

DIOCESE OF DURHAM

HOLY TRINITY PARISH CHURCH

Southwick, Sunderland

1018/Dch294

Inspection of Churches Measure 1955
(as amended 1995)

Architects Report No. 9 made April 2010

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

INSPECTION OF CHURCHES MEASURE 1955 (AS AMENDED 1995)

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RECOMMENDATIONS

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

- 1 Urgent works requiring immediate attention.
- 2 Work recommended to be carried out during the next 11 months.
- 3 Work recommended to be carried out during the Quinquennial period.
- 4 Work needing consideration beyond the Quinquennial period.
- 5 Work required to improve energy efficiency of the structures and services.
- 6 Work required to improve disabled access.

A. BACKGROUND AND GENERAL

A.1 The Church comprises a site of about 2 acres to the north of Sunderland on a corner where the Washington road meets the road to the City centre. The landmark Queen Alexandra Bridge lies quarter of a mile to the south.
The former Rectory adjacent to the North is now a Private House.

A.2 Ordnance Survey Map Reference NZ 382 586.

GENERAL DESCRIPTION OF CHURCH

A.3 The Church, built in 1845, consists of a nave with seating for about 300. To the north of the chancel and Sanctuary, there is a clergy vestry from which a door leads to a footpath through the churchyard.

There is a gallery across the west end with access from the nave. The organ occupies a central position in this gallery and is flanked by a storeroom.

A.4 There is an entrance porch at the west end with a tower above. From this porch, the tower is approached by a stone staircase to the first level and thence by ladders to two further levels to reach the bell chamber.

A.5 On the first floor level of the tower are the organ blower machinery and bell pulls. Of the eight bell pulls, one rope continues down to the entrance porch.

A.6 Between the porch and the nave is a meeting room with toilets off to the north side.

A.7 The walls are of stone, 750mm thick, plastered internally.

A.8 Pitched roofs are slated externally with timber roof trusses, rafters and boarded soffite exposed internally.

A.9 The floor of the nave is solid and covered in vinyl sheet. Floors to the chancel and sanctuary area are carpeted with a carpeted nave aisle. The clergy vestry is a suspended wooden floor with laminate wood effect finish over.

A.10 There is a centre aisle with 10 rows of oak pews set diagonally on either side. The pews on the balcony are of varnished pine.

A.11 Pevsner's 'Buildings of England' County Durham Volume describes the Church: -
"HOLY TRINITY, 1842 BY George Jackson (GR) E.E, aisles, its w tower with obelisk pinnacles.

- A.12 The Town and Country Planning Act Listed Status for the Church is issued by Sunderland City Council and is included in the Appendix. The Church is classified as a Grade II Building. Also the boiler house walls and piers to the south east of the Church are Grade II listed, and the walls, gates and railing to the north, south and east of the Church are Grade II listed.
- A.10 There are no trees within the grounds of the churchyard that are protected by preservation orders.
- A.14 The Church is not a scheduled ancient monument.
- A.15 The Church is not in a conservation area.

B SCOPE OF REPORT

- B.1 This Report is based on findings of an inspection made on 16th April 2010. Viewing was from ground level and from the tower at the west end of the Church. Internally the gallery areas were inspected and tower levels.
- B.2 There were no roof voids in the Church as there are no ceilings except in the vestry, and this was not opened for inspection.
- B.3 There were no suspended floors or voids which could be inspected. The former boiler house, contained in a subterranean chamber to the south of the chancel is redundant following fire damage and the low-level entrance has been infilled.
- B.4 The extent of the churchyard is shown on the site plan in the Appendix.
- B.6 No manhole covers were lifted or drains checked.
- B.5 See Appendix 'c' of this Report for a full description of the limitations of the Report.

1.0 WORKS CARRIED OUT SINCE PREVIOUS REPORT 1998

See copy of Quinquennial Log pages 9 – 19 dated 31.03.2000 to 19.04.2000

- The following items not mentioned in the log book were noted during the inspection: -
 - o Nave pews re-orientated diagonally but facing east
 - o Font moved from southwest of nave to centre of nave at rear
 - o Meeting room formed at west end of nave under balcony with separating glazed screen and boys vestry removed
 - o Choir stalls removed with pew platform for Remembrance Chapel (mentioned in Log Book)
 - o Pulpits steps changed to south side to suit extended chancel floor
 - o Clergy vestry recovered in laminate flooring
 - o New gas boiler installed in utility room for heating meeting room
 - o Entrance ramp added for wheelchair users
 - o Disabled toilet and facilities added to existing toilet
 - o Former subterranean boiler house entrance infilled to prevent abuse
 - o New access hatch added to tower roof
 - o New metal ladders added to upper levels of tower chambers
 - o New flag post added to tower roof

2.0 GENERAL CONDITION OF CHURCH

- 2.1 The Church is generally sound, weathertight and well maintained. Ongoing maintenance should be planned to include the items recommended. A number of minor items will require attention in the short term. the Architect will be pleased to advise on any maintenance matters. Approvals must be obtained from the diocese before any work is undertaken.

