DIOCESE OF DURHAM

HOLY TRINITY CHURCH
PELTON
Dch 13/0807

Inspection of Churches Measure 1955
(as amended 1995)

Architects Report No.7 made 27th February 2008

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

INSPECTION OF CHURCHES MEASURE 1955 Revised 1995

Index

A. Background and General
B. Scope of Report

1. Works Carried out Since Previous Report
2. General Condition of Church

EXTERNAL INSPECTION

3. Roof Coverings
4. Rainwater Goods and Disposal
5. Bellcote and Spire
6. Walls and Masonry
7. Exterior Doors

INTERNAL INSPECTION

8. Internal Inspection
9. Ground Floor and Finishes
10. Roof Structures and Ceilings
11. Fittings, Fixtures and Furniture
12. Heating Installation
13. Electrical and Lighting Installation
14. Security
15. Fire Precautions
16. Vestry and Toilet
17. Disabled Provision
18. Bats
19. Memorials

CURTILAGE

20. Churchyard and Environs
21. Log Book
22. Previous Quinquennial Inspections

RECOMMENDATIONS:

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

(1) Urgent works requiring immediate attention
(2) Work recommended to be carried out during the next 12 months
(3) Work recommended to be carried our 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

A1 Holy Trinity Church is situated at the west end of Pelton Village on the A693 road which runs from Chester le Street to Stanley. The Church is on the north side of the A693 2½ miles west of Chester le Street and 9 miles north of Durham.

A2 Ordnance Survey Map Reference NZ 24 65 31

A3 There is a bench mark at the sw corner of the Church tower and this is recorded on the Ordnance Map as 310.07 feet above sea level.

GENERAL DESCRIPTION OF CHURCH

A4 The Church Nave is rectangular with no aisles, the Chancel at the east end is narrower and is axial on the Nave. There is a vestry on the north side of the Chancel. The slender bellcote is located on a tower at the west end of the Nave with a porch access from under the west end. The south porch, presumes to be built later, is at the west end bay. The Church is orientated approximately east west but is approximately 21^0 closer to the NE.

Fuller descriptions of the Church are given in the following references:-

A5 Pevsner 'Building of England' County Durham Volume 1983 :
HOLY TRINITY 1841-2 by G Jackson EE, with polygonal bellcote and tiny many gabled spire, spikey angle pinnacles in the details still pre-archaeological. High, aisleless Nave, lower Chancel. Pierced trefoil above the Chancel arch, STAINED GLASS by Wailes c1848, Chancel, three E lancets, and S. window, centre panel; Nave, Eden window, Nave S, Wailes and Strang, 1911. (After Hunts 'Light of the World') Also glass by LC Evetts, 1969 and Selwyn Beattie 1977.

A6 'Churches of the Diocese of Durham 1995 by Canon John E Ruscoe
PELTON, HOLY TRINITY:
The Church was built in 1841 by G Jackson. The fine stone font which was the gift of Archdeacon Thorp at the consecration of the Church, is from the base of a pillar from Finchale Abbey. Beam and choir stalls carved by Ralph Hedley, famous Tyneside painter and wood carver. Also Choir stalls from the same company. A beautiful window, given in gratitude by the people of Pelton, following the Cholera Epidemic of 1848/9 but in which no one from Pelton died. It depicts Aaron staying the Plague – Numbers 16.v48. Other glass by Wailes, Selwyn Beattie and L C Evetts

A7 The Town and Country Planning Act listed status is reported to be Grade II.

A8 There is no Conservation Area relating to the Church.

A9 There are no Tree Preservation Orders on the Churchyard.

A10 There are no ancient monuments attached to the Church.

B SCOPE OF REPORT

B1 This report, the second one undertaken on this Church by the writer, is based on findings of an inspection made on 27th February 2008. Viewing was made from ground level and with the aid of Pentax 8x UCF binoculars. No ladder inspection was made externally or into the roof void internally or belfry.

B2 A photographic record was made internally and externally of representative views with a Minolta 70w Riva zoom 35mm camera using colour film 400 ASA; 11 exposures on file.

B3 The weather was windy, clear with high cloud. Temperature 10c.

B4 There were no roof voids or ceilures which required opening up.

B5 The ground floor boarded flooring was not opened up or access panels found.

