticks.
Small restored and refurbished portable oak altar table.
- 16.8 Brass book stand.

- 16.9 Large oak chair with arms in memory of Edwin John Day MA Vicar of Newbottle 1896 - 1917. – Jacobean style.
Oak kneeler in memory of Charles Hubbard died 6 February 1904.
- 16.10 Oak kneeler in memory of curate Rev G J Jones BA
1899 - 1908.
- 16.11 Carved oak chair with arms - 2.
- 16.12 Oak table, 1100 x 750 approx.
- 16.13 'Eagle' lectern stand in oak - good condition.
Oak octagonal pulpit – good condition.
- 16.14 Baby grand piano by Challen, in good order.
- 16.15 Wrought iron balustrade to Chancel on stone wall
450h - good condition.
- 16.16 Font
Sandstone font with no lining with oak cover - good condition. Reported to drain well
- 16.17 Memorial Chapel
- 4 rack candle stand black steel, good condition.
 - Pine kneeler.
 - 8 beech chairs with book shelf to back.
 - Timber cross, gold painted 400 x 220 approx.
- 17.0 ORGAN
- 17.1 By Nelson & Co, Durham. 2 manuals, 22 stops Pine panelled - good condition.
- 18.0 MONUMENTS
- 18.1 Oak frame commemorative brass plaque to honour of those who died in 1914/1919 war fixed on west wall.
Good condition.
- 18.2 Gravestones surround the Church in the churchyard.
- 19.0 VESTRIES AND TOILET
- 19.1 The Vestry is in good order.
- 19.2 There is a WC and handbasin off the Vestry. Ventilation is by extract fan in the east wall but was reported to be faulty.
- 20.0 HEATING SYSTEM

- 20.1 Gas fired boiler Ideal Concord C330 Series 2 330,000 BTU with 100 diam cast iron pipes around Church in floor ducts with cast iron grating or surface fixed and exposed on walls. Boiler installed in 1982. An inspection of the boiler was not made but a recent service of the boiler indicated that it was in good condition.
- 20.2 The heating installation is maintained regularly
- 20.3 A new independent Worcester boiler and heating system were fitted in February 2001 serving the vestry, Lady Chapel, lobby and disabled WC. This was reported to be working well.

21.0 ELECTRICAL INSTALLATION

- 21.1 Eight pendant fittings in Nave. Flood lights at high level in Chancel/ Nave. A visual inspection indicates the electrical installation is in reasonable order.
- 21.2 Electrical wiring to main lighting is in working order but a detailed examination and test of the installation should be arranged by the PCC with an approved electrical engineer. The report should be kept with the Church Log Book. 1
- 21.3 The Church has an intruder alarm fitted by TOCSIN Security Systems.

22.0 SOUND SYSTEM

- 22.1 There is a microphone and speaker system which is satisfactory, including 1 Realistic tape deck, 4 microphones, 2 TOA amplifiers and 6 speakers.
- 22.2 A sound loop system is now installed.

23.0 LIGHTNING CONDUCTOR

- 23.1 The lightning conductor is a copper strip running from the weathercock down the surface of the fleche, across the slate roof and down the external wall of the Nave adjacent to the north Transept. This is due to be tested. 1

24.0 FIRE PRECAUTIONS

- 24.1 Various Carbon Dioxide and dry powder extinguishers are installed throughout the Church. These are regularly maintained and this should continue annually. 2

25.0 DISABLED PROVISION

- 25.1 Access is provided by an entrance lobby to the Lady Chapel. A disabled WC is provided off the lobby. This provision complies with the DDA requirements and is well used.

26.0 BATS

- 26.1 There is no evidence or knowledge of bats in the Church.

- 26.2 Note: Any timber treatment should be sympathetic to bats as they are a protected species.

CURTILAGE

27.0 CHURCHYARD

- 27.1 The existing large churchyard contains grassed areas around the Church (see enclosed sketch site plan). Grassed areas near the Church are well maintained.

28.0 BOUNDARY WALLS, GATES AND FENCING

- 28.1 Stone wall to south boundary pointing loose, some missing requires pointing. 3
 - Area on SW corner requires resetting/pointing. 3
 - 3m section of wall adjoining old Rectory very poor, bulging out – replace damaged areas/repoint. Check ownership of walls before work 2
 - Wrought iron fence to the south boundary is in reasonable condition. 2
 - A number of single bars are missing from the fence and in places bars are bent. 2
 - Fence decoration poor, beginning to rust. Make good fence. Clean down fence and redecorate. 3
 - Area to south wall adjacent 2nd lighting post loose and requires resetting and pointing. 3
- 28.2 Stone wall the west boundary grounds is in good condition. Repointed by Sunderland City in previous quinquennium.
- 28.3 Fence to the north boundary is part timber and chain link fence and part low stone wall. Part of the fence to the north boundary has collapsed.
 Part of the boundary to the north is 4 strand barbed wire (horse paddock).
 Low stone boundary wall to north/graveyard is overgrown with ivy and columbine. Clean back, check and point wall as required. 3
 The east and south boundaries to the graveyard are dilapidated/missing 2 strand barbed wire – make good. 3
- 28.4 The stone wall to the south boundary is reasonable. SE end 18m approx. covered ivy from Rectory garden. Cut back. Check and make good pointing if wall is a Church responsibility 2
- 28.5 East wall to old Rectory reasonable.
- 28.6 Steps to boiler room. Covered with secure galvanised steel grates (February 2001) – Could not be opened.
- 28.7 Entrance gates
 Wrought iron, worn but in working order, not catch or bolts, propped open, starting to rust. Clean down and redecorate. 2
- 28.8 Gate to churchyard
 Tubular steel 'farm' gate, chained and padlocked. Starting to rust - clean down and redecorate. 2
- 28.9 Paths
 Tarmac path to Church entrance good. Resurfaced 2001.