EXTERNAL INSPECTION

3.0 ROOF COVERINGS

- 3.1 The Church was re-roofed approx 20 years ago. The nave in 1989 and vestry with sanctuary in 1990 by R Dawson Ltd. The roofing is in good condition with no signs of missing or loose slates. Only one leakage was reported to the north chancel roof but this was repaired and has not reoccurred. The south nave roof has new welsh slates. Whilst the north roof has reused slates, courses appear even and level.
- 3.2 The hidden valley between the vestry roof and chancel was not inspected. This is an area where vegetation has previously collected and should be checked and cleared as required. Logbook records last cleared ten years ago. 2

The lead flashing in this valley was previously noted as requiring repointing, so should also be checked and undertaken as recommended.

- 3.3 The north and south side nave roof rainwater gullies are blocked or damaged and require clearing and repair. All gullies should be checked annually, cleared and flushed out to ensure they are free flowing. 2

4.0 BELOW GROUND DRAINAGE

- 4.1 There is a soil drainage system from the toilets and sink at the west end of the church and this is assumed to connect into the public sewer in Northern Way. There were no reports of drainage problems other than the blocked gullies mentioned previously. No manhole covers were lifted to check the drainage system, but it is recommended that these are lifted once a year to check they are accessible and the drains are running clear. 2

- 4.2 There are rainwater downpipes on south and north elevations and east from the vestry. There is also a downpipe from the tower at the west end and these are all assumed to connect into a surface water drainage system or connect into the public drains. There are apparently no manholes giving access to the system, but when repairs are carried out as recommended previously, the drains should be rodded and traced to record where they run and rodding points introduced to help with future maintenance. 2
A record of drainage should be added in the Log Book. If it can be established that surface water connects into soakaways on site then drainage charges cannot be levied on the church other than soil drainage.

5.0 WALLS AND STRUCTURE

- 5.1 The walls appear to be sound and stable: the external masonry is in good condition with little sign of erosion and the pointing is firm and intact. Only wall plinths perpendes need some pointing.
- 5.2 There is only slight indication of settlement in one location between the vestry and the NE corner of the chancel, but this appears to be of long standing. Report No. 7 referred to possible tree root action, and as the tree has now been removed, it is hoped the ground will stabilise. The settlement cracks should continue to be monitored. 3
- 5.3 The east chancel window has a hood moulding with bead section, part of which is missing, and this should be restored when funds are available. 3

6.0 EXTERIOR DOORS

- 6.1 The main entrance doors are at the west end located in the tower base. A pair of metal railing gates are positioned in front of the doors and gives outer protection. The entrance doors are sturdy timber framed with outer boarding and in good condition but with varnish peeling, which needs redecorating to prevent decay. The metal railing gates are rusting at the bottom and need treatment and redecoration. 2
- 6.2 The vestry door at the east end is metal faced for protection and is security locked.

7.0 EXTERIOR WINDOWS

- 7.1 The east chancel window has galvanised metal mesh protection in sound condition.
- 7.2 The nave south side windows are all protect, 5 with galvanised metal mesh and 3 with polycarbonate sheeting.
- 7.3 The nave north side windows have 2 stained glass windows wit polycarbonate protection.
- 7.4 The 3 No. chancel windows, south side were installed in June 1998 and protect stained glass windows.

8.0 TOWER

8.1 RINGING CHAMBER

There is a blower box located at this level with duct connection to the organ.

The electrics on the wall are rusted and some parts appear to be redundant and should therefore be removed. 1

A qualified electrical engineer or organ engineer should check the electrics and remove any that are not functional.

There is a carillon ringing apparatus here which has been checked and lubricated in 2004

The timber floor is in satisfactory condition.

The west window has some broken panes, which will need repairing in due course. 3

Two new sturdy metal ladders have been installed at the upper levels of the tower, and are fit for purpose.