B6 The extent of the Churchyard is shown on the attached site plan in the Appendix and is still open and maintained by the Local Authority. The inspection was to the immediate vicinity of the Church.

B7 There is a soil drainage installation from the WC in the vestry and this is assumed to connect into the local authority sewer in the road, but no manholes were inspected or access points opened up.

B8 Thanks are acknowledged for help given on the inspection day by Rev. John Lintern and Mr Arthur Henry, Churchwarden.

B9 See Appendix 'C' in this report for a full description of limitations of the inspection.

WORKS CARRIED OUT PREVIOUS TO REPORT

Information reported verbally : no log book available.

Roof Work -	Vestry roof west side, slates repaired. Lead flashings to table stones repointed. Gutters and downpipes cleared – Autumn 2007.
Lighting Conductor –	Tested 2004. Repair ?
Lighting -	New spot lighting installed in Nave 2004/2005. 4 No metal halide fittings to each side plus 1 No. to cross on Chancel screen, 4 No metal halide fitting installed in Chancel plus 2 No Tungsten Halogen. New distribution panel installed in West end porch (single phase)
Fire Extinguishers –	serviced annually and vestry extinguishers mounted on wall brackets.
Organ -	Tuned regularly by Mr B Brighton.
Landscaping -	Grass cut in season by Local Authority
Heating -	Pump repaired 2003 and boiler repaired 2007.

GENERAL CONDITION OF CHURCH

The Church continues to be carefully maintained and roof repairs attended when required. Regular attention to gutters is required to avoid leaf collection which results in blockages. The interior is well kept and welcoming. Annual maintenance

items as listed should continue. The recommended works is attached at the end of the report.

EXTERNAL INSPECTION

3.0 ROOF COVERINGS

See attached roof plan

3.1 There are four roof areas all covered in welsh slates to even courses all roof coverings appear to be of similar age.

3.2 Nave Roof: slated to approx 40^0 with a stone ridge and gables with tablestones just slightly above the roof line. The slating is all intact and appears even and level. There are signs of slate repair to the South side of the Nave but no reports of recent work here. Monitor repairs as the frequency of slate loss is an indication of nail fatigue and re-roofing in the long run. The Nave gable cross appears to be eroding with part missing and should be checked for stability when the roofer is next on site. 2

3.3 Chancel Roof: slated to same pitch as Nave and appears to be in the same condition. The south side roof abutment with the Nave gable wall is flashed with a tar based covering and is the location of previous leakages. This requires closer inspection and opening up when soakers should be checked. The architect should be consulted. 2 The Chancel gabled stone cross although sturdier should also be inspected from close quarters.

3.4 Vestry Roof : North Side: Slated to shallower pitch approx. 30^0, stone ridge and north gable with broad tables stones. Report of leakages through the toilet roof vent which has been repaired but the vent closed. There is a valley at the far west side of the vestry roof which was not inspected but had been recently attended by a roofer.

3.5 Porch Roof : South Side : Slated to approx 35^0 with stone ridge and south gable with table stones. Satisfactory.

4.0 RAINWATER GOODS AND DISPOSAL

4.1 All rainwater goods are cast iron gutters with downpipes and appear to be sound. Gutters are cleared regularly to prevent over-flowing onto walls as previously reported. Continue to maintain. 2

4.2 Water Table flashings and tablestone joints have been repaired recently. Internally there have been areas of high level damp intrusion relating to the above mentioned water table / flashing defects and it is planned to re-plastered the damp patches following a drying out period. 2

4.3 Following checking and clearance of all gutters and downpipes these should be redecorated and insides of gutters painted with bitumen paint. 2

4.4 Check that all gullies are free-flowing, manholes/access points

checked for drain flow and rodding on a regular basis. 2

5.0 BELLCOTE AND SPIRE

5.1 As reported previously the bellcote is accessed from the tower via a ceiling hatch where a timber ladder is fixed to the tower wall up to the belfry. The bell frame has been removed and repair works have been carried out to the stone work which appears to be sound and workmanlike. Full details of repairs are contained in the 1998 report. The narrow belfry chamber is octagonal in plan with tall louvred openings on all eight sides, and this is now criss-crossed diagonally with stainless steel bracing rods from top to bottom of the lancet openings to stabilise the structure. The bracing rods are fixed to the belfry walls with brackets and bolts but some of the rod connections are loose but this condition was reported to have been checked and advised to be satisfactory. 2

5.2 The exterior of the spire and belfry generally appears to be sound and well pointed. The previous report however referred to some deep erosion to the two window openings at high level which required filling and pointing particularly on the north face. This still appears to be outstanding and in need of attention. 2

5.3 There is a clock in the tower with a single dial facing sw and this appears to be operating satisfactorily with the clock face well decorated and legible.