29.0 PLANTING AND VEGETATION

29.1 There are mature trees on the east boundary to the Rectory, and wall to the south boundary, Sycamore, Beech etc.

29.2 Young trees have been planted along the south and west boundary at approximately 4m intervals between 4 established trees.

29.3 There is a rough hedgerow along part of the north boundary of Hawthorn and Elder. Ivy and columbine are growing over the low wall. Cut back/ remove. 2

30.0 HARDSTANDING

30.1 There is no hardstanding or parking area for the Church. The block paved area of footpath at the entrance is occasionally used to park up to two cars.

31.0 LOG BOOK

31.1 The Log Book was not inspected. The Vicar confirmed that the Church is insured with the Ecclesiastical Insurance Group.

32.0 PREVIOUS QI REPORTS

32.1 The following Reports have been carried out:

20 April 1980	Clarence Solomon, Newcastle upon Tyne
May 1986	Richard T Bulmer Dipl Arch RIBA, Durham
June 1991	Richard T Bulmer Dipl Arch RIBA, Durham
March 1996	Richard T Bulmer Dipl Arch RIBA MAPM, Durham
September 2002	Richard T Bulmer Dipl Arch RIBA MAPM, Durham

RECOMMENDATIONS

URGENT WORKS REQUIRING IMMEDIATE ATTENTION: Category 1

	<u>See Item</u>	<u>Budget Est.</u> £
- Check valley gutters of Transept roofs, clear debris and report on lead condition	3.4	75
- Repair missing and cracked slates	3.5	150
- Check rainwater head & outlet to North Transept Valley	3.7	incl.
- Check all gutters and downpipes for leakages and clear gutters of vegetation	4.2	100
- Check rwp discharge from downpipe at Northwest corner of Organ Chamber. There appears to be no gulley. Provide gulley and connecting drain if required	4.3	250
- Brush down efflorescent salts above arch to Prayer Chapel off North Transept and monitor condition. Check roof table stones above this		

arch for signs of leakage.	15.3	150
- Repair extract fan to Clergy WC	19.2	250
- Test electrical installations by an NICEIC Contractor and obtain a test certificate	21.2	150

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

	<u>See Item</u>	<u>Budget Est.</u> £
- Prepare and Re-decorate all cast iron rain water goods	4.1	500
- Check all below ground drains & manholes and ensure manhole frames are de-rusted and sealed in grease	5.2	70
- Consider installation of bird deterrent high frequency signal at Main Porch Entrance to deter nesting birds	7.1	300
- Prepare and reseal/ stain door threshold to Entrance lobby	7.6	DIY
- Check Lightning Conductor/ Earth test	9.2/ 23.1	100
- Continue to maintain all Fire Extinguishers annually	24.1	200
- Check ownership of former Vicarage boundary wall before doing any maintenance work	28.1/ 28.4	Admin
- Repair bars on South boundary fence	28.1	200
- Clean down & re-decorate Church Entrance Gates	28.7	250
- Clean down & re-decorate Church Farm Gate	28.8	100
- Cut back / trim hedgerow to North boundary of Churchyard	29.3	Local Auth.

WORK RECOMMENDED TO BE CARRIED OUT DURING NEXT 5 YEARS: Category 3

	<u>See Item</u>	<u>Budget Est.</u> £
- Repoint water table joints at next roof restoration	3.3	250
- Consider re-roofing North Nave roof slope, Transept and Porch roofs	5.1	Architect to prepare
- Monitor window cill repairs to South Nave window ref W21	6.2	estimate 100 incl. in QI
- Consider restoration & decoration to Fleche timber louvres & high level paintwork. Also check Fleche Belfry for leakage	9.1	Arch to estimate

- Restore metal cross to Apse end roof include in major roof restoration works	9.3	Arch to estimate
- General repairs to boundary walls, gates and fencing	28.1	DIY & 1000

WORK TO BE CONSIDERED BEYOND 5 YEARS: Category 4

None

WORK REQUIRED TO IMPROVE ENERGY EFFICIENCY Category 5

None.

WORK REQUIRED TO IMPROVE DISABLED ACCESS: Category 6

	<u>See Item</u>	<u>Budget Est.</u> £
- Add highlight nosings to 2 No. steps in 'Choir' part of Nave Crossing to alert users to a possible trip hazard	14.2	DIY

NOTE:

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

A P P E N D I X

a. GENERAL

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

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

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

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

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

b. PRIORITIES

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

- 1 Urgent works requiring immediate attention
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- 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 essential that the procedure in item (a) of this appendix be adhered to as without proper supervision much harm can be done to the fabric by incorrect use of materials and techniques.

f. HEATING INSTALLATION

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

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

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

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

g. ELECTRICAL INSTALLATION

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

Where no recent report or certificate of inspection from a competent electrical engineer (one who is on the Roll of Approved Contractors issued by the National Inspection Council for Electrical Installation Contracting) is available, the comments in this Report are based upon a visual inspection made without instruments of the main switchboard and of sections of wiring selected at random. Electrical installation for lighting and heating, and other electrical circuits, should be installed and maintained in accordance with the current editions of the Institution of Electrical Engineers Rules and the more specific recommendations of the Council for the Care of Churches, contained in the publication "The Lighting of Churches".

h. LIGHTNING CONDUCTORS

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

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

j. MAINTENANCE BETWEEN INSPECTIONS

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

k. FIRE INSURANCE

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

At least one fire extinguisher should be kept in an easily accessible position in the Church, together with an additional extinguisher of the foam or CO2 type where heating apparatus is oil fired.

HLB Architects