8.2 INTERMEDIATE CHAMBER

Here are three round windows to west, north and south; two of which need fixing securely into their openings. 2

8.3 BELFRY CHAMBER

The belfry contains a heavy timber bell frame supporting an octave of tubular bells rung by hammers that are operated by levers and bell pulls. The hammer moving parts all require regular lubrication and checking for security of bell fixings. 2

The belfry has four louvred openings, one to each side of the tower; the louvres are protected internally with netting to prevent bird entry.

There is a ladder access through the bell frame to the tower roof where a new lightweight roof hatch gives access onto the flat roof.

Check that all louvred panels are intact. 2

8.4 TOWER ROOF

8.4.1 The tower roof is leaded in bays and falls towards the west to a gutter. Noted that the lead was in sound condition and apparently watertight though in some instances distorted. The lead flashings to the parapet walls appear to have been renewed as previously recommended and are well pointed.

8.4.2 The lead gutter is fractured, probably because the length exceeds that recommended for the panel size and fixing. It is recommended that the gutter section is repaired or replaced in stainless steel, which can accommodate the size restriction. 2

There is a drainage outlet at the southwest corner of the tower discharging into a cast iron hopper with a plastic downpipe that has blown off and repairs are awaited. The pipe should be fully painted black before installation to give a traditional appearance.

8.4.3 The masonry parapet wall previously noted as having moved with metal connecting cramps eroded and is still as previously recorded with some repointing evident. The structure appears to be stable but should be monitored so any future movement can be evaluated.

A decorative metal rail has been installed on the parapet wall to give safe working for the flagpole and this appears to be satisfactory.

8.4.4 There is a lightning conductor installed to the tower with a coronal tape to the parapet and terminals to each of the corner pinnacles. There are two down conductors from the tower, which is in accordance with the British Standard recommendation. Retesting on conductor installations is recommended at least every 5 years and more frequently following a lightning strike. 2

Now that metal safety rails have been installed on the tower it is important to earth the rails to the lightning conductor as exposed rails will be an attraction for lightning strikes.

2

The flagpole should also be checked for earthing if it is of metal construction.

There is no record of lightning conductor testing in the Log Book.

8.4.5 Observed from ground level from the south side the tower pinnacles appear to lean outwards slightly. This should be monitored in connection with item 8.4.3

8.4.6 The flagpole base has had a new lead flashing roughly installed under a plinth skirt but the lead is split and could be leaking into the roof. The leadwork should be re-fitted by a plumber/ lead worker to ensure the roof covering is watertight and properly installed.

2

INTERNAL INSPECTION

9.0 ROOF STRUCTURE, CEILING ETC

9.1 The roof comprises 7 No. large queen post trusses supported on the nave walls with stone corbels under the truss bearings. The trusses appear to be substantial and solidly constructed. Externally there is a good line and level of roof finish indicating the timbers are not overstressed.

There is no ceiling to the roof but all timbers, purlins, rafters and horizontal boarding are exposed and painted white. There are no high level vents to the roof but the volume appears to be adequate for doors to give occasional ventilation.

9.2 The chancel roof is similarly open construction but of shorter span. Reports of a roof leak in this area is covered in section 3.1 & 3.2 of this Report.

9.3 The vestry roof has a flat ceiling with an access hatch, but the ceiling void was not inspected on this occasion there was no indication of roof leakage on the ceiling.

10.0 INTERNAL DOORS AND PANELLING

10.1 Light oak panelled doors to the tower and toilet appear to be in good condition. New glazed doors from the meeting room to the nave could have been relocated from the former lobby.

10.2 The clergy vestry door is of oak framed heavy construction and in good condition.

11.0 INTERNAL WINDOWS

- 11.1 The nave has tall lancet headed windows on both north and south elevations. Some have stained glass installed; others are glazed in mesh-reinforced fibreglass. All windows are intact and appear to be watertight. When funds allow, the mesh-reinforced windows should be replaced with traditional leaded windows in clear glass. 4
- 11.2 The chancel east facing window has three panels in figured glass, the centre panel is showing signs of movement possibly distortion of the leadwork, where a gap has opened up on the left, and this needs repair or releading. It is recommended that an approved stain glass restorer is invited to carry out a condition survey of this window with recommendations for restoration. 3
- 11.3 3 No. chancel, south facing windows were protected with external polycarbonate June 1997.