5.4 The bell chiming installation is now electric with a loud speaker in the belfry connected to a Carter Voce control panel in the Church. This was heard and functional. Continue to maintain clock and bell mechanism. 2

6.0 WALLS AND MASONRY

6.1 Nave : the interior walls are plastered and decorated but some high level damp patches are in need of attention before re-decorating

the walls. There are signs of settlement indicated by cracked plaster

but it is difficult to determine whether these are static until the

cracks are filled and monitored over a number of years.

The locations that require monitoring are:-

- south wall of Nave, between the south porch door/window head. 2
- west gable wall of Nave, north side window head 2 no. vertical cracks lead from the verge over to the window head.

6.2 Chancel : the walls are plastered and decorated as with the Nave and appear to be in sound condition. There were reports of water penetration above the south roof abutment with the Nave when the rain is driving from the SE. There are significant water stains over the south side Chancel arch and further investigation is required as noted in the roof section 3.3

6.1 Porch : the porch/south Nave abutment has separated; probably caused by differential settlement. The gap has been pointed up and may still be active. This should continue to be monitored. 2

EXTERIOR WALLS

6.3 Generally: stone masonry is weathering satisfactorily and is clean and has a good warm colour. Pointing is generally good but some recent repairs have been carried out in unsuitable hard cement mortar which should be replaced. Some isolated areas of stone erosion will need replacement in due course. 2

6.4 Porch: Masonry at low level is eroding especially to the door jambs caused by rising damp and will need renewal in the next few years. There is also surface erosion at high level which should be monitored at future inspections. 3

6.5 South Nave Wall: Generally well pointed, but some unsuitable cement rich pointing should be replaced. Some isolated wind eroded stones will need attention in 5-10 years. 2

6.7 North Nave Wall : Some plinth masonry requires repointing and 3 no. missing air bricks need renewing in matching cast iron. 3

6.8 West Gable Wall: Settlement crack over LHS north elevation up to roof corbels has previously been pointed but has re-cracked and will need repointing in soft lime mortar to act as a monitor for future movement. 3

6.9 East Gable Wall: Masonry at low level is eroding and is in need of repointing with one stone that has been filled with mortar and should be replaced in stone. 3

7.0 EXTERIOR DOORS

7.1 The main entrance door is framed and boarded in sturdy construction with decorative metal strap hinges, ring handle and lock. Part of the lower hinge is catching on the floor and should be adjusted to lift clear. The door fit in the stone opening is poor and should e improved with the installation of a frame and weather stripping to reduce draughts. 3

7.2 The rear entrance door to the vestry is awkwardly situated at the top of a long flight of steps at the NE corner. The door is of sturdy construction and has a 5 lever security lock, but the frame is loose and requires fixing to the masonry opening. It is understood that a new locking arrangement is to be installed to the main entrance door so the rear door is used much less. 2

INTERNAL INSPECTION

8.0 WINDOWS

8.1 Most of the windows are lancet, early English style with leaded lights and most are protected with polycarbonate sheeting. There are two trefoil windows at high level above the Chancel arch. The two lancet windows on the Nave West gable have no glass protection and could be protected when required. 3

8.2 Most glass is Victorian and one of the Chancel windows dated 1849 commemorates the saving of Pelton folk in the Cholera Epidemic of 1848/49.

Other windows are by Wailes, Beattie and a fine modern window by Leonard Evetts dated 1969.

8.3 The south side window on the west gable has diamond quarries in a deep metal profile, but the lower part is distorted and may require a saddle bar or two. A specialist glazing artist should be consulted. This window has no external protection. 3

9.0 GROUND FLOOR AND FINISHES

9.1 The central aisle has been recovered in modern hardwood parquet style flooring and appears to be in good order

9.2 The pews have softwood boarded flooring under, which is stained and worn but appears to be in good condition. The boarding could be re-stained to give a refreshed appearance. 3

9.3 The side walls have a simple dado panel with plastered wall above and appears to be in good order.

9.4 The floor across the Nave appears to be out of level with a fall to each side wall and the centre aisle slightly higher, but this seems to be of long standing and may be historic settlement and does not represent a serious defect. The floor at the south-west corner of the Nave has a pronounced dip which appears to be settlement of long-standing. The boarding is sound and there is no spring to suggest lack of support.