12.0 GROUND FLOOR STRUCTURE

- 12.1 The floors are generally of solid construction except for the suspended gallery at the west end of the nave. The quarry tile floor to the tower ground floor is in good condition. The nave has a PVC sheet floor, which is well maintained. PVC tiling in the toilet is satisfactory. The chancel and sanctuary were carpeted in March 2000 and this gives a pleasing spacious appearance.

13.0 INTERNAL FINISHES

- 13.1 Generally, all internal walls are plastered and decorated and parts have been redecorated in 2001, so the appearance is clean and smart.

14.0 FITTINGS, FIXTURES AND FURNITURE

- 14.1 The pipe organ is by Vincent of Sunderland and is located centrally in the gallery. The instrument has 2 manuals and is understood to be in good playing order and is maintained and tuned twice a year by Mr. Tindale. 2
The instrument was not tested. The timber case is softwood and appears to be in good condition.

It is proposed to install a new electronic organ on the balcony in front of the existing pipe organ. It is understood part of the stepped floor will be levelled up to accommodate the new instrument. A careful check of floor loading should be carried out by an engineer before the installation.

1

- 14.2 The pulpit at the SE corner of the nave is in oak on a stone base and is sturdy construction.
- 14.3 The font is now relocated to the centre rear of the nave. It is of masonry with a cluster column base with decoration and in satisfactory condition.
- 14.4 The altar and Reredos are in the traditional east end chancel position. The altar is of oak in solid construction. The Reredos has panels with niches and canopies for pointed figures, which have been restored by Northumbria University in April 2000. The rear shelves for candles etc are all in good condition. The altar rails have a slight movement but are still serviceable. There is an ambry set in the wall at the left, which is satisfactory.
- 14.5 The nave has two blocks of light oak pews in 10 rows and these are in good condition.
- 14.6 There is a brass eagle lectern and this is in good condition.

15.0 TOILETS, VESTRY ETC

- 15.1 The toilet and basin at the west end under the gallery has been made suitable for disabled users with outward opening door and handrails. A sink with hot and cold-water facilities is available for cleaning and flower arrangements in a separate storeroom.
- 15.2 The clergy vestry contains built in cupboards for vestments and storage. A sink unit is included with waste pipe to external gull. There are two safes: one built into the wall, the other fitted under cupboard and worktop, and both are in use. Vestry windows have security glazing and metal window guards. The vestry floor has been covered in new laminate wood effect boarding in 2009, when it was reported that the damp smell disappeared following the floor installation. A check on the underfloor ventilation should be made to ensure the floor timbers are in good order.

16.0 HEATING INSTALLATION

- 16.1 Following an arson attack on the basement boiler house in April 1997, the boiler was seriously damaged and it was agreed to replace the installation with new boilers located in the clergy vestry, which was safer and more easily accessible for maintenance. The installation comprises 2 No. Potterton Profile 199E wall mounted boilers installed by F Stoddart of Sunderland who also maintain the boilers each October. Continue to service boilers annually. 2
Header tanks and a gas meter were installed at high level in the vestry.
See later information on the former boiler house.
It is recommended that the boilers and heating equipment are regularly checked and maintained by a maintenance agreement.
There are Durham Bush fan convector heaters in the nave and it was reported that the filters were cleaned regularly.
A separate wall mounted boiler is located in the west end ground floor store and this heats radiators in the meeting room and toilet.

17.0 ELECTRICAL INSTALLATION

- 17.1 There are electrical main switches and distribution panel in the clergy vestry at high level. There is an additional fuse panel for Church lighting located in the toilets at high level. At balcony level in the nave, a spot lighting system was installed for amateur theatrical productions but this is no longer in use.
- 17.2 It is understood the lighting is working satisfactorily but the installation should be tested every five years by a qualified electrician in accordance with item 'g' of the appendix. A test certificate should be obtained and included in the Log Book. 1
There is no record of testing in the last 10 years.
- 17.3 The tower lightning conductor installation was upgraded with two down conductors in accordance with BS 6651. It is recommended that this installation is tested in accordance with the British Standard at least every five years and a certificate included in the Log Book. 1
There is no record of testing in the Log Book.
- 17.4 There is a sound reinforcing system installed with microphones at the pulpit lectern and a separate clip on. 2
The installation should be 'PAT5' tested each year

17.5 Smoke detectors were installed on the meeting room ceiling in September 1999. These should be tested annually.

2

17.6 Door alarms have been installed to both entrance doors.

18.0 FIRE PRECAUTIONS

18.1 There are a number of fire extinguishers in the Church, which have been tested annually, and this should continue. The following equipment was noted: -

- * Clergy Vestry: 6 litre water extinguishers
- * Nave gallery: 2kg carbon dioxide
- * Gallery storeroom: 2kg carbon dioxide; no record of service

19.0 DISABLED PROVISION

19.1 The main west end entrance has been ramped to overcome the former step, which is negotiable, by wheelchair users.

20.0 SECURITY

20.1 The main entrance doors are protected externally with a pair of metal gates, which are locked when the Church is not in use.

20.2 The vestry entrance door has a security lock and no problems have been reported with security.

20.3 Most windows have external protection, either mesh or polycarbonate sheet. Additional windows were protected in 1997.

20.4 Both entrance doors are fitted with electric alarms.

21.0 BATS

21.1 There were no reports of bats roosting in the belfry or any other parts.

CURTLAGE

22.0 CHURCHYARD AND ENVIRONS

- 22.1 The churchyard is almost rectangular with the Church set in the northern half of the site but towards the west boundary. Before the Northern Way road was constructed, the churchyard extended to the west by almost the same area, but the road bisected the site and the churchyard was significantly reduced. Consequently, the north, south and east boundary walls are original and Listed, leaving the western new wall as part of the new dividing boundary.
- 22.2 There is a footpath crossing the site from east to west and another from the vestry, east end, to the former rectory on the north boundary but this is no longer in use and the access close at the boundary wall.
- 22.3 The east boundary wall comprises metal railings on a stone coping wall, all in sound condition. The railings are in need of decoration. On the east boundary is an opening with pillars supporting a pair of substantial metal gates; these also need redecorating. Also on the east boundary is the Church noticeboard replaced in August 1999.
- 22.4 The south boundary wall is approx 1.5m height of random masonry with saddle copings in good condition. Here two rows of headstones have been relocated and laid flat, leaving the churchyard essentially an open grass area for ease of maintenance and avoidance of vandalism. There are six remaining freestanding memorials.
- 22.5 The west boundary alongside the Northern Way road is constructed in substantial masonry as a retaining wall surmounted with a metal railing. Adjacent to the west boundary is a ramped footpath, which gives access to the lower road level.
- 22.6 The northern boundary with the former rectory comprises a stonewall, partly retaining, of random masonry with saddle copings. At the east end of the wall close to the footpath, the wall was rebuilt by the Local Authority and this is now in sound condition.
- 22.7 There are metal railings to the tower end of the Church and to the chancel south side and these all require redecoration. Debris behind the railings should be cleared as it accumulates.

3

2

23.0 BOILER HOUSE WALLS

- 23.1 The disused boiler house, referred to earlier has been closed and the low-level door infilled to prevent it collecting debris and being a place for vandalism.
- 23.2 As this structure is Listed in its own right, the modification should be approved retrospectively by DAC, Local Authority and English Heritage.

2

24.0 EXTERNAL FLOOD LIGHTING

- 24.1 The tower and west and east ends of the Church are lit with a number of external floodlights contained in secure boxes. These were provided by the Local Authority but it is understood the Church maintain them and they are beneficial for security.

25.0 PLANTING AND VEGETATION

- 25.1 There are a number of trees in the churchyard but none are scheduled.
On the north boundary are three large ash trees in sound condition. A line of trees are on the east boundary and others on the south side.
- 25.2 It is recommended that a tree survey is carried out to record the species and condition. If the churchyard is closed this could be a Local Authority responsibility.

3

26.0 LOG BOOK

- 26.1 A Log Book recording items of repair maintenance, inspections, certificate etc is available and should be updated annually.

2

27.0 PREVIOUS QUINQUENNIAL REPORTS

No. 1	July 1960	Cordingley & McIntyre
No. 2	June 1965	Cordingley & McIntyre
No. 3	Dec 1973	Hayton Lee & Braddock (FFR)
No. 4	September 1978	AO Lee Dip Arch RIBA
No. 5	September 1983	AO Lee Dip Arch RIBA
No. 6	September 1988	AO Lee Dip Arch RIBA
No. 7	October 1993	JB Kendall Dipl Arch RIBA
No. 8	July 1998	JB Kendall Dipl Arch RIBA