9.5 The Chancel is up one step up from the Nave and the sanctuary has another step up at the altar. The Chancel was carpeted in the 1980's and appears to be even and level. The carpet was not lifted so no comment can be made on the floor condition under.

9.6 The Vestry has a boarded floor with carpet over and appears to be in good order, but the carpet was not lifted. The boiler house and store under have a solid concrete floor which appear to be fire proof so the vestry floor boarding will be on battens.

9.7 The Entrance Porch floor is stone flagged but some are broken and worn which are in need of repair or renewal to ensure safety. 2

10. ROOF STRUCTURES AND CEILINGS

The Nave has 7no. trusses spanning the exterior walls and these sit on wall corbels and wall heads with alternate trusses having decorative brackets at the wall faces. The trusses are king post type with additional struts and are dark stained softwood. The timbers appear to be sound and fit for purpose but a close ladder inspection was not made.

The western most truss is a hammer beam type which gives an open space below the bottom members. It is understood the organ was previously located at the west end and the additional height under the truss accommodated the organ pipes.

The north side Nave and Chancel roof boarding is showing signs of salt staining, though this could be of long standing. There were no reports of recent water ingress. The salt staining may be from driving rain and 'creep' but there appears to be no detrimental effect seen from ground level.

11.0 FITTINGS, FIXTURES AND FURNITURE

11.1 Organ : located in the NE corner of the Nave, manufactured by Harrison & Harrison of Durham. It has 2 manuals, 14 stops and is understood to be in good working order. It was last overhauled in 1993/4 and is tuned annually. Continue to maintain. 2

11.2 Pulpit : located in the SE corner of the Nave, has a stone base with pitch pine panelled sides with decoration, appears sound and fit for purpose.

11.3 Pews: Are softwood stained, simple Victorian style, in good order and well maintained.

11.4 Font : located at the west end of the Nave, south side on octagonal stone, font with timber lid in good condition. This is not used as a small portable font is used at the "front" of the Nave.

11.5 Altar and Rails : Altar is a good polished oak table with open frame firm and sound. The altar rails have uprights with painted decorative brackets in good order except the loose hinge for the centre section which will be attended to shortly. 2

11.6 Reredos: the oak panelling to the sanctuary is a simple style in good order, brightly painted in blue, gold and red colours.

12.0 HEATING INSTALLATION

12.1 The boiler house is located below the vestry at the NE corner with an access door at ground level from the north elevation. The door is securely locked. An inspection was not made on this visit.

12.2 The boiler is a Stelrad Concorde CX E60 gas fired with a conventional metal flue that discharges through the west wall and rises on the external wall face with a terminal above eaves level. The boiler was in use on the day of inspection and was seen to be in working order. The boiler was not in use on this visit but was reported to be in good working order. Continue to maintain boiler and Vulcana heater annually by registered Corgi engineer.

12.3 The flue condensate previously seen to be dripping from an open seam and running down the west wall of the vestry. causing a damp patch below the flue pipe should be checked by the boiler engineer and remedied as required. 2

12.4 Circulatory pipes in the boiler house are insulated and appear to be in good order.

12.5 Air supply to the boiler is from an opening with mesh covering which is reported adequate.

12.6 The boiler house has a concrete floor there is a concern that overflowing gullies or water from the land back-fall may enter the Boiler House. It is recommended that a concrete door/threshold be installed to prevent water seepage into the Boiler House. 2

12.7 The boiler galvanised metal header tank is located at high level in the vestry and this was checked and found to be satisfactory.

12.8 The Grunfos circulating pump for the heating has been repaired and is understood to be in good working order.

12.9 The gas meter is located in the adjacent 'store' room to the east.

13.0 ELECTRICAL AND LIGHTING INSTALLATION

13.1 Overhead electric cables are connected to the tower at the west end and the service enters the building with switchgear and new distribution panel in the tower lower chamber.