RECOMMENDATIONS

URGENT WORKS REQUIRING IMMEDIATE ATTENTION: Category 1

	<u>Item</u>	<u>Budget Cost</u> £
- The electric installation should be checked for earthing and cross bonding by an NICEIC Contractor and the 'redundant' electrics in the tower should be removed if no longer in use	8.1/17.2	700
- Floor loading should be checked by an engineer before the new electronic organ is installed on the balcony	14.1	200
- Check lightning conductor for earthing and ensure records are entered in the Log Book	17.3	100

WORK RECOMMENDED TO BE CARRIED OUT DURING NEXT 12 MONTHS:

Category 2

	<u>Item</u>	<u>Budget Cost</u> £
- Check condition of vestry/ chancel valley and clear of vegetation if necessary. Check and repoint the lead flashing if loose or chase is cracked	3.2	50+
- Clear blocked rainwater gullies and repair broken pipes and add hinged gulley gratings. Check water flow and rod if necessary to ensure rainwater discharge	3.23	500
- Lift manhole covers and check drainage. Check manhole walls and clean and set manhole frame in grease	4.1	50
- Rod and trace drainage runs and record pipes for maintenance and add copy to Log Book	4.2	incl in 3.3
- Monitor settlement cracks at NE corner by repointing crack line for 1m in soft lime mortar and record date for future inspections	5.2	100
- Fix two round windows in tower chamber openings with lime mortar	8.2	incl in 5.2
- Check security of tubular bell mountings invite Diocesan Bell Advisor for report	8.3	50
- Check that all timber louvres are secure	8.3	DIY
- Check tower roof gutter for fractures and seek costs for repair as required	8.4	Quote
- Check tower parapet structure for stability and monitor mortar pointing for signs of movement following repointing in lime mortar	8.4.3	75
- Cross bond tower metal rails to lightning conductor	8.4.4	Quote
- Obtain quote for Conductor Test	See 17.3	-

WORK RECOMMENDED TO BE CARRIED OUT DURING NEXT 12 MONTHS:

Category 2 (cont)

	<u>Item</u>	<u>Budget Cost</u> £
-	Repair lead flashing/ skirt to flag pole base	8.4.6 250
-	Continue to maintain and tune organ	14.1 200
-	Continue to maintain all gas boilers and convector heaters	16.1 500
-	Test smoke detectors annually and obtain certificate	17.5 incl in 17.1
-	Continue to test and service fire extinguishers annually	18.1 70
-	Redecorate metal railings	22.7 500
-	continue to update Church Log Book	26.1 DIY

WORK RECOMMENDED TO BE CARRIED OUT DURING NEXT 5 YEARS:

Category (3)

	<u>Item</u>	<u>Budget Cost</u> £
-	Monitor settlement crack as 5.2	5.2 -
-	Replace missing hood moulding to chancel window when funds available. This will protect window from weathering	5.3 2000
-	Repair broken panes to west tower window	8.1 400
-	Repair leadwork to chancel east window and obtain a condition survey by glazing conservator	11.2 Quotation
-	Redecorate boundary wall railings to prevent rust decaying the fabric	22.3 Quotation
-	Obtain tree survey from Local Authority	25.2 Local Authority

WORK TO BE CONSIDERED BEYOND 5 YEARS: Category 4

	<u>Item</u>	<u>Budget Cost</u> £
-	Replace mesh glazing to nave windows with traditional leaded lights and secondary protection	11.1 Quote for one window at a time in phases

NOTE

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

APPENDIX

a. GENERAL

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

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

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

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

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

b. PRIORITIES

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

- 1 Urgent works requiring immediate attention
- 2 Work recommended to be carried out during the next 11 months
- 3 Work recommended to be carried out during the Quinquennial period.
- 4 Work needing consideration beyond the Quinquennial period.
- 5 Work required to improve energy efficiency of the structure and services.
- 6 Work required to improve disabled access.

c. SCOPE OF REPORT

The Report is based on the findings of an Inspection made from the ground and from other easily accessible points, or from ladders provided by the Parochial Church Council, to comply with the Diocesan Scheme under the Inspection of Churches Measure 1955.

It is emphasised that the inspection has been purely visual and that no enclosed spaces or inaccessible parts, such as boarded floors, roof spaces, or hidden timbers at wall heads have been opened up for inspection. Any part, which may require further investigation, is referred to in the appropriate section of this Report.

d. CLEANING OF GUTTERS etc

The Parochial Church Council is strongly advised to enter into an annual contract with a local builder for cleaning out the gutters and downpipes twice a year.

e. POINTING AND MASONRY

Wherever pointing is recommended it is absolutely 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.

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