13.2 Wiring appears to be pvc cable and the previous report indicates the installation was of 1960/70's.

13.3 The Nave chandeliers were reported to be installed in the 1970's and these are now fitted with compact fluorescent luminaires. New eaves mounted spot lights have been installed in the Nave and are reported to be working well.

13.4 The bell chiming installation was tested in 2003 and is satisfactory.

13.5 The tower lightning conductor has been tested recently. Continue to test every 5 years. 2

13.6 There is an intruder alarm installed with 3 interior sensors plus door sensor and an audible sounder on the Chancel south wall with no red care connection to the police. This should be tested annually and an audibility test within the locality with a telephone response system set up. 2

13.7 There is a sound reinforcing system and hearing loop installation in the Church which are reported to be working well. This was not tested.

13.8 The electric installation was tested in 2004 and will be due for .re-testing in 2009. A copy of the Test Certificate should be kept in the Church Log Book.

14.0 SECURITY

14.1 The two doors appear to be adequately locked and there have been no reports of break-ins. The rear vestry door frame is loose and requires fixing. 2

14.2 Windows appear to be suitably guarded with polycarbonate protection.

14.3 The intruder alarm installation with visible red box is a good deterrent and this should be well maintained. 2

15.0 FIRE PRECAUTIONS

15.1 There are fire extinguishers in the Church, two in the vestry And one at the entrance, These must be maintained and tested annually. A carbon dioxide extinguisher must only be used on 2 electrical equipment and the organ. Note : Avoid using dry powder extinguisherS. See Archdeacon's newsletter 2006.

16.0 VESTRY AND TOILET

16.1 The vestry is fitted out with cupboards, sink unit, table and two safes. The 'Adams' safe contains documents and is understood to be fireproof.

16.2 The water supply to the sink has been upgraded since the last inspection and water pressure is much improved.. There is a Creda-corvette water heater over the sink but this was not tested. Obtain a PATS test. 3

16.3 There is a toilet attached to the vestry with a ventilated lobby. However the toilet it is too small to comply with the requirements of the Disablement Disability Act. The toilet compartment would have to be enlarged and the door made wider. Access to the toilet avoiding steps must be considered with the installation of ramps. 6 The existing extract fan has been removed because of water ingress. It is recommended that a new toilet extract system is installed using natural ventilation. It is understood that there are long term plans for a new disabled toilet to be installed at the west end of the Church.

16.4 The WC was tested and seen to discharge satisfactorily and there were no reports of drainage problems. However, any manholes or access points should be checked annually to ensure the drains are flowing freely with no restrictions. 2

16.5 The Vulcana room heater has been repaired and is functioning satisfactorily.

16.0 DISABLED PROVISION AND ACCESS

17.1 Access to the Church from the public highway has been improved by the local authority who have removed steps and formed ramps up to the Church entrance porch.

17.2 Access inside the Church is generally satisfactory for wheelchair and

disabled access users except for a step at the Chancel arch which should be replaced with a suitable ramp for access to the Chancel/altar area. There are proposals to Install a ramp and these have just been submitted to DAC for comment. 6

17.3 Those suffering audible disabilities have been provided with sound reinforcement and hearing loop and these appear to be quite satisfactory.

17.4 An access audit should be prepared to comply with the Disablement Disability Act and it is recommended that Churches obtain the publication "Widening the eye of a Needle" by John Penton published by Church House Publishing 1999. 6

17.0 BATS

18.1 There were no reports of bats in the Church or Churchyard.

18.0 MEMORIALS

19.1 There are a number of wall plaques in the Church and most of the stained and figured glass windows commemorate benefactors. Reference is made under 8.2 of the Cholera Epidemic 1848/49.

19.2 There are a few remaining headstones in the Churchyard immediately surrounding the Church but most have been cleared away. The original Churchyard is closed for burials but the northern area is a large municipal burial ground in use and maintained by the local authority.

CURTILAGE

19.0 CHURCHYARD

20.1 The Churchyard is roughly rectangular with the Church central in the yard but set back towards the north boundary. The municipal burial ground extends to the north and west and is under local authority care.

20.2 Access to the Church is from the main A693 road where a path leads north past the west end of the Church with a branch path leading to the south road which follows round the east end of the Church to the vestry door at the NE corner. Paths up to the Church porch are in tarmac and in good order.

20.3 The path from the porch to the vestry is flagged, uneven and narrow and should be upgraded. 4

20.4 There is a notice board at the SW corner of the Church to the left of the entrance porch. This has a glass front with wooden frame and is in good order.

20.5 The Churchyard south boundary wall is a low stone retaining wall and appears to be in sound condition except for natural decay and loss of pointing caused by ground contact on the retained side. This will continue to need attention in future years. It is understood the local authority have carried out repointing works and this appears to be a local authority responsibility.

20.6 There are a number of mature trees in the Churchyard some coniferous and others deciduous. One coniferous tree on the south side is close to the south Nave wall and may be a safety hazard, or root damage could be a risk to the adjacent Church walls.

20.7 It is recommended that an arborist is consulted on this matter and a trial trench excavated at the Church wall to check for root invasion under the foundation. 2

20.0 LOG BOOK

21.1 Continue to maintain log book. 2

22. PREVIOUS REPORTS

The 6th Report was by Jeremy B Kendall, Architect in February 2003.

A copy of the 1998 report by Christopher Downes is on file and this was the 5th Quinquennial Report. The 1974, 1979, 1985 and 1991 inspections were by Ian Curry,

RECOMMENDATIONS

URGENT WORKS REQUIRING IMMEDIATE ATTENTION - Category 1	Clause Ref No.	Price

None

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

-	Roofer Mason to check stability of Nave and Chancel gable stone crosses	3.2	Incl with roof repairs
-	Roofer to check and investigate Chancel roof Nave abutment flashings where leak entry is suspected. Consult Architect with findings	3.3	£100.00
-	Re-plaster damp patches to walls before redecorating	4.2	£500.00
-	Continue to maintain all gutters and downpipes and ensure gutters are		
-	cleaned and coated with bitumen paint.	4.3	£500.00
-	Check RW gullies annually are clear and free-flowing. Check manholes Annually and access points are clear and rodded.	4.4	£100.00
-	Fill and point north face of window openings of belfry.	5.2	£150.00
-	Continue to maintain clock/bell mechanism	5.4	£50 p.a.
-	Fill and monitor cracks in masonry as indicated : south wall Nave : west gable Nave	6.1	£200.00
-	Remove old pointing to Porch walls abutment and re-point in lime mortar and monitor movement	6.2	£250.00
-	Replace old hard cement pointing with lime mortar. As listed	6.4) 6.6) 6.7)	£250.00
-	Re-fix loose frame of Vestry Entrance door	7.2 / 14.1	£ 70.00
-	Replace broken and worn stone flags to entrance porch	9.7	£200.00
-	Continue to maintain organ annually p.a.	11.1	£150
-	Re-fix loose hinge of central altar rail.	11.5	£ DIY
-	Continue to maintain boiler and Vulcan heater	12.2	£230.00
-	Boiler engineer to check flue and condensate leakage	12.3	Incl
-	Install concrete sill to Boiler House and store doors to prevent water seepage	12.6	£300.00
-	Continue to test lightning conductor every five years	13.5	£100.00
-	Continue to test intruder alarm regularly	13.6	£150.00
-	Continue to check fire extinguishers – annually	13.6 & 14.3	£150.00
-	Install new natural ventilation to toilet	16.3	£400.00
-	Consult arborist regarding proximity of tree to Church wall.	20.7	£150.00

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

-	Renew eroded stone to left hand side door jamb of porch	6.5	£500.00
-	Replace 3 No. missing air bricks to wall plinths	6.7	£400.00
-	Re-point crack in masonry to west gable of Nave	6.8	£300.00
-	Re-point low level masonry to east gable wall	6.9	£250.00

- Add frame and weather strip to gaps of entrance door 7.1 £1000.00

WORK TO BE CONSIDERED BEYOND 5 YEARS - Category 4

- Upgrade / repair uneven path to Vestry
  20.3 £700.00

ITEMS RECOMMENDED TO IMPROVE ENERGY EFFICIENCY - Category 5

- None

WORK RECOMMENDED TO IMPROVE ENERGY EFFICIENCY

- None

WORK REQUIRED TO IMPROVE DISABLED ACCESS – Category 6

- Consider improved access to toilet
  16.3 £4000.00
- Consider ramp access from Nave to Chancel for wheelchair users
  17.2 £2500.00
- Consider an "Access Audit" for compliance with the DDA Act
  17.4 £200.00

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
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 of CO2 type where heating apparatus is oil fired.

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